

# Cleary University Catalog

## 2021-2022



A photograph of a modern, two-story building with a tan and brown brick facade. A large red and blue panther logo is prominently displayed on the right side of the building's exterior. The number "3730" is visible above the entrance on the left. In the foreground, there is a parking lot filled with various cars, and a large tree with vibrant red autumn leaves is partially visible on the left side of the frame.

# Welcome to The Cleary Mind™



Every thought, every decision, and every action you take influences your next step and every step after that. This state of inter-connectivity forms the basis for what you will discover at Cleary University—a unique and innovative approach to undergraduate and graduate business education that we call The Cleary Mind™.

The path to securing The Cleary Mind™ is the Cleary Business Arts curriculum—a dynamic, logical, and unique business school curriculum that is unparalleled in higher education today. It's an education about business, profitability, and life, for these interweave and impact one another. Every course, every class, and every project contributes to developing the eight key attributes of The Cleary Mind™ in a context of the ever-changing global business environment. The eight attributes are as follows:

- 1. Critical Thinking**
- 2. Creative Thinking**
- 3. Problem Solving**
- 4. Communications**
- 5. Persuasion**
- 6. Entrepreneurial Mindset**
- 7. Leadership**
- 8. Ethics**

Cleary University graduates leave as confident individuals who ponder possibilities, take chances and contribute to the world with dynamic forward-thinking perspectives.

I am proud to be part of such an innovative and future-building university. I am enthused by the prospect of how you will influence Cleary, and how Cleary will influence you. I am excited for you to discover how you matter now and how your contributions will matter to the business world.

**Welcome to The Cleary Mind™.**

**Glynis McBain**

*Chair, Cleary University Board of Trustees*



# TABLE OF CONTENTS

## CONTENTS

### GENERAL INFORMATION

|                                      |    |
|--------------------------------------|----|
| About Us                             | 3  |
| Mission                              | 7  |
| Vision                               | 9  |
| The Cleary Mind                      | 9  |
| Rationale                            | 9  |
| Value and Standards                  | 10 |
| Outcomes and Learning Outcomes       | 10 |
| Accreditation and Other Recognitions | 11 |

### CALENDARS

|   |    |
|---|----|
| Traditional Calendar 2021-2026                    | 13 |
| Nontraditional and Graduate<br>Calendar 2021-2026 | 14 |
| Dates Closed                                      | 15 |
|   | 15 |

### STUDENT AFFAIRS

|                                      |    |
|--------------------------------------|----|
| Career Development                   | 17 |
| Student-Athlete Eligibility          | 18 |
| Academic and Athletic Excellence     | 18 |
| Institutional Aid (IA) Calculation   | 19 |
| Residence Life                       | 19 |
| Student Housing Policy               | 19 |
| 2021-2022 Housing Scholarships       | 20 |
| Student Housing Contract Termination | 20 |
| Institutional Aid (IA) Calculation   | 20 |
| Occupancy Status                     | 21 |
| Study Abroad                         | 21 |
| Food Service                         | 21 |
| Meal Plan Fee                        | 21 |
| Student Life Goals                   | 22 |

### STUDENT RESOURCES

|                      |    |
|----------------------|----|
| Student Portal       | 23 |
| About Counseling     | 24 |
| About Spiritual Life | 26 |
| Technology Services  | 26 |
| IT Help Desk         | 26 |
| IT Resources Policy  | 26 |
| Reporting Incidents  | 27 |

|   |           |  |           |
|---|-----------|--|-----------|
| Related Policies and Forms              | 27        | Summary of Fees  | 43        |
| Technology Accessibility Policy         | 27        | General Fees   | 44        |
| Resources and Support                   | 28        | Academic Program Fee   | 45        |
| Canvas                                  | 28        | International Students   | 46        |
| Student Email                           | 28        | Financial Services   | 47        |
| Social Media Guidelines                 | 29        | 2021-2022 Federal Methodology  |           |
| Student Support Services                | 30        | Cost of Attendance Estimation  | 50        |
| Library Services                        | 30        | Scholarship Terms and Conditions   | 53        |
| Cleary University Online Library        | 30        | SAP Appeal and Academic Plan   | 60        |
| Online Databases and Research Resources | 30        | Return of Institutional Aid Funds  | 63        |
| Research Assistance                     | 30        | <b>ADMISSIONS</b>  | <b>65</b> |
| Librarian Contact Information           | 30        | First-Time Students  | 69        |
| Writing Center                          | 31        | Michigan Language Center and Conditional Admission of International Students | 70        |
| Peer Tutoring                           | 31        | Academic Bridge Program  | 71        |
| Student Ombudsman                       | 31        | Admission Status and Appeals   | 72        |
| Judicial Appeals Process                | 32        | Student Statuses   | 74        |
| Academic Advising                       | 33        | Pathways to Cleary   | 76        |
| Drop/Add/Withdrawal Policy              | 35        | Portfolio Learning Assessment  | 82        |
| Cleary University Alumni                | 37        | Academic and Curriculum Policy   | 86        |
| Appeals and Grievances                  | 38        | Courses  | 90        |
| Accessibility Policies                  | 40        | Graduation Requirements  | 93        |
| <b>FINANCIAL INFORMATION</b>            | <b>41</b> | Commencement   | 94        |
| Tuition Rates                           | 42        | Attendance and Performance   | 96        |
|   |           | Student Records  | 101       |

|   |            |   |
|---|------------|---|
| Programs and Courses                                  | 103        | <b>GRADUATE DEGREE PROGRAMS</b>   |
| Michigan Transfer Agreement Requirements<br>2021-2022 | 106        | MS-Culture, Change, and Leadership 138<br>MS-Human Resource Management 139<br>MBA-Strategic Leadership 140<br>MBA-Health Care Leadership 141<br>MBA-Analytical Efficiency 142<br>MBA-Financial Planning 143<br>MBA-Women's Leadership 144<br>MBA-E-Learning Design and Instructional<br>Technology Management 145 |
| <b>UNDERGRADUATE DEGREE<br/>PROGRAMS</b>              | <b>108</b> |   |
| Business Communications                               | 109        |   |
| Business Ethics                                       | 110        |   |
| Business Management                                   | 112        |   |
| Corporate Accounting                                  | 114        |   |
| Corporate Finance                                     | 116        |   |
| Digital Marketing                                     | 118        |   |
| Human Resource Management                             | 120        |   |
| Industrial Leadership                                 | 122        |   |
| Nonprofit Management                                  | 124        |   |
| Project Management                                    | 126        |   |
| Public Accounting                                     | 128        |   |
| Sports Promotion and Management                       | 129        |   |
| Business Leadership                                   | 131        |   |
| Executive Management                                  | 132        |   |
| Health Care Management                                | 133        |   |
| Criminal Justice Management                           | 134        |   |
| Hospitality Management                                | 135        |   |
|   |            | <b>COURSE DESCRIPTIONS</b> 147  |
|   |            | Undergraduate Course Descriptions 149   |
|   |            | Graduate Course Descriptions 172  |
|   |            | <b>CAMPUS MAPS AND FACILITIES</b> 184   |
|   |            | Campus Facilities 185   |
|   |            | Inclement Weather and Emergencies 186   |
|   |            | Maintenance of Facilities with Security<br>Considerations 186   |
|   |            | Physical Violence, Vandalism, and Theft 186   |
|   |            | Security on Campus 186  |
|   |            | Cleary University Campus Map 187  |

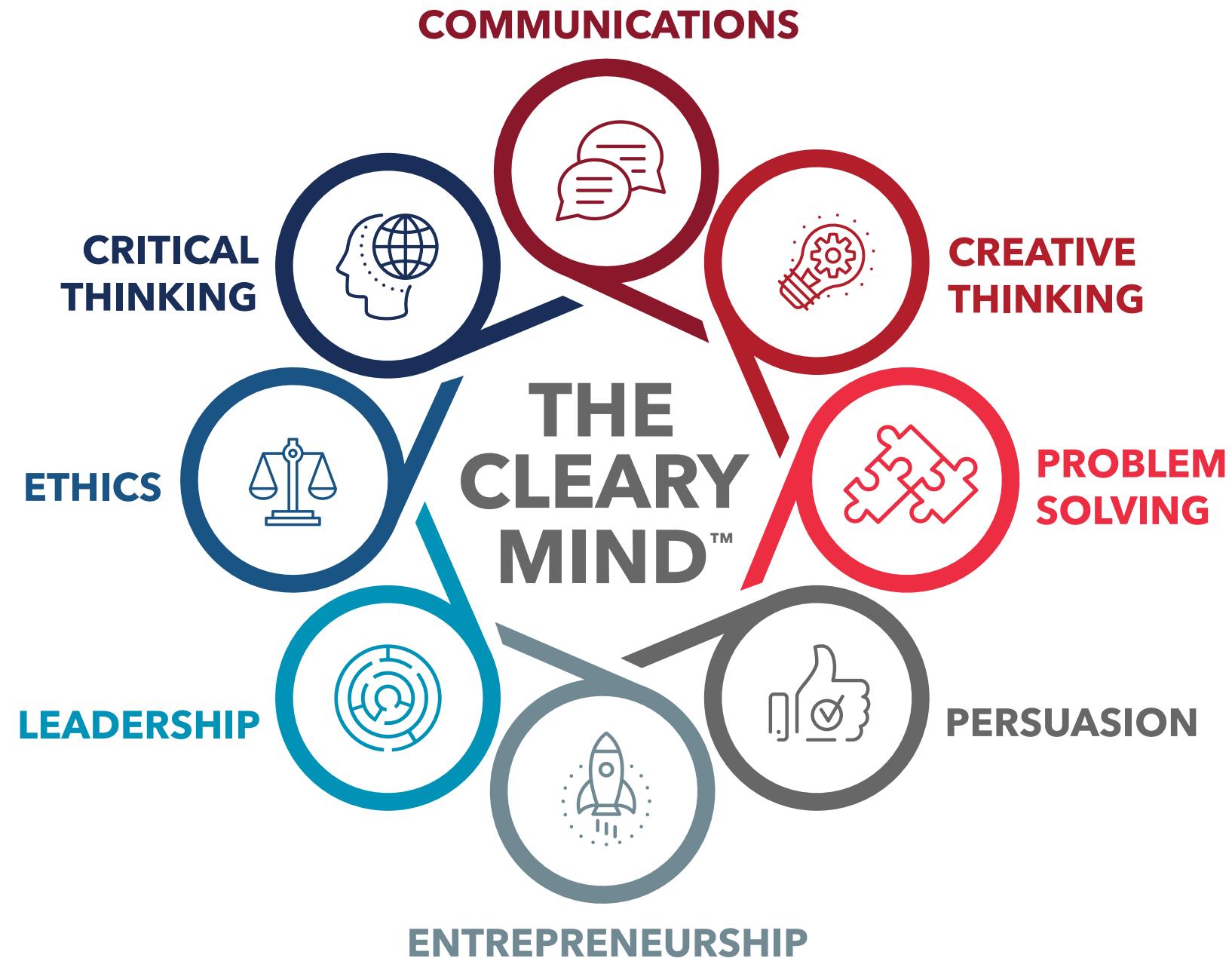
# GENERAL INFORMATION



## CHRYSLER HALL

- ACADEMIC OFFICES
- ACADEMIC ADVISING
- CLASSROOMS
- CAREER SERVICES
- COUNSELING SERVICES
- STUDENT SERVICES
- VETERANS RESOURCE CTR.
- SECUNDA MUSEUM





# GENERAL INFORMATION

## About Us

Cleary University, an independent, not-for-profit, private, business arts university, creates a dynamic and challenging business school culture, deliberately designed to forge The Cleary Mind™ through the unique integration of business, philosophy, and literacy.

Through active and engaged learning, undergraduate and graduate students are challenged to achieve a level of excellence that enables them to enter the business environment uniquely prepared to contribute as critical thinkers, problem solvers, communicators, and organizational leaders.

## Mission

To provide an intimate and inclusive, student-centered business education that instills the values of The Cleary Mind™ in our community.

## Vision

Inspiring students to dare to transform the status quo.

## The Cleary Mind™

Cleary University's curricular philosophy ensures that every student graduates with a unique educational advantage that enables them to enter the business environment prepared to contribute as a critical thinker, problem solver, communicator, and organizational leader. This philosophical outcome is defined as The Cleary Mind™.

The Cleary Business Arts Education is the curricular pathway to our collective outcome for all graduates: practical inculcation of The Cleary Mind™. Cleary's Business Arts Education is comprised of these key components:

**The Cleary Business Arts Curriculum** – a dynamic and challenging business school culture deliberately designed to forge The Cleary Mind™ through the unique integration of business, philosophy, and literacy (reading, writing, cultural, technological) curricula.

We have reimagined and reinvented the typical business school curriculum from a perspective of eight key attributes that manifest themselves as The Cleary Mind™. These are attributes come from what businesses demand – that many business leaders believe are not currently satisfied by traditional business school programs.

The eight attributes of The Cleary Mind™ are:

|                   |                   |
|-------------------|-------------------|
| Communications    | Entrepreneurship  |
| Creative Thinking | Leadership        |
| Problem Solving   | Ethics            |
| Persuasion        | Critical Thinking |

These attributes are woven through all courses in the Cleary curriculum.

## Rationale

The curricular philosophy of the Cleary Business Arts Education delivers these key advantages:

- A deliberate integration of philosophy and literacy within a business education
- Education that prepares the Cleary graduate to think – both spontaneously and methodically
- Education that ensures consistent quality control and cohesive structure

- Academic experiences that transcend the growing vocational, truncated approach to business education
- A logical and progressive pathway from enrollment to graduation

## Values and Standards

At Cleary University, we value:

- Effective learning through the application of knowledge
- Constant focus on understanding and satisfying student and employer needs
- Continuous and systematic improvement of products, services, and processes
- Work as a source of learning, societal contribution, and dignity
- Innovation and opportunity as keys to advancement
- Responsible and ethical business practice and value exchange
- Dedicated staff, faculty, trustees, and other stakeholders

- Think critically, using logic and experience to recognize opportunities and solve problems
- Evaluate problems and build persuasive arguments to advance business success.
- Apply entrepreneurial and leadership mindsets to improve and advance businesses
- Appreciate diversity in people, thought, and experience
- Demonstrate the ability to work in modern work environments and across remote, global teams

Academic assessment is consistent with our institutional mission to provide an intimate and inclusive, student-centered business education that instills the values of The Cleary Mind™ in our community, because it measures the acquisition of knowledge and skills through higher education. Improvements to the assessment system inherently support the University's mission and strategic priorities and help to ensure the ongoing relevance and rigor of our academic programs as we serve our stakeholders' needs and provide students with a quality education.

Assessment refers to the planning, data collection, analysis, and continuous improvement associated with assessing student learning outcomes related to academic programs at both undergraduate and graduate levels. Assessment also refers to decision making related to data analysis. Assessment is conducted at the course, program (e.g., BBA and MBA), and institutional level, and focuses on institutional and program outcomes as defined by the University and as required by our accrediting body, the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. Though we are required by the HLC to conduct assessment, that is tangential to the real reason we do it - to measure and continuously improve student learning.

## OBJECTIVES AND LEARNING OUTCOMES

### Institutional Cleary Mind™ Outcomes

Our graduates will:

- Possess a comprehensive understanding of business functions and interactions across numerous business disciplines
- Effectively communicate ideas, information, experiences, and solutions in written and spoken form
- Demonstrate ethical behavior and recognize its value in business success

## Cleary University Enrollment and Student Profile

Cleary University's diverse student population consists of more than 800 students. Approximately 21% of our students attend on a part-time basis. The average age of a Cleary student is 28 years old. Women comprise 48% of the student population. The largest racial or ethnic group self-identifies as Caucasian (75%).

## Cleary University Faculty

Educators at Cleary are more than just teachers; they serve as mentors and provide guidance for students. There are 60 full-time and part-time faculty members bringing experience and academic credentials to Cleary University classrooms. Providing real-world experiences gained from working in business and industry, and giving personalized attention to students due to a low teacher-student ratio of 1:18, Cleary faculty provide an excellent education in the Business Arts Curriculum.

## Student Success

Cleary University prides itself on providing an education that allows students to succeed. This is measured in two ways. Students attending Cleary University successfully pass 92% of courses taken. Applying skills and knowledge acquired in the classroom to a student's future is an important part of student success. Cleary University annually surveys graduates on future plans. With a 89% response rate, Cleary is proud to report that its graduates are poised for success. Cleary graduates go on to careers or graduate school at a 95% rate. Thirteen percent of our graduates opt to continue their education with graduate school, and 82% are employed upon graduation.

## ACCREDITATION AND OTHER RECOGNITIONS

Cleary University is accredited by the Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440  
[www.hlccommission.org](http://www.hlccommission.org)

The HLC is nationally recognized by the U.S. Department of Education and by the Council of Higher Education Accreditation (CHEA).

Cleary University is recognized for veterans' training under the G.I. Bill for Veterans Educational Assistance.

The University is approved by the United States Department of Justice, Immigration, and Naturalization Service as an institution of higher education for training foreign students.

Cleary University has been approved by the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). The NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

A bachelor's and/or master's degree in finance with a financial planning specialty earned at Cleary University is fully recognized by the CFP™ (Certified Financial Planning) Standards Board.

Accreditation credentials and other qualifying recognitions are available for review upon a reasonable request made to University officials.

## **Non-Discrimination and Equal Employment Opportunity Policy**

Cleary University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status, and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services. In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.

All employees and students are expected to comply with both the letter and spirit of this policy. Employees and students who believe that they may be subject to unlawful discrimination in employment or educational services are encouraged to address their concerns in accordance with the University Anti-Harassment policy.



# CALENDARS

# CALENDARS

## TRADITIONAL CALENDAR 2021-2026

| Fall Semester                   | 2021-22           | 2022-23           | 2023-24           | 2024-25           | 2025-26           |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Fall Semester                   | 8/23 - 12/12/21   | 8/29 - 12/18/22   | 8/28 - 12/17/23   | 8/26 - 12/15/24   | 8/25 - 12/14/25   |
| Midterm Break - No Classes      | 10/18 - 10/19/21  | 10/24 - 10/25/22  | 10/23 - 10/24/23  | 10/21 - 10/22/24  | 10/20-10/21/25    |
| Thanksgiving Break - No Classes | 11/24 - 11/26/21  | 11/23 - 11/25/22  | 11/22 - 11/24/23  | 11/27 - 11/29/24  | 11/26 -11/28/2025 |
| Semester Break - No Classes     | 12/13/21 - 1/2/22 | 12/19/22 - 1/8/23 | 12/18/23 - 1/7/24 | 12/16/24 - 1/5/25 | 12/15/25 -1/4/26  |
| Spring Semester                 | 2021-22           | 2022-23           | 2023-24           | 2024-25           | 2025-26           |
| Spring Semester                 | 1/3 - 5/1/22      | 1/9 - 5/7/23      | 1/8 - 5/5/24      | 1/6 - 5/4/25      | 1/4 - 5/3/26      |
| President's Day - No Classes    | 2/21 - 2/22/22    | 2/20 - 2/21/23    | 2/19 - 2/20/24    | 2/17 - 2/18/25    | 2/16 -2/17/26     |
| Spring Break - No Classes       | 2/28 - 3/6/22     | 3/6 - 3/12/23     | 3/4 - 3/10/24     | 3/3 - 3/9/25      | 3/2 - 3/8/26      |
| Semester Break - No Classes     | 5/2 - 5/8/22      | 5/8 - 5/14/23     | 5/6 - 5/12/24     | 5/5 - 5/11/25     | 5/4 - 5/10/26     |
| Summer Semester                 | 2021-22           | 2022-23           | 2023-24           | 2024-25           | 2025-26           |
| Summer Semester A Session       | 5/9 - 6/26/22     | 5/15 - 7/2/23     | 5/13 - 6/30/24    | 5/12 - 6/29/25    | 5/11 - 6/28/26    |
| Summer Semester B Session       | 6/27 - 8/14/22    | 7/3 - 8/20/23     | 7/1 - 8/18/24     | 6/30 - 8/17/25    | 6/29 -8/16/26     |
| Semester Break - No Classes     | 8/15 - 8/28/22    | 8/21 - 8/27/23    | 8/19 - 8/25/24    | 8/18 - 8/24/25    | 8/17 -8/23/26     |
| Commencement                    | 5/7/22            | 5/6/23            | 5/4/24            | 5/3/25            | 5/2/26            |

## NONTRADITIONAL AND GRADUATE CALENDAR 2021-2026

| <b>Fall Semester</b>               | <b>2021-22</b>           | <b>2022-23</b>           | <b>2023-24</b>           | <b>2024-25</b>           | <b>2025-26</b>            |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| <b>Fall Semester</b>               | <b>8/23 - 12/12/21</b>   | <b>8/29 - 12/18/22</b>   | <b>8/28 - 12/17/23</b>   | <b>8/26 - 12/15/24</b>   | <b>8/25 - 12/14/25</b>    |
| <b>Fall Semester A Session</b>     | <b>8/23 - 10/17/21</b>   | <b>8/29 - 10/23/22</b>   | <b>8/28 - 10/22/23</b>   | <b>8/26 - 10/20/24</b>   | <b>8/25 - 10/19/25</b>    |
| <b>Fall Semester B Session</b>     | <b>10/18 - 12/12/21</b>  | <b>10/24 - 12/18/22</b>  | <b>10/23 - 12/17/23</b>  | <b>10/21 - 12/15/24</b>  | <b>10/20 - 12/14/25</b>   |
| <b>Thanksgiving Break</b>          | <b>11/24 - 11/26/21</b>  | <b>11/23 - 11/25/22</b>  | <b>11/22 - 11/24/23</b>  | <b>11/27 - 11/29/24</b>  | <b>11/26 - 11/28/2025</b> |
| <b>Semester Break - No Classes</b> | <b>12/13/21 - 1/2/22</b> | <b>12/19/22 - 1/8/23</b> | <b>12/18/23 - 1/7/24</b> | <b>12/16/24 - 1/5/25</b> | <b>12/15/25 - 1/4/26</b>  |

| <b>Spring Semester</b>             | <b>2021-22</b>       | <b>2022-23</b>       | <b>2023-24</b>       | <b>2024-25</b>       | <b>2025-26</b>       |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Spring Semester</b>             | <b>1/3 - 5/1/22</b>  | <b>1/9 - 5/7/23</b>  | <b>1/8 - 5/5/24</b>  | <b>1/6 - 5/4/25</b>  | <b>1/4 - 5/3/26</b>  |
| <b>Spring Semester A Session</b>   | <b>1/3 - 2/27/22</b> | <b>1/9 - 3/5/23</b>  | <b>1/8 - 3/3/24</b>  | <b>1/6 - 3/2/25</b>  | <b>1/4 - 3/1/26</b>  |
| <b>Spring Semester B Session</b>   | <b>2/28 - 3/6/22</b> | <b>3/6 - 3/12/23</b> | <b>3/4 - 3/10/24</b> | <b>3/3 - 3/9/25</b>  | <b>3/9 - 5/3/26</b>  |
| <b>Spring Break - No Classes</b>   | <b>2/28 - 3/6/22</b> | <b>3/6 - 3/12/23</b> | <b>3/4 - 3/10/24</b> | <b>3/3 - 3/9/25</b>  | <b>3/2 - 3/8/26</b>  |
| <b>Semester Break - No Classes</b> | <b>5/2 - 5/8/22</b>  | <b>5/8 - 5/14/23</b> | <b>5/6 - 5/12/24</b> | <b>5/5 - 5/11/25</b> | <b>5/4 - 5/10/26</b> |

| <b>Summer Semester</b>             | <b>2021-22</b>        | <b>2022-23</b>        | <b>2023-24</b>        | <b>2024-25</b>        | <b>2025-26</b>        |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Summer Semester A Session</b>   | <b>5/9 - 6/26/22</b>  | <b>5/15 - 7/2/23</b>  | <b>5/13 - 6/30/24</b> | <b>5/12 - 6/29/25</b> | <b>5/11 - 6/28/26</b> |
| <b>Summer Semester B Session</b>   | <b>6/27 - 8/14/22</b> | <b>7/3 - 8/20/23</b>  | <b>7/1 - 8/18/24</b>  | <b>6/30 - 8/17/25</b> | <b>6/29 - 8/16/26</b> |
| <b>Semester Break - No Classes</b> | <b>8/15 - 8/28/22</b> | <b>8/21 - 8/27/23</b> | <b>8/19 - 8/25/24</b> | <b>8/18 - 8/24/25</b> | <b>8/17 - 8/23/26</b> |
| <b>Commencement</b>                | <b>5/7/22</b>         | <b>5/6/23</b>         | <b>5/4/24</b>         | <b>5/3/25</b>         | <b>5/2/26</b>         |

## DATES CLOSED

| <b>Campus Closed</b> | <b>2021-22</b>          | <b>2022-23</b>          | <b>2023-24</b>          | <b>2024-25</b>          | <b>2025-26</b>          |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>Juneteenth</b>    | <b>6/19/21</b>          | <b>6/19/22</b>          | <b>6/19/23</b>          | <b>6/19/24</b>          | <b>6/19/25</b>          |
| <b>Labor Day</b>     | <b>9/6/21</b>           | <b>9/5/22</b>           | <b>9/4/23</b>           | <b>9/2/24</b>           | <b>9/1/25</b>           |
| <b>Thanksgiving</b>  | <b>11/25 - 11/26/21</b> | <b>11/24 - 11/25/22</b> | <b>11/23 - 11/24/23</b> | <b>11/28 - 11/29/24</b> | <b>11/27 - 11/28/25</b> |
| <b>MLK Day</b>       | <b>1/17/22</b>          | <b>1/16/23</b>          | <b>1/15/24</b>          | <b>1/20/25</b>          | <b>1/19/26</b>          |
| <b>Memorial Day</b>  | <b>5/30/22</b>          | <b>5/29/23</b>          | <b>5/27/24</b>          | <b>5/26/25</b>          | <b>5/25/26</b>          |



# STUDENT AFFAIRS



# STUDENT AFFAIRS

## Student Affairs

### Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance, which includes Cleary University. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

The University encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student and/or faculty/staff member to immediately report the incident by contacting one of the Title IX Coordinators. University faculty and staff are required to report a known instance of sexual violence, misconduct, or harassment to a Title IX Coordinator. Victims of sexual violence are encouraged to seek medical attention right away. Emergencies on campus should be reported to the Livingston County Police Department by calling 911.

The University's policy on Title IX is located in the student handbook. Matt Oliver, Associate Dean of Students, serves as the Title IX Student Coordinator. Erica Smith, Human Resource Generalist, serves as the Title IX Faculty and Staff Coordinator.

Contact information for Cleary University's Title IX Coordinators is:

#### Matt Oliver

Associate Dean of Students  
Chrysler Hall, Suite 109C  
3750 Cleary Drive  
Howell, MI 48843  
800.686.1883, Ext. 1456  
[moliver@cleary.edu](mailto:moliver@cleary.edu)

#### Erica Smith

Human Resource Generalist  
Lyons Building  
3760 Cleary Drive  
Howell, MI 48843  
800.686.1883, Ext. 1203  
[esmith@cleary.edu](mailto:esmith@cleary.edu)

#### Sara Barnwell

Dean of Academic Operations  
3750 Cleary Drive  
Howell, MI 48843  
800-686-1883  
[sbarnwell@cleary.edu](mailto:sbarnwell@cleary.edu)

In addition, Cleary University advocates contacting the LACASA Center, a highly regarded Livingston County organization with specialized resources to immediately assist victims of domestic and/or sexual violence. The contact information for LACASA is:

LACASA 24/7 Toll-Free Help Line: 866.522.2725  
Website: [www.lacasacenter.org](http://www.lacasacenter.org)

## Career Development

Career planning is a purposeful process of examining yourself, your goals, and the world around you. It is a continuous process of decision making and action items in which we engage throughout our lives. You are in charge of your career plan and how it develops; the career development department can offer support and guidance throughout the process at any step of the journey. A career is the culmination of one's life of work, including what we study, where and what we do for work, our passions, the circumstances of our lives, and even what we do for fun.

There are many components of career development, and each one looks at the planning process through a different lens; however, there are similarities across each step. These unique steps, such as exploration and development, are part of the lifelong process of career planning. We move through the stages fluidly, often repeating the process as our life changes and our desires evolve.

The career development department works with both students and alumni to foster growth in interviewing skills as well as bridge the gap between employers and job seekers. They also facilitate networking events, career assistance and exploration, career fairs both in person and virtual, résumé construction and revisions, career development course facilitation (CAR 1000), and internship sourcing. With the utilization of the Handshake career platform, students and alumni can have access to over 500,000 employers; it is the number one job search tool for college students.

The Cleary career development staff have a multitude of resources and information on career outlook and industry trends coupled with career specific salary and data points.

Join our Career Development LinkedIn group at <https://www.linkedin.com/groups/12056134>.

To post an open position, send it to [careerservices@cleary.edu](mailto:careerservices@cleary.edu) or create an employer account on [www.joinhandshake.com](http://www.joinhandshake.com).

For more information or questions, please contact Cleary University Career Development at [careerservices@cleary.edu](mailto:careerservices@cleary.edu) or 800-686-1883, Ext. 1556.

## Athletics

Cleary University reinstated intercollegiate athletics in 2012, participating in the United States Collegiate Athletic Association. In 2018, Cleary athletics officially joined the National Association of Intercollegiate Athletics (NAIA) and the Wolverine-Hoosier Athletic Conference (WHAC).

More information on Cleary University athletics may be found at <http://www.clearycougars.com>

## Student-Athlete Eligibility

To retain student-athlete eligibility, student-athletes must meet the National Association of Intercollegiate Athletics (NAIA), Wolverine-Hoosier Athletic Conference (WHAC) and, if applicable, the American Collegiate Hockey Association (ACHA) standards. For further information, student-athletes should refer to the PlayNAIA Eligibility Center (<https://play.mynaia.org>) and the Cleary University athletic department at [clearycougars.com](http://clearycougars.com).

## Academic and Athletic Excellence (AAE)

Students who are eligible for AAE awards must be new student-athletes. Awards are determined by the amount of the applicable Admissions Honor Scholarship and the athletic award determined by the 16 Director of Athletics. The AAE calculation takes into account any federal and/or state grants received when determining the full AAE scholarship. The continued eligibility of AAE is dependent on the student-athlete's eligibility to play their designated sport and the continued GPA of the applicable Admissions Honor Scholarship.

**Important:** This scholarship is not valid with any other merit-based scholarship from Cleary University. GPAs will be monitored for continued eligibility. New student GPAs will be reviewed after the first year. Continuing student GPAs will be reviewed after each semester.

A minimum of 12 semester hours for each semester of enrollment is a requirement for student-athletes, unless a student is in the last semester before graduation and is taking all of the remaining required courses for their degree, in which case the athletic portion of AAE will be prorated in accordance with the policies of Cleary University. Student-athletes risk losing the athletic portion of AAE if they do not meet the academic eligibility requirements set forth by the National Association of Intercollegiate Athletics (NAIA).

The head coach and the Director of Athletics reserve the right to dismiss a student-athlete from the team and/or reduce the athletic portion of AAE for lack of effort and/or a poor attitude and attendance. Student-athlete guidelines are defined by the athletic department in the student-athlete handbook.

## Institutional Aid (IA) Calculation

**Institutional Aid Recipients:** Students receiving IA funds (i.e., merit scholarships, athletic scholarships, housing scholarships, percentage-based scholarships, etc.) may receive a reduction or cancellation of IA if a drop or withdrawal (official or unofficial) from all classes occurs before completing 60% of the semester. The Return of IA is a calculation to determine how much IA was "earned" by the student at the time of withdrawal. Financial aid adjustments will be based on a student's last date of attendance or class participation regardless of when a completed drop/add form is received by the Records Office. If a student reduces the number of credit hours that are taken, their IA scholarship may be reduced accordingly.

## Residence Life

A major part of the college experience is what happens outside of

the classroom.

### Core Philosophy of Cleary University Residence Life

Students will:

- Explore new ideas, seek and experience new opportunities, and gain important lifelong skills.
- Implement a restorative justice model wherein residents aspire to repair harm, earn trust, and build community when infractions occur.
- Ensure that the Cleary Mind initiative is incorporated into their interactions and programming, which include: critical thinking, problem solving, creative thinking, communication, persuasion, entrepreneurship, leadership, and ethics.

We provide safe, secure, and comfortable residential communities that support students' academic performance, personal development, and emotional wellbeing while allowing the Cleary Mind attributes to inform each of these developmental areas

## Student Housing Policy

Students who wish to live on campus at the Cleary University Livingston location should complete the student housing application at <https://www.cleary.edu/housing/>.

**Length of Contract:** The contract dates covered by terms, conditions, and responsibilities are for the Fall semester through the Spring semester. The dates for each semester are available in this catalog or on the website at <https://www.Cleary.edu>.

**Effective Date:** The contract, when appropriately submitted with the required application payment, becomes effective upon the date of assignment, and it remains valid until the end of the contract period. Once assigned, the student is fully responsible for all required payments and lawful charges as set forth in the contract, including all cancellation costs.

**Meal Plan Requirement:** All students residing on campus are required to purchase a meal plan. More information on meal plan options can be found at <https://www.cleary.edu/housing/>

**Agreement:** By signing the housing agreement, the student hereby contracts for a space in a Cleary University Student Housing building and agrees to room charges and a meal plan at the rates established by the University. By signing the agreement, the student understands the agreement may not be terminated unless the student withdraws from the University. All students not abiding by the residence requirement are still subject to room and board charges. More specific housing regulations and policies are contained in the Cougar Resident Guide found at <https://www.cleary.edu/housing/>

## 2021-2022 Housing Scholarships

Students will be eligible to receive a housing scholarship based on the location of their primary residence\*. Details of housing scholarships are listed below.

### Hometown Student Housing Scholarship

(Students who reside less than 25 miles from campus are eligible):

50% Housing Scholarship off the room cost

North Hall: \$5,000 scholarship per year (\$2,500 per semester)

South Hall: \$4,250 scholarship per year (\$2,125 per semester)

### Standard Campus Housing Scholarship

(Students who reside more than 25 miles from campus are eligible):

30% Housing Scholarship off the room cost

North Hall: \$3,000 scholarship per year (\$1,500 per semester)

South Hall: \$2,550 scholarship per year (\$1,275 per semester)

\*For purposes of this policy, the primary residence of the student's parent(s) or current/former legal guardian is considered to be the

student's home address. Scholarships are a percentage-based scholarship off the room portion only of the room cost.

### Student Housing Contract Termination

Cleary University Residential Hall residents requesting to terminate their housing contract are required to complete the Contract Termination Request form. A student wishing to terminate must contact the Director of Housing to complete the process. A student who vacates their housing space for any reason prior to the contract end date will be held financially responsible for the remaining balance of the current semester room charges. Students who move out of campus housing prior to the end of their housing contract will not receive a refund for their room/housing charges.

The Contract Termination Request form is required to be filed with a Residence Life staff member and an in-person checkout process must be scheduled. A student who does not fill out a Contract Termination Request form and schedule a checkout time with Residence Life staff will be charged a \$300 cancelation fee and will be assessed for breaking the housing contract. This fee is non-appealable.

Once a resident officially moves out of their student housing space, their housing scholarships will be removed. If applicable, the housing scholarship will be prorated based on the amount of days the student resided in the residence hall.

### Institutional Aid (IA) Calculation

**Institutional Aid Recipients:** Students receiving IA funds (i.e., merit scholarships, athletic scholarships, housing scholarships, percentage-based scholarships, etc.) may receive a reduction or cancellation of IA if a drop or withdrawal (official or unofficial) from all classes occurs before completing 60% of the semester. The Return of IA is a calculation to determine how much IA was "earned" by the student at the time of withdrawal. Financial aid adjustments will be

based on a student's last date of attendance or class participation regardless of when a completed drop/add/withdrawal form is received by the Records Office. Return of institutional scholarships correlates with the drop/withdrawal timeframe. If a student completes a complete drop or total withdrawal before the end of the 100% tuition deadline, they will receive 0% of their institutional scholarship(s). Any total withdrawals on or after the 50% deadline could result in adjustment in institutional scholarship(s). Institutional aid is non-refundable.

If a student receives a housing scholarship and moves out of housing prior to the end of the semester, the scholarship will be reduced on a prorated amount in correlation to the amount the student is charged for housing.

## **Occupancy Status**

Occupancy occurs when a student officially receives the keys to the room or is officially checked in via the student housing software. If either condition exists, then the room is considered officially occupied. Occupancy will remain in effect until the same procedure is followed to check out of the space. Removing personal belongings and vacating the assigned space will be considered an improper checkout, and the student will be financially responsible for the terms of the contract and associated fees.

## **Study Abroad**

Students who wish to apply for study abroad courses and programs may enroll for University credit covered by existing academic regulations. Cleary University partners with the International Student Exchange Program (ISEP), and students should meet with their academic advisor to apply for ISEP international placements, internships, and/or courses. Students must be in good academic standing to participate in study abroad and external programs. Students who participate in external study abroad programs (those hosted by another institution or an external consortium or third party provider)

must meet with an academic advisor to document any transferability of credits back to Cleary University and must abide by all policies and procedures established by Cleary University and by the external program provider. Cleary University students participating in study abroad must abide by Cleary University's Student Code of Conduct and abide by any additional behavioral and academic policies instituted for that location, venue, or host country. Institutional aid is not available to those who participate in this program.

## **Food Services**

The Cleary Commons dining facility in the center of the Livingston campus serves all residential and non-residential students. Student meal plans are required for students residing in campus housing.

Students are responsible for their Cougar dining card. If your card is damaged, lost, or stolen, it is your responsibility to contact the registrar's office immediately. Cleary University is not responsible for any unauthorized transactions. Students will be charged \$25 for each replacement card; this fee will be required to be submitted to the business office at the time of replacement.

## **Meal Plan Fee**

All students living in University housing are required to participate in the meal plan. The 2021-22 meal plan fee is \$1,800 per semester, \$3,600 per academic year. The meal plan includes 18 meals per week consisting of breakfast, lunch, and dinner Monday through Friday, lunch and dinner on Saturday, and brunch on Sunday. All meals are served cafeteria style.

## STUDENT LIFE GOALS

### Connectedness

Be connected to the heartbeat of campus. On-campus resources such as campus events, dining hall, library, athletic facilities, and classrooms are all within reach, making it easy to be involved in your Cleary community.

### Faculty Interaction

Experience success and growth during your time at Cleary with the support of faculty and staff members who want to build relationships with you and your community.

### Support

Receive academic, spiritual, and emotional support from the faculty and staff in your community who are there to serve as resources, mentors, and friends.

### The guiding principles of Cleary University Residence Life

Build meaningful and life-changing relationships with fellow community members as you grow and learn together by following the Guiding Principles of Cleary University Residence Life.

Ensure that the foundation of Cleary University Residence Life is grounded in a culture that values open discourse, respectful behavior and actions, and being a positive, welcoming environment where students have the freedom to express themselves and feel a true sense of belonging and ownership in their space.

Create meaningful and lasting relationships among residents, resident assistants (RAs), and staff members.

Assess the needs of the residents, embrace their independence, nurture existing passions, cultivate intentional programming, and establish partnerships and connections in a tight-knit, vibrant community.

Foster student success and generate student development by engaging in creating the best learning environment for all residents where norms of thinking are challenged and taking calculated risks is encouraged.

Strive in the pursuit of developing self-authored minds where students grow in their journey of self-discovery, refine their views, and evaluate other perspectives leading to the practice of continuous self-reflection.



# STUDENT RESOURCES



founded  
1883

# STUDENT RESOURCES

## Student Resources

<https://cleary.edu/academics/academic-student-support/>

### Admissions

800.686.1883 | [admissions@cleary.edu](mailto:admissions@cleary.edu)

Information on degrees and programs offered, application process, and enrollment assistance

### Athletics

Athletic Director, Heather Bateman | [hbateman@cleary.edu](mailto:hbateman@cleary.edu)

Coaches and the Athletic Director handle Athletic Scholarships

### Financial Aid

517.338.3015 | [finaid@cleary.edu](mailto:finaid@cleary.edu)

Questions regarding financial aid, scholarships, loans, and FAFSA

### Business Office

517.338.3320 | [businessoffice@cleary.edu](mailto:businessoffice@cleary.edu)

Questions regarding tuition, statements, and payment plans

### Career Development

800.686.1883 Ext. 1556 | [careerservices@cleary.edu](mailto:careerservices@cleary.edu)

Questions regarding career development, internships, and career advice

### Registrar

517.338.3328 | [records@cleary.edu](mailto:records@cleary.edu)

Questions regarding Cleary University transcripts (including GPA), academic probation status, Dean's List, graduation application, commencement, diploma, and FERPA

### IT Support

517.338.3019 | [support@cleary.edu](mailto:support@cleary.edu)

Contact about issues with Canvas, email, student portal, and technical support

### Academic Advising

Each student is assigned an academic advisor following his/her initial registration. Contact your academic advisor regarding course registrations, course withdrawal, or academic concerns.

### Tutoring and Student Success Center - Chrysler Hall

[studentsuccesscenter@cleary.edu](mailto:studentsuccesscenter@cleary.edu)

Academic tutoring is free of charge to students one hour per week per class. Email to schedule proficiency exams, tutoring, and small study areas.

### Writing Center | Student Success Center - Chrysler Hall

[writingcenter@cleary.edu](mailto:writingcenter@cleary.edu)

Face-to-face and virtual assistance with writing projects, rough drafts, polishing, and APA style and citation.

### Student Portal

Web portal for students to access class schedules, grades, financial aid, tuition, payment plan setup, and transcripts, and add and drop classes. The Drop/Add/Withdrawal Policy is located on the front page of the Student Portal. Student account balance and refund amounts are located in the Tuition Statement section of the Student Portal.

### **University Library | [librarian@cleary.edu](mailto:librarian@cleary.edu)**

To meet the needs of our students, all essential resources are available online, 24/7 on the Cleary Online Library.

### **Canvas/Course Materials | [elearning@cleary.edu](mailto:elearning@cleary.edu)**

Course materials are available through the Canvas learning management system. You may also email [support@cleary.edu](mailto:support@cleary.edu) for an immediate Canvas problem.

### **Disability Resource Services**

**517.338.3068 | [disabilityservices@cleary.edu](mailto:disabilityservices@cleary.edu)**

Facilitate access to resources, education, collaboration, and discourse for students with disabilities.

### **Student Clubs | [studentlife@cleary.edu](mailto:studentlife@cleary.edu)**

Clubs are fun and informative, student-directed, and staff/faculty mentored, and meet on campus regularly.

### **Delta Sigma Pi | [deltasigmapi@cleary.edu](mailto:deltasigmapi@cleary.edu)**

The Phi Omega chapter of Delta Sigma Pi is Cleary University's professional business fraternity dedicated to membership, scholarship, and service.

### **Student Life and Spiritual Life**

**Associate Dean of Students, Matt Oliver | [moliver@cleary.edu](mailto:moliver@cleary.edu) or [studentlife@cleary.edu](mailto:studentlife@cleary.edu)**

Student engagement, student conduct, and spiritual counseling.

**Residential Life -** Through your residential experience, you'll grow within your community, learn what it means to be a good neighbor in a global society, and develop independent living skills that will prepare you for post-graduation.

### **Counseling and Psychological Services | [counseling@cleary.edu](mailto:counseling@cleary.edu)**

A confidential place where students can receive psychological consultation, short-term counseling, and information on a variety of issues.

### **Student Ombudsman | [ombudsman@cleary.edu](mailto:ombudsman@cleary.edu)**

The Office of the Student Ombudsman is an impartial and neutral resource to help students, faculty, and staff resolve academic and non-academic concerns. The ombudsman provides information related to Cleary University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation.

Examples of things the Student Ombudsman can help with:

- Student/faculty/staff conflicts
- Student/student disputes
- Financial aid concerns
- Academic issues
- Process/procedure/policy issues
- Enrollment issues

## About Counseling

Counseling and Psychological Services | [counseling@cleary.edu](mailto:counseling@cleary.edu)  
Confidential mental health and relational counseling for students of the Livingston Campus community are provided free of charge. A Licensed Professional Counselor (LPC) staffs the Cleary University Counseling Office. Additional services provided are: counseling assessment, crisis intervention, referrals, and one-on-one, group, and relationship counseling.

Andrew Chamberlin, Licensed Professional Counselor

Walk in, or schedule an appointment: Email: [counseling@cleary.edu](mailto:counseling@cleary.edu)  
Phone: 1.800.686.1883, Ext. 1455 / Chrysler Hall

## About Spiritual Life

Cleary University welcomes people of all faiths, valuing freedom of religious expression and committing itself to religious pluralism.

Cleary University's Associate Dean of Students is a confidential resource available to support you during personal crisis, navigating conflicts, and exploring spiritual questions.

The Office of the Associate Dean of Students coordinates campus spiritual life and is here to help you develop as a spiritual person. Cleary University is incredibly diverse in belief and serves students from all backgrounds.

Spiritual life at Cleary University is focused on deepening faith, developing leaders, and learning from diversity. We partner with the campus and the larger community to deepen spiritual values, cultivate diversity, and prepare students for a pluralistic global workplace.

## Technology Services

The Cleary Technology Services team strives for exceptional customer service and takes pride in delivering technologies and solutions that move the University forward through the digital age. Cleary University will provide end user support services to Cleary University users (students, staff, and University stakeholders). This support will be provided for approved University software platforms and University-owned hardware (computers, notebooks, network infrastructure, etc).

The Cleary Technology Services team creates student and staff accounts around a unified and uniform technology platform. These include but are not limited to the following accounts: student and staff accounts; student and staff email accounts; student and staff portal accounts (CAMS); student and staff learning management system accounts (Canvas); all other Cleary University authorized technology platforms.

## IT Help Desk

Support can be requested through the Cleary Technology Services Help Desk using the following methods. The Cleary University IT Help Desk is located in Chrysler Building Room 106 during regular office hours. During non-regular hours, students, staff, and faculty are encouraged to reach out via email.

**Cleary Help Desk portal (<https://cleary.jitbit.com/helpdesk>)**

**Cleary Technology Services email ([support@cleary.edu](mailto:support@cleary.edu))**

**Cleary Technology Services phone (517-338-3019)**

## IT Resources Policy

**Use of IT Resources:** This policy is intended to protect the wide array of information technology resources as defined in this Policy (Resources) provided by Cleary University (University) and to provide guidelines for the use of those Resources. A copy of this policy

may be located on the Cleary University website and your student handbook.

## Reporting Incidents

Alleged student incidents involving other students should be reported to the Security Coordinator. Students involved in campus incidents will go through our judicial process; this will be coordinated with our campus Judicial Officer.

Alleged employee incidents involving other employees or community partners should be reported to the Office of Human Resources.

Violations of the IT Resource Policy are prohibited and may also be violations of other University policies and in some cases may constitute criminal offenses. Users must report information they have concerning instances in which this policy has been or is being violated.

**Sanctions** - The IT Resource Policy is enforced through the following mechanisms:

- Students who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to the process outlined in the Student Rights and Responsibilities: Student Code of Conduct, which provides for a range of sanctions including expulsion.
- Represented employees who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to the applicable collective bargaining agreements. Violation of the IT Resource Policy is a violation of University Policy.
- Non-represented employees who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to University policy.
- In accordance with established University policies and

practices, confirmation of inappropriate use of information technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Information Technology staff will work with other University offices or appropriate external agencies in the resolution of problems.

**Appeals** - Appeals should be directed through the already-existing procedures established for students. Students will need to contact Cleary University Ombudsman for any appeal request.

## Related Policies and Forms

**Telephone Usage** - The use of University telephones is necessarily restricted to business purposes. Personal use and incoming calls should be limited to emergencies and urgent matters. Personal long-distance calls charged to the University are not permitted.

## Technology Accessibility Policy

The purpose of these guidelines is to provide guidance to campus business units and individuals employed by Cleary University for fulfilling Cleary University's commitment to equal access to information. Following the guidelines helps to ensure that people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of information technology. Information technology procured, developed, maintained, and used by Cleary University should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others.

Cleary University has adopted the definition of "accessible" used by the U.S. Department of Education in resolutions with postsecondary institutions regarding civil rights complaints about the inaccessibility of their IT. "Accessible" means a person with a disability is

"afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use." The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

Information and media covered by the guidelines supports administrative, research, and academic applications, including the following examples: websites, video and audio content, electronic documents, desktop, mobile, and cloud-based applications, content and learning management systems, email and calendars, library resources, computers and peripherals, information kiosks, telephones, digital signs and other electronic equipment, and classroom technologies.

Technologies and standards evolve at a rapid pace. Cleary University looks to the Web Content Accessibility Guidelines (WCAG) for guidance in meeting its accessibility commitments. WCAG 2.0 provides success criteria for measuring web accessibility and provides useful metrics for products and services that are not specifically web-based. Where an IT product cannot be brought into compliance, campus units are responsible for providing an individual with a disability-equivalent access.

## Resources and Support: Web Content Accessibility Guidelines

Cleary University strives to provide people with disabilities equal access to the services and content that are available to people without disabilities, including services and content made available through the use of information technology (IT). IT procured, developed, maintained, and used by Cleary University should provide similar functionality, experience, and information access to individuals with disabilities as it provides to others.

The policy aligns with:

- Cleary University's obligations under Section 504 of the Rehabilitation Act of 1973
- The Americans with Disability Act of 1990 together with its 2008 Amendments
- Michigan State Policy - Accessibility

## Canvas

Canvas is Cleary University's Learning Management System (LMS). Canvas is not supported on Internet Explorer. For best results use Chrome, Firefox, or Safari. For any support concerns or questions related to Canvas, contact the IT Help Desk at [support@cleary.edu](mailto:support@cleary.edu).

## Student Email

All students will be assigned a University email address and will be expected to read their email daily so they are kept informed of current University events, dates for submitting materials, etc. It is the student's responsibility to be aware of and to read all University correspondence sent to the student's University email address by Cleary University faculty and administration.

All student email accounts will be managed in the following manner:

- The format of the Cleary University student email addresses will be the student's first initial and up to the first ten characters of their last name, excluding hyphens or other special characters, and the last three digits of his/her student identification number. All student email addresses will be created in the my.cleary.edu domain. Non-alphabetic characters will be removed from the name of the student when the account is created.
- Automated forwarding of email to external email addresses is allowed; however, the University does not guarantee delivery to personal email addresses.

- In the event the student fails to register for classes or otherwise ceases to be a registered student of the University, the email account will be kept active for six months following the end of their last class.

The University will not release the email addresses of any students for marketing purposes. Any use of the email system for non-academic purposes by faculty, staff, or students is prohibited. Use of the student email is subject to all other Cleary University policies, including the IT Resources Policy and all applicable laws regarding copyrights and file sharing.



## Social Media Guidelines

Social network sites such as Facebook, Twitter, Instagram, Snapchat, TikTok, and YouTube are exciting channels for sharing knowledge and accomplishments, expressing creativity, and connecting with others. Cleary University supports participation in these online communities to further our branding messages. This policy addresses best practice guidelines to help employees and students use these forums effectively, protect personal and professional reputations, and adhere to University policies.

When posting as an individual, faculty, staff, student, and alumni of Cleary University should:

- Protect confidential and proprietary information by not posting information related to Cleary University, students, employees, or alumni. Students and employees are required to adhere to all applicable University privacy and confidentiality policies.
- Refrain from posting anything disparaging related to the University, any faculty or staff member, student, or another member of the school community (current or former). Particular concerns can be shared with the Office of the President.
- Refrain from using the Cleary University logo or any other

University images or iconography on personal social media sites. The use of Cleary University's name to promote a product, cause, or political party or candidate is prohibited.

- **Maintain transparency.** The line between professional and personal business is sometimes blurred. Be thoughtful about the content of postings and potential audiences. Honesty is important with regard to identity. Posts should be clear that they are from an individual and not a representative of the University.
- Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, current students, etc.) and wall posts with the knowledge that what you publish online will be public for a long time.
- Refrain from reporting, speculating, discussing, or giving any opinions on University topics or personalities that could be considered sensitive, confidential, or disparaging.

When posting on behalf of Cleary University, faculty, staff, and students should:

- **Be accurate.** Ensure that all facts are collected prior to a post. Verify information with a reputable source. Cite and link your sources whenever possible; it is a great way to build community.
- **Seek permission.** Written permission from the Office of the President is required prior to creating a social media account or website on behalf of the University. Only the use of the official version of the Cleary University logo is permitted.
- **Be timely.** Assign an administrator who can regularly monitor postings and content.
- **Monitor comments.** While comments are welcomed and they are helpful in building credibility and community, it is advised that the site is set up to review and approve comments before they appear on the site. This allows timely

response to comments as well as the ability to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- **Verify appropriateness.** This can be accomplished by applying the publicity test. That is, is the content of the message acceptable for a face-to-face conversation, a telephone conversation, or another medium, or would it be appropriate for the message to be published in a newspaper or on a billboard (tomorrow or ten years from now)? If not, then the message would not be acceptable for a social networking site.

Students found to be in violation of these guidelines may be subject to disciplinary action including, but not limited to, suspension or expulsion.

## Student Support Services

### Student Success Center Location and Contact Information

Chrysler Building

Room 209 (The Library)

Email: [studentsuccesscenter@cleary.edu](mailto:studentsuccesscenter@cleary.edu)

## Library Services

All essential library resources are available online, 24 hours a day via the Cleary Online Library. The physical library is located in the Chrysler building, Room 209.

Hours are 9:00 a.m. to 5:00 p.m. Monday-Friday.

## Cleary University Online Library

The Cleary Online Library is an information portal and a source for learning more about library resources and services and for initiating project research. To receive services without coming to campus, students may take advantage of the email services provided by the librarian. Send a message to [librarian@cleary.edu](mailto:librarian@cleary.edu).

## Online Databases and Research Resources

Subscription-based databases are essential components of the online libraries. After logging into subscription databases, students have access to academic business articles, reports, company information, legal information, market research reports, and full-text books. A partial list of the resources available to all Cleary students includes ProQuest, NexisUni, CountryWatch, and Statista.

Cleary students and staff may also access Michigan Electronic Library (MeL) databases via the Cleary Online Library. MeL complements the Cleary business databases by providing a wide range of information and articles on business and marketing. Significant databases include DemographicsNow and EBSCO's Academic Search Complete.

The Cleary Library recommends using the freely-available Zotero for collecting citation information and paper writing. Zotero interacts with Microsoft Word and Google Docs to make citing resources in APA format seamless. Turnitin is an originality checker used to help students identify what should and should not be cited.

## Research Assistance

Students and faculty seeking research assistance may contact the Director of University Libraries for help. Assistance is primarily available via email or by phone. To request assistance via email, send a message to [librarian@cleary.edu](mailto:librarian@cleary.edu).

Students and staff may also request online chat help from an academic librarian 24 hours a day via the Chat with a Librarian service, which is available through the online library.

## Librarian Contact Information

Instructional Librarian

Email: [librarian@cleary.edu](mailto:librarian@cleary.edu)

## Writing Center

The Cleary University Writing Center provides writing assistance to faculty, staff, students, and all others who may be interested in improving their writing. For writing assistance, please visit us in person in Chrysler 209 (the library). You can make an appointment using Canvas; walk-ins also are welcome.

Our mission is to improve students' writing skills one assignment at a time and, in turn, create stronger writers at Cleary University. For more information, email [writingcenter@cleary.edu](mailto:writingcenter@cleary.edu).

## Peer Tutoring

Undergraduate students may receive one hour of peer tutoring per class per week for free from the Student Success Center as tutors are available. To request a peer tutor, fill out the Request a Peer Tutor form ([https://cleary.libwizard.com/f/request\\_a\\_tutor](https://cleary.libwizard.com/f/request_a_tutor)). Students who have a grade point average of at least 3.0 may be considered for a position as a peer tutor after completing the required training and fulfilling all other requirements. Those interested in becoming a peer tutor should email [studentsuccesscenter@cleary.edu](mailto:studentsuccesscenter@cleary.edu).

## Student Ombudsman

Student Ombudsman | [ombudsman@cleary.edu](mailto:ombudsman@cleary.edu)

The Office of the Student Ombudsman is an impartial and neutral resource to help students, faculty, and staff resolve academic and non-academic concerns. The ombudsman provides information related to Cleary University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. All appeal forms can be found at [cleary.edu](http://cleary.edu) under the Current Students Ombudsman page.

Students at Cleary University shall have a right to appeal decisions by submitting an appeal in writing to the student ombudsman within the timeline of the applicable procedure.

**Student Record Appeals:** Students may dispute the accuracy of registration. In areas that may be subject to professional judgment, an appeal may be submitted to the student ombudsman using the financial aid appeal form before the midpoint of the semester in question.

All transactions, transfer evaluation, articulated credit, residency charges, and other matters involving student records, must be reported within one semester following the course or action that is being disputed. The student must first try to reach a solution with the registrar. If a resolution cannot be reached, the student may submit an appeal to the student ombudsman using the non-academic appeal form.

**Financial Aid Exception Appeals:** Cleary University adheres to federal, state, lender, and third-party payer requirements regarding financial aid eligibility and amounts.

**Billing and Contract Appeals:** Disputes regarding bills and contracts must first be addressed with the University's business office within one semester following the charge in question. If a resolution cannot be reached, the student may submit an appeal to the student ombudsman using the non-academic appeal form.

**Student Disciplinary Appeals:** Actions involving student discipline are handled in accordance with the student judicial process. Students who wish to appeal a disciplinary decision may submit an appeal to the student ombudsman using the non-academic appeal form.

## JUDICIAL APPEALS PROCESS

### Appeal Hearing Assumptions

The appeal process is not designed to be a re-hearing of an entire case.

The burden of proof rests with the student to clearly demonstrate that grounds for an appeal have been met.

Sanction(s) issued by the judicial board will not take effect until the appeal process is completed.

Sanction(s) that are issued where the safety of any student is a variable may be imposed.

### Judicial Appeals Board

**Composition:** The judicial appeals board (JAB) should consist of three full-time University employees with two alternates.

**Selection of board members:** Recommendations for JAB members will come from the student ombudsman.

**Terms of Office:** JAB members will serve for one academic year with the possibility of yearly reappointment.

**Leadership:** One member serves as JAB chair and will be elected by a majority vote of all of the JAB members.

**Removal from office:** A JAB member may be removed from the JAB for poor attendance or other due cause by a simple majority vote of the total judicial appeals board.

**Jurisdiction:** The judicial appeals board will serve as the panel to review appeals of decisions rendered by the judicial board during the formal hearing process.

### Grounds for an Appeal

**Right to Request an Appeal:** Students may request that the judicial appeals board review a judicial board decision and sanction. An appeal will be considered (heard by the JAB) if it meets the criteria below.

**Grounds for Appeal:** There are certain conditions that must be met for the JAB to consider an appeal. In the absence of these conditions, the appeal will not be considered.

### The following are considered sufficient grounds:

There is substantive new evidence not previously available at the time of the hearing that could have materially affected the outcome. (NOTE: New witnesses or witness statements do not constitute new evidence unless there is a clear basis as to why the witnesses were not presented at the time of the original judicial board hearing.)

There were procedural errors in the case that substantially impacted the student's access to a fair hearing.

The severity of the sanction needs to be reviewed based on documented mitigating personal circumstances.

The decision of the judicial board was not supported by the evidence presented at the hearing, or evidence was not sufficient to establish that a code of conduct violation occurred.

# ACADEMIC ADVISING

## Our Mission

Academic advisors will work to build relationships with students, enable them to develop academic skills, encourage them to explore their strengths, and create goals to advance their careers. Our proactive academic advising model will help identify academic challenges prior to the occurrence of problems.

## What Is Academic Advising?

Academic advising is a process by which a staff member provides insight and guidance to a University student on academic, social, and/or personal matters. For most students, academic advisors will be their primary source of curricular and academic guidance, regardless of major. The most effective advising relationships are those in which the advisor and advisee know each other well, so students should be prepared to speak candidly about their goals and challenges.

## Why See an Academic Advisor?

- To introduce yourself as a new student
- To explore majors/minors
- To develop a degree completion plan
- To determine your interests, strengths, challenges, values, and goals
- To drop/add/withdraw from courses
- To discuss study strategies
- To help identify needed campus services
- For assistance with course selection or registration
- To celebrate successes!

## Advising Appointments

Students are encouraged to schedule appointments whenever they have questions about courses and programs of study and/or University policies and regulations. Most students, in fact, meet with their academic advisors a few times per academic year. Advising meetings can be held in person, on campus, or remotely via phone, Google Hangouts, or Zoom.

## Attendance

Students are expected to attend all regularly scheduled class meetings. This includes participation (completing a quiz within the Canvas classroom, posting to the discussion forum, or uploading an assignment, etc.) for all courses. To maximize learning, students should arrive on time and participate during the entire class meeting. Class attendance records are kept by the instructor and may be included as a criterion for the course grade. Instructors provide their individual policies on absence and grading in their class syllabi. Only International Students enrolled in the on-ground MBA program will be required to sign in, and if attendance is less than 67% of the scheduled meetings, they may fail the course. Every effort should be made by the faculty and students to make use of class time effectively. Students should expect faculty to use the entire time planned for each class period. Syllabi are available to students prior to each session/semester to provide students with adequate time to prepare and plan for course requirements effectively.

## Academic Standing and Standards

Academic standing is an established set of standards and minimum expectations of student performance to maintain eligibility as a student at Cleary University. Good standing is defined as a cumulative and semester GPA of 2.0 or higher. An undergraduate student who falls below a 2.0 cumulative GPA or a graduate student who falls below a 3.0 cumulative GPA is below the academic standards of Cleary University. A student who falls below minimum academic standards may compromise their eligibility to register for courses, live on campus, and receive institutional aid, including institutional aid refunds.

## **Academic Warning**

The first semester that an undergraduate student's cumulative GPA is below 2.0 or a graduate student's is below 3.0, the student will be placed on academic warning. A student who is placed on academic warning must meet with their advisor and create an academic success plan. Students on academic warning will not be able to self-register for classes, but advisors will be able to register those students. A student who falls below minimum academic standards may compromise their eligibility to register for courses, live on campus, and receive institutional aid, including institutional aid refunds.

## **Academic Probation**

A student who is placed on academic warning and who continues to fall below academic standards (undergraduate cumulative GPA below 2.0 or graduate cumulative GPA below 3.0) the following semester will be placed on academic probation. Students on academic probation must meet with the Dean as well as with their advisor, and both the Dean and the advisor must approve the student's schedule. Students on academic probation must also complete an academic success plan with their advisor. As part of the academic success plan, the student and advisor will set an achievable goal for the student to remain on academic probation and to be positioned to achieve good academic standing. The Dean must approve the academic success plan. A student who falls below minimum academic standards may compromise their eligibility to register for courses, live on campus, and receive institutional aid, including institutional aid refunds.

## **Academic Dismissal**

A student who has been previously placed on academic probation and who has not achieved the goal of their academic success plan will be academically dismissed. A student who is academically dismissed will be removed from their classes and will not be able to re-enroll in classes at Cleary University for two semesters. A student who is academically dismissed does not qualify to receive institutional aid, including any institutional aid refunds.

## **Dismissal Appeal**

Students who have been academically dismissed are able to appeal their dismissal. Students must appeal their dismissal by noon on the first Friday of the following semester. Students must send an appeal letter explaining the extraordinary circumstances that led to their dismissal and the steps they plan to take to improve their academic standing. Students must include supporting evidence with their appeal letter. Letters must be addressed to the Academic Appeal Committee and may be sent to [records@cleary.edu](mailto:records@cleary.edu). The Academic Appeal Committee will meet and make a determination on the student's appeal. The Committee's decision is final.

## **Academic Reinstatement**

A student who has been dismissed must re-apply for admission and must be approved by the appeals committee. Students who have been academically dismissed are able to apply to be reinstated two semesters following their dismissal.

## **Incomplete Grade Policy**

Incomplete grades, "I," will be assigned only when the student is in good academic standing (passing the course) and came just short of completing the course in the scheduled time due to circumstances beyond their control. These circumstances typically include (but are not limited to) events such as a death or serious illness or injury in the student's family. (Work-related scheduling issues are not considered under this policy.) This policy recognizes that all Cleary students are required to balance a busy personal and professional life, but that occasionally a student is faced with a severe and unusual event that causes a temporary interruption in their academic progress. In such temporary cases, appropriate additional time to complete assignments that is equitable for both the student and others in the class should be an option for faculty.

Should such circumstances occur, it is the responsibility of the student to notify the instructor. The Incomplete grade (a tempo-

rary grade) will be issued at the discretion of the instructor. All Incomplete grades will be converted to a final grade based on completed work if outstanding work is not completed within four weeks of the end of the term. There can be an additional four-week extension for a student if approved by the instructor and a program chair. The instructor must request the extension from a program chair for it to be approved. If the instructor is unable or unwilling to complete the Incomplete, the program chair will step in and complete the process. Since the circumstances involving the Incomplete may affect the student's overall academic progress, students are encouraged to contact their advisor to discuss any program-level issues.

The Incomplete grade is at the discretion of the instructor, but the following parameters are a good gauge. The student should have completed at least two-thirds of the assignments in the course; with the exception of assignments due during the final week of the course, the student's course weighted average to date should be at least 59.50 (undergraduate students) or 69.50 (graduate students), and the student must submit an Incomplete Grade Request, in writing, to their instructor prior to the submission of final grades. Once that request has been submitted and granted, the instructor will complete this form and submit it to their respective Dean or program chair.

## Leave of Absence

Students may take a leave of absence from the University for personal or professional reasons. A leave of absence may last up to a full academic year. In order to take a leave of absence, the student must notify their advisor of taking such action. When a student returns, they will be readmitted without prejudice to the University and without having to complete an application for readmission. If a student does not return to the University within a year, the student may be required to apply for readmission to the University.

Students utilizing financial aid should check with the Office of

Financial Aid to determine if a leave of absence will affect their financial aid prior to taking their leave.

## Registration

To receive course credit, a student must meet all prerequisites and be registered for the course by the records office. Registration is done by students through the student portal after consulting with their advisor and understanding their plan for learning. Students should be aware of upcoming registration dates and times, which will be communicated in advance from the academic advising department.

## DROP/ADD/WITHDRAWAL POLICY

### Voluntary Drop

Students may voluntarily drop courses by the Monday following the start of the semester no later than 12:00 p.m. EST with no tuition penalty. A dropped course does not appear on a student's academic record and is not factored into any grade calculation. Following that time, and prior to the withdrawal date, any request will be considered a withdrawal and noted as such except in the case of an academic drop.

### Academic Drop

An academic drop may take place in the second week of classes if the student has not attended class or communicated with an instructor or advisor. This drop would then need approval of the academic dean. If a dean determines that a student should be dropped from a course for these or other documented circumstances, the student will be notified by the University. Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for

dropping or withdrawing from courses by the official deadlines or they will receive a grade of F in the class and still be held financially responsible for their tuition.

Students are responsible for checking their schedules and for checking their official Cleary University email accounts to determine if they have been dropped from a class. In terms of eight-week A and B courses, if a student drops all courses in the A session of the semester, they will also be dropped from the B session of the semester and will need to re-enroll if the student wishes to then attend B session courses.

## Withdrawals

Unlike drops, withdrawals will incur a tuition charge since they take place outside of the voluntary drop period and the academic drop period. Please see the Financial Services section for information concerning refunds. Students are to contact their enrollment specialist or academic advisor prior to the voluntary drop deadline. Enrollment specialists or academic advisors will process the drop forms and notify the registrar's office who will officially process the forms. It is the student's responsibility to drop a course by the appropriate deadline. If a student fails to drop or withdraw from a course, even if the student does not attend the course, they will receive a grade of F in the class and still be held financially responsible for their tuition.

In terms of the Cleary University student athlete population, it must be noted that voluntary drops, academic drops, and withdrawals that bring the student athlete below the twelve-credit threshold for full-time will result in making that student athlete ineligible for practice or competition.

Students who drop courses between the voluntary drop date, aside from academic drops, and the withdrawal date have a record of the courses on their transcripts with an automatic grade of W. The with-

drawal date deadlines are the end of the fourteenth week of classes for Fall and Spring semesters, the end of the twelfth week of classes for a fourteen-week Summer term, and the end of the sixth week of classes for any seven- or eight-week online or graduate term. This grade will be submitted once consultation with the academic advisor and course instructor determine that the student will be reasonably unable to pass the course.

## Adds

Students may add courses no later than the Monday following the start of classes at 12:00 p.m. EST or before the start of the class, whichever is later. Students are responsible for any additional fees or costs of the added course. Students are to ensure that any work that was missed prior to the student adding the class is completed within a time period to be determined by the course instructor. Added classes are included in the student's record. A dual enrolled student must receive permission from the undergraduate dean to add a course late.

## International Students Status

International students must be enrolled for a full-time course load during the Fall and Spring semesters. Students may enroll for the Summer semester but it is optional and a full-time course load is not required. Undergraduate students must enroll in a minimum of 12 credits. Graduate students must enroll in a minimum of six credits.

International students who drop/add or withdraw from classes must first speak with their academic advisor to make sure they are complying with their F-1 student visa status and regulations.

## Audits

Students may choose to audit a class. An audited class does not count for academic credit and a grade is not given for classes audited. Students auditing a class will be charged for the class based on the per

credit cost of the class. Please see the Financial Services section for more information on course costs and fees.

## Course Cancellations

The University maintains the right to cancel courses at any time. Students who have courses cancelled will be notified by their advisor and will have the opportunity to make a substitute or take an alternative course if the course is required for graduation and the course will not be offered again.

## Irregular Scheduling

Cleary University cannot schedule courses for the convenience of each student who cannot or do not take courses in the regular sequence.

<https://cleary.edu/community/alumni-relations/> and completing the Alumni Information Update Form on the right side of the page. For questions, please email [alumni@cleary.edu](mailto:alumni@cleary.edu).

## Stay Involved

Whether it's mentoring or recruiting students, planning your class reunion, participating in the Alumni Association, or inspiring fellow alumni to make gifts, if you have time, talent, and energy to devote to your alma mater, there are many ways to stay active and involved with Cleary University:

- Mentoring or tutoring a student
- Volunteering for an event
- Donating
- Hiring students or alumni for internships or jobs
- Recruiting new Cleary University students

## CLEARY UNIVERSITY ALUMNI

As a Cleary University alumnus, you are part of a successful family of business professionals - over 21,000 strong - and we encourage you to keep in touch, to stay involved, and to give back to your alma mater.

## Get Involved

The Alumni Relations Office is always happy to hear news about you and your life, your career, and your successes; Cleary University's friends, faculty, and staff enjoy staying in touch with past students.

To maximize your networking opportunities, please follow the Cleary University LinkedIn page <https://www.linkedin.com/school/cleary-university/>. To stay up to date on the happenings at your alma mater, please "like" the Cleary University Facebook Page <https://www.facebook.com/ClearyU/>. Stay connected by visiting

## Alumni Tuition Grants and Scholarships

To learn more about alumni tuition grants and scholarships, please reference the financial aid section of the catalog.

## Career Development

Career Development offers lifetime career resources, networking, job search strategies, and career opportunities for our graduates. Alumni are always welcome and encouraged to attend Career Development events as well as take advantage of Cleary's career resources.

- Career fairs, networking, workshops, and on-campus recruiting
- Mentoring, volunteering, and mock and informational interviewing opportunities

- Résumé, cover letter, thank you letter assistance and review
- Assistance with career and job search strategies
- Access to the Handshake career platform

## Student Code of Conduct

The University supports a positive educational environment that will benefit student success. In order to ensure this vision, the University has established this Student Code of Conduct to ensure the protection of student rights and the health and safety of the University community as well as to support the efficient operation of University programs. In addition, the University has established guidelines for the redress of grievances by individuals accused in such proceedings.

In cases of noncompliance with the Student Code of Conduct, the University will impose discipline that is consistent with the impact of the offense on the University community. The University reserves the right to pursue criminal and/or civil action where warranted. The Student Code of Conduct shall apply from the time of admission to the University and continue as long as the student remains enrolled at the college. They shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct on University property while not enrolled as a student at the University, but then later seeks to enroll, they must first contact the Student Judicial Officer. The same due process procedures listed in the Student Code of Conduct will be followed to determine an admission decision.

The Student Code applies at all locations of the University, including, but not limited to, Main Campus 3750 Cleary Dr., Howell, Michigan, and the Education Center located in Detroit, Michigan.

This code also applies to all current students of the University regardless of their geographical and online location.

The Student Code of Conduct can be found at <https://www.cleary.edu/>.

## APPEALS AND GRIEVANCES

### Academic Grievances or Appeals Process

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures, and/or requirements regarding admission, grading policies, special agreements, instructor's requirements, and academic requirements of the University. Students shall have the right to file academic grievances or appeals within ten business days from the posting of the grade in question and according to the following procedures approved by Cleary University.

The following are the proper procedures for resolving academic grievances or appeals:

The student shall petition in writing the appropriate academic dean (either graduate or undergraduate) responsible for the action which forms the basis of the grievance or appeal.

The petition shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with or a written response from the involved person or persons. The respondent shall schedule a meeting to discuss the matter with the student or provide the student with a written response within

ten class days of receipt of the written grievance or appeal.

If the student is not satisfied with the results of the interaction discussion and wants the grievance or appeal to be considered further, the student shall appeal in writing to the Provost (Chief Academic Officer) to seek a resolution. This consultation must begin within ten class days after the conclusion of the discussion with the respondent. The decision of the Provost will become the final decision of the academic grievance or appeal at the institution. A clear statement of the reasons for the decision shall accompany the decision as to the resolution of the grievance or appeal. The student and appropriate University officials shall be notified in writing of the decision within ten class days after consideration of the grievance or appeal.

Students should be aware that their academic advisor, the Associate Dean of Students, and the respective academic dean are resource areas where students may receive assistance.

The time limit for a grievance or appeal may be extended upon approval of a written request to the Student Ombudsman.

## **Non-Academic/Disciplinary Grievances or Appeals Process**

Cleary University recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a non-academic grievance or appeal. A non-academic grievance or appeal is an allegation by a student concerning:

- A University employee
- Administrative policies, procedures, regulations, or requirements of the University
- Student employment
- A University program, service, or activity

- The appeal of a disciplinary action.

A non-academic grievance or appeal alleges discrimination by a University employee on the basis of race, color, gender, religion, national origin, age, or physical handicap/disability or involves personal behavior and/or University policy. Accordingly, students are encouraged to use the non-academic grievance or appeal process without fear of prejudice or reprisal for initiating the process or participating in its resolution.

The Office of the Student Ombudsman is an impartial and neutral resource to help students, faculty, and staff resolve academic and non-academic concerns. The ombudsman provides information related to Cleary University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. All appeal forms can be found at cleary.edu under the Current Students Ombudsman page.

Students at Cleary University shall have a right to appeal decisions by submitting an appeal in writing to the student ombudsman within the timeline of the applicable procedure.

**Student Record Appeals:** Students may dispute the accuracy of registration transactions, transfer evaluation, articulated credit, and other matters involving student records within one semester following the course or action that is being disputed. The student must first try to reach a solution with the registrar. If a resolution cannot be reached, the student may submit an appeal to the student ombudsman using the non-academic appeal form.

**Financial Aid Exception Appeals:** Cleary University adheres to federal, state, lender, and third-party payer requirements regarding financial aid eligibility and amounts. In areas that may be subject to professional judgment, an appeal may be submitted to the student ombudsman using the financial aid appeal form before the mid-

point of the semester in question.

**Billing and Contract Appeals:** Disputes regarding bills and contracts must first be addressed with the University's business office one semester following the charge in question. If a resolution cannot be reached, the student may submit an appeal to the student ombudsman using the non-academic appeal form.

**Student Disciplinary Appeals:** Actions involving student discipline are handled in accordance with the student judicial process. Students who wish to appeal a disciplinary decision may submit an appeal to the student ombudsman using the non-academic appeal form.

## **W3C/WCAG 2.0 and 2.1**

Cleary University implements the design principles of the World Wide Web Consortium (W3C), which supports equal access and equal opportunity to people with diverse abilities. The Rights of Persons with Disabilities recognizes access to information and communications technologies, including the web, as a basic human right. We are dedicated to upholding all standards of the W3C's Web Accessibility Initiative (WAI) within all online interactions and courses. Accessibility measures such as captioning of videos, alternate text, color contrast, keyboard navigable interface, and many more are in place in Cleary University's courses.

For more information, please contact the ADA and 504 Compliance Officer at [disabilityservices@cleary.edu](mailto:disabilityservices@cleary.edu).

## **ACCESSIBILITY POLICIES**

### **Americans with Disabilities Act (ADA)**

It is the policy of Cleary University to provide equal access and opportunity to qualified persons with disabilities in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act (ADA) of 1990; and the ADA Amendments Act (ADAAA) of 2008. The University prohibits discrimination based on disability in all services, programs and activities, aspects of the application process, and the employment relationship. The University will make good faith efforts to provide reasonable accommodations to applicants, employees, students, visitors, and participants in programs and services.



# FINANCIAL INFORMATION



# FINANCIAL INFORMATION

## Financial Information

The cost of attending Cleary University is competitive with that of attending most independent universities in the Midwest. In an annual study of selected private institutions, Cleary's basic charges for tuition and room and board generally are found to be lower than those of other similar universities. Current charges, without factoring in any financial aid, are outlined below.

## Basic Costs

The tuition and fees listed below are in effect for the 2021-2022 academic year. These are subject to change by executive approval.

## Application Fee/Deposit

There is not currently an application fee to apply to Cleary University. First-time students submit the enrollment deposit of \$150 to hold their place in the upcoming class. This deposit is credited to the student's first semester tuition statement. All enrollment deposits that are not postmarked or cancelled in writing by May 1st will not be eligible for a refund. May 1st is the suggested deadline to submit deposits.

19 semester hours will pay the regular full-time tuition rate plus the current per credit hour rate for the respective, incremental semester hour(s).

Non-traditional undergraduate tuition is based on a cost per credit hour; students will pay \$750 per credit hour.

Traditional culinary undergraduate block tuition is based on a per semester cost of \$10,815, which includes students taking 12 to 18 credits. Traditional culinary students who take less than 12 credits per semester will pay \$735 per credit hour. Non-traditional culinary student tuition is based on a cost per credit hour; students will pay \$750 per credit hour. Some Cleary University courses, such as in the culinary program, require the payment of a special course fee. These fees vary from class to class and cover special materials or services associated with those individual courses.

## Graduate

Graduate and Graduate Certificate tuition is based on \$975 per credit hour.

## Early College

Early college fees are based on individual agreements with school districts. Please contact admissions for more information at 800-686-1883.

## Dual Enrollment

Dual enrollment fees are based on individual agreements with school districts. Please contact admissions for more information at 800-686-1883.

## Online

Online students will follow the same tuition pricing models as shown above based on student classification (traditional, non-traditional, graduate).

# TUITION RATES

## Undergraduate

Traditional undergraduate block tuition is based on a per semester cost of \$10,815, which includes students taking 12 to 18 credits. Traditional students who take less than 12 credits per semester will pay \$735 per credit hour. Students granted permission to enroll for

## Fees

A required Student Support Technology Fee entails the use of technology for online and on-campus systems including IT support services and RedShelf (electronic textbooks).

The required Student Activity Fee is for traditional students and helps defray the costs of many campus activities including, but not limited to, athletic events, lectures, holiday events, etc.

Students participating in a non-credit certificate course will pay \$1,500 per course.

All full-time first-year students must participate in Welcome Week. A fee is included in the enrollment deposit to cover Welcome Week costs.

All graduating students are assessed a commencement fee due one semester before their graduation date. The fee covers the cost of the student's diploma and other costs associated with the University's commencement activities.

Failure to sign and return the Student Account contract in the July statement of the account, regardless of the amount due, will result in a late fee.

# SUMMARY OF FEES FOR 2021-2022

|   |  |
|---|--|
| Enrollment Deposit:   | \$150  |
| Student Activity Fee:   | \$150 per Semester   |
| Technology Fee:   | \$375 per Semester ( <i>includes electronic access to all textbooks through RedShelf</i> ) |
|   |  |
| Late Payment Fee:   | \$150  |
| Non-Sufficient Funds<br>(Includes credit card declines)               | \$50   |
| per occurrence.   |  |
| Payment Plan Fee<br>(per Semester):                                   | \$150  |
| Prior Learning Assessment<br>(per occurrence):                        | \$530  |
| Prior Learning Fee<br>per credit hour (test out):                     | \$150  |
| Diploma Reorder<br>(per occurrence)                                   | \$35   |
| Graduation Fee -<br>Undergraduate Students<br>(prior to commencement) | \$100  |
| Graduation Fee -<br>Graduate Students<br>(prior to commencement)      | \$125  |
| Transcript Request<br>(per occurrence)                                | \$15   |
| Early College:  | Contact Admissions   |
| Dual Enrollment Pricing/<br>per credit hour:                          | Contact Admissions   |

## GENERAL FEES

### Parking Fee

Cleary University does not require parking fees for students, staff, or guests.

### Residence Halls

As a residential university, Cleary recognizes that the institution's teaching mission extends beyond the classroom. In order to provide students with the maximum opportunity to engage in this out-of-class education, all full-time traditional students are required to live on campus for the first two years. Exemptions based on local residence, marital status, or part-time students may be made by application to the Housing Committee.

Traditional residence hall rooms are furnished with beds, desks, chairs, and dressers. Students furnish their own pillows, bedding, telephones, towels, and study lamps.

Students are held financially responsible for the loss of keys, breakage, property or residence hall damage, equipment or furnishings removed from the premises, and fines. See Room Damage for more information.

Students who are living on or off campus are encouraged to purchase a renter's insurance policy to cover personal contents (laptops, clothing, etc). The University is not responsible for any damage/theft of a student's personal property.

### 2021-22 Campus Housing Fees

Students living in the North Complex are charged \$5,000 per semester. Students living in the South Complex are charged \$4,250 per semester.

### Meal Plan Fee

All students living in University housing are required to participate in the meal plans. The 2021-22 meal plan fee is \$1,800 per semester, \$3,600 per academic year. The meal plan includes 18 meals per week consisting of breakfast, lunch, and dinner Monday through Friday, lunch and dinner Saturday, and brunch Sunday.

### Campus Housing Cancellation Fees

**Housing cancellation prior to move-in:** If you choose to terminate your contract prior to move-in, you remain responsible for a \$300 cancellation fee. Cancellation requests must be submitted in writing no later than 30 days prior to move-in to the Housing Department.

**Failure to move in:** If you fail to move in after submitting your contract and your room has been assigned, you will remain responsible for a \$300 cancellation fee.

**No Shows:** Residents who have not properly occupied their room by 12 p.m. on the first day of classes and have not notified the Department of Residence Life of their late arrival may be declared "no shows" and be reassigned based on availability of bed space. If the student is found not to be enrolled, the student shall be charged a \$300 cancellation fee.

**Cancelling housing after move-in:** Students wishing to cancel their contract after moving into the residence halls may do so by paying a prorated fee for time assigned to the room, plus the \$300 cancellation fee. The fees will be added to the student's financial account. Non-payment of the fees may result in a student registration hold or restriction on graduation and ability to obtain a transcript.

### Deposits and Reservations

New students who have submitted an enrollment deposit and turn in their Room and Board Agreement by the deadline are assigned

rooms during the summer. The enrollment deposit is refundable and can be cancelled by May 31st in writing.

Returning students establish their priority for room reservations by submitting a Room and Board Agreement online in March. The advance housing payment must be made before the student can be housed. This payment is applied to the student's room charge and is refundable if housing is cancelled by May 31st in writing.

## Room Damage

Students agree to pay for damages, lost University property, or unnecessary service costs caused to University housing facilities during the academic year based upon the condition of the residence during monthly room check.

Should a residence hall be destroyed or damaged sufficiently to prevent the use of the facility, in the event of a public emergency or other unforeseen occurrences beyond the control of the University which result in residents being displaced, the housing contract may be immediately terminated. In this event, the resident is responsible for charges up to the date of termination. The University shall not be liable for any expenses, damages, or loss that the student incurs for relocation or inconvenience as a result of such termination. We encourage residents to purchase renter's insurance as a protection for personal belongings.

After a student has vacated their living space upon conclusion of the semester, the University retains the right to charge the student for damages to their residence based on the condition of their room and suite at the start of the Residence Life contract. This includes, but is not limited to, contracted deep cleaners for carpet stains, more than standard painting and filling for excessive wall damage, other damages to property and infrastructure, etc. Students who do not follow checkout protocols given by the Residence Life Coordinators will be charged \$50. Students who leave trash in the room after checkout will be charged a minimum of \$50.

## Incidentals

Damages or losses to any room, facility, or property of Cleary University will be billed directly to the responsible party.

## Key Replacement

Students are responsible for their Cougar dining card/room key. If the card is damaged, lost, or stolen, it is the student's responsibility to contact the registrar's office immediately. Cleary University is not responsible for any unauthorized transactions. Students will be charged \$25 for each replacement card; this fee will be required to be submitted to the business office at the time of replacement.

## ACADEMIC PROGRAM FEE

### Culinary

There is a \$500 annual fee for culinary student supplies and equipment.

## Payment Plans

Payments in full are due by July 23, 2021, for the Fall semester and December 03, 2021, for the Spring semester. Students will have the option to sign up for a four-month payment plan option per semester, due on the first of the month with the last payment due November 1st for the Fall semester and March 1st for the Spring semester. Automatic (recurring) payments are required for monthly payment plans. Tuition must be paid in full or have a payment plan in place prior to Census, otherwise you will be dropped from your classes at Cleary University.

A \$150 monthly late payment fee will be assessed when the minimum payment is not received by the due date, the credit card payment was declined, or an NSF check was received. Cleary University

only offers monthly payment plan options. There is an administrative fee associated with each payment plan that is set up.

A \$150 administration fee will be charged each semester for administrative costs to set up your payment plan. Payments are due on the 1st of each month (August, September, October, and November) for the Fall semester. For the Spring semester, they are due December, January, February, and March. For the Summer semester, they are due April, May, June, and July.

Any non-current student with a past due balance will be subject to any/all collection fees up to 33.3% and/or attorney fees necessary to collect the amount due. Students with a past due account will not be permitted to register for classes or have transcripts or diplomas released until their prior balance is paid in full.

#### Payment Schedule

For the Fall semester, payment plans are paid on the 1st of each month (August, September, October, and November). For the Spring semester, they are due the 1st of each month (December, January, February, and March). For the Summer semester, they are due on the 1st of each month (April, May, June and July).

## INTERNATIONAL STUDENTS

International students must meet the minimum admissions requirements to be considered for admission to Cleary University. All International Student Document Checklists can be found online at <https://www.cleary.edu/international/international-admissions/>. Each checklist will show a list of required documents and the necessary steps to secure a visa to study in the United States. Be mindful that failure to provide required documentation can significantly delay the admissions process. Additionally, each checklist will explain what happens after you've received your visa, highlight the steps that must be taken prior to your arrival stateside, and give you some helpful

tips for your first days on campus. Please print and use this checklist as a tool to help guide you through the process. If you have any questions or concerns, email [internationaladmissions@cleary.edu](mailto:internationaladmissions@cleary.edu).

### International Student Application Deadlines

Please go to <https://www.cleary.edu/international/international-admissions/> to see the application deadlines for each term.

### International Students Living Outside the USA

International students who are living outside the USA and require a F-1 visa appointment should submit all application materials, be admitted, and submit their \$500 deposit by the applying semester deadline. This is to ensure there is enough time to send an I-20, sit for a visa appointment\*, settle affairs at home, make flight accommodations, and confirm your attendance to the international admissions team.

*\*If a visa appointment cannot be made at least two weeks prior to the semester start date, the I-20 will be changed to the next available semester.*

### Canadian Students Living Outside the USA

Canadian students living outside the USA are not required to make a visa appointment and may follow the deadline for international students who are living in the USA.

### International Students Currently Living in the USA

F-1 students currently in the USA must submit all application materials, be admitted, and pay the deposit according to the application deadline for the semester of intake. This allows adequate time for application processing and completion of the transfer in process in SEVIS.

B-session start dates are not recommended for undergraduate students. Graduate students who want to start at the B session start

date are required to take two graduate level courses in an eight- or seven-week timeframe.

All questions regarding deadlines can be submitted to:

[internationaladmissions@cleary.edu](mailto:internationaladmissions@cleary.edu).

## FINANCIAL SERVICES

If a student decides not to attend Cleary University, it is their obligation to properly withdraw. Non-attendance of classes does not classify as an official withdrawal and does not relieve the student of their financial obligation or entitle the student to a refund.

All students who are given permission to cancel their registration or who are withdrawing from their classes shall be liable for payments of tuition and all fees in accordance with the liability schedule. The last day to withdraw from classes without any tuition liability is the drop/add deadline.

### Withdrawals

The process of withdrawing from Cleary University is a formal procedure that the student has the responsibility to initiate. A W is recorded on the academic transcript. A student withdrawing shall be responsible for payments of tuition and fees in accordance with the Tuition and Fee Liability Schedule. The date recorded by the Registrar's Office will be used as the official withdrawal date for tuition adjustments or refund purposes.

All adjustments or refunds of financial charges are based on the date the Withdrawal Request Form is officially received by the Registrar's Office, not the date of the last class attended. Students must submit the completed and signed Withdrawal Request Form to the Registrar's office.

International students who drop/add or withdraw from classes must first speak with their Academic Advisor to make sure they are complying with their F-1 student visa status and regulations.

### Non-Attendance/Non-Payment/Dismissal

Non-attendance of classes WILL NOT cancel your registration nor will it relieve you of your financial obligation or entitle you to a refund. Failure to appropriately cancel registration with Cleary University may result in the assessing of additional administrative fees to the student's financial account balance. A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for tuition and fees due for the term according to the Tuition and Fee Liability Schedule.

### Financial Aid Implications

Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of federal financial aid a student may have earned as of the date in which the student's withdrawal is processed by the registrar's office. The amount of federal financial aid returned to federal aid programs is determined by the amount of time the student spent in academic participation, but has no relationship to the institutional charges incurred by the student. Return of institutional scholarships correlates with the drop/withdraw timeframe. If a student submits a complete drop or total withdrawal before the end of the 100% tuition deadline, they will receive 0% of their institutional scholarship(s). Any total withdrawals on or after the 50% deadline could result in adjustment in institutional scholarship(s). Institutional aid is non-refundable. The student is responsible for any federal aid funds that must be returned due to insufficient academic participation.

Please consult with an advisor in the Financial Aid office before you officially change your enrollment status or withdraw from the University, as your financial aid may be impacted by any status change.

## Work-Study Programs

Cleary University participates in the federal college work-study program and provides jobs for undergraduate and graduate students who have financial need as determined by filing the FAFSA form. This federal program allows students to gain much-needed experience while earning wages to help pay for their education. Work-study wages are dependent upon the type of work and skill level needed for the position and the current year funding level at the University. Wages will be paid at no less than the current minimum hourly wage rate for both on-campus and off-campus work-study students.

On-campus college work-study students work within a department at the school and are supervised by departmental staff. Off-campus students work for a nonprofit organization or public agency where the work is performed for the general public. In addition, college work-study students:

- Are only allowed to work part-time up to 20 hours per week
- Are not allowed to work during the time they are scheduled to be in class
- Are required to maintain a 2.0 GPA
- Are required to have need in their financial aid budget, determined by filling out the Free Application for Federal Student Aid (FAFSA) at [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa)
- May contact the Career Services office for more information/opportunities

## Refunds

### Advance Housing Payment Refund

The advance housing payment will be refunded if the Housing Committee has received written notice of cancellation by May 31st for returning students.

### Enrollment Deposit (New Students Only)

If the student's plan to attend Cleary University changes, the deposit will be refunded if a written request postmarked by May 1 or earlier is submitted to the Office of Admissions.

## Institutional Aid

Institutional aid will be posted to the student's account two weeks after census (the 4th Tuesday after classes start). Aid can only be posted if the financial aid file is complete. If the student's account reflects a refund after the Institutional Aid is posted, it will be returned to the student up to 45 days AFTER it has been posted. The student must be in good standing with the University in order to receive the refund. If the student is not in good standing, they will need to complete an academic improvement plan with the assigned advisor.

All Cleary University institutional aid will be added to a student's account after determining federal and state grant eligibility. Because of this policy, any student receiving a Cleary scholarship must submit a FAFSA each year and complete the verification process, if selected. Continuing students must re-apply before the state deadline – traditionally March, 1. Failure to do so may result in an adjustment or loss of scholarship funds. The FAFSA opens each year on October 1st for the subsequent academic year.

Please visit [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa) to renew your FAFSA.

**Important:** Cleary institutional aid in any combination (excluding housing scholarships) cannot exceed 50% of annual tuition.

## Refund Procedure

When a student's account is placed into a credit balance status, a refund will be issued. Depending on what puts the student into a credit balance will determine when the funds are refunded. All Title IV funds will be returned within fourteen days of placing the

student's account into a credit balance. Institutional aid will be refunded 45 days after placing the student's account into a credit balance. Institutional aid will only be refunded if the student is in good standing with the University. All refunds will be processed through PayPal unless a check is requested by the student. The student is responsible for setting up their PayPal account with their Cleary student email address.

A student can request a refund early to purchase computers or other school supplies by submitting a completed Advance Funds Request Form to the Business Office.

## Non-Refundable Fees

All fees charged are non-refundable.

## Class Withdrawal/Refunds/Tuition and Fee Adjustments

The last opportunity to drop from or change classes without any tuition liability is by noon on the Monday following the start of the semester (the drop/add deadline). Students who wish to withdraw from the semester must complete an official Withdrawal Request Form, which can be obtained from Academic Advising. The form includes instructions on how to complete and submit the form for processing. A course change is defined as one or more courses switched for one or more courses of equal credit. Students who reduce the number of credits to fewer than the 12 credits for a semester, or completely withdraw from the University after the drop/add deadline, will be responsible for paying tuition and fees pertaining to the dropped credits.

The last day to withdraw from classes without any tuition liability is the drop/add deadline. This means that if you reduce your number of credits to fewer than 12 credits for the semester, or completely withdraw from the University after the drop/add deadline, you will be responsible for paying tuition and fees.

The first day of classes, as scheduled by the University, shall be

deemed to be the first day that classes are offered, as scheduled on the Academic Calendar.

Students who enroll for classes after the semester start date or start attending class(es) after the semester start date and then withdraw from classes are still responsible for paying tuition and fees in accordance with the Tuition and Fee Liability Schedule.

The student is responsible for 1) knowing that you are registered for classes, 2) knowing the classes for which you are registered, 3) paying your billing statements in a timely manner, and 4) understanding and following the correct procedures to withdraw from courses or credits.

## Tuition and Fee Liability Schedule

During the 100% eligible refund period, any refunds will be processed and charges removed for tuition and all fees. After the 50% eligible refund period, tuition will be prorated and all fees are due in full. After the 0% eligible refund period, students are liable for tuition and all fees in full. Students who register for courses and who do not file the appropriate Withdrawal Request Form or do not drop courses before the end of the Drop/Add period are liable for their full charges.

## Financial Aid

Financial aid eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA) at :  
<https://studentaid.ed.gov/sa/fafsa>.

The school code for Cleary University is 002246.

## State and Federal Grants

All federal and state grant funding is subject to the applicable government budget offices. All grants awarded will not be funded until the University receives funding from the government sources.

Financial need is determined from the information provided on the Free Application for Federal Student Aid (FAFSA) at studentaid.ed.gov/sa/fafsa. A formula is used to determine Expected Family Contribution (EFC), which is a number that determines students' eligibility for federal student aid.

The Financial Aid Department develops a cost-of-attendance budget based on Federal Methodology Cost of Attendance Budget guidelines that are composed of direct and indirect expenses while attending college. To determine student need, the following formula is used:

Cost of Attendance (-) EFC = Need. The Need figure determines the maximum amount of aid eligible in the form of grants, awards, work-study, and loans. The cost of attendance for programs is based on the number of credits taken per semester, books, supplies, room, board, and transportation costs. Cleary University uses several different budgets depending on the student's situation. The Michigan Department of Education uses its own budget to determine eligibility for Michigan Tuition Grant and Michigan Competitive Scholarships.

## 2021-2022 FEDERAL METHODOLOGY COST OF ATTENDANCE ESTIMATION

| Category           | Traditional On-Campus | Traditional Off-Campus | Non-Traditional | Graduate |
|--------------------|-----------------------|------------------------|-----------------|----------|
| Tuition            | \$21,630              | \$21,630               | \$22,500        | \$17,550 |
| Institutional Fees | \$1,050               | \$1,050                | \$1,125         | \$1,125  |
| Room/Board         | \$13,600              | \$9,500                | \$13,500        | \$13,500 |
| Loan Fees          | \$100                 | \$100                  | \$150           | \$150    |
| Books/Personal     | \$4,250               | \$5,000                | \$7,500         | \$7,500  |
| Travel             | \$2,370               | \$2,370                | \$5,000         | \$3,950  |
| Total Budget       | \$43,000              | \$39,650               | \$49,775        | \$43,775 |

The financial aid department is required to provide an estimated Cost of Attendance (COA) to help students budget for college. The COA includes Direct Costs (those billed by the university) and Indirect Costs (those that will differ from student to student based on their personal needs).

Living expenses are based on consumer reports for 2020-21. Direct costs are averaged among all cost levels per student type. All students enrolled in a graduate program are considered independent.

### Federal Aid Programs

All federal grants awarded are preliminary, and disbursements are based on the federal budget approval process.

### Federal Pell Grant

This grant is a federal award with an annual range from \$639 to

\$6,345. The Pell Grant is paid in proportion to the number of credit hours in which an eligible student is enrolled. Full-time Pell Grant recipients may receive this grant for a maximum of six years. The Free Application for Federal Student Aid (FAFSA) is used to apply.

## Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant is intended for undergraduate students with exceptional financial need. Awards are granted on a need basis. The average SEOG award is \$300 per semester. The Free Application for Federal Student Aid (FAFSA) is used to apply.

## Michigan Aid Programs

All state grants awarded are preliminary, and disbursements are based on the state budget approval process.

## Michigan Tuition Grant (MTG)

This state grant is intended to provide students with the choice to attend a private, degree-granting, nonprofit, Michigan institution of higher learning. Eligibility is based on need as determined by the FAFSA and documented Michigan residency. Awards are granted in increments up to \$1,400 (amount estimated on 20/21 values) with a state application deadline of March 1st, and are restricted to tuition and fees. Priority funding is given to those who apply early. The Free Application for Federal Student Aid (FAFSA) is used to apply. Continuing students must re-apply before the state deadline. Failure to do so may result in an adjustment or loss of scholarship funds.

**Important:** Gift aid received can reduce the eligibility of this grant. The amount and availability of this grant is determined by the Michigan Budget Office. This grant is only available in Fall and Spring semesters.

## Michigan Competitive Scholarship (MCS)

This award, based on both financial need and merit (qualifying American College Test score) and all eligibility requirements (half-time enrollment, Michigan resident, etc.), is available for use at Michigan public and private postsecondary colleges. Students may take the ACT after leaving high school if they have not had college experience. The test score remains on record for ten years. Students receiving MCS must maintain a cumulative 2.0 GPA per academic year to continue to receive MCS. Awards are restricted to tuition and fees. Priority will be given to first-year students who completed the Free Application for Federal Student Aid (FAFSA) by March 1st. Continuing students must re-apply before the state deadline. Failure to do so may result in an adjustment or loss of scholarship funds.

**Important:** Gift aid received can reduce the eligibility of this grant. The amount and availability of this grant is determined by the Michigan Budget Office. This grant is only available in Fall and Spring semesters.

## Tuition Incentive Program (TIP)

The Tuition Incentive Program (TIP) encourages students to complete high school by providing college tuition assistance after graduation to eligible students as determined by the State of Michigan. Students must be enrolled in an associate's degree program to receive Phase I.

### At Cleary University:

**Phase I** - Phase I can be used towards associate level classes for a total of \$116 per credit hour (amount estimated on 20/21 values), up to 24 credits per academic year.

**Phase II** - Must have certificate, associate's degree, or 56 transferable semester credits. Assistance is up to \$500 per semester; maximum \$2,000 over the program (amount estimated on 20/21 values).

**Important:** Although values are discussed based on prior-year award amounts, the amount and availability of this grant is determined by the Michigan Budget Office.

For more detailed information or to check your eligibility contact:  
[www.michigan.gov/mistudentaid/](http://www.michigan.gov/mistudentaid/)

## Loans

**Loan Default:** Students found in default of any Title IV loans or owing a Title IV refund to any college will not be eligible to receive any aid funds.

**Enrollment Status:** To participate in most aid programs, students must enroll at a minimum of half-time per semester in a program leading to a degree. See Enrollment Classifications.

## Enrollment Classifications

| Classification | Credits Per Semester |                  |
|----------------|----------------------|------------------|
|                | Undergraduate        | Graduate         |
| Full time      | 12+ credit hours     | 6+ credit hours  |
| ¾ Time         | 9-11 credit hours    | n/a              |
| ½ Time         | 6-8 credit hours     | 3-5 credit hours |

## William D. Ford Federal Direct Loans

Low-interest loans for students and parents are available to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and a Master Promissory Note (MPN). Several types of William D. Ford Federal Direct Loans are available:

**Direct Subsidized and Unsubsidized Loans** - Direct Subsidized Loans are for students with financial need, as determined by filing the FAFSA form. No interest is charged on a direct subsidized loan while enrolled in a degree-seeking program, registered at least half-time, and during grace and deferment periods. Direct Unsubsidized loans are not based on financial need. Hence interest is charged during all periods on an unsubsidized loan.

**Direct PLUS Loans** - Direct PLUS Loans are low-interest loans available to parents of dependent students or for graduate students in need of additional funding to help pay for the student's educational expenses. Interest is charged on the Direct PLUS Loan during all periods.

The following charts provide the maximum annual and lifetime loan amounts that can be borrowed through the William D. Ford Federal Direct Loan program.

### Dependent Student

| Grade Level             | Annual Total | Annual Subsidized Loan Limit |
|-------------------------|--------------|------------------------------|
| Freshman 0-29 Credits   | \$5,500      | \$3,500                      |
| Sophomore 30-59 Credits | \$6,500      | \$4,500                      |
| Junior 60-89 Credits    | \$7,500      | \$5,500                      |
| Senior 90+ Credits      | \$7,500      | \$5,500                      |

### Independent Student

| Grade Level              | Annual Total | Annual Subsidized Loan Limit |
|--------------------------|--------------|------------------------------|
| Freshman 0-29 Credits    | \$9,500      | \$3,500                      |
| Sophomore 30-59 Credits  | \$10,500     | \$4,500                      |
| Junior 60-89 Credits     | \$12,500     | \$5,500                      |
| Senior 90+ Credits       | \$12,500     | \$5,500                      |
| Graduate or Professional | \$20,500     | n/a                          |

## Maximum Lifetime Loan Limits

|                           |           |
|---------------------------|-----------|
| Subsidized Loan Limit     | \$23,000  |
| Dependent Undergraduate   | \$31,000  |
| Independent Undergraduate | \$57,500  |
| Graduate/Professional     | \$138,500 |

## Parent of a Dependent Student

The parent of a dependent student may borrow a parent PLUS loan for up to the cost of attendance minus other financial aid. This is a credit-based loan that requires application and approval from the Department of Education. If by chance a parent is denied for a PLUS loan, the student is eligible for additional funds in unsubsidized loans.

## Alternative Loans

Private alternative loans are educational loans available to help students cover additional educational expenses over and above what regular financial aid may not cover. Students should always apply for federal financial aid by filing the Free Application for Federal Student Aid and taking out low-interest Federal Direct (Title IV) loans first before considering taking out alternative loans. Title IV loans may be more favorable than the terms and conditions of private alternative loans. Due to federal regulations and a changing credit market, the University is unable to provide loan vendor recommendations. Students may wish to consult with their own banking institution as well as to investigate other options to compare rates and benefits best suited to their individual needs. Additional information may be found at <https://www.cleary.edu/finaid/references/> listed under Alternative Loan Sources.

## Cleary University Aid Programs

### Applying for Cleary University Grants and Scholarships

When applying for institutional aid, it is important to know that students compete for limited scholarship funding. In addition to admittance to Cleary University, a student must also submit official

transcripts before merit-based aid will be processed. Since scholarships are based on academic achievement, the transcript provides evidence of previous academic achievement as well as a cumulative grade point average. It is important to submit this document as soon as possible to meet any deadlines and remain eligible. All Cleary University institutional aid is grade dependent. A student must be in good academic standing to continue to receive Cleary scholarships.

## SCHOLARSHIP TERMS AND CONDITIONS

### Admission Honors Scholarships

Eligible students are new, traditional, undergraduate students with a high school GPA of 3.0 or higher who start attendance at Cleary University the semester following high school graduation and meet criteria listed below. Qualified students must be enrolled full-time. Scholarships will be applied and automatically renewed to no more than eight semesters provided the appropriate GPA is maintained by level. Students may qualify for lower-tiered awards should they fall below the initial award threshold; however, they cannot increase the level of initial award or return to a previously awarded, higher level.

|   | Amount Per Year | GPA      | SAT (1600) |
|---|-----------------|----------|------------|
| Presidential Scholarship  | \$10,000        | 3.7      | 1160       |
| Enterprise Scholarship  | \$7,500         | 3.2-3.69 | 1050-1159  |
| Entrepreneurship Scholarship<br>(must meet one criteria listed) | \$4,000         | 3.0      | 1000       |
| Cleary Scholar Award Level 1                                    | \$1,000         | 2.5-2.99 | N/A        |
| Cleary Scholar Award Level 2                                    | \$500           | 2.0-2.49 | N/A        |

(Determination is based on the greater GPA or SAT score)

**Important:** Presidential, Enterprise, and Entrepreneurship scholarships are not eligible with any other merit-based scholarships. Admissions Honors Scholarships are not valid in the Summer semester. Cleary institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

### Admissions Transfer Scholarships

Eligible students are new, transferring students with at least 24 credits transferring that are applicable to an undergraduate degree. Qualified applicants must also apply and register for first semester classes no later than three weeks before the start of the semester or session. Students attending less than full time may have their scholarship allocated based on credit hours enrolled at Cleary University.

| Transfer Scholarship Level | Traditional (awards are divided between two semesters) | Non-traditional (awards are divided among three semesters) | GPA |
|----------------------------|--|--|-----|
| Honors Transfer            | \$4,000/year   | \$4,000/year   | 3.0 |

Students whose GPA starts falling below the qualification for merit-based scholarships after the Fall semester will be notified by the Financial Aid Office of the potential risk of losing their scholarship. All cumulative GPAs will be reviewed after the Spring semester grades are posted. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

**Important:** Cleary institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. Traditional Transfer Scholarships are not valid in the Summer semester.

### Academic and Athletic Excellence (AAE)

Eligible students are new student-athletes. Awards are determined by the amount of the applicable Admissions Honor scholarship and the athletic award determined by the Director of Athletics. The continued eligibility of AAE is dependent on the student-athlete's eligibility to play their designated sport and the continued GPA of the applicable Admissions Honor scholarship.

A student must be registered for at least 12 credit hours each semester unless the student is in the last semester before graduation and taking all of the remaining required courses for their degree, in which case the athletic portion of AAE will be prorated in accordance with the policies of Cleary University. Student-athletes risk losing the athletic portion of AAE if they do not meet the academic eligibility requirements set forth by the National Association of Intercollegiate Athletics (NAIA). The head coach and the Athletic Director reserve the right to dismiss a student-athlete from the team or reduce the athletic portion of AAE for lack of effort and/or a poor attitude and attendance. Student-athlete guidelines are defined by the athletic department in the student-athlete handbook.

If a student is unable to maintain academic standing or otherwise starts falling below the qualification for a scholarship, refer to the probation, dismissal, and reinstatement policies.

**Important:** Cleary institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility of the merit-based component of AAE. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

## MBA Scholarships

Eligible students are new students enrolled in a Cleary MBA program. Eligibility will be determined by admissions staff based on:

- Official academic transcripts (GPA 3.35 or higher required)
- Essay and résumé
- Letter of recommendation

| Part 1: Cumulative Undergraduate GPA |                              |   |
|--------------------------------------|------------------------------|---|
| Scholarship                          | Amount                       | Cumulative Undergraduate GPA  |
| GPA Scholarship                      | \$2,100 (\$350/<br>semester) | 3.35-4.0  |
| Part 2: Leadership                   |                              |   |
| Scholarship                          | Amount                       | Leadership  |
| Leadership Scholarship               | \$3,000 (\$500/<br>semester) | <b>Minimum of five years management experience (people or processes), two years campus or athletic leadership/ captain, incremental professional progression, entrepreneurial (business owner) experience, held a position at the director level or higher.</b> |

**Important:** Cleary institutional aid in any combination of institutional aid (excluding scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

## Dean's List Scholarship - Undergraduate Students Only

Continuing students with qualifying GPAs have the opportunity to be awarded the Cleary University Dean's List Scholarship. Eligible students must have completed 60 semester credit hours and have a minimum cumulative GPA of 3.5. Students must be enrolled in a

minimum of 12 credit hours per semester. Graduating students will have their scholarship prorated their last term if they are unable to attend 12 credit hours.

|                            | Per-Semester | Yearly |
|----------------------------|--------------|--------|
| Dean's List Traditional    | \$250        | \$500  |
| Dean's List Nontraditional | \$250        | \$750  |

**Important:** Cleary institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

## Cleary University Alumni Legacy Scholarship

Children of Cleary University BBA, BS, MS, or MBA graduates are eligible to receive a 20% grant toward tuition in a degree-seeking program. All students are expected to pay the remaining tuition and fees at the point of registration, or they may utilize the Cleary University installment payment plan. Students must maintain a 2.0 GPA and successfully complete the semester. Grants may be adjusted based on a prorated tuition cost in cases where a student withdraws from or fails a class.

**Important:** Cleary institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the summer Semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

Students who are unable to maintain academic standing or otherwise start falling below the qualification for a scholarship should refer to the probation, dismissal, and reinstatement policies.

## Educational Training/Fostering Futures Matching Grant

Cleary University offers a 50% matching grant for students eligible for the Michigan Educational Voucher (ETV) or the Fostering Futures Scholarship (FFS). This scholarship is renewable annually provided the student satisfies the Satisfactory Academic Progress (SAP) requirements. Eligible students must:

- Be admitted to Cleary University
- Be registered in a degree-seeking program
- File the Free Application for Federal Student Aid (FAFSA) before March 1 for the upcoming academic year
- Provide a copy of the ETV or FFS award letter, or inform the Office of Financial Aid of eligibility

ETV application and additional information may be found at

<https://miетv.samaritas.org/FFS>

Students must complete an application annually during the open enrollment period. The application can be completed online in the MiSSG Student Portal at [www.michigan.gov/miissg](http://www.michigan.gov/miissg).

**Important:** This grant is not eligible with any other Cleary institutional aid. Institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

Students who are unable to maintain academic standing or otherwise start falling below the qualification for a scholarship should refer to the probation, dismissal, and reinstatement policies.

## 50% Military Service Grant for Undergraduate Students

This grant is available to veterans who have exhausted their VA benefits. The grant applies to tuition after all other state and/or federal grants, scholarships, or employer reimbursements have been awarded. This scholarship is not valid with any other institutional scholarship from Cleary University. Semester GPAs will be reviewed after each semester to determine continued eligibility.

- Students are required to complete the FAFSA annually.
- Accept any grants and/or scholarships for which they may be eligible.
- Honorably discharged veterans are required to provide a copy of their DD214.
- Students are required to maintain a GPA of 2.0 or higher and successfully complete all classes to maintain eligibility.

## 50% Military Service Grant for Graduate Students

This grant is available to veterans who have exhausted their VA benefits. The grant applies to tuition after all other state and/or federal grants, scholarships, or employer reimbursements have been awarded. This scholarship is not valid with any other institutional scholarship from Cleary University. Semester GPAs will be reviewed after each semester to determine continued eligibility.

- Students are required to complete the FAFSA annually.
- Accept any grants and/or scholarships for which they may be eligible.
- Honorably discharged veterans are required to provide a copy of their DD214.
- Students are required to maintain a GPA of 3.0 or higher and successfully complete classes to maintain eligibility.

**Important:** This grant is not eligible with any other Cleary institutional aid. Institutional aid in any combination of institutional aid (excluding housing scholarships) cannot exceed 50% of annual

tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

Students who are unable to maintain academic standing or otherwise start falling below the qualification for a scholarship should refer to the probation, dismissal, and reinstatement policies.

## Yellow Ribbon Enhancement Program

Cleary University will match 50% up to \$1,000 per semester for current active military or honorably discharged veterans to offset tuition after the maximum tuition cap has been reached under the Post-9/11 GI Bill.

## Cleary University Alumni Grant

Any Cleary University MBA, MS, BBA, or BS graduate in good standing (both financially and academically) who has completed all requirements for their degree is eligible to receive a fifty percent tuition grant (50%) for additional classes of equal or lower degree level upon approval from the Grant Committee. All students are expected to pay the remaining tuition and fees at the point of registration, or they may elect to utilize the Cleary University payment installment plan. Students must maintain the appropriate minimum GPA (2.0 for undergraduate students and 3.0 for graduate students) and successfully complete the semester. To be in good standing financially, eligible students must not have an outstanding undergraduate balance. Alumni grants will be removed in cases where the student withdraws from or fails a class. This scholarship is not valid with any other institutional scholarship from Cleary University. Semester GPAs will be reviewed after each semester to determine continued eligibility.

**Important:** This grant is not eligible with any other Cleary institutional aid. Institutional aid in any combination of institutional aid

(housing scholarships) cannot exceed 50% of annual tuition. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

Students who are unable to maintain academic standing or otherwise start falling below the qualification for a scholarship should refer to the probation, dismissal, and reinstatement policies.

## Cleary University Next Step Grant

Cleary University offers a 20% tuition grant to Cleary baccalaureate graduates who enroll in the Cleary MBA or MS program. To be eligible, students must:

- Complete the registration process
- Pay the remaining tuition and fees at the point of registration, or they may elect to utilize the Cleary University payment installment plan
- Maintain continuous enrollment to retain this grant
- Students who withdraw or receive a failed grade will lose grant eligibility

## Graduate and Teaching Assistants

New students in this category must have earned an undergraduate degree and must be currently working toward their graduate degree. Students in this position are expected to bring experience and expertise to their role. Available Graduate Assistant positions are posted on the Cleary website.

The Graduate Assistant, while enrolled in the Cleary University MBA or MS program, is required to take at least one graduate class per session (three credits) and remain in good academic standing (3.0 or higher GPA). If the student withdraws from classes, eligibility for the assistantship and scholarship ends immediately.

Graduate Assistants will work an average of 24 hours per week for the University, either on or off campus. If the GA is an international student, they are limited to 20 hours maximum per week. GA supervisors are responsible for ensuring performance expectations are met and for terminating the assistantship if they are not met.

Graduate Assistants will receive a 50% graduate tuition scholarship for their Cleary University MBA or MS program, provided the above standards and requirements have been met. Scholarships will not be applied to additional courses needed due to poor academic progress.

**Important:** This scholarship is not valid with any other institutional scholarship from Cleary University. A GPA of 3.0 must be maintained. All cumulative GPAs will be reviewed after the Spring semester grades are posted to determine continued eligibility. Any students attending the Summer semester will have their cumulative GPA reassessed and scholarship adjusted accordingly.

## The Undergraduate Teaching Assistant

Undergraduate teaching assistantships provide opportunities for students to enrich their educational experiences while simultaneously supporting faculty and providing greater individualized support of enrolled students than might otherwise be possible. By assisting with course instruction, UTAs develop knowledge of course content and skills that are natural to an instructional role. UTAs develop not only an understanding of the learning process within a discipline but also an ability to explain the importance and value of course content to a novice audience.

Students may serve as a volunteer, enroll for class credit, or receive stipends for their work. UTAs should typically be upper-level students who have demonstrated ability in the course to which they are assigned. The faculty member of record is ultimately responsible for creating the syllabus, delivering instruction, and assigning

grades, but the UTA can support the faculty member in any of these functions. However, challenges to grades must be handled by the faculty member. These guidelines are intended to provide guidance to faculty in the development and implementation of undergraduate teaching assistantship programs.

## Compensation:

UTAs are hired on a semester, course-by-course basis with the expectation that they will be available for the duration of the course with a schedule set up in advance with the instructor and Cleary University.

UTAs are expected to work up to 75 hours over the course of the session or semester (up to five hours per week). The schedule, while set in advance, may vary based on course schedule and requirements of the instructor. Compensation is \$1000 (max.) per course to be credited to the student's account once final grades are submitted for the course (8- or 16-week classes).

If a UTA is enrolled to receive credit, they must fulfill the minimal contact hours and objectives of the course.

UTA grants will reflect on a student's account as a "hold" pending the following: A satisfactory evaluation must be signed and submitted by the faculty of record who is supervising the UTA before payment is issued.

## Disbursements

Federal Aid funds are posted for an eligible student when the aid file is complete, but not more than 10 days prior to the applicable semester for continuing students and not before 30 days after the start of class for new/reactivating/probationary students. State grants for each semester are posted to the student account after

the aid file is complete, the student is registered for classes, and the institution receives funds from the state. Pell Grants and loan proceeds are not posted to the student account until they are received from the Department of Education.

It is the policy of the Financial Aid Department to divide awards into two equal parts to correspond to the two semesters of the regular academic year: Fall and Spring for traditional students; Fall, Spring, and Summer for non-traditional students.

## Satisfactory Academic Progress (SAP) Policy

The United States Department of Education requires students receiving financial aid to maintain satisfactory academic progress. The policy, monitored by the University, is divided into three components: 1) pace of progression, 2) hours attempted, and 3) grade point average. A student must be making progress in all three areas to continue receiving financial aid.

Eligibility is based on a student's entire academic record whether or not financial aid was given during any period. All periods of enrollment count toward SAP (Fall, Spring, and Summer). Accountability begins with the student's start date (semester or session start date) at Cleary University and includes transfer hours from other institutions.

According to Federal Regulation §668.16 (e)(ii)(B), enacted April 29, 1994, the time to complete the educational program length, as a full-time student, may not exceed more than 150% of the published length. This means that a four-year program must be completed by the sixth year [4 X 150% = 6]. Total credits allowed for undergraduate studies would be no more than 180 semester credits (120 x 1.5). The maximum timeframe will be adjusted on an exception basis for students who transfer in credits, change their majors, or enroll in a subsequent degree.

| Enrollment or Program Types                        | Maximum Aid                          |
|--|--------------------------------------|
| Full-time bachelor's degree students (120 credits) | 12 semesters (6 years) at full-time  |
| Half-time bachelor's degree students               | 24 semesters (12 years) at half-time |
| Full-time associate degree students (60 credits)   | 6 semesters (3 years) at full-time   |
| Half-time associate degree students                | 12 semesters (6 years) at half-time  |

Academic pace is determined by dividing the total number of credits successfully completed by the total number of credits attempted.

## Hours Attempted and Hours Completed

Effective September 1999, each new, continuing, or reactivating student must successfully complete 67% of the hours attempted during each evaluation period. Evaluation is conducted at the end of each payment period (semester). If, by the end of the evaluation period, the student has not successfully completed at least 67% of the hours for which they officially registered, financial aid for the following semester may be cancelled.

Examples of a 67% completion rate during a one-semester period would be:

- Completing eight of 12 registered credits each semester
- Completing four of six registered credits each semester

For financial aid purposes, the following grades will be counted as unsatisfactory completion: I, F, W, FW, and IW. Retaken classes are considered as attempted courses when determining completion rates. Classes that are taken a second time to improve the earned grade are only allowed to be paid with federal Title IV aid once beyond the initial class. Transfer credits from other institutions are also included in the attempted and completed count.

**Note:** Incompletes (I) must be converted to a passing letter grade.

The student's transcript will be evaluated again after an I grade is converted to a letter grade. Transfer credits will be counted toward the maximum timeframe but will not be included in the calculation of a student's cumulative GPA. All transfer hours will be treated as hours attempted and completed.

## Grade Point Average

A student's cumulative grade point average (GPA) is calculated from all classes taken and all grades received while attending Cleary University and should be above the minimum threshold (2.0 for undergraduate or 3.0 for graduate students). Although transfer credits apply to the degree and are used in the calculation of completion rates, transfer GPAs are not calculated in this calculation. Students must have good academic standing consistent with the requirements to graduate by the end of their second academic year.

## Retakes and Withdrawn Courses

Students admitted into an eligible program and taking coursework within that program may receive financial aid for one academic year. These classes and GPAs will be counted in the maximum timeframe and GPA.

When a student withdraws officially, they are assigned a W with no GPA assigned to calculate in the cumulative GPA, but the W is counted as an unsuccessfully completed class.

If a student withdraws unofficially, the instructor assigns an F, which is counted both in completion and GPA. This is part of Cleary's academic withdrawal policy. If a student retakes the class and gets a passing grade, the retake is listed on the transcript and the F grade is noted with an R and is no longer calculated in the cumulative GPA, but the taking of the class twice is counted in the attempted credits.

## Loss of Financial Aid Eligibility

A student who has not achieved the required GPA and/or is not successfully completing their educational program at the required pace is no longer eligible to receive assistance under the Title IV HEA programs. All students in this category will be notified. As such, Cleary University has opted to take the following steps.

## Financial Aid Warning

Cleary University checks satisfactory progress at the end of each payment period. Students who did not meet satisfactory academic progress (SAP) requirements will be placed on financial aid warning. This status will allow the student to receive FSA funds for one payment period. If, at the end of the warning period, Cleary University determines that the student is again meeting academic progress standards, the student may continue their eligibility. If it is determined that the student is not meeting academic progress requirements, they lose aid eligibility unless they successfully appeal and are placed on probation.

## SAP APPEAL AND ACADEMIC PLAN

### SAP Appeal

After a student has been granted a probation period and still has not fulfilled the SAP requirements, the student may petition in writing for reconsideration of eligibility for Title IV aid based on unusual circumstances. Examples of such circumstances include a death in the family, a health issue, an increase in work hours, or other like circumstances. Third party documentation of circumstances is required along with the written appeal (copy of death certificate, physician's note, employer notice of increased work hours, etc.).

### **Written appeals must include:**

- Reasons why the student failed to meet SAP requirements
- How the student's circumstances have changed
- How the student will now be successful in meeting the SAP requirements

The student will be expected to meet with their academic advisor to create an Academic Success Plan. The Academic Success Plan will include the requirements and corresponding timeline, with an identified completion date, to ensure that the student is able to satisfy the SAP requirements. Once the Academic Success Plan is completed, it must be submitted along with the written appeal to appeal aid termination.

**Academic Success Plan** - In cases where it is not possible for a student to bring their GPA and completion rate up to acceptable levels over one additional payment period, the use of an academic plan may be used over multiple terms for students who have been granted an appeal. Reinstatement of financial aid by the Financial Aid office is dependent on receipt of a completed and signed (by both the student and the academic advisor) Academic Success Plan from the academic advisor to the Financial Aid office.

### **Final Aid Termination Status**

Students who fail to maintain academic progress requirements after the warning and appeal process will be required to complete coursework at their own expense to bring their GPA and/or completion rate to acceptable levels before being considered for future aid. Aid granted after reinstatement will be based on available funds.

The above policy is based on Title IV Federal Regulation §668.16(e) (ii)(B) through (D). Questions or requests for additional information regarding the SAP policy can be directed to the Financial Aid office.

### **Evidence of Attendance Policy for Financial Aid Purposes**

Evidence of attendance in enrolled classes is required for all University students. Satisfactory evidence of attendance is defined as fulfilling at least one of the following:

- Discussion or participation in an on-ground or online classroom
- Completing a Canvas quiz
- Uploading an assignment in a Canvas classroom

Attendance is required for all classes in order to qualify for financial aid. Failure to meet this requirement may result in loss of eligibility for certain types of student financial aid.

### **Return of Title IV Funds**

This policy applies when students receiving financial aid cease to be enrolled.

### **Federal Financial Aid Refunds - Return of Title IV Calculation.**

**Financial Aid Recipients:** Students receiving Federal Title IV funds (i.e., Federal Pell, SEOG, Direct, or PLUS loans) may receive a reduction or cancellation of financial aid if a drop or withdrawal (official or unofficial) from all classes occurs before completing 60% of the semester. The Return of Title IV calculation is a federally mandated formula to determine how much of the Title IV funds are required to be returned to the federal government and how much was "earned" by the student at the time of withdrawal. Financial aid adjustments will be based on a student's last date of attendance or class participation regardless of when a completed drop/add form is received by the Records Office.

**Official Withdraw** - A student may withdraw after the drop/add period (usually Saturday of the second week of the semester) through the final withdrawal date of each session (Week 6 of classes being offered in an A or B session or Week 13 of a full semester) by contacting their academic advisor and starting the official withdraw process.

**Unofficial Withdraw** - A student who stops attending all courses in sessions (A/B) during a semester at any point prior to completing the payment period and period of enrollment without officially withdrawing is considered to have withdrawn for Title IV purposes, per the Department of Education. If students plan to attend a session at a later time during the same semester, they must submit written confirmation at the time of withdrawal with their advisor that they plan to attend other sessions later in the semester. If the student fails to attend at a later date in the semester, the Title IV Fund calculation will be made based on the last date the student attended or participated in the semester.

Effective starting Fall of 2020, students are allowed to drop classes through the first Monday following the start of the semester; all drops must be requested by noon on Monday. When this occurs, all financial aid will be removed from the student's account and returned to financial aid sources.

Return of Title IV funds will be computed using the Department of Education R2T4 approved software, which calculates the number of days that the student has participated in class during the semester over the total number of days in the semester. The total number of days in the semester excludes break time and weekends. A grade of W will be given for any class from which the student withdraws. (Note: A withdrawal applies on or after the second week of the semester.)

## Refund Distribution as Prescribed by Federal Regulation for Title IV Funds

In most cases, withdrawing from a class(es) does not guarantee a cash refund of the monies paid on the student's account. The

student may owe the government some of the money that was disbursed at the beginning of the semester. Funds returned to the federal government are used to reduce the outstanding balances in individual federal programs.

Funds must be returned by the student or the school allocated in the following order of priority within 45 days:

### Unsubsidized Federal Direct Loans

Subsidized Federal Direct Loans

Federal Direct PLUS Loans

Federal Pell Grants

Federal Supplemental Educational Opportunity Grants (SEOG)

Other federal sources

If the student is receiving a Pell Grant and does not begin attendance in class(es), Pell Grant funds will be adjusted for each non-attended class even if the semester has been completed. Students are not entitled to Pell Grant funding for a class that they never attended.

**Post-withdrawal disbursement** - A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement of Title IV funds, it will be processed for the student and a refund will be issued within 14 days of a credit balance on the student's account.

If the post-withdrawal disbursement includes loan funds, Cleary University must get student permission before it can disburse loan funding. Students may choose to decline some or all of the loan funds so that additional loan debt is not incurred. Notice will be sent to the student and the student must respond within 14 days; otherwise, all loan funds will be cancelled and the student will be responsible for any charges that remain on their school billing account.

Cleary University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, if there are other expenses over and above tuition and fees, the student will need to give permission to use the post-withdrawal disbursement for other charges.

If the student does not attend any classes, all aid will be cancelled and returned to aid sources within 45 days. To determine the amount of aid that will be returned to the federal Title IV programs, the number of days from the semester start date to the "Last date of Attendance or Class Participation" will be calculated. That number will be the numerator and the total number of days in the semester will be the denominator. The result is the percentage of federal funds that Cleary University will apply to the student's account.

In most cases, the Financial Aid office will return aid funds to appropriate sources as required. In the case where the student has received a refund of a Title IV grant, such as a Pell Grant, and the calculation resulted in the student owing a repayment of their Pell Grant funds, they are responsible for repayment of 50% of their portion of the obligation. Grant overpayments to the student are subject to either immediate repayment to the institution or a satisfactory repayment arrangement. The overpayment may also be sent directly to the Department of Education Collections department.

funds (i.e., merit scholarships, athletic scholarships, housing scholarships, percentage-based scholarships, etc.) may receive a reduction or cancellation of IA if a drop or withdrawal (official or unofficial) from all classes occurs before completing 60% of the semester. The Return of IA is a calculation to determine how much IA was "earned" by the student at the time of withdrawal. Financial aid adjustments will be based on a student's last date of attendance or class participation regardless of when a completed drop/add form is received by the Records Office. If a student receives a housing scholarship and moves out of housing prior to the end of the semester, the scholarship will be reduced on a prorated amount in correlation to the amount the student is charged for housing.

## Cleary University Early Refund Procedure

To assist in the process of school aid material, Cleary University can provide eligible students an early advance refund. The amount available will differ for each student and will be the lesser of either the presumed credit balance or the actual cost of materials for classes starting immediately after registration.

To receive an early refund credit, visit the website where you wish to purchase your material(s) and add it/them to your cart. On the checkout screen, take a screenshot of your cost and email it to: [businessoffice@cleary.edu](mailto:businessoffice@cleary.edu).

The Business Office will contact you with a form to be signed and returned. Your request will be processed no sooner than seven days before the start of the academic period.

## RETURN OF INSTITUTIONAL AID FUNDS

This policy applies when students receiving institutional aid cease to be enrolled.

### Institutional Aid Calculation

Institutional Aid Recipients: Students receiving institutional aid (IA)

#### Eligibility requirements:

- The student must have FSA funds that result in a credit balance.
- All financial aid paperwork must be completed.
- Only books for classes starting immediately in the academic

period will qualify for an early book refund. For example: If the classes are split into two sessions and the student starts in the A-session, only A-session books will qualify for an early refund.

**Please note:** Students who are eligible for a refund with FSA funds (federal funds) and have a credit balance due to Title IV disbursement will receive an early refund within 14 days prior to the first day of class.





# ADMISSIONS



*Founded  
1883*

# ADMISSIONS

## Admissions

### General Admission Requirements

Cleary University grants admission to students whose academic achievements demonstrate they are prepared to succeed in a university curriculum and graduate. Cleary University Admissions reviews all applications on a rolling basis. The applicant's official transcripts, test scores, involvement, and program will be considered in the admissions decision. Admission requirements, criteria, and guidelines are applied equally to all students, including "homeschool" students. A review of the academic credentials will consist of all high school/college-level coursework and all available standardized test scores. Applicants for non-credit academic programs may be admitted without meeting any of the above requirements with special permission from the University, but are not eligible for Title IV financial aid funds. The online application for undergraduate admission to the University can be accessed by visiting <https://www.cleary.edu/steps-to-apply/>.

### Official Transcripts

Students must provide an official copy of their high school and/or all previous college transcripts for their file at Cleary University. Any students registering for classes without official transcripts on file accept responsibility for ensuring that they are not duplicating courses that might be brought in as transfer credit. All transcripts must be sent from the originating schools directly to Cleary University and become the property of the University.

#### Mailing Address:

Cleary University  
Enrollment Office  
3750 Cleary Drive  
Howell, MI 48843

For schools able to email official transcripts, use [admissions@cleary.edu](mailto:admissions@cleary.edu) when placing your order.

### Test Optional

Effective for the entering class in Fall 2020, Cleary University moved to a Test Optional admission process. Students are no longer required to submit copies of their SAT or ACT scores to be considered for general admission to the University. The admission committee continues to place the strongest emphasis on a student's academic preparation in high school as the best predictor of success at the college level; however, please note that homeschooled students and students completing their high school diploma through an unrecognized, unaccredited program are required to submit copies of their SAT or ACT scores (with writing) to complete their applications.

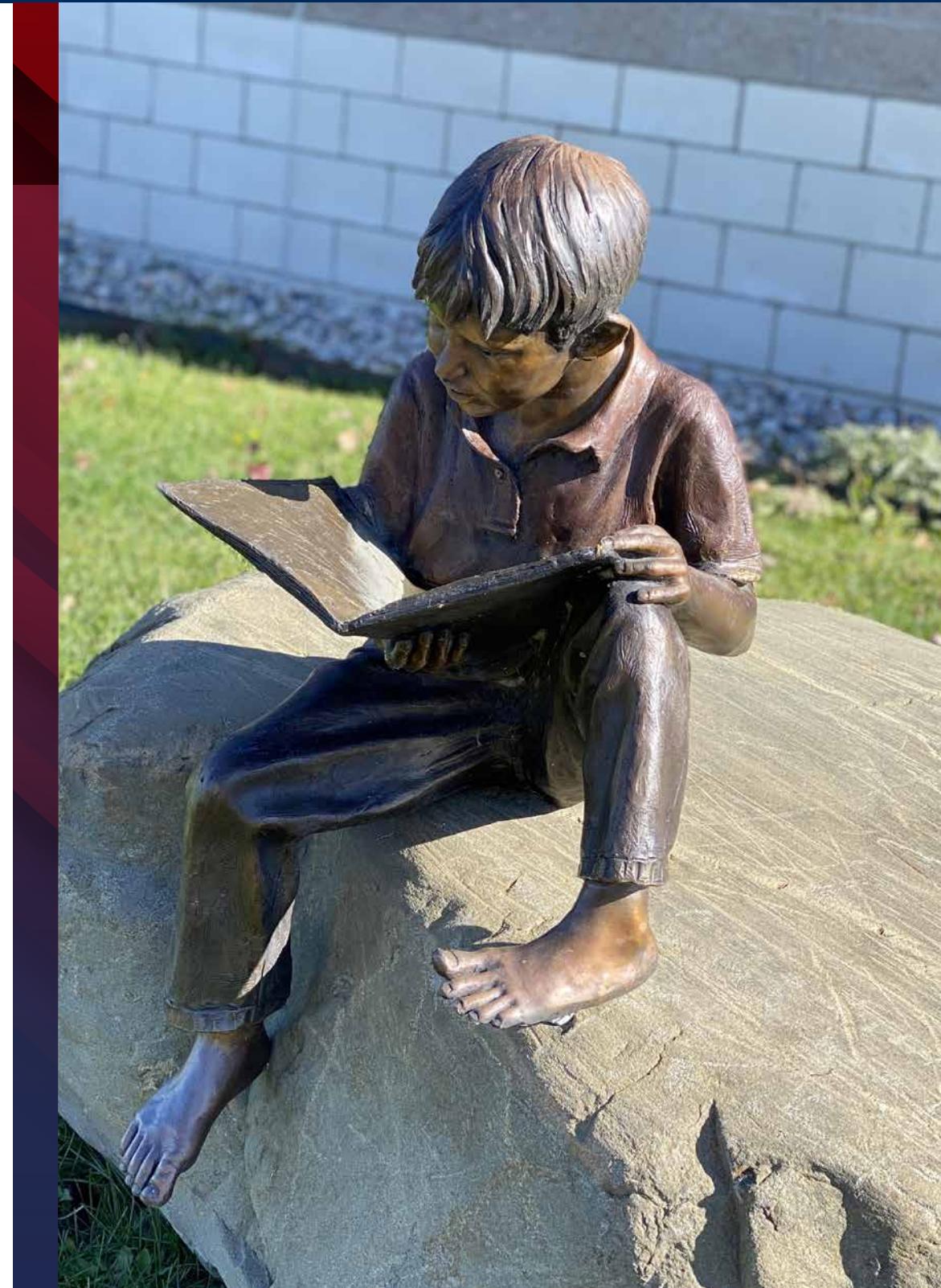
For more information on specific scores or assessment criteria, please contact Cleary University Admissions. Except for reasons prohibited by applicable discrimination laws, students may be excluded from admission or dismissed from Cleary University at any time for reasons considered appropriate by the University. The University has the right to deny admission to any student who is in default on any Title IV loans, which include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, Perkins Loan, and/or PLUS Loan.

Cleary University has a policy of nondiscrimination regarding students on the basis of race, color, national or ethnic origin, sex/gender, sexual orientation, veteran status, age, and religion in the administration of its admissions policies, educational policies, scholarship and loan programs, and other school-administered programs. Cleary also maintains a policy of nondiscrimination on the basis of handicap in regard to admission or employment and access to programs or activities. Cleary University does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

## When to Apply

Prospective students are encouraged to apply for admission as soon as they decide they are interested in attending Cleary University. Each application is considered individually based on overall academic achievement and extracurricular involvement. Upon review of the application and supporting documents, an admission decision will be made. Admission decisions are made on a rolling basis throughout the year, and students will be notified via U.S. mail or email within 15 business days. If all criteria for admission to Cleary University are not met, the University reserves the right to cancel admission.

Pre-admission counseling and campus tours are available weekdays and at special weekend events through the Office of Admissions. Office hours are Monday through Friday during normal business hours. For more information, call 800-686-1883.



| <b>Student Type</b>                | <b>Minimum Admission Requirements</b>                | <b>Documentation needed</b>  |
|------------------------------------|--|--|
| <b>Traditional</b>                 | <b>GPA of 2.0</b>                                    | <b>Official high school transcript<br/>Official SAT or ACT Scores - Optional - not required<br/>Official College transcript (if applicable)</b>              |
| <b>Traditional Transfer</b>        | <b>GPA of 2.0</b>                                    | <b>Official high school Transcript (24 or fewer college credits)<br/>Official college transcript(s)</b>  |
| <b>Non-Traditional or Transfer</b> | <b>GPA of 2.0</b>                                    | <b>Official college transcript(s)<br/>Prior Learning documentation (if applicable)</b>   |
| <b>Graduate</b>                    | <b>GPA of 3.0</b>                                    | <b>Official college transcript showing completion of a baccalaureate degree from a regionally-accredited college or university<br/>Professional résumé</b>   |
| <b>Certificate</b>                 | <b>GPA of 2.0</b>                                    | <b>Official high school transcript (12 or fewer college credits)<br/>Official college transcript (13+ college credits)</b>                                   |
| <b>Dual Enrollment</b>             | <b>GPA of 2.0</b>                                    | <b>Official high school transcript<br/>Official SAT, PSAT, or ACT scores<br/>High school counselor approval<br/>Complete Cleary University approval form</b> |
| <b>Early College</b>               | <b>GPA of 2.0 PSAT: Math - 510<br/>Reading - 460</b> | <b>Official high school transcript<br/>Official PSAT scores<br/>high school counselor Approval</b>   |
| <b>Non-Degree Seeking</b>          | <b>Completion of some college level courses</b>      | <b>Michigan Uniform Guest Student Application form</b>   |

## FIRST-TIME STUDENTS

A First Time in College student applying for admission to a degree program is required to submit the following:

- An application for admission.
- An official high school transcript. Students currently enrolled in high school should send an unofficial transcript at the time the application is made. Final senior grades must be submitted by the high school as soon as possible after graduation. Final admission is dependent upon review of the final high school transcript with the posted graduation date.
- ACT or SAT scores are optional but will be considered in lieu of GPA requirements.

A student who meets their state's requirements for home study at the secondary-school level has the academic qualification necessary for Title IV eligibility. Completion of a home study program at secondary level may be self-certified. A student must show a high school diploma, the equivalent of a high school diploma, or an alternate to a high school diploma. High school diploma equivalents are a General Education Development Certificate (GED) or a state-certified diploma received after passing a state-authorized exam that is recognized as the equivalent of a high school diploma.

### First Time in College (Under 22 years of age)

This applies to any student who is under 22 years of age and has not enrolled in a post-secondary institution after the summer following high school graduation. An application for admission may be made any time after completion of the junior year of high school. Students with a minimum six- or seven-semester high school grade point average of 2.0 are admissible.

Those with a minimum seven-semester grade point average of 1.5 - 2.0 may be provisionally admitted and required to attend the summer bridge program (two classes in summer) as well as meet with an academic advisor regularly during the first semester. Any student with a GPA lower than 1.5 will be required to submit a letter of appeal stating why they believe college is the right choice for them and must interview with a faculty panel to determine admission. (Contact an enrollment specialist for further information at 800-686-1883.)

### First Time in College (22 years of age and over)

This category is for any student who is over 22 years of age and who has not enrolled in a post-secondary institution following high school graduation or successful completion of the General Educational Development (GED). An application for admission may be made any time after graduation from high school or successful completion of the GED.

Students who have graduated from high school with a minimum grade point average of 2.0 are admissible.

Students who have graduated with a cumulative GPA of 1.5 - 2.0 may be provisionally admitted and required to attend the academic bridge program (two classes the following semester) as well as meet with an academic advisor regularly during the first semester of full time attendance. Any student with a GPA lower than 1.5 will be required to submit a letter of appeal stating why they believe college is the right choice for them and must interview with a faculty panel to determine admission. (Contact an enrollment specialist for further information at 800-686-1883.)

## First Time in College (Home-study students)

A home-study student is any student who has not attended an accredited public or private high school. Students must submit all available academic records with their application and schedule a personal in-person or phone interview with an admissions representative. A student who meets their state's requirements for homeschooling at the secondary-school level has the academic qualification necessary for Title IV eligibility. Completion of a homeschooling program at secondary level may be self-certified. A student must show a high school diploma, the equivalent of a high school diploma, or an alternate to a high school diploma. High school diploma equivalents are a General Education Development Certificate (GED) or a state-certified diploma received after passing a state-authorized exam that is recognized as the equivalent of a high school diploma.

## New International Students

International students must meet the minimum admission requirements to be considered for admission to Cleary University. All International Student Document Checklists can be found online at: <https://www.cleary.edu/international/international-admissions/>

Each checklist includes a list of required documents and the necessary steps to secure a visa to study in the United States. Be mindful that failure to provide required documentation can significantly delay the admissions process. Additionally, each checklist will explain what happens after the visa is received, highlight the steps that must be taken prior to arrival stateside, and provide some helpful tips for the first days on campus. Please print and use it as a tool to help guide you through the process. Email questions or concerns to [internationaladmissions@cleary.edu](mailto:internationaladmissions@cleary.edu).

## MICHIGAN LANGUAGE CENTER AND CONDITIONAL ADMISSION OF INTERNATIONAL STUDENTS

Prospective international students who do not meet the English language requirements for full admission may choose to participate in the Michigan Language Center (MLC) University Pathway Program. This program enables international students to meet an English requirement to gain undergraduate or graduate admission to Cleary by successfully completing the Advanced Level at MLC (no TOEFL or IELTS needed) and receiving a letter of recommendation. All students must earn a 2.0 GPA or higher in Cleary's bridge courses, successfully pass the Advanced Level at MLC, and receive a letter of recommendation to enroll as a fully admitted student. In addition, MLC students can receive up to 9 undergraduate credits from Cleary University for their MLC studies, which will count towards their degree.

## Details on Credits/Bridge Classes

**MLC students who successfully complete the Advanced Level courses below will be awarded up to 9 credits toward a Cleary University degree program. These credits may be used toward fulfilling the general education requirements in English (ENG)/ Communications(COM) or as electives.**

| MLC Advanced Level Courses  | Credits  | English (ENG)/ Communications(COM)                                      |
|---|----------|---|
| <b>Advanced All Skills and Grammar<br/>AND<br/>Advanced Reading</b> | <b>3</b> | <b>ENG 1000 English Composition OR elective</b>                         |
| <b>Advanced Writing AND<br/>Advanced Speaking and Listening</b>     | <b>3</b> | <b>COM 1400 Speak Up! OR Humanities (HUM) elective</b>                  |
| <b>Advanced TOEFL Preparation<br/>Elective Class</b>                | <b>3</b> | <b>These credits may be applied to a degree program as an elective.</b> |

## ACADEMIC BRIDGE PROGRAM

MLC students who are at the Advanced Level can start undergraduate studies while taking MLC classes by enrolling in select bridge classes at Cleary as long as the students are provisionally admitted. This program will allow international students to start earning credits towards their degree while attending MLC classes at the Advanced Level.

MLC students will enroll in TCM 1010 The College Experience Retooled (3 credits) in conjunction with the MLC Advanced Level courses. TCM 1010 runs for the duration of 14 weeks in the Summer and 16 weeks in the Fall and Spring. Upon successful completion of TCM 1010, MLC students may choose to enroll in additional Cleary courses while completing MLC Advanced Level.

|                 |   |
|-----------------|---|
| Bridge Course 1 | TCM 1010 The College Experience Retooled (3 credits)  |
| Bridge Course 2 | MTH 2800 Applied Business Statistics (4 credits) OR STA 1000 Data Integration Toolbox No. 1 (3 credits) |

All students must earn a 2.0 GPA or higher in Cleary's bridge courses, successfully pass the Advanced Level at MLC (no TOEFL or IELTS needed), and receive a letter of recommendation to enroll as a fully admitted student.

### International Application Deadlines

Please go to <https://www.cleary.edu/international/international-admissions/> to see the application deadlines by each term.

### International Students Living Outside the USA

International students who are living outside the USA and require an F-1 visa appointment should submit all application materials,

be admitted, and submit their \$500 deposit six weeks prior to the beginning of the semester of intake. This is to ensure there is enough time to send an I-20, sit for a visa appointment\*, settle up affairs at home, make flight accommodations, and confirm attendance to the international admissions team.

*\*If a visa appointment cannot be made at least one week prior to semester start date, the I-20 will be changed to the next available semester.*

### Canadian Students Living Outside the USA

Canadian students living outside the USA are not required to make a visa appointment and may follow the same deadline as international students who are living in the USA.

### International Students Currently Living in the USA

F-1 students currently in the USA must submit all application materials, be admitted, and pay the deposit two weeks prior to the beginning of the semester of intake. This allows adequate time for application processing and completion of the transfer in process in SEVIS.

*\*B session start dates are not recommended for undergraduate students. If graduate students want to start at the B session start date, they are required to take two graduate level courses in an eight- or seven-week timeframe. All questions regarding deadlines can be submitted to [internationaladmissions@cleary.edu](mailto:internationaladmissions@cleary.edu).*

### Early College Program

An Early College program is a defined program wherein high school students who meet the admissions criteria enroll in a program of study leading to the attainment of an associate's degree. The student may take Cleary courses during grades 9-13 depending on their high school of enrollment, and then earn both a high

school diploma and the associate's degree (assuming the student fulfills all Cleary requirements) at the end of that year.

## Early College Admissions Criteria and Process

An Early College student must meet the criteria established through their high school of enrollment. Contact a Cleary Enrollment Specialist or a high school counselor for more information on admissions criteria and processes.

## Dual Enrollment Program

Dual Enrollment is a "drop in" program wherein high school students who meet admissions criteria can register and attend selected college courses at Cleary. The student could decide to then attend Cleary as a regular college student and apply the Dual Enrollment courses, or, if attending another college, transfer the Cleary credits to another college or university. The Cleary course may also fulfill a high school graduation requirement. The student graduates at the end of year 12 with a high school diploma.

High school dual enrollment students are granted the full privileges of any Cleary University student. Cleary offers dual enrollment students a special tuition rate that applies to all dual enrollment registrations.

Students who meet the following criteria are eligible to take dual enrollment courses:

- High school freshman, sophomore, junior, or senior
- Have a 2.0 or higher cumulative, unweighted GPA
- Obtain standardized test scores that show readiness for college-level work
- Receive high school counselor/school administration recommendation and approval
- Complete a Cleary University registration form
- Dual Enrolled High School Students

Dual enrolled students are required to consult with a Cleary University Enrollment Specialist to register for first semester classes. Students are required to contact their academic advisor prior to registration for continuing semesters. Students are required to have approval from their high school counselor prior to enrolling each semester.

This program applies only to Cleary University day classes (1000- and 2000-level courses held between the hours of 7:30 a.m. and 5:00 p.m.). Unless otherwise authorized, high school students are not permitted to enroll in the University's evening or fully online courses.

Course grades will be calculated in accordance with the University's grading system. All academic policies apply. A student must earn at least a 2.0 GPA in each Cleary University course to remain eligible for dual enrollment.

## ADMISSION STATUS AND APPEALS

### Admission

An admission decision is considered official upon delivery of an acceptance letter on Cleary letterhead. The director can rescind an admission decision if any of the information submitted in the application process is found to be inaccurate, without submission of an official, final transcript from any previous institution attended, including from high school (if required) and four-year institutions, or if the student's qualifications change significantly (for example, if a student's disciplinary or criminal background changes after admission is offered).

## **Early Admission**

High school juniors and seniors can apply for early admission to Cleary University. If students meet current application criteria, they are eligible for provisional admission. Students should be aware that any financial aid and official admission may be subject to change based on final high school grades and test scores.

## **Special Admissions**

Recognizing that not all students have educational backgrounds which fit the Application for Admission form, the University will consider, on an individual basis, applications for enrollment from students with nontraditional educational backgrounds.

In certain cases, a student who has not completed their secondary education may enroll and take individual courses. Such college credit would be validated upon completing work for a high school diploma or obtaining a General Educational Development Certificate (GED).

## **Provisional Admission**

A student who is provisionally admitted is approved for enrollment for the first semester only. The student may have a limit set on the number of credits they may enroll in in the first semester, and most provisionally admitted students are required to enroll in The College Experience Retooled (TCM 1010), a Cleary University course designed to support a successful transition to the University. All provisionally admitted students must achieve a minimum GPA of 2.0 in the first semester to remain at the institution and to be considered admitted to the University.

Provisional admission may also be granted to students who do not meet all requirements at the time of application but demonstrate exceptional promise. Please contact the Office of Admissions at [admissions@cleary.edu](mailto:admissions@cleary.edu) or 517-338-3330 for more information.

Students who are provisionally admitted will be required to earn a cumulative GPA of 2.0 or higher their first semester in order to be considered for full admission and registered the following semester.

## **Denied Admission**

A denied student is denied admission to the University. A denial decision is only made for the term for which a student applies, and a student who is denied may reapply for a future semester provided that circumstances for the student have changed (for example, a semester of coursework elsewhere). Denial decisions can be appealed by sending a letter to the director of the admissions office making the decision.

## **Admissions Appeals**

Applicants denied admission may request reconsideration.

Requests must be submitted in writing to the Office of Admissions and should include an explanation of the circumstances related to the reasons for denial. The appeal letter should clearly express why the student struggled academically, what they have learned since that experience, and what they will do to increase their chances of academic success going forward.

Review of the request and supporting documentation will be conducted by the appellate committee and will culminate in one of the following outcomes:

- Admission denial is upheld
- Provisional admission is granted
- Full admission is granted

Decisions of the appellate committee are binding. Applicants who are denied admission may reapply for admission when all factors that initiated the denial have been corrected. Applicants granted provi-

sional admission will be required to meet with an Academic Advisor to develop an academic plan prior to being registered for classes.

## Readmission for Veterans

Veterans returning after military leave to perform military service will be promptly readmitted at the same academic status achieved and at the same tuition rate when last in attendance at Cleary University. Please note that while the tuition rate will be retained, returning students will be responsible for obtaining their textbooks and other required learning materials. Current fees assessed to all incoming students will also apply.

This readmission policy applies provided the absence does not exceed five years and the return date to Cleary University does not exceed nine months after being released from active duty. A copy of the discharge form (DD214) is required for verification purposes and should be submitted to the University Admissions Office.

## STUDENT STATUSES

### Traditional Students

Traditional students are largely defined by the metrics that follow. If a student meets any one or more of these they are considered a traditional student:

- Student athlete
- Lives on campus
- Starts classes within four years of graduating or finishing a high school program

Additionally, traditional students are usually unmarried, not working a full-time job, do not have dependents that they are responsible

for, and are claimed dependents. Traditional students are always undergraduate students.

Most of the time, traditional students attend the University on a full-time basis, but this is not exclusive to that population. Please see the following definition regarding nontraditional students for further information.

### Nontraditional Students

Cleary University recognizes that any student who does not qualify as a traditional student from the above definition will be considered a nontraditional student and additionally accepts the recommendation of the National Center of Education Statistics definition in regard to who a nontraditional student is as more clarification. In that study, three separate metrics were utilized to determine student status: 1) enrollment patterns, 2) financial and family status, and 3) high school graduation status. These metrics were chosen to identify students who have histories and behaviors that may increase student risk and attrition. All of these touchpoints do not need to be met in order for a student to be considered a nontraditional student, but identification of them denotes a student outside of the traditional student definition. The metrics are defined as follows, with Cleary University amendments:

- **Enrollment patterns.** Assuming that traditional enrollment in postsecondary education is defined as enrolling immediately, or within four years, after high school and attending full-time, students who diverge from this pattern in terms of enrollment time would be considered nontraditional. In the NCES study, therefore, students who delayed enrollment in postsecondary education by four years or more after high school or who attended part time were considered nontraditional. Note that it is possible for a nontraditional student to attend the University in a full-time capacity.
- **Financial and family status.** Family responsibilities and

financial constraints used to identify nontraditional students included having dependents other than a spouse, being a single parent, working full time while enrolled, or being financially independent from parents.

- **High school graduation status.** Students who did not receive a standard high school diploma but who earned some type of certificate of completion were also considered nontraditional. This included GED recipients and those who received a high school certificate of completion.

## Adult Learner

The adult learner falls under the same parameters as a nontraditional student with only the age of the student as a differential. Wherein a nontraditional student can, conceivably, be as young as eighteen years old, the adult learner will be a nontraditional student who begins their program at age twenty-five or older. The adult learner designation is only for undergraduate students.

Adult learners are known by a wide variety of names – including nontraditional students, adult students, returning adults, adult returners, mature learners, and many more – and they have an even wider variety of cultural and educational backgrounds, abilities, responsibilities, and experiences.

No matter how different each adult learner is, though, there are some typical characteristics that many of them share. When defining adult learners:

- They're usually 25 or older.
- They've delayed entering college for at least four years following high school.
- They're usually employed full-time.
- Many times, they have a family and dependents to support.
- They may have started college as a traditional student but needed to take time off to address other responsibilities.

- They're looking to enhance their professional lives or may be switching careers.
- They have more experience than traditional students, having already started a career or served in the military.

## Graduate Student

A graduate student is a student who is enrolled in the Graduate School and is a nontraditional student.

## Dual-Enrolled Student

Students who are in high school can take classes at Cleary University. These students are considered dual enrolled students and traditional students. For further information, please see the admissions section.

## Early College Student

Students who are enrolled in an early college program through an agreement between their secondary school and Cleary University are considered early college students and traditional students. For further information, please refer to the admissions section.

## Full-Time Students

Students enrolled in the undergraduate program for 12 or more credit hours per semester are full-time students. Students enrolled in the graduate program for six or more credit hours per semester are full-time students.

## Part-Time Students

Students enrolled in the undergraduate program for fewer than 12 credit hours per semester are part-time students. Students enrolled in the graduate program for fewer than six credit hours per semester are part-time students.

## **Guest Student (Non-Degree Seeking)**

College students who wish to take selected courses for credit but do not wish to pursue a degree at Cleary University may be considered for admission in this category. Students admitted in this category must submit a completed Michigan Uniform Guest Student Application. An application fee is not required.

## **PATHWAYS TO CLEARY**

### **Transferring to Cleary**

Cleary has a flexible transfer credit policy and welcomes transfer students from other institutions of higher education. Transfer students are any students who have earned college credit in another post-secondary institution after the summer following high school graduation before enrolling at Cleary University.

Students who studied at a regionally accredited college or university may transfer and apply up to 90 credits. Students who have received college credit with a grade of "C" or better ('B" or better for graduate-level courses and earned within seven years) from a college or university accredited by a regional accrediting body such as the Higher Learning Commission of the North Central Association, may transfer these credits to Cleary. Credit for courses from a non-accredited, postsecondary institution will be evaluated on a case-by-case basis and credit may be given if the course content and academic standards of the institution meet the requirements of Cleary University. For students who studied at more than one institution, the University can accept those credits, provided the institutions are regionally accredited.

Admission may be granted after application review to those with a minimum cumulative GPA of 2.0 and a minimum 24 academic credit hours completed in all college courses taken from an accredited

institution(s). If a transfer student applies with fewer than 24 academic credit hours completed, a review of high school performance (high school cumulative GPA) is required before an admission decision can be made. Transfer students having attended a non-accredited institution will be reviewed on an individual basis.

A transfer student applying for admission to a degree program is required to submit the following:

- An application for admission
- Official transcripts from all colleges and universities attended by the student
- If fewer than 24 academic credit hours have been completed, a copy of high school transcripts with posted graduation date is required
- Michigan Transfer Agreement (MTA)

Cleary University participates in the Michigan Transfer Agreement (MTA) to facilitate transfer from Michigan community colleges. A minimum of 30 credits must be taken to satisfy MTA, including:

- 1 course in English Composition and a second English Composition or Communications course
- 1 course in Mathematics from one of three pathways: College Algebra, Statistics, or Quantitative Reasoning
- 2 courses in Social Sciences (from two disciplines)
- 2 courses in Humanities and Fine Arts (from two disciplines, excluding studio and performance)
- 2 courses in Natural Sciences (from two disciplines), including one with laboratory experience

With completion of MTA, Cleary University recognizes the Core Courses component of graduation requirements has been completed. The student's official transcript from the two-year institution must indicate that the MTA has been satisfied.

## Military Service

Cleary University honors the work experience of our veterans! We will accept up to 60 credits of military credit towards a bachelor degree. If you are planning to transfer to Cleary University, please contact [admissions@cleary.edu](mailto:admissions@cleary.edu) or call 800.686.1883 for more information.

All potential veteran students will be connected with an enrollment specialist who can help you with the transfer process, answer questions, and discuss specific program transfer guides and articulation agreements. For more information regarding specific agreements and transfer guides with our Community College partners or to see how specific classes may transfer from both two- and four-year institutions, contact a Cleary Enrollment Specialist.

## Veterans Educational Benefits

VA students are those who expect to receive education benefits from the U.S. Department of Veterans Affairs under VA education programs.

## Certification Request

In order to initiate the process, VA students must complete a VA Request for Certification Form. The VA Request for Certification Form must be submitted to the Records Office at Cleary University 30 days prior to the start of each semester. A Codes of Conduct Form must be submitted to the VA certifying official, as well as a copy of the DD-214 Form for students claiming the Post-9/11 GI Bill or the Montgomery GI Bill, or the NOBE (Notice of Basic Eligibility) for members of the Selected Reserves and National Guard who do not have active duty service other than 2019-2020. For more information: 1.800.686.1883 or [www.cleary.edu](http://www.cleary.edu). Page 124 than the Initial Active Duty for Training (IADT). The certifying official will complete the enrollment certification and submit it to the Department of Veterans Affairs.

Failure to provide complete information will result in a delay of certification to the Department of Veterans Affairs. Eligibility for VA benefits is determined by the Department of Veterans Affairs, not by the certifying official. Submission of the certification request does not guarantee payment of benefits by the VA.

The VA students with Chapter 30, 1066 or 1067 benefits must self-verify to the VA (via WAVE or by phone) at the end of each month. It is required that students receiving this VA benefit must inform the VA if there is any change to their enrollment. To reach a VA representative by phone, call 888-442-4551, or to use the automated telephone service, call 877-823-2378. Chapter 31, 33, and 35 students do not have to self-verify and are awarded benefits from the VA based on the information in the enrollment certification submitted by Cleary's VA Certifying Official.

## Benefit Payments and Enrollment

VA benefits are payable for approved courses and programs only. Restrictions apply to some courses and/or programs under some or all VA regulations. The Cleary University certifying official is required to report to Department of Veterans Affairs the complete details of enrollment and any other status changes.

VA students must promptly notify Cleary's certifying official of any change in enrollment, including official and unofficial withdrawals. VA students who fail to successfully complete a course are required to notify the Department of Veterans Affairs of the last date of attendance. Failure to do so will result in Cleary reporting that the student never attended the course, unless there is evidence showing the last date of attendance.

## Determination of Benefits and Contact Information

Cleary University cannot determine eligibility or payment of VA benefits, and the certifying official is not an employee of the Department of Veterans Affairs. VA students having questions con-

cerning the type or amount of the VA benefits must direct them to the Department of Veterans Affairs.

**Contact information:** VA Regional Office, P.O. Box 66830, St. Louis, MO 63166-6830 (888) 442-4551

**General VA Information:** <http://www.gibill.va.gov> Education forms: <http://www.va.gov/vaforms.htm>

## Prior Learning Review

Cleary University recognizes that students gain knowledge and skills in a variety of ways. Examples include professional organizations, workplace training, military service, etc. When learning takes place in a non-traditional learning environment (not documented on a college transcript) and is equivalent to college-level learning, Cleary University offers students the option to submit documentation for Prior Learning Review (PLR).

### What is PLR?

A Prior Learning Review is a service Cleary University offers to qualifying students to receive academic credit up to a maximum of 45 undergraduate credits (military veterans may qualify for up to 60 undergraduate credits). During the PLR process, Cleary determines whether training and education programs or credentials contain college-level learning that equates with college courses typically taught in a regionally-accredited college or university. The PLR process determines the amount, level, and subject area of credit, which is then equated with a University course or series of courses.

What types of previous education, training, and certifications can be reviewed for prior learning credit?

Grouped by industry, the external credentials and organization-specific training programs have been reviewed for college credit by Cleary University. Students may apply these credits to any part of a degree program, including the area of study, as long as they are appropriate and do not exceed the limitation of transferable

credits from any one source, and provided the student successfully completes the learning experience and submits appropriate documentation.

Please be advised that Cleary University's Prior Learning Review (PLR) process and the resulting credit awards are specific to the reviewed certificate, training program, or educational institution issuing the reviewed credential. The credit awards are not transferable to other organizations with similar training programs or credentials. This is because our review process goes well beyond an examination of common industry standards, curriculum, and textbooks to also include several academically-significant elements.

### What is PLR official documentation?

PLR credit can only be awarded based upon official documents from the reviewed source. You may also find alternative prior learning assessment options, such as portfolio assessment.

Official evaluations are required for enrollment/registration. The PLR evaluation will indicate all credits transferred into Cleary University and how they will be applied toward degree program completion. Official documentation of completion is required for a student to receive credit.

Prior learning documents and materials include:

- Directed Training
- Proficiency Exams
- CLEP (College-Level Examination Program) Exams
- DANTES (Defense Activity for Non-Traditional Education Support) Exams
- Military Experience and Training
- Recognized Industry Certifications
- Advanced Placement Program
- High School Articulation

## Directed Training

Directed Training includes professional workplace or vendor-supplied training that has a standardized structure, is verifiable, and is available to others in the same format. Examples include workshops, seminars, licenses, and apprenticeships. Credit petitions should include confirmation of training completion, such as a certificate, transcript, or training record. Submissions should also include a verifiable record of contact hours. Finally, a curriculum outline, syllabus, or other subject-matter documentation should be included.

Evaluation of Directed Training may include:

- Validation of hours
- Credentials of the instructor
- Organization-sponsored training
- Type and format of instruction (lab, lecture, clinical)
- Course outline or syllabus
- Course requirements
- Text and other related course materials
- Assigned homework
- Assessment experiences (exams, exit assessment, research papers)
- Rigor of the course (at least college level)
- Review of the selection process of students
- Review of duplicated credit

## Proficiency Exams

Cleary University Proficiency Exams are objective, computer-based tests focusing on the course outcomes listed on the course syllabus for many lower-division Cleary University courses. They are similar to a final exam for a course. Cleary Exam Preview Guides, which provide topics covered, study resources, credit value, number and type of test questions, and other relevant test information, are avail-

able for many of the Cleary exams. You can contact your Academic Advisor for more information. The Student Success Center staff administers exams by appointment. Upper division courses are excluded from this option.

## CLEP

CLEP (College-Level Examination Program) is a widely accepted, credit-by-examination program that allows students to demonstrate mastery of a subject matter by earning the appropriate score on a CLEP examination. Students may choose from many subject tests on common, introductory college topics. Students who have previously completed a CLEP exam should request that an official copy of the score report be sent to the Cleary University Registrar's Office.

In order for a CLEP exam to count for credit, a minimum score of 50 must be obtained on the exam.

| CLEP                         | Cleary Equivalent Credits |
|------------------------------|---------------------------|
| Financial Accounting         | ACC 1000 (3)              |
| Introductory Business Law    | LAW 2900 (3)              |
| Principles of Marketing      | MKT 2100 (3)              |
| College Composition          | ENG 1000 (3)              |
| College Composition Modular  | ENG 1000 (3)              |
| Principles of Macroeconomics | ECO 1000 (3)              |
| Principles of Microeconomics | ECO 2000 (3)              |
| College Mathematics          | MTH 1750 (3)              |

All other CLEP exams may be applied as elective credit with no direct equivalency.

## DANTES

DANTES (Defense Activity for Non-Traditional Education Support) sponsors a wide range of examination programs to assist armed service members in meeting their educational goals. The DANTES Test Control Officer (TCO), who is normally the Education Services Officer or Navy College Education Specialist for the military installation, administers the examinations at military installations, and exams are also available through selected institutions in subjects such as business, humanities, science, social science, mathematics, and education that are comparable to the final or end-of-course examinations in undergraduate courses. Each exam is equivalent to three to six semester hours of credit at Cleary University. DANTES funds DSST testing (first attempts only) for eligible service members and personnel is available at DANTES military test centers.

## Military Training or Experience

Cleary University recognizes college credit for military training and experience. Twelve semester credits are awarded for each year of active military service up to a maximum of 60 semester hours. To receive credit for military service, students should submit a copy of the discharge form (DD214). Should a review of a student's military training records indicate there is potential for greater credit award, copies of the military training records and/or a copy of the transfer or discharge form (DD214) will be submitted to the American Council on Education, Department of Military Evaluations, for a credit recommendation.

## Recognized Industry Certifications

Cleary University awards college credit for some industry training and certifications. Some examples of certifications that would be considered for credit include (but are not limited to): PMP Certification, SHRM Certification, Financial Planning Certification, ServSafe, Insurance Licenses, Six Sigma Green Belt or Black Belt, Real Estate License, etc. Equivalencies are listed below:

| Reviewed Providers   | Credits   |
|--|---|
| Dale Carnegie  | 3   |
| Current Real Estate Sales License Training   | 6   |
| Current Real Estate Broker's License   | 12  |
| Builder's License  | 3   |
| Current Insurance Licenses   | 3 each  |
| Current Private Pilot's License  | 6   |
| Current Commercial Pilot's License   | 15  |
| Current Cosmetologist License  | 15  |
| Current Barber License   | 15  |
| Current EMT Basic  | 15  |
| Current EMT Specialist with License  | 21  |
| Current First Responder  | 6   |
| Current Fire Fighter I, II   | 6 each  |
| Current Fire Officer I, II   | 6 each  |
| Current Paramedic  | 30  |
| Current Pharmacy Technician  | 15  |
| Current CNA  | 6   |
| Ross Medical Assistant   | 30  |
| J Journeyman Certificate   | 30  |
| Leadership Livingston  | 4   |
| MCOLES Police Academy  | 30  |
| Military Training  | 12 per each year of active duty, up to 60 total credits |
| Current Project Management Professional (PMP) <sup>®</sup>                           | 30  |
| Current IASSC Certified Lean Six Sigma Yellow Belt <sup>™</sup> (ICYB <sup>™</sup> ) | 3   |
| Current IASSC Certified Lean Six Sigma Green Belt <sup>™</sup> (ICGB <sup>™</sup> )  | 6   |
| Current IASSC Certified Lean Six Sigma Black Belt <sup>™</sup> (ICBB <sup>™</sup> )  | 9   |

|   |               |
|---|---------------|
| <b>Current CompTIA A+ Certification</b> | <b>6</b>      |
| <b>Adobe Certified Expert</b>           | <b>3 each</b> |
| <b>Adobe Certified Trainer</b>          | <b>6</b>      |
| <b>Microsoft Certified</b>              | <b>3 each</b> |
| <b>Microsoft Certified Trainer</b>      | <b>6</b>      |
| <b>ServSafe Certified</b>               | <b>3</b>      |

### If my training or credential is not on the list, can you review it?

Yes. We know you have worked very hard to complete your training program or credential, so we want to help you explore all the possible ways you may be able to earn university credit for your knowledge.

### Advanced Placement Program

Cleary University participates in the Advanced Placement Program of the College Entrance Examination Board and grants either advanced credit, advanced placement, or both to students who have completed college-level studies while still in high school and have earned satisfactory scores on Advanced Placement examinations. Credit may be granted based on satisfactory scores (three or higher on a five-point scale) for more than 30 Advanced Placement exams sponsored by The College Board. Students may request a copy of the exam results from The College Board, 45 Columbus Avenue, New York, NY 10023.

### High School Articulation

High School Articulation credit will be granted to students for competencies achieved as part of a formal articulation agreement with a secondary, proprietary, or charter school. Contact an enrollment specialist for a complete list of high schools with which Cleary University has articulation agreements.

### Why submit materials for PLR?

Prior Learning credits represent substantial savings in time and money, as the credits you earn are at a rate well below current tuition costs for coursework, and you pay only for the number of credits you actually use toward your degree. Prior Learning credits can also reduce the amount of time involved in earning your degree; the more Prior Learning credits you earn, the fewer courses you need to take to complete your degree.

Prior Learning credit can be awarded for college-level learning that students have already acquired from work, previous education, training, and life experiences. Potential students will provide documentation of prior learning and work experiences. Examples of experiences are college transcripts, professional credentials, certifications, licenses, a résumé, and other documents.

Members of the Prior Learning Assessment Team (PLAT) will evaluate your learning based on the content and quality of your materials, not on its applicability to a specific degree program.

### What is Cleary University's Prior Learning Review (PLR) process?

- Complete the application at <http://www.cleary.edu>.
- Request that your sealed official transcripts be sent to your enrollment specialist.
- Work with your enrollment specialist to evaluate if your prior learning qualifies for the prior learning review.
- Submit all documentation to your enrollment specialist.

### Our PLR Team evaluate the following:

- Duration of each experience, because the length of the experience determines the maximum number of potential credits for the experience.

- Supporting documentation for each experience submitted. If any documentation is missing, incorrect, inconsistent, or in some other way problematic, evaluators will request additional materials.
- Quality and alignment with program and course outcomes.

## PORFOLIO LEARNING ASSESSMENT

### What is Portfolio Learning Assessment (PLA)?

A portfolio learning assessment (PLA) refers to a collection of credit-earning methods utilized to award credit for college-level knowledge you have acquired outside of the traditional college classroom. This is knowledge that is equivalent to what would be learned in a college course on the same subject. Cleary University recognizes that adults bring knowledge with them when they come to college, and credit awarded for that knowledge often can be applied to a degree. At Cleary University, you can utilize our course description and program outcomes to earn credit for what you already know.

#### What is a PLA Portfolio?

A portfolio in the PLA process is a written presentation that you assemble and submit to earn credit for knowledge you have that is equivalent to what would be taught in a specific course. Each portfolio addresses a course description and learning outcomes through a written narrative and a collection of evidence that support your knowledge and background. The portfolio learning assessment process is managed, submitted, and reviewed completely online.

#### Eligibility Criteria

- Be admitted to Cleary University as a degree-seeking student
- Maintain a minimum 2.00 term GPA and 2.00 cumulative GPA as noted on the academic transcript
- Taken at least one three-credit course at Cleary University or concurrently enrolled in another three-credit course

#### How many credits can I earn through portfolio assessment?

There is a limit of 90 credits you can earn through prior learning assessment including portfolio assessment. The core courses that are required for your degree programs are not available for portfolio assessment, but we do accept transfer credits and offer test-out exams for these subjects. At Cleary University, we value experiential learning and will assist you with the development of a portfolio that addresses as many subjects and courses for which you are capable of demonstrating your knowledge.

#### How do I put together my portfolio?

If you are interested in completing a portfolio assessment, you should contact your enrollment specialist who can provide you with the PLA guide that provides insight to the process. Cleary also offers eight-week online courses that provide structure and guidance for students interested in earning credit through portfolio assessment. PLA 4910 Portfolio Assessment I (3 credits) and PLA 4950 Portfolio Assessment II (3 credits) provide a broad overview of PLA options for earning college credit for your prior learning. PLA 4910 and PLA 4950 will teach you the skill of portfolio development both for earning college credit and for your future professional use. For more information on these courses, contact a Cleary Enrollment Specialist at 800.686.1883.

Upon the successful completion of PLA 4910 Portfolio Assessment I, you will earn three credits and also develop and submit potential

portfolios that you plan to pursue. If you have more than eight portfolios to submit, you will take PLA 4950 Portfolio Assessment II. The assessment will be provided by a subject matter expert (SME) who has expertise in the subject area being assessed.

### **Are there prerequisites?**

Portfolio development requires a great deal of writing, and college-level writing skills are a necessity. Having these skills will be an asset. Before you choose to enroll in PLA 4910 Professional Experience I and before you attempt a portfolio, you should first ensure you have either completed the composition requirements of the degree or possess the required skill level.

### **I have a lot of "life experience." Can I get credit for that?**

Students can submit a collection of college transcripts, professional credentials, certifications, licenses, a résumé, and other documents for review and ask how many credits they will receive in return. This is a prior learning review, not the process for earning credit through portfolio learning assessment. Cleary University degree-seeking students should send certificates/licenses and arrange to have official transcripts sent to the Office of the Registrar for prior learning review. An academic evaluation will be provided to you based on how those credits apply to your degree. This report tells you which credits you have completed and in which areas you still need credit.

Portfolio learning assessment should be done after you receive your degree program evaluation from the University. During the portfolio assessment, you have the opportunity to identify the potential credits you hope to earn through the portfolio process.

### **In what subject areas can I complete a portfolio learning assessment?**

Students can earn credit in an amazingly wide variety of academic subjects from accounting to project management. Potential credits

should be approved on your degree plan the same way you would have any course approved prior to registering for it. At Cleary University, you utilize our course descriptions to identify potential course credits. If we do not have a course description for you, consult with the Office of the Registrar about how you can proceed.

I have a lot of experience and application-based knowledge, but my course description deals with theory as well. What is theory, anyway? What strategies should I use to address theory when putting together a portfolio?

In the context of prior learning assessment, having a grasp of theory means understanding the concepts and ideas underlying the topic, being able to apply them to new and/or unfamiliar situations, and understanding the context of your experience. How do you document theoretical knowledge? Evidence of learning may come in several forms. Certificates of training or attendance from relevant seminars will be helpful. You can also use letters of support from third parties who can vouch for your knowledge and expertise. Perhaps the most effective item of evidence is an informal, annotated bibliography. You can supply a list of publications that cover theory, concepts, and context for your experience. This list should be provided alphabetically by last name, first name, title of the book or article, year of its publication, and a few sentences that summarize the relevant contents of the publication.

### **I have a great deal of knowledge but limited evidence. What strategies should I use when putting together a portfolio?**

There are instances when adequate evidence cannot be located or obtained. Perhaps you learned from someone in a particular field and the person is not available now. The strategy at that point is to put together the best package you can, make sure to address the course learning outcomes, figure out what you can use to demonstrate your knowledge or skills, and allow the mentor to guide you through filling in the missing pieces. If you find yourself in such a position, be candid and honest in your approach. Explain what you

know, and explain how you can verify this.

The success of a portfolio is measured not only by what is said, but also by how it is said. Demonstrating your familiarity with some of the professional terminology you would have learned in the college course is essential in a successful narrative.

The subject matter experts (SMEs) reviewing your portfolio may determine that something is missing. Perhaps the SME will ask for something additional or conduct an interview by phone. Perhaps you will be asked to complete a task, do some research and write a "compare and contrast" statement. The main goal is to demonstrate to the SME that you have the knowledge.

#### **Does the Office of the Registrar decide whether or not the portfolio earns credit?**

No. The Registrar oversees the process. We can assist you with decisions about content and style of presentation and we may provide information about the quality and substance of your work, but we do not make a decision about whether or not credit is awarded.

The decision to award credit is made by the Subject Matter Expert who has expertise in that subject. These SMEs are people who teach or have taught courses in that subject area and are familiar with course requirements.

#### **What are my chances of earning credit?**

The process is based on one pivotal concept. If you make a reasonable and accurate selection as to the course description you want to challenge for credit AND you have the appropriate background and knowledge as well as the skills to articulate that background and knowledge, you should be able to earn credit. The overwhelming majority of our Portfolio students are successful in their attempts to earn college credits.

While no two PLA candidates are exactly alike, those who succeed usually have the following elements in common:

- They have a realistic view of their knowledge.
- They follow the instructions carefully.
- They challenge a course that is appropriate to their knowledge and skills.
- They submit a well-organized portfolio that pays attention to details.

#### **How much does PLA cost?**

The fee is the cost of a regular undergraduate course at Cleary University. If that's not enough incentive to consider PLA, the "cost/benefit" is worth considering. Portfolio Learning Assessment validates the learning you've already done in your lifetime so you can actually earn credit for your accomplishments and capabilities. The validation of your experience, personal satisfaction, and pride has no price tag!

#### **Are there sample portfolios to view?**

Yes! Contact an enrollment specialist for more information and to receive our PLA guide.

While all samples generally reflect the contents of an acceptable portfolio, you will see variations from one to the next. This is because the portfolio assessment process is so personal. There is no single correct approach to constructing and developing a portfolio. However, there are aspects that are common to all of the samples:

- Cover sheet
- Course number and title
- Course Description and Learning Outcomes
- Table of Contents
- Introduction

- Narrative that addresses knowledge and background relevant to the subject
- Bibliography or indication of knowledge acquired through reading material
- Selection of evidence items that prove they have such background (includes signed letters of support, certificates of training, samples of related work, etc.)

Our PLA Team evaluate the following:

- Duration of each experience, because the length of the experience determines the maximum number of potential credits for the experience.
- Supporting documentation for each experience submitted. If any documentation is missing, incorrect, inconsistent, or in some other way problematic, evaluators will request additional materials.
- Quality and alignment with program and course outcomes.
- Evaluators decide whether the portfolio for each experience demonstrates college-level learning.
- Evaluators also consider the quality of your writing. If they have to work too hard to understand your writing, they will be less likely to grant credit.
- Evaluation may take up to four to eight weeks from the date the portfolios are received by the Office of the Registrar. However, if evaluators must postpone reviewing or return a portfolio because it is missing components or information or has inconsistent or conflicting information, then the review process will take longer. Contact your academic advisor to discuss the specifics of the portfolio at 800-686-1883.



## The Portfolio Learning Assessment Process

| Step 1 - Register for a PLA   | Step 2 - Start the course  | Step 3 - Evaluation  | Step 4 - Credit Awards   |
|---|--|--|--|
| <b>1.1 Register for PLA 4910 Professional Experience I</b>  | <b>2.1 Complete the lesson on how to complete a portfolio.</b>                       | <b>3.1 Each submitted portfolio is reviewed by the Subject Matter Expert.</b>    | <b>4.1 Receive communication regarding any awarded credit for each portfolio.</b>                          |
| <b>1.2 Discuss with your advisor or course instructor to determine the courses in which you wish to submit a portfolio.</b> | <b>2.2 Gather documentation and supporting evidence.</b>                             | <b>3.2 Clarify any questions the SME may have during the evaluation process.</b> | <b>4.2 Receive an adjusted learning plan based on your awarded credit for each portfolio.</b>              |
| <b>1.3 Review the syllabi for the courses in which you wish to submit a portfolio.</b>                                      | <b>2.3 Complete a portfolio for each course in which you want to receive credit.</b> | <b>3.3 Review completed evaluation.</b>  | <b>4.3 Register for PLA 4950 Professional Experience II if you need to complete additional portfolios.</b> |

## ACADEMIC AND CURRICULUM POLICY

### Faculty Expectation of Students

Faculty members have the expectation that students will take responsible action to fulfill their duties and responsibilities in the academic program and in each class. Therefore, we believe it is reasonable for faculty to assume that students will:

- Treat the classroom (all formats) as a professional environment, and treat students and faculty with respect.
- Adhere to the University Honor Code.
- Participate in class and submit all work on time.
- Adhere to class start times and end times (including breaks).
- Be accountable for their actions toward class members.
- Take ownership of their performance, both academic and behavioral.
- Abide by the instructor policies regarding use of technology (cell phones, laptops, etc.) in the classroom.
- Notify the instructor in the event of an absence or other class related concerns.

### Student Expectations of Faculty

The faculty of Cleary University strive to provide the highest level of service possible to all students. To this end, it is reasonable for students to assume that faculty will:

- Provide a current, complete, and accurate class syllabus posted prior to the class start.
- Include their name and contact information, specific requirements, and expectations for providing responses and assignment feedback.
- Answer email/forum posts within 48 hours.
- Participate actively in discussion forums
- Grade all student work within five business days of the due date, and provide informative feedback, using rubrics and track-changes in MS Word.
- Use class time for meaningful, course-related activities.
- Arrive at least 15 minutes prior to the start of class.
- Provide reasonable assistance to students on an individual basis as may be necessary and appropriate.
- Notify students in the event of an absence or emergency, and communicate the plan with the class to make up the

missed class session.

- Dress in business or business casual attire.
- Note that students may follow a more relaxed dress code; however, they can be required to adhere to a higher expectation on days they are doing presentations.
- Submit grades through the Faculty Portal on time.
- Maintain class records for a minimum of sixteen weeks following the completion of the class. Review class evaluations and give due consideration to student feedback (available after the due date for submission of grades).

## **Faculty-Student Dispute Resolution Procedure**

If either the student or the faculty member believes that a legitimate dispute or difference of opinion exists regarding a classroom issue other than grading, the following procedures are established for use by either party. Student grade appeals are handled under a different policy that can be found elsewhere within this handbook.

If a student or faculty member disagrees with the other's actions, comments, conduct, or decision (other than a final course grade\*), the student or faculty member should first address their concern directly with the other party. Both parties are encouraged to discuss any classroom-related or academic disputes with each other in person, by phone, or by email. All parties are expected to treat each other with respect.

If, after discussion, the student or the faculty member still disagrees and the issue remains unresolved, they may confer with the student's academic advisor. The academic advisor will take reasonable steps to assist in the resolution of the matter.

If, after consultation with the academic advisor, the student or faculty member believes the issue or dispute has not been resolved satisfactorily, the student or faculty member may submit a written and signed statement to the designated provost or dean. The statement should present a brief description of the specific problem and

the desired outcome. The provost/dean will attempt to arrange a satisfactory resolution.

All disputes must comply with these procedural requirements. Anonymous complaints will not be acted upon.

\*The Grade Appeal Procedure is the process students use when they want to appeal the final course grade. Grade Appeal Procedure instructions and forms are available via the Student Portal. The contact person for grade appeals is the student's academic advisor. Refer to the Grade Appeal Policy for additional details on the process.

For further information on student concerns or complaints, please refer to the Student Ombudsman description provided in the catalog.

## **Discrimination**

Cleary University does not discriminate on the basis of religion, race, color, national and ethnic origin, sexual orientation, or any other legally protected status under Michigan or federal law in admission to its education programs or activities or in its employment. Inquiries concerning the application of Title IX and implementation of its regulations may be referred to the Title IX Coordinator (Associate Dean of Students) or to the Office for Civil Rights, Cleveland Office, U.S.

Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Cleary University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Cleary University decides not to amend the record as requested, Cleary University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Cleary

University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Cleary University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Cleary University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Cleary University.

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

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

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Cleary University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

## COURSES

### Course Numbering

Courses are numbered based on their application to a traditional student life cycle. Courses in the 1000 range are considered freshman courses. Courses in the 2000 range are considered sophomore courses. Courses in the 3000 range are considered Junior courses. Courses in the 4000 range are considered senior courses. Courses in the 5000 and 6000 range are considered graduate courses. The three-letter prefix indicates the academic department.

### Types of Courses

#### Prerequisite Courses

Some classes may require a prerequisite course. A prerequisite course is a course that must be taken and passed before another class may be taken. In order to enroll in a class with a prerequisite, the student must be currently enrolled or have already passed the prerequisite class. If a student is currently enrolled in the prerequisite class and they do not successfully pass the class, the student will be dropped from the class requiring the prerequisite.

#### Core Courses

Core courses are courses that are required across all majors/programs.

#### General Education Courses

General Education courses are required curriculum that makes up the foundation of an undergraduate degree. This set of standard classes goes by many other names, including Core Curriculum and Shared Experience.

#### Lower Division Courses

Lower division courses are numbered in the 1000 or 2000 range and are generally completed for an associate's degree and during the first two years of study for an undergraduate degree.

#### Upper Division Courses

Upper division courses are numbered in the 3000 or 4000 range and are generally completed for a bachelor's degree and during the final two years of study for an undergraduate degree.

#### Elective Courses

A course which is not required for a major or minor is considered an

elective course. Many programs of study at Cleary University have the opportunity to take elective classes. Students should be aware of what classes are required for their major(s) and/or minor(s).

### **Directed Study**

A directed study (DS) class is one in which there are four or fewer students enrolled. Directed Study courses are often required courses where cancellation would delay the completion of a student's degree. Directed Study classes function similarly to other courses, though there may be revised expectations.

### **Internship**

An internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment, often within a specific industry, often tying into their field of study. Internships can be as short as a week or as long as 12 months. They can be paid or unpaid. Throughout an internship, a student will develop a variety of soft skills, including communication skills, personal effectiveness, presentation skills, creative problem solving, and influencing skills. This "on-the-job" experience can be as valuable as anything learned in their studies.

### **Externship**

An externship is to job shadow an individual, typically a respected professional within an industry or workplace a student has interest in pursuing. Externships are typically held for a short time period lasting anywhere from a single day to eight weeks and are often held over a student's winter or spring break. Externships are usually unpaid.

### **Credit Hour**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably

approximates not less than: 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or 2) at least an equivalent amount of work as required in item 1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **Course Formats**

Cleary University offers classes in multiple formats through a mixture of on-ground and online education. Traditional undergraduate students must be enrolled in solely on-ground courses until they have completed a minimum of 60 credit hours. After those 60 credits have been completed, if the student has a minimum 3.0 GPA, they may elect to take up to 50% of classes in another format, as available. Due to residency and attendance laws, this option is not available for international students. Note: Not all classes will be available with an online option. The types of course offerings are listed below.

#### **Multi-Format**

100% of contact hours are on ground with all content, resources, lecture, assignments, etc., available through the learning management system. Students can be designated as "on ground," "online," or "flexible." Unless students are required to be on ground, they have the option of coming to on-campus class sessions as they want or need to. Some students are required to be on ground.

#### **Blended**

50-75% of contact hours are on ground with some contact hours completed online through the learning management system. Note: Blended classes do not count as "on ground" for international students.

## **Online**

These courses are delivered 100% online with no required synchronous activity. Content, lecture, office hours, resources, discussion, collaborations, etc., will all take place through the learning management system.

## **Online Plus**

These classes have a set day and time for live instruction, but do not meet on campus. Both instructor and students are remote, and the lectures are simultaneously broadcast online and recorded. Students are encouraged to attend the live remote lecture but have the option to review the class recording in lieu of attendance. There is a combination of synchronous and asynchronous learning.

## **Ground**

100% of contact hours are on ground. Attendance will be taken and will affect the grades and participation outcomes for the student. The learning management system will be used for assignment submission, content, and other resources.

## **Academic Classification**

### **Freshman**

An undergraduate student is considered a freshman if their total credit hours are 30 or fewer credits.

### **Sophomore**

An undergraduate student is considered a sophomore if their total credit hours are at or above 30 but fewer than 60 credits.

### **Junior**

An undergraduate student is considered a junior if their total credit hours are at or above 60 but fewer than 90 credits.

## **Senior**

An undergraduate student is considered a senior if their total credit hours are above 90 credits.

## **Graduate**

A graduate student is a student who is enrolled in either a Master of Science or Master of Business Administration program with the College of Graduate and Professional Studies.

## **Undergraduate Curriculum**

Cleary University's traditional program consists of students who have completed high school within the previous two years or will soon complete high school. Program structure, scheduling, career development coursework, and technology integration are designed to meet the needs of the young-adult student. Coursework emphasizes sound critical thinking and problem-solving skills, high quality communication, and the development of ethical leadership. Students generally enroll in two full-time semesters, and courses are on ground with an instructor. Integration of theory with business application is a focus of the program, while still enabling traditional-age students to experience a variety of co- and extra-curricular aspects of campus life. Most classes in the program are held during the daytime.

## **Graduate and Professional Studies Curriculum**

The Cleary MBA is intended for students interested in assuming leadership roles in their current or future organizations. The graduate program curriculum emphasizes business theory appropriate to the graduate level but also incorporates an applied problem-solving approach while covering a broad range of core business topics. MBA/MS majors do not require a specific undergraduate degree major. Most classes in the program are held on evenings or weekends.

## Degree Completion Curriculum

Degree completion transfer majors are designed for individuals who have completed required preparatory courses. Students in the nontraditional program are generally expected to enroll in three semesters on a full- or part-time schedule.

## Residency

Students are required to earn a minimum number of credits at Cleary University to earn a degree at Cleary University. The minimum number of credits for each degree are: 15 credits for an associate's degree, 30 credits for a bachelor's degree, and 24 credits for a master's degree.

## GRADUATION REQUIREMENTS

### Associate Degree

In order to graduate with an associate's degree, the following general guidelines must be met:

- Complete at least 60 credit hours including courses required for general education requirements. This excludes courses below the 1000 level.
- Receive at least a C- in courses required for their major field.
- Complete at least 15 credits in residency at Cleary University.
- Meet requirements 2 and 5 under the baccalaureate degree section.

### Baccalaureate Degree

In order to graduate with a baccalaureate degree, the following general guidelines must be met:

- Complete at least 120 credit hours including courses required for general education requirements. This excludes courses below the 1000 level.
- Earn at least a 2.00 grade point average at Cleary University.
- Receive at least a C- in courses required for their major field.
- Complete at least 30 credits in residency at Cleary University.
- Submit a Graduation Application.

Students may also be required to select a certain number of elective courses other than those required to complete their chosen degree program. The number of electives will vary by program.

All degree requirements are listed in the catalog. An advisor is assigned to assist the student in following the course of study for the student's degree requirement. However, the student bears responsibility in scheduling completion of the degree requirements for their chosen program of study. Cleary University cannot schedule courses for the convenience of individual students who cannot or do not take courses in their regular sequence.

Students will receive a plan of study during their first semester that lists courses to be completed for their declared major as well as any elective courses and completed courses.

### Master's Degree

In order to graduate with a master's degree, the following general guidelines must be met:

- Complete at least 30 graduate credit hours.
- Earn at least a 3.00 grade point average in their graduate

work at Cleary University.

- Complete at least 24 graduate credits in Residency at Cleary University.
- Submit a Graduation Application.

## Double Major

Students may graduate with a double undergraduate major, subject to the following conditions:

- There must be a minimum of 24 distinct credits between the two majors.
- All catalog requirements for both majors must be met.
- The Graduation Application must show the name of both majors.

Students may graduate with a double graduate major subject to the following conditions:

- There must be a minimum of 9 distinct credits between the two majors.
- All catalog requirements for both majors must be met.
- The Graduation Application must show the name of both majors.

## Second Degree

A student who has previously earned an undergraduate degree may seek to earn a second degree in another major at Cleary University. There must be a minimum of 24 distinct credits between the two degrees. All catalog requirements for the second degree must be met.

A student who has previously earned a graduate degree may seek to earn a second degree in another major at Cleary University. There must be a minimum of 9 distinct credits between the two degrees. All catalog requirements for the second degree must be met.

Credits for the previously earned degree will be transferred accord-

ing to the transfer policy. An application for graduation must be submitted and any associated graduation fees paid for. Ordinarily, earning a second degree will require more than one year of coursework.

## Graduation

In order to graduate, all undergraduate students must have satisfactorily completed all of the courses required for their degree as well as have a cumulative GPA of 2.0 or higher. Students seeking an associate's degree must have a minimum of 60 total credits; baccalaureate degree-seeking students must have a minimum of 120 total credits. For transfer students, a student must have achieved a minimum of 15 institutional credits for an associate's degree, a minimum of 30 institutional credits for a baccalaureate degree, and a minimum of 21 institutional credits for a graduate degree.

## Application for Graduation

In order to graduate, a student must fill out a Graduation Application and pay any associated fees. Students who do not fill out the Graduation Application or pay the associated fees will not have their degree awarded.

## COMMENCEMENT

### Participation in Commencement

Degrees are granted at the conclusion of each semester. A student must meet all academic requirements for graduation, and all financial obligations with the University must be met prior to the degree being awarded. An application for graduation (available via the Student Portal) must be submitted to the Records Office by February 1st of that year for the Spring commencement ceremony. Students may apply for a degree only in the curriculum in which they are officially enrolled.

Graduation application processing (called degree clearance) is completed within two weeks following the final session in which the student completes final degree requirements. This includes posting the degree to the student transcript and mailing a copy to the student. Diplomas are also distributed by mail. Applications submitted prior to the student completing all degree requirements will be retained until requirements have been completed and then will be processed.

Commencement refers to the ceremony held annually in Spring conducted to celebrate students' completion of degree programs. Degree (MBA, MS, BBA, BS, AAS, and ABA) recipients are eligible to participate in commencement. To participate in the ceremony, the student must complete degree requirements in a session prior to the scheduled ceremony or be in good academic standing and enrolled in final required courses during the Summer semester. International students may participate in the ceremony closest to their degree completion date.

Program requirements include taking the end-of-program assessment (administered in a 9999 or CAR 1000 course) as well as completing all coursework and all other credits required (transfer credits and prior learning credit) for the program. The Registrar determines if a student has completed program requirements. The GPA calculated for academic recognition at the commencement ceremony is based on all academic work completed to date. The final GPA based on all academic work and the appropriate honors will be printed on the transcript and diploma, respectively.

## Diplomas

Students will receive an electronic diploma as well as a physical diploma. Diplomas will be emailed/sent to students following the completion of a degree. Diplomas will be withheld until the student has met all financial obligations to Cleary University.

## Dropping/Adding/Withdrawing Policy

### Drop/Add Period

The drop/add period begins when registration opens for a student and ends at 12:00 p.m. EST on the Monday following the first week of courses. A student's individual drop period may end earlier depending on their status and involvement in other areas of the University (e.g. athletics).

### Drop

Students may drop courses by the Monday following the start of the semester, no later than 12:00 p.m. EST, with no tuition penalty. A dropped course does not appear on a student's academic record and is not factored into any grade calculation. Following that time, any course will be considered a withdrawal and noted as such. Please see the Financial Services section for information concerning refunds. Students are to contact their enrollment specialist or academic advisor prior to the drop deadline. Enrollment specialists or academic advisors will process the drop forms and notify the registrar's office, where the forms will be officially processed.

### Add

Students may add courses no later than the Monday following the start of classes at 12:00 p.m. EST or before the start of the class, whichever is later. Students are responsible for any additional fees or costs of the added course. Students are to ensure that any work that was missed prior to the student adding the class is completed within a time period to be determined by the course instructor. Added classes are included in the student's record. A dual enrolled student must receive permission from the undergraduate dean to add a course late.

### Withdraw

Should a student leave the University for any reason, voluntary or involuntary, after the drop/add period, it will be considered a with-

drawal. Students may withdraw from a class at any time up to three weeks before the end of the term. The class grade will be noted with a W mark on the student's record and will not be calculated into the student's GPA. Students should be aware that a W grade may impact their financial aid and SAP calculation. Please see the Financial Services section for information concerning any refunds.

## Change of Major

With approval by an academic advisor, students may change their academic major. Curriculum changes should be planned a semester in advance to coordinate class registration. A change of curriculum may require additional academic coursework. The student has the responsibility of gaining the approval of their academic advisor to change to a different curriculum. A student enrolled in a program that has been discontinued by the University is allowed one academic year to complete that curriculum. If they are unable to complete it in the time allowed, they must enroll in a current major.

## ATTENDANCE AND PERFORMANCE

### Attendance

Students are expected to attend all regularly scheduled class meetings. This includes participation (completing a quiz within the Canvas classroom, posting to the discussion forum, or uploading an assignment, etc.) for all courses. To maximize learning, students should arrive on time and participate during the entire class meeting. Class attendance records are kept by the instructor and may be included as a criterion for the course grade. Instructors provide their individual policies on absence and grading in their class syllabi. Only international students enrolled in the on-ground MBA program will be required to sign in, and if attendance is less than 67% of scheduled meetings, may fail the course. Every effort should

be made by the faculty and students to make use of class time effectively. Students should expect faculty to use the entire time planned for each class period. Syllabi are available to students prior to each session/semester to provide students with adequate time to prepare and plan for course requirements effectively.

## Performance

### Academic Warning

The first semester that an undergraduate student's cumulative GPA is below 2.0 or a graduate student's is below 3.0, the student will be placed on academic warning. A student who is placed on academic warning must meet with their advisor and create an academic success plan. Students on academic warning will not be able to self-register for classes, but advisors will be able to register those students. A student who falls below minimum academic standards may compromise their eligibility to register for courses, live on campus, and receive institutional aid, including institutional aid refunds.

### Academic Probation

A student who is placed on academic warning and who continues to fall below academic standards (undergraduate cumulative GPA below 2.0 or graduate cumulative GPA below 3.0) the following semester will be placed on academic probation. Students on academic probation must meet with the Dean as well as with their advisor, and both the Dean and the advisor must approve the student's schedule. Students on academic probation must also complete an academic success plan with their advisor. As part of the academic success plan, the student and advisor will set an achievable goal for the student to remain on academic probation and to be positioned to achieve good academic standing. The Dean must approve the academic success plan. A student who falls below minimum academic standards may compromise their eligibility to register for courses, live on campus, and receive institutional aid, including institutional aid refunds.

## Academic Dismissal

A student who has been previously placed on academic probation and who has not achieved the goal of their academic success plan will be academically dismissed. A student who is academically dismissed will be removed from their classes and will not be able to re-enroll in classes at Cleary University for two semesters. A student who is academically dismissed does not qualify to receive institutional aid, including any institutional aid refunds.

## Dismissal Appeal

Students who have been academically dismissed are able to appeal their dismissal. Students must appeal their dismissal by noon on the first Friday of the following semester. Students must send an appeal letter explaining the extraordinary circumstances that led to their dismissal and the steps they plan to take to improve their academic standing. Students must include supporting evidence with their appeal letter. Letters must be addressed to the Academic Appeal Committee and may be sent to records@cleary.edu. The Academic Appeal Committee will meet and make a determination on the student's appeal. The Committee's decision is final.

## Academic Reinstatement

A student who has been dismissed must re-apply for admission and must be approved by the appeals committee. Students who have been academically dismissed are able to apply to be reinstated two semesters following their dismissal.

## Grading System

Final grades are issued at the end of each term.

The following 4.00 grading system is for all students:

| Grade | Percent | Grade Points |
|-------|---------|--------------|
| A     | 94-100% | 4.0          |
| A-    | 90-93%  | 3.7          |
| B+    | 87-89%  | 3.3          |
| B     | 84-86%  | 3.0          |
| B-    | 80-83%  | 2.7          |
| C+    | 77-79%  | 2.3          |
| C     | 74-76%  | 2.0          |
| C-    | 70-73%  | 1.7          |
| D+    | 67-69%  | 1.3          |
| D     | 64-66%  | 1.0          |
| D-    | 60-63%  | 0.7          |
| F     | <60%    | 0.0          |
| P     | Pass    | n/a          |
| F     | Fail    | n/a          |

Students may determine their grade point average by dividing the total number of grade points earned by the total number of institutional credit hours. (Students who have taken a course more than once should see Repeating a Course.) A student must achieve a final grade point average of 2.00 (twice the number of grade points as institutional credits hours) or higher for all courses taken at Cleary University to satisfy the grade point average requirement for graduation.

Other grade report and/or transcript codes are:

## Scale

| Earned Grades   | Description   |
|-----------------|---|
| A, A-           | An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in almost all areas.  |
| B+, B, B-       | An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in most areas.  |
| C+, C, C-       | An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.   |
| D+, D, D-       | An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in most areas.   |
| F               | <p>A grade assigned by the faculty indicating that even though the student made an effort in the class, minimum expectations were not met. The student must retake the course to fulfill degree requirements.</p> <p>Also, a failed grade is assigned by the faculty in a course indicating a failed grade when the courses are evaluated on a pass/fail basis. The course must be repeated to fulfill degree requirements.</p> |
| P               | A pass grade is either assigned by the faculty in a course indicating a pass grade when courses are evaluated on a pass/fail basis, or by the Academic Program Committee as a result of a grade appeal. The student receives credit for the course.   |
| Unearned Grades | Description   |
| AU              | Audit. Indicates a registration to audit a course, which is not for academic credit.  |
| FW              | Faculty Withdrawal. This grade is assigned by the faculty for a course in which the student has never attended or participated in the course.   |
| I               | Incomplete. A grade assigned by the faculty indicating that the student came just short of completing the course due to circumstances beyond his or her control and is given a grace period (not to exceed seven weeks) to finish the work without penalty.   |
| IW              | Institutional Withdrawal. The University withdrew the student from all classes because he/she did not attend any class and did not request a drop or withdrawal, or due to circumstances where the student was removed from class by the administration. is not for academic credit.  |
| R               | Repeated course. Grade assigned by the Records Office when the course has been repeated to replace a previously earned grade.   |
| W               | Withdrawal. The student elected to withdraw from the course during the withdrawal period.   |

## Honor

Undergraduate academic honors are computed based on all graded academic work completed at Cleary University. Academic honors include the Dean's List and Undergraduate Graduation Honors.

### Dean's List

The Dean's List includes undergraduate students who are enrolled in 12 or more semester credit hours and have maintained a grade point average for the semester of 3.75 or higher.

### Undergraduate Graduation Honors

Undergraduate academic honors printed on the diploma are computed based on all graded academic work completed at Cleary University. The calculation is carried out to the third decimal place and truncated. In cases where all academic requirements have been met but the student has an outstanding financial obligation to the University, the diploma will be printed reflecting the date the student completed academic requirements. A bachelor's degree candidate who maintains a GPA of 3.5 or above is recognized as follows:

| GPA       | Honors          |
|-----------|-----------------|
| 3.50-3.69 | cum laude       |
| 3.70-3.89 | magna cum laude |
| 3.90-4.00 | summa cum laude |

Students completing an associate's degree with a cumulative GPA of 3.50 or higher graduate "with honors." Academic honors are not offered as part of the graduate program.

## Student Awards and Academic Achievement

The President's Award is presented to a student who has demonstrated overall excellence in teamwork, scholarship, communication, and presentation skills, and an integration and application of the coursework into the business world.

The Business Innovation Award is presented to a student who has created or initiated an improvement to a business process or product within an existing company, organization, or conglomerate, either public or private, and which may include nonprofit institutions.

The Entrepreneurial Award is presented to a student who created or has planned a new product or business venture, or who has created or planned a new product or business venture within an existing company, organization, or conglomerate.

The MBA Leadership Award is presented to a graduate student who has demonstrated superior leadership in teamwork, scholarship, communication, and presentation skills in graduate level coursework.

## Academic Conduct Standards and Plagiarism

Cleary University (including students, faculty, and administration) has the important responsibility to uphold and protect academic integrity and therefore will not tolerate academic dishonesty of any kind. Academic dishonesty includes, but is not limited to cheating, plagiarism, unauthorized collaboration, unauthorized use of digital materials (including paraphrasing software), purchasing or copying materials written by someone else, or falsifying information or documents or any other method of academic dishonesty. Intentionally assisting others in acts of academic dishonesty is also considered academic dishonesty.

Any cases of academic dishonesty will be reported to the appropri-

ate Academic Dean and other personnel as the situation dictates. Confirmed dishonesty may result in penalties up to, and including, dismissal and denial of any financial reimbursement. Students have the right to appeal decisions made through this policy up to the office of the Provost via the Grievance and Appeals process.

## Definition of Intentional and Unintentional Plagiarism

Students are required to cite sources correctly according to the American Psychological Association (APA) 7.0 style in order to avoid plagiarism. APA is a standardized format for writing, research, and citation in use at Cleary University. Resources to assist students with proper citation formats include the Cleary University Library and various tutoring outlets on campus and online.

Professors regularly monitor assignment submissions utilizing, but not limited to, plagiarism detection software. At this time, Turnitin is the plagiarism software in use at Cleary University. After a suspected incident of plagiarism, the professor of record will review the document in question and the Turnitin report to gauge the severity of the occurrence. The professor of record will then reach out to the student and convey their reservations about the document and allow the student to provide an explanation. After this explanation, the professor will make a determination on whether the occurrence was intentional or unintentional plagiarism.

Intentional plagiarism occurs when a student purposefully presents someone else's words, ideas, or other original materials as his or her own with no attempt at giving credit to the original author. In cases of intentional plagiarism, students will receive one of the following:

**Strike 1:** A zero on the assignment with no opportunity for a rewrite/retake (First Occurrence).

**Strike 2:** F in the course in which the transgression occurred (Second Occurrence).

## Strike 3: Academic dismissal from Cleary University (Third Occurrence).

Unintentional plagiarism occurs when a student uses someone else's words, ideas, or other original materials as their own and provides some attempt to give credit to the original author. Self-plagiarism occurs when a student resubmits their own previously written papers, projects, or discussion board responses from a previous course (taken at this or any other university) without prior permission from the instructor. In cases of unintentional plagiarism, students will receive a warning and a zero for the assignment. The assignment may be resubmitted after discussion on the unintentional plagiarism infraction with the instructor. Both warnings and strikes are documented in the learning management system and noted as an "alert" for the student's academic advisor.

## Penalties for Academic Dishonesty

Penalties for other forms of academic dishonesty not addressed specifically may include a strike one, two, or three as described under Intentional Plagiarism based on the severity of the occurrence as determined by the professor of record, the Academic Dean, and the Provost. Cleary University employs a three-strike process for students found guilty of acts of academic dishonesty; however, a flagrant violation of academic integrity may involve immediate dismissal and denial of any financial reimbursements. A flagrant violation will be brought before an Academic Integrity Board comprised of the appropriate Academic Dean, the Provost, and the Director of Financial Aid, and this Board will make the decision on disciplinary action.

The student may appeal the final grade or disciplinary action as stated in the Grievance and Appeals Process.

## **STUDENT RECORDS**

### **Official Academic Records**

A permanent transcript contains identifying information, a complete record of all coursework, academic status, and degree(s) granted. Duplicate posting of the same or equivalent courses is not permitted. Additional records are maintained if the student has used financial aid or veterans' services. At the end of each semester, final grades are available through the Student Portal and recorded on the student's permanent transcript. Official transcripts and student copies may be obtained by contacting the Registrar's Office. Fees and restrictions may apply.

### **Updating Student Information**

Students may update their information by filling out and sending in a "Student Information Change Form." This form is found on the Registrar's website, [www.cleary.edu/records](http://www.cleary.edu/records). The form must be completed and emailed to [records@cleary.edu](mailto:records@cleary.edu) along with any necessary supporting documentation. Cleary University holds the right to refuse any information change.

### **Procedure to Inspect Records**

Cleary University's policy with regard to student records follows the Family Educational Rights and Privacy Act of 1974 (20 USCS Section and 1232 g) and is set out in brief form as follows: students have the right to inspect their records; the institution will comply with the student's request for the information within 45 days after the request has been filed; confidential information pertaining to students will not be disclosed to any person, organization, or agency outside the University without the written authorization of the student, except: 1) in compliance with a court order; 2) when a parent or legal guardian of any student under 18 years of age may request to view the dependent's records; and 3) as included in directory information, which is public information.

### **Copy Refusal**

Cleary University does not deny students access to educational records upon written request. Cleary University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in the following situations:

- The student lives within commuting distance of Cleary University.
- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.
- The education record requested is an examination or set of standardized test questions.

### **Disclosure of Education Records**

Cleary University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school in which the student seeks or intends to enroll, upon the student's request.
- To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount of conditions of the financial aid, or to enforce the terms and condition of the aid.
- To State and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.

- To organizations conducting certain studies for or on behalf of the University.
  - To accrediting organizations to carry out their functions.
  - To parents of an eligible student who is claimed as a dependent for income tax purposes.
  - To comply with a judicial order or a lawfully issued subpoena.
  - To appropriate parties in a health or safety emergency.
  - To designated attorneys or legal consultants hired by the University.
  - To individuals requesting directory information so designated by the University. The information may include name, date of graduation, major field of study, dates of enrollment, and participation in officially recognized activities (sports, degrees, and awards).
  - As the result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to an alleged victim of that crime.
  - To senior federal justice officials with a court order in a terrorist investigation.
- Within a reasonable period of time after receipt of the request to amend, Cleary University may comply with the request, or it may decide not to comply. If it decides not to comply, Cleary University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
  - Upon the student's written request for a hearing, Cleary University will arrange for the hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
  - The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney, but must inform the hearing officer at least two days prior to the hearing.
  - Cleary University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
  - If Cleary University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
  - If Cleary University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has

Students may request that information not be provided to individuals by filing a written request with the Office of the Registrar.

## Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- A student must request in writing to the Registrar of Cleary University to amend the education records relating to the student. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Cleary University discloses the contested portion of the record, it must also disclose the statement.

## Transcript of Records

Students may request official or unofficial transcripts. Requests must be submitted through the filling out of a form found at [www.cleary.edu/records](http://www.cleary.edu/records). Official transcripts cost \$7.50 per copy. Unofficial transcripts are provided free of charge. Transcript requests will be held if current or former students still maintain a balance on their accounts.

## Privacy Policy

Cleary University abides by the guidelines of the Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 7908).

# PROGRAMS AND COURSES

## Undergraduate Programs

The academic path at Cleary gives students the knowledge and understanding of the business landscape and ability to lead, think critically, make informed decisions, contribute, and prevail in a creative, imaginative, and multi-dimensional business environment. Guided by the University's strategic intent, a Cleary Mind Inside Every Business, The Business Arts Curriculum, a dynamic and challenging business school culture was deliberately designed to forge

The Cleary Mind through the unique integration of 1) business courses (degree and major), 2) philosophy (proven to develop a student's ability to acquire the knowledge, abilities, and dispositions of a critical thinker), and 3) literacy (reading, writing, cultural, and technological literacy). Along with our mission to instill the eight attributes of the Cleary Mind in our graduates, our curriculum is guided by the mission to develop The Cleary Mind, a self-actualized and self-authored graduate who is uniquely able to contribute to the dynamic world of business from day one.

Cleary's academic programs are now and have always been designed to meet the practical needs of business. Indicative of the same practices originally set forth by our founder, Patrick R. Cleary, who started a school of penmanship as a direct response to the needs of business employers. Cleary's Business Arts™ curriculum was designed with the same intent; however, because employers now seek graduates that possess key characteristics and leadership attributes, along with business-ready skills, we built an academic path that promotes the development of skills, subject mastery, and the cognitive, intrapersonal, and interpersonal development in our students to meet the outcomes writ large but, at its core, is also designed to promote student self-authorship.

The Cleary University Undergraduate Program has student learning goals for the undergraduate program that provide faculty and students a shared understanding of the purpose of the major and what graduating seniors are expected to know or to be able to do at the end of their course of study as it relates to our mission. The learning goals are assessed to determine whether students are achieving the outcomes. The assessment results are used to inform curricular design and other program offerings. The learning goals, which have their origin in the core Business Arts curriculum are listed below:

- Students will be skilled in critical and creative thinking, problem solving, and decision making, as supported by the appropriate use of analytical and quantitative techniques.
- Students will be effective and persuasive communicators

who can prepare and deliver oral and written presentations using appropriate technologies.

- Students will be sensitive to the ethical and regulatory requirements of business activities.
- Students will be able to tackle strategic and organizational challenges with innovative and creative solutions.
- Student will apply business concepts and theories appropriately.
- Students will be able to articulate internal identity separate from external influences.

Upon mastering these learning goals, students will be self-authored and uniquely able to contribute to the dynamic world of business because they leave Cleary not only as graduates, but as leaders.

## General Education Program

The general education program contributes to the development of the Cleary Mind, a self-actualized, self-authored business school graduate who is uniquely able to contribute to the dynamic world of business. Self-authorship, a skill possessed by all leaders, is an ability to construct knowledge in a contextual world, an ability to construct and internal identity separate from external influences, and an ability to engage in relationships without losing one's internal identity. The program also increases exposure to a wide-range of concepts and disciplines that promote the develop the eight Cleary Mind attributes.

Cleary's five General Education Student Learning Outcomes (SLOs) are achieved as a result of successful completion of the general education requirements for any degree program. Upon completion of these goals, students have received the breadth of knowledge of our general education program. Students should then be able to effectively:

- Analyze evidence of issues, ideas, artifacts, and events before accepting or forming a judgement. (Critical Thinking)
- Examine diverse perspectives and cultures as they relate to the individual, the community, and the global society (Diverse Perspectives and Cultures).
- Examine external and internal influences that govern behavior or the conducting of an activity (Ethics).
- Solve problems from different perspectives and finding solutions to difficult or complex issues. (Problem Solving and Creative Thinking)
- Prepare and deliver oral and written presentations to exchange information, news, or knowledge using appropriate technologies. (Communication)

## General Education/Michigan Transfer Agreement

Cleary University participates in the Michigan Transfer Agreement (MTA) to facilitate transfer from Michigan community colleges. A minimum of 30 credits must be taken to satisfy MTA, including:

- 1 course in English Composition and a second English Composition or a Communications course
- 1 course in Mathematics from one of three pathways: College Algebra, Statistics, or Quantitative Reasoning
- 2 courses in Social Sciences (from two disciplines)
- 2 courses in Humanities and Fine Arts (from two disciplines, excluding studio and performance)
- 2 courses in Natural Sciences (from two disciplines) including one with laboratory experience

With completion of MTA, Cleary University recognizes the core courses component of graduation requirements has been completed. The student's official transcript from the two-year institution must indicate that the MTA has been satisfied. Completion of the MTA is part of a student's general education requirements.



## **MICHIGAN TRANSFER AGREEMENT REQUIREMENTS: 2021-2022**

### **What are the General Education/Michigan Transfer Agreement requirements?**

| Discipline/Subject  | Minimum Credits  | Course Requirements  |
|---|--|--|
| English Composition/Communication                                 | 6  | One course in English Composition and a second course in English Composition or one course in Communications                                       |
| Humanities  | 6  | Select two MTA courses from two different disciplines  |
| Social Sciences   | 6  | Select two MTA courses from two different disciplines  |
| Natural Sciences  | 6  | Select two MTA science courses, with one course containing a lab, from two different disciplines   |
| Mathematics   | 3  | Select at least one from the following categories:<br><u>College Algebra, Statistics, Quantitative Reasoning, or an advanced level mathematics</u> |
| Minimum Total MTA Credit Hours                                    | 30   | Take additional MTA-approved courses to reach a minimum of 30 credit hours   |
| <b>English/Communications - 6 credits</b>                         |  |  |
| English (ENG)   | ENG 1000   | English Composition  |
| Communications (COM)  | ENG 1100   | Discourse and Delivery   |
|   | COM 1400   | Speak Up!  |
|   | COM 2800   | Organizational and Interpersonal Communication   |
|   | COM 3100   | Communication to a Shrinking World   |
| <b>Humanities - two courses in two subjects - 6 credits total</b> |  |  |
| Communications (COM)  | Must be an additional COM class (cannot double count with English/Communications category) |  |
|   | COM 1400   | Speak Up!  |
|   | COM 2800   | Organizational and Interpersonal Communication   |
| Philosophy (PHL)  | PHL 1200   | Critical Thinking in an Illogical World  |
|   | PHL 1300   | Know Thyself, Know Thy World   |
|   | PHL 1500   | The Right Decision   |
|   | PHL 2900   | Philosophy of Technology   |
| Humanities (HUM)  | HUM 2450   | History of Enterprise and Civilization   |
|   | HUM 2100   | The Business of Art  |

| <b>Social Sciences - two courses in two subjects - 6 credits total</b>  |                 |   |
|---|-----------------|---|
| The Cleary Mind (TCM)   | TCM 1000        | Business Arts Immersion   |
| Economics (ECO)   | ECO 1000        | Economies and Economics I (Macroeconomics)                          |
|   | ECO 2000        | Economies and Economics II (Microeconomics)                         |
|   | ECO 2800        | Economics (Macro and Micro) *                                       |
| Criminal Justice (CJM)  | CJM 1500        | Introduction to Criminal Justice                                    |
|   | CJM 1600        | Administration in Criminal Justice                                  |
|   | CJM 2500        | Human Resource Management in Criminal Justice                       |
| Law (LAW)   | LAW 2900        | Business Law  |
| Political Science (PLS)   | PLS 2100        | Fallacies in Free Will, Nature, and Nurture in Politics and Society |
| * Cannot be taken in addition to ECO 1000/2000  |                 |   |
| <b>Natural Sciences (select two from different subjects, and one must be a lab; lab courses are underlined)</b>     |                 |   |
| Business (BUS)  | BUS 1000        | The Business of Environmental Sustainability                        |
|   | <u>SCI 2500</u> | Introduction to Global Climate Change (with lab)                    |
| Nutrition (NTR)   | NTR 2000        | Nutrition for Sports, Exercise, and Weight Management               |
|   | NTR 3000        | Science of Nutrition  |
| Physical Science (PSC)  | PSC 1100        | Physical Science  |
| <b>Mathematics - one course - 3 credits total</b>   |                 |   |
| Statistics (STA)  | STA 1000        | Data Integration Toolbox No. 1                                      |
|   | <u>STA 2000</u> | Data Integration Toolbox No. 2                                      |
| Mathematics (MTH)   | MTH 2800        | Applied Business Statistics*  |
|   | MTH 1750        | Math for Business   |
|   |                 | *Cannot be taken in addition to STA 1000/2000                       |
| ***Additional courses for any category can be taken to reach a minimum of 30 courses required for General Education |                 |   |



# UNDERGRADUATE DEGREE PROGRAMS



# BUSINESS COMMUNICATIONS

## Program Description

A degree in business communications is timeless and provides students with strong writing, speaking, and information technology skills. You will discover quickly that the ability to effectively communicate information between employees and employers within a company, broadcast a company's intentions to the public, and communicate information between a company and its clients is in extremely high demand. As the world becomes more global, diverse, and inclusive, graduates with the skills to navigate these opportunities will find themselves to be irreplaceable assets.

As a graduate of the business communications program, you will be able to pursue a career that meets the needs of the high-tech, global marketplace. Through practical application of the branches of business communications, including forays into advertising, media creation, and persuasive technique, among many others, you receive a well-rounded approach to becoming a holistic communication professional who can easily bridge the gap between corporate needs and public communications.

## ABA Business Communication (60 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (21 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

### Major Courses (12 Credits)

COM 2200 - Public Relations

PHL 1300 - Know Thyself, Know Thy World

MKT 2300 - Engaging Customers with Social Media and Video

MKT 2100 - Transformational Marketing

### Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards general education.

### Minor in Business Communications

COM 2200 - Public Relations

MKT 2300 - Engaging Customers with Social Media and Video

COM 4200 - Advanced Advertising Strategy

COM 4300 - Design and Production

COM 3500 - Advanced Media Writing

### Undergraduate Certificate in Business Communications

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

COM 2200 - Public Relations

MKT 2300 - Engaging Customers with Social Media and Video

COM 3100 - Communicating to a Shrinking World

COM 4200 - Advanced Advertising Strategy

COM 4300 - Design and Production

COM 3500 - Advanced Media Writing

## BBA - Business Communications (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)

30 credits

### Lower Division Core (18 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

### Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective

CAR 1000 A, B, C, D - Career Exploration

### Major Courses (36 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships

and/or assistantships

3000/4000 Elective or graduate elective\*\*

MGT 4071 - Organizational Behavior or graduate elective\*\*

COM 4200 - Advanced Advertising Strategy

COM 3500 - Advanced Media Writing

COM 4300 - Design and Production

COM 4900 - Business Communication Contexts

MKT 2300 - Engaging Customers with Social Media and Video

PHL 1300 - Know Thyself, Know Thy World

COM 2200 - Public Relations

MKT 2100 - Transformational Marketing

### Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

## BUSINESS ETHICS

### Program Description

A degree in business ethics prepares you to address the business world's most complex problems. The business ethics faculty has created an environment that takes these complex problems and looks for workable, real-world solutions. The coursework emphasizes critical thinking skills and ethical problem solving. In this program, you learn how to cooperate with industry leaders at all levels and regulatory agencies while addressing these complex problems.

Specializing in business ethics provides you with the foundation of knowledge relevant to acquiring a leadership position in the areas of compliance, governmental oversight, or corporate governance. With the emphasis on critical thinking and problem-solving skills, this program is designed for real-world, solution-driven results and is applicable across industries. Governance and ethics specialists are always in demand.

## **ABA - Business Ethics (60 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (30 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law
- ACC 2000 - Financial and Managerial Accounting for Sustainability

### **Major Courses**

- HRM 2800 - How We Work Together
- PHL 2100 - Culture of Ethics
- PHL 2900 - Philosophy of Technology

## **PHL 2600 - Regulations and Regulatory Agencies Electives (Up to 15 credits - 1000/2000 courses only)**

\*Note: 15 credits within lower division core can also count towards general education.

### **Minor in Business Ethics**

- PHL 2100 - Culture of Ethics
- PHL 2900 - Philosophy of Technology
- PHL 4100 - Measuring and Monitoring ESG Performance
- MGT 4071 - Organizational Behavior
- PHL 4300 - Enterprise Risk Management

## **Undergraduate Certificate in Business Ethics**

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 2100 - Culture of Ethics
- PHL 2900 - Philosophy of Technology
- COM 3100 - Communicating to a Shrinking World
- PHL 4100 - Measuring and Monitoring ESG Performance
- MGT 4071 - Organizational Behavior
- PHL 4300 - Enterprise Risk Management

## **BBA - Business Ethics (120 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (30 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law
- ACC 2000 - Financial and Managerial Accounting for Sustainability

### **Upper Division Core (23 Credits)**

- COM 3100 - Communicating to a Shrinking World
- PHL 4000 - Rhetoric: The Hyde Park Soapbox
- PHL 4900 - The Social Contract
- BUS 3500 - Strategic Thinking from the Inside Out
- MKT 3000 - Transactional Marketing
- OPM 3000 - Supply Chain: Driving the Silk Road into Today  
3000/4000 Elective or graduate elective
- 3000/4000 Elective or graduate elective\*
- CAR 1000 A, B, C, D - Career Exploration

### **Major Courses (36 Credits)**

- Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships
- HRM 4210 - Human Resource Management
- MGT 4071 - Organizational Behavior or graduate elective
- PHL 4100 - Measuring and Monitoring ESG Performance
- PHL 4200 - Conducting Internal Investigations

PHL 4300 - Enterprise Risk Management

PHL 4600 - NGOs and Consumer Advocates

HRM 2800 - How We Work Together

PHL 2100 - Culture of Ethics

PHL 2900 - Philosophy of Technology

PHL 2600 - Regulations and Regulatory Agencies

### **Electives (Up to 15 credits - 1000/2000 courses only)**

*\*Note: 15 credits within lower division core can also count towards general education.*

*\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## **BUSINESS MANAGEMENT**

### **Program Description**

The one constant in today's career environment is unrelenting change—change catalyzed by economic, environmental and cultural transformations, global business, and technology. The Cleary Business Arts™ education and related degrees embrace the dynamic realities of change. This one-of-a-kind business education enables you to enter the business world uniquely prepared to think—with agility and flexibility—to encounter change and thrive.

Unlike a specialized degree, a business degree can help you launch your career in several different industries, which can be a huge asset when seeking a job after graduation. Business and related subjects (such as the FAME group – finance, accounting, management, and

economics) are among the most strategic fields of study at universities worldwide, particularly at the graduate level.

Business touches every aspect of modern human society, and professionals with a business degree are diverse and often highly paid, which is why business graduates remain in high demand globally. Degrees in business management provide you with a highly portable degree in general management. The broad base of subjects covered in this degree, and its concentrations, will enable you to control your path and then shift it - and shift it again - when markets, economies, and industries evolve and change.

## **ABA - Business Management (60 Credits)**

Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law

### **Major Courses**

- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- ACC 2000 - Financial and Managerial Accounting for Sustainability
- MKT 2100 - Transformational Marketing

### **Electives (Up to 15 credits - 1000/2000 courses only)**

*\*Note: 15 credits within lower division core can also count towards general education.*

### **Minor in Business Management**

- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- MGT 3400 - Managing Projects and Processes in Organizations
- MGT 4071 - Organizational Behavior
- MGT 4950 - Discovering Leadership

### **Undergraduate Certificate in Business Management**

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- COM 3100 - Communicating to a Shrinking World
- MGT 3400 - Managing Projects and Processes in Organizations
- MGT 4071 - Organizational Behavior
- MGT 4950 - Discovering Leadership

## **BBA - Business Management (120 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (30 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law
- ACC 2000 - Financial and Managerial Accounting for Sustainability

### **Upper Division Core (23 Credits)**

- COM 3100 - Communicating to a Shrinking World
- PHL 4000 - Rhetoric: The Hyde Park Soapbox
- PHL 4900 - The Social Contract
- BUS 3500 - Strategic Thinking from the Inside Out
- MKT 3000 - Transactional Marketing
- OPM 3000 - Supply Chain: Driving the Silk Road into Today
- 3000/4000 Elective or graduate elective\*\*
- CAR 1000 A, B, C, D - Career Exploration

### **Major Courses (33 Credits)**

Professional Experience (6 credits) - PJT 4910/4920 or internships

and/or assistantships

- 3000/4000 Elective or graduate elective\*\*
- MGT 4071 - Organizational Behavior or graduate elective\*\*
- MGT 4790 - Management Policy or graduate elective\*\*
- MGT 4200 - International Business or graduate elective\*\*
- MGT 4950 - Discovering Leadership or graduate elective\*\*
- MGT 3400 - Managing Projects and Processes in Organizations
- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- MKT 2100 - Transformational Marketing
- Electives (Up to 15 credits - 1000/2000 courses only)

*\*Note: 15 credits within lower division core can also count towards general education.*

*\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## **CORPORATE ACCOUNTING**

### **Program Description**

The Bachelor of Business Administration (BBA) degree in corporate accounting is designed to prepare you for an accounting career in a corporate environment. This program gives a strong foundation in financial and managerial accounting. The curriculum is designed to prepare you for the Certified Management Accountant (CMA) examination. Graduates of this program will be well prepared to meet the professional challenges faced by accounting professionals in a corporate business environment.

As a graduate from this program, you can work as a corporate accountant, controller, credit manager, risk manager, and business consultant. Students who have an aptitude for international accounting can work for multinational companies. Career opportunities in accounting are projected to grow steadily in the next decade.

## **ABA - Corporate Accounting (60 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (21 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- LAW 2900 - Business Law

### **Major Courses**

- ACC 1100 - Principles of Accounting and Economic Renaissance II
- ACC 2801 - Intermediate Accounting I
- ACC 2901 - Intermediate Accounting II
- ACC 2700 - Accounting Information Systems
- Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards general education.

## **Minor in Corporate Accounting**

- ACC 2901 - Intermediate Accounting II
- ACC 2700 - Accounting Information Systems
- ACC 4400 - Cost Accounting I
- ACC 3800 - Auditing
- ACC 4500 - Taxation I

## **BBA - Corporate Accounting (120 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (21 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- LAW 2900 - Business Law

### **Upper Division Core (23 Credits)**

- COM 3100 - Communicating to a Shrinking World
- PHL 4000 - Rhetoric: The Hyde Park Soapbox
- PHL 4900 - The Social Contract
- BUS 3500 - Strategic Thinking from the Inside Out
- MKT 3000 - Transactional Marketing
- OPM 3000 - Supply Chain: Driving the Silk Road into Today
- 3000/4000 Elective or graduate elective \*\*

### Major Courses (35 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

ACC 4900 - Advanced Financial Accounting

ACC 4400 - Cost Accounting I

ACC 4410 - Cost Accounting II

FIN 4000 - Financial Management

ACC 3800 - Auditing

ACC 4500 - Taxation I

ACC 1100 - Principles of Accounting and Economic Renaissance II

ACC 2801 - Intermediate Accounting I

ACC 2901 - Intermediate Accounting II

ACC 2700 - Accounting Information Systems

Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

managers are responsible for identifying and securing merger and acquisition deals, managing and investing large monetary funds, and buying and selling financial products. The corporate finance manager steers the financial direction of the business and undertakes all strategic financial planning and reporting to stakeholders. Corporate finance managers handle all aspects of large transactions for a business, including due diligence.

The role of the financial manager is changing in response to technological advances that have substantially reduced the amount of time it takes to produce financial reports. Financial managers' main responsibility used to be monitoring a company's finances, but they now do more data analysis and advise senior managers on ways to maximize profits. They often work in teams, acting as business advisors to top executives.

### ABA - Corporate Accounting (60 Credits)\*

Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (21 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

## CORPORATE FINANCE

### Program Description

The Bachelor of Business Administration (BBA) degree in corporate finance is designed to prepare you for a career in finance in a corporate environment. The role of a corporate finance manager is to maximize bottom line opportunities for a business. Corporate finance

## **Major Courses**

ACC 1100 - Principles of Accounting and Economic Renaissance II

ACC 2801 - Intermediate Accounting I

ACC 2901 - Intermediate Accounting II

ACC 2700 - Accounting Information Systems

Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards general education.

## **Minor in Corporate Finance**

ACC 2700 - Accounting Information Systems

FIN 4125 - Investment and Portfolio Management

FIN 4351 - Financial Markets and Institutions

FIN 4000 - Financial Management

FIN 4800 - International Finance

\*The ABA in Corporate Accounting leads to a BBA in Corporate Finance

## **BBA - Corporate Finance (120 Credits)**

Additional Program Requirements

General Education (see General Education Requirements for details)

30 credits

## **Lower Division Core (21 Credits)\***

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

## **Upper Division Core (23 Credits)**

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective \*\*

CAR 1000 A, B, C, D - Career Exploration

## **Major Courses (35 Credits)**

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

FIN 4125 - Investment and Portfolio Management

ACC 4400 - Cost Accounting I

FIN 4351 - Financial Markets and Institutions

FIN 4000 - Financial Management

FIN 4750 - Advanced Corporate Finance

FIN 4800 - International Finance

ACC 1100 - Principles of Accounting and Economic Renaissance II

ACC 2801 - Intermediate Accounting I

ACC 2901 - Intermediate Accounting II

ACC 2700 - Accounting Information Systems

Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

# DIGITAL MARKETING

## Program Description

Marketing is essential to any product- or service-providing organization. The digital marketing major provides you with an in-depth understanding of marketing principles, advertising and persuasion, consumer behavior, and e-commerce. You'll learn how to study human behavior and how to discover the needs and preferences of consumers and use this information to market a product or service effectively. A degree in digital marketing is designed to prepare you to develop, execute, and promote products/services within any industry.

The need for digital marketers in a world built on messaging in an instant has grown exponentially, but they will need to be well rounded. The program includes foundational business courses in the areas of accounting and financial management, business law, economics, information technology, international business, statistics, and management. Career opportunities in all industries are readily available; from sports and entertainment all the way to industrial business-to-business transactions, quality marketing in the digital age will be essential.

## ABA - Digital Marketing (60 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (27 Credits)\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law

### Major Courses (12 credits)

- MKT 2150 - Marketing in a Digital World
- HRM 2800 - How We Work Together
- MKT 2300 - Engaging Customers with Social Media and Video
- MKT 2100 - Transformational Marketing

Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards general education.

### Minor in Digital Marketing

- MKT 2150 - Marketing in a Digital World
- MKT 2300 - Engaging Customers with Social Media and Video
- MKT 3360 - Storytelling with Content Marketing
- MGT 4071 - Organizational Behavior
- MKT 4360 - Managing the Customer Relationship

### Undergraduate Certificate in Digital Marketing

- TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery  
MKT 2150 - Marketing in a Digital World  
MKT 2300 - Engaging Customers with Social Media and Video  
COM 3100 - Communicating to a Shrinking World  
MKT 3360 - Storytelling with Content Marketing  
MGT 4071 - Organizational Behavior  
MKT 4360 - Managing the Customer Relationship

## BBA - Digital Marketing (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (27 Credits)\*

TCM 1000 - Business Arts Immersion  
ENG 1100 - Discourse and Delivery  
PHL 1200 - Critical Thinking in an Illogical World  
PHL 1500 - The Right Decision  
ACC 1000 - Principles of Accounting and Economic Renaissance I  
COM 1400 - Speak Up!  
LAW 2900 - Business Law  
ECO 1000 - Economies and Economics I (Macroeconomics)  
ECO 2000 - Economies and Economics II (Microeconomics)

### Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World  
PHL 4000 - Rhetoric: The Hyde Park Soapbox  
PHL 4900 - The Social Contract  
BUS 3500 - Strategic Thinking from the Inside Out  
MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today  
3000/4000 Elective or graduate elective \*\*  
CAR 1000 A, B, C, D - Career Exploration

### Major Courses (36 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships  
3000/4000 Elective or graduate elective\*\*  
MGT 4071 - Organizational Behavior or graduate elective\*\*  
MKT 3360 - Storytelling with Content Marketing  
MKT 4300 - Driving Traffic with Online Advertising  
MKT 4360 - Managing the Customer Relationship  
MKT 4450 - Marketing Metrics and Analytics for Decision-Making  
MKT 2150 - Marketing in a Digital World  
HRM 2800 - How We Work Together  
MKT 2300 - Engaging Customers with Social Media and Video  
MKT 2100 - Transformational Marketing  
Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

# HUMAN RESOURCE MANAGEMENT

## Program Description

Understand how the success of an organization is heavily dependent on the performance of its people and how we work together in business. The role of human resource management in an organization connects ethics and social responsibility to its impact on businesses and social environments in which people work together. The field of human resource management encompasses various specialties including compensation, recruiting, benefits administration, and labor relations. In addition to specializations, generalists with knowledge of human resource management and management functions are in high demand. One of the most important career skills for all human resource management professionals is to have the necessary business knowledge, technology skills, interpersonal communications, and understanding of strategic processes to assist an organization in achieving its goals. Cleary's degrees in human resource management prepare you to be an effective human resource manager.

Human resource professionals are always in demand and are on the frontline in terms of employee performance, training, and satisfaction. The ability to help individuals while shaping corporate policy and strategic direction in a future-proof industry is invaluable. This is a skill set that is universally recognized and can provide immediate employment.

## ABA - Business Management (60 Credits)\*

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (27 Credits)\*\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law

### Major Courses (12 credits)

- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- ACC 2000 - Financial and Managerial Accounting for Sustainability
- MKT 2100 - Transformational Marketing

Electives (Up to 15 credits - 1000/2000 courses only)

*\*\*Note: 15 credits within lower division core can also count towards general education.*

## Minor in Human Resource Management

- OPM 2000 - How the Operation Works
- HRM 2800 - How We Work Together
- HRM 4210 - Human Resource Management

MGT 4071 - Organizational Behavior

HRM 4500 - Training and Development for Human Resource Professionals

## Undergraduate Certificate in Human Resource Management

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

OPM 2000 - How the Operation Works

HRM 2800 - How We Work Together

COM 3100 - Communicating to a Shrinking World

HRM 4210 - Human Resource Management

MGT 4071 - Organizational Behavior

HRM 4500 - Training and Development for Human Resource Professionals

\*The ABA in Business Management leads to a BBA in Human Resource Management.

## BBA - Human Resource Management (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (27 Credits)\*\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

ECO 1000 - Economies and Economics I (Macroeconomics)

ECO 2000 - Economies and Economics II (Microeconomics)

### Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective \*\*

CAR 1000 A, B, C, D - Career Exploration

### Major Courses (36 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

MGT 4071 - Organizational Behavior or graduate elective\*\*

HRM 4210 - Human Resource Management

HRM 4500 - Training and Development for Human Resource Professionals

HRM 4600 - Compensation and Performance Management Systems

HRM 4700 - Organizational Staffing Principles and Practices

MGT 3400 - Managing Projects and Processes in Organizations

OPM 2000 - How the Operation Works

HRM 2800 - How We Work Together

ACC 2000 - Financial and Managerial Accounting for Sustainability

MKT 2100 - Transformational Marketing

### Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards

general education.

**\*\*Note:** Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

## INDUSTRIAL LEADERSHIP

### Program Description

Leadership in the manufacturing industry is in a state of transformation, which requires new perspectives and skills to overcome the challenges and to take advantage of available opportunities. This transformation requires a new type of leader with skills and techniques that focus on gaining efficiencies that allow organizations to move forward faster, smarter, and better than before. This leader needs to be flexible and adaptive following a set of principles that drives performance in every level of the industrial organization. Effective industrial leadership uses Lean Six Sigma tools and techniques to gain operational optimization by following a continuous improvement cycle. Today's industrial leaders need to apply an enhanced set of leadership skills that supplement the long followed, traditional leadership competencies. The courses within the industrial leadership program allow you to develop the enhanced skills necessary to be a strong industrial leader and contribute to the overall success of a manufacturing organization.

As you progress through the industrial leadership program, you will gain experience in applying enhanced skills in a safe environment. Each aspect of industrial leadership examined throughout the program is foundationally based in Lean Six Sigma and prepares you to achieve the status of certified Lean Six Sigma Green Belt. That certification opens up a world of career options geared toward optimizing

processes and policies and providing steady leadership across industries and modalities.

### ABA - Industrial Leadership (60 Credits)

#### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

#### Lower Division Core (30 Credits)\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law
- ACC 2000 - Financial and Managerial Accounting for Sustainability

#### Major Courses (12 credits)

- IDL 2000 - Introduction to Industrial Leadership
- IDL 2100 - Introduction to Lean Six Sigma
- IDL 2200 - Lean Six Sigma Tools and Techniques
- IDL 2300 - Quality Assurance and Control

Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards general education.

## **Minor in Industrial Leadership**

- IDL 2000 - Introduction to Industrial Leadership
- IDL 2100 - Introduction to Lean Six Sigma
- IDL 4000 - Organizational Behavior and Management
- IDL 4200 - Conflict and Negotiation
- IDL 4300 - Supply Chain Management

## **Undergraduate Certificate in Industrial Leadership**

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- IDL 4300 - Supply Chain Management
- IDL 2100 - Introduction to Lean Six Sigma
- COM 3100 - Communicating to a Shrinking World
- IDL 4200 - Conflict and Negotiation
- IDL 4300 - Supply Chain Management

## **BBA - Industrial Leadership (120 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (30 Credits)\***

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- LAW 2900 - Business Law

- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- ACC 2000 - Financial and Managerial Accounting for Sustainability

### **Upper Division Core (23 Credits)**

- COM 3100 - Communicating to a Shrinking World
- PHL 4000 - Rhetoric: The Hyde Park Soapbox
- PHL 4900 - The Social Contract
- BUS 3500 - Strategic Thinking from the Inside Out
- MKT 3000 - Transactional Marketing
- OPM 3000 - Supply Chain: Driving the Silk Road into Today
- 3000/4000 Elective or graduate elective \*\*
- CAR 1000 A, B, C, D - Career Exploration

### **Major Courses (36 Credits)**

- Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships
- IDL 2000 - Introduction to Industrial Leadership
- IDL 2100 - Introduction to Lean Six Sigma
- IDL 2200 - Lean Six Sigma Tools and Techniques
- IDL 2300 - Quality Assurance and Control
- IDL 3400 - Manufacturing Cost Accounting
- IDL 4000 - Organizational Behavior and Management
- IDL 4100 - Organizational Change Management
- IDL 4200 - Conflict and Negotiation
- IDL 4300 - Supply Chain Management
- IDL 4400 - Industrial Organizational Leadership

### **Electives (15+ credits)**

*\*Note: 15 credits within lower division core can also count towards general education.*

**\*\*Note:** Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

## NONPROFIT MANAGEMENT

### Program Description

There is an increasing need for qualified nonprofit professionals to effectively manage the business and financial affairs of charitable and humanitarian organizations. Our degrees in nonprofit management will provide you with the broad-based knowledge needed to increase effectiveness and bring sustainability to nonprofit organizations. The management and funding structures of the nonprofit sector offer unique challenges. Not only must the nonprofit manager resolve the same organizational, personnel, financial, marketing, operations, and leadership issues as any for-profit organization, they must also address resource development, governance, management of volunteers, and social entrepreneurship. The nonprofit management program provides you with strong leadership, fundraising, nonprofit strategy, and specific management skills. Graduates can go on to apply those skills to a variety of organizations within the larger nonprofit sector at the management level.

The Bachelor of Business Administration in Nonprofit Management prepares you for these challenges by focusing on leadership and management, development and marketing, and nonprofit finances and fundraising. This program is designed for students who want

to become executive directors, operations managers, development managers, or public relations managers for a nonprofit. Some areas include church and faith-based organizations, missions, health providers, arts and culture, and educational institutions.

### ABA - Nonprofit Management (60 Credits)

#### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

#### Lower Division Core (30 Credits)\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- ECO 1000 - Economies and Economics I (Macroeconomics)
- ECO 2000 - Economies and Economics II (Microeconomics)
- LAW 2900 - Business Law
- ACC 2000 - Financial and Managerial Accounting for Sustainability

#### Major Courses (12 credits)

- COM 2200 - Public Relations
- HRM 2800 - How We Work Together
- NPA 2000 - Nonprofit Management
- MKT 2100 - Transformational Marketing
- Electives (Up to 15 credits - 1000/2000 courses only)

\*Note: 15 credits within lower division core can also count towards

general education.

## Minor in Nonprofit Management (15 Credits)

- COM 2200 - Public Relations
- NPA 2000 - Nonprofit Management
- NPA 4000 - Grant Writing and Management
- NPA 3200 - Nonprofit Strategy and Planning
- MGT 4071 - Organizational Behavior

## Undergraduate Certificate in Nonprofit Management (24 Credits)

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- COM 2200 - Public Relations
- NPA 2000 - Nonprofit Management
- COM 3100 - Communicating to a Shrinking World
- NPA 4000 - Grant Writing and Management
- NPA 3200 - Nonprofit Strategy and Planning
- MGT 4071 - Organizational Behavior

## BBA - Nonprofit Management (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (30 Credits)\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

ECO 1000 - Economies and Economics I (Macroeconomics)

ECO 2000 - Economies and Economics II (Microeconomics)

ACC 2000 - Financial and Managerial Accounting for Sustainability

### Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective\*\*

CAR 1000 A, B, C, D - Career Exploration

### Major Courses (33 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

3000/4000 Elective or graduate elective\*\*

ACC 4250 - Accounting and Taxation for Nonprofit Organizations

NPA 4000 - Grant Writing and Management

NPA 4100 - Policies, Practices, and Law

NPA 3200 - Nonprofit Strategy and Planning

NPA 2000 - Nonprofit Management

HRM 2800 - How We Work Together

COM 2200 - Public Relations

MKT 2100 - Transformational Marketing

## Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

Careers in project management reach into and enhance all areas of business. Along with a Project Management Professional (PMP®) certification from the Project Management Institute (PMI), career opportunities in project management are available in all sectors. From manufacturing and industrial sectors through the service industry and into marketing, communications, and education, effective project management is in high demand.

# PROJECT MANAGEMENT

## Program Description

Project management is a set of processes, systems, tools, and techniques for effective planning and control of organizational initiatives, priorities, and projects. The use of project management skills and practices ensures successful completion of these mission critical initiatives with focused attention on the managerial oversight, organization-wide communications, and project control needed to complete projects on time and within budget. These skills are comprehensive and highly marketable in the world of modern business.

The courses within the project management program allow you to develop the skills necessary to be a strong project leader and contribute to the overall success of an organization. Each course within the project management program builds on a foundation of project management knowledge that has been cultivated through real-world experiences by the faculty teaching the courses featuring world-class proprietary content and a full complement of Cleary-developed instructional materials.

## ABA - Project Management (60 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (30 Credits)\*

TCM 1000 - Business Arts Immersion  
ENG 1100 - Discourse and Delivery  
PHL 1200 - Critical Thinking in an Illogical World  
PHL 1500 - The Right Decision  
ACC 1000 - Principles of Accounting and Economic Renaissance I  
COM 1400 - Speak Up!  
ECO 1000 - Economies and Economics I (Macroeconomics)  
ECO 2000 - Economies and Economics II (Microeconomics)  
LAW 2900 - Business Law  
ACC 2000 - Financial and Managerial Accounting for Sustainability  
Electives (Up to 33 credits )

### Major Courses (12 credits)

PMG 2100 - Introduction to Project Management  
PMG 2200 - Project Management Tools and Techniques

PMG 2300 - Project Risk and Issue Management

PMG 2400 - Quality Control in Project Management

Electives (Up to 15 credits )

\*Note: 15 credits within lower division core can also count towards general education.

## Minor in Project Management (15 Credits)

PMG 2100 - Introduction to Project Management

PMG 2200 - Project Management Tools and Techniques

PMG 3400 - Project Leadership

PMG 4000 - Principles of Project Management

PMG 4100 - Project Cost Control and Management

## Undergraduate Certificate in Project Management (24 Credits)

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PMG 2100 - Introduction to Project Management

PMG 2200 - Project Management Tools and Techniques

COM 3100 - Communicating to a Shrinking World

PMG 3400 - Project Leadership

PMG 4000 - Principles of Project Management

PMG 4100 - Project Cost Control and Management

## BBA - Project Management (120 Credits)

Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

## Lower Division Core (30 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

ECO 1000 - Economies and Economics I (Macroeconomics)

ECO 2000 - Economies and Economics II (Microeconomics)

ACC 2000 - Financial and Managerial Accounting for Sustainability

## Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective \*\*

CAR 1000 A, B, C, D - Career Exploration

## Major Courses (36 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

PMG 2100 - Introduction to Project Management

PMG 2200 - Project Management Tools and Techniques

PMG 2300 - Project Risk and Issue Management

PMG 2400 - Quality Control in Project Management

PMG 3400 - Project Leadership

PMG 4000 - Principles of Project Management

PMG 4100 - Project Cost Control and Management

PMG 4200 - Project Portfolio Management

PMG 4300 - Rescuing Troubled Projects

PMG 4400 - Project Management Capstone Project

Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

## PUBLIC ACCOUNTING

### Program Description

A degree in public accounting combines an extensive accounting concentration with broad-based business applications. The curriculum for this degree has been designed for the student who wants to become a Certified Public Accountant (CPA). While students completing the requirements for this degree are eligible to sit for the Uniform CPA exam, an additional 30 semester hours are needed to meet the State of Michigan's CPA licensing guidelines. This degree provides you with the business skills and accounting competencies required to succeed as a public accountant.

Public accountants prepare financial statements, perform audits, and provide financial and tax advice to clients. This degree program prepares you for a career as a public accountant, auditor, tax advisor,

and business consultant. Career opportunities in accounting are abundant, with projections for jobs to grow steadily. An increase in the number of businesses, changing financial laws and regulations, and increased scrutiny of company finances will drive growth.

### ABA - Corporate Accounting (60 Credits) \*\*

#### Additional Program Requirements

#### Lower Division Core (21 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

LAW 2900 - Business Law

#### Major Courses (12 credits)

ACC 1100 - Principles of Accounting and Economic Renaissance II

ACC 2801 - Intermediate Accounting I

ACC 2901 - Intermediate Accounting II

ACC 2700 - Accounting Information Systems

Electives (Up to 15 credits )

\*Note: 15 credits within lower division core can also count towards general education.

\*\* Note: The ABA in Corporate Accounting leads to a BBA in Public Accounting

## BBA - Public Accounting (150 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (21 Credits)\*

- TCM 1000 - Business Arts Immersion
- ENG 1100 - Discourse and Delivery
- PHL 1200 - Critical Thinking in an Illogical World
- PHL 1500 - The Right Decision
- ACC 1000 - Principles of Accounting and Economic Renaissance I
- COM 1400 - Speak Up!
- LAW 2900 - Business Law

### Upper Division Core (23 Credits)

- COM 3100 - Communicating to a Shrinking World
- PHL 4000 - Rhetoric: The Hyde Park Soapbox
- PHL 4900 - The Social Contract
- BUS 3500 - Strategic Thinking from the Inside Out
- MKT 3000 - Transactional Marketing
- OPM 3000 - Supply Chain: Driving the Silk Road into Today
- 3000/4000 Elective or graduate elective \*\*
- CAR 1000 A, B, C, D - Career Exploration

### Major Courses (47 Credits)

- Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships
- ACC 4900 - Advanced Financial Accounting
- ACC 4400 - Cost Accounting I

- ACC 4410 - Cost Accounting II
- FIN 4000 - Financial Management
- ACC 3800 - Auditing
- ACC 4500 - Taxation I
- ACC 4600 - Taxation II
- ACC 4050 - Legal Issues for Public Accountants
- FIN 4750 - Advanced Corporate Finance
- ACC 4150 - Governmental/Nonprofit Accounting
- ACC 1100 - Principles of Accounting and Economic Renaissance II
- ACC 2801 - Intermediate Accounting I
- ACC 2901 - Intermediate Accounting II
- ACC 2700 - Accounting Information Systems
- Electives (15+ credits)

\*Note: 15 credits within lower division core can also count towards general education.

\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.

Note: A minimum of 150 credits are required to sit for the CPA exam in Michigan. Please consult your state's requirements for educational and other requirements.

## SPORTS PROMOTION AND MANAGEMENT

### Program Description

Sports promotion and management programs are designed for students interested in becoming business leaders within the sports industry. This program provides you with a well-rounded business education in the areas of accounting and finance, business law,

international business, management, and marketing. It also includes specific coursework that is focused on the management of sports/event facilities, food and beverage, marketing and promotion, sports law, sports analytics, and contract negotiations. In addition, you will participate in an internship or experiential learning to gain valuable, real-world experience. You will gain skills in business fundamentals and specific sports management disciplines in a learning environment that balances textbook theory with real-world business application. Through varied learning methodologies, including an internship, you will be exposed to the legal, regulatory, marketing, and operational aspects of sports venue management.

Sports Promotion and Management students gain knowledge and skills for applying business management and promotion concepts in the sports industry. Graduates may receive positions in management, marketing, sales, promotion, and accounting or finance within a variety of business settings, including professional and amateur sports organizations, private and commercial sports fitness and recreation, sports event management, sports finance, front office management, and sports marketing or promotion. You should expect to participate in internships and/or formal work experiences during your education in order to increase marketability upon graduation.

## **ABA - Sports Promotion and Management (60 Credits)**

### **Additional Program Requirements**

General Education (see General Education Requirements for details)  
30 credits

### **Lower Division Core (18 Credits)\***

TCM 1000 - Business Arts Immersion  
ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World  
PHL 1500 - The Right Decision  
ACC 1000 - Principles of Accounting and Economic Renaissance I  
COM 1400 - Speak Up!

### **Major Courses (12 credits)**

SEM 2000 - Foundations in Sports Promotion and Management  
SEM 2100 - Sports Facility Management  
SEM 2200 - Sports Food and Beverage Management  
MKT 2100 - Transformational Marketing  
Electives (Up to 15 credits )

*\*Note: 15 credits within lower division core can also count towards general education.*

## **Minor in Sports Promotion and Management (15 Credits)**

SEM 2000 - Foundations in Sports Promotion and Management  
SEM 2100 - Sports Facility Management  
SEM 4100 - Sports/Event Marketing, Promotion, and Public Relation  
SEM 4200 - Sports Financial Analytics  
SEM 4400 - Sports and Event Law

## **Undergraduate Certificate in Sports Promotion and Management (24 Credits)**

TCM 1000 - Business Arts Immersion  
ENG 1100 - Discourse and Delivery  
SEM 2000 - Foundations in Sports Promotion and Management  
SEM 2100 - Sports Facility Management  
COM 3100 - Communicating to a Shrinking World

SEM 4100 - Sports/Event Marketing, Promotion, and Public Relations

SEM 4200 - Sports Financial Analytics

SEM 4400 - Sports and Event Law

## BBA - Sports Promotion and Management (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Lower Division Core (18 Credits)\*

TCM 1000 - Business Arts Immersion

ENG 1100 - Discourse and Delivery

PHL 1200 - Critical Thinking in an Illogical World

PHL 1500 - The Right Decision

ACC 1000 - Principles of Accounting and Economic Renaissance I

COM 1400 - Speak Up!

### Upper Division Core (23 Credits)

COM 3100 - Communicating to a Shrinking World

PHL 4000 - Rhetoric: The Hyde Park Soapbox

PHL 4900 - The Social Contract

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

OPM 3000 - Supply Chain: Driving the Silk Road into Today

3000/4000 Elective or graduate elective \*\*

CAR 1000 A, B, C, D - Career Exploration

### Major Courses (36 Credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

MGT 4071 - Organizational Behavior or graduate elective\*\*

SEM 4100 - Sports/Event Marketing, Promotion, and Public Relations

SEM 4200 - Sports Financial Analytics

SEM 4400 - Sports and Event Law

SEM 4500 - Sport/Event Negotiations, Contracts, and Risk Management

MGT 3400 - Managing Projects and Processes in Organizations

SEM 2000 - Foundations in Sports Promotion and Management

SEM 2100 - Sports Facility Management

SEM 2200 - Sports Food and Beverage Management

MKT 2100 - Transformational Marketing

Electives (15+ credits)

*\*Note: 15 credits within lower division core can also count towards general education.*

*\*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## BUSINESS LEADERSHIP (DEGREE COMPLETION)

### Program Description

With recent trends in corporate America, there is a rising demand for a new kind of business leader – one equipped with practical knowledge, sound decision-making skills, entrepreneurial vision, and an

ethical focus. The business leadership programs are for students who want to develop effective leadership skills and character. The program combines academic study with practical training to cultivate understanding and application of leadership principles. The program is founded upon theoretical principles in leadership, including modeling and mentoring, and utilizes courses and field experiences as forms of instruction. Practical leadership experiences on campus help you clarify what is required of you to be a skilled leader.

Leadership professionals, from entrepreneurial small business owners to large multi-national corporations leaders, are challenged in government, nonprofit, business/economics, community, education, and culture sectors. The modern leader is not limited by past definitions of success, and this program looks at leadership in terms of problems that businesses and organizations currently face.

## BBA - Business Leadership (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details) 30 credits

### Upper Division Core (12 Credits)

COM 3100 - Communicating to a Shrinking World

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

BUS 4000 - The Entrepreneurial Mindset

### Major Courses (24 credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

LAW 2900 - Business Law

MGT 4071 - Organizational Behavior or graduate elective\*

FIN 4000 - Financial Management or graduate elective\*

MGT 4950 - Discovering Leadership or graduate elective\*

LED 4010 - Leadership Theories and Applications

LED 4000 - Leadership and Skill Development

### Prerequisites (3 Credits)

ACC 1000 - Principles of Accounting and Economic Renaissance

### Electives (51 credits )

*Note: Students must complete a minimum of 30 credits at Cleary University to be awarded this degree.*

*\*Note: Up to 15 designated major or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## EXECUTIVE MANAGEMENT (DEGREE COMPLETION)

### Program Description

The BBA in Executive Management is designed for someone with significant work experience in business, health care, or a governmental or nonprofit organization who desires to complete a baccalaureate degree for both professional and personal advancement. Program emphasis is on the practical application of proven business

management principles so that you not only gain the knowledge needed to succeed but also learn how to use this knowledge to make a significant and immediate difference in companies. The pace of the program is rigorous, but the rewards are immeasurable in terms of broadening professional skill sets and enhancing career opportunities.

## BBA - Executive Management (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details) 30 credits

### Upper Division Core (12 Credits)

COM 3100 - Communicating to a Shrinking World

BUS 3500 - Strategic Thinking from the Inside Out

MKT 3000 - Transactional Marketing

BUS 4000 - The Entrepreneurial Mindset

### Major Courses (24 credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships

MGT 3400 - Managing Projects and Processes in Organizations

Graduate Elective\*

Graduate Elective\*

Graduate Elective\*

Graduate Elective\*

Graduate Elective\*

### Prerequisites (7 Credits)

ACC 1000 - Principles of Accounting and Economic Renaissance

MTH 2800 - Applied Business Statistics

### Electives (47 credits )

*Note: Students must complete a minimum of 30 credits at Cleary University to be awarded this degree.*

*\*Note: Executive Management BBA is designed for professionals intending to complete both undergraduate and graduate degrees. Students who qualify will apply for dual admission (3.0 GPA required) and complete 15 graduate credits during their undergraduate program. Students are then able to complete an MBA or MS degree in as little as one year.*

## HEALTH CARE MANAGEMENT (DEGREE COMPLETION)

### Program Description

The Bachelor of Business Administration (BBA) in Health Care Management is a degree program designed to provide preparation for management positions in the health care industry. Courses in the major address current management issues and challenges confronting professionals in the health care field. Core courses provide a comprehensive exposure to the foundation principles of business.

Health care service managers are in constant demand. A combination of work experience in the health care field and strong business and management skills lead to the best opportunities. Within the

health care management program, you will utilize that foundation of health care experience and build upon it in terms of leadership and business fundamentals for advancement.

## BBA - Health Care Management (120 Credits)

### Additional Program Requirements

General Education (see General Education Requirements for details)  
30 credits

### Upper Division Core (12 Credits)

COM 3100 - Communicating to a Shrinking World  
MGT 3400 - Managing Projects and Processes in Organizations  
MGT 4071 - Organizational Behavior or graduate elective\*  
FIN 4000 - Financial Management or graduate elective\*

### Major Courses (24 credits)

Professional Experience (6 credits) - PJT 4910/4920 or internships and/or assistantships  
LED 4000 - Leadership and Skill Development  
HCM 4000 - Quality Management in Health Care  
HCM 4100 - Legal Issues in Health Care  
HCM 4200 - Health Care Business and Policy  
HCM 4300 - Marketing Health Care Services  
HCM 4400 - Health Care Informatics

### Prerequisites (10 Credits)

ACC 1000 - Principles of Accounting and Economic Renaissance  
MTH 2800 - Applied Business Statistics  
HCM 1100 - Introduction to Health Care Management

### Electives (44 credits)

*Note: Students must complete a minimum of 30 credits at Cleary University to be awarded this degree.*

*\*Note: Up to 15 designated core or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## CRIMINAL JUSTICE MANAGEMENT (DEGREE COMPLETION)

### Program Description

The Criminal Justice Management Bachelor of Science (BS) degree is designed for a working professional with significant work experience in the area of criminal justice who desires to complete a baccalaureate degree for both professional and personal advancement. The program is designed to provide applicable skills immediately useful for law enforcement officers, parole officers, correctional officers, or individuals involved in emergency management.

Leadership in criminal justice is in constant demand. A combination of work experience in the criminal justice field and strong business and management skills lead to the best opportunities. In this program, you will utilize that foundation of experience and build upon it in terms of leadership and management fundamentals for advancement.

## BBA - Criminal Justice Management (120 Credits)

Additional Program Requirements

General Education (see General Education Requirements for details) 30 credits

### Upper Division Core (9 Credits)

COM 3100 - Communicating to a Shrinking World

BUS 3500 - Strategic Thinking from the Inside Out

MGT 4071 - Organizational Behavior or graduate elective\*

### Major Courses (24 credits)

CJM 3000 - Crisis Management

CJM 3100 - Crisis Communication and Media Relations

CJM 4000 - Data Management and Evaluation in Criminal Justice

CJM 4100 - Ethics and Conflict Management

LED 4010 - Leadership Theories and Applications

LED 4000 - Leadership and Skill Development

MGT 3400 - Managing Projects and Processes in Organizations

FIN 4000 - Financial Management

### Prerequisites (24 Credits)

CAS 1500 - Microsoft Office Applications

COM 2800 - Organizational and Interpersonal Communications

MTH 2800 - Applied Business Statistics

ACC 1000 - Principles of Accounting and Economic Renaissance

CJM 1500 - Introduction to Criminal Justice

CJM 1600 - Administration in Criminal Justice

CJM 2500 - Human Resource Management in Criminal Justice

LAW 2900 - Business Law

### Electives (33 credits)

*Note: Students must complete a minimum of 30 credits at Cleary University to be awarded this degree.*

*\*Note: Up to 15 designated core or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*

## BBA - HOSPITALITY MANAGEMENT (120 CREDITS)

The Hospitality Management Bachelor of Business Administration (BBA) degree is designed for a working professional with significant work experience in the area of hospitality or an associate's degree holder who desires to complete a baccalaureate degree for both professional and personal advancement.

A degree in hospitality offers dynamic, exciting, and immediately impactful possibilities for study and employment. It prepares you for careers in numerous roles in a variety of organizations, including hotels, restaurants, resorts, casinos, and cruise ships, and prepares entrepreneurs for small business opportunities.

## BBA - Hospitality Management (120 Credits)

Additional Program Requirements

General Education (see General Education Requirements for details) 30 credits

### **Upper Division Core (9 Credits)**

COM 3100 - Communicating to a Shrinking World

BUS 3500 - Strategic Thinking from the Inside Out

MGT 4071 - Organizational Behavior or graduate elective\*

### **Major Courses (24 credits)**

HOS 3000 - Restaurant Operations

HOS 3100 - Private Events and Catering Management

HOS 3200 - Wine and Beverage Management

HOS 3300 - Meeting Customer Expectations in Hospitality

HOS 4100 - Human Resources for the Hospitality Industry

HOS 4200 - Resorts and Tourism

MGT 3400 - Managing Projects and Processes in Organizations

FIN 4000 - Financial Management

### **Prerequisites (22 Credits)**

CAS 1500 - Microsoft Office Applications

COM 2800 - Organizational and Interpersonal Communications

MTH 2800 - Applied Business Statistics

ACC 1000 - Principles of Accounting and Economic Renaissance

HOS 1200 - Recipes and Menu Planning

HOS 1300 - Food and Beverage Controls

LAW 2900 - Business Law

*Note: Students must complete a minimum of 30 credits at Cleary University to be awarded this degree.*

*\*Note: Up to 15 designated core or elective credits can be replaced with MBA or MS courses, which will count towards graduate degree requirements.*



# GRADUATE DEGREE PROGRAMS

# GRADUATE PROGRAMS

The MBA seeks to develop students into leaders and understand the "why" and "how" in accomplishing business decisions in a global environment. Graduates of the Cleary MBA achieve these program goals through the following:

- (THEORY) Define and Apply theories related to business and industry and explain related terms and theories relevant to the concentration
- (DATA ANALYSIS) Synthesize and Analyze data to manage risk and achieve desired business and industry outcomes
- (LEADERSHIP) Expand leaders to drive and change through vision and inspiration in the global marketplace and to lead diverse teams to achieve desired outcomes
- (COMMUNICATION) Communicate effectively in a global environment with various constituencies and across business and industry verticals
- (ETHICS) Demonstrate and interpret ethical, legal, and regulatory implications regarding business and industry practices

## MS - CULTURE, CHANGE, AND LEADERSHIP

### Program Description

The Master of Science in Culture, Change, and Leadership is a program designed for those interested in organizational culture and how cultural change can be developed, implemented, and evaluated. As one of our signature programs, this experience is uniquely designed to prepare you for a rapidly evolving workplace that requires you to fully immerse yourself in change leadership. You will learn how to develop and implement cultural change initiatives and the roles of leadership and group dynamics in facilitating cultural change. Throughout the program, you will use critical thinking and problem-solving skills and will apply research methods.

### Career Opportunities

Opportunities abound in all types of industry for this degree, including health care, education, information technology, manufacturing, and sales. Every industry is subject to change in order to meet needs of market trends and customer interaction; a well-rounded individual versed in company culture, implementing change across an organization, and strong leadership qualities will be most successful. Graduates can look for opportunities in staff development, training and education, organizational management, human resource management, quality management, and change management.

Source: Bureau of Labor Statistics <https://www.bls.gov/oes/2017/may/oes113121.htm>

## **MS - Culture, Change, and Leadership (30 Credits)**

### **Additional Program Requirements**

### **Required Courses (30 Credits)**

- CCL 6001 - Fundamentals of Culture and Change I
- CCL 6002 - Fundamentals of Culture and Change II
- CCL 6003 - Change and Development Methods
- CCL 6004 - Change and Development Leadership
- CCL 6005 - Professional Development Residential Conference
- CCL 6006 - Applied Research Methods
- CCL 6007 - Designing and Implementing Change and Development Initiatives I
- CCL 6008 - Designing and Implementing Change and Development Initiatives II
- CCL 6009 - Professional Applied Research Project/Publication I
- CCL 6010 - Professional Applied Research Project/Publication II

itive advantage to succeed in the fast-changing world of business.

Human resource professionals are employed in nearly every industry, and this program emphasizes systematic and strategic problem-solving skills that are essential to the human resource management professional. The MS in Human Resource Management aligns with the Society of Human Resource Management (SHRM) educational standards for human resource management professionals. Graduate students can prepare for and take the SHRM Certified Professional (CP) exam at the end of their program.

### **Career Opportunities**

As one of our signature graduate programs, we focus on preparing future leaders in this field. Our diverse and highly talented students will obtain a comprehensive, contemporary foundation in human resource management, labor relations, performance management, and global leadership. This degree allows human resource management professionals to act strategically as business leaders and gain a broad, global perspective. You can look for career opportunities as a labor relations director, organizational development director, human resource director, payroll manager, staffing manager, and benefits, training, and development manager.

## **MS - HUMAN RESOURCE MANAGEMENT**

### **Program Description**

The Master of Science in Human Resource Management prepares you to become a strategic business professional with specialized expertise in leading and managing human capital talent in today's global marketplace. Taught by leading practitioners in human capital management, the program explores the principles of performance management and organizational behavior, introduces you to data-driven metrics and managerial decision making, and delves into business strategy and ethics to provide you with a significant compet-

## **MS - Human Resource Management (30 Credits)**

### **Additional Program Requirements**

### **Required Courses (33 Credits)**

- HRM 6000 - Foundations of Human Resources Management
- HRM 6210 - Training and Employee Organizational Performance
- HRM 6350 - Employment Law and Ethics

HRM 6400 - Human Resources Analytics  
HRM 6500 - Conflict Management and Negotiation  
HRM 6600 - Benefits, Compensation, and Resource Allocation  
HRM 6650 - Recruitment and Retention Practices  
HRM 6700 - Strategic Positioning and Planning  
HRM 6751 - Diversity and Global Cultural Effectiveness  
HRM 6800 - Organizational Leadership  
HRM 6901 - Capstone: Strategic Human Resource Management  
OR  
HRM 7000 - Meeting SHRM Competencies

## Career Opportunities

The MBA in Strategic Leadership focuses on a unique leadership that cultivates critical thinking, ethical decision making, and the integration of core business decisions. You will learn how to transform your approach to leadership by cultivating a comprehensive set of skills and abilities, separating yourself from the competition. You can look for career opportunities as an administrative services manager, financial manager, operations service manager, plant manager, management analyst, business operation specialist, and sales account manager.

# MBA - STRATEGIC LEADERSHIP

## Program Description

One of the biggest challenges facing today's leaders is the need to position and enable organizations and people for adaptability in the face of increasingly dynamic and demanding environments. Leading your organization for adaptability focuses on how leaders can drive change through vision and inspiration and addresses how leaders may position organizations and the people within them to be adaptive in the face of complex challenges. The purpose of the MBA in Strategic Leadership is to prepare leaders for an unpredictable future that depends on disruption and strategy in order to pivot, shift, propel competition, and ultimately thrive in the global market.

## MBA Strategic Leadership (33 Credits)

### Additional Program Requirements

#### MBA Core (24 Credits)

LAW 6500 - Legal Thinking  
ECO 6450 - Managerial Economics  
MGT 6200 - Organizational Adaptation  
MKT 6100 - Disruptive Marketing  
MKT 6800 - Strategic Customer Creation  
FIN 6300 - Financial Viability  
STR 6200 - Strategic Operations  
MGT 6400 - Collective Impact

#### Concentration Courses (9 Credits)

SDT 6000 - Managing Disruptive Change  
BUS 6000 - Business Strategy and Game Theory  
BUS 6100 - Leading for Adaptability

## **Graduate Certificate in Strategic Leadership**

**(18 Credits)**

MGT 6200 - Organizational Adaptation

STR 6200 - Strategic Operations

MGT 6400 - Collective Impact

SDT 6000 - Managing Disruptive Change

BUS 6000 - Business Strategy and Game Theory

BUS 6100 - Leading for Adaptability

and strong business and management skills should lead to the best opportunities. Health care management graduates can be employed in any of the following: clinics, dental practices, health insurance organizations, health care associations, hospitals, nursing homes, physician practices, mental health departments, rehabilitation centers, skilled nursing facilities, universities, research institutions, and home health care organizations.

## **MBA - HEALTH CARE LEADERSHIP**

### **Program Description**

The MBA with a concentration in health care leadership explores topics in privacy, data security, and HIPAA, the critical topics needed to thrive in the health care industry. Building upon the core MBA competencies, you will learn ethics, quality management, informatics, and health care technologies. These complex topics within health care policy will help you gain the opportunity to analyze these areas in the realms of cyber security, systems technology, and information security.

### **Career Opportunities**

According to the U.S. Bureau of Labor Statistics, "Employment of medical and health services managers is expected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations." A combination of work experience in the health care field

Health care leaders will be required for many disciplines, both clinical and non-clinical, and in many areas, including health information technology, finance, marketing, insurance, biotech, post-acute care, hospital systems, and ancillary services.

### **MBA - Health Care Leadership**

**(33 Credits)**

#### **Additional Program Requirements**

#### **MBA Core (24 Credits)**

LAW 6500 - Legal Thinking

ECO 6450 - Managerial Economics

MGT 6200 - Organizational Adaptation

MKT 6100 - Disruptive Marketing

MKT 6800 - Strategic Customer Creation

FIN 6300 - Financial Viability

STR 6200 - Strategic Operations

MGT 6400 - Collective Impact

### **Concentration Courses (9 Credits)**

- HCM 6040 - Health Policy, Law, and Ethics
- HCM 6150 - Quality Management in Health Care
- HCM 6200 - Health Care Technology and Analytics

### **Graduate Certificate in Health Care Leadership (18 Credits)**

- MGT 6200 - Organizational Adaptation
- STR 6200 - Strategic Operations
- MGT 6400 - Collective Impact
- HCM 6040 - Health Policy, Law, and Ethics
- HCM 6150 - Quality Management in Health Care
- HCM 6200 - Health Care Technology and Analytics

### **Career Opportunities**

The Bureau of Labor and Statistics projects job growth in business intelligence fields to be nearly three times the overall national average for job growth. Potential career opportunities include: market research analyst, health care analytic manager, data analytic business consultant, management analyst, economist, and operations research analyst.

*Source: Bureau of Labor Statistics*

*<http://www.bls.gov/ooh/business-and-financial/management-analysts.htm>*

## **MBA - Analytical Efficiency (33 Credits)**

### **Additional Program Requirements**

## **MBA - ANALYTICAL EFFICIENCY**

### **Program Description**

Upon completion of the MBA with a concentration in analytical efficiency, you will be able to judge the quality of a corporate data system. Based on exploration of the data and an understanding of desired company outcomes, you will be able to recommend a course of action needed to wrangle the data into shape and extract key trends and information. Further, you will be able to assemble an effective team of professionals that can prioritize the tasks and projects needed to improve upon the data-driven decision making that will take the organization to the next level of success.

### **MBA Core (24 Credits)**

- LAW 6500 - Legal Thinking
- ECO 6450 - Managerial Economics
- MGT 6200 - Organizational Adaptation
- MKT 6100 - Disruptive Marketing
- MKT 6800 - Strategic Customer Creation
- FIN 6300 - Financial Viability
- STR 6200 - Strategic Operations
- MGT 6400 - Collective Impact

### **Concentration Courses (9 Credits)**

- BDA 6000 - Modern Data Management
- BDA 6100 - Foundations of Business Analytics

BDA 6200 - Effective Management of Projects

#### **Concentration Prerequisite (3 Credits)**

BDA 5900 - Statistics Immersion (or equivalent)

#### **Graduate Certificate in Analytical Efficiency (18-21 credits)**

MGT 6200 - Organizational Adaptation

STR 6200 - Strategic Operations

MGT 6400 - Collective Impact

BDA 6000 - Modern Data Management

BDA 6100 - Foundations of Business Analytics

BDA 6200 - Effective Management of Projects

#### **Prerequisite (3 Credits)**

BDA 5900 - Statistics Immersion (or equivalent)

are delivered online and are designed to assist you in acquiring the necessary competency to prepare for the CFP exam. On successfully completing the financial planning six-course series, you will receive a Certificate in Financial Planning from Cleary University. The remaining five courses are taken in other business areas and are also offered online.

#### **Career Opportunities**

Education in financial planning enables students to understand the concepts, processes, and institutions involved in the production and marketing of goods and services as well as in the financing of a business and other forms of organizations. Some career opportunities include financial advisor, insurance sales agents, financial managers, insurance managers, treasurers, insurance underwriters, financial officers, and securities and commodities sales agents.

## **MBA - FINANCIAL PLANNING**

#### **Program Description**

The MBA with a concentration in financial planning is designed for students to obtain the breadth of education necessary to prepare for the Certified Financial Planner (CFP®) examination. In this program, you will acquire the knowledge necessary for components of financial planning, such as insurance, investments, employee benefits, retirement planning, estate planning, and tax strategies. In addition, you will have the opportunity to practice preparing and presenting financial plans using real-world cases.

Students complete six courses in financial planning. These courses

#### **MBA - Financial Planning (33 Credits)**

##### **MBA Core (15 Credits)**

LAW 6500 - Legal Thinking

ECO 6450 - Managerial Economics

MGT 6200 - Organizational Adaptation

MKT 6100 - Disruptive Marketing

MKT 6800 - Strategic Customer Creation

##### **Concentration Courses (18 Credits)**

FNP 6100 - Investment Planning

FNP 6200 - Insurance and Risk Management

- FNP 6300 - Retirement and Employee Benefits Planning
- FNP 6400 - Income Tax Planning
- FNP 6500 - Estate Planning
- FNP 6600 - Capstone Financial Plan Development Course

#### **Graduate Certificate in Financial Planning (18 Credits)**

- FNP 6100 - Investment Planning
- FNP 6200 - Insurance and Risk Management
- FNP 6300 - Retirement and Employee Benefits Planning
- FNP 6400 - Income Tax Planning
- FNP 6500 - Estate Planning
- FNP 6600 - Capstone Financial Plan Development Course

leadership skills through coaching and mentoring emerging leaders. We take this individual and experiential approach to ensure that our students possess a strong presence, develop exemplary negotiation and communication skills, and are uniquely able to stand firm through storms of modern corporate America. This program involves service learning, an instructional method designed to enhance the learning experience through application. Our mentors are in place to guide you, shape you, and develop you into a robust, confident, assertive, highly-skilled, and knowledgeable professional.

#### **Career Opportunities**

This program focuses on how women leaders can drive results through vision and inspiration and addresses how women leaders can strategically position organizations and the people within them to be malleable in the face of complex changes. This program provides a foundation for women's leadership development and exposes you to multiple dimensions of leadership through service learning and service to emerging leaders in your community. Career opportunities include chief administrative officer, chief information officer, director, chief executive officer, and executive director in banking, financial planning, automotive, government, education, and health services.

## **MBA - WOMEN'S LEADERSHIP**

#### **Program Description**

Cleary University's Master of Business Administration with a concentration in women's leadership is uniquely designed to provide male and female leaders with the tools to lead change and uncertainty. Its focus is on how leaders can unleash the potential of the organization to adjust and adapt in ways that successfully address the inclusive, global, and diverse needs of a shifting environment.

As one of our signature programs designed to prepare you for the demands of leadership, this program provides students with high-profile mentors and individual opportunities to apply their

#### **MBA - Women's Leadership (33 Credits)**

##### **MBA Core (24 Credits)**

- LAW 6500 - Legal Thinking

ECO 6450 - Managerial Economics

MGT 6200 - Organizational Adaptation

MKT 6100 - Disruptive Marketing

MKT 6800 - Strategic Customer Creation

FIN 6300 - Financial Viability

STR 6200 - Strategic Operations

MGT 6400 - Collective Impact

#### **Concentration Courses (9 Credits) - Select 3**

LED 6000 - Women in Leadership

LED 6100 - Executive Presence

LED 6200 - Women's Leadership: Negotiation Skills

LED 6300 - Leadership: Giving and Receiving Feedback

#### **Graduate Certificate in Women's Leadership (18 Credits)**

MGT 6200 - Organizational Adaptation

MGT 6400 - Collective Impact

LED 6000 - Women in Leadership

LED 6100 - Executive Presence

LED 6200 - Women's Leadership: Negotiation Skills

LED 6300 - Leadership: Giving and Receiving Feedback

## **MBA - E-LEARNING DESIGN AND INSTRUCTIONAL TECHNOLOGY MANAGEMENT**

### **Program Description**

The MBA in E-Learning Design and Instructional Technology Management prepares professionals and education practitioners who apply instructional system design, theory, tools, and technologies to achieve desired educational and training outcomes in various settings. Graduates of the program will have instructional design, technology, and administrative skills necessary to become change makers in a variety of educational and corporate settings. The program provides three tracks for Corporate Trainers/Administrators, K-12, and Higher Education. Students can choose the best path based on their experience and future goals.

### **Career Opportunities**

Graduates of this program are positioned for leadership positions in adopting, managing, and transforming e-learning and instructional technology practices in their current and future work environments. Career opportunities include chief learning officer, instructional designer, technology developer, training director, curriculum and development specialist, and eLearning developer. MBA graduates can have jobs in K-12, higher education, government agencies, corporations, and nonprofits.

## **MBA - E-Learning Design and Instructional Technology Management (30 Credits)**

### **Additional Program Requirements**

#### **MBA Core (21 Credits)**

- ELD 6000 - Instructional Design and Learning Theory
- ELD 6010 - Technology and the Online Classroom
- ELD 6020 - Assessment and Feedback Strategies
- ELD 6030 - Online Media, Tools, and Engagement
- ELD 6040 - Universal Design and the User Experience
- ELD 6050 - Creativity, Innovation, and Research in Development
- ELD 6600 - Implementation Plan Project

#### **Administration Concentration Courses (9 Credits)**

- ELD 6110 - Leading Through Change and Resistance
- ELD 6210 - Implementing New Technology and Systems
- ELD 6310 - Strategic Planning, Mapping Outcomes, and Tracking Data

#### **K-12 Concentration Courses (9 Credits)**

- ELD 6120 - K12 Gamification and Learning Styles
- ELD 6220 - Cloud-Based E-Learning Systems
- ELD 6320 - Implementing and Transforming Curriculum Standards

#### **Higher Education Concentration Courses**

##### **(9 Credits)**

- ELD 6130 - Higher Ed Gamification and Learning Styles
- ELD 6230 - Leading and Training Faculty
- ELD 6330 - Projects and Processes in Design

## **Graduate Certificate in E-Learning Design and Instructional Technology Management (18 Credits)**

- ELD 6000 - Instructional Design and Learning Theory
- ELD 6010 - Technology and the Online Classroom
- ELD 6020 - Assessment and Feedback Strategies
- ELD 6030 - Online Media, Tools, and Engagement
- ELD 6040 - Universal Design and the User Experience



# COURSE DESCRIPTIONS



## Elective ELD Concentration Track Course

| Abbreviation | Subject                           |
|--------------|-----------------------------------|
| ACC          | Accounting                        |
| ANT          | Analytics                         |
| ART          | Art                               |
| BDA          | Business Data Analytics           |
| BUS          | Business                          |
| CAR          | Career Management                 |
| CAS          | Computer Application Software     |
| CCL          | Culture, Change, Leadership       |
| CJM          | Criminal Justice Management       |
| COM          | Communications                    |
| ECO          | Economics                         |
| ELD          | E-Learning Design                 |
| ENG          | English                           |
| ENT          | Entrepreneurship                  |
| FIN          | Finance                           |
| FNP          | Financial Planning                |
| HCM          | Health Care Management            |
| HOS          | Hospitality Management            |
| HRM          | Human Resource Management         |
| HUM          | Humanities                        |
| IDL          | Industrial Leadership             |
| INT          | Internship                        |
| LAN          | Languages                         |
| LAW          | Law                               |
| LED          | Leadership                        |
| MBA          | Master of Business Administration |

|     |                                 |
|-----|---------------------------------|
| MGT | Management                      |
| MKT | Marketing                       |
| MTH | Math                            |
| NPA | Nonprofit Administration        |
| OPM | Operations Management           |
| PHL | Philosophy                      |
| PJT | Directed Project                |
| PLA | Portfolio Assessment            |
| PLS | Political Science               |
| PMG | Project Management              |
| PSC | Physical Science                |
| SCI | Science                         |
| SDT | Strategic Management            |
| SEM | Sports Promotion and Management |
| STA | Statistics                      |
| STR | Strategy                        |
| TCM | The Cleary Mind                 |

## Course Leveling

### Course Levels

|           |  |
|-----------|--|
| 1000-1999 | Developmental, foundational courses typically taken by early college or freshman students (0-29 credits) |
| 2000-2999 | Generally for freshman or sophomores (30-59 credits); some require prerequisites                         |
| 3000-3999 | Generally for juniors (60-89 credits) and some seniors   |
| 4000-4999 | Generally for seniors (90+ credits)  |
| 5000-5999 | Generally for graduate students; some 5000 level course are approved for undergraduate credit            |
| 6000-6999 | Reserved for graduate students   |

# UNDERGRADUATE COURSE DESCRIPTIONS

(Course prerequisites are shown in parentheses.)

## ACC 1000 Principles of Accounting and Economic Renaissance I

3 cr.

Explore and learn the basic principles of accounting by working through the entire accounting cycle. This includes accounting systems, controls, analyzing and posting business transactions, recording journal entries, and preparing basic financial statements. You will discover accounting history and Luca Pacioli—including the role of double-entry bookkeeping, the preparation of financial statements, and the evaluation of financial ratios and costs—in the thirteenth century economic renaissance of western civilization. Learn how accounting tools with wide applications add value beyond reporting what has already happened.

## ACC 1100 Principles of Accounting and Economic Renaissance II (ACC 1000)

3 cr.

The second semester of accounting principles expands on material presented in ACC 1000 from the perspective of an accounting major. You will learn alternative methods of handling adjustments, discounts, and inventory issues as well as more complex situations related to long-term assets. You will be introduced to new financial accounting concepts related to partnerships, long term liabilities, accounting for investments, and the preparation of the statement of cash flows.

## ACC 2000 Financial and Managerial Accounting for Sustainability (ACC 1000)

3 cr.

Building on ACC 1000, you will learn to perform more complex management accounting and financial analysis, including the definition of cost objects, the evaluation of cost behavior, and the measurement of financial performance in a dynamic operations environment. Such skills are in high demand in business today. In cases and simulations during this course, you observe how the choices you make about what to measure and how to measure it have significant economic and ethical consequences for an organization, even to the point of determining business viability.

## ACC 2700 Accounting Information Systems (ACC 1100)

3 cr.

This course examines the design, operation, and control of accounting information systems. Emphasis is placed on transaction cycles and business processes, with a focus on the flow of financial transactions through the accounting information system. Internal control concepts and their application to the information systems are also considered. Microsoft Excel software is required for this class.

## ACC 2801 Intermediate Accounting I (ACC 1100)

4 cr.

Advanced financial reporting concepts are the focus of this course. You will perform an in-depth examination of financial statements, preparation, analysis, and reporting. Topics include income measurement and profitability analysis, time value of money concepts, accounting for cash, receivables, inventory, property, plant, equipment, and intangible assets.

## **ACC 2901 Intermediate Accounting II (ACC 2801)**

**4 cr.**

Advanced financial reporting concepts are the focus of this course. Major topics include accounting for investments, current liabilities and contingencies, bonds and long-term notes, leases, income taxes, pensions, and shareholder's equity. This course also includes an in-depth study of the statement of cash flows.

## **ACC 3800 Auditing**

**3 cr.**

This course provides an overview of both internal and external auditing theory. The course will cover internal controls, the various purposes of internal auditing, and how to establish and review internal controls. This course will prepare you to analyze contemporary auditing and assurance issues as well as examine the responsibilities of and independence issues faced by individuals and companies involved in internal and external audit and assurance roles.

## **ACC 4050 Legal Issues for Public Accounting**

**3 cr.**

Professional accountants must be able to recognize relevant legal issues and how they relate to accounting and auditing. This course is designed to familiarize you with the various legal topics that accountants encounter on a regular basis and to prepare you for the business law topics of the CPA examination. Emphasis is placed on legal topics, including business organizations, contracts, debtor-creditor relationships, securities law and regulation, and the Uniform Commercial Code.

## **ACC 4150 Governmental/Nonprofit Accounting (ACC 2801)**

**3 cr.**

In this course, you will study issues in municipal accounting, especially as relevant to city, state, and federal agencies, with attention

to bond financing, funds, and budgets. An overview of accounting for nonprofit organizations will also be presented. Microsoft Excel software is required for this class.

## **ACC 4250 Accounting and Taxation for Nonprofit Organizations**

**3 cr.**

Learn how financial information is used to manage and make decisions in a nonprofit organization. Examine generally accepted accounting principles and practices specific to not-for-profit organizations, including structure and governance, legal requirements, financial reporting, budgeting, and tax filing.

## **ACC 4400 Cost Accounting I (ACC 1100)**

**3 cr.**

This course covers the role of the management accountant in an organization. Emphasis is placed on planning and controlling operations and on supporting decision making. Specific topics include cost concepts, cost behavior, job-order and process costing systems, cost-volume-profit analysis, and variable costing. Microsoft Excel software is required.

## **ACC 4410 Cost Accounting II (ACC 4400)**

**3 cr.**

This course covers advanced cost concepts used to support management decision making. Specific topics include activity-based costing, profit planning, standard costing and performance evaluation, flexible budgets, relevant cost analysis, segment reporting, and capital budgeting decisions. Microsoft Excel software is required for this class.

## **ACC 4500 Taxation I**

**3 cr.**

The focus of this course provides an overview of the study of per-

sonal federal income tax laws, forms, and reporting mechanisms, and their application to individual taxes as well as to business entities. Topics to be covered will include income and loss realization and recognition, capital gains and losses, exemptions, rates, gross income items, deductions of business expenses, employee expenses, and itemized deductions as well as the tax consequences of accounting decisions as they relate to basic business entities.

## ACC 4600 Taxation II

3 cr.

The second course in the taxation series, designed for students who will be engaged in tax preparation activities and public accounting, this course revisits some of the more complex individual and business tax issues, including the introduction of estate and trusts returns as well as corporate and partnership taxation issues such as property and dividend distributions, stock redemptions, liquidations, and re-organizations. Emphasis is placed on developing the student's ability to identify and explain the tax consequences of various individual and business entity transactions.

## ACC 4900 Advanced Financial Accounting

3 cr.

This course provides an in-depth examination of accounting for business combinations, international accounting issues, and partnerships. Business combination places focus on direct acquisitions and preparation of consolidated financial statements. The international accounting portion focuses on the international accounting environment and compares accounting principles of several countries. In the partnership portion, you will examine the entire partnership cycle from formation to liquidation and study the unique accounting principles associated with partnerships. Microsoft Excel software is required for this class.

## ANT 1500 Introduction to Analytics

3 cr.

This course introduces the basic concepts and applications of analytics. Topics include an overview of the historical development of analytics, an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, you should be able to demonstrate a basic understanding of analytics for decision making in business.

## ANT 2500 SQL I

3 cr.

This course provides a comprehensive overview of the language of relational databases: Structured Query Language (SQL). You'll learn how to create SQL statements, including SELECT, DELETE, UPDATE, and INSERT. This course covers how to create and design tables, create stored procedures, use cursors and transactions to preserve data integrity, and create views for larger data sets.

## ANT 2600 SQL II (ANT 2500)

3 cr.

This course is a continuation of SQL I - The Language of Relational Databases: Structured Query Language (SQL). Topics covered include: entity-relationship modeling, the relational model, and the SQL language: data retrieval statements, data manipulation, and data definition statements. All interactive reading problems involve the use of "live" SQL. Homework will be done using databases running in MySQL, which you will install on your computer. You will develop a real-world database project using MySQL during the course.

## ART 1000 Sketching and Painting

3 cr.

You will explore the foundations of line and form and the use of color through various painting media. Learn how to emphasize

spatial organization and structure or focus on the principles and techniques of painting media.

### **ART 2000 Media Design**

**3 cr.**

Explore your creativity through the methods of design thinking and the process involved in translating that thinking into form. Content, meaning, form, typography, layout, structure, craft and process in graphic design, emphasizing conceptual analysis, visualization, and skillful making through the adept use of analog and digital tools will be studied.

### **BUS 1000 The Business of Environmental Sustainability**

**3 cr.**

Threats to our environment and the business opportunities to mitigate such threats are driving forces shaping our future. You will investigate the science, technology, and economics behind the greatest challenge of our times: environmental sustainability. This course prepares you for next semester's environmental filter focus and includes working on an EcoVillage business project. Gain an important knowledge advantage with employers—all of whom have to deal with environmental factors to secure a sustainable business future.

### **BUS 2000 The Business of Science and Technology**

**3 cr.**

You will acquire succinct knowledge of key technology innovations relevant to business plus the science and engineering that make them possible. Learn how exciting new products work and where they came from—like self-driving electric vehicles, smart digital assistants, gene therapy, personalized medicine, AI-guided diagnostics and treatments, organ replacement, automated factories, personalized manufacturing, cell phones, alternative energies, drones, and more.

### **BUS 3500 Strategic Thinking from the Inside Out**

**3 cr.**

Discover how strategy is all about effectively answering three questions: Where are we? Where do we want to go? How do we get there? Develop a multi-dimensional understanding of business strategy from the perspective of the executive manager or chief executive officer (CEO)—including how to develop an organization's internal capabilities to understand and meet its external opportunities and challenges. You will learn how to argue and persuade others of your strategic vision and execution approach. Opportunities will be provided to engage in projects with companies and strategic management practitioners.

### **BUS 4000 The Entrepreneurial Mindset**

**3 cr.**

Half of new business start-ups fail in five years. After ten years, only about a third of new business start-ups are still standing. Entrepreneurship is at a forty-year low in America. Yet, developing a sound entrepreneurial mindset is still good business and good for your career. Discover the palette of knowledge and skills required to think like a successful entrepreneur. Learn how to manage and live with risk. Understand the critical roles sufficient funding and profit play in business success. Explore ways to go it alone and how to use those skills to create and manage better teams. You might start a business, you might not—but an entrepreneurial mindset is highly valued anywhere business can be made better.

### **CAR 1000 A-D Career Fulfillment (All four must be taken to earn the complete credit)**

**2 cr. total (.5 cr. per semester)**

The reality of the contemporary economy and job market is that you are likely to change jobs 10-12 times over the course of your career, so staying on a gratifying career track requires awareness and preparation. This course combines online study with one-on-one advising to examine market trends, careers and employment positions, per-

sonality and strengths assessments, and networking skills relevant to business degree options. Course activities are designed to enhance your awareness and understanding of self—your interests, personality, and values—enabling you to make more thoughtful, informed decisions about your major, career path, and ways to manage a satisfying professional life. Experience networking opportunities with industry professionals, and join discussions on career expectations.

### CAS 1100 Google Applications for Business

2 cr.

There is a growing demand for business professionals to incorporate Google Applications in their daily lives, and this course will prepare you to hit the ground running. You will practice a variety of collaborative applications available through Google. Emphasis will be placed on how the Google applications are being used in virtual business team settings.

### CAS 1500 Microsoft Office Applications

3 cr.

This course offers an overview of the primary Microsoft Office Applications: Word, Excel, and PowerPoint. You will focus on features that will be beneficial for future academic and professional endeavors. Access to Microsoft Office 365 is required.

### CJM 1500 Introduction to Criminal Justice

3 cr.

This course provides an introduction to the criminal justice system in the United States. The primary goal of this course is to develop a general understanding of crime and the criminal justice system in American society. The course will introduce you to the elements of the criminal justice system: police, courts, and corrections.

### CJM 1600 Administration in Criminal Justice

3 cr.

This course is an overview of administration within criminal justice agencies, including organizational units: their functions and their relatedness within criminal justice organizational structures. It also examines the administrative, legal, and managerial principles that guide criminal justice agencies and the employees who work within them.

### CJM 2500 Human Resource Management in Criminal Justice

3 cr.

This course will emphasize the importance of human resource management in criminal justice. The role of personnel management in a criminal justice organization is stressed throughout the course, including hiring, evaluation, employee development, and compensation. Legal and administrative aspects of human resource management are also part of the course.

### CJM 3000 Crisis Management

3 cr.

The course provides an overview of how to identify, respond to, manage, and mitigate critical events that occur in the criminal justice arena. Course topics include: types and characteristics of crises, crisis planning, interagency collaboration and coordination on local, regional, state, and federal levels, resource allocation, and threat and risk identification, prevention, and management.

### CJM 3100 Crisis Communication and Media Relations

3 cr.

Communication during a crisis is a critical element in managing information and public perception, including the reputation of criminal justice agencies. This course introduces the importance of crisis management from the perspectives of communication and public

relations. Course topics include: developing communication plans and strategies, creating crisis communication teams, managing key information, addressing privacy concerns, creating and maintaining effective and positive media relations, and shaping public perception.

**CJM 4000 Data Management and Evaluation in Criminal Justice**  
**3 cr.**

This course focuses on simple data management strategies and basic analytical methods that can be used in criminal justice agencies. Emphasis is on using Excel for data management and analysis, including displaying data for use in reports and evaluations. This course will also cover basic components of program assessment and evaluation in criminal justice organizations.

**CJM 4100 Ethics and Conflict Management in Criminal Justice**  
**3 cr.**

This course examines ethical issues encountered in the criminal justice system with a focus on comparing and contrasting the principles of moral philosophy and ethical theory to the practices within criminal justice agencies. The course also examines challenges and conflicts between professional standards and individual and group behavior and strategies to address these conflicts.

**COM 1400 Speak Up!**  
**3 cr.**

Understand how it is increasingly important to foster productive dialog across disparate lines of business, education, religion, politics, and cultural diversity. Get comfortable and fluent in the art of speaking publicly, conversing, and listening as it relates to critical conversations held in business, government, social networks, and other social establishments. You will be challenged to identify flaws in assertions and unproductive approaches to communication. You will develop techniques to utilize communication styles that elicit

meaning, abstract thinking, citizenship, clarity, organization, persuasion, research, teamwork, and cooperation.

**COM 2200 Public Relations**

**3 cr.**

A theoretical approach to the principles of the field of public relations in corporate, nonprofit, and agency applications. The role of public relations in the overall organizational communication structure is considered.

**COM 2800 Organizational and Interpersonal Communication**

**3 cr.**

This course is an overview of speech communication and interaction in a person-to-person and an organizational context. Interpersonal communication topics include: concepts of perception, attraction, self-disclosure, listening, and conflict management through communication. Organizational communication topics include communication systems, networks, and barriers within organizational settings and cultures.

**COM 3100 Communicating to a Shrinking World**  
**3 cr.**

Discover the way in which technology continues to change perceptions of distance as multimodes of media and communication emerge in everyday business practices. You will be challenged to dive into topics of business, communications, society, and cultures as they appear to merge into a single global, Internet-accessible marketplace. But is that what's really happening? Explore and examine how media and communication technology continue to impact these areas and shape how we perceive, consume, and participate in national and global business.

## **COM 3500 Advanced Media Writing**

**3 cr.**

This is an intensive writing course that exposes you to all types of media writing including news releases, brochures, speeches, newsletters, annual reports, case studies, advertising copy, memos, and crisis communication. You will hone your skills while producing writing samples for your professional portfolio.

## **COM 4200 Advanced Advertising Strategy**

**3 cr.**

Building on the ideas of the core COM courses, you will take on a brand and manage the advertisement of that brand in the design of messaging highlighting the importance of visual elements in communication and how to effectively incorporate visual elements into messages for various media platforms in a coherent, unified campaign.

## **COM 4300 Design and Production**

**3 cr.**

This project-based course builds a foundation for meaningful and effective visual communication. Areas of focus include: the formal elements and principles of design, visual problem solving, the creative process, and knowledge and skills for the production of visual works. You will utilize a variety of media, tools, and processes to convey effectively the appropriate message to the appropriate audience.

## **COM 4900 Business Communication Contexts**

**3 cr.**

You and your instructor focus on current topics of concern to modern business in a course designed to activate prior major and core business course knowledge in scenarios where the "outcome" is dependent on your performance.

## **ECO 1000 Economies and Economics I (Macroeconomics)**

**3 cr.**

Explore the key ways the world has made and continues to make money through the flow of goods and services. Discover the history of purging, pursuing, and partitioning the non-existent free-market economy. From bartering and bondage to traditional, command, market, and mixed economic systems, you will assess the different ways business activities have been—and could be—organized and managed. You will address questions of how resources in the world are accessed, transformed, distributed, and used—and an ethical response to who benefits and who should benefit.

## **ECO 2000 Economies and Economics II (Microeconomics)**

**3 cr.**

Microeconomics is the study of individual decision-making units, such as households, businesses, and markets within the economy. The emphasis will focus on how these groups make decisions regarding the allocation of their scarce resources and the interactions among these individuals and firms. Topics covered will include production costs, market structure, price maximization, labor markets, government regulation, and distribution of income.

## **ECO 2800 Economics (Macro and Micro)**

**4 cr.**

This course provides a managerial viewpoint of macro- and microeconomic concepts that shape business environments. Macroeconomic topics include national accounts and income determination; monetary and fiscal policy; Federal Reserve System; and employment, inflation, and growth. Microeconomic topics include market structure, price theory, and supply and demand. The emphasis in this course is the business manager's viewpoint, building an understanding of the relationship of economic theory to management practice and decision making.

## **ENG 1000 English Composition**

**3 cr.**

English composition is the foundational course that will prepare entering students for college-level skills in writing, reading comprehension, and critical thinking through the application of grammar, tone, and audience. This application will stretch from academic research and writing through basic business communications and personal writing.

## **ENG 1100 Discourse and Delivery**

**3 cr.**

Explore the digital divide and discover how it is no longer defined only in terms of one's access to hardware and software. Assess a digital divide created by limited literacy skills (reading and writing) and a lack of cognitive skills needed to make effective use of communications-based technologies. Immerse yourself in the reading, writing, and critical-thinking practices necessary to communicate effectively through digital technologies. Embark on a comprehensive study of two key applications of knowledge: 1) cognitive proficiency—you'll refine foundational communication skills of everyday life at school, at home, and at work, and 2) technical proficiency—you'll explore and apply components of digital literacy, including a foundational knowledge of digital technology.

## **ENG 1200 Creative Writing**

**3 cr.**

In this course, you will develop ideas and work habits as creative writers and storytellers. Knowing how to tell a successful story is both personally and professionally rewarding: fiction, life writing, journalism, film, television, games, multimedia projects, blogs, and even business proposals rely on narrative content. You will learn to identify the building blocks of good narrative and create their own dynamic fiction or nonfiction narratives.

## **ENT 4050 Creativity and Innovation**

**3 cr.**

Creativity, innovation, and risk-taking are essential to the success of the entrepreneur. This class will aid students in unlocking their inner potential and focus on "thinking outside the box". Students will also learn strategies for dealing with rejection and negativity.

## **FIN 1750 Personal Finance**

**3 cr.**

This course is an introduction to personal financial planning. Basics of stocks, bonds, annuities, 401(k) plans, mutual funds, and estate planning will be discussed.

## **FIN 4000 Financial Management (ACC 1000, ACC 3200)**

**3 cr.**

Selected topics in both the financial and managerial aspects of financial management for business organizations are studied with the intention of providing a survey of important concepts, issues, tools, and vocabulary that administrators need to effectively manage a business organization. You will learn how managers and investors use financial statements to meet their financial objectives. The goals of the financial manager, the trade-off between risk and return, and the time value of money will be explained. The application of these basic concepts to the valuation of bonds and stocks, capital budgeting problems, and the process for determining capital structure will also be emphasized.

## **FIN 4125 Investment and Portfolio Management**

**3 cr.**

Emphasis in this course is on understanding the financial markets, how securities are traded, the efficient market theory, and the valuation of stocks and bonds. Modern portfolio theories, investment performance under different risk scenarios, and derivative securities

such as options and futures will also be discussed.

### **FIN 4351 Financial Markets and Institutions**

**3 cr.**

This course explores the role of financial institutions and markets in the business environment. Topics covered include: term structure of interest rates, interest rate theories, the role of the Federal Reserve systems in the economy, commercial banks, investment banks, insurance companies, and government regulations of banking and non-banking industry.

### **FIN 4750 Advanced Corporate Finance (FIN 4000)**

**3 cr.**

This course studies the major decision-making areas of managerial finance and selected topics in financial theory. Topics introduced in Financial Management (FIN 4000), such as the cost of capital, capital structure, and dividend policy, will be covered in more detail. Additional topics addressed in the course include lease financing, mergers and acquisitions, corporate reorganization, financial planning, and working capital management.

### **FIN 4800 International Finance (FIN 4000)**

**3 cr.**

Financial management of any firm involves acquisition of funds, investing of these funds in economically productive assets either domestic or foreign, currency risk management, and eventual reconversion of some of the productive assets into funds. This course concentrates on how decisions are made about international financial management in modern multinational enterprises. Students will discover and outline the management of these functions for firms operating in several countries.

### **HCM 1100 Introduction to Health Care Management**

**3 cr.**

This course examines a wide variety of health care settings, from hospitals to nursing homes and clinics, and will provide an introduction to medical terminology and the important issues in health care management, including human resource practice and health policy. This course is designed for the student who has no relevant health care industry work experience and intends to earn a BBA in Health Care Management or MBA in Health Care Leadership. It also serves as an introduction to this field for students who may have an interest in health care management.

### **HCM 4000 Quality Management in Heath Care (HCM 1100 or equivalent)**

**3 cr.**

This course surveys institutions, attitudes, and behaviors related to the quality of health care in the United States. Topics include quality planning, safety, benchmarking, clinical research, and data collection methodologies, with emphasis on Lean Six Sigma and Malcolm Baldrige quality initiatives.

### **HCM 4100 Legal Issues in Health Care (HCM 1100)**

**3 cr.**

The focus of this course is on the regulatory environment of health care, including HIPAA, COBRA, Medicaid, Medicare, medical malpractice, and health care reform measures as well as ethical theory and practice applications for the health care profession. You will analyze trends in public policy and politics and use case studies that focus on regulatory and ethical issues that a health care professional will confront.

## **HCM 4200 Health Care Business and Policy (HCM 1100 or equivalent)**

**3 cr.**

Strongly current events driven, this class focuses on such topics as access to care, cost containment, health benefit plans, health economics, utilization review, disease management, information technology, medical technology, fraud and abuse, transparency of performance, pharmacology, and health care reform. The impact of these topics on the business of health care will be studied.

## **HCM 4300 Marketing Health Care Services (HCM 1100 or equivalent)**

**3 cr.**

This course studies the issues facing health care marketers including e-health, direct-to-consumer marketing, legislative developments, health care ROI, customer-driven health care, competition, and database marketing. You will learn about various aspects of marketing through case analyses, development of a health care business marketing plan, and active classroom discussions.

## **HCM 4400 Health Care Informatics (HCM 1100 or equivalent)**

**3 cr.**

This course provides you with an understanding of health information technology and how it is designed to support clinical and managerial decision making in health care. Emphasis will be placed on the collection, storage, retrieval, and communication of data as well as information safeguards, ethical and legal issues, and patient safety and quality of care issues that relate to data storage and transmission. Electronic medical records and basic hardware and software concepts are addressed, including the impact this technology will have on patient care.

## **HOS 1200 Recipes and Menu Planning**

**3 cr.**

This course develops skills frequently used in the food service

industry. Areas of emphasis include recipe conversions, percentages and the concepts in developing a restaurant, and creating a menu. Building on this foundation, the menu layout and design are developed, including menu pricing.

## **HOS 1300 Food and Beverage Controls**

**3 cr.**

This course provides an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. You learn to control food, beverage, labor, and fixed costs. You will learn to create and interpret accurate records. Common percentages and formulas in food and beverage accounting are introduced.

## **HOS 1400 Nutrition for Food Service**

**3 cr.**

Basic food service nutritional concepts for healthy living and the eating trends of hospitality customers and clients are discussed and studied. Other nutritional requirements for demographics and various age, social groups, and at-risk health groups are evaluated, and those needs are related to recipe and menu development. Discussion of current topics in the food service industry related to allergens, gluten, and special diets are covered.

## **HOS 3000 Restaurant Operations**

**3 cr.**

The course encompasses the operations of all departments within a full-service restaurant. Major topics include organizational structure, methods of operations, guest service philosophy, and evaluation of human resources within the hospitality industry. Menu, kitchen, and design for different restaurant concepts are discussed.

## **HOS 3100 Private Events and Catering Management**

**3 cr.**

This course presents a broad overview of the meeting, conference, convention, and exposition industry. Using case studies, the planning process for each type of event is analyzed and discussed in depth covering topics such as sponsorship, venues, staffing, outside contractors, and legal issues.

## **HOS 3200 Wine and Beverage Management**

**3 cr.**

You will receive an overview of the sale and service of alcoholic beverages. Major wine regions of the world are discussed in detail. The basics of beer, spirits, and wine making, fermentation, and wine label reading are focus areas for the course. Time is also spent on purchasing, health concerns, and the laws pertaining to alcoholic beverages.

## **HOS 3300 Meeting Customer Expectations for Hospitality**

**3 cr.**

You will study the concept of treating customers as guests. Guest services concepts with internal and external customers in the hospitality industry are covered. Develop problem-solving skills by addressing hypothetical situations and learn the differences in proven hospitality principles and business ethics.

## **HOS 4100 Human Resources for the Hospitality Industry**

**3 cr.**

This course provides an overview of the field of human resources as applied to the hospitality and food service industry. Recruiting, selecting, orienting, training, and retaining outstanding staff members as hospitality managers is covered. Increased competition, legal issues, rising labor costs, and customer expectations are discussed.

## **HOS 4200 Resorts and Tourism**

**3 cr.**

An expanded view of the major types of hospitality resorts is highlighted and discussed. Mountain-based, beaches, sports, and spas as well as the specialty operations of cruise ships and casinos are covered. This course introduces ecotourism and sustainable development concepts in the resort industry.

## **HRM 2800 How We Work Together**

**3 cr.**

Understand how the success of an organization is heavily dependent on the performance of its people and how we work together in business. You will explore the role of human resource management in an organization. Argue and discover how ethics and social responsibility impact businesses and social environments in which people work toward both common and disparate goals.

## **HRM 4210 Human Resource Management**

**3 cr.**

This course analyzes the systems and processes for providing and maintaining productive human resources in an organization. The strategic role of human resource management in enhancing organizational capabilities will be examined along with other human resource management functions, including recruiting, selecting, and training employees. Additional topics include performance management, compensation, labor relations, and health and safety issues.

## **HRM 4500 Training and Development for Human Resource Professionals**

**3 cr.**

This course examines the role of training and development in enhancing the competencies and organizational value of employees and management staff. You will design training programs using needs assessment, writing training objectives, designing training delivery, and evaluating the results of training against best practices.

E-learning and other technology enhancements in training methods for employees and managers are evaluated. Explore career development systems and organizational succession planning aimed at increasing employee retention and satisfaction. Students work individually and in teams to complete projects that apply theories learned in the course.

#### **HRM 4600 Compensation and Performance Management Systems**

**3 cr.**

This course analyzes the strategic components of pay structures and reward systems and their impact on a variety of organizational outcomes such as employee motivation and satisfaction, employee recruitment and retention, individual productivity, and organizational performance. Performance management systems are evaluated, including consideration of methods of appraisal, comparison of performance, evaluation systems, and the use of technology in performance rating. Performance feedback methods are examined, including the use of multi-raters and performance review systems.

#### **HRM 4700 Organizational Staffing Principles and Practices**

**3 cr.**

This course analyzes the strategic functions of organizational staffing as they relate to organizational planning, internal and external recruitment, technology-based recruitment, and retaining employees. Best practices in recruitment making use of technology are evaluated for securing qualified applicants. Explore current techniques in employee selection, including development of selection criteria, attracting successful applicants, and applying an effective selection and hiring process. Theories learned in this course are applied through team project assignments.

#### **HUM 2100 The Business of Art**

**3 cr.**

Business relies on art in various capacities: as a reflection of human

experience, observation, introspection, and achievement; and to establish an identity and display value to the public. Explore the appreciation of art, the artful mind, and its application to business. You will explore the concepts of creativity, the importance of expression, visual communication, and how aesthetics, film, art, and design create value and an identity for the individual and for the corporation. You will explore the pursuit of intrinsic beauty and its relationship to automobiles, the biomedical industry, personal health, sales, and marketing.

#### **HUM 2450 History of Enterprise and Civilization**

**3 cr.**

History is where ideas unfold. In this course, you will learn about the ideas that shaped civilizations from a unique business perspective. Studying business practices from ancient cuneiform tablets to the business practices of Greeks, Romans, Chinese, and African civilizations up through the explosion of capitalism in renaissance Europe and modern times, you will understand the underpinnings of our post-industrial age and will be able to learn what has stood the test of time.

#### **IDL 2000 Introduction to Industrial Leadership**

**3 cr.**

This course explores the nature of leadership from a manufacturing and industrial industry perspective. You will gain a better understanding of industrial leadership theories and how to select and apply the right leadership theory within a manufacturing environment. You will assess your own industrial leadership potential by engaging in a leadership self-assessment.

#### **IDL 2100 Introduction to Lean Six Sigma**

**3 cr.**

The course introduces you to Lean Six Sigma by examining the philosophies and methods for developing quality strategies that

allow organizations to implement process improvement throughout the organization. The essential elements, tools, and techniques of Lean Six Sigma are reviewed along with many problem-solving methods that are used to drive process improvement within organizational and industrial environments.

### **IDL 2200 Lean Six Sigma Tools and Techniques**

**3 cr.**

This course covers the use of Lean Six Sigma manufacturing tools and techniques. Through the use of case studies, the course introduces you to quality and quality philosophy, statistical methods of quality improvement, the concept of variation and its reduction, statistical process control, and acceptance sampling through the use of Lean Six Sigma tools and techniques.

### **IDL 2300 Quality Assurance and Control**

**3 cr.**

This course covers the fundamentals of quality assurance and the implementation of Lean Six Sigma manufacturing quality controls. You will learn about the values of quality systems thinking and the implementation of process improvement techniques. Lean Six Sigma thinking principles, Lean enterprise development, and value stream mapping are studied and used in real world situations.

### **IDL 3400 Manufacturing Cost Accounting**

**3 cr.**

This course covers accounting principles used in manufacturing industries. You will learn about internal accounting techniques, labor and materials cost behavior, product costing, profitability analysis, capital budgeting, and transfer pricing. Case studies will allow the student to problem solve real world issues within manufacturing organizations.

### **IDL 4000 Organizational Behavior and Management**

**3 cr.**

This course examines how and why people act the way they do within organizations. You will learn how to apply Lean Six Sigma techniques that lead to improved organizational performance by influencing people's behavior and finding ways to streamline their work. You will also learn a number of frameworks for diagnosing and dealing with managerial challenges at the individual, group, and organizational levels. The course will cover staff motivation, team building, conflict management, improving culture and climate, rational decision making, and ethical leadership.

### **IDL 4100 Organizational Change Management**

**3 cr.**

You will develop an understanding of change management techniques used in manufacturing organizations and will gain an understanding of how and when to apply change management techniques. You will learn about formal change control processes and develop an understanding on how to apply Lean Six Sigma process improvement to integrate change within an organization.

### **IDL 4200 Conflict and Negotiation**

**3 cr.**

This course examines the theories and practice of conflict resolution and negotiation skills as experienced in a variety of situations. Based on real-world case studies, you will be taught the theoretical frameworks around conflict and negotiation and learn to apply these theories to minimize the impacts of conflict but facilitate the conflicts within an organization and in your everyday life.

### **IDL 4300 Supply Chain Management**

**3 cr.**

The principles around supply chain management and how they can

be leveraged as a powerful source of competitive advantage are examined in this course. You will learn about supply chain system activities, including planning production levels, forecasting demand, managing inventory, warehousing, transportation, and locating facilities.

### **IDL 4400 Industrial Organizational Leadership**

**3 cr.**

This course allows you to demonstrate your industrial leadership skills and Lean Six Sigma knowledge that you have acquired during the program in a capstone project related to a manufacturing management problem. Each capstone project team will define and document a real-world problem and, by utilizing industrial organizational leadership and Lean Six Sigma skills and techniques, the team will either find ways to implement process improvements to solve the problem or identify, select, and develop a needed process to resolve the problem.

### **INT 0003 Internship**

**3 cr.**

This internship allows you to learn directly from the work environment through a work placement on the University campus or off-campus with a nonprofit, governmental, or business organization. Learning outcomes are based on a combination of your degree program and professional goals and are individualized cooperatively through the Career Development Office, the host organization's supervisor, and you.

### **LAN 1000 Summer Language and Cultural Immersion Abroad**

**4 cr.**

Spend an intrepid summer abroad immersed in the language and culture of another country. No prior second language experience is required to come back home conversant in a foreign language—and changed in ways you can't imagine. Learning another language is a

key component of expanding your thinking and your worldview; it is also essential to securing greater career and employment options in the global economy.

### **LAW 2900 Business Law**

**3 cr.**

This course provides an understanding of the body of legal principles that governs the structure and conduct of business organizations. This survey course covers such topics as the legal environment of business, regulatory environments affecting business, business-to-business relationships, and business ethics and social responsibility.

### **LED 4000 Leadership and Skill Development**

**3 cr.**

Extraordinary business results are produced in organizations that have extraordinary leaders. This course guides you in building your own foundation of leadership through the exploration of personal vision, values, and style. With this personal foundation, you will learn skills and behaviors that will enhance your ability to lead others effectively.

### **LED 4010 Leadership Theories and Applications**

**3 cr.**

The objective of this course is to focus on the basic principles of personal and interpersonal leadership that can be used in any life arena. You will explore variables that affect productivity, effectiveness, and efficiency and a variety of interpersonal skill sets. Emphasis will be placed on vision, goals and objectives, motivation, decision making, time management, power, team building, and conflict resolution. You will explore a variety of other topics, including developing your personal leadership style and organizational politics.

## **MGT 3400 Managing Projects and Processes in Organizations**

**3 cr.**

This course is designed to provide basic project management skills with a strong emphasis on issues and problems associated with delivering successful application projects. The course will address the particular issues encountered in handling projects and will offer you methods, techniques, and hands-on experience in dealing with successful project completion.

## **MGT 4071 Organizational Behavior**

**3 cr.**

This course provides an overview of organizational theory and behavior by studying individual and group behaviors and how these behaviors interrelate with the organization's culture, structure, systems, and goals. Course topics include motivation and reward, conflict, power, leadership, decision making, organizational structure and culture, and organizational change and development.

## **MGT 4200 International Business**

**3 cr.**

This course stresses the synergy/connection between environment and culture and the strategy and functions of business management. It further provides an overview of the functions of business in an international context. Basic economic principles are studied in international markets, including micro- and macroeconomics, fiscal and monetary policies, and banking. Factors affecting foreign trade and multinational business, especially the various social, political, technical, and economic complexities of doing business in foreign countries, are explored.

## **MGT 4610 International Law and Risk Management**

**3 cr.**

This course will provide you with the necessary skills to formulate

and execute the best possible response to a wide range of emergencies and disasters. You will apply proactive planning and strategy as well as the reactive steps for crisis management to secure the enterprise and maintain organizational continuity. All elements of country risk will be presented. Application of strategies will include development of a preparedness plan, assessment and mitigation, identification of factors that will ensure an organized crisis recovery, and development of an international continuity plan.

## **MGT 4790 Management Policy**

**3 cr.**

This course provides you with a comprehensive opportunity to exercise senior management business judgment in a complex case study environment, both individually and as a member of a senior management team. This course will integrate technical skills and management theories learned previously in the program. Written case studies will be used to focus on management policy and decision making.

## **MGT 4950 Discovering Leadership**

**3 cr.**

A leader is far more than a title or big salary. Leadership is the act of cultivating and activating lasting transformation within an organization. The first step for any emerging leader is to examine the characteristics of great and effective leaders who came before you and their approach to nurturing an environment of curiosity and creation. Follow up by exploring your own critical values; discover what drives your visions of sustainable transformation of self; then apply your realization to a senior project involving the organization and leadership of multicultural and cross-disciplinary teams scalable to global proportions.

## **MKT 2100 Transformational Marketing**

**3 cr.**

Nothing happens in business until something gets sold. And transforming someone into a customer starts long before the ultimate exchange of money for goods or services. Start your marketing adventure by learning the ins and outs of creating and managing customer intimacy. Explore the multi-dimensional world of creating and managing external perception while gaining an understanding of the influence external perception has on your internal business morale and self-identity. Finally, immerse yourself in creating the opportunity for the sale: the endless cycle of customer mindshare, loyalty, and brand preference.

## **MKT 2150 Marketing in a Digital World**

**3 cr.**

As technology has shifted, so has the customer decision buying process to a more customer-centered model. You'll examine a broad array of digital marketing strategies, such as search engine marketing, email marketing, social media, etc., while exploring the modern customer journey buying process. Learn how inbound and outbound marketing attracts, engages, and delights people while building customer value and initiating engagement. Practice connecting digital methodologies and frameworks with planning and implementation.

## **MKT 2300 Engaging Customers with Social Media and Video**

**3 cr.**

Any organization knows that effectively engaging with customers is a vital factor when it comes to overall business success. Discover how marketers engage and build communities using social media and video. You'll develop cohesive strategies that integrate social media and video into business practices and methodologies, implement strategies using best practices and techniques on relevant platforms and channels, and explore key analytics and measurements to understand performance.

## **MKT 3000 Transactional Marketing**

**3 cr.**

Out of sight, out of mind; out of mind, out of business. Today's successful marketer understands the critical mission of getting the product to customers and getting customers to the product. Explore and discover all the ways in which marketing is a continuous cycle of personal selling: of closing the sale, sealing the deal, of making something happen. Because at today's speed of wants and needs, if it's not happening, it's dead ... and that includes after the sale. You'll learn techniques to build the value of existing customers every bit as much as you'll learn ways to build customer value.

## **MKT 3360 Storytelling with Content Marketing and SEO (MKT 2150)**

**3 cr.**

In the world of digital marketing, storytelling is used to build strong relationships with customers and develop a thriving loyalist community over time. Search engine optimization (SEO) is the process of getting your company and content found and shared online. Learn how to develop content creation and storytelling strategies as well as search engine optimization strategies to rank your content. Gain hands-on experience through creating a blog using content marketing and SEO best practices.

## **MKT 4300 Driving Traffic with Online Advertising (MKT 2150)**

**3 cr.**

Online advertising can help organizations reach new customers and increase brand awareness. Learn how to guide the strategic direction of the creation, planning, and buying of effective online advertising formats: display, social media, and mobile. You'll examine the different channels and formats and be exposed to industry leading tools.

## **MKT 4360 Managing the Customer Relationship (MKT 2150)**

**3 cr.**

Sustaining a customer relationship will lead to customer satisfaction and loyalty resulting in increased profitability and a competitive advantage. Customer relationship management is the strategic practice of shifting from short-term customer transactions to a long-term relationship and satisfactory customer experience. Learn how to make strategic decisions and establish best practices that drive revenue and return on investment through user experiences. You'll explore how companies use email marketing, live chats, industry leading tools, and software to create and satisfy loyal customers.

## **MKT 4450 Marketing Metrics and Analytics for Decision Making (MKT 2150)**

**3 cr.**

Data is increasingly becoming critical to how companies compete in the marketplace. Therefore, there is a growing demand for marketers to collect, analyze, and report on digital data. You'll employ the skills to successfully measure marketing performances, customer engagement and user experiences, and campaign profitability. Explore key performance indicators and online metric principles to evaluate the performance of websites, social media campaigns, email marketing, and online advertising.

## **MTH 1750 Math for Business**

**3 cr.**

The business world, comprised of employees, managers, and owners alike, needs knowledge of and skill in business mathematics. While technology is used for many calculations, it is important to understand the concepts behind mechanical computation. The purpose of this business mathematics course is to increase your knowledge of math and skill in performing computations as it applies to many aspects of the wider business world and to increase your viability and marketability as a well-rounded business professional.

## **MTH 2800 Applied Business Statistics (CAS 1500)**

**4 cr.**

This course focuses on an overview of statistical skills and applications necessary for business and management success. Problem-solving and critical thinking skills are emphasized. Topics include data collection methods, organizing and displaying data, descriptive statistics, probability, and decision-making techniques. Microsoft Excel is required, including Excel Add-Ins.

## **NPA 2000 Nonprofit Management**

**3 cr.**

This course will examine the theory and practice of leadership and decision-making in the nonprofit sector. You will be exposed to core classic and contemporary theories on leadership, management, governance, and organizational effectiveness of nonprofit organizations.

## **NPA 3200 Nonprofit Strategy and Planning**

**3 cr.**

Nonprofit organizations are inherently collaborative. Arts administration students need to understand the concepts and theories of leadership, management, and followership in order to contribute effectively in the ever-changing and adaptive environment of these organizations. This course will explore the principles of nonprofit management theory and practice, organizational structure, organizational culture and communication, decision making and accountability, human resource management and volunteer administration, and ethics and social responsibility. Additionally, you will study the various approaches to conducting strategic planning using SWOT analysis as well as identification of strategic issues and the formulation of strategic plans.

## **NPA 4000 Grant Writing and Management**

**3 cr.**

The ability to secure funding through grant writing is essential for nonprofit organizations. This course covers strategy for aligning the needs of the nonprofit organization to available funding sources. Additionally, the course reviews how to identify a need for funding, source grant opportunities, mutual benefits between a nonprofit and a funder's mission, and the grant writing process.

## **NPA 4100 Policies, Practices, and Law**

**3 cr.**

Nonprofit administrators are required to work within current cultural, business, and legal environments. This course will discuss cultural policy, management, and legal issues that affect the arts, arts organizations, and artists. Topics include cultural policy, funding, advocacy, community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions, and employee relations. You will analyze contemporary and historical case studies to expose the cultural, legal, and business issues that frame nonprofit success in today's society.

## **OPM 2000 How the Operation Works**

**3 cr.**

Explore the variety of ways businesses and other organizations are set up to transform physical and human resources into products and services. Assess and prioritize operational challenges and best practices for moving from A to B and beyond. You will learn about the very creative and profitable ways companies have managed product and service production in the past and how they are doing it today. You will use game simulations to acquire operations experience setting up and running companies to manufacture computers, electric cars, bicycles, and films.

## **OPM 3000 Supply Chain: Driving the Silk Road into Today**

**3 cr.**

Building on OPM 2000, you will delve into supply chain problem and analysis related to the design, planning, control, and improvement of scalable manufacturing and service operations. Through case studies and argumentation—especially of the current China-led Silk Road (an international supply chain arena for several thousand years, already) - you will examine the essential cooperative and risk/reward sharing activities orchestrated by effective supply chain management. Explore and understand the strategic management of traditional business functions across the inbound and outbound system flows of companies around the world. A key focus will be the power and competitive value of logistics for such companies as Apple, Amazon, GE, and Boeing.

## **PHL 1200 Critical Thinking in an Illogical World**

**3 cr.**

This course will focus on the business world and society as a whole through the lens of logic and critical thinking. You will explore methods of logical, analytical, and critical thinking as they apply to day-to-day life. The course will also teach how to symbolize arguments into a formal language to analyze their validity. You will learn the skills necessary to identify and evaluate different kinds of arguments, distinguish good arguments from bad ones, and understand exactly what makes those arguments either good or bad.

## **PHL 1300 Know Thyself, Know Thy World**

**3 cr.**

Cognitive science argues that your sense of personal self develops through continuous encounter and mirroring with the cultural world you live in. You'll come to better understand how knowledge of self and others influences your experience in relation to people, business, and in and the world around us. In this launch course, discover various cultural perspectives, traditions, and understanding of being human within both the larger world and our own personal

culture(s). You will continue to develop an understanding how you were formed, what you can become, and what constitutes a healthy, well-lived life. You will build upon previous critical exploration (in Business Arts Immersion) of how the world is arranged, and what has influenced you, business, and people as resources of productivity in the modern world.

### **PHL 1500 The Right Decision**

**3 cr.**

Explore the concept of ethics by exploring your own personal values, choices, and behaviors—as well as those of different individuals and cultures—to understand the importance these ethical perspectives and actions are to the self and to business sustainability. Journey through a variety of ethical theories and their development, relative and situational ethics, value systems, and what is involved in securing a happy, good, and meaningful life and career.

### **PHL 2100 Culture of Ethics**

**3 cr**

This course will build on the your understanding of ethical theory and ethical decision making in complex business environments. You will apply ethical theory, social dilemmas, and management values to modern business problems throughout a broad range of industries.

### **PHL 2600 Regulations and Regulatory Agencies**

**3 cr.**

This course explores the philosophy, history, and context of regulations and regulatory agencies. You will study the complex regulatory environment surrounding how the regulatory environment continually adapts in an effort to safeguard against abuse and the protection of personal information. You will evaluate the role these regulatory agencies have on compliance within various industries, including health care, financial services, and human resources.

### **PHL 2900 The Philosophy of Technology**

**3 cr.**

Explore the use and development of technology from a developmental, practical, and ethical perspective. You will consider technological preoccupation and how technology has become increasingly vital to our daily and business lives as it's become ever present. Debate whether technology is inherently good or exists for its own sake. You will delve into the development and use of technology within the business world, from the assembly line and electronic communication to machines and automated systems to robots and AI. You will also explore the ethical impacts of technology, including privacy, security, and intellectual property rights.

### **PHL 4000 Rhetoric: The Hyde Park Soapbox**

**3 cr.**

You will learn about the art of persuasive speaking and writing and the use of compositional techniques. Explore common fallacies found in arguments and other communications. Experience one-on-one interactions to simulate personal communication in various business settings. You'll participate as both giver and receiver of these interactions and will spend time analyzing each to ensure you communicate logically, non-fallaciously, and ethically in all situations. Your final project will be multiple, public soapbox orations (just like in London's Hyde Park) on both assigned topics and topics of your own choosing.

### **PHL 4100 Measuring and Monitoring ESG Performance**

**3 cr.**

In this course, you are asked to examine emerging approaches for measuring and monitoring a firm's performance in realms such as environmental, social, and governance. You will apply this knowledge to current business situations where non-financial reporting is necessary and advantageous.

## **PHL 4200 Conducting Internal Investigations**

**3 cr.**

This course is a guide to conducting thorough and lawful internal investigations. You will examine legal ramifications, principles, and investigatory techniques involved in conducting these investigations. A broad range of investigations will be explored, such as theft, discrimination, threats, and sexual harassment.

## **PHL 4300 Enterprise Risk Management**

**3 cr.**

The purpose of this course is to understand the diverse collections of obstacles and potential dangers that businesses face and how risk management plans can be used to defy these hazards. You will employ both theoretical and practical risk management concepts to formulate ERM strategies in the areas of corporate compliance, policies, and procedures.

## **PHL 4600: NGOs, Consumer Advocates**

**3 cr.**

This course allows students to learn how to manage partnerships with communities, charity organizations, and special interest groups. Students learn ways to work with nonprofit groups to improve relations and develop community-targeted projects.

## **PHL 4900 The Social Contract**

**3 cr.**

Through the philosophical minds of Hobbes, Marx, Rousseau, Plato, and Locke, understand how laws and policies that govern a business make for more effective business leaders. Examine the formation of societies, relationships between societies and its members, the creation of social contracts, political theories, and questions about rights, justice, property, and liberty. You will conduct in-depth analysis of the laws and policies and argue their relationship to

businesses, employees, consumers, advertisements, production, and distribution. You'll reverse-engineer the laws themselves, their creation, legitimacy and validity, and the relationship between laws and ethics. Evaluate laws, both domestic and international, to assess global regulations and the differences among nations and cultures.

## **PJT 4910 Professional Project I**

**3 cr.**

This course allows you to complete an individualized project on a topic selected and planned with an instructor. PJT 4910 is designed to complete five important goals: 1) Identify the problem statement or topic; 2) Write the problem (topic) description; 3) Write the project plan; 4) Begin the literature review; and 5) Plan and begin gathering information or data needed to support project development. You must earn a final grade of C or better to move to PJT 4920.

## **PJT 4920 Professional Project II (PJT 4910 with a grade of C or higher)**

**3 cr.**

PJT 4920 builds upon the work completed in PJT 4910 and involves data analysis, evaluation of alternatives, development of recommendations, and writing the project report. PJT 4920 will address two important goals: 1) Interpret and discuss the findings of the research; and 2) Understand and apply recommendations and conclusions to the quantitative research. Successful completion of PJT 4920 requires a C grade or higher.

## **PLA 4910 Portfolio Assessment I**

**3 cr.**

This course is for students who wish to attempt to earn credits through professional portfolios. You will earn credit while building up to eight portfolios for review. In order to receive credit for this class, you will have to have a minimum of one successful portfolio submission of the up to eight submitted. This is a largely self-driven

class. You may only enroll in this class with approval from their advisor.

### **PLA 4950 Portfolio Assessment II (PLA 4910)**

**3 cr.**

If you have successfully completed the PLA 4910 course and have successfully filed eight portfolios and have further classes you wish to submit portfolios for, then you can attempt another eight portfolios through this course. If you wish to attempt this course, you may only do so with approval from your advisor. This is a largely self-driven class. In order to receive credit in this class, you must have a minimum of one successful portfolio submission of the up to eight submitted.

### **PLS 2100 Fallacies in Free Will, Nature, and Nurture in Politics and Society**

**3 cr.**

Politics and sociology are intrinsically linked as politics and policies often seek to address social issues and humankind's placement in the world. In this course, you will explore these links and be challenged to look at the world through new political and sociological perspectives. You will also gain an understanding of the key aspects of political systems, both here in the United States and farther afield.

### **PMG 2100 Introduction to Project Management**

**3 cr.**

This course provides an introduction to the practices of project management. You will learn about the life-cycle of a project from project initiation, planning, execution, and monitoring and controlling, to project closeout. Project management methods, skills, and techniques, including development of the project charter, scope definition, schedule buildout, budget establishment and tracking, risk and issue management, and project closeout will be covered.

### **PMG 2200 Project Management Tools and Techniques**

**3 cr.**

This case study-driven course focuses on applying key project management tools and techniques in real-world situations. You will select from various case studies and plan, report, and then present on your selected project's scope, schedule, cost, risk, quality, and communications elements using various project management tools taught in this class.

### **PMG 2300 Project Risk and Issue Management**

**3 cr.**

You will learn about the principles of risk and issue management for projects. Through the use of case studies, you will focus on developing risk management plans that include risk identification, impact and severity analysis, assigning a risk rating, risk mitigation techniques, and project management risk monitoring.

### **PMG 2400 Quality Control in Project Management**

**3 cr.**

This course introduces the concepts of project quality management that involve all project team members in continuous improvement for the purpose of improving quality and reducing waste. You will examine Lean Six Sigma, business process reengineering, and effective communication techniques used to integrate the quality principles into the culture and activities of the organization.

### **PMG 3400 Project Leadership**

**3 cr.**

This course helps you develop the skills necessary to be a strong project leader. You will gain insights on understanding interpersonal behavior, managing conflicts, applying communication skills in various settings, relationship building, and problem solving and decision making in group settings. You will also understand the

importance of diversity and cultural awareness within your project teams and throughout the organization.

### **PMG 4000 Principles of Project Management**

**3 cr.**

You will learn about the project management skills and techniques that are used during the project lifecycle. This course will allow you to plan a project, monitor and control the tasks and activities to complete a project, and manage diverse locally-based and long-distance based resources using real-world case studies.

### **PMG 4100 Project Cost Control and Management**

**3 cr.**

This course focuses on project cost estimating, controlling, and reporting. Case studies of both pre-project and in-process estimating examine challenges experienced by project managers when estimating human and financial resources. You will learn to apply project management skills and techniques that help establish accurate cost estimates and how to control costs on projects. You will also learn about project procurement, contract management, and adhering to ethics and professional conduct when managing projects.

### **PMG 4200 Project Portfolio Management**

**3 cr.**

The principles around management of an organization's project portfolio (a collection of multiple projects running at once) are examined in this course. You will learn about the management of human and financial resources across a multitude of projects within an organization. Project prioritization and decision making to align projects and resources to the goals of an organization are explored. You will learn about the project management skills and techniques needed to balance the requirements of multiple projects so that success of all projects can be achieved.

### **PMG 4300 Rescuing Troubled Projects**

**3 cr.**

This course examines how to recognize a troubled project and the steps involved in rescuing it. You will learn how to perform a project assessment, how to develop a project rescue plan, and, if the project is doomed for failure, how to develop a shutdown plan. Using real-world case studies, you will gain experience in managing troubled projects in a safe environment.

### **PMG 4400 Project Management Capstone Project**

**3 cr.**

As the capstone to this program, you will demonstrate what you learned throughout your project management courses by choosing a real-world project management situation and applying leadership, critical thinking, problem solving, and creativity skills to ensure a successful project outcome. You will also gain an understanding of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK®) as a way to prepare for taking PMI's Project Management Professional (PMP) certification exam.

### **PSC 1100 Physical Science**

**3 cr.**

The purpose of this course is to expand your understanding of methods of scientific inquiry by emphasizing the fundamental principles of two or more of the physical science disciplines of chemistry, physics, geoscience, and astronomy. This will be accomplished through practical application of the principles of the aforementioned disciplines in terms of business.

### **SCI 2500 Introduction to Global Climate Change**

**3 cr.**

This course introduces scientific, economic, and ecological issues underlying the threat of global climate change and the institutions

engaged in negotiating an international response and at the same time developing an integrated approach to analysis of climate change processes and assessment of proposed policy measures.

### **SEM 2000 Foundations in Sports Promotion and Management**

**3 cr.**

The purpose of this course is to introduce you to key concepts and terminology in sports management and promotion. You will examine core management and promotion principles, explore career opportunities, and discuss the unique challenges of the sports industry. The course offers hands-on experience in planning an event to introduce students to a potential business career in the sports industry.

### **SEM 2100 Sports Facility Management**

**3 cr.**

This course addresses the major elements of sporting event facility and event management, including planning, financing, operating, marketing, implementation, and evaluation. Key components of an event management plan for a broad range of facilities and events, including recreation, leisure, health and fitness, and sports facilities and events will be addressed.

### **SEM 2200 Sports Food and Beverage Management**

**3 cr.**

This course covers all aspects of food and beverage management, including terminology and standard practices. You will learn how food and beverage activities are critical aspects of successful sporting and other event planning.

### **SEM 4100 Sports/Event Marketing, Promotion, and Public Relations**

**3 cr.**

This course explores the concepts and tools used to promote and

market a successful event. An effective event marketing strategy, including timing and evaluation components, is developed. This course applies contemporary principles of strategic marketing to event management.

### **SEM 4200 Sports Financial Analytics**

**(MTH 2800)**

**3 cr.**

You will explore how data analytics can be used to improve financial performance and a competitive advantage in the sports industry. The course covers how revenue is generated using ticketing strategies, sponsorships, and merchandising along with using analytics to build customer relationships and fan engagement.

### **SEM 4400 Sports and Event Law**

**3 cr.**

Examine the legal issues surrounding and governing international sports and events. This course will dive into legal topics such as contracts, torts, labor/employment law, health and safety, intellectual property rights, social media concerns, and Title IX and gender issues.

### **SEM 4500 Sports/Event Negotiations, Contracts, and Risk Management**

**3 cr.**

Effective planning can and does reduce risk. You learn how to prepare an RFP for an event to help select the best site for specific events. The most negotiable items during the contracting process, as well as the expectations of the site hosting the event, are identified.

## **STA 1000 Data Integration Toolbox No. 1**

**3 cr.**

Explore the role of data in the evolution of civilization and economies. Get your head around technology and the data pandemic. Through a series of case studies and investigative projects, discover the differences among data as information, knowledge, understanding, and currency. Learn how to leverage data to make decisions with a critical understanding of patterns—in events, populations, and processes—in the presence of uncertainty. Acquire the data integration techniques and tools, statistical methods, and modeling skills you need to analyze data, identify problems, create solutions, and communicate and sell your solutions to others.

## **STA 2000 Data Integration Toolbox No. 2 (STA 1000)**

**3 cr.**

Building on STA 1000, further explore the application of data-integration tools in key business decision-making challenges: who are my customers and what do they want; where is there fraud; which companies are at risk for bankruptcy; which products are likely to fail; and what risks do you need to manage? Learn to apply algebraic, spreadsheet, graphical, and statistical models to help answer such questions in a variety of investigative settings. Discover the powerful and exciting principles of computer science, database management, and big data analytics that have supercharged the Data Integration Toolbox in recent years.

## **TCM 1010 The College Experience Retooled**

**3 cr.**

Cognitive science argues that your sense of personal self develops through continuous encounter and mirroring with the cultural world you live in. You'll come to better understand how self-knowledge influences your experience in relation to people, business, and in life. In this launch course, discover the best understandings about what you are, how you were formed, what you can become, and what constitutes a healthy, well-lived life. Embark on a critical explo-

ration of how the world is arranged, and how they have influenced you, business, and people as resources of productivity in the modern world.

## **TCM 1010 The College Experience Retooled**

**3 cr.**

In TCM 1010, you will learn how to engage with college resources, learn expectations of college-level coursework, and gain confidence in your ability to be successful. The class will cover time management, study skills, and campus resources through weekly seminars and hands-on exercises that foster mastery through practice and growth.

# **GRADUATE COURSE DESCRIPTIONS**

(Course prerequisites are shown in parentheses.)

## **BDA 5900 Statistics Immersion**

**3 cr.**

Decision makers of all types of organizations look to their data to improve upon the quality of their decisions. You will learn how to explore existing data sets and prepare the data for statistical analysis. You will also learn the basics of business statistics and how to find the hidden information within.

## **BDA 6000 Modern Data Management**

**3 cr.**

Extracting information from data is a vital and fundamental function of any successful organization. This course will provide you with an overview of historical and modern data systems with an emphasis on using one of the most dynamic and widely used database

management systems in the world: MySQL. You will work with and wrangle data, create a database, and extract information using the Standard Query Language (SQL).

### BDA 6100 Foundations of Business Analytics

3 cr.

Many organizations today are totally unaware of the hidden treasures that lie within their own data systems. This course will focus on the latest technologies used in mining the digital divide and extracting key pieces of information used in modern decision making. Using statistical methodologies of A/B and multivariate testing, diagnostic analysis, prediction calculations, and forecasting, you will learn how and when to use these various techniques to make the most informed and data-driven decisions.

### BDA 6200 Effective Management of Projects

3 cr.

Managing a project is a key skill for any business professional. Controlling the overall scope of a project to ensure that you remain within a specified budget and deliver the project on time will heavily influence your upward growth. Individuals who understand how to build a successful project team will most likely be called upon in the future to take on the most dynamic and critical projects within any corporate structure.

### BUS 6000 Business Strategy and Game Theory

3 cr.

Business is a high-stakes game where the difference between the right and the wrong strategy could be millions of dollars. In business, a "game" is a situation in which the best course of action depends on what others choose to do. Game theory is a form of strategic analysis that can be applied to a myriad of business settings. From this learning experience, you'll take away proven methods and strategies to pivot, shift, and propel competitive business decisions.

### BUS 6100 Leading for Adaptability

3 cr.

Today's leaders face an ever-changing and unpredictable future that depends on disruption. It is much harder for leaders to predict or anticipate the next step or initiative when they are experiencing rapid acceleration of change in markets, customers, and services. Leading for adaptability addresses the problems of business because it explores the deeply held beliefs and values that limit the ability to provoke new solutions to significant challenges. Leading for adaptability is not void of risks or weaknesses. Adaptability implies a change in how institutions operate, how decisions are made, how resources are spent, and how the business thrives in the global market. By default, this strategy is disruptive because it is bold, fast-moving, courageous, and customer-centric.

### CCL 6001 Fundamentals of Culture and Change I

3 cr.

This course is the first of two courses designed to provide leaders with an understanding of culture and how it is an essential area of knowledge for working in the global community. Culture and change dynamics are applied to analyze organizations and change initiatives within an organization. A working understanding of culture and a framework to explain cultural values are discussed and illustrated with cases.

### CCL 6002 Fundamentals of Culture and Change II

3 cr.

This course is the second of two courses designed to provide leaders with an understanding of organizational culture and its influence in groups, communities, corporations, and nations. Leadership and change dynamics are applied to analyze organizations and change initiatives. Cultural dilemmas and the resolution of cultural dilemmas are discussed and evaluated.

## **CCL 6003 Change and Development Methods**

**3 cr.**

This course develops change and development competence and leadership methods in contemporary global communities, corporations, and governments. Methods appropriate for diverse, changing contexts are learned and practiced in cases and a simulation. You will learn to assess the values and needs of change recipients and develop a change method appropriate for the socio-cultural context involved.

## **CCL 6004 Change and Development Leadership**

**3 cr.**

This course continues to develop change and development competence in contemporary global communities, corporations, and governments. Change and development leadership approaches will be analyzed and discussed in a culturally relative perspective. Cultural fit of the leadership approach with the socio-cultural context will be discussed. You will learn self-assessment methods in leadership.

## **CCL 6005 Professional Development Residential Conference**

**3 cr.**

This course includes presentations, professional development workshops, and a Residential Conference. The residential experience will focus on group dynamics and team-building exercises and applications. The workshop will feature speakers and presentations with perspectives and ideas relevant to CCL in our contemporary global community.

## **CCL 6006 Applied Research Methods**

**3 cr.**

Making sense of measurement and assessment in the CCL field is the focus. This course is a graduate-level, applied research methods course with a focus on culture, change, and leadership. Applications

of research methods using practical cases and situations are the focus. You will learn how to identify relevant information from the "noise" in your environments, then develop appropriate methods to collect information and data. Relevant analytical methods will be discussed and evaluated.

## **CCL 6007 Designing and Implementing Change and Development Initiatives I**

**3 cr.**

This course focuses on creating synergy from diversity in change and development. Methods for reconciling cultural differences in change and development initiatives are applied. Plans for change design and implementation are developed. Approaches for evaluating success of change initiatives are discussed.

## **CCL 6008 Designing and Implementing Change and Development Initiatives II**

**3 cr.**

This is the second course in which the dynamics of cultural change are discussed. Competence in designing and implementing change is a goal. Methods for facilitating change and designing and implementing change is a goal. Methods for facilitating change and designing and implementing initiatives are applied.

## **CCL 6009 Professional Applied Research Project/Publication I**

**3 cr.**

You will design and conduct an applied research project in an area of your choice and/or create a research paper ready to be published in either an academic or practitioner publication. The applied research committee will include the supervising faculty member and, if appropriate, a field supervisor from the organization involved with the applied research project. The project and paper should reflect a holistic perspective and approach reflective of the program.

## CCL 6010 Professional Applied Research Project/Publication II

3 cr.

You will continue to complete an applied research project in an area of your choice and/or create a paper ready to be published in either an academic or practitioner publication. The project must be presented and defended to the faculty supervisor(s) and, as appropriate, the field supervisor during the last part of the class.

## ECO 6450 Managerial Economics

3 cr.

Micro- and macroeconomic theories will help you to understand their impact on an organization's goals. Your ability to analyze the economic constraints within which an organization operates and the implication of government monetary and fiscal policies will be discussed in this course. You will focus on practical application of economic theory to business cases.

## ELD 6000 Instructional Design and Learning Theory

3 cr.

This course is designed for the exploration of traditional and newer instructional design models. You will also investigate the progression of learning theories from the early 1900s to current technologically-enhanced models. You will spend time examining the roles of modern instructional designers and elearning developers and the potential career options that are available.

## ELD 6010 Technology and the Online Classroom

3 cr.

This course is designed to help you bridge the technological gap in online learning and prepare to integrate technology into the online classroom. You will examine the types of current technology used in education and how that technology is accessed by a variety of users. Special attention will be paid to the ethics of online learning

and digital tools.

## ELD 6020 Assessment and Feedback Strategies

3 cr.

This course focuses on the types and uses of assessment in an online classroom as well as the delivery of actionable feedback. You will explore formative and summative assessment strategies to gauge learner understanding at multiple points in the learning experience. You will also explore outcome- and rubric-based design to create specific, measurable feedback as the result of assessments.

## ELD 6030 Online Media, Tools, and Engagement

3 cr.

This course is designed to explore the creation and strengthening of student-teacher and peer-to-peer connections in an online environment. You will practice design methods to help create an open dialogue and feedback loop for instructors and learners. You will explore methods for integrating new media and diverse perspectives to engage a variety of learners.

## ELD 6040 Universal Design and the User Experience

3 cr.

This course is designed to help you create courses from the ground up that are inherently accessible to users of all abilities and learning types/styles. Through an understanding of universal design principles, you will build content for all learning types. You will also explore the role of color contrast, accessible hyperlinks, images, and captioned videos to create a user design that is accessible through different platforms and mobility aids.

## **ELD 6110 Leading Through Change and Resistance**

**3 cr.**

In this course, you will gain the skills to lead through barriers and resistance to the implementation of an online learning plan. You will practice mapping a plan that will assist your organization through the transition from a traditional on-ground curriculum to an engaging online curriculum. You will also utilize adaptive leadership strategies to create an environment that removes fear from the process of change.

## **ELD 6120 K12 Gamification and Learning Styles**

**3 cr.**

This course focuses on student engagement through the gamification of lessons and courses. You will explore the ways gamification creates a reward-based system of feedback rather than a failure/fear-based system in K12 education. You will also explore the developmental milestones that occur at certain ages and how they affect online learning styles and abilities.

## **ELD 6130 Higher Ed Gamification and Learning Styles**

**3 cr.**

This course focuses on student engagement through the gamification of lessons and courses. You will experiment with higher education gamification strategies designed to increase student retention and to give immediate feedback to learners. You will also investigate the developmental milestones that occur at the university level and how they impact the design and teaching methods involved in higher education instruction.

## **ELD 6210 Implementing New Technology and Systems**

**3 cr.**

In this course, you will explore relationships with vendors, IT collaboration, and system-wide integration strategies that come with

adapting educational technology and learning management systems. Successful implementation takes a dedicated team, plan, budget, and timeline, and this course will explore all of those factors in the process of integrating design processes and educational technology into your company.

## **ELD 6220 Cloud-Based E-Learning Systems**

**3 cr.**

In this course, you will use an investigative approach to explore specific learning management systems (LMS), such as Google Classroom and other cloud-based systems commonly used in K12 education. This is an opportunity to practice placing content in different systems and experimenting with different features. You will complete a comparative study using your current learning environment to determine the best-suited software(s) for your school.

## **ELD 6230 Leading and Training Faculty**

**3 cr.**

In this course, you will gain the skills needed to overcome barriers and resistance to the implementation of online learning systems. You will explore strategies to help existing and new university faculty translate college curriculum to an online environment. You will practice mapping a plan that will assist with faculty buy-in, retention, and empowerment during times of educational flux.

## **ELD 6310 Strategic Planning, Mapping Outcomes, and Tracking Data**

**3 cr.**

This course focuses on the planning of assessments, outcomes, and data tracking that are necessary to effectively utilize and report out on online learning practices. You will start by exploring strategic plans to implement institution and company-wide assessment strategies and outcome mapping. You will then explore exactly how you can use the data you collect to create change and improve

processes in your work environment.

### **ELD 6320 Implementing and Transforming Curriculum Standards**

**3 cr.**

In this course, you will examine how to translate your state-level curricular requirements to the online classroom. You will be challenged to investigate the types of activities and learning models that will help you translate your core curriculum to your online environment. Drawing from the skills acquired in previous courses in this program, you will be able to take content from your lesson plans and mold it to fit into an online learning style for your students.

### **ELD 6330 Projects and Processes in Design**

**3 cr.**

In this course, you will gain the skills and experience necessary to manage timelines and create measurable deliverables. You will practice working with subject matter experts to create content, push deadlines, and shape existing knowledge into outcomes and assessments, further refining your ability to work with other professionals.

### **ELD 6550 Creativity, Innovation, and Research in Development**

**3 cr.**

This course is designed to cover the design process from beginning to end. You will be challenged to utilize your skills, knowledge of design, and inherent creative instincts to create meaningful and relevant learning experiences. You will practice the quality research necessary to ensure you meet your objectives and also interpret the research of others.

### **ELD 6600 Implementation Plan Project**

**3 cr.**

In your final course of your degree program, you will develop an

implementation plan for the adoption of a learning management system, new method of e-learning, instructional design, or training plan for your current position. This course is focused on individual projects and research that will allow you to leave the program with an actionable plan to present to both the university program committee and your current place of work.

### **FIN 6300 Financial Viability**

**3cr.**

This course will prepare you to understand business viability (the long-term survival of a business and its ability to sustain profits over a period of time) through corporate policy and the tactics that increase the value of the corporation. Supporting topics to better understand and to successfully execute viability include understanding the external economic environment, identifying multiple and varied sources of incoming resources (cash) and outgoing liabilities (payment schedules). Cash flow rules. You will gain an understanding of what items are cash related on how they affect the balance sheet, income statement, and the profit/loss statements. Organizational viability is important not only for the business itself but also for the employees who work for the business and the community it serves. The content of this course will be equally relevant to you if you plan to specialize in a career in accounting or if you choose a more general, management/operations career path.

### **FNP 6100 Investment Planning**

**3 cr.**

Most people planning for their future, both near and distant, see the benefit of investments. However, there is often a large gap between the knowledge a layperson has and the results they want out of their investments. You will learn about these topics, which will be covered in the investment planning section of the Certified Financial Planner examination. These topics include investment theory, risk, return, quantitative analysis, portfolio management, asset pricing models, stock variation, bond valuation, and trading strategies.

## FNP 6200 Insurance and Risk Management

3 cr.

Risk is unavoidable, but it leads to unexpected or unknown opportunities. As a financial planner, you will need to practice preparing for and managing the risks of your clients. You will explore topics in the insurance planning and risk management section of the Certified Financial Planner examination. These topics include principles of risk and insurance; analysis and evaluation of risk exposure, property, casualty, and liability insurance; health, disability, and long-term care insurance; and life insurance.

## FNP 6300 Retirement and Employee Benefits Planning

3 cr.

Retirement and other benefits are an important part of employee satisfaction and can be found in most careers. You will investigate topics that comprise the retirement and employee benefits planning section of the Certified Financial Planner examination. These topics include Social Security, qualified retirement plans, group life insurance, group disability insurance, deferred compensation, and employee stock plans.

## FNP 6400 Income Tax Planning

3 cr.

Taxpayers are always looking for a way to decrease their owed taxes or increase their returns, and as a financial planner, you'll help them attain these goals with your knowledge of the law and tax planning. You will explore topics that will be found in the income tax planning section of the Certified Financial Planner examination. Topics include income tax law fundamentals, income taxes of business entities, income taxation of trusts and estates, alternative minimum tax, and tax implications of charitable contributions and deductions.

## FNP 6500 Estate Planning

3 cr.

You will discover the rules that govern estate planning in a course that fulfills the guidelines for the estate planning section of the Certified Financial Planner examination. Topics include wills, trusts, gifting strategies, tax implications in estate planning, and business and inter-family transfers. You will also investigate incapacity planning, postmortem techniques, charitable giving, use of life insurance in estate planning, and the role of fiduciaries.

## FNP 6600 Capstone Financial Plan Development Course

(FNP 6100-6500 or equivalent)

3 cr.

This is a capstone course for the concentration in Financial Planning. You must complete the other FNP courses prior to taking this course. You will demonstrate the ability to integrate and apply the whole of your knowledge of financial planning topics. You'll review your technical financial planning knowledge along with the skills needed to integrate, apply, and communicate this knowledge to your clients. This will culminate in a project that demonstrates your ability to apply your knowledge to a real-world case study.

## HCM 6040 Health Policy, Law, and Ethics

3 cr.

The laws and regulations that govern health care change with every administration. As a result, it is often up to the health care manager to stay aware of the legal, financial, and ethical implications of their practice's policies. You will explore current dilemmas and future innovations in the health care field through legal and ethical lenses.

## HCM 6150 Quality Management in Health Care

3 cr.

Quality management is the framework for both order and excel-

lence in the health care management field. This learning experience will provide you with a multitude of quality frameworks to reference as you attack organizational detriments such as performance improvement, staffing, reporting, and medical errors.

### **HCM 6200 Health Care Technology and Analytics**

**3 cr.**

The growth of technology in health care organizations widens the scope of efficiency and accuracy, but it also increases the opportunity for data security breaches. You will explore the rise of informatics in the health care field as well as the privacy and security concerns that come in their wake.

### **HRM 6000 Foundations of Human Resource Management**

**3 cr.**

Explore the role of human resource professionals as strategic partners who focus on the mission and goals of an organization. You will examine traditional topics, such as organizational effectiveness and development, workforce management, employee relations, and technology management. You will explore transformational topics such as HRM in a global context, diversity and inclusion, risk management, corporate social responsibility, and U.S. employment law. The course also includes an examination of talent acquisition, employee engagement and retention, learning and development, and total rewards in the context of the employee life cycle.

### **HRM 6210 Training and Employee Organizational Performance**

**3 cr.**

You will be offered a variety of management decisions that involve ongoing activities of employee evaluation and development associated to achieving the organization's goals. An understanding of performance management is required to meet ethical and statutory requirements. You will assess performance management systems within the context of the defined system metrics supporting the

organization's goals, and you will assess the role of performance management in strengthening the organization through diversity and inclusion.

### **HRM 6350 Employment Law and Ethics**

**3 cr.**

Explore the laws that define and regulate multiple dimensions of the employer-employee relationship. You will review the compliance requirements for the organization. This includes ethical behavior, employment agreements, pay structures, personnel policies, equity, dispute resolution protocols, hiring practices, and discrimination policies. You will see how successful organizations leverage their understanding of legal and regulatory issues to guide and advise the organization.

### **HRM 6400 Human Resource Analytics**

**3 cr.**

Understanding the value of an organization's human capital is crucial to its continuing success. Human resource (HR) management metrics provide the tools for measuring value and for managing an organization's human resources. In this course, you will explore HR analytics and metrics as tools for organizational and employee performance improvement. These tools establish a foundation for the deployment of performance metrics as part of the recruitment, talent development, and retention of human capital talent. You will examine the power of analytics as part of an alignment of the HR strategy. You will also investigate the role of HRIS systems in working with internal business units such as information technology, finance, operations, and executive management.

### **HRM 6500 Conflict Management and Negotiation**

**3 cr.**

Negotiation and conflict management are core responsibilities of human resource (HR) professionals. HR Personnel taking a leader-

ship role in conflict resolution support an understanding of employment law and regulatory compliance. For unionized organizations, the HR role in conflict resolution may be constrained by collective bargaining agreements, and HR Personnel may need to serve as a facilitator for employer/employee relationships. Students in this course will explore the challenges of conflict, dispute and work when developing skills to identify different types of conflict solutions. Students will engage in case study and real-world scenarios.

#### **HRM 6600 Benefits, Compensation, and Resource Allocation**

**3 cr.**

An organization deploys compensation and benefits as part of its total rewards strategy to build relationships with employees and increase their engagement. At the same time, competitive pressures may result in the total rewards strategy becoming a cost issue for the organization. In this course, you explore both the technical and strategic aspects of overall compensation. Examine legally required and discretionary benefits at the individual and group levels as well as the societal implications of the total rewards strategy. With compensation and benefits representing the largest components of the human resource (HR) budget, you will explore the role of budgeting and resource allocation along with related processes within an organizational context.

#### **HRM 6650 Recruitment and Retention Practices**

**3 cr.**

In today's organizations, human resource management (HRM) plays an important strategic role and increasingly contributes to an organization's competitiveness and global presence. Working with renown thought leaders, you will explore how more proactive and systemic human resource practices address strategic business challenges and opportunities throughout an organization. This may include talent acquisition and retention and innovation. You will build theory-based but strategic perspectives of HRM's organizational role and impact in creating a sustainable competitive advantage in a global economy.

#### **HRM 6700 Strategic Positioning and Planning**

**3 cr.**

You will work with renown thought leaders to explore business strategies and examine the cultural, capability, and talent requirements necessary to make a corporate strategy into a reality. You will learn how to forecast HR requirements and develop talent strategies. You'll investigate the ways a workforce can have a major impact on a firm's performance and learn how to identify who creates value in the firm and where and how they play this role. You'll emerge with a roadmap to create customer and business value through HR strategic planning.

#### **HRM 6751 Diversity and Global Cultural Effectiveness**

**3 cr.**

The reality of a global workforce strengthens and challenges an organization because of its diversity in areas such as culture, social norms, practices, and beliefs. The human resource (HR) function works on behalf of the organization, its employees, and its leadership to achieve a unified and inclusive work environment by understanding and addressing the unique challenges of a globally diverse workforce. Working with renowned thought leaders, you will analyze the potential for building an integrated, globally diverse workforce that will effectively improve the organization's capacity and ability to thrive within a global landscape.

#### **HRM 6800 Organizational Leadership**

**3 cr.**

Achieving measurable progress toward the organization's goals, or the degree to which the outcomes are achieved, is the meaning of organizational effectiveness. It is a key responsibility of human resource (HR) departments to plan for and support the organization's ability (both in terms of capacity and agility) to achieve the goals. HR has a leadership position building organizational effectiveness, since capacity is directly proportional to people and talent and agility is directly related to how well a team responds to the

need for change. Working with renowned thought leaders, you will develop the skills to design and lead key organizational initiatives that both build its capacity and competitively position the organization for success.

### **HRM 6901 Capstone: Strategic Human Resource Management**

**3 cr.**

In this capstone, you will evaluate the human resource (HR) management function as a strategic partner due to its broad organizational impact and potential for strategically advancing the organization's business agenda. You will also evaluate how ethics and values align organizational strategies and drive organizational success by helping to create a competitive advantage. As a strategic partner, the HR management function is a part of the executive strategic planning team and can drive elements of the strategic plan. The capstone supports your understanding of strategic planning as a key process and can develop critical knowledge and tools for understanding the organizational challenges that the HR function supports.

### **HRM 7000 Meeting SHRM Competencies**

**3 cr.**

In this capstone course, you will evaluate the human resource (HR) content outlined in the SHRM Body of Competency and Knowledge (BoCK)®. The capstone challenges you to demonstrate proficiency in all SHRM competencies within the four SHRM Certified Professional modules: HR Competencies, People, Organization, and Workplace. Within each of these four professional modules, you will critically examine issues related to HR's strategic role and responsibilities in a global environment. The capstone content covers all the SHRM competencies.

### **LAW 6500 Legal Thinking**

**3 cr.**

Legal thinking is key to protecting yourself and your company from liability. This course sensitizes you to the importance of separating your personal values and interests from the safety and well-being of your company. As we investigate methods to evaluate risk and identify liability associated with your organization, you'll explore concepts of logic, critical analysis, and legal reasoning used to evaluate potential costs associated with the actions of employees, contractors, and the public. Most legal courses focus on the rules, but the rules change every day.

### **LED 6000 Women in Leadership**

**3 cr.**

This experience is designed to develop your ability to lead, influence, communicate, and persuade your co-workers, teams, and organization. You'll learn how to develop a coaching mindset and discover essential competencies for effective coaching. Adapt your style to leverage emotional intelligence to drive results, develop talent, and produce high performing employees. This experience will focus on how to overcome common challenges to coaching, and your mentor will help you to gather self-awareness and approach personal barriers to coaching and leadership.

### **LED 6100 Executive Presence**

**3 cr.**

This experience will focus on navigating the unique challenges female leaders face in the workplace at all levels. Not only will your mentors help you to determine your barriers to personal credibility, ability to build trust, and establish an executive presence, but they will also help you identify your strengths to form strategies that you can immediately apply to self, your team, and your organization.

## **LED 6200 Women's Leadership: Negotiation Skills**

**3 cr.**

This experience will help you understand the subtle messages of power and recognize and react to the organizational impact of diverse management styles. Not only will you learn why but also what you can do about gender perspectives on negotiations, team management, and leadership. You will learn research-driven approaches to perceptions, behaviors, stereotypes, and backlash that women uniquely face. You will then turn your knowledge into strategies and solutions. This learning experience is uniquely designed to develop you as an expert negotiator and is led by strong mentors who will help you challenge your assumptions, confront your fears, and turn obstacles into opportunities.

## **LED 6300 Leadership: Giving and Receiving Feedback**

**3 cr.**

Feedback is critical for leaders, and creating a culture of feedback is key to a team's success. The more successful a team is, the better an organization's bottom line. This learning experience focuses on the art of giving and receiving feedback. Your mentors will focus on the differing dimensions between male and female leaders and how they react to receiving criticism in their industry.

## **MBA 9999 Graduate Curricular Assessment**

**0 cr.**

This course is used to administer the end-of-program assessment for graduate students to measure learning outcomes in the core business topics. Scores on this test are used to assist the University with curriculum assessment and improvements and are also used to award the Academic Excellence medallion to recipients. This class also provides information on career services, including a Graduate Career Survey, and commencement. This is a required course and is graded on a pass/fail basis.

## **MGT 6200 Organizational Adaptation**

**3 cr.**

Leaders struggle to keep their organizations alive in rapidly changing environments. This struggle to adapt and survive—the old notion of the survival of the fittest—is the essence of resilience and organizational health. Organizations adapt and survive over the long term by building capacities for resilience and delivery. Organizational health is determined by an organization's ability to align around a clear vision, strategy, and culture; and to execute and to renew focus in response to market trends. Discover how leaders learn from relationships and informal knowledge sharing. By applying these same learning techniques, leaders in any industry can recognize and seize opportunities to improve and sustain superior performance for their organization.

## **MGT 6400 Collective Impact**

**3 cr.**

Organizations exist with and within their communities and society. The reach and influence of any organization are expansive and always evolving. You will learn to identify the stakeholders of an organization and understand the incredible impact business has in community and society. Through the perspective of community involvement, service learning, and relationship building, you will learn the opportunities that exist to create and promote success within your organization and community.

## **MKT 6100 Disruptive Marketing**

**3 cr.**

Disruptive marketing strategies can do the unexpected and reach unchartered business opportunities in a consumer driven marketplace. As consumers become more demanding and resilient to marketing messages, organizations must seek innovative products and service offerings that match the demands of emerging markets or fulfill the demands of customers who are unsatisfied by the current offering. In this course, you will explore how disruptive marketing is

used by organizations to ultimately shift their business model and cause a market disruption.

### MKT 6800 Strategic Customer Creation

3 cr.

Identifying, growing, and developing potential customer relationships is a critical aspect of organizational strategy. You will focus first on creating opportunities for mutually beneficial relationships and partnerships. You will learn how to develop rapport in a business setting and the value of listening to ensure you understand others' values, needs, priorities, and interests.

### SDT 6000 Managing Disruptive Change

3 cr.

Disruptive strategy shifts focus from seeking consistencies to leading an organization in order to cope with frequent change and uncertainty: a critical need in fluctuating markets and business environments. For most businesses, disruption is simultaneously the greatest threat and opportunity and while some leaders may attempt to embrace this risk as a tool to grow the business, others fall behind. This learning experience is designed to teach you a variety of methods to embrace and respond to disruptive change through innovation, balance, and strategic renewal.

### STR 6200 Strategic Operations

3 cr.

Do you believe you will be responsible for implementing a new strategy at some point in your career? This learning experience sensitizes you to the importance of aligning the company's model with the company's strategy as external forces evolve strategy and execution readjusts or the organization hits a wall. The course covers strategic decisions in sustainable business, technology, facilities, human resources, and other areas.





# CAMPUS MAPS



# CAMPUS MAPS AND FACILITIES

## Campus Facilities

Cleary's campus sits on almost 40 acres in Howell, Michigan, with an extension site in Detroit. The facilities include administration and academic buildings, a wellness center, a student union, residence halls, and an athletic field supporting baseball, softball, soccer, and lacrosse.

The Chrysler Building is located at 3750 Cleary Drive and includes most student classrooms, academic personnel, the library and tutoring center, the computer lab, and the Cougar Den spirit shop. The building also houses the majority of the Secunda Art Museum along with museum space for travelling art pieces.

The Lyons Building is located at 3760 Cleary Drive and houses the majority of the administration, including admissions, financial aid, and the business office.

The Wellness Center is located at 955 Grand Oaks Drive and is home to Cleary athletics. This building houses the athletic administration offices as well as all coaches. The Center is home to our athletic training and strength and conditioning staff and houses a newly-renovated wrestling facility and gym for all students to use. Duncan Chiropractic is housed in this building for students, staff, and the community to utilize for their physical therapy and chiropractic needs.

### The Wellness Center hours are:

Monday - Friday: 8 a.m. to 5 p.m.

The Cougar hockey program launched in the Fall of 2019 and uses the Hartland Ice House, 11 miles off campus, as their training and competitive home. The Cougar bowling program utilizes the Howell Bowl-E-Drome, two miles off campus, and the Chemung Hills Golf Course, 2.5 miles from campus, is home to the men's and women's golf teams.

The Cleary Commons houses student dining as well as classrooms and community event space. In addition, Cleary Commons is home to the new 1,700 square foot Esports arena. Students can spread out in this 5,300 square foot atrium to study or meet up with friends. Renovations to this space will continue through 2022.

The North and South Residence Halls are home to our almost 200 students living on campus. The North Residence Hall was completed in 2016 and features apartment style units, which include private bathrooms in each room, a full kitchen, and living space as well as a washer and dryer in each apartment. The South Residence hall was completed in 2018 and features dorm-style rooms with a shared bathroom per room and a shared kitchenette. Study spaces are built into the lobbies of each floor to provide extra privacy for students or for study groups.

Lake Trust Stadium features state-of-the-art artificial turf to support Cleary baseball, softball, lacrosse, and soccer teams. This multi-use complex can seat 125 in stadium seating and an additional 200 in the bleachers behind home plate. It features a large outfield video board, two full dugouts for baseball and softball, and a large press box behind the home plate stadium seating. This field opened in Fall of 2018.

Our Detroit Education Center is now part of the Durfee Innovation Center located at 2470 Collingwood St, Detroit, MI 48206. This location serves the Greater Detroit populations.

Students have the option of attending online or on ground. Our Detroit center provides classroom space and extra computers for study use and houses our Detroit Education Center Coordinator and Enrollment Specialist.

## Inclement Weather and Emergencies

The University remains open during times of snow or other types of inclement weather in order to serve resident students as well as commuter students. If weather conditions become so severe as to render it hazardous for students to drive to campus, the most accurate and up-to-date information about the status of classes and campus services can be found on the following TV channels: Fox 2 Detroit, Local 4, and ABC 7, and on the following radio stations: WWJ 950 and WJR 750. Students, staff, and faculty will be notified of any delays or closings through Canvas and the Cleary website. Students are encouraged to check these sources frequently for updates, schedule changes, or closures.

For non-weather related emergencies, staff, faculty, and students will be notified via a text message as well as through Canvas and on the website.

## Maintenance of Facilities with Security Considerations

For concerns about facility maintenance, contact the Project Manager, George Horn, at [ghorn@cleary.edu](mailto:ghorn@cleary.edu).

## Physical Violence, Vandalism, and Theft

Cleary University is not liable for damage to any personal belongings of students, staff, faculty, or visitors under any circumstances including, but not limited to, windstorm, flood, hail, civil commotion, explosion, fire, smoke, and vehicle accident. Neither is Cleary University liable for loss or theft of personal belongings of students, staff, faculty, or visitors.

## Security on Campus

For our internal community as well as visitors, there are blue emergency phones located around campus if you find yourself in an emergency situation. For all security and safety concerns contact Safety Coordinator Mitch Mihailuk at [mmihailuk@cleary.edu](mailto:mmihailuk@cleary.edu). If there is an emergency you are encouraged to directly call 911.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

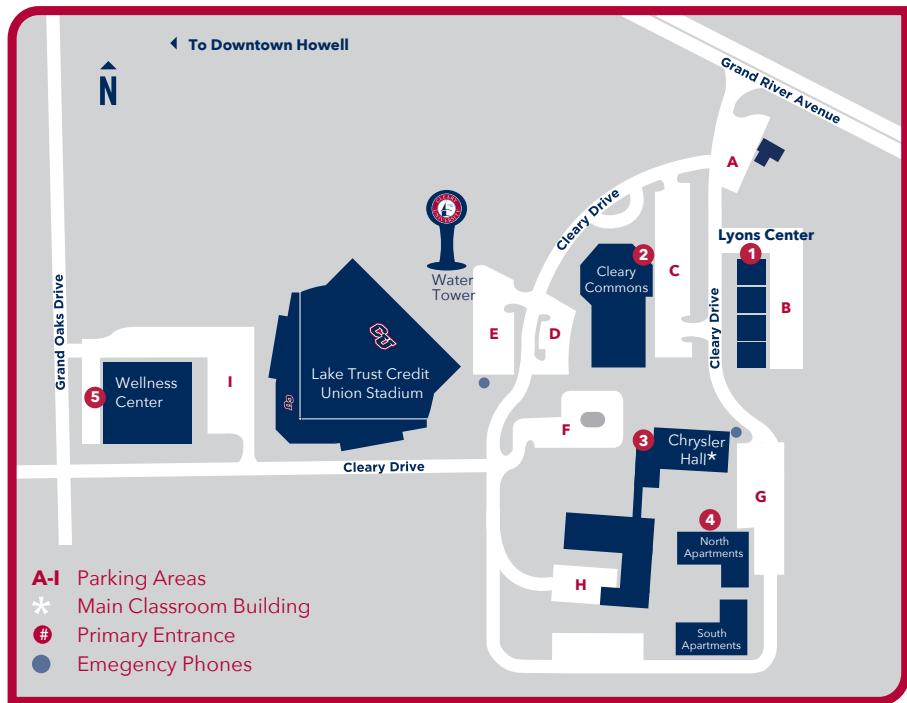
This is a federal law requiring institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding area. Current and prospective students or employees have the right to obtain a copy of this information for the University. Students may view this information by accessing the federal government website at

<https://ope.ed.gov/campussafety/#/institution/search>

## University Property

It is the expectation of all students, staff, faculty, and visitors to treat University property as if it were their own. Anyone violating University property will be held liable for damages up to the amount of the property value.

# CLEARY UNIVERSITY CAMPUS MAP



## 1 LYONS CENTER

- ADMISSIONS
- ADVANCEMENT
- BUSINESS OFFICE
- FINANCIAL AID
- MARKETING AND COMMUNICATIONS

## 3 CHRYSLER HALL

- ACADEMIC OFFICES
- ARTHUR SECUNDA MUSEUM
- CAREER SERVICES
- CLASSROOMS
- COUGARS DEN - SPIRIT SHOP AND BOOKSTORE
- COUNSELING SERVICES
- IT SUPPORT
- OFFICE OF THE PRESIDENT
- OFFICE OF THE PROVOST

## 2 CLEARY COMMONS

- STUDENT DINING
- CLASSROOMS
- ESPORTS ARENA
- CLANCY'S CAFE

## 4 RESIDENTIAL HALLS

- ATHLETIC DIRECTOR
- COACHES' OFFICES
- DEMONSTRATION KITCHEN
- GYM AND WORKOUT FACILITY
- ATHLETIC TRAINING
- WRESTLING CENTER
- GOLF TRAINING CENTER



MAIN CAMPUS  
3750 Cleary Drive  
Howell, MI 48843



CLEARY UNIVERSITY -  
DURFEE INNOVATION SOCIETY  
2470 Collington St.  
Detroit, MI 48206

800-686-1883



CLEARY.EDU



**MAIN CAMPUS** // 3750 CLEARY DRIVE, HOWELL, MI 48843

**DETROIT EDUCATION CENTER** // 2470 COLLINGWOOD ST, DETROIT, MI 48206

**CLEARY.EDU 800-686-1883**