



**UNDERGRADUATE and GRADUATE
Catalog and Student Handbook
2014—2015**

Cleary University is a member of and accredited by the
Higher Learning Commission
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The contents of this catalog are subject to revision at any time. Cleary University reserves the right to change courses, policies, programs, services, and personnel as required.

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CLEARY UNIVERSITY

Philosophy

Cleary University is an independent, not-for-profit, multi-campus, specialized business university, committed to the betterment of society through the success of its students, alumni, and their employers. This is accomplished by operating as a role model for responsible business practice, by embracing continuous improvement principles and innovation, and by maintaining an attentive customer focus.

The Cleary learning environment emphasizes student involvement in every aspect of the learning process. Students team with faculty to shape learning activities and assessment around a predetermined set of outcomes. Faculty serve as facilitators in this collaborative and active learning process, combining their subject expertise and business experience with students' experiences to enrich the learning for everyone involved.

Cleary programs are intended for the serious student who desires an undergraduate or graduate business degree or professional certification, and is motivated to apply energy to reach that goal. Cleary assists students by providing an environment focused on effective and efficient learning with a minimum of distractions. Emphasis is placed on providing a learning environment that fosters mastery of current business theory and technology and its application to business situations. Students are expected to adhere to high standards for personal responsibility, open communication, cooperation, and ethical behavior.

Mission

Our mission is to provide students with the knowledge, skills, and credentials to advance their careers.

Vision

Cleary University will be America's foremost applied-business university, providing practical, project-based education that enriches student lives and enables an immediate alumni contribution to employers, families, and communities.

Values

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 self-dignity
- Innovation and opportunity as keys to advancement
- Responsible and ethical business practice and value exchange
- Dedicated staff, faculty, trustees, and other stakeholders

ENROLLMENT AND STUDENT PROFILE

Over 900 students attend Cleary University each year; approximately 40 percent attend part-time. The average age of Cleary students is 33 years, and women comprise about 60 percent of the student population. Additionally, the largest racial or ethnic group (85%) is self-identified as Caucasian.

CLEARY UNIVERSITY FACULTY

Cleary has 118 full-time and part-time faculty members who bring excellent academic credentials to the classroom. They also share valuable experience gained by working in business and industry, providing a real-world focus to classroom issues. The faculty to student ratio is 1:11.

CLEARY UNIVERSITY ACADEMIC PROGRAMS

OUR VALUE PROPOSITION

An independent, not-for-profit, specialized business university, Cleary University provides a practical, application-based education, which equips students to advance their careers and embraces the American free market economic system. At Cleary University you will enjoy:

All-Inclusive Tuition Policy

Cleary University believes in offering a fair value exchange to our students and, to this end, we have adopted a tuition policy that bundles the total costs associated with the educational process into an all-inclusive package. Cleary University students can plan their college expenses knowing there will be no added fees or surprises. The all-inclusive policy includes all instructional resources, which are shipped directly to students' homes or workplaces.

Small Classes...Big Expectations

With an average student/faculty ratio of 11:1, Cleary University students are provided the attention they need to have success in the classroom and in the business world.

Tuition Guarantee

Cleary University guarantees that a student's tuition will not increase for up to 12 consecutive undergraduate terms if the student is enrolled for at least eight credit hours (four credit hours for the Summer term) and does not interrupt enrollment. For the graduate program, students must be enrolled for six and one-half consecutive terms for eight or more credits (four credit hours for the Summer term).

Fully Accredited

Cleary University is a member of and is accredited by The Higher Learning Commission.

Intercollegiate Athletics

The Cleary University Cougars currently compete in the United States Collegiate Athletic Association (USCAA). Student athletes at Cleary University successfully apply the leadership, teamwork, and discipline of their sport to successful business careers.

Shared Learning

Our cohort-based approach to learning places students in teams similar to those found in the business world, giving them the opportunity to learn in a supportive environment while sharing practical, job-related experiences.

Cleary Complete Advantage

Cleary University students complete their degree program in four years or less. This enables students to maximize their earning potential and effectively manage tuition expenses, thus compounding the value of a Cleary University educational experience.

Practitioner Faculty

Cleary University's industry experienced faculty actually work and lead in the fields they teach. Their professional experience helps translate the business theory and principles students learn in the classroom to the real world of business.

Network for Life

Cleary University alumni - 21,000 strong – are part of a successful family of business professionals who provide a true network for life. Cleary graduates are active leaders in business and we encourage you to keep in touch, to stay involved, and to serve as mentors for the next generation of Cleary University students.

Center for Innovation and Entrepreneurship

The Center for Innovation and Entrepreneurship includes Livingston County's first micro business incubator, the CUMBI. Cleary University believes that you learn business by *doing* business, not simply studying theory. The CUMBI provides a real world laboratory for real-world entrepreneurs to fine-tune and grow their respective business ventures. Students at Cleary University have exclusive access to these entrepreneurs to learn and study entrepreneurship in action.

Business Strong

Your Cleary University experience will arm you with the necessary business tools and techniques for success in the competitive global marketplace; moreover, a Cleary degree equips you with the hands-on learning experience and confidence to LEAD in your respective field. At Cleary University, leaders are nurtured through hard work, active engagement, and an application-based curriculum designed for the real world. Such an experience empowers Cleary graduates to lead in all walks of life. Therefore, Cleary graduates are BUSINESS STRONG!

Student Achievement

Key performance indicators (KPI), based on the 2013.14 academic year, provide evidence of student achievement and align with the University's mission to provide students with the knowledge skills, and credentials to advance their careers. The first KPI is from a survey of graduates administered six months following each of the June and December commencement ceremonies related to their Employment/Placement rate.

2013 Placement/Employment Rate

| 6-month Annual Survey | Employment/Placement Rate | Response Rate |
|-----------------------|---------------------------|---------------|
| June 2013 | 90.9% | 15.9% |
| December 2013 | 87.5% | 31.4 % |
| Annual 2013 Rates | 88.4 % | 24.9% |

The second KPI, also based on the 2013.14 academic year, is an annual rate of the percentage of courses which were successfully completed. The annual percentage of successfully completed course for the previous academic year is 83%.

Institutional Learning Outcomes

The University strives to achieve the learning outcomes cited through academic programs and degrees. Cleary graduates will demonstrate professional skills, business expertise, innovative problem solving, and practical results. Topics may include, but are not limited to:

- Effectively communicate information and ideas in written and oral form.
- Use technology to research, analyze, and apply theory to practical situations.
- Demonstrate teamwork, cooperation, and leadership in diverse settings.
- Demonstrate personal responsibility, honesty, and ethical personal behavior
- Solve practical problems using creativity and innovation
- Self-evaluate and continually improve and advance professions through life-long learning

ACADEMIC PROGRAMS

College of Business Innovation and Applied Technology (CBIAT)/Traditional Program

The CBIAT Program is for students who recently completed their high school education and are preparing for entry into a professional business career. Program structure, scheduling, career development coursework, and technology integration are designed to meet the needs of the traditional student. Integration of theory with business application is a focus of the program, while still enabling traditional-age students to experience a variety of co-curricular and extra-curricular aspects of campus life.

Non-Traditional Program

Most Non-Traditional Program students are mid-career, working adults. The Non-Traditional Program offers an innovative academic schedule and use of the Internet for some course delivery, and provides students with an opportunity to complete their undergraduate degrees while juggling the demands of careers and family. Cleary University's Non-Traditional Program offers two different undergraduate degree paths. Degree completion options Executive Management BBA, Health Care Management BBA, and Human Resource Management BBA, are designed for immediate entry by qualified individuals. Cleary's Transfer BBA and BS majors are designed for individuals who have completed needed previous coursework, depending on the major selected.

Graduate Program

The Cleary MBA is intended for the experienced manager who is interested in and capable of advancing to the next level, but unable to forego employment and family life to achieve an advanced degree. 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. Student interest in a particular industry, sector, or field is accommodated with major concentration courses. MBA majors do not require a specific undergraduate degree major.

Dual Enrollment Program

The dual enrollment program at Cleary University is for qualified high school juniors or seniors who wish to begin earning college credit while still enrolled in high school. Students are expected to meet the same academic standards and expectations as regularly enrolled students.

CLEARY UNIVERSITY DEGREE PROGRAMS

Cleary University offers the following degrees:

- Master of Business Administration (MBA)
- Graduate Certificate
- Bachelor in Business Administration (BBA)
- Bachelor of Science (BS)
- Certificate

Graduate Degrees and Certificates

Finance

- Financial Planning MBA
- Graduate Certificate in Financial Planning

Management and Leadership

- Health Care Leadership MBA
- Management MBA
- Organizational Leadership MBA

Undergraduate Degrees and Certificates

Accounting and Finance

- Corporate Accounting BS
- Public Accounting BS
- Corporate Finance BS

Management

- Business Management BBA
- Entrepreneurship BBA
- Executive Management BBA
- Health Care Management BBA
- Human Resource Management BBA
- International Business Management BBA
- Health Information Technology Certificate

Marketing

- Corporate Communication and Public Relations BBA
- Marketing and New Media BBA
- Event and Meeting Management Certificate

ADMISSION REQUIREMENTS

Cleary University admits students of any race, color, religion, sexual orientation, and national and ethnic origin, to all programs and activities, and grants equal rights and privileges to all students of the University.

Undergraduate Admission Requirements

Standard admission to an undergraduate degree program may be granted in one of the categories listed below by meeting the following requirements, which have been developed in accordance with Federal Ability-to-Benefit Regulations. Please note that admission to the University does not guarantee admission to programs that have specific entry requirements.

Traditional Students (students entering directly from high school)

1. Submit a completed online application with a nonrefundable \$35.00 application fee
2. Submit a high school transcript indicating graduation with a minimum grade point average of 2.5 on a 4.0 scale and a minimum ACT score of 19**

Honors Level I: Submit a final high school transcript indicating graduation with a 3.7 or higher on a 4.0 scale, and a composite ACT score of at least 25

Honors Level II: Submit a final high school transcript indicating graduation with a 3.2 or higher on a 4.0 scale, and a composite ACT score of at least 23

Dual Enrollment Admission Criteria:

1. Must be a high school junior or senior
2. Must have a cumulative high school GPA of 3.0 or greater on a 4.0 scale
3. Must have a composite ACT score of at least 19. Students who have not yet taken the ACT must submit PLAN scores for individual consideration
4. Must have a high school counselor/school administrator recommendation and approval, as documented on a Cleary University Dual Enrollment Approval Form

Non-Traditional Students (students with 0-12 completed college credits)

1. Submit a completed online application form with a nonrefundable \$35.00 application fee
2. Submit a high school transcript indicating graduation with a minimum grade point average of 2.0 on a 4.0 scale**
3. Submit a college transcript (official copy must be received no later than the first term of enrollment), if applicable, with a minimum grade point average of 2.0 on a 4.0 scale**

Transfer Students (students with more than 12 completed college credits)

1. Submit a completed online application with a nonrefundable \$35.00 application fee
2. Submit a college transcript (official copy must be received no later than the first term of enrollment) with a minimum grade point average of 2.0 on a 4.0 scale**

Transfer Degree Completion Students

1. Submit a completed online application with a nonrefundable \$35.00 application fee
2. For the Executive Management BBA cohort program, Health Care Management BBA, and Human Resource Management BBA, admission requires
 - a. An awarded associate's degree (official transcript must be received no later than the first term of enrollment) from a regionally accredited institution, or a minimum of 90 transfer credits (60 semester credits) that satisfy a credit distribution requirement
 - b. A cumulative GPA of 2.5 or higher on a 4.0 scale** in transfer courses
 - c. Interview with the Faculty Chair
 - d. Submit a professional résumé indicating a minimum of two years management or professional experience

Provisional Admission**

Provisional admission in the categories described above may be granted to a student who does not meet all requirements at the time of application, but demonstrates exceptional promise. Please contact the Office of Admissions at admissions@cleary.edu or 517.338.3330 for details.

Appeal of Admission Denial for Undergraduate Program

Applicants denied admission may request reconsideration. Requests must be submitted in writing to the Director of Admissions and should include an explanation of the circumstances related to the reasons for denial. 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.

Graduate Admission Requirements

Standard admission to the Cleary University graduate degree program may be granted by meeting the requirements below.

1. Submit a completed application form with a nonrefundable \$60.00 application fee
2. Submit a college transcript showing completion of a baccalaureate degree from a regionally-accredited college or university, and a minimum undergraduate grade point average of 2.5 on a 4.0 scale
3. Submit an admissions essay
4. Submit a professional résumé indicating a minimum of two years management or related experience

Appeal of Admission Denial for the Graduate Program

Applicants denied admission may request reconsideration. Requests must be submitted in writing to the Director of Admissions and should include an explanation of the circumstances related to the reasons for denial. 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
- 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.

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.

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, 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) to the University Admissions Office is required for verification.

International Students

Students who are not citizens of the United States of America may be admitted if they meet the standard admission requirements and can demonstrate the following:

1. Proficiency in the English language by presenting official records showing a minimum score of 550 (PBT - paper-based test), 213 (CBT- computer-based test) or 70 (iBT - Internet-based test) on the Test of English as a Foreign Language (TOEFL), an overall band score of 6.5 or higher on the IELTS (International English Language Testing System) or a minimum score of 75 on the Michigan English Language Assessment Battery (MELAB), or successful completion of a basic English composition course (course number above 100) at an accredited college or university in the United States, with a grade of "C" or higher for undergraduate students; "B" or higher for graduate students
2. Evidence of financial resources adequate to sustain monetary obligations in the United States
3. The ability to secure the proper visa to stay in the United States
4. Submit an independent evaluation of student transcripts (for example, World Education Services)
5. Completion of all necessary forms in the International Student packet

Cleary University's 100% online programs are available to international students who remain outside of the United States. Students must meet the admission requirements as outlined above for the appropriate category and must prove proficiency in the English language as outlined in requirement #1 for International Students.

Agreements with Other Institutions

Cleary has agreements with a number of educational institutions to assist with transition to Cleary University. Course equivalencies, transfer guides, and articulation agreements are available for

- Concordia University
- Henry Ford Community College
- Lansing Community College
- Montcalm Community College
- Mott Community College
- Oakland Community College
- Schoolcraft College
- Washtenaw Community College
- National Guard

TECHNOLOGY REQUIREMENTS

Cleary University students will need at least a Windows, Mac, or tablet computer with up to date operating systems to participate in online or blended classes. Students should have a high-speed Internet connection (for example: DSL or cable connection) to support the use of multimedia course content. Some courses or academic programs may have additional requirements not provided by the University (such as a computer headset with a microphone). Please consult the course descriptions prior to registering.

Current supported Operating Systems:

All patches and services packs installed for the following:

- **Windows:** Windows 7 or higher
- **Macintosh:** OS/X 10.6 or higher
- **IOS:** Version 7
- **Android:** Most recent version

Recommended Web browsers:

Up-to-date versions of the following web browsers:

- Internet Explorer 8.x or newer
- Firefox (latest version)
- Safari (latest version)
- Chrome (latest version)

Software Requirements:

Up-to-date versions of the following software:

- Java
- QuickTime
- PDF Reader
- Microsoft Office or the ability to open Office documents (Office 2007 formats: .docx, .xlsx, etc) in another office suite (such as OpenOffice.org, iWork, Googledocs)

UNDERGRADUATE DEGREES AND CERTIFICATES

Bachelor's Degrees

Executive Management BBA (Degree Completion Cohort)

Program Features

The Executive Management BBA degree is a cohort program delivered by combining synchronous and asynchronous instruction so that students complete their degree in one year. This includes two mandatory on-ground meetings. The degree is for someone with significant work experience in a business, health care, 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 students not only gain the knowledge needed to succeed, but they also learn how to use this knowledge to make a significant and immediate difference in their companies. The pace of the program is rigorous but the rewards are immeasurable in terms of broadening professional skill sets and enhancing career opportunities.

Career Benefits

- Immediate career impact: qualified candidates complete a BBA degree in one year
- Enhanced employer appeal: demonstrated application of business concepts
- Improved career flexibility: broad degree content is applicable to most business careers
- Professional network: cohort classmates and faculty relationships benefit beyond graduation

Convenient Program Features

- Time and expense savings through transfer and work experience credits
- Course scheduling tailored to working adults
- Academic success promoted by faculty-mentor guidance
- All-inclusive tuition. There are no fees. Textbooks (either electronic or printed textbooks) are included in tuition and are shipped directly to the student's home.
- Financial assistance and payment plan options

Project-Based Learning

The Executive Management BBA program design incorporates application through project-based learning.

- Executive Management BBA Project Sequence: The Executive Management BBA Project Sequence is a multi-course sequence completed over the entire year of the program. Students carry out projects involving primary research, process improvement, business plan, marketing audit, implementation plan, or feasibility study. A faculty mentor works with each student to complete the project and tailor the work to align with the professional and personal development interests of the student. Often, Executive Management BBA projects solve a significant problem for students' employers.
- Capstone project in each course: Course capstone projects involve comprehensive application of the course principles to relevant management circumstances.

Program Learning Outcomes

Upon completion of the Executive Management BBA program, students will be able to:

- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and an ability to work effectively in teams
- Recognize ethical, legal, and social considerations in complex business situations
- Understand the global, economic, ethical, and legal environments of contemporary business
- Identify and practice the leadership and motivational traits and qualities necessary to accomplish organizational goals

Executive Management BBA Course Requirements

Required Courses 57 credits

Required courses which include core subjects and the project sequence are completed at Cleary University in a cohort format in 12 months (3 ½ terms). No substitutions are permitted. .

Core Subjects (42 credits)

ACC 400 Accounting for Managers
BAC 100 Foundations in Undergraduate Studies
ENT 405 Creativity and Innovation
FIN 410 Managerial Finance
LAW 320 Business Ethics and Legal Issues
MGT 400 Management Skills Seminar
MGT 412 Leadership and Teams
MGT 420 International Business
MKT 415 Interactive Marketing
MTH 330 Analysis for Business
OPM 400 Operations Management

BBA Project Sequence (16 credits)

BAC 300 Business Research and Communication
MGT 340 Managing Projects and Processes in Organizations
PJT 491 Professional Project I
PJT 492 Professional Project II

Associate's Degree (see Note 1) 90 credits

Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses (see Note 2) 33 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81).

Executive Management BBA Degree Total 180 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 90 transfer quarter credits (60 semester credits) that satisfy a credit distribution requirement.

Note 2: Requires an interview with the Faculty Chair prior to entry into this program.

Note 3: Requires submission of a professional résumé.

BBA Health Care Management (Degree Completion Cohort)

Program Features

The Bachelor of Business Administration in Health Care Management is a degree program designed to provide preparation in management for 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 that are needed to manage functions common to any business enterprise.

Our faculty use case studies, project-based learning, and other teaching methods that promote real-world decision making. Students working individually and in group settings will apply common business practices within the required courses. Coursework emphasizes good critical thinking skills and the development of ethical leadership. Class discussions revolve around both classical issues and current trends that the business enterprise might face.

The Health Care Management BBA degree is a cohort program. Students are required to have a basic understanding of health care terminology before joining the Health Care Management major cohort. Students who have earned an associate's degree from a regionally-accredited institution are also eligible to enroll in this program.

Career Benefits

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 and strong business and management skills should lead to the best opportunities. Health care management employers can be 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 and research institutions
- Home health care organizations

In choosing a career in health care management, your first job might be an entry- to mid-level management position in a specialized area such as:

- Finance
- Government relations
- Human resources
- Information systems
- Patient care services
- Marketing and public affairs
- Medical staff relations
- Nursing administration
- Material management

Program Learning Outcomes

When evaluating candidates for management positions, employers look for appropriate education, health care work experience, general management skills, leadership skills, business planning skills, and quantitative skills. Upon completion of this degree, the graduate will be able to:

- Describe effective management strategies needed to achieve successful outcomes in the health care system
- Demonstrate understanding of various health care delivery models, including entitlement programs, health management organizations, and private insurance
- Demonstrate achievement of business skills in the areas of health care budgeting and finance, human resources, strategic planning, marketing, health information technology, and quality management
- Demonstrate knowledge of ethical practice and legal responsibilities in the management of the health care setting
- Demonstrate understanding of the broader issues of health care economics, policy, regulation and risk management
- Demonstrate an understanding of the impact of global health care issues on both the local health care market and a global setting

BBA in Health Care Management Course Requirements

Major Courses 28 credits

No substitution. All courses must be taken at Cleary University.

HCM 004 Health Care Management Internship
HCM 400 Quality Management in Health Care
HCM 420 Health Care Business and Policy
HCM 430 Marketing Health Care Services
HCM 440 Health Care Informatics
HCM 450 Global Health Issues
LAW 410 Legal Issues in Health Care

Major Prerequisite Courses 4 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

HCM 300 Introduction to Health Care Management

Core Courses 21 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

ACC 400 Accounting for Managers
BAC 100 Foundations in Undergraduate Studies
ENT 405 Creativity and Innovation
FIN 410 Managerial Finance
MGT 400 Management Skills Seminar
MTH 330 Analysis for Business

BBA Project Sequence 16 credits

No substitution. All courses must be taken at Cleary University.

BAC 300 Business Research and Communication
MGT 340 Managing Projects and Processes in Organizations
PJT 491 Professional Project I
PJT 492 Professional Project II

Associate's Degree or equivalent (see Note 1)..... 90 credits

Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses (see Note 2) 21 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81).

Total..... 180 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 90 transfer quarter credits (60 semester credits) that satisfy a credit distribution requirement.

Note 2: Requires an interview with the Faculty Chair prior to entry into this program.

Note 3: Requires submission of a professional résumé.

BBA Human Resource Management (Degree Completion Cohort)

Program Features

The field of human resource management encompasses various specialties, including compensation, recruiting, benefits administration, and labor relations. There is also a need for the generalist whose knowledge of human resource management covers a number of different human resource management functions. One of the most important career directions 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.

The Human Resource Management BBA degree is a cohort program. Faculty members use case studies, project-based learning, and other teaching methods that promote real-world decision making. Students working individually and in group settings will apply common business practices. Courses emphasize critical thinking skills and the development of ethical leadership. Class discussions revolve around both classical issues and current trends, and the Professional Project courses require students to integrate course outcomes into a customized application project.

Career Benefits

The profession of Human Resource Management (HRM) has become an important strategic partner with management in operations and in the achievement of goals in almost all organizations, private, government, and nonprofit. All organizations have recognized the importance of building human assets of the organization and creating an environment that enhances culture, efficiency, employee satisfaction, and productivity. As a profession, human resource management plays a vital, strategic role in developing and maintaining this culture. Human resource management is a dynamic field of study, constantly changing, requiring the continuous updating of knowledge and competencies of many related business disciplines. Coupled with the right work experience, graduates from this program may qualify for the following career opportunities:

- Benefits Specialist
- Payroll Administrator
- HR Generalist
- Employee Relations Specialist
- HR Manager
- Compensation and Benefit Analyst

Certification

One of the career requirements for all human resource management professionals is to attain certification through the national association, SHRM, the Society for Human Resource Management. Cleary University coursework prepares students to take the examination for Professional Human Resource (PHR) certification. Graduates are eligible to take the PHR examination after completing a minimum of two years of Human Resource Management related work experience.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Demonstrate and evaluate practices concerning recruitment and selection, manage performance, maximize employee contribution, manage learning processes, utilize effective employment relations, resolve differences and gain commitment, motivate staff and reward contributions, and deliver equity and fairness
- Explain strategy development, and discuss and evaluate the connection between business and human resource strategy
- Identify and discuss ethical implications of human resource management related situations and decisions, and develop appropriate professional stances on these topics
- Identify, describe, analyze, and evaluate current strategic issues in human resource management
- Summarize organization theory, describe the effect of culture, discuss issues influencing structural choices, and assess the impact of different organizational forms on human resource policy and practice
- Analyze and evaluate human resource specialists' contributions, their specific skills, and ethical and professional issues of concern to them

BBA in Human Resource Management Course Requirements

Major Courses 20 credits

No substitution. All courses must be taken at Cleary University.

- HRM 421 Human Resource Management
- HRM 450 Training and Development for Human Resource Professionals
- HRM 460 Compensation and Performance Management Systems
- HRM 470 Organizational Staffing Principles and Practices
- LAW 435 Human Resources Law

Core Courses 21 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

- ACC 400 Accounting for Managers
- BAC 100 Foundations in Undergraduate Studies
- ENT 405 Creativity and Innovation
- FIN 410 Managerial Finance
- MGT 400 Management Skills Seminar
- MTH 330 Analysis for Business

BBA Project Sequence 16 credits

No substitution. All courses must be taken at Cleary University.

- BAC 300 Business Research and Communication
- MGT 340 Managing Projects and Processes in Organizations
- PJT 491 Professional Project I
- PJT 492 Professional Project II

Associate's Degree or equivalent (see Note 1)..... 90 credits

Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses (see Note 2) 33 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81).

Total..... 180 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 90 transfer quarter credits (60 semester credits) that satisfy a credit distribution requirement.

Note 2: Requires an interview with the Faculty Chair prior to entry to this program.

Note 3: Note 3: Requires submission of a professional résumé.

BBA Business Management

Program Features

The BBA in Business Management provides the student with a well-grounded degree in general management. This preparation is well suited for students who want a business degree or who are looking to further their management career. Students may attend part- or full-time. This program is available fully online or by combining synchronous, asynchronous, or blended course delivery options.

This program emphasizes the practical application of business principles to solve complex, real-life business management problems. Our faculty rely on case studies, project-based learning, and other teaching methods that promote real-world decision making. Students apply common business practices through courses, working individually and in group projects. Coursework emphasizes good critical thinking skills and the development of ethical leadership. Class discussions revolve around both classical issues and current trends that the business enterprise might face. The Professional Project courses require students to apply course outcomes to a customized application project.

Career Benefits

A BBA in Business Management continues to be a degree that provides diverse employment opportunities. Employment of general managers and top executives is expected to grow as new companies start up and established companies seek managers who can help them maintain a competitive edge in domestic and world markets.

The emphasis on the practical application of proven business management principles means that students not only gain the knowledge needed to succeed, they also learn how to use this knowledge to make a real difference in their companies. For a typical graduate already in a management career, improvement in managerial effectiveness means more recognition, promotions, and compensation. Students who plan to embark on a management career, either by changing from their current field of work or by moving up into management, will benefit from the program's well-rounded approach. Coupled with the right work experience, graduates from this program may qualify for the following career opportunities:

- Administrative Services managers
- Computer and Information Systems managers
- Construction/Industrial Production managers
- Retail/Food Service/Lodging managers
- Property, Real Estate, and Community Association managers

Students demonstrate their competencies in each course through a combination of analytical papers, tests, case analyses, and capstone projects. Each capstone project is a comprehensive application of the course's principles to one or a series of business management situations. Benchmarking our graduates to those from other business schools through the ETS Major Field Test demonstrates that our graduates are confident that they can compete successfully. Their employers receive high value through the management expertise of Cleary graduates.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and an ability to work effectively in teams
- Recognize ethical, legal, and social considerations in complex business situations
- Understand the global, economic, ethical, and legal environments of contemporary business
- Identify and practice the leadership and motivational traits and qualities necessary to accomplish organizational goals
- Monitor and evaluate effectiveness of management processes, programs, and outcomes

BBA in Business Management Course Requirements

Major Courses (Cohort)..... 30 credits

No substitution. All courses must be taken at Cleary University.

- MGT 340 Managing Projects and Processes in Organizations
- MGT 412 Leadership and Teams
- MGT 425 Negotiations
- MGT 479 Management Policy
- OPM 400 Operations Management
- PJT 495-499 Professional Project I-V

Business Core Courses 40 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

- ACC 401 Financial Accounting
- ACC 402 Managerial Accounting
- BCS 440 Technology and the Organization
- ECO 320 Economics of Business
- FIN 400 Financial Management
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 344 Quantitative Business Analysis

Cleary University Core 16 credits

No substitution. All courses must be taken at Cleary University.

- BAC 300 Business Research and Communication
- ENT 405 Creativity and Innovation
- GRN 375 Business, Society, and Sustainability
- QTY 432 Quality Management

Lower Division Requirements 45 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Electives..... 49 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BBA Corporate Communication and Public Relations

Program Features

This baccalaureate degree program is designed to prepare individuals to fill the business-related communications role in a virtual or traditional environment. The BBA in Corporate Communication and Public Relations offers the student an integrated education, combining studies of both business and communication in a global context. It prepares students for the communication and management challenges of businesses by emphasizing leadership, innovation, entrepreneurship, and effective communication. This program provides a solid foundation in project management, business, Web communication, corporate communication, and international communication.

This degree incorporates three major curriculum themes: (1) global business communications, (2) organizational communications in the traditional and virtual environments, and (3) training (development and assessment). This major focuses on understanding, exploring, and mastering technology as a tool for communicating and collaborating in a global environment. A training component is included so graduates who have mastered emerging communication technologies will be equipped to train others in the uses and applications of these technologies. Students complete an electronic portfolio of work samples and projects. This program is available online, and offers the flexibility to meet the demands of working professionals. To facilitate transparent communication, beginning with the first course in the major, hardware configurations and software programs are provided for all degree seekers.

Career Benefits

The business arena is increasingly influenced by advancements in technology, and the demand for skilled communicators continues to grow. One of the fundamentals of today's successful businesses is effective communication both internally and externally, face-to-face, across the country, or around the globe. Mastering both fundamental and virtual communication skills will provide a competitive edge in the Information Age. According to the U.S. Department of Labor, employment in this area is projected to grow faster than average; keen competition is expected for entry-level jobs. The need for good business communication skills in an increasingly competitive global business environment will peak demand for these workers in organizations of all types and sizes.

Jobs are concentrated in service-providing industries such as advertising, health services, educational services, communication firms, financial institutions, and government agencies. This program's focus on new and emerging technologies, plus the training component, positions graduates to succeed in the global and virtual environment, and to adapt quickly and easily to new technologies as they are developed and implemented in the business environment.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Summarize communication theory and trends
- Use, evaluate, and modify different communication strategies and Web technologies in a traditional or virtual business setting in global contexts
- Create and maintain one or more virtual, Web-based communication channels
- Implement and incorporate excellent writing and editing skills into all facets of corporate communication
- Demonstrate the ability to think strategically, and gain a global perspective on communications and public relations
- Demonstrate clear and concise writing skills and leadership in the digital world

BBA in Corporate Communication and Public Relations Course Requirements

Major Courses (Cohort)..... 30 credits

No substitution. All courses must be taken at Cleary University.

- COM 320 Impact of Technology on Workplace Communication
- COM 340 Presenting and Persuading in the Virtual Environment
- COM 400 Advanced Business Communication Methods
- COM 460 Public Relations—Communicating to the Internal and External Public
- MKT 435 New Media Theory and Practice
- PJT 495-499 Professional Project I-V

Business Core Courses 40 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

- ACC 401 Financial Accounting
- ACC 402 Managerial Accounting
- BCS 440 Technology and the Organization
- ECO 320 Economics of Business
- FIN 400 Financial Management
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 344 Quantitative Business Analysis

Cleary University Core 16 credits

No substitution. All courses must be taken at Cleary University.

- BAC 300 Business Research and Communication
- ENT 405 Creativity and Innovation
- GRN 375 Business, Society, and Sustainability
- QTY 432 Quality Management

Lower Division Requirements 45 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Electives..... 49 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BBA Entrepreneurship

Program Features

The BBA in Entrepreneurship provides the student with a well-rounded degree in entrepreneurship and business management. This preparation is well suited for the student who wants to open a new business, plans to enter into the management of an existing family business, or is currently managing a small business. This program emphasizes the practical application of business principles to solve complex, real-life, start-up business management problems. Courses are designed to include this practical application, case studies, and other teaching methods that promote real-world decision making. Students will apply common business practices by working individually and in group projects. Coursework emphasizes creativity, good critical thinking skills, and the development of ethical leadership. Class discussions revolve around both classical issues and current trends that the business enterprise might face. The Professional Project courses require students to apply course outcomes into a customized application project.

Career Benefits

As the global economy continues to expand, increased pressure is being placed on the traditional employment market. The current economic times support and encourage Americans to use their creative energies and natural embrace of navigating risk to develop start-up companies that are nimble and that are able to maintain a competitive edge in domestic and world markets. The emphasis on the practical application of proven business management principles means that students not only gain the knowledge needed to succeed, they also learn how to use this knowledge to make a real difference in their company. This improvement in management effectiveness, for those students already in small business, means more growth and sustainable financial health. Students who plan to embark on a new business are served by the program's well-rounded approach.

Project Based Learning

Students demonstrate their competencies in each course through a combination of analytical papers, tests, case analyses, and capstone projects. Each course's capstone project is a comprehensive application of the course's principles to one or a series of business management situations, which ultimately result in a professional business plan suitable for seeking financial support for the start-up. Creating a comprehensive business plan is of threefold importance:

1. It will enable better focus on the structure, strengths, weaknesses, opportunities, and threats to the business. This will allow for better planning and design,
2. The completed business plan will serve as a road map for guiding the business through the establishment of strategic objectives and appropriate measurement criteria,
3. When formalized, the business plan will be used as a "selling" document to attract potential investors, suppliers, and lending institutions.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and an ability to work effectively in teams
- Recognize ethical, legal, and social considerations in complex business situations
- Understand the global, economic, ethical, and legal environments of contemporary business
- Identify and practice the leadership and motivational traits and qualities necessary to accomplish organizational goals
- Monitor and evaluate effectiveness of management processes, programs, and outcomes

BBA in Entrepreneurship Course Requirements

Major Courses (Cohort)..... 30 credits

No substitution. All courses must be taken at Cleary University.

- ENT 400 Entrepreneurship
- ENT 410 Marketing the New Business
- ENT 430 New Business Finance
- ENT 450 Entrepreneurship Discovery
- MGT 425 Negotiations
- PJT 495-499 Professional Project I-V

Business Core Courses 40 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

- ACC 401 Financial Accounting
- ACC 402 Managerial Accounting
- BCS 440 Technology and the Organization
- ECO 320 Economics of Business
- FIN 400 Financial Management
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 344 Quantitative Business Analysis

Cleary University Core 16 credits

No Substitution. All courses must be taken at Cleary University

- BAC 300 Business Research and Communication
- ENT 405 Creativity and Innovation
- GRN 375 Business, Society, and Sustainability
- QTY 432 Quality Management

Lower Division Requirements 45 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Electives..... 49 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BBA International Business Management

Program Features

A Bachelor in Business Administration (BBA) in International Business Management provides students with a foundation of knowledge relevant to acquiring a managerial position in a multinational organization or starting a business in the international arena. With an emphasis on technical skills, contemporary business theory, and study of multi-cultural and diverse business environments, the International Business Management BBA is highly practical-oriented and hands-on.

This program concentrates on how to solve complex, real-life international business management problems. Program faculty set the learning environment so that students can apply common business practices through courses, working individually and in group projects. Coursework emphasizes good critical thinking skills and ethical leadership. Students will learn how to co-operate and how to work in multicultural teams. Class discussions revolve around both classical issues and current trends in international business management. The Senior Project courses require students to apply course outcomes to a customized application project.

Career Benefits

A BBA in International Business Management provides diverse employment opportunities. Global economic integration continues to flourish as a result of the continuation of free trade and free markets. Government policies worldwide are making it seamless to do business internationally. Employment of general managers and top executives is expected to grow as international companies seek managers who can help them maintain a competitive edge in world markets.

The emphasis on the practical application of proven international business management principles means that students not only gain the knowledge needed to succeed, they also learn how to use this knowledge to make a real difference in their companies. Coupled with the right work experience, graduates from this program may qualify in the following arenas:

- International Joint Ventures
- International Banking / Finance
- Foreign Services / NGO (nonprofit government organizations)
- Import / Export
- Global Logistics
- International Family Business

Students demonstrate their competencies in each course through a combination of analytical papers, tests, case analyses, and capstone projects. Each capstone project is a comprehensive application of the course's principles to one or a series of business management situations. Benchmarking our graduates to those from other business schools through the ETS Major Field Test demonstrates that our graduates are confident that they can successfully compete.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Recognize global, economic, ethical, legal, and social considerations in complex international business situations
- Identify and practice the leadership and motivational traits and qualities necessary to accomplish the international organization's goals
- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and an ability to work effectively in cross-cultural teams
- Creatively solve problems in a multicultural environment

BBA in International Business Management Course Requirements

Major Courses (Cohort)..... 30 credits

No substitution. All courses must be taken at Cleary University.

MKT 451 International Marketing
HRM 445 International Human Resources Management
MKT 470 Global Supply Chain Management
MGT 461 International Risk Management
MGT 471 Strategy and the Multinational Enterprise
PJT 495-499 Professional Project I-V

Major Prerequisite Courses 16 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

MGT 425 Negotiations
ECO 441 International Economics, Finance, and Banking
LAW 450 International Business Law
COM 450 Cross Cultural Behavior and Communications

Business Core Courses 40 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

ACC 401 Financial Accounting
ACC 402 Managerial Accounting
BCS 440 Technology and the Organization
ECO 320 Economics of Business
FIN 400 Financial Management
LAW 320 Business Ethics and Legal Issues
MGT 400 Management Skills Seminar
MGT 420 International Business
MKT 415 Interactive Marketing
MTH 344 Quantitative Business Analysis

Cleary University Core 16 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

BAC 300 Business Research and Communication
ENT 405 Creativity and Innovation
GRN 375 Business, Society, and Sustainability
QTY 432 Quality Management

Lower Division Requirements 45 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Electives..... 33 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BBA Marketing and New Media

Program Features

Marketing is a core strategic function of any enterprise, and its central focus is to understand the customer in order to satisfy needs and build long-term relationships. The impact of the Internet on the marketing disciplines has dramatically changed the field. The melding of basic marketing principles with customer-centric management, strategic accountability, and Web-based strategies is central to our marketing curriculum.

Our faculty use case studies, project-based learning, and other application teaching methods that promote real-world decision making. Students working individually and in group projects will apply common business practices through online and on-campus courses. Coursework emphasizes good critical thinking skills and the development of ethical leadership. Class discussions revolve around both classical issues and current trends that the business enterprise might face. The Professional Project courses require the students to incorporate learning outcomes into a customized application project.

Career Benefits

Marketing is an interaction of many business activities in order to promote goods or services to achieve customer satisfaction and to build relationships with customers. As a field, marketing involves planning and executing the conception, pricing, promotion, and distribution of a product, whether that product is a service, good, or corporate image. According to the Bureau of Labor Statistics, "Employment of advertising, promotions, and marketing managers is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Advertising, promotions, and marketing will continue to be essential for organizations as they seek to maintain and expand their share of the market. Coupled with the right work experience, graduates from this program may qualify for the following career opportunities:

- Account Coordinator
- Client Services Manager
- New Business Development Specialist
- Brand Manager
- Direct Marketing Manager
- E-mail Marketing Manager
- Event Marketing Specialist
- Marketing Communications Manager

Certification

Cleary University's BBA in Marketing prepares students for the Professional Certified Marketer (PCM) certification exam, which is administered by the American Marketing Association. Coursework in the major, along with a practice test that Cleary has developed, prepares students to sit for the PCM exam. To be certified, one must pass the PCM and either have a bachelor's degree and four years of professional work experience, or a master's degree and two years of professional work experience.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Understand the appropriate regulations, laws, and guidelines affecting marketing and adhere to applicable ethical codes
- Conduct environmental analyses by identifying industry trends, analyzing competitors, and researching the customer in order to evaluate and guide marketing strategies
- Conduct market research to collect data related to environmental scans, demand forecasts, market segmentation, and new product testing to guide/support marketing strategy development/selection
- Develop a market-product focus by setting marketing and e-Marketing objectives (based on market and product), segmenting the market, identifying target segment(s), and positioning the product, good, or service
- Develop marketing strategies to introduce a new product to a market based on product characteristics, pricing strategies, e-Marketing components, market information, and channel objectives
- Apply new technology such as social media and Web 3.0 for market development, customer retention, and customer relationship building

BBA in Marketing and New Media Course Requirements

Major Courses (Cohort)..... 30 credits

No substitution. All courses must be taken at Cleary University.

MKT 420 Market Intelligence
MKT 434 Marketing Research and Relationship Marketing
MKT 435 New Media Theory and Practice
MKT 440 Marketing Metrics
MKT 480 Consumer Behavior
PJT 495-499 Professional Project I-V

Business Core Courses 40 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

ACC 401 Financial Accounting
ACC 402 Managerial Accounting
BCS 440 Technology and the Organization
ECO 320 Economics of Business
FIN 400 Financial Management
LAW 320 Business Ethics and Legal Issues
MGT 400 Management Skills Seminar
MGT 420 International Business
MKT 415 Interactive Marketing
MTH 344 Quantitative Business Analysis

Cleary University Core 16 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

BAC 300 Business Research and Communication
ENT 405 Creativity and Innovation
GRN 375 Business, Society, and Sustainability
QTY 432 Quality Management

Lower Division Requirements 45 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Electives..... 49 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BBA Professional Projects

General Information

Students completing their bachelor's degree from Cleary University are required to complete a Professional Project. The degree capstone represents a research-based paper of a business-related problem involving an in-depth analysis or evaluation.

The Professional Project is expected to incorporate competencies in research, finance, and other business skills learned during the student's academic program at Cleary University. The Professional Project must demonstrate an exceptional level of scholarship.

The Professional Project can be a personally rewarding component of a student's academic experience because it provides an opportunity to apply the concepts learned to a living project of the student's choice. Students will determine the direction of the project with the guidance of the faculty mentor. This is a collaborative venture and an opportunity for individualized learning that goes beyond any classroom experience.

Each student selects a topic for the Professional Project; however, the final approval for the topic selection is granted by the Faculty Mentor. The Faculty Mentor is assigned upon registration for the first course in the project sequence and continues working with the student through the completion of the final project sequence course.

The Professional Project demonstrating both theory and practice, in most cases, will be a written paper of 50 to 70 pages of text, double-spaced, and following the APA format style, developed over multiple terms with the guidance of a faculty mentor.

Project Topics

The topics for the Professional Project will vary depending on the academic major and experiences of the student. Examples include the following:

- Projects related to work: Projects will involve process improvement, problem solving related to the operations of a business, innovation, or implementation or development of new products.
- Projects related to a business or feasibility plan: Projects include entrepreneur opportunities or new ventures for a non-profit agency.
- Projects related to community service: Projects will focus on strategic evaluation and assessment of programs or services in the nonprofit or government sectors.
- Projects related to starting a new business: Projects will focus on creating a detailed business plan following the prescribed outline, which will be provided by the mentor.
- Projects related to marketing a product or service: Projects will be marketing audits following a prescribed outline, which will be provided by the mentor.
- Projects can also be customized to meet the specific needs of the student's employer.

In selecting a topic, it is important to determine the depth of business competencies to be incorporated into the Professional Project.

Professional Project Delivery

The PJT sequence is blended (on-ground and on-line). Each PJT course meets synchronously during the first and sixth weeks of the session (either in person or online using a tool such as Zoom). The Faculty Mentor will review requirements for the particular PJT course during the first session. Students will present the results of their project findings for the PJT course during the sixth session.

BBA Academic Minor

Undergraduate students earning a BBA degree may also elect to complete an academic minor in one of the following disciplines: Business Management, Corporate Communication and Public Relations, Entrepreneurship, Health Care Informatics, or Marketing and New Media. Upon completion of the Business Core courses and prior to completing the BBA degree requirements, students may earn a minor by completing a sequence of three related major courses. For major/minor combinations which share requirements, course substitutions will be selected.

Minor in Business Management

MGT 340 Managing Projects and Processes in Organizations
MGT 425 Negotiations
MGT 479 Management Policy

Minor in Corporate Communication and Public Relations

COM 320 Impact of Technology on Workplace Communication
COM 400 Advanced Business Communication Methods
COM 460 Public Relations—Communicating to the Internal and External Public

Minor in Entrepreneurship

ENT 400 Entrepreneurship
ENT 410 Marketing and the New Business
ENT 430 New Business Finance

Minor in Health Information Technology

HCM 440 Health Care Informatics
HIT 310 Health Information Networks
HIT 320 Patient Care Data and Workflow

Minor in Marketing and New Media

MKT 434 Marketing Research and Relationship Marketing
MKT 435 New Media Theory and Practice
MKT 440 Marketing Metrics

BS Corporate Finance

Program Features

The BS in Corporate Finance degree is designed to provide a formal education in areas of finance, such as financial management, investments, portfolio management, financial statement analysis, risk management, money and credit markets, cash management, lease financing, bankruptcy, mergers and acquisitions, and international finance. Recognizing that financial managers require a broad range of skills, such as communication and interpersonal skills, ability to work well in teams, critical thinking, and analytical and marketing skills, the core curriculum has been designed to include sufficient subjects in management, marketing, economics, accounting, and communication. To ensure a well-rounded education, students also complete courses in law, ethics, and data analysis using computers.

Career Benefits

The BS in Corporate Finance degree prepares students to become financial managers. Students with a BS in Corporate Finance may become controllers preparing financial reports and forecasting the company's financial future; treasurers and finance officers preparing budgets for companies; or credit managers determining credit ratings and in general overseeing a firm's credit policies. Students who have an aptitude for international finance may be more interested in working for multi-national companies. Cash managers deal with cash receipts and disbursements on a daily basis. Risk managers help firms control risk arising out of financial transactions and exchange rate fluctuations. Financial institutions employ financial managers to oversee lending, mortgages, and investments. Financial managers also play an integral role in mergers, acquisitions, and global expansion.

BS Corporate Finance students at Cleary University are required to take the cost and financial accounting courses required in the accounting major. Hence, students have the thorough understanding of finance and financial accounting required to face the challenges of finance positions at any corporation. This unique feature of the Cleary Finance program gives our students a competitive advantage.

Program Learning Outcomes

Upon completion of this degree, the graduate will be able to:

- Analyze and interpret financial statements of companies
- Apply advanced financial and cost accounting concepts
- Compute the value of real and financial assets
- Employ ethical and sound investment and financial decisions
- Analyze and manage risk as a financial manager
- Explore the functions and operations of financial markets and institutions
- Use statistical research methods to conduct company research
- Demonstrate sound knowledge of economic theories and principles
- Express financial theories and applications clearly and effectively
- Demonstrate thorough knowledge of basic organizational and marketing concepts

BS in Corporate Finance Course Requirements

Major Courses (Cohort)..... 20 credits

No substitution. All courses must be taken at Cleary University.

- ACC 472 Advanced Financial Accounting I
- FIN 415 Investments
- FIN 425 Portfolio Management
- FIN 435 Financial Institutions
- FIN 475 Advanced Corporate Finance

Major Prerequisite Courses 16 credits

Courses may be taken at Cleary University, or substitution is permitted by transfer.

- ACC 381 Intermediate Accounting II
- ACC 382 Intermediate Accounting III
- ACC 440 Cost Accounting I
- ACC 441 Cost Accounting II

Accounting and Finance Core Courses 36 credits

Courses may be taken at Cleary University or permitted by transfer.

- BAC 300 Business Research and Communication
- ECO 320 Economics of Business
- FIN 401 Corporate Finance
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 440 Statistics for Financial Economics
- OPM 400 Operations Management

Lower Division Requirements 61 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements. Additionally, the following courses are also required:

- ACC 246 Principles of Accounting II
- ACC 247 Principles of Accounting III
- ACC 255 Introduction to Taxation
- ACC 280 Intermediate Accounting

Electives..... 47 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BS Corporate Accounting

Program Features

Cleary's Corporate Accounting Bachelor of Science degree prepares the graduate for a career in accounting within an industry or business by providing a strong foundation in financial and managerial accounting. The skills acquired in these courses prepare the graduate to meet the professional challenges of the corporate business environment and equip him/her with tools for intelligent analysis, planning, controlling, and decision making.

Career Benefits

Corporate accountants deal with the management of assets, liabilities, costs and cost control, taxes, and business planning. The BS in Corporate Accounting degree program prepares the graduate for a career as a corporate accountant, financial manager, controller, and business consultant. Career opportunities in accounting are abundant, with projections for jobs to grow steadily through 2018. An increase in the number of businesses, changing financial laws and regulations, and increased scrutiny of company finances will drive growth.

Professional Certification—Institute of Managerial Accountant's (IMA) Endorsement

The IMA's Committee on Academic Relations has approved endorsement of Cleary University's BS in Corporate Accounting program. This major accomplishment recognizes that Cleary's program meets the educational standards necessary for enabling students to pursue the Certified Management Accountant (CMA®) credential and provides students with essential skills sought after by successful organizations and their financial team leaders. The CMA designation is the advanced professional certification specifically designed to measure the accounting and financial management skills that drive business performance. Achieving the CMA credential demonstrates a mastery of financial planning, analysis, control, and decision support, as well as professional ethics. There are two parts to the exam:

Part 1 – Financial Planning, Performance, and Control

- Planning, budgeting, and forecasting
- Performance measurement
- Cost management
- Internal controls
- Professional ethics

Part 2 – Financial Decision Making

- Financial statement analysis
- Corporate finance
- Decision analysis and risk mgt.
- Investment decisions
- Professional ethics

To become certified, an individual must pass both parts of the CMA exam, be a member of the Institute of Management Accountants, hold a bachelor's degree, and have two years of professional work experience in management accounting and/or financial management.

Cleary University is currently the only school in Michigan to offer instructor-led courses using the IMA's CMA Learning System. To learn more about these courses, please visit <http://www.cleary.edu/cma/>.

Program Learning Outcomes

- Prepare, analyze, and interpret financial statements of profit companies and non-profit entities
- Apply generally accepted accounting principles to asset and liability transactions, to equity transactions, error corrections, changes in accounting principles, and to business combinations and consolidations
- Apply advanced financial accounting concepts
- Compute the value of real and financial accounting concepts
- Apply cost accounting concepts to managerial decision making and understand how the managerial accountant adds value to an organization
- Understand the accounting information system and how it plays a role in internal controls
- Understand how to detect and deter fraud and establish and review internal controls

BS in Corporate Accounting Course Requirements

Major Courses (Cohort) 20 credits

No substitution. All courses must be taken at Cleary University.

- ACC 415 Governmental/Nonprofit Accounting
- ACC 420 Forensic Accounting
- ACC 470 Accounting Information Systems
- ACC 472 Advanced Financial Accounting I
- ACC 480 Internal Auditing

Major Prerequisite Courses 16 credits

Courses maybe taken at Cleary University or substitution is permitted by transfer.

- ACC 381 Intermediate Accounting II
- ACC 382 Intermediate Accounting III
- ACC 440 Cost Accounting I
- ACC 441 Cost Accounting II

Accounting and Finance Core Courses..... 36 credits

Courses may be taken at Cleary University or permitted by transfer.

- BAC 300 Business Research and Communication
- ECO 320 Economics of Business
- FIN 401 Corporate Finance
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 440 Statistics for Financial Economics
- OPM 400 Operations Management

Lower Division Requirements..... 61 credits

Courses may be taken at Cleary University. Substitution permitted by Transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements. Additionally, the following courses are also required:

- ACC 246 Principles of Accounting II
- ACC 247 Principles of Accounting III
- ACC 255 Introduction to Taxation
- ACC 280 Intermediate Accounting I

Electives..... 47 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total..... 180 credits

BS Public Accounting

Program Features

The Bachelor of Science 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 of this degree are eligible to sit for the Uniform CPA exam, an additional 45 quarter credit hours are needed in order to meet the state of Michigan's CPA licensing guidelines. A Cleary academic advisor can assist you in developing an academic plan to meet these requirements.

The BS in Public Accounting consists of fifteen accounting major and pre-major courses. This degree provides students with the business skills and accounting competencies required to succeed as a public accountant.

Career Benefits

Public accountants prepare financial statements, perform audits, and provide financial and tax advice to clients. This degree program prepares the graduate 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.

Professional Certification

The curriculum for the BS in Public Accounting is closely aligned with the content of the Uniform Certified Public Accountant (CPA) exam. The CPA credential is a license issued by the State of Michigan that authorizes the holder to practice as a CPA in Michigan. There are four parts to the exam: Auditing and Attestation (AUD), Financial Accounting and Reporting (FAR), Regulation and Business Environment (REG), and Business Environment and Concepts (BEC). To become licensed in Michigan, an individual must pass all parts of the exam. Applicants must also have completed 225 quarter credit hours of college education and must fulfill work experience requirements.

Guidelines for CPA licensure in the State of Michigan can be found at:

http://www.michigan.gov/dleg/0,1607,7-154-35299_35414_35451-113534--,00.html. Students interested in becoming licensed as a CPA in a state other than Michigan should check the requirements for that state.

Program Learning Outcomes

- Prepare, analyze, and interpret financial statements of profit companies and non-profit entities
- Apply generally accepted accounting principles to assets and liability transactions, to equity transactions, error corrections, changes in accounting principles, and to business combinations and consolidations
- Apply advanced financial accounting concepts
- Compute the value of real and financial assets
- Apply cost accounting concepts to managerial decision making and understand how the managerial accountant adds value to an organization
- Understand the accounting information system and how it plays a role in internal controls
- Understand how to detect and deter fraud and to establish and review internal controls
- Prepare and interpret income tax returns
- Conduct auditing tests and prepare audit reports

BS in Public Accounting Course Requirements

Major Courses (Cohort) 44 credits

No substitution. All must be courses taken at Cleary University.

- ACC 405 Legal Issues for Public Accountants
- ACC 415 Governmental/Nonprofit Accounting
- ACC 420 Forensic Accounting
- ACC 455 Individual Taxation
- ACC 465 Corporate Taxation
- ACC 470 Accounting Information Systems
- ACC 472 Advanced Financial Accounting I
- ACC 475 Advanced Financial Accounting II
- ACC 480 Internal Auditing
- ACC 495 Auditing I
- ACC 496 Auditing II

Major Prerequisite Courses 16 credits

Courses maybe taken at Cleary University or substitution is permitted by transfer.

- ACC 381 Intermediate Accounting II
- ACC 382 Intermediate Accounting III
- ACC 440 Cost Accounting I
- ACC 441 Cost Accounting II

Accounting and Finance Core Courses 36 credits

Courses may be taken at Cleary University or permitted by transfer.

- BAC 300 Business Research and Communication
- ECO 320 Economics of Business
- FIN 401 Corporate Finance
- LAW 320 Business Ethics and Legal Issues
- MGT 400 Management Skills Seminar
- MGT 420 International Business
- MKT 415 Interactive Marketing
- MTH 440 Statistics for Financial Economics
- OPM 400 Operations Management

Lower Division Requirements 61 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements. Additionally, the following courses are also required:

- ACC 246 Principles of Accounting II
- ACC 247 Principles of Accounting III
- ACC 255 Introduction to Taxation
- ACC 280 Intermediate Accounting I

Electives 23 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation (pages 80-81). Refer to page 38 for the credit distribution requirements.

Total 180 credits

Certificates

Health Care Information Technology Certificate

Program Features

The Health Information Technology Certificate is designed to provide students with an interest in health care and computer information technology an opportunity to expand their career options in the fast growing field of Health Information Technology (HIT). HIT provides an understanding of how business and information technology integrate with patient care to ensure quality outcomes. The HIT professional will have combined knowledge of the clinical aspects of health care, data management, information technology, and leadership.

The production, storage, and retrieval of electronic health information and data directly impacts patient care. HIT is composed of computer hardware and software, servers, point of service data stations, patient care databases, workflow processes, and their interaction, to produce, store, and retrieve electronic health information. Electronic patient data impacts the operation and management of various health care departments within a health care organization. The HIT professional needs to understand how to maintain the safe and efficient transfer of electronic health information within the rapidly changing landscape of the health care industry.

This certificate is intended for the person who wishes to enhance his or her professional credentials. The certificate courses are offered online and may be taken as non-credit (certificate tuition applies) or for credit (regular tuition applies) courses. Current students who have completed the upper division core courses may elect to take the three HIT courses as a minor in HIT. Students who have earned an associate's degree or equivalent from a regionally-accredited institution are also eligible to enroll in this program.

Career Benefits

According to the U.S. Bureau of Labor Statistics, "Employment of medical and health information technology services managers is expected to grow faster than average for all occupations through 2017, as the health care industry continues to expand and diversify." A combination of work and experience in the health care field and strong business and management skills should lead to the best opportunities.

Program Learning Outcomes

Upon completion of this coursework, the student will be able to:

- Describe health informatics and the role it plays in the delivery of health care
- Describe the current health information technology environment and the impact the Affordable Care Act will have on the delivery of protected health information
- Demonstrate an understanding of the various components of health information; i.e., computer hardware and software; servers, point of service data stations, patient care databases and workflow processes, and how they interact to produce, store, and retrieve electronic health information
- Demonstrate an understanding of how to maintain efficient regulatory compliance and security of electronic health information within the rapidly changing landscape of the health care industry
- Demonstrate an understanding of how patient care data and workflow are integrated into the health care model, and the impact that data has on the patient, the caregiver, and the health care organization
- Demonstrate an understanding of the constraints and resources involved in the purchase of various types of medical records systems

Certifications

This program helps students prepare for the CompTIA Health Care IT Certification exam.

Courses Required 17 credits

BAC 100 Foundations in Undergraduate Studies
BAC 300 Business Research and Communication (required for degree-seeking students)
HCM 440 Health Care Informatics
HIT 310 Health Information Networks
HIT 320 Patient Care Data and Workflow

Prerequisite Courses Required 4 credits

HCM 300 Introduction to Health Care Management

Event and Meeting Management Certificate

Program Features

The Event and Meeting Management Certificate program offers the opportunity to expand knowledge and skills within this growing industry. This certificate program assists in preparing students for the Convention Industry Council's Certified Meeting Professional exam.

In addition to the core courses that are presented in the online environment, special topic seminars with guest presenters are scheduled throughout the year, generally at six-week intervals, on the Cleary campus. Special topics may include expositions and festivals, non-profit event planning, corporate events and business travel, weddings and social events, international meeting planning, and sports event management.

Career Benefits

According to the U.S. Department of Labor, event and meeting planners held about 94,200 jobs in 2012. "Employment of meeting, convention, and event planners is projected to grow 33 percent from 2012 to 2022, much faster than the average for all occupations. As business and organizations become increasingly international, meetings and conventions are expected to become even more important".

Program Learning Outcomes

Upon completing this course and receiving a Certificate in Event and Meeting Management, students will be able to:

- Organize and manage all aspects of successful meetings and events
- Work effectively with internal and external clients
- Create and manage risk-minimized budgets and accurate revenue projections
- Select facilities and vendors based on established objectives and budgets
- Negotiate and critically review contracts; acquire a basic working knowledge of meeting-related contract issues
- Create an effective marketing plan to promote meetings and events
- Understand hotel operations, pricing, and facility operations; effectively work with facility staff
- Minimize risk associated with event planning and operations

Courses Required 29 credits

BAC 100 Foundations in Undergraduate Studies
BAC 101 Academic Communication, Technology, and Success Essentials
EMM 150 Introduction to Event and Meeting Planning
EMM 170 Event Site Selection and Management
EMM 190 Event Food and Beverage Management
EMM 210 Event Marketing, Promoting, and Public Relations
EMM 230 Event Financial Management
EMM 250 Event Negotiations, Contracts, and Risk Management

College of Business Innovation and Applied Technology

Program Structure and Delivery

This program is specifically designed for traditional-aged students who enter the University directly after completing high school. Course delivery at the lower-division level consists of on-campus courses held during the daytime that are supplemented with carefully selected online components.

Students may select from the following baccalaureate degree programs:

- BBA-Business Management
- BBA-Corporate Communication and Public Relations
- BBA-Entrepreneurship
- BBA-Health Care Management
- BBA-Human Resource Management
- BBA-International Business Management
- BBA-Marketing and New Media
- BS-Corporate Accounting
- BS-Corporate Finance
- BS-Public Accounting

Core and major course requirements are provided on the corresponding program pages by major. Students work with their academic advisor to select elective courses that address any gaps in knowledge and further expand their skill set.

Shortly after the start of the program, each traditional student creates a Career Development Plan. This plan, established in consultation with the University's career services and academic advising staff, incorporates professional networking, specialized coursework, and internship opportunities. This approach equips traditional students with a well-rounded base of knowledge and practical experience prior to entering the professional workforce.

Highly qualified applicants may enroll in the Honors track, an innovative program that yields significant savings of both time and tuition. (See Program Comparison Chart on the next page.)

Student Life

A wide variety of cultural, social, and recreational activities exists in Livingston County and the surrounding region. Local off-campus housing is readily available, and affordable dining options are located within an easy walk or drive from campus. Faculty and peer mentors assist new students in acclimating to life as a university student, and encourage them to explore the many co-curricular and extra-curricular Cleary student activities. The Cleary University Community Recreation and Wellness Center, currently under construction, will also offer a full range of health and lifestyle enrichment activities.

Dual Enrolled High School Students*

1. Dual enrolled students are required to meet with a Cleary University academic advisor prior to registration.
2. This program applies only to Cleary University day classes (100- and 200-level courses held between the hours of 9:00 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.
3. Only one Cleary University course may be taken per term. Exceptions will be considered on a case-by-case basis.
4. 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 in each Cleary University course to remain eligible for dual enrollment.

Tuition Waiver for Livingston County Students: Eligible high school students who reside in Livingston County and/or who attend a Livingston County school may enroll in designated Cleary University courses at **no tuition charge to the school district or student. Students will be responsible for cost of textbooks and any other required course materials.*

COLLEGE OF BUSINESS INNOVATION AND APPLIED TECHNOLOGY
Honors Program Comparison Chart

| Program Options | Program Entry Requirements | Program Features | Continued Eligibility Requirements |
|--|--|---|---|
| Honors Level 1 3-Year BBA Track | <ul style="list-style-type: none"> • High School GPA 3.70 • ACT-Composite Score of 25 • Interview with the Dean | <ul style="list-style-type: none"> • 35% average annual discount on tuition • Degree completion within 3 years • Provisional admittance into the MBA program in year 4 • <u>Credit Load Required:</u> Fall, Winter, & Spring terms—18 to 20 credits Summer term—8 credits | <ul style="list-style-type: none"> • 3.70 cumulative GPA • Completion of term courses • Maintain Level 1 course load |
| Honors Level 2 4-Year BBA/BS Track | <ul style="list-style-type: none"> • High School GPA 3.20 • ACT-Composite Score of 23 | <ul style="list-style-type: none"> • 26% average annual discount on tuition • Degree completion within 4 years • <u>Credit Load Required:</u> 16 credit term in pre-major, with 1 term of 18 credits 12 credits per term in major Possible summer term in final year | <ul style="list-style-type: none"> • 3.20 cumulative GPA • Completion of term courses • Maintain Level 2 course load |

LOWER DIVISION REQUIREMENTS & ELECTIVES

| Distribution Category | Group/Category Requirements | Course Prefix and Number | Credits |
|---------------------------------------|------------------------------------|---|----------------|
| Accounting and Finance | Category Requirement | ACC 245, FIN 200 | 8 |
| | Group Requirement (select one) | ACC 246, 247, 248, 250, 252, 255, 280, FIN 175 | 4 |
| Career Development | Category Requirement | | 0 |
| | Category Elective | CAR 200, INT 001-004, SRL 200, SRL 201 | |
| Collegiate Foundations and Technology | Category Requirement | BAC 100, 101, CAS 135, 140 | 9 |
| | Category Elective | CAS 130, HLW 100 | |
| Communication | Category Requirement | ENG 160 | 4 |
| | Category Elective | COM 240, 265, ENG 170, 175, 260 | |
| Humanities | Category Requirement | | 0 |
| | Category Elective | HUM 150, 218, 240, LAN 199, LIT 210, PHL 110, 220 | |
| Management and Marketing | Category Requirement | MGT 150, 160, MKT 150 | 12 |
| | Category Elective | ENT 185, MGT 220, MKT 215, 275, PMG 200 | |
| Math and Economics | Category Requirement | ECO 250, MTH 180 | 8 |
| | Category Elective | ECO 260, MTH 170, 190 | |
| Social and Behavioral Science | Category Requirement | | 0 |
| | Category Elective | GEN 272, 273, PHL 240, PLS 110, PSY 110, PSY 210, SOC 110 | |
| Lower Division Requirements | | | 46 |
| Electives | | | 32-76 |
| Upper Division Program Requirements | | | 58-102 |
| TOTAL CREDITS REQUIRED | | | 180 |

Cleary University
2014-15 Academic Year BBA/BS/MBA Degrees

| Degree Type | Entry | | | | | Delivery | | | | |
|--|---------------|--------------------------------|---------------------------|------------------------|-----------------------------|----------------------------|------------|-----------------------------------|-----------------------------------|----------------------------------|
| | Min Entry GPA | Entry Credits | Transfer Credit Allowed | Associate Degree Major | Apply Prior Learning Credit | Delivery Format | Cohort | Student Credit Load | Program Completion In-Class Time* | Location |
| Executive Management BBA (Deg Comp) | 2.5 | Associate Degree or Equivalent | Up to 123 Quarter Credits | Any Major | Yes | Online | Yes | 16 Credits /Term | 3.5 Terms/ 10.5 Months | Online |
| BBA HCM (Deg Comp) | 2.5 | Associate Degree or Equivalent | Up to 111 Quarter Credits | Any Major | Yes | Online | Yes | 12 Credits /Term | 5.5 Terms/ 16.5 Months | Online |
| BBA HRM (Deg Comp) | 2.5 | Associate Degree or Equivalent | Up to 123 Quarter Credits | Any Major | Yes | Online | Yes | 12 Credits /Term | 5 Terms/ 15 Months | Online |
| BBA (6 Majors) | 2.0 | Multiple Entry Options | Varies by Major | Any Business Major | Yes | Selected Online or Blended | Major Only | Student Paced (Major 12 cr./term) | Student Paced | Selected Online Ann Arbor Howell |
| BS (3 Majors) | 2.0 | Multiple Entry Options | Varies by Major | Specific to BS Major | Yes | Blended | No | Student Paced | Student Paced | Howell |
| MBA MGT I YR | 2.5 | Any Bachelor's Degree | Up to 12 Credits | NA | NA | Blended | Yes | 16 Credits /Term | 3.5 Terms/ 10.5 Months | Howell |
| MBA (4 Majors) | 2.5 | Any Bachelor's Degree | Up to 12 Credits | NA | NA | Online | No | Student Paced | Student Paced | Online |

**Term, session, and holiday breaks extend the actual time between start and end dates.*

GRADUATE DEGREE PROGRAMS

MBA Financial Planning

The Master of Business Administration in Financial Planning is designed specifically for the student interested in earning an MBA in addition to acquiring the Graduate Certificate in Financial Planning. Our Graduate Certificate in Financial Planning curriculum is approved by the Certified Financial Planners (CFP) Board. Earning an MBA in Financial Planning from Cleary University, along with a graduate certificate in financial planning, also fulfills the Certified Financial Planners Board's requirements with the additional benefits commensurate with a graduate degree.

The MBA in Financial Planning consists of thirteen courses designed to provide students with the analytical abilities, communication skills, and technical competence that will enable them to serve the public in a complex and changing business environment. Overall, this degree prepares candidates for CFP® certification with a balance of personal finance and management skills.

Students complete seven courses in financial planning. These courses are also delivered online and are designed to assist students in acquiring the necessary competency to prepare for the CFP exam. Students who successfully complete the seven financial planning course series will receive a Certificate in Financial Planning from Cleary University.

The remaining six courses are taken in other business areas and are offered online. Education in these areas enables financial planning 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. The Certificate in Financial Planning and the core comprise the MBA Financial Planning degree.

All MBA students will participate in an online orientation course which is available one week prior to the start of the term. This course will provide information regarding services, academic policies, and the course management system, and will prepare students for academic success in their program. Qualified MBA students with recent graduate credits may receive up to twelve quarter credit hours (three classes) of transfer credit from a regionally accredited institution.

Program Learning Outcomes

- Evaluate the risk and insurance needs of a client
- Develop an investment portfolio for a client based on risk return preferences
- Compare and contrast different employee benefits options
- Forecast the retirement needs of a client
- Incorporate effective tax strategies for clients
- Prescribe estate planning strategies for clients
- Construct a financial plan based on the client's needs
- Write and present effectively a financial plan to clients
- Practice financial planning with integrity

MBA in Financial Planning Course Requirements

Business Core Courses..... 24 credits

- ECO 645 Managerial Economics
- LAW 605 Law and Ethics
- MAC 605 Financial Accounting
- MBA 500 Foundations in Graduate Studies I
- MGT 625 Quantitative Managerial Analysis
- MGT 636 Management and Organizational Behavior
- MKT 605 Strategic Marketing Management

Major Courses 24 credits*

- FNP 600 General Principles of Financial Planning
- FNP 610 Investment Planning
- FNP 620 Insurance and Risk Management
- FNP 630 Retirement and Employee Benefits Planning
- FNP 640 Income Tax Planning
- FNP 650 Estate Planning

Capstone Course 4 credits

- FNP 660 Capstone Financial Plan Development Course

Total..... 52 credits

Note: The Graduate Certificate in Financial Planning earned at Cleary University will satisfy the major requirement for the MBA in Financial Planning. Up to three recent, equivalent courses (or 12 credits) may also be transferred from a regionally-accredited institution or from a Certified Financial Planner Board of Standards approved program.

MBA Health Care Leadership

In order to successfully lead in today's health care industry you must possess a range of skills in management and business. Along with critical leadership and decision-making skills, the Health Care Leadership MBA is designed to provide our students with the working knowledge of how public, private, and social forces influence health care policy and the provision of health care services.

This MBA in Health Care Leadership is intended to provide the student with advanced knowledge of:

- Contemporary health care business practices
- Emerging trends and models in health care
- Policy development in health care
- Planning techniques in health care
- Management and leadership strategies for health care
- Health care marketing
- Quality initiatives in health care
- Health care finance
- Information systems

Students complete required courses addressing health leadership core and major topics and their applications. The program utilizes synchronous and asynchronous instruction. For students with no prior health care experience, a pre-requisite course, HCM 300—Introduction to Health Care Management, is required prior to completion of the core courses. A key feature of this program is an integrated project which involves application of health care management theory that will be completed by the student during the major courses.

All Health Care Leadership MBA students will participate in an online orientation course that is available one week prior to the start of the term. This course will provide information regarding services, academic policies, and the course management system, and will prepare students for academic success in their program. Qualified MBA students with recent graduate credit may receive up to twelve quarter credits hours (three classes) of transfer credit from a regionally-accredited institution.

Career Opportunities

Today's health care leaders need to shift the care delivery paradigm. They will be required to manage populations, rather than diagnostic groups. There will be a shift from episodic care to a broader model of care delivery, which will require systems thinking and an understanding of complicated risk and finance issues. Leaders must possess an understanding of health information technology, as they attempt to make effective decisions in real time. The focus will be on business operations, as well as patient care operations in order to ensure that quality patient care is delivered with the optimum return on investment.

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.

Program Learning Outcomes

- Demonstrate a strategic understanding of accounting, management, marketing, economics, statistics, quality control, and information technology as they apply to health care
- Integrate important relationships across business disciplines in the health care field
- Motivate ethical behavior and comply with codes and regulations in the health care industry
- Relate, in a coherent manner, health care business and policy issues
- Illustrate and present practical problem analysis and decision making for health care organizations
- Understand the powerful economic, technological, social, and political forces shaping the future of health care
- Summarize the opportunities and challenges presented in the health care industry

MBA in Health Care Leadership Course Requirements

Business Core Courses 24 credits

- ECO 645 Managerial Economics
- FIN 605 Financial Management
- MAC 605 Financial Accounting
- MBA 500 Foundations in Graduate Studies I
- MGT 625 Quantitative Managerial Analysis
- MGT 636 Management and Organizational Behavior
- MKT 605 Strategic Marketing Management

Major Courses 24 credits

- HCM 605 Health Care Policy
- HCM 615 Quality Management in Health Care
- HCM 625 Health Care Business Development and Marketing
- HCM 635 Legal and Ethical Issues in Health Care
- HCM 645 Health Information Management
- LED 650 Survey of Global Leadership

Capstone Course 4 credits

- STR 606 Strategic Management

Total..... 52 credits

Note—HCM 300, Introduction to Health Care Management is required for students with no prior health care experience and must be completed prior to the completion of the major courses.

MBA Health Care Leadership (CPT Option)

Curricular Practical Training (CPT) is work authorization that allows F-1 international students to participate in paid off-campus academic internships during their degree program. The purpose of CPT is academic, not just for employment purposes, and the internship is an integral part of a student's degree program. Students must have been in F-1 student status before they can apply for CPT and must have properly maintained F-1 status each term. Students must be scheduled a minimum of 20 hours per week during the academic program. Students who have an interest in applying for the OPT (Optional Practical Training) must do so prior to graduation and should not exceed 360 days of full-time employment (from start date to end date of program) while fulfilling the CPT requirement.

The MBA in Health Care Leadership emphasizes development and application of a broad set of skills needed to succeed in the rapidly changing health care business environment. Topics prepare students in all facets of health care leadership: human, financial, marketing, and operations. Graduates pursue careers in health care.

Students will take the required courses addressing business core and major topics and their application. This program is available in a blended format by taking one course per session which meets two nights per week for each of the six-week sessions. A key feature of this program is an integrated capstone project which involves application of health care leadership theory that will be completed by the student during the last three major courses.

MBA students taking this option will participate in CPT 500 Curricular Practical Training, an online course which is available one week prior to the start of each term. This half-credit course is taken each session of the seventeen session program, and is taken concurrently with each of the required courses.

MBA in Health Care Leadership (CPT Option) Course Requirements

Business Foundation Courses 12 credits

ACC 400 Accounting for Managers
ECO 320 Economics of Business
MTH 330 Analysis for Business

Business Core Courses 28 credits

ECO 645 Managerial Economics
FIN 605 Financial Management
MAC 605 Financial Accounting
MBA 500 Foundations in Graduate Studies I
MBA 501 Foundations in Graduate Studies II
MGT 625 Quantitative Managerial Analysis
MGT 636 Management and Organizational Behavior
MKT 605 Strategic Marketing Management

Major Courses 24 credits

HCM 605 Health Care Policy
HCM 615 Quality Management in Health Care
HCM 625 Health Care Business Development and Marketing
HCM 635 Legal and Ethical Issues in Health Care
HCM 645 Health Information Management
LED 650 Survey of Global Leadership

Note—HCM 300, *Introduction to Health Care Management*, is required for students with no prior health care experience and must be completed prior to the completion of the major courses.

CPT Courses 6.5 credits

CPT 500 Curricular Practical Training

Note—This half-credit course is taken each session of the seventeen session program. It is taken concurrently with each of the required courses.

Capstone Course 4 credits

STR 606 Strategic Management

Total 74.5 credits

MBA Management

The MBA in Management emphasizes development and application of a broad set of skills needed to succeed in the rapidly changing business environment. Topics prepare students in all facets of enterprise management: human, financial, marketing, and operations. Graduates pursue careers in manufacturing, health care, government, or service sectors.

Students complete thirteen required courses addressing business core and major topics and their application. This program is available in a fully online option by taking one course per session. A key feature of this program is an integrated capstone project which involves application of management theory that will be completed by the student during the last three major courses.

All MBA students will participate in an online orientation course which is available one week prior to the start of the term. This course will provide information regarding services, academic policies, and the course management system, and will prepare students for academic success in their program. Qualified MBA students with recent graduate credits may receive up to twelve quarter credit hours (three classes) of transfer credit from a regionally-accredited institution.

Program Learning Outcomes

- Develop a strategic level of understanding of accounting, management, marketing, economics, and statistics
- Integrate important relationships across business disciplines
- Motivate ethical behavior and comply with codes and regulations
- Correspond effectively ideas and arguments related to business issues
- Illustrate and present practical problem analysis and decision making
- Summarize opportunities and challenges presented by globalization of business

MBA in Management Course Requirements

| | |
|--|-------------------|
| Business Core Courses | 36 credits |
| ECO 645 Managerial Economics | |
| FIN 605 Financial Management | |
| FIN 615 Investments and Portfolio Management | |
| LAW 605 Law and Ethics | |
| MAC 605 Financial Accounting | |
| MAC 615 Managerial Accounting | |
| MBA 500 Foundations in Graduate Studies I | |
| MGT 625 Quantitative Managerial Analysis | |
| MGT 636 Management and Organizational Behavior | |
| MKT 605 Strategic Marketing Management | |
| Major Courses | 12 credits |
| MGT 655 Operations Management | |
| MGT 675 International Business | |
| PMG 645 Project Management in Organizations | |
| Capstone Course | 4 credits |
| STR 606 Strategic Management | |
| Total..... | 52 credits |

MBA Management (CPT Option)

Curricular Practical Training (CPT) is work authorization that allows F-1 international students to participate in paid off-campus academic internships during their degree program. The purpose of CPT is academic, not just for employment purposes, and the internship is an integral part of a student's degree program. Students must have been in F-1 student status before they can apply for CPT and must have properly maintained F-1 status each term. Students must be scheduled a minimum of 20 hours per week during the academic program. Students who have an interest in applying for the OPT (Optional Practical Training) must do so prior to graduation and should not exceed 360 days of full-time employment (from start date to end date of program) while fulfilling the CPT requirement.

The MBA in Management emphasizes development and application of a broad set of skills needed to succeed in the rapidly changing business environment. Topics prepare students in all facets of enterprise management: human, financial, marketing, and operations. Graduates pursue careers in manufacturing, health care, government, or service sectors.

Students will take the required courses addressing business core and major topics and their application. This program is available in a blended format by taking one course per session which meets two nights per week for each of the six-week sessions. A key feature of this program is an integrated capstone project which involves application of management theory that will be completed by the student during the last three major courses.

MBA students taking this option will participate in CPT 500 Curricular Practical Training, an online course which is available one week prior to the start of each term. This half-credit course is taken each session of the seventeen session program, and is taken concurrently with each of the required courses.

MBA in Management (CPT Option) Course Requirements

| | |
|---|---------------------|
| Business Foundation Courses | 12 credits |
| ACC 400 Accounting for Managers | |
| ECO 320 Economics of Business | |
| MTH 330 Analysis for Business | |
| Business Core Courses | 40 credits |
| ECO 645 Managerial Economics | |
| FIN 605 Financial Management | |
| FIN 615 Investments and Portfolio Management | |
| LAW 605 Law and Ethics | |
| MAC 605 Financial Accounting | |
| MAC 615 Managerial Accounting | |
| MBA 500 Foundations in Graduate Studies I | |
| MBA 501 Foundations in Graduate Studies II | |
| MGT 625 Quantitative Managerial Analysis | |
| MGT 636 Management and Organizational Behavior | |
| MKT 605 Strategic Marketing Management | |
| Major Courses | 12 credits |
| MGT 655 Operations Management | |
| MGT 675 International Business | |
| PMG 645 Project Management in Organizations | |
| CPT Courses | 6.5 credits |
| CPT 500 Curricular Practical Training | |
| <i>Note—This half-credit course is taken each session of the seventeen session program. It is taken concurrently with each of the required courses.</i> | |
| Capstone Course | 4 credits |
| STR 606 Strategic Management | |
| Total | 74.5 credits |

MBA Organizational Leadership

The Master of Business Administration in Organizational Leadership is designed for upwardly mobile, mid-career professionals seeking to advance to a higher leadership level in any contemporary organization. Students attain a graduate-level business foundation and a concentration in leadership that emphasizes an understanding of human behavior and the important issues facing international and multi-cultural organizations of today. This knowledge base is critical to achieving success in today's diverse global marketplace.

The Organizational Leadership MBA major incorporates three primary curriculum themes:

1. Leadership principles and practices that influence human attitudes, motivation, and behavior at the individual, group, and organizational levels in a diverse multi-cultural setting
2. Leadership issues, challenges, and decisions that arise from change-producing forces in the global economic, political, and business environments
3. Leadership responsibilities and strategies that respond to future ecosystem challenges and the need for environmentally sustainable business models

Courses are carefully designed and scheduled to build upon these themes, culminating in a final capstone project. Students complete thirteen required courses addressing business core and major topics and their application. This program is available fully online by taking one course per session. Some courses may also be available in a synchronous format.

All MBA students participate in an online orientation course available one week prior to starting the program. This orientation, and the support from Cleary staff and faculty, provides all of the information a student needs to be successful from the start and throughout the program. Qualified MBA students may receive up to twelve quarter credit hours (three classes) of transfer credit from a regionally-accredited institution.

Program Learning Outcomes

- Evaluate leadership principles and practices at the individual, group, and organizational levels
- Explore leadership principles and practices in a multicultural setting
- Outline the issues of leadership that arise from influencing change in an organization
- Summarize the challenges facing leaders in a global economy
- Determine the influence of political and economic environment on leaders of organizations
- Predict the effect of future ecosystem challenges on the role of organizational leaders

MBA in Organizational Leadership Course Requirements

Business Core Courses 28 credits

ECO 645 Managerial Economics
FIN 605 Financial Management
LAW 605 Law and Ethics
MAC 605 Financial Accounting
MBA 500 Foundations in Graduate Studies I
MGT 625 Quantitative Managerial Analysis
MGT 636 Management Organizational Behavior
MKT 605 Strategic Marketing Management

Major Courses 20 credits

GRN 645 Global Sustainability
LED 625 International Political History
LED 650 Survey of Global Leadership
MGT 675 International Business
PSY 615 Cross-Cultural Psychology and Communication

Capstone Course 4 credits

STR 606 Strategic Management

Total..... 52 credit

Graduate Certificate

The Graduate Certificate program is intended for the person who has completed an undergraduate bachelor degree and wishes to enhance his or her professional credentials. Certificate courses are taken online and may be completed in one year. Students may elect to take the major courses for credit as part of a MBA degree program (graduate tuition rates apply) or to take the courses on a non-credit basis (certificate tuition applies).

Graduate Certificate in Financial Planning

Program Features

The Graduate Certificate in Financial Planning is registered and approved by the Certified Financial Planner (CFP) Board of Standards. The program is designed for someone who already has an undergraduate degree and is interested in the body of knowledge specified by the Certified Financial Planner Board of Standards in a formal educational setting. The financial planning courses are delivered online. Students may elect to take the seven-course financial planning sequence for credit as part of a MBA degree program (graduate tuition rates apply) or to take the courses on a non-credit basis (certificate tuition applies).

Career Benefits

Personal financial planners or financial consultants use their knowledge of investments, estate planning, funding for college, and tax laws to recommend financial options to individuals and help them achieve their short-term and long-term goals. A personal financial advisor meets with the client and obtains information on the client's current financial situation and future financial goals. The financial planner then makes recommendations on saving and investing for retirement, funding for college, estate planning, insurance, and other investment options. The financial planner must take into consideration the client's risk and return preferences in making these recommendations. The financial plan of the client is reviewed and updated periodically. Some financial planners trade securities on behalf of their clients. Many financial advisors manage their client's financial portfolio.

Personal financial advisors could be self-employed, operating small investment advisory firms usually located in urban areas. Financial planners can also be employed by securities and commodity brokers, exchanges, and investment services firms. Banks, savings institutions, credit unions, and insurance firms also employ financial planners.

Although not required to practice, certification can enhance one's professional standing and is strongly recommended by many financial companies, since certification helps to communicate expertise to clients.

Graduate Certificate in Financial Planning Course Requirements

Required Courses

| | |
|--|------------|
| CER 500 Graduate Certificate Orientation | 0 or 4 cr. |
| FNP 600 General Principles of Financial Planning | 0 or 4 cr. |
| FNP 610 Investment Planning..... | 0 or 4 cr. |
| FNP 620 Insurance and Risk Management | 0 or 4 cr. |
| FNP 630 Retirement and Employee Benefits Planning | 0 or 4 cr. |
| FNP 640 Income Tax Planning..... | 0 or 4 cr. |
| FNP 650 Estate Planning | 0 or 4 cr. |
| FNP 660 Capstone Financial Plan Development Course | 0 or 4 cr. |

PROFESSIONAL DEVELOPMENT

The following options are available at Cleary University for professional development. Candidates who successfully complete this training are eligible for continuing educational units (CEUs). Schedule and registration information is available from the Web sites provided in each category.

American Society for Quality Certification

The American Society for Quality (ASQ) provides a number of professional exams that demonstrate that the successful candidate has mastered a body of knowledge in one of the following: Certified Six Sigma Black Belt, Certified Six Sigma Green Belt, Certified Quality Engineer, Certified Quality Auditor, Certified Manager of Quality/Organizational Excellence, Certified Quality Improvement Associate, and Certified Process Analyst (www.asq.org/certification/index.html). These exams are administered by the Ann Arbor Section of the American Society for Quality at Cleary University. In partnership with the Ann Arbor Section, Cleary hosts exam preparation courses. Please refer to the Section Web site at www.asq1010.org/Education.htm for the most recent schedule of exam preparation classes.

Michigan Quality Council Examiner Preparation

The Michigan Quality Council (MQC) is Michigan's version of the Malcolm Baldrige National Quality program. The Council trains volunteer examiners in understanding and applying the Baldrige Criteria, and in the process of evaluating and providing feedback to Michigan organizations to help them improve their competitiveness. See <http://www.michiganquality.org/> for more information on training requirements and schedules. The Michigan Quality Council is affiliated with Cleary University.

Certified Management Accountant (CMA®)

CMA is the advanced professional certification specifically designed to measure the advanced accounting and financial management skills used in business today. Join more than 40,000 credentialed peers worldwide, sit for the exam and demonstrate your mastery of financial planning, analysis, control, and decision support, as well as professional ethics.

Cleary University offers a comprehensive exam preparation program that includes textbooks and online practice tests. While the primary focus of this course is to prepare individuals for the CMA exam, the course is also an excellent professional development tool for helping individuals advance their career in accounting, finance, or business management.

The CMA review classes are delivered in two convenient courses, mirroring the two parts of the CMA exam:

Part 1 – Financial Planning, Performance, and Control

- Planning, budgeting, and forecasting
- Performance measurement
- Cost management
- Internal controls
- Professional ethics

Part 2 – Financial Decision Making

- Financial statement analysis
- Corporate finance
- Decision analysis and risk management
- Investment decisions
- Professional ethics

To become certified, an individual must pass both parts of the CMA exam, be a member of the Institute of Management Accountants (IMA), hold a bachelor's degree, and have two years of professional work experience in management accounting and/or financial management. Candidates may sit for the exam parts one and two in any order.

To learn more about these courses, please visit <http://www.cleary.edu/cma/>.

COURSE ABBREVIATIONS

| | |
|-----|-----------------------------------|
| ACC | Accounting |
| BAC | Baccalaureate Studies |
| BCS | Business Computer Systems |
| CAR | Career Management |
| CAS | Computer Application Software |
| CER | Certificate Class |
| COM | Communications |
| CPT | Curricular Practical Training |
| ECO | Economics |
| EMM | Event and Meeting Management |
| ENG | English |
| ENT | Entrepreneurship |
| FIN | Finance |
| FNP | Financial Planning |
| GEN | General Studies |
| GRN | Green Business Strategy |
| HCM | Health Care Management |
| HIT | Health Informatics |
| HLW | Health and Wellness |
| HRM | Human Resource Management |
| HUM | Humanities |
| INT | Internship |
| LAN | Language |
| LAW | Law |
| LED | Leadership |
| LIT | Literature |
| MAC | Accounting (Graduate) |
| MBA | Master of Business Administration |
| MGT | Management |
| MKT | Marketing |
| MTH | Mathematics |
| OPM | Operations Management |
| PHL | Philosophy |
| PJT | Directed Project |
| PLS | Political Science |
| PMG | Project Management |
| PSY | Psychology |
| QTY | Quality Management |
| SOC | Sociology |
| SRL | Service Learning |
| STR | Strategy |

UNDERGRADUATE COURSE DESCRIPTIONS

Course pre-requisites are shown in parentheses.

ACC 245 Principles of Accounting I..... 4 cr.

This introductory course examines the basic principles of accounting. Students work through the entire accounting cycle by analyzing and posting business transactions, recording adjusting journal entries, and preparing basic financial statements. Accounting systems and controls are also covered. Microsoft Excel software is required for this class.

ACC 246 Principles of Accounting II (ACC 245) 4 cr.

Students explore the balance sheet in more detail, focusing on internal control of cash receipts and payments, accounting for receivables, inventory cost flow, fixed and intangible assets, and current liabilities. Microsoft Excel software is required for this class.

ACC 247 Principles of Accounting III (ACC 246) 4 cr.

This course examines the unique aspects of accounting for corporations including stock transactions, accounting for dividends, earnings per share, and business combinations. Other topics include accounting for bonds payable, the statement of cash flows, and financial statement analysis. Microsoft Excel software is required for this class.

ACC 248 Principles of Accounting IV (ACC 245 can be taken concurrently) 4 cr.

This course examines introductory managerial accounting topics. Specific topics include product costing methods, cost behavior, and cost-volume-profit analysis. Microsoft Excel software is required for this class.

ACC 250 Accounting Practicum (ACC 246)..... 4 cr.

Students will have the opportunity to complete an accounting practice set that brings together all of the major concepts covered in the Principles classes. The practice set will include transactions involving sales, accounts receivable, accounts payable, inventory, payroll, and more.

ACC 252 Computerized Accounting with QuickBooks (ACC 246) 4 cr.

This course examines how accounting transactions are completed using QuickBooks Pro software. Students will set up a new company, create a chart of accounts, enter transactions, prepare reports, and close out the accounting cycle. Access to a Windows-based computer is required.

ACC 255 Introduction to Taxation (ACC 245)..... 4 cr.

This course provides a broad overview of Internal Revenue tax codes as applied to individuals and business entities, including payroll taxes. Students will study the fundamental skills related to individual and business taxation. The goal of this course is to provide students with a basic understanding of tax concepts.

ACC 280 Intermediate Accounting I (ACC 247) 4 cr.

Advanced financial reporting concepts are the focus of this course. Students perform an in-depth examination of financial statement preparation, analysis, and reporting. This course also explores asset measurement and income determination as applied to cash, receivables, and inventories. Microsoft Excel software is required for this class.

ACC 381 Intermediate Accounting II (ACC 280) 4 cr.

Advanced financial reporting concepts are the focus of this course. Major topics include accounting for assets (tangible and intangible), depreciation methods, reporting requirements for current and long-term liabilities, accounting for dividend distributions, accounting for convertible securities, and computing earnings per share. Microsoft Excel software is required for this class.

ACC 382 Intermediate Accounting III (ACC 280).....4 cr.

Advanced financial reporting concepts are the focus of this course. Major topics include accounting for debt and equity securities; application of revenue recognition principles; accounting for income taxes, pensions, leases, changes, and errors; an in-depth study of the Statement of Cash Flows; and understanding financial statement notes and disclosure requirements. Microsoft Excel software is required for this class.

ACC 400 Accounting for Managers (upper division status).....4 cr.

This course highlights fundamental business accounting. The focus includes the accounting cycle and financial statement preparation (primarily the income statement and balance sheet); basic cost concepts, budget preparation, and relevant cost analysis. Microsoft Excel software is required for this class.

ACC 401 Financial Accounting (ACC 245 and upper division status).....4 cr.

This course introduces fundamental concepts in financial accounting, which are used to create financial statements for external users. The focus is on the accounting cycle and financial statement preparation (primarily the income statement and balance sheet). Microsoft Excel software is required for this class.

ACC 402 Managerial Accounting (ACC 245 and upper division status)4 cr.

This course explores basic managerial accounting concepts used to support business decisions. Topics include basic cost concepts, product costing methods, activity-based costing, cost-volume-profit analysis, standard costing, budget preparation, and relevant cost analysis.

ACC 405 Legal Issues for Public Accountants (completion of core courses)4 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 students with the various legal topics that accountants encounter on a regular basis, and to prepare students 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 415 Governmental/Nonprofit Accounting (ACC 280).....4 cr.

In this course, students 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 420 Forensic Accounting (ACC 280)4 cr.

This course explores the field of forensic accounting. Topics covered include common-law crime, federal financial crimes, internal controls, auditing, information security, financial statement fraud, and organized crime.

ACC 440 Cost Accounting I (ACC 280)4 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 for this class.

ACC 441 Cost Accounting II (ACC 440)4 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 455 Individual Taxation (ACC 245)4 cr.

The focus of this course is on the study of personal federal income tax laws, forms, and reporting mechanisms, and their application to individual taxes. 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.

ACC 465 Corporate Taxation (ACC 245)..... 4 cr.

Anticipating and understanding the tax consequences and implications of corporate entities is an essential part of accounting practice. Students study various corporate transactions beginning with the formation and operation of the corporation and proceeding to other advanced topics, such as: capital structure, earnings and profits, dividend distributions, stock redemptions, liquidations, and re-organizations. Focus is on the tax aspects of “S” corporations, including formation, operating activities, distributions, and termination of an “S” corporation. Emphasis is placed on developing the student’s ability to identify and explain the tax consequences of various corporate transactions.

ACC 470 Accounting Information Systems (completion of core courses)..... 4 cr.

This course examines the design, operation, and control of accounting information systems. Microsoft Excel software is required for this class. 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.

ACC 472 Advanced Financial Accounting I (ACC 280)..... 4 cr.

This course provides an in-depth examination of accounting for business combinations. Emphasis is placed on direct acquisitions, preparation of consolidated financial statements, and miscellaneous topics related to business combinations. Microsoft Excel software is required for this class.

ACC 475 Advanced Financial Accounting II (ACC 280)..... 4 cr.

This course covers international accounting issues and partnerships. The international accounting portion focuses on the international accounting environment and compares accounting principles of several countries. In the partnership portion, students 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.

ACC 480 Internal Auditing (completion of core courses)..... 4 cr.

This course provides a broad overview of internal auditing theory and internal controls. This encompasses the various purposes of internal auditing. Topics to be covered also include how to establish and review internal controls.

ACC 495 Auditing I (ACC 382) 4 cr.

This course provides a broad overview of auditing theory. The course content encompasses the various purposes and contexts for auditing, audit planning and analytical procedures, gathering and evaluating audit evidence, materiality and risk, consideration of internal controls, and communication. Microsoft Excel software is required as well as scanning multiple pages into one document.

ACC 496 Auditing II (ACC 495) 4 cr.

This course focuses on the application of audit theory to audit practice. In this auditing practice course students will learn how to apply the audit process to the various business cycles of an organization. Topics include methodology for designing tests of transactions and balances, applications of audit sampling, and computer-assisted audit techniques. Scanning multiple pages into one document is required.

BAC 100 Foundations in Undergraduate Studies 1 cr.

This course prepares students to be successful in Cleary University's undergraduate academic programs. Students learn how to use Cleary’s course management software, acquire a working knowledge of Cleary's electronic research tools, are introduced to the university's library services, and become familiar with Cleary's academic policies and protocols. Students are introduced to APA style, document formatting, and tools used to enhance the online and blended learning experience. This online course is supplemented by an on-campus workshop to ensure mastery of the learning objectives. Successful completion of this course is an undergraduate degree requirement.

BAC 101 Academic Communication, Technology, and Success Essentials.....4 cr.

This course is designed for first-time and transfer students. Tools for academic success are emphasized and the course management system (Moodle) is introduced. The academic skills required for college-level success are assessed, reviewed, and practiced. Emphasis is placed on setting expectations for academic coursework. Students discuss personal and academic goal setting, and learn the tools needed to become a successful student. Career interests are reviewed. Students practice using Cleary's synchronous and asynchronous course technologies. The Cleary project-based learning model used across the curriculum is explained and applied. Students learn how to use research tools and library resources to conduct research electronically. The writing process is introduced and a research paper is the culminating project. Plagiarism and academic ethics are discussed and students learn how to properly acknowledge research sources using APA format. Academic policies, resources, technology, processes, and expectations are explained.

BAC 300 Business Research and Communication (upper division status) 4 cr.

This course introduces the transfer student to academic resources: distance technology, project-based learning, working in teams, processes and expectations, and the innovative learning environment. Cleary's online environment is introduced and explained. Students learn how to use electronic resources to conduct research, analyze findings, and report results in written and oral form. The research and writing processes are introduced and used to create academic papers and business reports. Plagiarism and academic ethics are discussed and students learn how to properly acknowledge research sources using APA format. Students learn to make effective formal presentations for local and remote audiences.

BCS 440 Technology and the Organization (upper division status)..... 4 cr.

Today's competitive business environment requires managers at all levels to understand the role technology plays in the organization. By challenging the paradigm of how students currently view the role of technology in the organization, the student is moved to view technology as a tool to gain competitive advantages in the marketplace.

CAR 200 Business Career Planning..... 4 cr.

This course will guide students through the processes of self-assessment, career exploration, and job-search strategies. Students will integrate information gained in the class to select a business major, set career goals, create a corresponding career path, and write targeted résumés. The use of the Internet and other technologies for career development will be emphasized.

CAS 130 Microsoft Word Applications2 cr.

Students will learn all aspects of Microsoft Word. Topics include: document creation, editing, formatting, file management, print functions, tables, graphics, templates, indexes, and other timesaving features for business and academic work. Access to Microsoft Word is required (2013 recommended).

CAS 135 Microsoft Excel Applications2 cr.

Students will learn all aspects of Microsoft Excel. Topics include: basic spreadsheet applications, worksheet creation, use of formulas, formatting, printing, and charting, as well as statistical, financial, and logical functions, and includes Excel add-in functions. Access to Microsoft Excel is required (2013 recommended).

CAS 140 Presentation Design Techniques.....2 cr.

This course will teach students to plan and create a clear and professional digital presentation. Students will use a variety of software programs such as PowerPoint and Prezi. Topics include planning a presentation, visual presentation and design, and the technical aspects of presentations (including incorporating graphics, animations, sounds, and importing objects from Microsoft Word and Microsoft Excel). Microsoft PowerPoint access is required (2013 recommended).

COM 240 Speech and Presentation Techniques 4 cr.

This course introduces oral presentation and public speaking. Students learn about the principles of effective public speaking and have the chance to practice public speaking. Communication skills are practiced through a variety of assignments. Some of the speeches delivered during this course include impromptu, elevator, sequence/demonstration, informational, and expository. By the end of this course, students will develop confidence by learning how to formulate their thoughts quickly, and how to research and deliver a well-organized, engaging speech.

COM 265 Reading Comprehension in the Electronic Age (ENG 160 or equivalent) 4 cr.

In this course students read, review, and analyze thought-provoking essays, reports, and articles from a variety of sources including the text, Web sites, and electronic databases. Based on these readings and discussions, students apply rhetorical strategies and enhance reading comprehension, critical thinking, and researching. All of the assignments and activities are designed to emphasize and support these three elements. Some of the writing strategies covered include illustration, comparison and contrast, narration and description, process analysis, and cause and effect analysis. Students will develop and enhance their skills in reading comprehension, critical thinking, research and APA documentation, and application of rhetorical strategies in written work.

COM 320 Impact of Technology on Workplace Communication (completion of core courses)

..... 4 cr.

What is the current state of global workplace communications? How are legal and ethical issues influencing communications policies and practices in business? This course examines these issues and modern theories of global technology. New concepts and research in interpersonal, group, organizational, and public communication as they apply to the virtual work environment are introduced. Students will review and analyze theories and research findings, and assess the impact of technology on communication patterns. Web 2.0 tools for workplace communication and collaboration (blogs, wikis, podcasts, audio/video conferencing) will be introduced. Social communication tools will be identified. Students will have an opportunity to examine the practical applications of these concepts and tools.

COM 340 Presenting and Persuading in the Virtual Environment (COM 320)..... 4 cr.

Producing compelling, persuasive communication, while addressing the increasingly interactive nature of digital media, is an essential skill in today's global environment. Analyzing audience characteristics, examining elements of message construction (both verbal and visual), and the relative differences between traditional and digital media are all studied and applied. Students will improve their abilities to communicate effectively with diverse audiences and learn to evaluate and develop their own methods of persuasion using both digital and traditional media. Students present impromptu, informative, training, and persuasive speeches.

COM 400 Advanced Business Communication Methods (completion of core courses) .4 cr.

This course re-introduces students to a variety of concepts: interpersonal communication, group communication, cross-cultural communication, and communicating across time and distance. At the conclusion of this course, students will be more effective at workplace communications – both internally and externally. A very important aspect of COM 400 is learning about business and communication practices in other countries. The course is designed to strengthen interpersonal communication skills in professional correspondence and to apply effective meeting skills in face-to-face group interactions. Finally, small group decision-making techniques are explained and practiced.

COM 450 Cross Cultural Behavior and Communications (completion of core courses) .4 cr.

Individually or collectively, recognition of barriers to communications in a culturally diverse international environment can have a direct impact on the global organizations' effectiveness. Some of these barriers include: distance, cultures, communication technologies, time zones, and organizational complexity. Knowledge of human behavior is more difficult when one has to factor in the unique cultures that engage in international business. Students will learn psychological theories of behavior and personality, applied to diverse business settings and how cultural conditioning affects organizations. An appreciation for the nuances of expression, socio-cultural variations in human behavior, and importance of cultural awareness will also be addressed.

COM 460 Public Relations – Communicating to the Internal and External Public (completion of core courses).....4 cr.

This course explores the techniques and media used to influence special publics, including the news media, trade publications, advertising, local events, and meetings. Students study successful examples of public relations campaigns in addition to designing their own campaigns. The course further examines events and situations that actually or potentially threaten an organization’s viability and various methodologies to develop an effective crisis communication plan which includes multiple stakeholders.

ECO 250 Macroeconomics4 cr.

National and international economic policies have powerful and direct effects on business operations. Business fluctuations, inflation, unemployment, monetary and fiscal policies, and international trade are discussed in the course.

ECO 260 Microeconomics (ECO 250).....4 cr.

Focusing on the firm as the basic unit of the economy, this course explores supply and demand, market forces, cost and profit, and the different industry types within which firms operate.

ECO 320 Economics of Business (ECO 250 and upper division status)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.

ECO 441 International Economics, Finance, and Banking (completion of core courses) 4 cr.

This course examines the international aspects of corporate finance and investing. Topics include balance of payments, international indebtedness, foreign exchange rates, risk, hedging, and interest arbitrage, international money and capital markets, policy coordination, and international banking & financing. The basic concepts and theories of comparative political and economic theory, political culture, ideology, globalization, government policy, the role of NGOs (nonprofit government organizations) and international economic development will be explored.

EMM 150 Introduction to Event and Meeting Planning4 cr.

This course introduces the student to the hospitality services industry and to the best practices in modern meeting planning management. It identifies the steps to planning any meeting and defines basic meeting types and industry terminology. The class also focuses on content design, program objectives, calculating return on investment, exploring how adults learn, contracting with speakers and providing speaker support, and learning how room set-ups and multimedia impact program success. Practical case studies are applied to real-life meetings management.

EMM 170 Event Site Selection and Management (EMM 150).....4 cr.

This course addresses the elements of successfully matching the site with function and purpose, and teaches the student how to manage the logistics of a successful program. Room set-up and design, technology/AV, registration, and the successful use of computers at meetings are covered. Site selection is a critical component of any successful gathering. Decisions must be made about meal planning, program staffing, attendee travel, production management, VIP management, hosting of spouse/guest, special programming, recreational activities, attendee communication, local customs or laws, fire safety, and security issues. Planning for and managing the unexpected such as weather, strikes, and medical emergencies is also essential.

EMM 190 Event Food and Beverage Management (EMM 150) 4 cr.

This course covers all aspects of food and beverage management, including terminology and standard practices. Pre-convention meetings, support services, gratuities, menu planning, guarantees, room and bar set-up, and liquor laws are introduced. Billing and credit issues are addressed. Students learn how food and beverage activities complement the program and how to make appropriate food and beverage selections. Budgets and cost-cutting measures are presented for all types of events.

EMM 210 Event Marketing, Promoting, and Public Relations (EMM 150) 4 cr.

The course explores the concepts and tools used to market and promote 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. Students will develop a comprehensive event-marketing plan, and identify and develop sponsorship opportunities. Promotional materials, advertising, printing and production, direct mail, and trade show/exhibiting are introduced. A student-defined and initiated case study will provide course theory application.

EMM 230 Event Financial Management (EMM 150) 4 cr.

The budget is a major criterion for planning any event. This course will cover topics including factors that influence budget, the budgeting process, estimations, variance analysis, cost containment, financial controls, taxes and tips, and understanding negotiable items. Students will develop a meeting specification sheet and identify the major revenue and expense areas. Tracking expenses, creating data reports, and formatting a budget using Microsoft Excel are reviewed.

EMM 250 Event Negotiations, Contracts, and Risk Management (EMM 150) 4 cr.

Effective planning can and does reduce risk. Students learn how to prepare an RFP (request for proposal) for an event to help select the best site for specific events. The most negotiable items during the contract process as well as the expectations of the site/hotel are identified. Guarantees and billing policies are reviewed. Elements for ensuring proper site selection and refining site selection needs are presented. Students identify how conference sites profit and assess the value that the conference/event represents. Critical site clauses along with strategies for how to modify those clauses are presented. Students practice negotiating skills. The best ways of preventing and reducing loss to ensure that an event proceeds in the safest possible manner are identified. Permits, licenses and insurance, legal issues and bylaws, contract negotiation, protocol, and national and international considerations are presented.

ENG 101 Literacy Skills Development 4 cr.

This course is designed to prepare students for college-level reading and writing. Topics covered include reading comprehension techniques, vocabulary development strategies, fundamental writing skills development, and other basic literacy proficiencies. Development of writing and grammar skills is addressed, emphasizing practice in punctuation, parts of speech, syntax, usage, and sentence construction.

ENG 160 Business Composition (ENG 101 or equivalent) 4 cr.

Students will acquire writing skills necessary to prepare for advanced business courses. Students start at a fundamental level, beginning with an introduction to writing, moving on to writing strategies, and concluding with methods of development. This course presents writing as a means of exploring, developing, confirming, and communicating ideas. Students will apply the basic principles of language structure and become more familiar with APA documentation.

ENG 170 Business Writing I 4 cr.

This course covers writing letters, proposals, application letters, memos, technical reports, and intercultural messages. The techniques involve writing business correspondence, proposals, summaries, and reports. Special attention is given to the role of electronic communication, specifically the changes in writing business correspondence with the increased dependence on the Internet. Proper use of APA style formatting and documentation is emphasized and reviewed.

ENG 175 Technical Writing4 cr.
Writing styles needed in technically-oriented professional jobs are taught. The business writing process is reviewed. Cause and effect, request for proposal (RFP), and other technical documents are explained and created. Students will learn to write about technical subjects in a way that non-specialists can understand. The business/technical writing process and correct use of APA style and formatting are emphasized.

ENG 260 Business Writing II (ENG 170).....4 cr.
Students receive practice in a variety of writing assignments relevant to their program area. Assignments include letter writing for a variety of situations (e.g., routine claim and adjustment letters, persuasive requests, sales letters), memos written in response to situations students are likely to encounter on the job, résumés fitted to the student's particular background (work and educational experience), and other writing forms. Proper use of APA style formatting and documentation is emphasized.

ENT 185 Entrepreneurship and the Small Business (MGT 150).....4 cr.
This course is a practical study of the processes and essential skills required in small and start-up businesses. Emphasis will be placed on the opportunities and problems faced by entrepreneurs in meeting competition, purchasing, selling, staffing, and financing an independent business. This course will prepare students for developing a business plan.

ENT 400 Entrepreneurship (completion of core courses)4 cr.
Students will study the importance of entrepreneurship in the U.S. economy. They will also learn the steps for establishing a successful business start-up and for securing the necessary funding. To remain competitive, the start-up must operate more efficiently, while satisfying a constantly rising expectation of quality and service. This class explores strategic issues as the foundation for the survival and prosperity of the start-up business.

ENT 405 Creativity and Innovation (completion of core courses)4 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.

ENT 410 Marketing the New Business (ENT 400)4 cr.
The class centers on designing an effective marketing plan for the start-up business. Students will isolate and create a written plan for a specific product, price, place, and promotion - the 4 Ps - for their businesses. This course introduces the elements of marketing research: problem definition, survey design, and statistical analysis to aid decision making. Examination of buyer behavior, motivation, and market potential estimating techniques will also be studied.

ENT 430 New Business Finance (ACC 401, FIN 400).....4 cr.
Financing the start-up business is a significant challenge. Students will receive foundation information regarding important concepts, issues, and tools needed to effectively finance and fiscally manage a business organization. Emphasis will be placed on establishing realistic start-up costs, financial planning and control, and cash flow analysis.

ENT 450 Entrepreneurship Discovery (completion of core courses).....4 cr.
The learning model for Entrepreneurship Discovery involves learning by doing. The experiential learning outcomes result from shadowing a successful entrepreneur within the student's community. The interactive case studies and exercises, visits to the local business incubators, and attendance at local business development seminars enhance student learning. The student and the faculty mentor will custom design this course to meet the specific student needs.

FIN 175 Personal Finance.....4 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 200 Introduction to Business Finance (CAS 135)..... 4 cr.
Students will understand financial terms, financial statements, and financial ratios, and how they affect the operations of a business corporation. This course is meant to be an introduction to finance and accounting for all students who may have budget and profit and loss responsibilities, and intend to contribute to the financial success of their companies. This is a basic finance course for students aspiring to be entrepreneurs and non-financial professionals.

FIN 400 Financial Management (MTH 344 and upper division status) 4 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. Students will learn how managers and investors use financial statements in order 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 401 Corporate Finance (MTH 440 and upper division status) 4 cr.
This course provides an introduction to the theory and methods of corporate finance. The course will focus on the following topics: the time value of money and capital budgeting techniques, uncertainty and the trade-off between risk and return, security market efficiency, optimal capital structure, and dividend policy decisions.

FIN 410 Managerial Finance (upper division status)..... 4 cr.
Students will receive foundation information regarding important concepts, issues, and tools needed to effectively finance and fiscally manage a business organization. Emphasis will be placed on establishing realistic start-up costs, financial planning and control, and cash flow analysis.

FIN 415 Investments (completion of core courses) 4 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.

FIN 425 Portfolio Management (FIN 415) 4 cr.
This course focuses on the development of modern portfolio theory and measurement of investment performance under different risk scenarios. It discusses the various investment alternatives available in today's financial markets and the risks associated with these investments. This course also discusses investment strategies with the derivative securities such as options and futures.

FIN 435 Financial Institutions (completion of core courses) 4 cr.
This course discusses how a bank operates, the government regulation of the banking industry, and the importance of non-bank financial institutions. It will also address how adverse selection and moral hazard have led to problems in financial institutions.

FIN 475 Advanced Corporate Finance (FIN 401)..... 4 cr.
This course studies the major decision-making areas of managerial finance and selected topics in financial theory. Topics introduced in Corporate Finance (FIN 401), 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.

GEN 272 Social Responsibility, Ecology, and Business 4 cr.
Current environmental issues will be examined. Topics include population growth, climate change, energy shortages, and pollution. In addition, students will study business enterprises exhibiting responsible behavior toward the planet.

GEN 273 Public Policy and Business 4 cr.
This is an introductory course to public policy. Students become familiar and conversant with public policy and contemporary business issues. They will apply governmental and non-governmental solutions to problems analyzed in class. Application will be made to current events.

GRN 375 Business, Society, and Sustainability (upper division status)4 cr.
This course will serve as an introduction to sustainability and its implications for business and society. The focus of study will include sustainability challenges that impact business and its dealing with society and the environment. The business community on both the local and global levels will be studied with a focus on the drivers behind creating and sustaining a cohesive way to respond adequately to a changing social environment and environmental consciousness.

HCM 004 Health Care Management Internship 4 cr.
This internship offers Health Care Management students the opportunity to gain exposure to health care leaders in a work environment. Students will be introduced to all facets of managing a health care organization through a systematic sequence of onsite business functions. A problem-solving project will strengthen students' understanding of health care management, enable students to develop and practice leadership qualities, and provide an opportunity for students to build professional relationships within the health care industry. Students will be scheduled to participate, in person, at a host location and through Cleary University's online classroom for 12 weeks. For students who have gained competency in the learning outcomes of this course through previous experience, they may submit documentation and schedule an interview with the Faculty Chair to earn credit for this course.

HCM 300 Introduction to Health Care Management (upper division status) 4 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 400 Quality Management in Health Care (HCM 300 or equivalent) 4 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 Malcom Baldrige quality initiatives.

HCM 420 Health Care Business and Policy (HCM 300 or equivalent) 4 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 430 Marketing Health Care Services (HCM 300 or equivalent)..... 4 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. Students will learn about various aspects of marketing through case analyses, development of a health care business marketing plan, and active classroom discussions.

HCM 440 Health Care Informatics (HCM 300 or equivalent) 4 cr.
This course provides the student 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.

HCM 450 Global Health Issues (HCM 300 or equivalent) 4 cr.
This course examines the effects of poverty and economic inequality on the health of the individual, local, and global communities. Major global health problems will be discussed with particular emphasis on malnutrition, AIDS, and infectious diseases. Comparative health systems will be studied and potential solutions will be explored, along with the mission and goals of global health care institutions.

HIT 310 Health Information Networks 4 cr.

This course will review the hardware, operating software, networks, and desktop applications of the electronic health information system. Students will be exposed to the mobile technology applications used to diagnose and treat patients, and the vendors who supply the technology. Particular attention will be paid to advanced security measures and the regulatory requirements that ensure the privacy of the patient's health record.

HIT 320 Patient Care Data and Workflow 4 cr.

This course will create a foundation for understanding the role that electronic health information plays in the treatment of patients and the operation of health care departments through the use of medical business applications. Students will also learn how both physician and nursing workflow play a role in the collection and use of patient data, and how project managers facilitate the use of EMR technology in a health care setting. Upon completion of this course, the student should be prepared to take the CompTIA certification exam.

HLW 100 Personal Health and Wellness 4 cr.

Achieving optimal mental and physical health is the focus of this survey course. Special emphasis is placed upon the relationships among proper nutrition, fitness, and stress management. The highly interactive class sessions give students hands-on practice in acquiring the knowledge and skills that will promote a lifetime of wellness.

HRM 421 Human Resource Management (completion of core courses) 4 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 445 International Human Resources Management (completion of core courses) 4 cr.

Students will discover human resources practices in the international business arena. The course addresses human resources strategies and practices to increase multinational organizational effectiveness and efficiency, and compliance challenges faced by human resources professionals in global companies.

HRM 450 Training and Development for Human Resource Professionals (completion of core courses) 4 cr.

This course examines the role of training and development in enhancing the competencies and organizational value of employees and management staff. Students 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. Students 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 460 Compensation and Performance Management Systems (completion of core courses) 4 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 also examined, including the use of multi-raters and other performance review systems.

HRM 470 Organizational Staffing Principles and Practices (completion of core courses)..... 4 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. Students 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 150 Art History and Culture 4 cr.

This survey course traces and examines intellectual development as expressed through the arts. Cultural and artistic traditions from the 1400s through present day will be explored, with emphasis on the effect that the arts, culture, and history have on each other.

HUM 218 Cross-Cultural Communication..... 4 cr.

This is an introductory cross-cultural communication course. Business is increasingly global in nature, with international partnerships as a common feature. An understanding of cultural differences is a crucial element of success in this environment. Students examine cross-cultural concepts and theories and apply them to business scenarios.

HUM 240 Survey of American History..... 4 cr.

This course examines the history of the United States from the colonial period to the present. It addresses American ideals and values and the institutions that have shaped the American experience. It provides both a historical and a cultural perspective.

INT 001-004 Internship 1-4.....1-4 cr.

This internship allows the student 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 the student's degree program and professional goals, and are individualized cooperatively through the Director of Career Services and Placement, the host organization's Supervisor, and the student.

LAN 199 World Languages.....2 cr.

This course utilizes the highly acclaimed Rosetta Stone Learning System to enable students to achieve conversational mastery of a foreign language delivered online in the Moodle classroom. Students learn using a fully-interactive immersion process that asks the learner to indicate comprehension of the new language and provides immediate feedback. This unique Dynamic Immersion™ method combines proven teaching methods with breakthrough technology to replicate the natural process of learning a first language. By using multimedia technology to present the voices of native speakers, text, and vivid, real-life photographs, Rosetta Stone uses the learner's intuitive language-learning ability to acquire a new language. The interactive process includes word pairing with images, audio lectures, chats with native speaking language coaches, games, and other activities. Mastery assessment methods are incorporated. Students may select from the following languages: Arabic, Chinese (Mandarin), Dutch, French, Filipino (Tagalog), German, Greek, Hebrew, Hindi, Irish, Italian, Japanese, Korean, Persian (Farsi), Polish, Portuguese (Brazil), Russian, Spanish (Latin America), Spanish (Spain), Swedish, Turkish, and Vietnamese. Instruction in each language is divided into Learning Levels and credit is awarded for each successfully completed Learning Level. This course can be repeated to earn credit for an additional language or an additional level in the same language. Additional requirements include a Windows 2.33 GHz or faster x86-compatible processor, Intel Atom 1.6Hz or faster processor for netbooks, or Mac Inter Core Duo 1.33 GHz or faster processor, 1 GB RAM or more, 1024 x 768 display resolution, high-speed Internet connection (at least 768 Kbps) and a USB headset with microphone.

LAW 320 Business Ethics and Legal Issues (upper division status).....4 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.

LAW 410 Legal Issues in Health Care (HCM 400 and completion of core courses)4 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. The student 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.

LAW 435 Human Resources Law (completion of core courses)4 cr.

This course focuses on the ever-changing legal landscape of Human Resources and covers statutory and case law with emphasis on the Title VII Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act, Rehabilitation Act of 1973, National Labor Relations Act as amended, FLSA, minimum wage, overtime provisions, case law addressing harassment in the workplace, employment at will, conflict of interest, verbal contracts, and employee handbooks.

LAW 440 Environmental Ethics (completion of core courses)4 cr.

This course concerns the ethical relationship of humans with the natural environment. The historical effects that technology, industry, economic expansion, and population growth have on the environment will be explored. Topics covered include global warming, sustainability, natural capitalism, and raising environmental consciousness.

LAW 450 International Business Law (completion of core courses)4 cr.

This course focuses on the major Western and non-Western legal environment associated with international commercial transactions. Topics include an analysis of the various legal traditions, court systems, commercial law standards, negotiation, formation, enforcement, finance of international contracts, international trade regulation, and regulation of global competition. International property rights such as patents, trademarks, copyrights, etc., are defined and standard rules of engagement studied. Several mitigating factors are investigated, including reciprocity challenges, cultural norms, and economic development motives.

LIT 210 Survey of Business Literature and Multimedia4 cr.

Students have the opportunity to read and analyze works of literature and critically compare fiction and real-world experiences in this course. Capstone papers are expected to be written with literary flair. Students will analyze literature through the lens of business. Topics include dazzling the customer; selling by improving a customer's image; maintaining personal integrity and individuality in a business environment; working with difficult people in the office; and managing office politics. Just as literature can be an interesting portrayal of life, it can also offer illumination on the business topics of our complex world.

MGT 150 Introduction to Business4 cr.

This course gives students an introduction to business, and discusses the main areas of businesses of any size, the ways they interrelate to create the total organization.

MGT 160 Introduction to Management4 cr.

The essential management functions and their application to business are surveyed, including planning, organizing, staffing, directing, and controlling.

MGT 220 Management Using Teams (MGT 160).....4 cr.

Increasingly, the management of organizations requires the use of highly effective teams of employees for decision making. Organizational culture issues are explored, as are techniques for making sound decisions. Students apply these concepts by working on a team project.

MGT 340 Managing Projects and Processes in Organizations (upper division status)4 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 students methods, techniques, and hands-on experience in dealing with successful project completion.

MGT 400 Management Skills Seminar (upper division status).....4 cr.

This course provides students with the tools to successfully inspire, empower, and develop people. Students will learn advanced skills in planning, organizing, leading, and controlling individuals and teams. Skill development topics such as meeting facilitation, communication, conflict management, and stress and time management will be studied. Current trends will be featured.

MGT 412 Leadership and Teams (completion of core courses)4 cr.

This course will cover the leadership process and how it will influence the output of teams. The course will serve as a guideline for increasing the productivity and creativity of teams while at the same time decreasing conflict. Part of the focus will be on understanding, valuing, and maximizing the effectiveness of a diverse workforce.

MGT 420 International Business (upper division status).....4 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 425 Negotiations (completion of core courses).....4 cr.

This course will focus on the art and science of negotiations. Students will learn the nuances of assessment and preparation for negotiations as well as building trust and relationships. Strategies for improving creative thinking and influencing skills will be studied as well as strategies for dealing with various types of business negotiations.

MGT 461 International Risk Management (completion of core courses)4 cr.

The focus of this course is to provide the manager with the necessary skills to formulate and execute the best possible response to a wide range of emergencies and disasters. Students will apply proactive planning and strategy as well as the reactive steps for crisis management in order 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 471 Strategy and the Multinational Enterprise (completion of core courses)4 cr.

This final integrative course focuses on the basic international business functions through strategic management principles and processes. Comprehensive case studies analyze global competition in a complex changing environment. Sustainability, competitive advantage, and strategy formulation and implementation are addressed. The role of government and its relationships with the multi-national business enterprise will be explored.

MGT 479 Management Policy (completion of core courses)..... 4 cr.

This course provides the student 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.

MKT 150 Enterprise Marketing 4 cr.

This course provides a survey of fundamental principles and practices of marketing. Conceptual issues and the implementation of marketing principles to specific private sector business situations will be covered. Classroom activities will focus on the fundamental aspects of marketing functions, theory, and strategy. These activities include the analysis of marketing opportunities, marketing research and forecasting, market segmentation, consumer behavior, product planning, pricing strategies, distribution planning, communication methods, ethical issues, and the role of marketing within business organizations.

MKT 215 E-Marketing (MKT 150) 4 cr.

This course focuses on marketing and branding essentials, banner optimization, search engine placement secrets, domain name awareness, successful e-mail campaigns, and affiliate programs. Utilizing basic HTML, students will learn Web elements such as tables, forms, frames, and CSS (cascading style sheets) needed to create professional electronic communication vehicles such as e-mail blasts and electronic newsletters, combining marketing principles with Web-based strategies in an effort to reach customers and build business relationships.

MKT 250 Personal Selling (MKT 150) 4 cr.

Personal selling in today's business climate focuses on the role of the salesperson as a consultant to customers, which involves building strong relationships that are based on professionalism and confidence. Students will understand the personal selling process, including prospecting, planning sales calls, giving presentations and demonstrations, negotiating, closing the sale, and following-up processes that ensure customer satisfaction and loyalty. Communicating with customers in organizational markets, strategic understanding of customer needs, and time management will also be addressed.

MKT 275 Integrated Marketing Communications (MKT 150) 4 cr.

Students will learn the importance of having an organization's marketing communications integrated, given today's highly competitive environment. Topics in this course include evaluation of advertising and promotional programs, selection of appropriate advertising, public relations and promotional campaigns, and the selection of appropriate advertising media. Additional topics include management of advertising departments, agencies, and customer service functions. Interactive marketing will receive special emphasis.

MKT 415 Interactive Marketing (upper division status) 4 cr.

This course explores marketing principles combined with Web-based strategies in an effort to reach customers and build individual relationships. Tools such as electronic advertising, direct e-mail, and electronic commerce are studied. Value analysis will be used to determine the individual customer's contribution to profit, Web metrics, and analysis of buyer behavior.

MKT 420 Market Intelligence (completion of core courses) 4 cr.

This course outlines the process of acquiring and analyzing information in order to understand markets for both existing and potential customers. In addition, students will be introduced to methodologies that determine the current and future needs and preferences, attitudes, and behavior of the market, and assess changes in the business environment that may affect the size and nature of the market in the future. Market intelligence techniques examined include product testing, industry intelligence, Web-based product research, trade shows, channels, and qualitative methods (small focus groups and personal interviews).

MKT 434 Marketing Research and Relationship Marketing (MTH 344) 4 cr.

Principles, approaches, and everyday utilization of marketing research in business to build customer loyalty and manage customer relationships are the foci of this course. Students will learn how to shape research questions around marketing issues, and to develop and implement a research design to address their research questions. The capstone assignment is a survey research project in customer satisfaction. This course requires SPSS software.

MKT 435 New Media Theory and Practice (completion of core courses)4 cr.
This course will examine new media channels such as Twitter and Facebook. Additionally, it will cover interactive marketing opportunities beyond Web sites, including blogs, vlogs (video blogs), forums, e-mail campaigns, social networking, communities, podcasts, mobile media, game theory, and virtual reality. The implications of social media marketing on customer loyalty and engagement will be explored.

MKT 440 Marketing Metrics (MTH 180 & MTH 344).....4 cr.
This course will introduce the student to useful and meaningful metrics that help marketers track how well their marketing objectives are being met. Metrics include customer retention, promotional and public relations, awareness levels, purchase-decision drivers, cost of customer acquisition, market share, and return on investment of marketing programs. Students will learn how to precisely define the kinds of results that they need to measure, how to assess the dollar value of a result, how to track actual results, and how to utilize this information to the firm's benefit.

MKT 451 International Marketing (completion of core courses)4 cr.
In this course, students will examine cultural, economic, and political factors affecting marketing practices worldwide. The focus will include adapting marketing strategies of domestic marketers and making these unique to international markets. Marketing strategies of international firms and government policy will also be examined.

MKT 470 Global Supply Chain Management (completion of core courses)4 cr.
Marketing channels are systems of interrelated organizations that are engaged in making goods and services available for consumption by end users. Topics covered include government policy as it relates to logistics, the global logistics environment, ocean and air transportation, intermediaries, documentation, insurance, exporting, and importing. Current trends in globalization, the role of logistics, and transportation organizations in the global supply chain process will be evaluated.

MKT 480 Consumer Behavior (completion of core courses)4 cr.
This course examines psychological theory and its application to marketing. This theory focuses on consumer perceptions, attitudes, intentions, and behavior, and the effect on the marketing effort. Emphasis is placed on theoretical and practical implications, including professional selling.

MTH 101 Math Skills Development.....4 cr.
This course is designed to prepare students for basic math competency. Topics covered include fundamental operations with whole numbers, fractions, decimals, percentages, proportions, graphs, and introductory algebraic skills.

MTH 170 Elementary Algebra (MTH 101)4 cr.
This course in algebra involves the use of numeric expression and a logical sequence of thought. Topics include real numbers, variable expressions, solving linear and quadratic equations, and inequalities. Emphasis is placed on real-world and business applications.

MTH 180 Introduction to Business Statistics (MTH 170 and CAS 135)4 cr.
The ability of students to enhance their capacity to gather and analyze meaningful data using a variety of statistical techniques is essential to business success. Topics include graphical and numerical descriptive methods for describing data, such as frequency distributions, measures of central tendency, and dispersion. Microsoft Excel is required, including Excel Add-Ins.

MTH 190 College Algebra.....4 cr.
This course is designed for students who have successfully completed the equivalent of high school Algebra I and Algebra II. Topics covered are: polynomials, rational expression and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices, and systems of equations and inequalities. Students will be expected to have access to and use a graphing calculator (TI-83 recommended).

MTH 330 Analysis for Business (upper division status).....4 cr.

This course provides a general understanding of basic statistical analysis for business. Areas of study include probability, random variables, discrete and continuous distributions, hypothesis testing, confidence intervals, correlation, and regression. Microsoft Excel is required, including Excel Add-Ins.

MTH 344 Quantitative Business Analysis (MTH 180, CAS 135, & upper division status) .4 cr.

This course provides a comprehensive coverage of the critical thinking skills used in statistical analysis. Areas of study include probability, random variables, discrete and continuous distributions, hypothesis testing, confidence intervals, correlation, and regression. Microsoft Excel is required, including Excel Add-Ins.

MTH 440 Statistics for Financial Economics (MTH 180, CAS 135, & upper division status)4 cr.

This course is designed for finance and accounting students. It integrates concepts from finance and economics to demonstrate the use of statistics in the real world of business. The course emphasizes statistical applications to finance, accounting, and business. Topics taught include descriptive statistics, probability theory, distributions, correlation, and regression. Microsoft Excel is required, including Excel Add-Ins.

OPM 400 Operations Management (upper division status).....4 cr.

This course provides an overview of key operational issues and processes used in both service and manufacturing organizations. It also reviews the basic analytical methodologies and tools used to manage the production process. Using case studies, students will be exposed to a variety of business and industry models that illustrate the linkages between the inputs brought into the organization and the resultant products and/or services offered to customers.

PHL 110 Logic and Problem Solving4 cr.

This course offers an introduction to the nature of logic, and studies the role of language, emotions, and reasoning in arguments. It also examines the influence of fallacies as barriers to logic and the role of inductive and deductive reasoning. Students learn to analyze and debate current controversial issues objectively, applying the principles and criteria of logical thought.

PHL 220 Introduction to Philosophy.....4 cr.

This course provides a conceptual and theoretical framework for philosophical inquiry by studying philosophers, methodology, and periods of philosophical thought. Also examined will be logic, values, perceptions, feelings, judgments, and aesthetics. Application of this information will be made to current personal, social, and political issues.

PHL 240 Business Ethics4 cr.

Relying on case studies to illustrate the complex management issues involved, this course explores the ethical dilemmas that managers frequently face in daily business operations. Students develop a personal system of management values that includes ethical considerations in business decision making. Application is made to current ethical challenges facing business.

PJT 491 Professional Project I4 cr.

This course allows a student to complete an individualized project on a topic selected and planned with the faculty mentor. Preference is given to selecting topics that solve problems or make contributions for the students' employers by applying business concepts students learned in their majors. Project types may include: a new venture or product plan, a process or product improvement, or an analysis of a significant workplace problem. PJT 491 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. Some project types will follow different goals that the faculty mentor and student will create. The student and the mentor engage in discussions regarding possible topics for the Professional Project. The discussions should focus on the background experiences and academic major of the student. Upon selection of a topic, discussions shift to the mechanics of constructing the series of drafts that lead to the final document required for PJT 491. PJT 491 is a required class. Students must earn a final grade of C or better to move to PJT 492.

PJT 492 Professional Project II (PJT 491 with a grade of C or higher).....4 cr.
PJT 492 builds upon the work completed in PJT 491 and involves data analysis, evaluation of alternatives, development of recommendations, and writing the project report. The student begins to present the results/findings of the research conducted. A draft of all inferences made from the data is presented, as are any charts and/or tables that support those inferences. PJT 492 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 492 requires a C grade or higher.

PJT 495-9 Professional Project I-V (previous course with a grade of C or higher).. 2 cr. each
Students complete the required directed study BBA Professional Project course sequence at the end of their undergraduate degree program. Each two-credit course serves as a prerequisite for the successive course (that is, PJT 495 is a prerequisite for PJT 496, and PJT 496 is a prerequisite course for PJT 497, etc.). During this thirty-week, five-course sequence, students select project topics and complete their projects guided individually by senior faculty mentors. Preference is given to selecting topics that solve problems or make contributions for the students' employers by applying business concepts students learned in their majors. Project types may include: primary research, a business or new product plan, feasibility study, marketing audit, implementation plan, process or product improvement, or analysis of a significant workplace problem. The Professional Project culminates with the student presenting their findings to their project mentor, fellow students, and outside evaluators via Zoom or other synchronous method. Successful completion of PJT 495-499 requires a grade of C or higher in each class.

PLS 110 Geopolitical Foundations4 cr.
This course introduces students to the geographical, political, and social forces that can affect economic activity. The focus is on issues that have not only global ramifications, but that also affect the average American family on a daily basis. Students leave this class with a heightened understanding of our increasingly interconnected world.

PLS 220 Federal Government and Business.....4 cr.
This course concentrates on the principles and operations of the federal government with an emphasis on the U.S. Constitution and executive, legislative, and judicial branches. Political processes and the regulatory environment in which businesses operate are studied. Current events as they relate politically to the functioning of government are examined.

PMG 200 Project Management.....4 cr.
This course introduces project management and draws from *A Guide to Project Management Body of Knowledge*. Topics include an overview of the phases of the project, the roles and responsibilities of the project management, the project plan, tools and techniques for managing projects, and the project closure process. Microsoft Project will be introduced and is required for this course.

PSY 110 Fundamentals of Psychology4 cr.
This course provides an overview of psychological development, learning, motivation, perception, personality, and other foundational elements key to understanding human behavior. Classic and modern theories of psychology are studied. Students are able to immediately apply what they learn to their personal and professional lives.

PSY 210 Abnormal Psychology (PSY 110)4 cr.
This course covers the fundamentals of psychology and abnormal behavior. The focus will be on personality disorders and their symptomology, as well as exploration of the theories that underlie their development.

QTY 432 Quality Management (upper division status) 4 cr.

This course will explore the interaction of quality theory and classic management theory. Students will learn how organizations use quality practices and policies in normal operations. Participants will familiarize themselves with the history and philosophy of quality and its practical application in business, industry, education, health care, and government. Different approaches to performance improvement, including models and standards, will be explored. Students will demonstrate the ability to apply these theories to improve organizational performance. The content of this course is drawn largely from materials for individuals preparing to take the ASQ Manager of Quality/Organizational Excellence Certification Examination.

SOC 110 Fundamentals of Sociology 4 cr.

This course explores factors that shape a society and influence group behavior. The effects of social systems and societal change upon the individual are examined. Understanding these dynamics furnishes students with valuable perspective as they advance in their degree program and enter the workforce.

SRL 200 Introduction to Service Learning 4 cr.

This course provides a conceptual and historical framework for service learning, discussing the significance of past, current, and future trends. It emphasizes the importance of community-based service as a way to blend theory with application. Topics of civic engagement, active citizenry, and social responsibility are introduced. Students will also assess community needs and identify specific agencies for internships.

SRL 201 Service Learning Practicum (SRL 200) 4 cr.

Students completing the Introduction to Service Learning course are placed off-campus as volunteers with a nonprofit governmental or charitable foundation and are coordinated by the Director of Career Services. Through the practicum, students will gain an increased awareness of the importance of civic responsibility, citizenship, and volunteerism with practical, hands-on application. Each practicum is 10-12 weeks in duration.

GRADUATE COURSE DESCRIPTIONS

(course pre-requisites shown in parentheses)

CER 500 Foundations in Graduate Certificate Studies 0 cr.

The Cleary University graduate program places unique demands and expectations on the student. Students will become familiar with Cleary University's learning management system and online library. Successful completion of this course is required for continuation in the certificate program.

CPT 500 Curricular Practical Training0.5 cr.

Students enrolled in the Curricular Practical Training (CPT) MBA program are required to experience an actual workplace and to relate concepts learned in the classroom to the real world of work. Through the use of experiential learning methods students acquire the skills they need to become better managers. Class learning activities reinforce management concepts through individual schema development, relational culture affinity exercises, group and individual dynamics analysis, team functioning examination, organization power and influence mapping exercises, and others – all in relation to the student's actual workplace. Group processing in the class turns the experiences of each individual student into mini-case studies for the other students. Guest speakers and video resources augment classroom discussions. CPT 500 is intended to be repeated in each session of the CPT MBA degree program. Students are required to obtain and maintain regular, continuous employment for the duration of the program in a position on-campus or off-campus. Failure to maintain employment may result in dismissal from the program.

ECO 645 Managerial Economics 4 cr.

Micro- and macroeconomic theories are taught to help students understand the effect of these theories on the firm's goals. The student's ability to analyze the economic constraints within which the firm operates and the implication of government monetary and fiscal policies are discussed in this course. Practical application of economic theory to business cases is integrated into the course.

FIN 605 Financial Management (MAC 605) 4 cr.

This course provides a foundation to financial management, which will enable students to understand and use financial information. Students will learn to apply risk and time value of money concepts in capital budgeting, capital structure, and lease financing. Topics such as dividend policies, risk management, and mergers and acquisitions also will be taught.

FIN 615 Investments and Portfolio Management (MGT 625) 4 cr.

Students will be exposed to the workings of financial markets and the trade-off between risk and return. In addition to introducing students to the basic language of investing, this course also covers topics such as the pricing of securities. Investment strategies from both industry-wide and company-specific perspectives are discussed. This course also covers topics such as options and futures and mutual funds. Capital market efficiency concepts and various models of portfolio selection and evaluation are also discussed. All investment concepts will be taught from both domestic and international perspectives.

FNP 600 General Principles of Financial Planning 4 cr.

This course covers topics in the general principles of financial planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include credit and debt management, education funding, savings options, time value of money, risk and return, business law, consumer protection law, economics, communication, and ethical responsibility. Case studies will be used extensively in this course.

FNP 610 Investment Planning 4 cr.

This course covers topics in the investment planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include investment theory, risk, return, quantitative analysis, portfolio management, asset pricing models, stock valuation, bond valuation, and trading strategies. Case studies will be used extensively in this course.

FNP 620 Insurance and Risk Management..... 4 cr.

This course covers topics in the insurance planning and risk management section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. 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. Case studies will be used extensively in this course.

FNP 630 Retirement and Employee Benefits Planning..... 4 cr.

This course covers topics in the retirement and employee benefits planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include social security, qualified retirement plans, group life insurance, group disability insurance, deferred compensation, and employee stock plans. Case studies will be used extensively in this course.

FNP 640 Income Tax Planning..... 4 cr.

This course covers topics in the income tax planning section of the educational requirement for 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. Case studies will be used extensively in this course.

FNP 650 Estate Planning..... 4 cr.

This course covers topics in the estate planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include wills, trusts, gifting strategies, tax implications in estate planning, business and inter-family transfers, incapacity planning, postmortem techniques, charitable giving, use of life insurance in estate planning, and the role of fiduciaries. Case studies will be used to illustrate estate-planning principles.

FNP 660 Capstone Financial Plan Development Course (FNP 600-650, or equivalent) 4 cr.

This is a capstone course and is to be taken by the student only after completion of FNP 600, FNP 610, FNP 620, FNP 630, FNP 640, and FNP 650 or equivalent. In this course, the student is required to demonstrate the ability to integrate and apply his or her knowledge of financial planning topics. This course prepares students not only with technical financial planning knowledge, but also with the skills to integrate, apply, and communicate this knowledge to their clients. Through this course students will demonstrate their ability to apply the financial planning process to real-life situations, as well as their ability to communicate their planning recommendations to a client.

GRN 605 Fundamentals of Green Business..... 4 cr.

This course provides a basic framework for understanding green business as well as the impact of environmental issues on non-green businesses. Topics include the definition of green business and its importance, public perception of green, green technologies, such as renewable energy sources, and LEED, ISO, and environmental regulations.

GRN 645 Global Sustainability 4 cr.

This course addresses how sustainable practices can be implemented around the world under differing operating principles. Topics include sustainability practices in the United States, Canada, Europe, India, South and East Asia, Africa, and South America.

HCM 605 Health Care Policy (HCM 300) 4 cr.

This course will provide a broad overview of United States Health Care Policy objectives and financing, as well as a critical analysis of current and alternative policy proposals. The primary objective of the course is to assist future health care leaders in understanding the implications of health care policy on the operation, marketing, and financing of the health care enterprise they operate.

HCM 615 Quality Management in Health Care (HCM 605)..... 4 cr.

This course will explore quality theories in health care, with particular emphasis on the Lean Six Sigma and the Malcolm Baldrige Quality Initiative, and the impact of quality improvement applications on health care systems. Different approaches to performance improvement, including models and standards, will be explored. Students will demonstrate an ability to apply these theories to improve health care organizational performance.

HCM 625 Health Care Business Development and Marketing (HCM 605)..... 4 cr.

This course will provide health care leaders with a foundational knowledge of the principles and practical applications of marketing strategies designed to fit a health care model. Particular emphasis will be placed on major environmental changes in health care, new distribution models, health insurance exchanges, and value to the customer. A special focus on relationship building and contract negotiation will be included, as major health care providers will be shifting to a more business oriented model post health care reform.

HCM 635 Legal and Ethical Issues in Health Care (HCM 605)..... 4 cr.

This course offers a comprehensive overview of the critical legal and ethical duties required of health care leaders. Students shall become keenly familiar with the legal standards of care that ensure patient health and safety. Students will analyze the most current laws governing the management of medical billing and protected health care information, as well as the complements and conflicts that exist between statutory health care law and ethical health care canons. A discussion of the benefits of strong, top down policies within health care institutions to avert legal malpractice and breach of patient privacy claims will also be presented.

HCM 645 Health Information Management (HCM 605)..... 4 cr.

This course provides an overview of health information management, and the transition to electronic medical record systems that has been mandated by the federal government. It will survey how the production, storage, and retrieval of electronic health care data directly impacts patient care, the delivery of health care services, and the operation and management of various health care departments within a health care organization. The legal, technical, clinical, compliance, and quality issues of electronic medical information will also be reviewed.

LAW 605 Law and Ethics..... 4 cr.

Law, ethics, and social responsibility often have important influences on business operations, and managers have the ability to influence them. Through this course, students will gain an understanding of basic business legal and regulatory principles; how federal, state, and local regulatory agencies work; how societal forces affect businesses; and how managers can take a proactive lead in the process.

LED 625 International Political History4 cr.

This course will examine important historical and contemporary themes in international relations that set the stage for analyzing the current international system. Capitalism, colonialism, imperialism, Marxism, revolution, nationalism, anti-colonialism, neo-colonialism, and modern economic globalization are all important eras of international political history, and their effects have shaped the current geopolitical order immensely. The emphasis will be on the effect of these historical events on international business decision making.

LED 650 Survey of Global Leadership4 cr.

This course will address various ways to demonstrate effective leadership. A survey of important theories will be the foundation of this course. The focus will be on leadership in dyads, groups, and strategically across hierarchical levels, as well as beyond organizational boundaries. Traditional approaches, as well as emerging approaches, such as transformational and values-based leadership, will be highlighted. Leadership will be considered in a global context, including how effective leadership practices can differ across cultures.

MAC 605 Financial Accounting (MGT 625)..... 4 cr.

This course introduces the fundamental concepts in financial accounting that are used to create corporate financial statements for external users. Major topics include accrual accounting, transaction analysis, construction of the balance sheet and income statement, and statement of cash flows. Students will then apply their knowledge of financial accounting to analyze and interpret financial statements.

MAC 615 Managerial Accounting (MAC 605) 4 cr.

Managerial accounting emphasizes the use of accounting information for decision making, planning, controlling, and performance evaluation. Topics include: product costing, activity-based costing, cost-volume-profit analysis, budgeting, and performance evaluation techniques.

MBA 500 Foundations in Graduate Studies I..... 0 cr.

The Cleary University MBA program places unique demands and expectations on the student. Computer and Internet technologies to help students learn more efficiently and effectively are emphasized. In addition to the content presented in this online course, students are also invited to an on-campus component of this course. Overall strategies for academic success, such as graduate-level approaches to secondary research, and writing at the graduate level are reviewed. This class familiarizes students with the University's learning management systems, graduate academic policies, online library, and other resources. Successful completion of this course is required for continuation in the MBA program.

MBA 501 Foundations in Graduate Studies II..... 4 cr.

The Cleary University MBA program places unique demands and expectations on the student. In addition, international students face special challenges in the United States. Overall strategies for academic success, such as graduate-level approaches to secondary research, and writing at the graduate level, are reviewed. This class familiarizes students with the University's learning management systems, graduate academic policies, online library, Turnitin, NoodleTools and other resources. Students will learn all aspects of Microsoft Word, such as creating documents, editing, formatting, managing files, printing functions, and using tables, graphics, templates, indexes, and bibliographies as time saving methods for business and academic work. Students will also learn basic spreadsheet applications including: creating worksheets, using formulas, formatting, printing, and charting, and using statistical, financial and logical functions, as well as add-in functions. In addition, students will learn to use presentation applications such as Power Point and Prezi. Personal finance topics such as budgeting, understanding personal financial statements, investing, and retirement planning, will be integrated within the course to help international students attain success in their personal and professional lives.

MGT 625 Quantitative Managerial Analysis 4 cr.

This course uses case studies as a method to analyze data using descriptive statistics and basic inferential techniques such as hypothesis testing. Students will also learn to analyze relationships between variables through predictive modeling and time series analysis, design of experiments, and methods for quality improvement. Microsoft Excel access is required, including Excel Add-Ins.

MGT 636 Management and Organizational Behavior 4 cr.

This course focuses on the skills and techniques necessary to help organizations operate more effectively in today's fast-changing, competitive environment. An effective organization is one that fosters teamwork and partnerships, both internally and externally, with the goal of improving quality and productivity. From this perspective, organizational success requires attention to behavioral, structural, planning and human resource components. In addition to behavioral topics such as leadership and motivation, this course will also focus on key issues associated with organizational structure and planning, including systems thinking, change management, planning, control and service management. Human resource management topics such as recruitment, selection, employee training and development are also included.

MGT 655 Operations Management (MGT 625).....4 cr.

The effective management of operations, processes, and systems of a business enterprise can provide a competitive advantage. This course addresses key operational issues in service and manufacturing organizations and their strategic and tactical implications. Basic concepts and issues, as well as how computer technology can provide powerful decision models that can assist in solving managerial problems in operations management, will be introduced. In addition, a particular emphasis is placed on the development and assessment of the critical work processes used to deliver products into the marketplace. Students examine how restructuring and improving business processes can increase overall organizational performance. Current applications of lean operating systems and Six Sigma will be studied.

MGT 675 International Business4 cr.

This course covers the intricacies of globalization and international business. Students will learn the effect of the economic, political, legal, and socio-cultural environment on international business. The course analyzes specific policy issues affecting key economic data, tax policy, government intervention, monetary policy, capital flow and foreign investment, banking systems, wage and price controls, government regulations, the underground economy, and political risk. Different strategic approaches to going global such as licensing, building plants, producing in the U.S., and shipping overseas will also be addressed.

MKT 605 Strategic Marketing Management4 cr.

This course prepares managers to deal with core domestic marketing issues in the consumer/industrial and private/public/nonprofit sectors, by providing a strategic way to think about the firm's products, services, and markets, including marketing strategy and implementation. Central to managing a business, marketing provides intelligence about customers, competitors, and the general business environment to ensure long-term viability of the enterprise.

PJT 589 MBA Directed Study 1-4 cr.

This is a directed study course that allows a student to complete an individual project on a selected topic, and is planned with an assigned graduate faculty member. Projects undertaken in this class may take the form of a literature synthesis, primary or secondary research, feasibility study, project implementation, or process improvement. Content can be customized to the student's interest. PJT 589 may meet graduate degree academic requirements with permission of the student's academic advisor.

PMG 645 Project Management in Organizations.4 cr.

This course develops the ability to plan, execute, and manage complex projects. The principles of the professional practice of project management are addressed. Topics include project life cycle, context of the project in the organization, individual and team behavior and their impact on the project, project planning, workflow analysis and resource management, and project performance assessment.

PSY 615 Cross-Cultural Psychology and Communication.....4 cr.

This course blends culture and psychology to study communication and behavior from a leadership perspective in a multicultural and often virtual workplace. Students will examine psychological theories of behavior and personality and apply those theories to diverse business settings. The impact of cultural conditioning as it influences values, attitudes, and beliefs will also be addressed. Students will gain an appreciation of the nuances of expression, socio-cultural variations in human behavior, and the importance of cultural awareness.

STR 606 Strategic Management4 cr.

This course synthesizes and integrates the concepts and techniques developed in prior courses for developing business objectives and strategic plans. This course incorporates the external and internal events that influence strategic direction of the firm through the use of cases and computer simulation. An important element of this course is a course-long project in which students examine a specific industry from a strategic success perspective.

ACADEMIC SERVICES

Academic Advising

Each student is assigned to an academic advisor, who is a member of the advising team, following his/her initial registration. The advising team will assist with the following: develop a degree completion plan, monitor academic progress, respond to questions regarding course selection or curricula and assist the student in understanding and adhering to University policies. If circumstances arise that may affect a student's ability to progress in the program, the student should contact his/her advisor as quickly as possible to address these concerns.

Academic Tutoring

Faculty and peer tutors are available for designated skills by scheduling an appointment. Contact information is available via Moodle in the Student Success Center classroom. Individualized computer-aided or multimedia campus-based and Web-based tutorials are also available.

Campus Centers

Computer labs are available during most weekdays and evening hours and on selected weekends. To receive services without coming to campus, students may take advantage of the e-mail services provided by the Director of University Libraries, or help-line/e-mail support provided by the Campus Center staff. Copying machines are available for student use.

Student Athletics

Cleary University reengaged in collegiate athletics in the fall of 2012 offering cross country and golf for men and women at the varsity level. Soccer for both men and women was added in the fall of 2013. Baseball and softball are scheduled to begin in the fall of 2014. Plans to add lacrosse and tennis are also underway. Additional information is available on Cleary's Web site or by e-mailing athletics@cleary.edu.

Student Clubs

We encourage students to join student clubs. These clubs provide career development and leadership opportunities. Co-curricular club members will meet and learn from industry leaders, build professional networks, explore career possibilities within an industry, and will learn industry-specific hot topics like new legislation, trends in employment, etiquette, tools, and technology. Clubs are fun and informative, student-directed, staff/faculty mentored, and meet on campus monthly. For more information about Student Clubs, please contact Career Services and Placement at careerservices@cleary.edu or visit the Clubs page on the Cleary Web site at www.cleary.edu/students/clubs.

Student Ombudsman

The Office of the Ombudsman assists students with complaints against the university after routine resolution has failed. The Ombudsman's Office is a neutral third party, advocating neither for the student nor for the university. Its objective is to bring resolution to any complaint as quickly as possible. Following an initial consultation with the student, the Ombudsman evaluates a complaint, refers it to the appropriate university department for action, and follows up to ensure timely resolution. Students can contact the ombudsman via email at studentconcerns@cleary.edu

Student Portal

The University provides a personalized Web portal for students to access information about schedules, accounts, registration, classes, grades, special announcements, and other resources. All University offices and services are accessible by Web site and e-mail.

Technical Support

Technical assistance is provided via e-mail. To request assistance send a message to support@cleary.edu. Please refer to the student portal (<https://students.cleary.edu>) for up-to-date support policies and practices.

University Library

To meet the needs of our students, all essential resources are available online, 24 hours a day via the Cleary Online Library and other Web-based resources. The library Web site is an information portal, and a source for learning more about library resources and services, and for initiating project research. Links to additional library-related information are also located on the Moodle (Cleary's learning management system) landing page.

On-line Databases and Research Resources

Subscription-based databases are essential components of the online libraries. After logging in to the library, students have access to 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, Lexis/Nexis, Hoovers Online, and eBrary.

Another excellent source of information is the Michigan Electronic Library (MeL). MeL complements the Cleary business databases by providing a wide range of information and articles on business and non-business topics. In addition to providing full-text journal and magazine articles, MeL presents information organized by subject guides and an electronic reference desk. This is an information portal sponsored by the Library of Michigan available to all Michigan residents.

Additional research resources include the Cleary Research Wiki and the Librarian's blog. The Research Wiki is a collaborative project where designated faculty members provide content and links to subject-related resources. Research and writing tools are provided, along with links to essential policies, and grading rubrics. APA resources are linked via the Research Wiki. The Librarian's blog is used to update students on library database changes, provide research tips, and to circulate other library-related information.

Finally, the University subscribes to NoodleTools and Turnitin. NoodleTools is an APA citation composer and note-taking utility, and research log utility. 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 University's librarian for help. Assistance is primarily available via e-mail or by phone. To request assistance via e-mail, send a message to the Cleary University Librarian at librarian@cleary.edu.

Library Checkout Policy

The Cleary University Library is primarily a collection of relevant online databases, supplemented with some reserve materials. Materials on reserve for specific courses (usually DVDs) are subject to a 24-48 hour lending limit unless special arrangements are made with the Campus Center. Check with the Campus Center staff for more information.

Reserve Materials

Books, articles, and other materials may be placed on reserve by faculty. The checkout period for reserve materials varies, so check with the Campus Center staff regarding due dates. Materials will only be on reserve during the term in which the course is being offered. Review books for the Cleary exams are on reserve in both Campus Centers and may be checked out for one week.

ACADEMIC POLICIES

Curriculum Design

The Moodle class format used in all classes provides a complete set of instructional elements to effectively address learning. Standard formatting within Moodle assists in setting a consistent expectation for students. The academic dean and the faculty chairs determine course learning outcomes and design and select instructional materials. All faculty members are asked for input on the courses they teach. Cleary also seeks input from students and employers regarding program goals.

Faculty Teaching Methods

Asynchronous distance learning, synchronous distance learning, and on-campus blended (combination of asynchronous distance learning and on-campus delivery) are expected to utilize a variety of active learning methods, minimize lecturing, and incorporate multiple instructional approaches, including computer and Internet technology. Faculty are expected to seek out and take part in professional development opportunities, both within and outside of the University, to improve teaching effectiveness. It is expected that faculty members will revise and update their courses on an on-going basis to reflect current and emerging theory and practice.

Quality Measurements

University faculty members have identified specific intended outcomes for the degree and for each course. The instructor teaching the course is expected to gather data that provides evidence that these outcomes are being met. These data are used to evaluate and grade students and to make improvements in the curriculum and in instructional methods. In addition to utilizing various assessment tools as a component of each course, BBA, BS, and MBA students are required to complete the Educational Testing Service Major Field Test in Business as a condition of graduation from the program. This test measures degree outcomes within the core courses. Outcomes, by major, are measured using an objective test within the final course of each major sequence.

Student Evaluation Feedback Surveys

Course evaluations are a standard component of each class and are completed electronically. Students respond to questions about the course design, instructional materials, instructor, and support services. Instructions for completing and submitting the survey are provided in each course. Individual responses from these surveys are anonymous and strictly confidential.

Academic Calendar

The University follows an academic year, September through August, divided into four academic quarters. Fall, Winter, and Spring quarters are each 13 weeks in length. Summer term is six weeks in length. Each 13-week term has two six-week sessions, separated by a one week break. Classes are six weeks in length scheduled in each of the two sessions of the term. Terms start seven times a year: Fall (September and November), Winter (January and February), Spring (April and June), and Summer (July). The calendar can be accessed from the Cleary Web site. The non-traditional and graduate students follow this calendar pattern. Traditional students follow an academic year, September through May, divided into three terms, Fall, Winter, and Spring which are each ten weeks in length. Specific term dates, including breaks, are also available on the Cleary Web site.

Calendars and Schedules

The Assistant Vice President, Academic Services' office provides academic calendars and class schedules. Individual student schedules may be obtained using the Cleary Student Portal.

Class Meeting Schedule

On-campus blended classes meet in a variety of schedules, including one evening per week (four hours/week) per session, two days per week per session, or one day per week per term, and utilize a combination of on-campus and online deliveries. Students and faculty are expected to meet and make effective use of the entire class period as scheduled. All undergraduate and graduate class sessions begin on Monday and end on Sunday.

Class Attendance

Students are expected to attend all regularly-scheduled class meetings. This includes participation (completing a quiz within the Moodle classroom, posting to the discussion forum, or uploading an assignment) 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 syllabus.

Class Time

Effective use of class time is valuable. Every effort should be made by the faculty and students to make use of that time effectively. Students should expect faculty to use the entire time planned for each class period. Syllabi are available to students one week prior to each session/term to provide students with adequate time to prepare and plan for course requirements effectively.

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 quarter, 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 Records Office. Fees and restrictions may apply.

Registration

Open registration for all students takes during the published registration periods via the Student Portal. Class registration changes are accepted only during the registration period for a given term, but not after the start date of that term. Students may direct registration questions to their academic advisor. The University may prevent a student from registering for the subsequent term if he/she is not in good standing in the areas of GPA, official transcripts received within first term, and satisfactory progress of the academic plan, including prior learning credit.

Curriculum Selection

All degree-seeking students are required to select **one** curriculum, the degree program they intend to complete. Students not enrolled in a degree-seeking program will use "non-degree seeking" to fulfill this requirement. A student applying for graduation must either complete the degree requirements from the current catalog (year of graduation), or complete the degree requirements in effect the year the student declared her/his program choice. Students must complete the required courses for the degree within a seven-year period from the date of degree program selection.

Change of Curriculum

With approval by an academic advisor, students may change their academic curriculum (major). Curriculum changes should be planned a term in advance to coordinate class registration and delivery of textbooks. A change of curriculum may require additional academic coursework. The student has the responsibility to gain the approval of his or her academic advisor to change to a different curriculum. A student enrolled in a program that has been discontinued by the University is allowed two academic years to complete that curriculum. If he/she is unable to complete it in the time allowed, he/she must change to a current curriculum.

Course Placement

Lower Division

New students entering Cleary University's lower division will be assessed for academic readiness with the use of the following tools: review of the student's academic record, personal interview, and placement examination, if indicated, in the areas of computing, communications, and mathematics.

Upper Division

With students entering upper division courses with sufficient lower division preparation, academic advisors will conduct an interview and a thorough review of each student's academic record and then determine if other preparatory coursework is necessary before enrolling in upper division courses. If it is determined that placement screening would be appropriate for students entering Cleary's upper division, then those exams will be recommended.

Required or Elective Course Credit

Required Course Credit

Following a prescribed curriculum track for a major or program, students take classes on campus and/or via the Internet to complete required courses. The minimum number of required credits for each degree is stated in the residency requirement by degree. Courses in this category result in a letter grade and are computed in the student's grade point average.

Elective Course Credit

Elective courses may be completed through taking classes on campus or via the Internet. Students follow an academic plan worked out with an academic advisor and usually complete electives prior to completing the required courses prescribed for a curriculum. Courses in this category result in a letter grade and are computed in the student's grade point average.

Transfer Credit

In the transfer credit category, students may fill degree requirements using transfer credits earned for courses taken at another college or university. The maximum number of quarter credits in this category that may be applied toward the MBA is 12 credits; the maximum number that may be applied toward the BBA or BS ranges up to 122 (depending on the program selected) credits. Credit in this category does not include a grade and does not count in the student's grade point average or toward the Cleary University residency requirement.

Students who have received college credit with a grade of "C" or better ("B" or better for graduate-level courses) 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.

Cleary University's transfer policy is designed to support not only the transfer student from a community college or similar two-year institution, but also those students who have attended other four-year institutions. Course equivalency guides are prepared for many Michigan colleges and universities.

Credit Hour Definition

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 fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter 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.

Prior Learning Credit

Cleary University recognizes that students gain knowledge and skills in a variety of ways. Examples include work settings, professional organizations, travel, avocations, leadership positions, volunteering, 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 several options for documentation of academic credit up to a maximum of 45 undergraduate credits. It is important to note that the emphasis for granting credit is on what is learned, rather than on what is experienced.

Prior learning options include:

- Directed Training
- Proficiency Portfolio
- Proficiency Exams
- Prior Learning Elective Credit (PLEC)
- CLEP (College-Level Examination Program) Exams
- DANTES (Defense Activity for Non-Traditional Education Support) Exams
- Military Experience and Training
- Advanced Placement Program
- High School Articulation

University policy requires that undergraduate students who elect to earn credit by utilizing the prior learning options* enroll in prior learning seminar during his/her first term. Students will work with the seminar facilitator to understand the prior learning process and how to construct and submit documentation for evaluation. Assessment fees for prior learning are included in tuition through the first term (no later than 12 weeks following seminar) of each student's program. Late submissions are accepted for evaluation; however, fees and restrictions apply.

Directed Training

Cleary University evaluates professional training for college credit. 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 Portfolio

A Proficiency Portfolio is a documentation-based option whereby students provide evidence that they have achieved the learning outcomes of a Cleary University course as outlined in a course syllabus. Most lower-division courses are eligible for this option. Students should take care to present the portfolio in an organized, professional, and thorough manner. Examples of supporting evidence to be included in a portfolio include: certificates of training, samples of work, a résumé, a copy of a performance review, and/or a letter of verification of skills from an employer or supervisor. The documentation should provide clear and convincing evidence that the student has achieved the learning outcomes for the course as specified in the credit petition. Generally, multiple types of documentation increase the likelihood that credit will be awarded.

Proficiency Examinations

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 examination for a course. Cleary Exam Preview Guides, which provide topics covered, study resources, credit value, number and type of test questions, as well as other relevant test information, are available for many of the Cleary exams. The Student Success Center staff at each campus administers exams by appointment. Again, upper division courses are excluded from this option.

Prior Learning Elective Credit

Prior Learning Elective Credit (PLEC) is a proficiency documentation option through which a student may receive credit for an undergraduate elective course by providing verification of mastery of a predetermined number of course objectives outlined as a course syllabus from a regionally-accredited institution of higher education. Course syllabi may also be selected from among those provided by Cleary University. The PLEC process requires a student to provide documentation of learning and an official declaration of verification. PLEC documentation reports resulting in the awarding of credit are audited to confirm process validity.

CLEP and DANTES

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 Records Office.

Defense Activity for Non-Traditional Education Support (DANTES) 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 on more than 560 military installations in subjects such as: business, humanities, science, social science, mathematics, and education that is comparable to the final or end-of-course examinations in undergraduate courses. Each exam is equivalent to 4.5 quarter-hours of credit at Cleary University. DANTES funds DSST testing for eligible service members and personnel at DANTES military test centers.

Military Training or Experience

Cleary University recognizes college credit for military training and experience. Four and one-half credits are awarded for each year of active military service (Reserve and National Guard service is excluded) up to a maximum of twenty 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, then 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.

Advanced Placement Program

Advanced Placement Program allows individuals, usually high school students, to demonstrate academic ability by taking an Advanced Placement Exam. Credit may be granted based on satisfactory scores (three or higher on a five-point scale) for the 29 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. Refer to the Admissions Requirements section for a complete list of high schools with which Cleary University has articulation agreements.

Completing Program Requirements

Program credit requirements are met by completion of required or elective course credit, application of transfer credit, and/or application of prior learning, non-traditional credit. The student works with his or her advisor to ensure successful completion of degree requirements.

Residency Requirement

In order to earn a degree from Cleary University, students must complete the residency requirement. For students enrolled in the MBA program, the residency requirement consists of a minimum of 40 course credits. The Cleary University BBA and BS residency requirement is 48 course credits (58 course credits for the Executive Management BBA). All BBA and BS students, without substitution or exception, must complete the required major courses for their selected major at Cleary University. Certificate requirements as listed in this catalog constitute the residency requirement for certificate options.

Second Degree Requirements

Individuals who have earned a baccalaureate degree, either from Cleary University or another regionally accredited institution, may earn a second baccalaureate degree by completing the degree requirements including core and major courses (credit hours required vary by major). Pre-requisite courses, including pre-major courses, for major courses also apply. Course substitutions or transfer will be permitted for core courses. For majors that share course requirements, course substitutions will be selected. Project courses, when required, will be required for both majors. A minimum of 30 hours is required to earn a second degree. Additionally, for Cleary alumni, the Cleary Alumni Grant may be used for courses taken and applied to a second degree. The second degree policy is not applicable to graduate degrees.

Second Major Requirements

Undergraduate students enrolled in upper division courses may elect to complete a second major. Completion of the major courses for the first and second major for degrees sharing the same core courses and any required pre-requisite courses must be completed within three years of beginning the upper division course sequence to qualify for a second major. For majors where different core courses are required, completion of the unduplicated core courses will also be required. For majors that share course requirements, course substitutions will be selected. Project courses, when required, will be required for both majors. A second major is not applicable to graduate degrees.

Academic Minors

Refer to BBA Academic Minor for additional information.

Grading Scale

Earned Grades

| | |
|----------------------|--|
| 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. |
| E (Academic Failure) | 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. |
| F | 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. |
| NC | No Credit. A grade assigned by the faculty indicating that not enough work by the student took place to allow for an evaluation leading to an assigned grade. The student must retake the course to fulfill degree requirements. |
| P | A pass grade 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

| | |
|----|--|
| 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, nor 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 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. |
| 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 himself/herself from the course before the end of the seventh week. |

Honor Point Scale (effective Fall 2002 to present)

| Grade | Percent | Honor 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 |
| E | <60% | 0.0 |
| P | Pass | N/A |
| F | Fail | N/A |

(Note: all unearned grades do not receive honor points)

Grading System

The faculty of the University award all grades. Students earn their grades; faculty do not give grades to students. An individual grade may only be changed by the faculty person who taught the class, and only in cases of faculty error in calculating or reporting the student's grade or if the student has completed work due for the completion of an Incomplete grade.

A student may submit an appeal for a review of a final grade. Please refer to the Grade Appeals Procedure section of the Academic Policies provided below for instructions and timeline information.

Grade Point Average

The quarter grade point average (GPA) is determined by multiplying the number of quarter credit hours for each course attempted by the number of honor points corresponding to the final grade for the course. This total is then divided by the number of quarter credit hours attempted during that quarter and the result rounded to the second decimal place. The GPA is calculated only on credit courses attempted at Cleary University. The cumulative GPA is determined in the same manner as the quarter GPA outlined above. In the case of repeated courses, the higher grade earned will be used in computing the cumulative GPA.

Academic Honors and Dean's List

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 rounded to the second decimal place. 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 ABA with a cumulative GPA of 3.50 or higher graduate 'With Honors'.

The Dean's List for academic scholarship includes undergraduate students who are enrolled in 12 or more quarter credit hours and have maintained a grade point average for the quarter of 3.75 or higher.

Academic honors are not offered as part of the graduate program.

Academic Probation/Dismissal/Re-admission Policy

Probation. Grade point averages and academic standing designations are computed for every student one week after the completion of each term based on the cumulative GPA (cumulative credit hours attempted and grades received at Cleary University). Enrolled undergraduate students are required to maintain a cumulative GPA of 2.0 or higher. Enrolled graduate students are required to maintain a cumulative GPA of 3.0 or higher.

Should a student fall below the minimum GPA requirements, s/he will be placed on academic probation and assigned to work with his or her academic advisor on improvement efforts. The student will then have up to three terms to raise his or her cumulative GPA to the acceptable level. The probation status will be noted on the student's academic transcript. The following definition of probation status will be followed:

- Academic Probation-1 denotes the first term of academic probation
- Academic Probation-2 denotes the second term of academic probation
- Academic Probation-3 denotes the third and final term of academic probation
- Academic Dismissal denotes that the student has been academically dismissed

When the student's cumulative GPA reaches the minimum GPA required, the student will be in good academic standing and the probation restrictions will no longer be applicable. However, all academic standing notation(s) remain on the student's academic transcript until s/he completes all degree requirements. All references to academic standing will be removed from the student's transcript as the degree completion is posted to the academic transcript.

Dismissal. If academic standing is not achieved after four terms of attendance, the student will be dismissed from the University. A notation of dismissal will appear on the student's academic transcript.

Re-admission following Academic Dismissal. A student may apply for re-admission to the University by submitting an appeal to the chair of the Academic Re-admission Committee. This committee is chaired by the Assistant Vice President, Academic Services. The purpose of the appeal letter is to convince the committee that the student is ready to return to the University (a description of how the conditions have changed or what is different at this point in time) and is prepared to be academically successful. Supporting documentation, such as an improvement intervention plan (developed with the assistance of an academic advisor) or other evidence of a temporary life experience (illness, divorce, family issues, and employment) or academic skill development, should also be included with the appeal for re-admission. The recommendation of the Academic Re-admission Committee is final. If re-admission status is granted, the student will be placed on academic probation (Academic Probation-1) for the first term in which he or she is enrolled, and will be required to meet with an academic advisor to review the current degree requirements compared to those recorded on the student transcript and to develop an academic plan (including the number of courses to be taken per session).

Audit Policy

Students may elect to audit a class for a variety of reasons, including academic content review or as preparation for additional study. Undergraduate and graduate students may audit a Cleary University course with approval from the student's academic advisor. Academic credit is not awarded nor a grade assigned for audited classes. Additionally, audited courses may not be used to fulfill degree or program requirements. Regular tuition rates apply.

Newly admitted MBA students: A maximum of three undergraduate courses may be audited by newly admitted graduate students as preparation for MBA coursework. Under such circumstances and with the authorization of the assigned academic advisor, a tuition waiver may be approved for up to three of the following classes: ACC 401; ACC 402; BAC 300; ENG 160; ENG 170; ECO 320; FIN 400; MTH 180; MTH 344. Such a waiver, if approved, applies to tuition only, not books or supplies.

Cohort Policies

This educational model provides a unique academic experience for Cleary University students. Students complete coursework in sequence; each student in the cohort progresses at the same pace. The benefits of the cohort model are numerous. In a collective environment students learn from one another; collaboration is emphasized. Bonding occurs within the cohort group and with the faculty mentor. Over time, trust is established and friendships evolve providing a framework for both the professional network and support systems which can remain strong beyond graduation.

To ensure that the cohort model can be deployed effectively, some basic guidelines have been established in addition to the standard University requirements:

1. A faculty mentor is assigned to each cohort to serve as the student advocate, liaison among students, faculty, and University offices.
2. Only qualified, admitted students enrolled in cohort programs will follow the standard cohort sequence of courses. No transfer or substitutions are allowed.
 - a. Executive Management BBA—two courses per session, for seven sessions (14 classes)
 - b. Health Care Management (15 classes)
 - c. Human Resource Management (14 classes)
 - d. BBA major—two courses per session, for five sessions (one four-credit major course paired with one two-credit project course)—10 classes
3. Students who experience personal or academic difficulty (failed course, etc.) while they are a member of the cohort will notify his or her advisor and mentor. A revised academic plan and timeline to complete degree requirements will be collaboratively developed with the student, academic advisor, and faculty mentor.
4. To enter a cohort program, students must meet entrance requirements, and have completed prerequisite courses, as well as elective credit requirements. If the elective credits are not completed prior to entering a cohort, an academic plan will establish how the student may consecutively fulfill this requirement through one of the prior learning options prior to the final term of enrollment. Registration to the final term may be delayed pending completion of all elective credit requirements.
5. Cohort capacity is guided by the following minimum and maximums:
 - a. Executive Management BBA, Health Care Management, and Human Resource Management (minimum of 12 students and maximum of 20-25 students)
 - b. BBA major (maximum of 15 students)

Directed Study Policy

Under special circumstances a course may be completed by a student under the direction of a faculty person. Academic advisors secure approval for directed study enrollment in advance of the term in which the course is to be completed. Students are expected to complete all normal requirements for the course and demonstrate competency through completion of an exam or an alternative evaluation method provided by the faculty. All other University policies apply.

Dropping/Adding/Withdrawing Policy

Any changes in registration must be approved by an academic advisor who submits a drop/add form **before the term start date**. Classes dropped during the registration period are removed from the student's transcript.

Once the term starts, a student may withdraw from classes through the final withdrawal date of each term or session by contacting his or her academic advisor. A withdrawal form can be processed **after the first day of the term**. Financial penalties apply. If a student withdraws from class after the beginning of the term, a grade of "W" (Withdrawal) will be recorded. A student who leaves the University during a term or stops attending class without officially withdrawing will receive a no credit

(NC) or failed grade (E) from the instructor of the course(s) in question. "W" grades may affect the student's future eligibility for financial aid.

Fresh Start Policy

An undergraduate student who has not registered at Cleary for at least seven years and who had a GPA below 2.0 will have a GPA calculation upon returning to Cleary that does not include grades from classes completed before returning to Cleary. The student's transcript will show all past coursework and grades.

Grade Appeal Policy

Students may appeal a grade if one of the following circumstances applies:

1. The student believes that the grade did not accurately reflect his or her achievement because the instructor did not provide or did not follow the instructor's syllabus instructions for how the grade was to be determined.
2. The student believes that the grade did not accurately reflect his or her achievement because the instructor's evaluation applied criteria or standards different from the other students in the class.
3. The student believes that the grade did not accurately reflect his or her achievement because the instructor applied methods in some way that the faculty review committee would consider unusual for the faculty of the University.

Grade Appeal Procedure

1. The student must first contact the instructor and discuss his or her concerns, making every effort to resolve the matter.
2. If satisfactory resolution is not achieved, the student must appeal in writing to the Assistant Vice President, Academic Services stating the circumstances of the class and the reason for appeal, and must provide supporting evidence. A form is available on the Student Portal. Students may seek guidance from their academic advisor.
3. Only appeals received by the Assistant Vice President, Academic Services within six weeks of the beginning of the term following the term in which the class was taken will be considered.
4. Appeals will be evaluated by a faculty committee charged with this task and resolved within 60 days from the date the appeal was filed. All parties will be notified of the outcome in writing.

Outcome of the Grade Appeal Process

One of two possible outcomes applies:

1. If the faculty committee concludes that the grade was properly determined, the grade stands.
2. If the faculty committee concludes that the grade was not properly determined, a pass (P) or no credit (NC) grade will be awarded. A pass grade indicates the student has met the minimum competencies required and the course counts toward a degree but has no effect on the student's GPA. The NC grade indicates that the student did not meet the minimum competencies required, the course does not count toward a degree, and it has no effect on the student's GPA.

Graduation Requirements

- A minimum of 180 credits is required for a BBA* or BS*, with a minimum cumulative GPA of 2.0
- A minimum of 52 credits is required for an MBA*, with a minimum cumulative GPA of 3.0
*BBA, BS, and MBA require completion of the ETS Major Field examination.

Institutional Withdrawal Policy

Students who register for classes and subsequently never attend any classes, do not file the proper forms to drop or withdraw, and have not communicated their intentions regarding continuation of classes, may be dropped from all classes by the institution. Though the "IW" appears on the transcript, it will not affect the student's overall grade point average. IW grades may affect the student's future eligibility for financial aid.

Pre-requisite Policy

A course designated as a pre-requisite for another course must be taken first. This is done to provide needed preparation for a course before enrollment. Course sequences that are designated as cohort delivery have assumed pre-requisites; these courses must be taken in the order specified by the curriculum outline

Research Approval Policy

Cleary University policy requires that all students gain formal approval from their supervisors at work for all surveys or other data collection that will be undertaken as part of their Cleary University coursework. In the event the student chooses a process at the University, it will be the student's responsibility to contact the Provost and obtain a written approval statement. Written approval shall be attached to the final copy of the student's project report.

Right to Dismiss Policy

Cleary University reserves the right to dismiss or refuse to register any student when such action is considered to be in the best interest of the student or of the University. Such action may occur in cases of extreme or repeated violation of regulations, academic failure, or conduct deemed unsuitable at Cleary University.

Satisfactory Progress Policy

Unsuccessful completion of a pre-requisite course prevents entry into the next course. A student who earns either (a) an E or a NC, or (b) two I's (please see the "grading system" section) in one term may be removed from his or her full-time schedule. This rescheduling is necessary to insure that time is allowed to achieve intended learning outcomes. Academic advisors screen grades to identify individuals who will be rescheduled due to unsuccessful progress.

Any student who has been "stopped out" (prevented from registering for the next term's classes) will be advised by the Assistant Vice President, Academic Services, as to what is needed to finish the degree. The student experiences no loss of credit and remains in good standing, unless the GPA falls below minimum, in which case the student is placed on probation. Students who stop-out may have to take different or additional courses upon reentry into the program if there has been a curriculum change made during the period of stop out. Financial aid status and tuition rate may be affected by a stop out. The student pays the current tuition upon reentry into the program.

Graduation and Participation in Commencement

Degrees are granted quarterly. 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 must be submitted to the Records Office by April 1 for June commencement or by October 1 for December commencement. 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 distributed at the June and December commencement ceremonies. (Students who enrolled in the current session in which the ceremony takes place will receive the diploma by mail following final degree clearance.) Applications submitted before the student has completed all degree requirements will be retained until requirements have been completed, and then will be processed.

Commencement refers to the June and December ceremonies conducted to celebrate students' completion of degree programs. Degree recipients are eligible to participate in commencement. To participate in June commencement, the student must complete program requirements during the Winter Term or first session of the Spring Term of the academic year. To participate in December commencement, the student must complete program requirements during the second session of the Spring Term, Summer Term, or Fall Term of the academic year. Program requirements include taking the ETS exam, as well as completing all coursework and all other credits required (transfer credits and prior learning credit) for the program. The Assistant Vice President, Academic Services, determines that a student has completed program requirements. The GPA calculated for academic recognition at the commencement ceremony is based on all academic work completed. For students who are currently enrolled during June or December, the cumulative GPA to date will be used to determine academic recognition at the ceremony; whereas, the final GPA based on all academic work and the appropriate honors will be printed on the transcript and the diploma.

Student Awards and Recognition

Academic Excellence Medallion

As a measure of student academic achievement, all graduates at the baccalaureate and master's levels are required to take the ETS Major Field test. The University uses this test to measure and improve curricula as well as to measure how well we are doing compared to other institutions. Although there is no minimum score required, the outcomes are important to the University as a comparison against the national average. The results of the ETS scores will be used to determine which students qualify for special honors. Students will receive medallions before our graduation ceremonies based on their scores. The honors are determined as follows:

Students who score in the top 10% (90th percentile and above) in the graduating class will be awarded a **gold medallion;*

Students who score in the top 11% - 20% (80th to 89th percentile) range will receive a **silver medallion;*

Students who score in the top 21% - 30% (70th to 79th percentile) range will receive a **bronze medallion.*

Student Awards

At the June and December commencement ceremonies, up to three awards are presented to the students who are nominated by their faculty and are selected by the Student Award Committee to receive the following awards:

****President's Award** is based on excellence in teamwork, scholarship, communication and presentation skills, and an integration and application of the coursework into the business world.*

****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 may include nonprofit institutions.*

****Entrepreneurial Award** is based on a new product or business venture created or planned to be created as an independent business, or is a new product or business venture within an existing company, organization, or conglomerate.*

Faculty Expectations 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 (both on ground and online) as a professional environment and treat students and faculty with respect.
- Adhere to class start times and end times that are prescribed and regard them as not negotiable.
- Show courtesy as other students speak.
- Restrict side bar conversations when anyone is addressing the class.
- Never plagiarize or cheat.
- Submit all work on time.
- Silence all pagers and cell phones in every class.
- Return to class on time after every break.
- Be accountable for their actions toward group members when working in groups.
- Take ownership of one's performance, both academic and behavioral.
- Keep e-mail addresses and phone numbers current on University records.
- Include one's first and last name (course name and number are also helpful) on every document the student submits to a faculty member.
- Notify the instructor in the event of an absence.

Student Expectations of Faculty

The faculty of Cleary University 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 one week prior to the term start.
- Use the textbooks and instructional materials described in the syllabus as an integral part of the coursework.
- Provide office hour information and other means of communication to students, using phone and/or e-mail.
- Plan and conduct meaningful learning activities for the full time allotted for all classes.
- Provide such other reasonable assistance on an individual basis as may be necessary and appropriate.
- Electronically acknowledge all student questions within 24 hours.
- Engage in appropriate electronic discussions on a regular basis for each course module.
- Provide regular and informative feedback on assignments in order to insure that students understand their strengths and deficiencies on any given lesson.
- Notify students in the event of an absence and arrange a plan with the class to make up the missed class session using distance format.
- Keep course-related materials for at least twelve weeks from the end of the class. This includes student work, e-mails, grade books, etc. After grades become permanent, faculty members are free to discard course-related materials.

Faculty-Student Dispute Resolution Procedures

In the event that 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.

1. In the event that a student or faculty member disagrees over the other's actions, comments, conduct, or decision (other than a final course grade*), the student or faculty member should first address his or her 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 e-mail. All parties are expected to treat each other with respect.
2. If, after discussion, the student or the faculty member still disagrees and the issue remains unresolved, he/she may confer with the student's academic advisor. The academic advisor will take reasonable steps to assist in the resolution of the matter.
3. 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 dean. The statement should present a brief description of the specific problem and the desired outcome. The Dean will attempt to arrange a satisfactory resolution.
4. 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.

Student Honor Code

Cleary University defines the word "honor" as academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility.

Cleary University students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his or her own effort. If facts or circumstances are raised which call this assumption into question in a particular case, the student may expect to be subject to disciplinary procedures with penalties up to and including dismissal from the University. A student may be required to produce all sources and documentation related to a work in question. If applicable, the final grade in a class may not be recorded until an investigation has been concluded.

Honor Code Statement

All students of Cleary University are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. In incidents of academic misconduct those students who are found to be in violation of the academic integrity policy may be subject to both academic sanctions (assignment grades, course grades, additional assignments and the like) from the faculty member involved and non-academic sanctions given by the designated dean (including but not limited to University probation, suspension, or expulsion).

Types of Honor Code Violations

Plagiarism: Portrayal of another's work or ideas as one's own

- Purchasing a paper from any source such as the Internet, and turning it in as if it were one's own work
- Improperly citing references on a references page or within the text of a paper

Cheating: Using unauthorized notes or study aids, allowing another party to do one's work/exam as one's own, or submitting the same or similar work in more than one course without permission from the course instructors

- Taking an exam for another person
- Looking at another person's exam for answers
- Bringing and using unauthorized notes during an exam

Fabrication: Falsification or creation of data, research, or resources, or altering graded work without the prior consent of the course instructor

- Making up a reference for a references page
- Making up statistics or facts for academic work

Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication

- Helping another person do a take-home exam
- Giving answers to an exam
- Collaborating with others on work that is supposed to be completed independently

Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.

- Paying a student to do work on one's behalf
- Attempting to pay a teacher to change a grade

Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.

Cleary University's Policy on Reusing Work

Self-plagiarism is defined as reusing a significant, identical, or nearly identical portion of a student's own work without acknowledging that s/he has done so, or without citing the original work. One example of self-plagiarism is turning in the same paper (or substantial parts of the paper) for two courses without getting permission from the instructor.

During his/her studies at Cleary, a student may be asked to write on the same topic in multiple classes. In this case, his/her writing is expected to reflect new insights and conclusions to demonstrate critical thinking and intellectual growth. Cleary University recognizes that there may be times when there may be some overlap in assignments in different classes.

In cases where a student would like to use previous work from another class, he/she must (1) receive permission to use previous work from the instructor of the current course (2) appropriately cites the recycled work. If the student fails to follow this protocol, then the submitted work, recycled from another course, will be considered plagiarized.

To cite or quote previous work, the previous course work should be cited as an unpublished paper with the student as the author. Please refer to the APA publication manual or NoodleTools for the specific format.

PLEASE NOTE: Academically dishonest behaviors include, but are not limited to, the brief examples described above. If a student has a specific concern about what constitutes academic dishonesty we encourage her to speak with her instructor or if she does not feel comfortable doing so then she may contact the designated dean for further clarification.

Academic Consequences of Cheating or Plagiarism

Students are responsible for creating their own work and are prohibited from using the works of others without proper citation. Students are expected to know and follow the University's plagiarism policy as presented within the Student Portal.

Cases involving violations of the plagiarism policy will be treated as confidential. No discussions will take place other than those needed to determine responsibility or appropriate sanction, and all records under the University's control will be destroyed if the student is exonerated. There is no statute of limitations precluding faculty or staff from acting on the discovery of alleged violations during the term or subsequently, including after the student has graduated. Cleary University subscribes to Turnitin, a plagiarism prevention service that instantly identifies unoriginal content. If reviewed by Turnitin, an assignment should contain no more than 10% unoriginal content.

An instructor who finds proof of plagiarism will first discuss with the student the nature of the case, including its moral implications and its academic ramifications, and seek input from the student as to the circumstances. Faculty members are encouraged to consult with the designated dean. Plagiarism normally results in a failing grade for the plagiarized work. The instructor also has the right to fail the student in the course. He or she may end the matter with his or her own action, if it is a non-flagrant or unintentional occurrence, or pass the case on to the designated dean.

The designated dean may elect to proceed with a review of the questionable material by the University Librarian. The designated dean will report flagrant violations to the review committee with any recommendations for suspension or expulsion. Alternatively, the appropriate dean may have the student work with a designated University representative who will assist the student as s/he completes an acceptable assignment.

Students have the right to present their cases to the review committee before it deliberates. The decision of the review committee is final. If the faculty member involved is a member of the review committee, s/he does not participate while the appeal is being considered. The faculty review committee chaired by the appropriate dean will investigate flagrant cases and make any recommendations for suspension or expulsion to the Provost. The decision of the Provost is final.

Normally, expulsion from Cleary University for plagiarism is permanent; a student may not re-enroll. However, in very rare circumstances a student may be re-admitted. He or she must make a written request for re-admittance, explaining his or her case for re-admittance. This shall include evidence of changes that suggest plagiarism will not be repeated. The burden of proof is on the student. This evidence will be reviewed by a committee of faculty convened for the purpose. The committee will make the final decision on re-admittance using whatever criteria it deems appropriate to the case at hand, in keeping with applicable laws and regulations.

UNIVERSITY POLICIES

Technology Acceptable Use Policy

Cleary University provides computers and networks to further its academic mission. The computers and networks of the University are a shared resource designed to meet the needs of students, faculty, and staff. All users of these resources must consider their role and usage of these systems in the context of all other users. Faculty, staff, and students are prohibited from encouraging or requiring others to violate this policy.

This policy governs student, faculty, staff, and all other use of Cleary University computers, networks Web sites, classroom audio-visual media, and related equipment. Use of University technology facilities constitutes agreement to comply with this policy. Violation of this policy may result in removal of user privileges, reimbursement to the University for damaged property, dismissal, and/or termination. The Information Technology Department (ITD) of Cleary University maintains this policy and monitors compliance in conjunction with the Deans, Academic Services Department, and the Human Resources Department. The provisions of the Technology Acceptable Use Policy follow:

1. Users may not use the University's computers, software, network, or Web site for purposes other than those intended by the University in pursuit of its educational mission. Reasonable personal use of these facilities is permitted. They may not be used to pursue the activities of any business or organization other than Cleary University.
2. All Users must respect the privacy and usage privileges of others, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
 - Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Users, whether on the Cleary University campus or elsewhere, or develop or retain programs for that purpose, without the authorization of the file owner or Chief Information Officer. Reasonable file copying (e.g., in back-ups) and password changes are permitted among the routine tasks of System Managers and of appropriately authorized Facility Staff.
 - Users shall not represent themselves electronically as others, either on the Cleary University campus or elsewhere, unless explicitly authorized to do so by those other Users. To be valid, such authorization of one User by another User must not circumvent established, system-specific policies defining eligibility for resource access.
 - Users shall not intentionally develop or retain programs that harass other Users, either on the Cleary University campus or elsewhere.
 - Users shall not obstruct or disrupt the use of any computing system or network by another person or entity, whose usage is protected by law, ordinance, regulations, or administrative ruling either on the University campus or elsewhere.
3. All Users must respect the integrity of computing systems and networks, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
 - Users shall not by any means attempt to infiltrate (e.g., gain access without proper authorization) a computing system or network, either on the Cleary University campus or elsewhere.
 - Users shall not attempt to damage or alter without proper authorization from the System Sponsor, either the hardware or the software components of a computing system or network, either on the Cleary University campus or elsewhere.
4. All users of Cleary University computers and networks also agree to comply with the terms of the Merit Network, Inc., acceptable use policy:
http://www.merit.edu/policies/acceptable_use.php

5. Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems. Illegal activities are strictly forbidden.
6. Users of the Internet on University-owned equipment are not permitted to locate, view, print, or download pornographic material, inappropriate files, or files dangerous to the integrity of the University's network, equipment, or software.
7. Users must adhere to copyright laws as may be applicable in the use of hardware and software and in the transmission of copyrighted text or files on the Internet or from other resources.
8. All software installed on University computers must have an appropriate license owned by Cleary University and provided to the ITD. Microsoft Office Suite is the software standard supported and provided by the University. The ITD must be notified before installing any other software on a University-owned computer. Student copies of software purchased for a class may only be installed in the student computing lab under the direction of the instructor.
9. Users may not change, add to, or in any way alter the operating system or software configuration on a University-owned computer.
10. Passwords are the property of the User and are not to be used by anyone else.
11. Users must use and are not allowed to circumvent University virus-scanning software.
12. Cleary e-mail Users may be asked by the ITD to discontinue using the cleary.edu address for subscriptions to a discussion forum or news group that causes large volumes of e-mail traffic on University servers.
13. All Users of Cleary University property are expected to take reasonable care to protect it from loss or damage. Intentional damage, misuse, or careless disregard for the safeguarding of University property is prohibited.
14. All students, faculty, and staff agree to comply with the acceptable use policies of Cleary University's vendors, partners, and affiliates.
15. All persons are expected to abide by the generally accepted rules of e-mail etiquette. These include, but are not limited to, the following:
 - Be polite. Do not be abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
 - Do not reveal your personal address or phone number, or those of students or colleagues.
 - Do not send unsolicited e-mail that would be considered unwanted by a recipient.
 - All e-mail is considered private, but e-mail messages may be used as evidence in the event of litigation arising out of possible illegal activities.

Peer-to-Peer File Sharing Policy

Cleary University students, faculty, and staff are prohibited from sharing all forms of copyrighted material over the University network. Use of peer to peer (P2P) file sharing software, social networking applications and e-mail to share copyrighted material is specifically prohibited. This policy applies to both University owned computers and personally owned computers used to access the University network. All members of the University community have the responsibility to ensure that the proper rights for any material made available on or sharing via the University network have been secured. All members of the University community should make the assumption that if there is any doubt as to whether an item being shared is legal, it may well not be.

Any sharing of copyrighted materials on the University network is a violation of the Technology Acceptable Use Policy, and may lead to University disciplinary proceedings and, in some cases, legal action. Any use of P2P software on the campus network may result in Internet access being disabled. Individuals who need to use P2P software for legitimate purposes can discuss their needs with the IT Help Desk. Exceptions to this policy must be granted in writing by the Chief Information Officer of the University. In addition to consuming bandwidth and technological resources, P2P file-sharing also exposes the University network to viruses, spyware, and other attacks. It also is frequently used for illegally distributing copyrighted works. Some file-sharing programs that could trigger action are Ares, Azureus, BitTorrent, BitLord, KaZaA, LimeWire, Shareaza, and uTorrent.

Student E-Mail Policy

All students will be assigned a University e-mail address and will be expected to read their e-mail 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 e-mail address by Cleary University faculty and administration.

All student e-mail accounts will be managed in the following manner:

- The format of the Cleary University student e-mail addresses will be the student's first initial and up to the first ten characters of his/her last name and the last three digits of his/her student identification number. All student e-mail 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 e-mail to external e-mail addresses is allowed; however, the University does not guarantee delivery to personal e-mail addresses.
- In the event the student fails to register for classes or otherwise ceases to be a registered student of the University, the e-mail account will be kept active for a period of six months following the end of his/her last class.
- Upon graduation, student e-mail accounts will convert to alumni accounts. Alumni accounts can be removed at the request of the student/alumni.

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

Social Media Guidelines

Social network sites such as Facebook, Twitter, and YouTube are exciting channels to share knowledge and accomplishments, express creativity, and connect 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 reputation, and to adhere to University policies.

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

- Protect confidential and proprietary information by not posting this type of 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 other member of the school community (current or former). Particular concerns can be shared with the Vice President, Communications and Enrollment Services.
- 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 of Cleary University 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 Communications and Enrollment Services is required prior to creating a social media account or Web site 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, suspension or expulsion.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records and to guarantee the student the opportunity to review and, when necessary, to challenge the accuracy of his or her educational records through formal procedures. Cleary University supports the purpose of this policy and ensures student access to his or her academic records and protection of his or her rights to privacy by limiting the transferability of his or her records without written consent. Exceptions include Cleary University employees performing an assigned University activity, and those designated by federal law. Although it is not the practice of the University to release information without the informed consent of the student, at its discretion the University may provide directory information in accordance with the provisions of FERPA which include: student name, home address, Cleary e-mail address, terms of attendance, full/part-time status, degree(s) awarded, dates of graduation, program of study, and participation in officially recognized activities and sports. A copy of the complete policy can be obtained from the Records Office. Should an infringement of FERPA occur, students should contact the Records Office at Cleary University and may also contact the Family Policy Compliance Office, United States Department of Education.

Graduation and Retention Rates

Cleary University measures graduation and retention rates (referred to as persistence) for all enrolled degree and certificate seeking students. Currently the annual rates are 48% and 74% respectively. Both rates are also reported annually on the University's Balanced Scorecard.

University Property

It is essential that all members of the Cleary community treat University property with reasonable care. Carelessness, neglect, removal of, improper use of, or improper handling of University property and funds is unacceptable and grounds for disciplinary action including dismissal.

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, (Dean, College of Business Innovation and Applied Technology), or to the Office for Civil Rights, Cleveland Office, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611.

Firearms / Weapons

Carrying or possessing weapons on the University campus is not allowed by any member of the University community. Possession or use of a weapon on University premises will result in immediate dismissal or expulsion.

Sexual or Personal Harassment

A university is a community of learners where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While an atmosphere for freedom of expression exists, it must always be in conjunction with a responsibility to observe the rights of others. In such a setting there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at the University.

Investigation of a complaint will be conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness. Any student who believes that he or she has been harassed, in violation of this policy, has the responsibility to discuss it with a dean or other designated representative of the University immediately. The University will take immediate action to investigate any such complaints and take steps to correct any problems.

Incident Weather and Emergencies

In the event of severe weather, the student information forum (through my.cleary.edu e-mail addresses), local radio stations, and University staff will provide information about closings. Faculty members will contact students in the event of specific class cancellations. Any emergencies that arise in the classroom should be communicated immediately to the switchboard or to the staff on duty at the time.

Telephone Usage

The use of 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. Additionally, the use of cell phones during class is prohibited.

Selling, Soliciting, and Peddling

Solicitation on campus for personal profit or group benefit by students or outside interests, and student solicitations or fund-raising projects, must be cleared with the designated Dean.

Crime Awareness and Campus Security Policy

General Statement of Compliance with the Student Right to Know Law and Campus Security Act - Cleary University holds that students, staff, and visitors have a right to be aware of the amount of criminal activity that occurs on its campuses, in accordance with Title II of the Student Right to Know Act of 1990. Cleary University encourages all persons to report criminal activity that occurs on campus to the Director of Facilities and/or the appropriate law enforcement agency.

Maintenance of Physical Plant Facilities with Security Considerations

The University is mindful of security needs in the daily operation of campus facilities. The planning and maintenance of campus facilities will take into account the safety and security of persons on campus. The interior and exterior lighting systems on campus will be constructed and maintained in such a manner as to provide a well-illuminated facility that will help to deter criminal activity. Locks and locking devices will be kept in working order. Access to facilities will be limited to those persons who have authority to use them. A communication system will be in place that will allow members of the campus community to contact security personnel 24 hours per day, seven days per week, during an emergency. Campus buildings will be locked when not in use.

Drug-Free Environment Statement

Cleary University, in compliance with Public Law 101-226, presents the standards listed below to the entire University community: students, staff, faculty, and administration. These guidelines are intended to protect and serve each member of this community and to ensure that each member has a full understanding of the position of the University.

Standards of Conduct

No member of the University community shall at any time (on campus or at any University function or activity) use, be in possession of, be under the influence of, or distribute any illegal drug. Functions sponsored by the University may permit alcohol to be served only according to the laws of the State of Michigan, local communities, and federal statute. Monitoring will be the responsibility of the event sponsor. No member of the University community shall report to work or class, or conduct University business on the premises while under the influence of alcohol or any illegal drug. Any incident of suspected possession, sale, use, or distribution of illegal drugs or alcohol on the campuses or at any University function will result in the suspected party being asked to leave the premises and may be reported to local legal authorities.

Sanctions

Members of the University community with questions or concerns about alcohol or illegal drugs may get confidential information or referrals from the designated Dean. The Dean will provide information and referrals for treatment, therapy, and rehabilitation services. The University does not provide these services. Members of the University community using or addicted to illegal drugs or alcohol will be encouraged to seek treatment. Continued drug or alcohol abuse, or violation of laws or University policy, will result in disciplinary actions up to and including expulsion or dismissal from the University. In the case of illegal drugs, the University will comply with any applicable local, state, and federal laws.

Health Risks

If under the influence of alcohol or illegal or prescription drugs, members shall avoid any activity, such as driving, which could endanger the health and/or safety of any other member of the University community. All people should be aware that alcohol and illegal drugs might endanger their health or that of unborn children (such as fetal alcohol syndrome). Substances may be addicting, impair one's level of functioning, or increase the likelihood of contracting numerous diseases such as hepatitis or AIDS. Other health risks may include damage to the heart, liver, and all major organs and systems, and can result in death.

Additional Assistance

Additional information about alcohol and illegal drugs may be obtained from your physician, local clinics, crisis centers, and the Michigan Office of Substance Abuse.

Fire Equipment and Fireworks

The possession or use of firearms, other dangerous weapons, fireworks, or firecrackers is prohibited. Use of fire equipment (extinguisher, alarms, hoses), except in case of actual emergency, is a violation of state and local laws. Violators will be subject to prosecution and to discipline by the University. Disciplinary action by the University may include suspension or dismissal.

Gambling

Cleary University does not allow gambling on campus. Violators will be subject to prosecution and to discipline by the University, which may include suspension or dismissal.

Physical Violence, Vandalism, and Theft

Any student whose behavior involves either threatened or direct physical violence, malicious destruction of property, or stealing will be subject to disciplinary action. The University is not responsible for the loss or theft of personal belongings, valuables, or money.

Security on Campus

Security Services on Campus - Cleary University's personnel maintain a close working relationship with the local law enforcement agencies and serve as the University's liaison to them. The University will provide information on criminal activity to the law enforcement agency serving the campus on which the act occurs. The University will annually request each law enforcement agency that serves property used by Cleary University to provide data indicating the criminal activity for each particular site in accordance with the Student Right to Know and Campus Security Act.

Crime Prevention - The University may, as appropriate and in a timely manner, circulate flyers, contact persons directly, or use any other such means to provide information to the campus community that will serve to inform and warn them to take actions to prevent further criminal acts. Caution will be exercised not to reveal information that may hinder or taint an investigation or reveal the identity of the victim to the general public. The University will maintain crime prevention programs that provide information which students, staff, and visitors can use to avoid becoming victims of crime. The University urges all members of the campus community to be responsible for their own safety and to assist in the prevention of crime.

Promulgation of Information - Cleary University will record and promulgate incidence and crime statistics in compliance with Title II of the Student Right to Know and Campus Security Act. The University will compile all known and available information regarding arrests for the crimes of possession, sale, and use of illegal drugs. The University will compile all known and available information regarding arrests on its campuses for underage possession, sale, and use of alcoholic beverages. The University will compile all known and available information regarding arrests on its campuses for weapons offenses.

This information is compiled for both the Washtenaw and Livingston campuses. The University provides information regarding drug and/or alcohol abuse programs that are available. It will also disseminate its policies regarding the possession, sale, and use of alcoholic beverages on its campuses. A document will be distributed annually that lists all of these policies and criminal activities. The document will be available to all current students and employees. It will be available to all prospective student applicants and prospective employees upon request. The University reports crimes to the federal government annually. The table below lists the types of crimes required to be reported. The University has experienced no reportable crimes.

| Classification | 2008 | 2009 | 2010 | 2011 | 2012 |
|--|------|------|------|------|------|
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | | | | | 0 |
| Criminal Sexual Conduct | 0 | 0 | 0 | 0 | |
| Sex Offenses- Forcible | | | | | 0 |
| Sex Offenses – Non-forcible-Incest | | | | | 0 |
| Sex Offenses – Non-forcible-Statutory Rape | | | | | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 |
| Felonious Assault | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 |
| Arson | | | | | 0 |
| <i>Hate Crimes</i> | - | - | - | - | - |
| Simple Assault | | | 0 | 0 | 0 |
| Larceny - Theft | | | 0 | 0 | 0 |
| Intimidation | | | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | | | 0 | 0 | 0 |
| <i>Arrests on Campus</i> | - | - | - | - | - |
| Weapons Violations | | | 0 | 0 | 0 |
| Drug Violations | | | 0 | 0 | 0 |
| Liquor Violations | | | 0 | 0 | 0 |

UNDERGRADUATE AND GRADUATE FINANCIAL ASSISTANCE

More than 75% of Cleary students receive financial aid in the form of state and federal loans, grants, and scholarships. Financial aid eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). The code for Cleary University is **002246**.

Cleary University Grants and Scholarships

Applying for Cleary University Grants and Scholarships

When applying for institutional aid, it is important to know that students compete for limited scholarship funding. To enhance the likelihood of a financial aid award, students must submit a complete application. In addition to the application form, this includes:

- A **student transcript**. Since scholarships are based on academic achievement, the transcript provides evidence of previous achievement, as well as a cumulative grade point average. It is important to include this document with the application even if a transcript has been submitted previously for admission purposes.
- An **original essay**. The essay provides information about the applicant to the decision makers who award the scholarships and grants, communicates goals and previous achievements, and demonstrates how the scholarship or grant will be beneficial.
- A **letter of recommendation**. For some scholarships and grants this is a requirement. Even if a recommendation letter is not required, it can provide useful, objective information to the committee members who make the award decisions. The most effective letter will be written by someone who is knowledgeable about the applicant's academic abilities and work performance.

Note: There is a limit of one academic grant and one athletic grant or scholarship per eligible student offered by Cleary University. This allows the University to optimize the number of students receiving grants and scholarships as well as to maintain cost benefits to all students, such as including learning resources and fees in the tuition cost and offering a tuition guarantee (no incremental tuition increases) for students who maintain continued enrollment and good academic standing.

High School Juniors and Seniors

Business Professional Association Scholarship

This is a \$4,500 competitive scholarship awarded to a first-time undergraduate student enrolled at Cleary University (full-time), who meets the requirements of documenting community service, proving membership in his/her high school business professional organization, and providing a high school advisor or teacher recommendation. Applicants must submit a [Scholarship Application](#) and an essay, and must have at least a 3.0 GPA.

Cleary Cougar Excellence in Leadership Award

Funded by the proceeds from the Cleary Classic Golf Outing, a \$1,500 is award given annually to a continuing Cleary student attending Cleary's College of Business Innovation and Applied Technology. A recipient is expected to:

- Maintain a cumulative GPA of 3.0 or higher
- Participate in a student club—a leadership, chair, or team captain role is preferred
- Participate as a volunteer in at least two Cleary events annually (i.e. auction, golf outing)
- Submit a scholarship application and essay on or before April 15th

Cleary University Admission Scholarship**

Current high school students with a 3.2 GPA or higher, an ACT score of at least 23, and who are interested in a business career are eligible. The scholarship will be applied upon registration, which must be completed on or before May 15th. Annual renewals may be awarded up to three years, provided the appropriate GPA is maintained by level. The following are types of admission scholarships:

| | Amount | GPA | ACT Score |
|---|---------|-----|-----------|
| Cleary University Admissions Scholarship Level I | \$7,500 | 3.7 | 25 |
| Cleary University Admissions Scholarship Level II | \$5,400 | 3.2 | 23 |

Cleary University Alumni Legacy Scholarship

Dependents (defined as being claimed on a parent's tax return) of Cleary University BBA, BS, 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 plan. Students must maintain a 2.0 GPA and successfully complete the term. Grants may be removed in cases where a student withdraws from or fails a class.

DECA Scholarship**

The DECA Scholarship is a \$4,500 competitive scholarship awarded to a first-time undergraduate student enrolled at Cleary University (full-time), who is able to document community service, high school DECA membership, and is able to provide a high school advisor or teacher recommendation. Applicants must submit a [Scholarship Application](#) and an essay to the Financial Aid Department, and have a 3.0 GPA or higher.

***Indicates that scholarships are partially funded by endowments.*

College Transfer Students

Phi Theta Kappa Transfer Scholarship

Up to a \$4,000 matching scholarship is awarded to members of Phi Theta Kappa graduating from a college or university within the preceding 12 months. Qualified applicants will submit a recommendation letter and a transcript to verify a GPA of 3.0 or higher.

Admissions Transfer Scholarships

Competitive scholarships are awarded to transfer students who transfer a minimum of 30 semester hours (45 quarter hours) who are first-time registrants enrolled full-time in an undergraduate degree program. Applicants with a GPA of 3.0 or higher are requested to submit a scholarship application and essay. Qualified applicants must also apply and register for first term classes no later than three week prior to the start of the term or session. Annual renewals may be awarded up to two years provided the appropriate GPA is maintained by level.

| <i>Admissions Transfer Scholarship Level</i> | <i>Amount</i> | <i>GPA</i> |
|--|---------------|------------|
| Level I | \$6,300 | 3.5 |
| Level II | \$3,000 | 3.0 |

Graduate Students and Cleary University Alumni

Cleary University Alumni Grant

Any Cleary University MBA or BBA graduate in good standing (both financially and academically) who has completed all requirements for his or her degree is eligible to receive a two-thirds tuition grant (67%) for additional classes of equal or lower degree level. 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 installment plan. Students must maintain a 2.0 GPA and successfully complete the term. Alumni grants will be removed in cases where the student withdraws from or fails a class.

Cleary University Next Step Grant

Cleary University offers a 15% tuition grant to Cleary baccalaureate graduates who enroll in the Cleary MBA program within nine months of degree completion. To be eligible, students must:

- Complete their registration within nine months of completing the undergraduate degree
- Pay the remaining tuition and fees at the point of registration, or they may elect to utilize the Cleary University installment plan
- Maintain continuous enrollment to retain this grant. Students who withdraw, or receive an NC (no credit) or failed grade will lose grant eligibility

Provost's Graduate Scholarship

The Provost's Graduate Scholarship of \$1,500 is awarded to two new students registering for Cleary's graduate program. GPA requirement is 3.5. Applicants must submit a [Scholarship Application](#), and an essay.

Military and Veterans

100% Military Service Grant for Undergraduate Students

This grant is available to current active military or honorably discharged veterans for the equivalent of out-of-pocket tuition costs for up to 12 credits per term after all other grants, scholarships, employer reimbursement, or VA benefits have been applied.

- Students are required to annually complete the Free Application for Federal Student Aid and 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 can use the current generic scholarship application to apply and submit to the Financial Aid Office. The essay requirement is waived.
- 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 current active military or honorably discharged veterans for out-of-pocket tuition costs up to 90% of eight credits per term after all other grants, scholarships, employer reimbursement, or VA benefits have been applied.

- Students are required to annually complete the Free Application for Federal Student Aid and 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 may use the current scholarship application to apply (essay requirement waived).
- Students are required to maintain a GPA of 3.0 or higher and successfully complete classes to maintain eligibility.

Guaranteed Tuition Rate

If you are called into active duty while you are taking classes at Cleary University and you are not able to finish your degree, we will hold your tuition rate for up to nine months after you have been released from active duty, provided the absence does not exceed five years.

Cleary Partners

AmeriCorps Matching Education Award

Cleary University chooses to support students who participate in the AmeriCorps National and Community Service program demonstrating its commitment to the betterment of society. Cleary will match dollar-for-dollar the Segal AmeriCorps Education Award up to \$4,725. To be eligible, students have to apply for admission and provide documentation of AmeriCorps Segal Award eligibility. Once selected for the award, students are encouraged to enroll full-time to maximize award amounts. Awards will be divided equally over the number of terms in a program of study. Students can receive up to two \$4,725 awards if one is used for an undergraduate degree and the other for a graduate degree. Please refer to the Financial Aid section of the Cleary Web site (<http://www.cleary.edu/ameriCorps.html>) for additional information and to download an application.

Community College Employee and Family Grant

The following list of participating College employees and immediate family members are eligible to receive a 20% tuition grant toward undergraduate and graduate tuition.

- Henry Ford Community College
- Lansing Community College
- Macomb Community College
- Montcalm Community College
- Mott Community College
- Oakland Community College
- Schoolcraft College
- Washtenaw Community College

To apply, the employee or eligible family member must complete an application form. Once the form is received, the College Human Resource Department will verify employee status. Note: 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 installment plan.

Community Partnership Matching Grant

This Cleary University matching grant is given dollar-for-dollar up to \$1,000 (not to exceed the total cost of tuition) to students who have been awarded an outside community grant from our participating community partners. In order to receive the Community Partnership Grant, students have to submit a copy of their scholarship letter.

Morse B. Barker Scholarship

Ten \$1,500 scholarships are awarded annually by the Ann Arbor Area Community Foundation to a non-smoking, Washtenaw County resident, aged 18 to 30. The Ann Arbor Area Community Foundation selects the recipients. Applicants must complete a scholarship application provided by the Ann Arbor Area Community Foundation online at <http://www.aaacf.org/scholarships/how-apply> by **April 1st**.

Strategic Business Partnership Tuition Grant**

A 20% net tuition grant (after other scholarships and grants are applied) is offered to all eligible employees of our Strategic Business partners and their immediate family members. This grant is applicable to all newly admitted Cleary University students for undergraduate, graduate, for-credit certificate, and review programs taken for academic credit. Grants for subsequent enrollment by these students are contingent upon the student's continued eligibility with the partnering organization.

To be eligible, the prospective student must apply to Cleary University and be granted admission; all standard Cleary University admissions requirements apply. Applicants must complete the Free Application for Financial Aid (FAFSA), designate Cleary University as their school of choice, and accept all other grants and scholarships for which they are eligible. After meeting these requirements, students will meet with an admissions representative or academic advisor to develop their academic plan and to register for classes. Grants are applied to tuition at the time of registration.

Organizations interested in obtaining information on becoming a Strategic Business Partner should contact the Admissions Office at admissions@cleary.edu or sbp@cleary.edu.

Endowed Scholarships for New and Continuing Students

Application deadline for Cleary University Scholarships is **May 30th unless otherwise noted.*

JILL D. ABRAHAM ALUMNI SCHOLARSHIP

One (1) \$500 scholarship is awarded annually as funds are available. The student must be enrolled and starting in a Spring Term in a bachelor's degree program at the Livingston campus and maintain a 2.5 GPA to continue to qualify. *Application Deadline: **March 1**.*

ALUMNI ASSOCIATION ANNUAL ENDOWED SCHOLARSHIPS*

Washtenaw Campus

One \$500 scholarship is offered annually as funds are available to a student attending the Washtenaw campus. The student must demonstrate leadership ability and financial need. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program, with at least a 2.5 cumulative GPA.

Joyce Mutch Memorial Scholarship/Livingston Campus

One \$500 scholarship is offered annually as funds are available to a student attending the Livingston campus. The student must demonstrate financial need, leadership ability, and a commitment to the community. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program with at least a 2.5 cumulative GPA.

Extension Site

One \$500 scholarship is offered annually as funds are available to a student attending an extension site. The student must demonstrate leadership ability and financial need. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program, with at least 2.5 cumulative GPA.

LOREN BEUTLER ENDOWED SCHOLARSHIP*

One \$750 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in a bachelor's degree program, with a minimum cumulative GPA of 3.0. The recipient should demonstrate leadership and service to the community. The scholarship is renewable for up to four academic years; however, the student must reapply each year and maintain a 3.0 GPA.

GIL BURSLEY SCHOLARSHIP*

At least one \$500 scholarship is awarded annually as funds are available. Applicant must be a senior-level student, enrolled in a bachelor's degree program, with a 3.0 cumulative GPA. The student must be enrolled for more than nine quarter credit hours per quarter.

MARIE AND OWEN J. CLEARY ENDOWED SCHOLARSHIP*

Two \$500 scholarships are awarded annually as funds are available to new and/or continuing full-time students with a minimum GPA of 2.5 and who have completed their junior year and have registered for their senior year. Students must demonstrate academic success and leadership in the community and the University.

ROBERT AND BESS COOK ENDOWED SCHOLARSHIP*

One \$1,000 scholarship is offered annually as funds are available. The scholarship is renewable for up to four academic years; however, the full- or part-time student must reapply each year, maintain a minimum 2.5 GPA, and demonstrate financial need.

FRIEDT SCHOLARSHIP*

One \$750 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a bachelor's degree program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

RITA AND CHARLES GELMAN UNDERGRADUATE SCHOLARSHIP*

One \$2,000 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a bachelor's degree program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

RITA AND CHARLES GELMAN GRADUATE SCHOLARSHIP*

One \$2,000 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a Master of Business Administration program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

LLOYD AND MABEL JOHNSON ENDOWED SCHOLARSHIP*

One \$500 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in a bachelor's degree program, holding a minimum 2.5 GPA. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

BETSY KANITZ ENDOWED SCHOLARSHIP*

One \$1,000 scholarship is awarded annually as funds are available. The new or continuing student must be a Washtenaw County resident, enrolled full-time in a bachelor's degree program, with a minimum cumulative GPA of 2.5. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

KEY BANK ENDOWED SCHOLARSHIP*

One \$1,000 scholarship is awarded annually as funds are available. The student must be a resident of Lenawee, Livingston, Monroe, or Washtenaw County attending Cleary University, with a minimum GPA of 2.0. The scholarship is renewable for up to four academic years; however, the student must reapply each year and be in good academic standing.

R.B. LYONS ENDOWED SCHOLARSHIP*

Two \$500 scholarships are awarded annually as funds are available. Students must be enrolled full-time in a bachelor's degree program, holding a minimum GPA of 2.5. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

MARJORY CLEARY MCKENNY AND ARTHUR MCKENNY ENDOWED SCHOLARSHIP*

Two \$2,000 scholarships are awarded annually as funds are available. The new or continuing students must be enrolled full-time in a bachelor's degree program and have a minimum GPA of 2.5. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

PERRONE CHARITABLE FOUNDATION, INC. SCHOLARSHIP*

One \$1,000 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in an associate's or bachelor's degree program, with a minimum cumulative GPA of 2.5. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need. Preference is given to a student enrolled at the Livingston Campus.

DONNA B. AND JOSEPH L. RICHARDS ENDOWED SCHOLARSHIP*

One \$500 scholarship is awarded annually as funds are available. A Livingston campus student/Livingston County resident must be enrolled full-time in a bachelor's degree program, with a minimum GPA of 2.5. The scholarship is renewable for up to four academic years. The student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

SULLIVAN ENDOWED SCHOLARSHIP*

One \$2,000 scholarship is awarded annually as funds are available. Students must be enrolled full-time in a bachelor's degree program, with a minimum GPA of 3.0. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

JACK G. WILSON SCHOLARSHIP

One \$500 scholarship is awarded annually to a Washtenaw County resident who attends the Ann Arbor campus and demonstrates financial need. The new or continuing student must be degree seeking and enrolled full-time or part-time in a bachelor's or master's degree program. The student must have a minimum 3.0 GPA. The scholarship is renewable; however, the student must reapply each year and maintain a 3.0 GPA.

State and Federal Grants

Federal Pell Grant

This grant is a federal award with an annual range from \$602 to \$5,730. 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 five 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 award ranges from \$375 to \$4,000 (depending upon fund availability) with a stated application deadline of September 1. Priority of funding is given to those who apply early using the Free Application for Federal Student Aid (FAFSA).

Michigan Tuition Grant

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 \$1,626 with a stated application deadline of July 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.

Michigan Competitive Scholarship

This award, based on both financial need and merit (qualifying American College Test score), 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. 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 1.

Tuition Incentive Program (TIP)

TIP is a high school completion program that offers to pay for the first two years of college for students who graduate from high school or complete their GED. This program assists students in two phases.

Phase I - TIP pays tuition and mandatory fees up to 80 semester or 120 term credits leading to an associate degree or certificate.

Phase II – TIP pays for tuition and fees not to exceed \$500 per semester or \$400 per term up to a maximum of \$2,000 for credits earned in a four-year program at a Michigan, degree-granting college or university. Coursework must be completed within 30 months of completion of Phase I requirements.

For more detailed information or to check your eligibility contact: www.michigan.gov/mistudentaid/.

Direct and Alternative Loans

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. 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 to help pay for the student's educational expenses. Interest is charged on the Direct PLUS loan during all periods.
- **Direct Consolidation Loans** - Direct Consolidation loans are loans for borrowers who have completed their studies and want to combine different eligible federal student loans into one Direct Consolidation loan.

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 - Annual Amount | Subsidized + Unsubsidized | Total |
|--|----------------------------------|--------------|
| Freshman (0-44 credits) | \$3,500 + \$2,000* | \$5,500* |
| Sophomore (45-89 credits) | \$4,500 + \$2,000* | \$6,500* |
| Junior/Senior (90+ credits) | \$5,500 + \$2,000* | \$7,500* |
| | | |
| Independent Student - Annual Amount | Subsidized + Unsubsidized | Total |
| Freshman (0-44 credits) | \$ 3,500 + \$6,000* | \$ 9,500* |
| Sophomore (45-89 credits) | \$ 4,500 + \$6,000* | \$10,500* |
| Junior/ Senior (90+ credits) | \$ 5,500 + \$7,000* | \$12,500* |
| Graduate Student | \$ 20,500 Unsubsidized only* | \$20,500* |

*Loan limits may be subject to proration.

| Student Status | Subsidized + Unsubsidized Maximum Aggregate Loan Limits (Lifetime Loan Limits) |
|---------------------------|---|
| Dependent Undergraduate | \$31,000 |
| Independent Undergraduate | \$57,500 |
| Graduate Student | \$138,500 |

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.

Financial Aid Policies

Financial Need Determination

Financial need is determined from the information provided on the Free Application for Federal Student Aid (FAFSA). A formula is used to determine Expected Family Contribution (EFC), which is the amount that the applicant and his or her family are expected to contribute toward education expenses. This EFC will be the same for all schools.

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

$$\text{Cost of Attendance (-) EFC = Need}$$

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 quarter, 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.

Cost of Attendance Budget

2013-2014 Federal Methodology Cost of Attendance. Budget (based on 3 terms)

| Category | Commuter Undergraduate | Online Undergraduate | Commuter Graduate | Online Graduate |
|----------------|------------------------|----------------------|-------------------|-----------------|
| Tuition & Fees | \$14,400 | \$14,400 | \$14,400 | \$14,400 |
| Personal | \$ 1,722 | \$ 1,722 | \$ 1,722 | \$ 1,722 |
| Transportation | \$ 1,470 | \$ 0 | \$ 1,470 | \$ 0 |
| Room & Board | \$ 4,194* | \$ 4,194* | \$ 4,194* | \$ 4,194* |
| Loan Fees | \$ 85 | \$ 85 | \$ 100 | \$ 100 |
| Total | \$21,895 | \$20,401 | \$21,910 | \$20,416 |

*Living expenses are based on State recommendations for 2013-14 (room/board without dorms)

**All students enrolled in a graduate program are considered independent

Dependency Status Determination

Dependency status is the determination of who has the primary responsibility of contributing toward the student's educational expenses. Students are classified as either dependent or independent. Dependent students, usually under the age of 24, have access to parental support, **and must** include parental information on their aid application.

Students are independent if they meet one or more of the criteria below:

- are 24 years of age or older
- are married
- are enrolled in a graduate or professional program (beyond a bachelor's degree)
- have legal dependents, other than a spouse
- were wards of the court, in foster care from the age of thirteen
- are a legally emancipated minor as determined by a court
- are currently homeless or at risk of being homeless as determined by a high school counselor or assistance agency
- are veterans of the U.S. Armed Forces who served in active duty or are currently serving in the U.S. Armed Forces in active duty

Loan Default, Enrollment Status, and Disbursement Policy

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. Official academic transcripts will not be released to students who are found to be in default of student loans.

Enrollment Status. To participate in most aid programs, students must enroll for a minimum of six

quarter credit hours per quarter in a program leading to a degree. See enrollment classifications:

| Classification | Credits Per Term | |
|--------------------|-------------------|------------------|
| | Undergraduate | Graduate |
| Full-Time | 12+ credit hours | 8-9 credit hours |
| $\frac{3}{4}$ Time | 9-11 credit hours | 6-7 credit hours |
| $\frac{1}{2}$ Time | 6-8 credit hours | 3-5 credit hours |

After 60% of the term has passed, no credit is available.

Disbursements. Aid funds are posted for an eligible student on a quarterly basis once the aid file is complete, but not more than 10 days prior to the applicable term. Grants and scholarships for each term are posted to the student account after the aid file is complete and the student is registered for classes. Loan proceeds are not posted to the student account until they are actually received from the student's lender.

It is the policy of the Financial Aid Department to divide awards into thirds to correspond to the three quarters of the regular academic year: Fall, Winter, and Spring. When applicable, aid for students will be divided evenly among four terms. The University will apply the following priorities when refunds must be made to Title IV (Federal) aid programs:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (SEOG)
6. Other federal sources
7. Michigan Tuition Grant/Michigan Competitive Scholarships (MTG/MCS)
8. Other state, private, or institutional aid
9. The student

Additional questions should be directed to the Financial Aid Office.

Satisfactory Academic Progress 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
3. Grade point average

A student must be making progress in all three areas to continue receiving financial aid.

Pace of Progression

Eligibility is based on a student's entire academic record, whether or not financial aid was given during any term. Accountability begins with the student's start date (term 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 ($4 \times 150\% = 6$). Total credits allowed for undergraduate studies would be no more than 270 credits (180×1.5).

| Enrollment/Program Type | Maximum Aid |
|---|--|
| Full-time bachelor's degree students (270 credits) | 18 terms (6 years) at full time |
| Half-time students | 36 terms (12 years) at $\frac{1}{2}$ -time |
| Full-time associate's degree students (135 credits) | 9 terms (3 years) at full-time |
| Half-time students | 18 terms (6 years) at $\frac{1}{2}$ -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 (term). If by the end of the evaluation period the student has not successfully completed at least 67% of the hours for which he/she officially registered, financial aid for the following term may be cancelled. Examples of a 67% completion rate during a one-term period would be:

- A student registered for 12 credits each term must successfully complete at least 8 credits each term.
- A student registered for 6 credits each term must successfully complete at least 4 credits each term.

For financial aid purposes, the following grades will be counted as unsatisfactory completion: I, E, F, W, NC, 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 letter grade. The student's transcript will be evaluated again after an "I" grade is converted to a letter grade.

Grade Point Average

A student's cumulative grade point average (GPA), calculated from all classes taken and all grades received while attending Cleary University, may not drop below 2.0 for undergraduate students or 3.0 for graduate students for more than three consecutive terms.

Loss of Financial Aid Eligibility

A student who has not achieved the required GPA and/or is not successfully completing his or her 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

For the payment period following the initial period in which the student did not meet the Satisfactory Academic Progress (SAP) requirements, Cleary University will place the student on financial aid probation. This status will allow the student to receive aid for the probation period. If at the end of the probation period Cleary University determines that the student is again meeting the SAP requirements, the student may continue his or her financial aid eligibility. If it is determined that the student is still not meeting academic progress requirements, a SAP appeal process is available for one term.

SAP Appeal and Academic Plan

After a student has been granted a probation period and he or she has not fulfilled the SAP requirements, the student may petition in writing for reconsideration of eligibility for Title IV aid based on unusual circumstances to the Director of Financial Aid. 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 (copy of a death certificate, physician's note, employer notice of increased work hours, etc.) is required with submission of the written petition. The written petition must include:

- 1) Reasons why the student failed to meet the SAP requirements
- 2) How the student's circumstances have changed
- 3) How he or she will now be successful in meeting the SAP requirements

If the appeal is approved, then the student will be expected to meet with his or her academic advisor to create an Academic Plan. The Academic Plan will include the requirements and corresponding time line with an identified completion date, to ensure that the student is able to satisfy the SAP requirements. In cases where it is not possible for a student to raise his or her GPA and completion rate to acceptable levels within 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 Plan from the academic advisor to the Financial Aid Office.

Final Termination Status

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

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 Moodle quiz
- Uploading an assignment in a Moodle 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.

Schedule Changes: Changes to the student's schedule (drop/add or change to a different section of the same class) requires the completion a drop/add form through the academic advisor. **This must be done regardless of whether or not the student has attended the class(es) for which he or she was registered.**

Financial Aid Recipients: Students receiving financial aid (Title IV Funds) may receive a credit if a drop or withdrawal from all classes occurs before the completion of 60% of the term. Credit is based on the date the completed drop/add form is received by the Business Office, **not** on the last date of class attendance. Therefore, it is important to complete and submit the drop/add form as soon as possible once the student's schedule has changed. **Failure to attend class does not change enrollment status or absolve the student from his or her financial or academic responsibilities.**

For classes not on the standard schedule, the return of Title IV funds will be computed using the Department of Education R2T4 approved software which calculates the number of days that have passed in the term over the total number of days in the term. The total number of days in the term includes break time and weekends. A grade of "W" will be given for any class from which the student withdraws (note a withdraw applies after the day of the session or term).

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 to the student's account. The student may owe the government some of the money that was disbursed at the beginning of the term. The funds must be returned in the following order of refund source priority.

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (SEOG)
6. Other federal sources
7. Michigan Tuition Grant/Michigan Competitive Scholarships (MTG/MCS)
8. Other state, private, or institutional aid
9. The student

Return of Title IV Funds

The chart below provides the Return of Title IV Funds Schedule for Cleary University financial aid students. Federal return of funds is prorated up to 60% of the program.

| Term Type | Total Number of Calendar Days in Term | At 60% of Term |
|---|---------------------------------------|-------------------------|
| 11 Week Term | 77 days | Day 47 no refund |
| 12 Week Term | 84 days | Day 51 no refund |
| 13 Week Term | 91 days | Day 55 no refund |
| 14 Week Term | 98 days | Day 59 no refund |
| After 60% of the term has passed, no credit is available. | | |

To determine the amount of aid that will be returned to the federal Title IV programs, the number of days from the term start date to the drop date will be calculated. That number will be the numerator and the total number of days in the term 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, he/she is responsible for repayment of 50% of his or her 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 be also sent directly to the Department of Education Collections department.

Note: Cleary's Institutional Refund Policy is different from and not related to Return of Title IV funds. For information about the Institutional Refund Policy, please contact the Business Office.

Cleary Work-to-Learn Program

Cleary University's Work-to-Learn (WTL) program's intent is to assist with tuition costs by enabling students to work on campus. Available positions may be found on the Cleary Web site.

Students have the ability to earn a portion of their scholarship by working up to 20 hours per week at \$8.00 per hour. The student has the option of receiving a payroll check, which is routed by direct deposit, or having the amount of the payroll check credited to his or her Cleary account.

All undergraduate students are eligible to apply for the WTL program, but not all students will be selected to participate. Interviews will be required. Students must maintain a 2.0 undergraduate or a 3.0 graduate grade point average.

A limited number of WTL positions exist. Qualified applicants will be selected based on successful completion of an interview and approval of the department supervisor. Available positions may be found on the Cleary Web site.

Work-Study Programs

Cleary University participates in the federal college work-study program. Cleary University 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 at the same time 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.

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 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 filing the Free Application for Federal Student Aid at <http://www.fafsa.gov/>.
- Are required to complete a college work-study application (refer to Web site for positions)

Graduate Assistants (GA)

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 Web site.

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

Graduate Assistants will be paid a stipend of \$500/month, \$250 per payroll period, pro-rated if the GA is not employed for the entire month. The GA will work an average of 24 hours per week for the University, either on or off campus. GA supervisors are responsible for ensuring performance expectations are met and for terminating the assistantship if they are not met.

Graduate Assistants will also receive a 75% graduate tuition scholarship for their Cleary University MBA program, provided the above standards and requirements have been met. Scholarships will not be applied to additional courses needed due to poor academic progress.

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 Request for Certification Form. The Request for Certification Form must be submitted to the Records Office at Cleary University. 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 the Initial Active Duty for Training (IADT). The certifying official in the Records Office will complete the enrollment certification and submit it to the Department of Veterans Affairs. The Records Office can be contacted electronically at records@cleary.edu

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.

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 concerning 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>

ALUMNI ASSOCIATION

The Cleary University Alumni Association is an independent, not-for-profit organization incorporated by the State of Michigan. The Association exists to unite those persons who attended and received a degree from Cleary University. Membership is automatic upon graduation. The Alumni Association seeks to provide a connection between current students and alumni, and awards three scholarships annually from the Alumni Association Endowed Scholarship Fund. It also funds the Jill D. Abraham Endowed Scholarship and the Joyce Mutch Memorial Scholarship.

The Alumni Association hosts several networking opportunities each year. These events provide a great way to promote your business, to look for new employment, or just to meet new friends. Notices about the events are sent via e-mail through Cleary's Alumni LinkedIn page. Questions about getting connected can be sent to alumni@cleary.edu.

The Cleary University Connection is the University's biannual magazine for Cleary alumni and friends, and features Alumni events as well as University news and events.

Inquiries concerning the Alumni Association and its activities can be directed to 517-586-3009.

CLEARY UNIVERSITY CAMPUS LOCATIONS

Livingston Campus

3750 Cleary Drive, Howell, MI 48843

Established in 1979, the Livingston Campus is located between Brighton and Howell, adjacent to Livingston County's professional and commercial corridor.

Washtenaw Campus

3601 Plymouth Road, Ann Arbor, MI 48105

Cleary University's Washtenaw Campus is located in Ann Arbor's rapidly growing northeast section.

For driving directions to the main campuses, consult the Cleary Web site.

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