2023–24 Academic Catalog

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

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

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

The University of Olivet Statement of Mission

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

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

The University of Olivet Academic Vision Statement

Education for Individual and Social Responsibility

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

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

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

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

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

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

The University of Olivet Compact

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

I am responsible for my own learning and personal development.

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

I am responsible for contributing to the learning of others.

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

I am responsible for service to The University of Olivet and the larger community.

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

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

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

I am responsible for treating all people with respect.

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

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

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

I am responsible for the development and growth of The University of Olivet.

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

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General Information

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

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

The first Olivetians had a unique vision of higher education:

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

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

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

Accreditation

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

Heritage, History and Purpose

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

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

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

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

Olivet, along with two other colleges, formed the Michigan Intercollegiate Athletic Association in 1888, the oldest intercollegiate athletic association in the nation. The University of Olivet continues to sponsor many intercollegiate sports.

Early in its existence, Olivet became a leader in literary societies, common on campuses in the 1800s. In fact, Olivet retains six such organizations in place of national fraternities and sororities. The Phi Alpha Pi Fraternity began as the Olivet Lyceum in 1847 and in 1882 dedicated the building still in use. Founded at Olivet in 1847, the Soronian Society exists as the oldest collegiate sorority in the continental United States. The Soronian house was dedicated in 1909. The Adelphic Alpha Pi Society began in 1862, initially calling itself "Clever Fellows," and in 1889 dedicated the building still in use. Sigma Beta Sorority was founded in 1907 and completed its present building in 1963. The Alpha Lambda Epsilon Society was formed as a sorority in 1922, acquired its present building in 1965, and in 1975 became the first coeducational society on campus. Kappa Sigma Alpha was founded in 1922, acquired a building in 1931, closed for many years, and reopened its house in 1955. Kappa Sigma Alpha is currently in the process of building a new house. Five additional Greek societies have been founded since the mid-1990s and continue to serve our students.

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

Throughout the history, the college community has remained dedicated to the primary objectives Olivet's' founders set out to achieve. Offering multiple areas of study, Olivet continues to meet and exceed the needs of students who attend the college. Under the leadership of current President Steven M. Corey, Ph.D., the college recently reached two extraordinary milestones -– the strong completion of the 2020 and Beyond Strategic Plan and the Responsible Learners – Responsible Leaders comprehensive campaign. Four key strategic areas were identified in this campaign: the student experience, athletics, campus and community life and sustainability for the future. The Roznowski Learning Commons, The Gruen Engagement Center, and the planned student center bring together our diverse campus community to socialize and collaborate. More than 20 new programs have been added or expanded over the course of this strategic planning period, including Gospel Choir, the return of the Marching Comets, the RN-BSN pathway, several new athletic opportunities and more. The president, faculty, staff and Board of Trustees are now working to finalize the next strategic plan, which will continue the college's commitment to creating a more vibrant, engaging and sustaining The University of Olivet over the next decade.

Reflecting our stronger, bolder, and forward-looking array of new programs and our enrollment of new students. The Olivet College Board of Trustees unanimously approved Olivet College becoming The University of Olivet in May of 2023. Becoming The University of Olivet will strengthen and improve students' experiences by continuing to serve undergraduate residential students engaged in a deeply immersive experience. The addition of new academic programs and modes of delivery both at the undergraduate and graduate levels will give students more opportunities to grow and learn at Olivet, ultimately better preparing them for a successful future.

College Traditions

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

Fall Semester

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

Spring Semester

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

The University of Olivet Alumni

Alumni Association

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

Alumni Council

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

Office of Alumni Relations

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

Standards and Expectations for Education at The University of Olivet

The following describe the general expectations for traditional undergraduate residential programs, specialized undergraduate degree completion programs, and graduate programs at The University of Olivet. These guidelines form a conceptual framework that outlines expectations for education in these distinct categories of programs at The University of Olivet. Specific program expectations are determined by the faculty in a student's field of study. Together, these combined expectations outline the skills, knowledge and abilities graduates will have demonstrated upon successful completion of their specific programs of study.

Faculty and Adjunct Instructor Instructional Qualifications

Instructional qualifications for faculty and adjunct instructors align with Higher Learning Commission (HLC) expectations in the area of faculty credentialing. These qualifications apply to all instructors teaching at The University of Olivet regardless of appointment type, e.g., full-time tenure-track faculty, adjunct instructors, dual credit instructors, and staff instructors. Instructor qualifications are demonstrated through two means: 1) academic credentials, i.e., degrees and coursework and 2) qualification other than academic credentials (or combined with academic credentials) that are appropriate for teaching the content of particular courses.

Residential Undergraduate Programs

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

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

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

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

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

Adult Professional/Online Undergraduate Programs

The University of Olivet's online undergraduate programs serve a diverse community of learners who wish to complete their undergraduate degree online in selected majors. Accelerated study into graduate study in particular areas is available. Students enroll in online courses delivered with attention to relationship-based learning. Students are able to complete their programs through attendance either on a part-time or full-time basis.

Coursework —Requirements for The University of Olivet's online undergraduate degree programs are fully articulated in the Academic Catalog, including course and credit hour requirements for programs. Online courses adhere to the same syllabus requirements and learning goals as courses offered on campus.

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

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

Outcome Performance Expectations — Students earning a degree from the institution through enrollment in its online programs are expected to demonstrate foundational skills and knowledge in the areas of effective communication and collaboration, critical thinking, liberal arts knowledge, global awareness, ethics and responsibility, and application of knowledge. Students are also required to demonstrate established performance expectations for the degree program-specific learning outcomes. The collective set of college-wide educational goals and learning outcomes and program-specific learning outcomes combine to reflect the skills and abilities a graduate will have developed through the successful completion of a degree in the selected field of study.

Graduate Programs

The University of Olivet's graduate programs serve individuals who wish to complete graduate education in a specialized advanced area. Accelerated study from various undergraduate programs is available. Students enroll in online courses delivered with attention to relationship-based learning. Students are able to complete their programs through attendance either on a part-time or full-time basis.

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

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

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

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

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

College Facilities

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

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

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

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

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

Barker-Cawood Lounge

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

Beman Observatory and Planetarium

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

The University of Olivet Bookstore

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

Burrage Library

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

Computer Labs

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

Cutler Event Center and Athletic Complex

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

Gruen Engagement Center

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

Hosford History Center and Lawrence Archives

The Hosford History Center and Lawrence Archives opened in the spring of 2019 as part of the college's 175th anniversary as a chronological walk-through-time museum and archives with offices, meeting rooms, student workspaces, and a café. As a history and learning center, the space is now a hub of activity with a steady flow of students and visitors participating in tours, research, and events that all illuminate Olivet's unique and socially progressive history.

Lester K. Kirk Center

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

Kirkelldel Biological Preserve

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

Doris Laimbeer Fitness Center

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

Nursing Program Office

The University of Olivet has an additional location on the campus of Kellogg Community College located at 450 North Avenue, Battle Creek, Michigan 49017 for the purposes of delivering its RN-BSN Program. The nursing program office is located in the Classroom Building, Room 105.

Pyne Pavilion

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

Riethmiller Blackman Art Building

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

Roznowski Learning Commons

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

Kula Samba Theatre

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

Frederick S. Upton Center

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

Margaret Upton Conservatory of Music

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

College Resources, Services and Student Activities

Accommodations

In compliance with the Rehabilitation Act and the Americans with Disabilities Act, The University of Olivet provides accommodations to students with documented disabilities, disorders, and/or impairments to enable these individuals to work equitably toward academic success. Students eligible to receive accommodations must be registered with the Director of Academic Accommodations and provide documentation of their needs.

African American Cultural Center

The African American Cultural Center (AACC) augments The University of Olivet's mission to create an inclusive and welcoming environment for African American students. The AACC, overseen by the Black Student Union and the Office for Student Development, promotes programs that facilitate the intellectual, cultural, and social growth of the entire campus community. While coordinating educational activities and programs that celebrate the diversity and inclusion of all The University of Olivet students, the AACC assists in initiatives related to the recruitment, enrollment, retention, and graduation of African American students.

Campus Safety

The University of Olivet operates its own non-deputized Campus Safety Department, with personnel on duty 24 hours a day, 365 days a year. Campus Safety officers work closely with the campus community to ensure the protection of The University of Olivet, and basic safety services are provided to all students, employees, and guests of the college. Success depends upon a true partnership between Campus Safety personnel and the diverse population of students and employees who comprise the campus community. To contact Campus Safety from an on-campus landline, dial 7911. From off campus, dial (269) 749-7911 or (517) 321-6804.

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

Comet Career Closet

The Comet Career Closet (CCC) is a free campus resource that provides professional clothing to students. The CCC helps students dress for success for class presentations, internships, job interviews, and other professional opportunities. For more information, contact the Director of Career Readiness and Leadership Development.

Comets' Cupboard

Comets' Cupboard food pantry addresses food insecurity on campus by serving students *"One Bag at a Time."* Comets' Cupboard offers a variety of items that vary throughout the year, including non-perishable food items, refrigerated and frozen foods, personal hygiene products, baby items, and more. Located in the Office for Student Development, Comet's Cupboard is open every Wednesday during the fall and spring semesters. For more information, contact the Director of Diversity and Strategic Initiatives.

Betsy Dole Women's Resource Center

The Betsy Dole Women's Resource Center, also known as the Gender Resource Center (GRC), offers co-curricular activities for the campus community, including speakers, films, forums, workshops, programs, and other special events. Resources and services are designed to help participants gain an inclusive understanding of life experiences primarily related to gender, sexuality, and culturally diverse populations. The GRC also facilitates the weekly LGBTQIA+ support group, Q&A (Queers and Allies). The GRC welcomes all community members regardless of gender, gender identity, gender expression, sexuality, race, ethnicity, ability, age, religion, or other aspects of identity.

Email Accounts

Students are provided email accounts—generally the first initial of the first name followed by the last name@olivetcollege.edu. For example, Jane Smith would be jsmith@olivetcollege.edu. Students are expected to monitor their The University of Olivet email accounts regularly. It is preferred that students use their campus email account for communication with college personnel.

Gruen and Speare Center for Academic Success

The Gruen and Speare Center for Academic Success is home to members of the Student Development team. The Office for Student Development supports students with non-program-specific academic advising, multicultural programming, peer tutoring, career readiness, professional identity development, accommodations for students with learning disabilities, disorders, and/or impairments, first-year student support and initiatives, and student life. Comets' Cupboard campus food pantry is located in the Office for Student Development, and remote support and tutoring for students in online undergraduate degree completion and graduate programs can be arranged by the Director of Academic Accommodations and Student Support.

Health and Wellness Center

The Health and Wellness Center (HWC) is dedicated to promoting a culture of wellness on campus by providing counseling and a variety of health and wellness services.

Students may contact the providers listed below to receive care:

Counseling and Psychological Services

The University of Olivet Health and Wellness Center – Mott Academic Center, Room 212, (269) 749-7607.

Community Mental Health Crisis Services – 812 East Jolly Road, Lansing, MI 48910, (517) 346-8200 (to schedule appointments), (888) 800-1559 (non-crisis services), (800) 372-8460 (mental health emergency/crisis services).

Oaklawn Psychological and Psychiatric Services – Outpatient Bear Creek Office, 15209 West Michigan Avenue, Marshall, MI 49068, (269) 781-9119.

Medical Services

The University of Olivet Health and Wellness Center – Mott Academic Building, Room 212, Olivet, MI 49076, (269) 749-7745 (basic first aid services available).

Oaklawn Medical Group – 202 North Main Street, Olivet, MI 49076, (269) 749-2131.

Oaklawn Hospital – 200 North Madison Street, Marshall, MI 49068, (269) 781-4271.

Sparrow Eaton Hospital – 321 Harris Street, Charlotte, MI 48813, (517) 543-1050.

For emergency medical needs, call 911 or contact Campus Safety: dial (269) 749-7911 or dial 7911 from an on-campus landline.

Telemedicine stations are available in the HWC for students who wish to meet with a physician or counselor in private on campus.

Students are responsible for following their physician's instructions. *The University of Olivet and its employees are not responsible for administering, storing, managing, or providing any medication.*

Health Insurance

Students' health insurance will be billed when seen by a medical or off-campus mental health provider; most forms of insurance are accepted. Students are responsible for all expenses related to treatment, including co-pays and tests. All costs accrued due to medical and/or safety reasons are the responsibility of the student. If a student does not have insurance, the HWC will assist with the application process.

Student Athletes

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

Wellness Services

The University of Olivet mobile app has a full list of current HWC resources and programs. Details about additional services, local partnerships with health providers, health and wellness fairs, etc. are also available on the OC app.

Multicultural Education and Initiatives Office

Programming related to Multicultural Education and Initiatives is coordinated by the director of diversity and strategic initiatives to provide educational activities and program initiatives related to the recruitment, enrollment, retention, and graduation of multicultural undergraduate students. The director is part of the Student Development Team which is dedicated to providing educational programs to help students learn to become more aware and accepting of cultural differences that exist on campus. Services and programs offered include:

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

Student Activities

The University of Olivet offers a wide range of activities, events, organizations, and clubs for students. Intercollegiate athletics and other recreational activities are considered integral to a liberal arts education at The University of Olivet. Students in good academic standing are encouraged to participate in various opportunities.

Programs and Events

The Office of Student Life's mission is to bring a positive college experience to every student on campus. It aims to integrate co-curricular programs, events, and ideas with curricular experiences to enhance learning. A wide range of programs, clubs, and organizations are offered to assist students in their growth as individuals. Programs are offered in conjunction with Martin Luther King Jr. Day, Black History Month, Women's History Month, National Coming Out Day, Hispanic Heritage Month, Greek Week, and a diverse range of other scheduled events.

Career and Leadership Center

The Career and Leadership Center (CLC) provides The University of Olivet students and alumni with resources to thrive in their chosen careers and positively impact their communities. Helping individuals identify and leverage their strengths and talents, building strong employer and alumni networks, guiding students on how to dress for success, and empowering applicants to walk into job interviews confidently are a few of the many ways the CLC offers assistance. Students are encouraged to take advantage of the CLC's various resources and services, including the following: career exploration, resume reviews, internship and job search strategies, graduate school application processes, job shadow experiences, mock interviews, information on salary and hiring data, career fairs, networking, and professional platforms such as Handshake and LinkedIn.

Clubs and Organizations

The University of Olivet supports a wide range of student organizations that substantially contribute to campus social and academic life. Each organization is responsible for submitting a constitution, registration, and membership roster each semester and operates under the guidance of an The University of Olivet faculty or staff advisor. Registration does not imply college endorsement of the purposes of the organization. Student organizations are designed to allow students to meet new people, develop close friendships, discuss common interests, debate issues, and share future goals.

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

Community and Volunteer Service

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

Dance and Cheer Activities

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

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

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

Greek Life

The Greek Life system at The University of Olivet is comprised of female-identifying, male-identifying, and co-educational societies. These societies, some more than 100 years old, are local organizations founded at The University of Olivet. The Office of Student Life provides leadership advice, skills training, and educational opportunities for members of The University of Olivet Greek societies. The Office of Student Life also assists Greek societies in meeting and maintaining accreditation standards and ensuring that policies and procedures are consistent with The University of Olivet academic vision and *The University of Olivet Compact*. For more information about Greek societies, please see the Housing section of this catalog.

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

Intercollegiate Athletic Program

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

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

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

Intramural Activities

The intramural program at The University of Olivet provides competitive recreation opportunities on campus for students. Seasonal sports include co-ed volleyball, basketball, flag football, and dodgeball. Various other recreation activities, programs, and events are offered. Contact the Coordinator of Recreational Programs for more information.

Music Programs and Ensembles

Students are welcome to participate in a variety of music programs on campus, including marching band, concert band, jazz ensemble, choir, and gospel choir. Auditions are sometimes required depending on the ensemble. Participants may also have the opportunity to earn a renewable talent scholarship at The University of Olivet (see Internal Aid for more information).

Outdoor Recreation and Clay Target Program

Students who participated in a clay target league during high school may continue their sport at the college level by participating in a co-ed program available at The University of Olivet. This program will compete with other colleges and universities in the region. Participants may also have the opportunity to earn a renewable talent scholarship at The University of Olivet (see Internal Aid for more information).

President's Leadership Institute

The President's Leadership Institute was established to develop top leadership in Olivet's students, as well as enable them to become the professional and community leaders of the future.

The institute includes a variety of programs and initiatives to promote leadership, identify leadership talent, and develop effective and successful leadership qualities and skills in The University of Olivet students.

Successful institute graduates are designated as "fellows" of the President's Leadership Institute and are invited to remain engaged in the activities of PLI in support of future student leadership development, both while completing their studies at The University of Olivet and as successful alumni engaged in professional and community leadership roles.

Student Media

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

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

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

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

Women's Leadership Institute

The mission of The University of Olivet's Women's Leadership Institute (WLI) is to cultivate confident female-identifying leaders who embrace their authenticity to facilitate and lead positive change. The WLI offers a specialized year-long program that offers engagement with diverse leaders and alumni, provides a legacy mentor experience, and promotes the exploration of multiple leadership approaches with an overall goal of fostering inclusive and equitable practices.

Worship

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

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

Academic Policies and Procedures

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

Academic Advising

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

Adult professional, online undergraduate students and graduate students are advised academically by their respective program director or departmental academic advisor.

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

Academic Class Rank

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

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

Academic Honors

Undergraduate students who are meritorious are recognized by The University of Olivet in many ways including:

- **Alumni Council Award** — Given to the returning student who exemplifies the model student and potential alumni in scholarship, leadership and service to The University of Olivet and the community, and who participates in social and co-curricular activities.

- **Dean's List** — After the end of each semester, a Dean's List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a minimum 3.5 GPA during that semester. The Dean's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.

- **Graduation Honors** — Students finishing all degree requirements by the May Commencement date will be eligible for honors recognition at the Commencement ceremony. Students who have completed 60 or more semester hours at The University of Olivet are eligible for graduation honors based upon their grade point average in coursework completed at The University of Olivet. Students who have completed less than 60 semester hours at The University of Olivet are also eligible for graduation honors; in these instances, the final grade point averages from all transfer institutions will be combined with The University of Olivet grade point average in a weighted average to determine honors eligibility. The computed grade point average must be 3.50 or higher in all cases to qualify for graduation honors. Students must earn a minimum grade point average of 3.90 or higher to graduate *Summa Cum Laude*, 3.75–3.89 to graduate *Magna Cum Laude*, and 3.50–3.74 to graduate *Cum Laude.*

- **Honors Convocation** — Each spring, an Honors Convocation is held to recognize superior achievement by individuals in all fields. For information regarding departmental honors available for students, please contact the Office of Academic Affairs.

- **Presidential Distinguished Scholars** — Honors those students who graduate with a cumulative 4.0 grade point average and who have maintained a 4.0 grade point average each semester in which they were enrolled at the college.

- **President's Leadership Institute Fellow** — The President's Leadership Institute is an advanced leadership development program that identifies, promotes, and develops leadership in top The University of Olivet students. Students who successfully complete the year-long PLI program are inducted as Fellows of the President's Leadership Institute.

- **President's List** — After the end of each semester, a President's List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a 4.0 GPA during that semester. The President's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.

- **Presidential Medal** — Honors the top five graduating seniors based on cumulative grade point average (GPA) earned in all baccalaureate college courses completed at The University of Olivet, as well as the professors chosen by the five students as the most influential in their academic achievement. GPA ties are broken using a standardized schema based on quality points earned in upper-division (300 and 400 level) and honors courses.

Academic Integrity Policy

Students come to college to learn from knowledge acquired across time and from all who participate in academic study. They come to further develop their ability to think critically and to develop their own understanding of what they have learned—skills they will be able to use and knowledge they can share in their lives after college. These abilities will differ from student to student, and each student will bring their own perspective to the process. In the end, students take with them the sum of their experience and each student will add to the reservoir of knowledge that is a part of academia. It is important that this experience be their own. Students are scholars, and scholars learn. Learning is not presenting others' work as one's own; learning takes that knowledge and builds on it, adds to it, makes it "more." The International Center for Academic Integrity (ICAI) identifies six values as fundamental to academic integrity: honesty, trust, fairness, respect, responsibility, and courage. (ICAI, 2021) Scholars must commit to these values so those who follow them can be assured that the knowledge they have imparted is reliable. These values are a part of our shared values at The University of Olivet.

Based on The University of Olivet Compact, every student commits to participate "within a community built on trust, participation and a sense of pride" and each student must commit to "behaving and communicating with honesty and integrity." The University of Olivet's Academic Integrity Policy encompasses these as well as the following Compact commitments: to be "responsible for my own learning and personal development," "responsible for contributing to the learning of others," and "responsible for treating all people with respect." Olivet believes academic dishonesty violates these commitments and in so doing causes serious harm to the campus community and to scholarship as a whole. A student who holds themselves to high standards of honesty, even in the face of negative consequences, exhibits the courage that is part of integrity. Faculty hold themselves and the institution accountable for maintaining integrity and expect that students would do no less. (ICAI, 2021).

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

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

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

Plagiarism is the presentation of someone else's words, ideas or data as your own work; self-plagiarism is reusing or resubmitting work that you have already used or submitted for another class without permission to do so. When you submit work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. By placing your name on work submitted for credit, you certify the originality of all work not otherwise identified by appropriate documentation and citations. Plagiarism covers print and non-print sources and unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

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

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

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

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

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

Sabotage is characterized by actions that could result in harm to another's grade, academic standing or professional standing or reputation, or actions that lead to a disruption of the classroom learning environment impeding the learning of others. Examples of sabotage include, but are not limited to:

- Disruption of the classroom learning environment;
- Tampering with another's experiment or project;
- Altering computer files, discs, notes, note cards; or,
- Damaging or hiding resources, such as books, periodicals or computer files, programs or systems.

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

- Unauthorized submission of a duplicate assignment for credit between two or more classes ("self-plagiarism");
- Providing misleading or false reasons for failure to complete course work;
- Having another student pose as you in an online course discussion or online synchronous classroom; or,
- Falsely claiming to have submitted work.

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

- Allowing another to copy your work and submit it, in part or in its entirety, as his/her own;
- Sharing information electronically, including but not limited to text, email, voicemail, social media, websites or other means, that knowingly allows others to cheat or perform other forms of academic dishonesty, including but not limited to the uploading of papers, notes, or examinations to websites such as CourseHero or other document-sharing services;

- Receiving information electronically, including but not limited to text, email, voicemail, social media, websites or other means, that knowingly allows others to cheat or perform another form of academic dishonesty and not reporting the receipt of this information to the instructor and/or the Office of Academic Affairs; or
- Knowing of an act or acts of academic dishonesty and not reporting this act or acts to the appropriate instructor(s) and/or the Office of Academic Affairs.

Sanctions and Procedures
The University of Olivet faculty, adjunct instructors, and staff are responsible for reporting to the Academic Performance Committee all acts of academic dishonesty of which they become aware. Students are strongly encouraged to report to the Office of Academic Affairs any acts of academic dishonesty of which they become aware.

What happens when someone violates the tenets of academic integrity?

The University of Olivet instructors are responsible for assessing sanctions for acts of academic dishonesty that occur in courses they are teaching, and for notifying the Academic Performance Committee of those acts and the sanction levied. Possible sanctions could include assigning a failing grade on a particular assignment to assigning a failing grade for the entire course, depending upon the severity of the infraction. Instructors are welcome to discuss possible sanctions with their department chair or the Office of Academic Affairs. The instructor will directly notify the student or students about the academic dishonesty that was discovered prior to submitting the formal report of the academic integrity violation to the Academic Performance Committee. Instructors are encouraged to discuss the violation and its ramifications with the student.

The report and supporting materials should be submitted to the assistant dean for academic records for forwarding to the Academic Performance Committee. Notice of violations should be submitted within one week of their discovery and no later than the final grade deadline for a semester or term. The standard form for instructors to use to report incidents of academic dishonesty is available on myOlivet.

The Academic Performance Committee of the faculty is charged with "rul[ing] on student status, special requests, and individual academic problems." Based upon the committee's review of the reported academic integrity violation in light of any previous violations reported for the individual student, it will impose the following sanction(s), either singly or in combination:

1. an official written statement to the student expressing disapproval of the act(s) committed;
2. required attendance by the student in an academic integrity workshop;
3. one semester disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
4. one year disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
5. one year suspension from the college; or,
6. expulsion from the college.

Neither the Academic Performance Committee nor the Office of Academic Affairs is authorized to enact any change in the letter grade assigned by the instructor under the terms of this policy. Students who wish to appeal the final grade they received in a particular course due to a sanction levied for an academic integrity violation should follow the grade appeal procedures found in the Academic Catalog.

The Academic Performance Committee will keep records of all violations of the Academic Integrity Policy, of its subsequent inquiries, and of any sanctions that may result. The committee will inform the student directly of their findings and of any sanctions that might be levied. The committee will also inform the instructor or complainant of the findings of the committee and will inform the student's academic advisor of any findings made and sanctions against the student. Depending on the severity of the sanctions issued it is possible for other instructors affiliated with the student through course enrollment to be notified. The Academic Performance Committee may levy sanctions more severe than those imposed for a single act of dishonesty in an individual course as a result of serial or severe instances of academic dishonesty.

Acadeum Course Registration

The University of Olivet partners with other colleges in the Council of Independent Colleges (CIC) Online Course Sharing Consortium to offer pre-approved online courses through a platform known as Acadeum. These course offerings are in addition to regularly scheduled courses at The University of Olivet. Students may benefit from these courses for a variety of reasons including, but not limited to schedule availability, athletic eligibility determination, repeating a course for an improved grade, or

supplementing their academic program. Eligible students must be currently admitted, degree-seeking enrolled students with good academic standing at The University of Olivet.

Course Registration — Students should consult with their academic advisor prior to submitting a registration request for a course via Acadeum. Any courses intending to substitute for an equivalent course at The University of Olivet or intending to fulfill a degree program or graduation requirement at the college must be pre-approved by the student's academic advisor and the dean of faculty.

As standard practice, Acadeum course registrations will not be approved by the college for courses scheduled during a term in which The University of Olivet is offering the same or equivalent course.

Registration requests submitted by the student must be approved by The University of Olivet, the respective teaching institution, and the advisor of record at The University of Olivet. Once all approvals are satisfied, the student is registered through both institutions. The student is responsible for adhering to course participation and policies of the teaching institution, which includes accessing the course by the course start date, submitting assignments by specified deadlines, securing textbooks and learning materials, and following through on all required actions as stated on the syllabus published by the teaching institution.

Students are limited to six semester hours of Acadeum course registrations during the fall semester and six semester hours of Acadeum course registrations during the spring semester. During the summer students may register for up to six semester hours in any one registration period as defined by the teaching institution. Exceptions to these limits must receive prior approval by the associate provost and dean of the college. Students intending to enroll in Acadeum courses resulting in a course load of more than 20 credits in any one semester must receive prior approval to do so from their academic advisor.

Tuition and Fees — Acadeum courses will be included in determination of full-time status. The University of Olivet students will be charged the then current The University of Olivet tuition rate per semester hour for Acadeum courses. If eligible, financial aid may be applied to cover Acadeum registrations. The University of Olivet charges a non-refundable per-course administration fee for registering for a course through Acadeum. This fee may be waived in certain limited circumstances. The following is Acadeum course fee information:

1. An Acadeum administration fee will be charged to enroll in an Acadeum course completed during the Fall or Spring semesters (including ILT) with the following exceptions:

    a) Students in part-time status (fewer than 12 credit hours) for whom adding an Acadeum course keeps the student at less than 12 hours will be charged the then current The University of Olivet rate for each additional credit hour. There will be no additional Acadeum administration fee in this situation.

    b) Students for whom enrolling in an Acadeum course pushes their course load above 17 credit hours will be charged The University of Olivet then current rate for each credit hour above 17 hours. There is no additional Acadeum administration fee in this situation.

2. No Acadeum administration fee will be charged for enrollment in Acadeum courses during the summer session.

3. If a student drops or withdraws from a course in the current Fall or Spring semester such that their course load is now less than 12 credit hours, they may add an Acadeum course within the current semester to boost them back to the full-time course load of 12+ hours. In these circumstances, they will be charged the Acadeum administration fee to add the Acadeum course.

Courses completed between the fall and spring semesters will be considered as part of the fall semester for billing, transcripting, and GPA determination purposes.

Students must adhere to course registration dates and deadlines for Acadeum courses, including adding, dropping and withdrawing scheduled and defined by the respective teaching institution. The University of Olivet will not intervene in disputes regarding course drops, withdrawals, or refunds in cases where the student did not correspond in time with the teaching institution's deadlines.

Should a student be dropped or withdrawn from an Acadeum course due to non-participation or violation of the policies of the teaching institution prior to The University of Olivet being charged for the course, no tuition will be charged to the student for

the course and a grade of "N/C" will be entered for the course on the student's official transcript. Should this action occur after The University of Olivet has been charged for the course, the student is responsible for payment of tuition for the course, no refund of tuition will be made, and a grade of "WF" will be entered for the course on the student's official transcript.

Textbooks and Course Learning Materials — Students are responsible for acquiring textbooks and learning materials for Acadeum courses – they are not included with tuition and fees.

Grades — Upon completion of each Acadeum course, The University of Olivet will be notified of the student's final grade by the teaching institution. Course grades for courses completed through the Acadeum platform will be counted in the grade point average calculation at The University of Olivet and the semester hours will count in both the attempted and earned semester hour categories for the standards set forth by the Satisfactory Academic Progress Policy. The University of Olivet will not become involved in grade disputes in cases where a student is dissatisfied with the final grade issued by the teaching institution.

For More Information — Pre-approved courses can be reviewed and requested through the Acadeum platform link available through the course registration page on my.olivetcollege.edu. A full roster of Acadeum courses can be reviewed at https://acadeum.com/courses. Further questions about Acadeum course registrations may be directed to the assistant dean for academic records.

Accommodations

See College Resources, Services and Student Activities for more information.

Athletic Eligibility

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

1. **Full-time Enrollment -** All student-athletes must be enrolled full-time (a minimum of 12 semester hours) for practice and competition.

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

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

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

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

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

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

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

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

Additional Information Regarding Athletic Eligibility

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

Auditing Courses

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

Awarding of Academic Credit

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

Educational experiences at The University of Olivet take a variety of forms, including courses delivered in a standard classroom, courses delivered online, laboratory courses, and internship or practicum experiences. Credit hours are awarded for these

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

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

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

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

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

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

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

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

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

Supervised Individual Educational Activity (independent study, individual studio work) — One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of 750 minutes of student academic activity.

Experiential Learning Experiences (practicum, internship, cooperative educational experience) — Practicums, internships, and cooperative educational experiences are academic programs offered to students that integrate classroom theory with supervised applied learning in a workplace setting. Academic credit is awarded based upon the amount of supervised

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

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

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

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

Advanced Placement Test	Score Required	Credit Awarded for Scores of 4 or 5	Course Equivalent
ART 2D Art and Design	3, 4 or 5	3 s.h.	Creative Experience Requirement
ART 3D Art and Design	3, 4 or 5	3 s.h.	Creative Experience Requirement
ART Drawing	3, 4 or 5	3 s.h.	Creative Experience Requirement
Art History	3, 4 or 5	3 s.h.	General Elective
Biology	4	3 s.h.	BIO 111
Biology	5	6 s.h.	BIO 111 and BIO 112
Calculus AB	3, 4 or 5	4 s.h.	MTH 151
Calculus BC	3, 4 or 5	8 s.h.	MTH 151 and MTH 152
Chemistry	4	4 s.h.*	CEM 151
Chemistry	5	8 s.h.*	CEM 151 and 152
Computer Science A	4 or 5	4 s.h.	CS 140
Computer Science Principles	4 or 5	4 s.h.	CS 130
Economics—Macroeconomics	3, 4 or 5	3 s.h.	ECO 202
Economics—Microeconomics	3, 4 or 5	3 s.h.	ECO 201
English Language and Composition	4 or 5	3 s.h.	WRT 111
English Literature	4 or 5	3 s.h.	ENG 105
Environmental Science	4 or 5	3 s.h.	SCI 107
French Language and Culture	3, 4 or 5	3 s.h.	WRL 101, French
German Language and Culture	3, 4 or 5	3 s.h.	General Elective
Government and Politics, U.S.	3, 4 or 5	3 s.h.	POS 201
Government and Politics, Comparative	3, 4 or 5	3 s.h.	POS Elective
History, European	3, 4 or 5	3 s.h.	HST Elective
History, U.S.	3, 4 or 5	6 s.h.	HST 201 and 202
History, World: Modern	3, 4 or 5	3 s.h.	HST 210
Human Geography	3, 4, or 5	3 s.h.	General Elective
Latin	3, 4 or 5	3 s.h.	General Elective

Advanced Placement Test	Score Required	Credit Awarded for Scores of 4 or 5	Course Equivalent
Music Theory	3, 4 or 5	6 s.h.	MUS 111, 112
Physics 1	3	3 s.h.	SCI 112
Physics 1	4 or 5	4 s.h.*	PHA 201 and PHA 203
Physics 1 & Physics 2	4 or 5	8 s.h.*	PHA 201, PHA 202, PHA 203 and PHA 204
Physics C—Mechanics	4 or 5	5 s.h.	PHA 251
Physics C—Electricity and Magnetism	4 or 5	5 s.h.	PHA 252
Psychology	3, 4 or 5	3 s.h.	PSY 201
Spanish Language	3, 4 or 5	3 s.h.	WRL 101, Spanish
Spanish Literature	3, 4 or 5	3 s.h.	WRL 101, Spanish
Statistics	3, 4 or 5	4 s.h.	MTH 232

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

Prior Learning Assessment — At its discretion, the college may award credit hours for learning acquired outside the institution which is an integral part of a program of study. Students who can document college-level knowledge gained through special training, paid employment, or volunteer experience prior to enrolling at The University of Olivet may apply for Prior Learning Assessment. A maximum of 15 semester hours of credit may be awarded. See Prior Learning Assessment for more information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Certificate Programs

Certificate programs allow enrolled The University of Olivet students and non-enrolled participants to obtain a certificate within a specific discipline. Certificate programs provide The University of Olivet students an opportunity to obtain knowledge within a discipline without requiring a full minor declaration. Additionally, certificate programs provide opportunities for non-traditional students to gain knowledge to extend their prospects to enter a new industry, advance their current career path, or develop their personal interests. Currently enrolled The University of Olivet students will participate in these programs on a credit-bearing status; non-students will participate on a non-credit-bearing status unless structured differently in a particular program.

Class Attendance

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

Commencement Eligibility

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

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

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

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

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

Double Counting Courses Between Degree Programs

If a student chooses to declare a double major where some course requirements are identical at least 21 semester hours of course requirements must remain unique for each major. Declarations must be submitted by the end of the sophomore year.

If a student chooses to declare a double major and minor or double minor where some course requirements are identical at least 12 semester hours of course requirements must remain unique for each area of study. Declarations must be submitted by the end of the sophomore year.

Drop and Add Period

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

Graduate students are eligible to register for courses for the full academic year on myOlivet beginning on August 1 of each year. Students may add courses up to approximately one week prior to term begin dates. A graduate student wishing to drop a course must notify the Registrar in writing. Students may drop a course in a graduate program without financial penalty if the course is dropped within the first 48 hours of the course start date. Courses dropped in this time period will not appear on a student's transcript.

Four Year Degree Guarantee

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

A student must:

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

The academic plan must include:

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

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

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

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

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

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

Full-Time Status

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

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

Grades

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

Grade	Honor Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Special Designation	
AU	Audit
CR	Credit
I	Incomplete
P	Pass
R	Repeat
W	Withdrew
WF	Withdrew Failing

Description of Special Designations:

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

CR (Credit) — the grade of "CR" is recorded for all acceptable courses for which students transfer credit from another institution to Olivet and/or for credit earned by examination. No honor points will be assigned, and these grades will not be included in the calculation of the Olivet GPA. Grades for courses taken at other institutions under Guest Student Registration and through the CIC Consortium using the Acadeum registration platform will be included in the calculation of the Olivet GPA.

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

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

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

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

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

Grade Changes

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

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

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

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

Grade Appeals

Course grade appeals are overseen by the Office of Academic Affairs. Undergraduate students may submit a written grade appeal to the Office of Academic Affairs to contest a final grade no later than the first month into the following semester (September 30 for spring and summer grades; January 31 for fall grades), according to the following process. Graduate students may submit a written grade appeal to the Office of Academic Affairs to contest a final grade no later than 30 calendar days into the following academic term. In the event the grade appeal process cannot be undertaken within 30 calendar days of the first day of the subsequent semester or term, the Academic Performance Committee must approve an extension of the deadline.

1. The student must consult with the faculty member within 30 calendar days of the first day of the subsequent semester or term to discuss possible remedies. If no remedy can be agreed to, the student then may appeal to the department chair.
2. The appeal to the chair must occur within the same 30 calendar days. If no mutually agreeable remedy is determined, the student may appeal to the chief academic officer or his/her appointee. The appeal to the chief academic officer shall be made in writing within the same 30 calendar days and must include supporting documentation.
3. The chief academic officer reviews the written appeal.
    a. If the chief academic officer determines that there are sufficient grounds for an appeal, he or she will appoint a review committee as described below.
    b. If the chief academic officer determines that there are not sufficient grounds for an appeal, the student will be notified. The instructor and department chair will be copied on this notification. There are no further levels of appeal.
4. The chief academic officer or his/her appointee has the option to appoint an *ad hoc* faculty advisory committee to review the matter. The committee shall consist of one faculty member appointed by the student, one faculty member appointed by the instructor, and one faculty member appointed by the chief academic officer. The faculty member appointed by the chief academic officer shall serve as committee chair. The appointment of the committee should occur within ten working days of receiving the written appeal.
5. Within ten working days of being appointed, the advisory committee shall (a) meet to review the material provided; (b) arrange to hear from the student, the instructor, and others it may wish to consult; and (c) issue a written recommendation to the chief academic officer. The committee may make one of the following two recommendations: (a) to let the grade stand; or (b) to change the grade. The latter recommendation must be accompanied by a recommended grade.
6. If the recommendation is to let the existing grade stand, no further action shall be taken and the student, instructor, and department chair will be notified.
7. If the recommendation is to change the grade, within five working days of receiving the recommendation from the advisory committee, the chief academic officer or his/her appointee shall present the recommendation to the Academic Performance Committee for action.
8. The Academic Performance Committee may take one of two actions: (a) to approve the recommendation of the advisory committee; or (b) to reject the recommendation of the advisory committee.
9. If the Academic Performance Committee approves the recommendation to change the grade, the chief academic officer shall instruct the assistant dean for academic records to effect the change as well as notify the student, the instructor, and the department chair.
10. If the Academic Performance Committee rejects the recommendation of the advisory committee, the chief academic officer shall review the case with the chair of the advisory committee and the Academic Performance Committee and

make a final recommendation and notify the student, the instructor, and the department chair. The outcome of this decision shall be communicated to the assistant dean for academic records for appropriate action.

Honors Opportunities

Global Citizen Honors Program — The Global Citizen Honors Program provides its members with opportunities to investigate global, interdisciplinary issues by inquiring into the theories and philosophical underpinnings of complex social issues; it asks its members to be involved with the problems they are investigating, with each other, and with the world around them; and it expects members to draw their own map of where they want their education to go.

Program members engage in academic and creative inquiry. They seek to broaden their learning, not narrow it, learning from disciplines across the liberal arts and not limiting themselves only to their majors. They explore more and different ways of learning. They exercise agency in their education and do not feel it should be given or delivered to them; they seek out new opportunities and experiences. They see that although they are successful, there is still much more they can learn and contribute. They see others as their partners in their learning and their success, not their competition. They are more than just a line on a resume.

Program Outcomes
Successful members of the Global Citizen Honors Program:

1. Pursue and generate opportunities to enrich their own and others' growth and learning.
2. Measure individual growth and learning through regular, honest reflection.
3. Foster collaborative relationships through service and leadership.
4. Craft incisive, provocative messages in a variety of modes through the deliberate use of rhetorical tools.
5. Evaluate the interconnected historical and contemporary underpinnings of social, economic, and political problems.
6. Synthesize interdisciplinary skills and knowledge to create innovative and ethical solutions for those problems.

The honors program welcomes applications from currently enrolled students along with students who are new to college, who are dual-enrolled, who are pursuing combined bachelor's and master's degrees, and who are transferring from another institution.

All applicants must have a 3.5 overall grade point average. Incoming students will be asked to write an application essay, submit an informational video, and provide references for their academic work. These materials are in addition to what they are required to submit when applying to the college. Students who are already enrolled at the college will be asked to provide a writing sample and a reference from at least one Olivet professor. Applications are available by contacting the program office or the program director.

Students may join the program as Scholars or as Associates. Scholars intend to graduate from the honors program, which requires student involvement for a minimum of three semesters, satisfactory completion of 24 semester hours of honors coursework including an honors thesis, maintenance of a 3.5 grade point average, and upholding *The University of Olivet Compact*. Associate members complete honors coursework as they are able and may write an honors thesis, but they have made the decision not to complete the full 24 semester hours of honors coursework required to graduate from the program.

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

Honors Thesis — The honors thesis offers Olivet's best undergraduate students a chance to engage in serious, sustained effort for 3-6 semester hours under the guidance of one or more faculty mentors. Honors theses can be critical, creative, experimental, or analytic. Regardless of its content, an honors thesis should demonstrate higher order skills and thinking, including an awareness of current and previous developments in the field. Students should expect to spend 45-50 clock hours per credit on their thesis (e.g., a three-credit thesis would require the student to spend 135-150 hours on the work, 250 hours of expected work would require registering for 5 credits, and so on).

Students are expected to present their theses to the campus community upon completion. This may take the form of a formal public presentation, a public performance, or submitting an electronic copy of the student's written work to be published online. If a student intends to present or perform their work, this should be made clear in the thesis proposal. No matter what form it

takes, the finished thesis should reflect a high degree of professionalism and academic integrity, reflecting positively on the student, the student's major(s), the GCHP, and The University of Olivet.

A typical honors thesis is developed in five stages. The first stage should begin late in the sophomore year. This is when the student begins weighing possible thesis topics and identifying potential faculty mentors for their project. Potential mentors should have teaching, research and/or professional experience in the discipline(s) that the thesis topics under consideration focus on.

The second stage takes places in the fall of the junior year. It involves narrowing down the list of possible mentors, talking with individuals on the short list, securing a project mentor's involvement, and defining the thesis topic. Once a faculty member consents to serve as project mentor, students should confirm this agreement with the mentor in writing. Theses that involve working with live subjects must be reviewed and approved by the Institutional Review Board, which includes training in ethical research practices: if this training is not included in the student's curriculum, individuals who are considering working with live subjects should begin to prepare for their training during this stage of the project's development.

The third stage involves working with the project mentor to establish the basic structure of the project, writing the thesis proposal and application, and securing approval from the GCHP. Thesis proposals are due by March 1 in the second semester of the junior year.

In the fourth stage, during the senior year, the student completes the project. This stage often involves background reading and research over the summer between the junior and senior years; students whose projects involve live subjects will also complete their IRB review in this stage.

The fifth and final stage involves review and approval of the completed project, then presenting the thesis to the campus. Contact the director of the Global Citizen Honors Program for further information regarding the process for developing, completing, and submitting an honors thesis.

Independent Study

An independent study is a course jointly designed by a student of junior or senior standing and professor consisting of reading or research activity to be conducted by the student. Application forms for independent study are available from Student Services. Approval is granted by the Office of Academic Affairs if the student has earned a minimum GPA of 3.0 with no history of academic probation or by special petition to the Academic Performance Committee. Students may take one independent study (1–3 semester hours) per semester. Completed independent study requests must be submitted to the assistant dean for academic records for approval no later than the deadline to add a course.

Individualized Major/Integrative Studies

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

Intensive Learning Term (ILT)

The Intensive Learning Term (ILT) is a three-week term immediately following the end of final examinations for the spring semester. ILT courses are available to residential undergraduate students who are strongly encouraged to enroll in courses during this term. Given the intensive nature of study during this time, students are eligible to enroll for only one course during this period.

The registration cost of ILT is included in spring semester fees. The semester hours for ILT courses are included in both the spring semester computation of fees and the determination of full-time academic status. All students enrolled for at least 12 semester hours including the ILT course have full-time status for the spring semester.
Registration for ILT is held during registration for the spring semester; there is no separate registration for ILT. After the end of the spring semester drop and add period, a student may petition to add an ILT course until the first day of the ILT. Students may switch to a different ILT course as late as the first day of ILT as long as they are already enrolled in another ILT course. Additionally, students may withdraw from an ILT course, without academic penalty, as late as the fifth business day of the ILT.

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

Internships, Practicums, and Cooperative Education Experiences

Internships, practicums, and cooperative educational experiences are academic programs offered to students that integrate classroom theory with supervised applied learning in a workplace setting. Some majors require at least three semester hours of cooperative education experience to earn a Bachelor of Arts degree. Participating students are supervised in off-campus settings with companies/organizations related to their career, or in a career-related on-campus job while completing their undergraduate course work. Students may earn 1 to 15 semester hours, dependent upon hours worked, and successful completion of their experience. Academic credit is awarded based upon the amount of supervised academic activity that the student is expected to complete as part of the experience. This time includes a combination of: (1) supervised time by approved experts outside the college at an internship site or sites; (2) student assignments; and (3) time supervised by a faculty member in the department in which the credit is to be awarded. Please see the Awarding of Academic Credit section of the catalog for more information.

Learning Communities

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

Major Declaration

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

Double Counting Courses Between Majors — if a student chooses to declare a double major where some course requirements are identical at least 21 semester hours of course requirements must remain unique for each major. Declarations must be submitted by the end of the sophomore year.

Minor Declaration

Students enrolled in residential undergraduate programs are eligible to declare a minor field of study. Students interested in declaring a minor must formally do so no later than the end of the second semester of the sophomore year. A minor may be chosen from either the academic catalog published during the year the student entered The University of Olivet or any year thereafter. Note, however, that the total academic program must be followed from only one academic catalog. Major/minor declaration forms are available in Student Services or on my.olivetcollege.edu. Completed forms should be submitted to Student Services. Declaring a minor field of study is totally optional and is not a requirement for graduation.

Double Counting Courses Between Majors and Minors, or Double Minors — if a student chooses to declare a double major and minor or double minor where some course requirements are identical at least 12 semester hours of course requirements must remain unique for each area of study. Declarations must be submitted by the end of the sophomore year.

Participation in Co-Curricular Activities and Satisfactory Academic Progress

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

Post-Matriculation Portfolio Completion Policy

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

Modified Graduation Portfolio

The preparation of a graduation portfolio was a requirement for graduation from The University of Olivet through August 2017. Students who began their matriculation at the college at least six years prior to the date of the request and who completed their last class at least two years prior to this time are eligible to complete a modified portfolio. For more information regarding this policy, please contact the Office of Academic Affairs.

Prior Learning Assessment

At its discretion, the college may award credit hours for learning acquired outside the institution which is an integral part of a program of study. Students who can document college-level knowledge gained through special training, paid employment, or volunteer experience prior to enrolling at The University of Olivet may apply for Prior Learning Assessment. A maximum of 15 semester hours of credit may be awarded. Students must apply for this credit before earning 30 semester hours of credit at The University of Olivet. Students transferring to Olivet must apply for this credit during their first semester of enrollment. Application and fee information is available in the Office of Academic Affairs. No more than 90 semester hours of credit toward the Olivet baccalaureate degree requirement of 120 semester hours may be accumulated by any combination of transfer credit, Advanced
Placement credit, International Baccalaureate credit, prior learning assessment, alternative credit awarded by the American Council on Education (ACE) or by the National Collegiate Credit Recommendation Service (NCCRS).

Privacy of Information and Student Records

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

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

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

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

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

Registration

All The University of Olivet students register for courses online via myOlivetcollege.edu.

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

Adult Professional/Online Undergraduate Students – students enrolled in an online program of study are required to register for courses online during registration each semester for courses in upcoming semester(s) or term(s). Students who fail to register during the specified registration period will be assessed a late registration fee. Undergraduate registration for the following fall, spring and summer begins in late March. Adjustment periods are held separately for each semester and term. Registration periods are listed as part of the academic calendar available on my.olivetcollege.edu.

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

Repeating Courses

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

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

IDS 499 Seminar may not be repeated in order to improve a grade in the course for a particular semester.

Residence

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

Satisfactory Academic Progress Policy

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

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

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

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

Minimum Grade Point Average

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

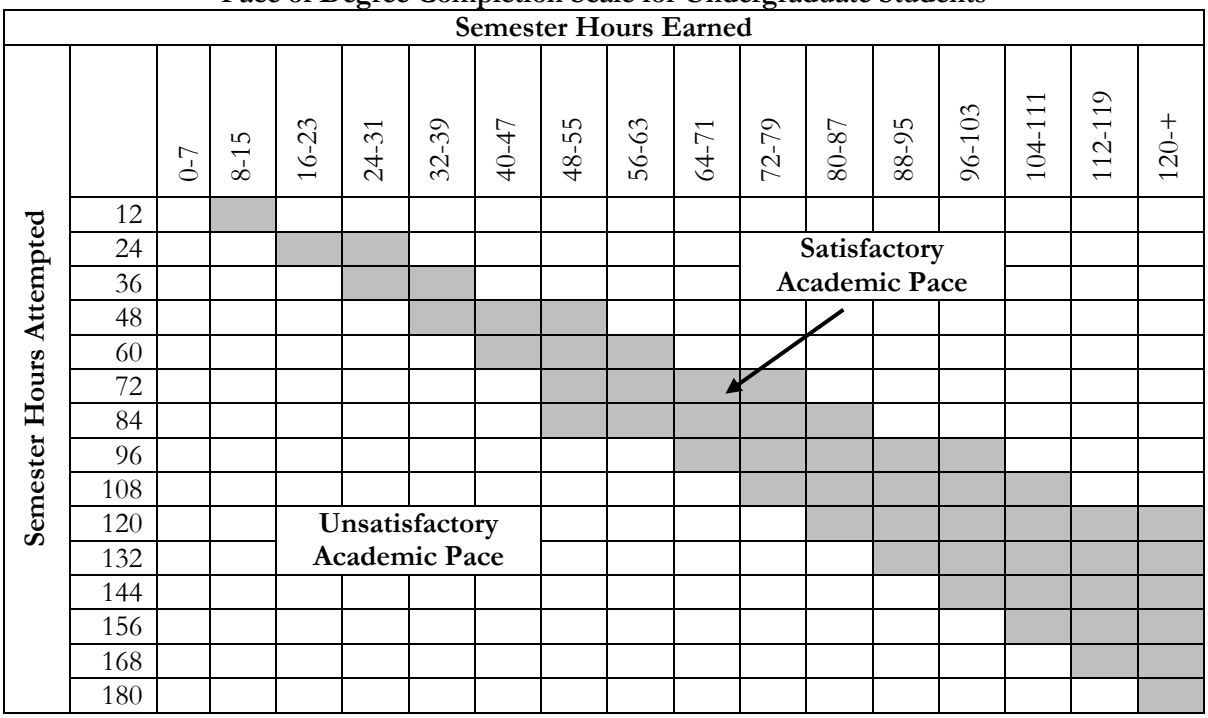
Academic Year	Hours Earned	Cumulative Minimum GPA
Freshman Year	0 – 23	1.80
Sophomore Year	24 – 55	1.90
Junior Year	56 – 87	2.00
Senior Year	88 – higher	2.00

Academic Pace and Maximum Timeframe

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

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

Pace of Degree Completion Scale for Undergraduate Students



Evaluation Periods and Notification

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

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

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

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

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

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

1. Students must sign and adhere to a SAP Contract for improving academic performance with the Center for Academic Success. **A student who does not sign a contract or who does not meet expectations stated in the contract throughout the semester(s) or term(s) for which he or she is on SAP Probation will run the risk of immediate administrative withdrawal from all courses and loss of subsequent federal financial aid eligibility.** Expectations may include repeating courses, academic program changes, use of tutoring and peer assistance services, and regular meetings to monitor academic progress.

2. Students are required to meet the "performance bond" provided to them by the Office of Academic Affairs. This performance bond is a calculation of the grade point average required to be removed from SAP Probation.

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

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

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

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

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

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

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

NOTE: Periods when a student attends The University of Olivet, but does not receive federal financial aid will still be counted toward the maximum timeframe for degree completion.

Other Impacts of SAP

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

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

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

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

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

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

Audit semester hours are not evaluated in the SAP Policy.

Transfer credits accepted by The University of Olivet are included as both attempted and earned hours.

The University of Olivet does not offer remedial courses or accept remedial coursework as transfer credit.

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

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

Study/Work Abroad

The University of Olivet encourages undergraduate students to pursue study in a foreign country. Foreign scholastic experiences are available through a wide variety of excellent programs abroad. While abroad, the student is able to pursue a course of study tailored to his or her area(s) of interest. Contact Student Services for more information regarding possible financial aid eligibility for study abroad semesters.

Summer Courses

The University of Olivet offers a limited number of undergraduate course offerings during the 8-week summer term which runs from late May to late July. Most of these courses are offered in an asynchronous format. Students in residential undergraduate programs are not required to enroll in summer courses. Adult professional, online undergraduate programs offer regular, required courses during the summer months for cohorts in each program. Graduate programs offer standard summer-term courses as well.

Transcripts

Official transcripts are maintained by the Office of Academic Affairs on all academic work attempted at The University of Olivet. Students may request individual copies of their transcript or request that official copies of their transcript be sent to other parties. Requests must be made through the National Student Clearinghouse at this link, https://www.olivetcollege.edu/alumni/request-a-transcript/. Transcripts will not be released for students who have failed to meet their financial obligations to the college. Transcripts are free for currently enrolled students of the college and may be obtained through Student Services.

Transfer Credits

Credits may be transferred from another two- or four-year institution. Olivet is a signatory of the Michigan Transfer Agreement (MTA) and participates with the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement and the MACRAO Universal Transfer Agreement. Olivet will accept up to 62 semester hours from a two-year college and up to 90 semester hours from a four-year institution or a combination of two and four-year institutions toward graduation. In instances where students have completed a degree program at the associate level leading to required testing for professional licensure that is the same for students having completed their studies at two-year and four-year institutions, up to 90 semester hours will be accepted in transfer from a two-year college. There is no minimum number of completed credits required to transfer.

Informal review of transfer credits is available through a transfer student recruitment specialist before admission. However, final and official evaluation of transfer courses and granting of transfer credits can take place only after the student has been admitted and official transcripts have been received. Course evaluations are conducted by the Transfer Coordinator, assistant dean for

Academic Records and, if appropriate, the academic departments. To be accepted, courses must be 100 level classes or higher and completed with a grade of 2.0 or higher.

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

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

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

Tutorials

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

Veterans Affairs Benefits Requirements

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

Students entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI bill benefits, are covered individually as part of the Veterans Benefits and Transition Act of 2018 under section 3679 of title 38. Covered individuals may attend or participate in a course during the period beginning on the date when the student provides his or her certificate of eligibility to The University of Olivet. Coverage ceases on the earlier of the following dates:

- The date of which payment is made to The University of Olivet by Veterans Affairs (VA).
- 90 days after The University of Olivet certifies tuition and fees following the certificate of eligibility.

The University of Olivet will not administer any penalties, including late fees, denial of course, libraries or other campus facilities, due to the inability to cover costs due to delayed disbursements from the VA for chapter 31 or 33 recipients.

Students should contact the Veterans Affairs Certifying Official for more information.

Withdrawal from Courses

After the drop and add period, a student who has maintained a passing grade in a course can withdraw from any fall or spring course, including an ILT course, up to the last day of classes and receive a grade of "W." A student who has not maintained a passing grade in a course, however, may withdraw and receive a grade of "W" only through 5:00 pm on the end of the ninth Monday of classes in any non-ILT course and through 5:00 pm on the fifth business day of classes for any ILT course. After this date, students withdrawing from a course who have not maintained a passing grade will receive a course grade of "WF."

Academic withdrawal and financial withdrawal are distinct and separate procedures, each with its own policy. For more information on either of these procedures, please contact Student Services.

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

After the first day of summer courses, refunds are not granted for students who wish to withdraw.

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

Withdrawal from College/Leave of Absence

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

Medical Withdrawal Policy

The medical withdrawal policy is intended to provide students experiencing a serious medical condition that affects class attendance and/or participation during the semester or full academic year with a way to exit school with a reduced financial burden. If a medical withdrawal is granted, the student will receive a "W" in all course work for that semester.

Students may apply for a medical withdrawal from the first day of the semester through the final day of the regular semester. An approved medical withdrawal will result in a reversal of all tuition and fee charges for the semester through the date of which 60% of the semester has passed. After the 60% date, no tuition or fees will be waived. A prorated room and board fee discount may be credited to the student's account regardless of the date of medical withdrawal.

The health and wellness of our students is of critical importance. It is essential that the student be cleared for return to study by their health care provider before petitioning for readmission. In general, students will not be approved for more than one medical withdrawal during any four-year period.

The following is required from the student upon request for a medical withdrawal:

1. Completed medical withdrawal form.
2. Documentation from a physician which includes:
    a. The date of onset of the medical condition necessitating the medical withdrawal.
    b. An official medical opinion that details the effect the medical condition has on the student's ability to perform academically and how (if applicable) it affects the student's social functioning and ability to function in the campus environment.

Important: Given HIPAA protections it is not necessary to provide details of the student's medical condition, only the date of onset and medical opinion of effect on functioning as noted above.

Students seeking a medical withdrawal must complete all the following steps:

- Go to Student Services (MOTT 205) to complete an exit interview form with the Registrar.
- Meet with a Financial Aid Officer (MOTT 205) to discuss the effect of the medical withdrawal on financial aid and student account balances. Medical documentation to support the medical withdrawal will be requested.
- Submit the exit interview form to the Gruen and Speare Center for Academic Success (MOTT 209) and meet with a staff member to discuss the effects of the medical withdrawal for the student's on academic program.
- Residential students must have the associate provost for student development sign the exit form; prior to departure, the student must completely check-out with the Hall Director to avoid being fined for improper check-out.

No student is considered officially withdrawn and approved for medical withdrawal unless all steps above have been completed. Failure to complete any of the specified steps or obtain any necessary signatures on the exit form may result in receiving "WF" grades on the student's transcript.

To be eligible for readmission to The University of Olivet, prior to the start of the semester the student is required to submit documentation from a doctor/treatment provider stating they are able to return to college. A review of academic records and

documentation of readiness to return will take place before a final decision for readmission is made. If approved for readmission, the student is required to reapply for readmission to The University of Olivet.

Procedure for Adjustments to Institutional Charges and Financial Aid

Upon notification from the Registrar that a medical withdrawal has been approved, the following steps will be taken by the financial aid office:

- The federal Return to Title IV (R2T4) calculation will be performed to determine the percentage of aid earned and the amounts to return to federal and state governments.
- Tuition and fees will be reversed at 100% through the 60% date of the semester. After this date, tuition and fees will not be reversed.
- Room and Board charges will be prorated according to the percentage of aid earned from the R2T4 calculation, up to 30 days prior to the last day of classes, at which point no room and board charges are reversible.
- Institutional aid will be reversed at 100% through the 60%-semester-completion date. After that date, institutional aid will not be reversed.
- Donors of any external scholarships will be contacted to determine if the funds should be returned or left on the student's account.
- Federal and state grants, scholarships and loans will be reduced on PowerFaids according to the R2T4 calculation.
- Students with a private loan will be given the option to return those funds to the lender or leave the funds in the student's account.

Communication

Upon completion of the above calculations, the financial aid office will:

- Notify housing, business office and Chartwells via email of the approved medical withdrawal with instructions on how the institutional charges are to be adjusted.
- Notify the loan coordinator of any return of funds that are needed to be made for federal loans.
- Reduce all grants and scholarships on PowerFaids that need to be returned, and run a disbursement to adjust the student's balance on account.
- Add a note to Communications on the student's records in PowerFaids of the approved medical withdrawal and adjustments.
- Print documentation of the withdrawal and refund calculation for auditors.
- Meet with student as discussed above to discuss the impact on their financial aid and account balance.

Residential Undergraduate Programs

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

Admission, Financial Aid and Charges

Admission

Admission from High School

Admission to The University of Olivet is determined after receipt and review of a student's application for admission, official high school transcript and standardized test scores. The transcript should provide evidence of successful completion of college preparatory coursework. A final transcript will be requested prior to enrollment at The University of Olivet that provides proof of high school graduation.

Students are encouraged to apply online at www.olivetcollege.edu/apply via Olivet's online application or via the Common App. In addition to the application for admission, students must submit an official high school transcript to the Office of Admissions, The University of Olivet, 320 S. Main St., Olivet, MI 49076. A copy of SAT or ACT test scores is optional, although students are encouraged to submit test scores if available. Applications are reviewed by Office of Admissions staff, and students are notified of their admission status via letter as well as via their online status page.

Upon receiving notice of acceptance for admission to The University of Olivet, a student must confirm his or her intention to enroll by paying a $150 confirmation deposit. Fifty dollars of this deposit is applied to first semester charges upon matriculation to the college, and $100 covers the cost of registration and orientation. **This deposit is non-refundable**.

Transfer Students

A student who is currently enrolled or who has earned credits at another institution of higher education prior to applying for admission to The University of Olivet is considered a transfer student. This does not include those students who were dual enrolled during high school, who should complete the standard admission requirements for new, incoming freshmen. Students with previously earned credit who wish to enroll at The University of Olivet should apply online at www.olivetcollege.edu/apply. Applications are reviewed by the Office of Admissions staff, and students are notified of their admission status via letter as well as via his or her online status page. Prospective transfer students must also provide official transcripts from all accredited institutions attended along with an official copy of their high school transcript. A copy of SAT or ACT test scores is optional, although students are encouraged to submit test scores if available. Admission decisions regarding transfer students will be made by Office of Admissions staff upon review of all required documents (see Acceptance of Credit Earned at Other Institutions earlier in this catalog).

Readmission

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

Change of Program Modality

A student wishing to change their status from that of a residential student to an online student, or vice versa, must reapply to the college.

Financial Aid

Olivet students are awarded more than $20 million annually through grants and scholarships. This financial aid makes it possible for talented students and their families to afford an The University of Olivet education.

Award Package

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

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

Eligibility

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

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

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

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

Rights and Responsibilities

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

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

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

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

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

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

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

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

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

A. Students Completing a Minor
   Students who are completing both a major and minor must be sure to complete the coursework for their minor in the same semester or prior to the completion of the degree requirements for their major. This will ensure that federal financial aid continues for the duration of their academic program. **Should the student complete all graduation requirements for his or her major in a semester prior to the completion of coursework for the minor, the courses remaining to be completed for the minor will need to be paid for by the student without the benefit of federal financial aid assistance.**

B. Students Completing Dual Majors
   Students completing more than one major ("dual majors") should complete the final coursework and degree requirements for both degree programs in the same semester. **Should the student complete all graduation requirements for his or her first major in a semester prior to the completion of coursework for the second major, the courses remaining to be completed for the second major will need to be paid for by the student without the benefit of federal financial aid assistance.**

Sources of Financial Aid

Federal Aid

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

1. **Federal Pell Grant** — a maximum award of $7,395 for 2023-24 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** — additional aid for students who demonstrate exceptional financial need. The maximum award is $4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.
3. **Federal Work-Study** — a program in which students are employed in part-time jobs on campus and are paid at least the federal minimum wage. Students must take the initiative to locate and secure these jobs at the beginning of each academic year to obtain this aid.
4. **Federal Direct Stafford Loan**
   - **Subsidized** — a low-interest loan available to students who demonstrate financial need. The interest rate is determined annually by the U.S. Department of Education and is currently 4.99 percent. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting Student Services at www.olivetcollege.edu.
   - **Unsubsidized** — a low-interest loan with a current interest rate of 6.54 percent similar to the Federal Direct Stafford Loan (subsidized). The difference between the loans is that interest begins accruing on this unsubsidized loan while the student is still in school and the interest will compound quarterly.

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

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

Federal Direct Parent Loan for Undergraduate Students (PLUS) — a loan available to undergraduate students and to parents of dependent undergraduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.54 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

State Aid

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

State of Michigan Competitive Scholarship/Tuition Grants — an estimated maximum award of $3,000 for 2023–24 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. The University of Olivet must be listed as a first choice on the FAFSA form.

Michigan Achievement Scholarship — an estimated maximum award of $4,000 for 2023–24 awarded by the Michigan Department of Education to Michigan to undergraduate students who graduate from high school in Michigan with a diploma, certificate of completion, or achieved a high school equivalency certificate in 2023 or after. Students must be attending an eligible Michigan post-secondary institution. Students must demonstrate financial need when they complete the FAFSA by having an Expected Faculty Contribution (EFC) of $25,000 or less. The University of Olivet must be listed as a first choice on the FAFSA form.

Internal Aid

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

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

Internal scholarships are typically awarded using merit-based criteria. For example, The University of Olivet has scholarship categories that recognize student excellence in academic achievement in high school/college, and involvement in service-

based activities that provide important contributions to their communities. All applicants for admission are considered for merit-based scholarships. You can also visit scholarship websites, such as finaid.org and fastweb.com, to search for additional scholarship opportunities.

The college awards the following internal aid:

Board of Trustees Scholarship — $18,000 per year awarded for four years to our highest academic achievers based on cumulative high school GPA and standardized test scores. The ideal Board of Trustees Scholarship recipient holds a GPA of 3.7 The total value of this scholarship after four years is $72,000.

Presidential Scholarship — $16,000 per year awarded for four years to students based on cumulative high school GPA and standardized test scores. The ideal Presidential Scholarship recipient holds a GPA of 3.3 The total value of this scholarship after four years is $64,000.

Dean's Scholarship — $14,000 per year awarded for four years to students based on cumulative high school GPA and standardized test scores. The ideal Dean's Scholarship recipient holds a GPA of 3.0 The total value of this scholarship after four years is $56,000.

Global Citizen Honors Program Scholarship — Qualified students are invited to participate with the Global Citizens Honor Program and receive a $1,000 academic scholarship. Plus, a $2,000 scholarship is banked for participation with a future study abroad experience.

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

Lansing Promise — Qualified Lansing Promise students receive $5,000 per year for their freshman and sophomore years from the Lansing Promise Foundation. In addition, total scholarships and grants awarded will equal the cost of tuition and published fees. Participating Lansing area high schools are Eastern, Everett, J.W. Sexton and Lansing Catholic. To apply for the Lansing Promise, visit www.lansingpromise.org, or contact the Office of Admissions at (800) 456-7189 for assistance. Qualified, full-time residential students will be awarded a combination of Olivet, Federal and State aid equal to tuition costs.

New Michigander Award — This $5,000 award will be given to students who are nonresidents of Michigan with a minimum grade point average of 2.5. The amount varies and is renewable for up to four years**.**

The University of Olivet Advantage Scholarship — Michigan Achievement Scholarship (MAS) qualified students will be eligible for The University of Olivet Advantage Program. There are three ways a student could benefit: 1) be eligible for both the MAS and Federal Pell Grant to receive gift aid equal to tuition and published fees, 2) be eligible for MAS with a family adjusted gross income under $100,000 (not Pell eligible) to pay no more than $5,000 in tuition and published fees or 3) be eligible for MAS with a family adjusted gross income greater than $100,000 to receive at least $20,000 in institutional funds toward tuition and published fees. **NOTE:** These awards will not increase with increases in tuition and fees in future years

Shipherd Scholarship — This award is named after "Father" John J. Shipherd, founder of The University of Olivet. $12,000 per year is awarded to students each year based on cumulative high school GPA. The ideal Shipherd Scholarship recipient holds a grade point average of at least 2.8. The total value of this scholarship after four years is $48,000.

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

Talent Scholarship — Worth up to $2,000 toward the cost of tuition, fees, room and board. This scholarship awards students who enrich the campus community through their involvement in talent-based participation opportunities. Scholarships are available for the following activities: art alliance, gospel choir, choir, marching band, women's leadership, and non-NCAA DIII collegiate sports including Clay Target and bowling. While students may participate in more than one talent area, talent scholarships are limited to one.

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

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

Student Employment — Available to Students Living on Campus or Commuter Students — Awarded to admitted students based on financial need and/or student qualifications. Students can apply for campus jobs via The University of Olivet website beginning August 1 at www.olivetcollege.edu. Students may earn up to $1,000 per academic year.

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

Private Student Loan Options

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

Charges

Tuition and Fees

Full-time undergraduate study is charged on a block schedule for students who are registered for 12 to 17 semester hours, per semester. Full-time tuition for the 2023-24 academic year (fall and spring semesters) is $32,694. Other tuition charges and fees for study at The University of Olivet are listed below.

Tuition:	
Part-time study (1–11 hours per semester)	$1,069 per semester hour
Overload (more than 17 hours per semester)	$955 per semester hour over 17
Summer study	$963 per semester hour
Fees:	
Health and Wellness Fee	$38 per semester ($76 per academic year)
Student Government Fee	$21 per semester ($42 per academic year)
Technology Fee	$132 per semester ($264 per academic year)

Room and Board

The University of Olivet charges for housing and meals, also termed room and board, collectively. Residence halls offer lounges, computer labs, study and recreational areas, and laundry facilities. Student rooms are furnished with beds, desks, closets or wardrobes, chairs, and dressers. Students supply their own pillows, bedding, towels, lamps, and other personal items. Meals are served in the Kirk Center Dining Hall on campus. Students are issued student ID cards to use for entrance into the dining hall.

Charges for room and board for 2022-23:

Residence Halls (double occupancy)	
Blair Hall	$11,886 per academic year
Dole Hall	$11,886 per academic year
Shipherd Hall	$12,444 per academic year
Theme Houses (double occupancy)	$8,582 per academic year
Gillette Student Village	$8,582 per person per academic year
Long Apartments	$8,582 per person per academic year
Oak Hill Apartments	$8,582 per person per academic year
Commuter Meal Plan (for non-residents)	$2,132 per academic year

Additional Collegiate Expenses

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

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

Special Fees

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

- **Acadeum Administration Fee** — $774 per course.
- **Audit Fee** — $120 per semester hour.
- **Confirmation Deposit** — payable upon receiving notice of admission, this $150 **non-refundable** fee confirms a student's intent to attend The University of Olivet. Upon registration, $50 of the confirmation deposit will be applied toward tuition.
- **Cooperative Education and Other Experiential Learning Experiences Fee** — cooperative education work experience and other experiential learning experiences are charged at the regular rate of tuition.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **High School (Dual Enrolled) Students** — $110 per semester hour.
- **Laboratory Fee** — certain courses carry a small lab fee for materials used.
- **Late Registration Fee** — $75.
- **Prior Learning Assessment Fee** — an evaluation fee of $50 is charged to students applying for credit under this program. Students are charged $220 per semester hour granted under this program.
- **Private Music Lesson** — instruction fee of $582 per lesson in addition to tuition charges.
- **Room Buyout Fee** — $400.
- **Room Change Fee** — $50.
- **Returned Check Fee** — $25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; $5 per transcript if not currently enrolled.

Late Registration Fee and Conditions

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

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

Tuition Overload Policy

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

Payment of Accounts

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

Terms of Payment

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

Payment Options

The University of Olivet accepts cash, checks, Visa, MasterCard, American Express, Discover and The University of Olivet-approved tuition payment plans. Credit card and e-check payments may be made online at https://my.olivetcollege.edu/ICS/.

The University of Olivet Payment Plans

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

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

Payment of Balances Due After Leaving The University of Olivet

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

International Students

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

Accessing Financial Aid Funds for the Purchase of Textbooks

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

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

Guest Student Registration

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

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

NOTE: Courses completed at another educational institution cannot be coded as a repeat with an The University of Olivet course.

Refund Policy

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

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

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

Tuition and Fee Adjustment Policy Upon Formal Withdrawal

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

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

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

Tuition and Fees — The University of Olivet will adjust tuition and fees on the following basis:

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

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

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

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

Financial Aid Adjustment Policy

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

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

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

The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Direct PLUS (Parent) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other federal loan or grant assistance

In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:

- State aid – in accordance with state regulations
- Private aid
- Internal aid
- The student

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

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

Housing

Residency and Board Requirement

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

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

Returning students who do not register for a room as required during the housing lottery will be charged for room and board.

Full-time students are eligible to live off campus if they meet at least one of the following criteria:

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

Transfer Students

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

Students who are eligible to live off campus and commute must complete a Commuter Agreement form every academic year. Contact the housing coordinator with questions regarding housing.

Greek Housing Eligibility

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

Students who are 21 years of age or older or have Junior status:

1. Be an active member of their society; and
2. Have a cumulative GPA of 2.0 or higher at the completion of the prior term.

Students under 21 years of age:

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

NOTES:

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

Room Assignments and Contracts

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

Personal Property Insurance

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

Housing Options

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

Residence Halls

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

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

Campus Apartments

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

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

- **Gillette Student Village** — Located at 604 S. Main Street, residents must have and maintain a cumulative grade point average of 3.0. Must be in good standing with the college without any student code of conduct violations in the last 12 months. Applicants wishing to live at Gillette Student Village must write a 250-word short essay describing how they are a Compact-like citizen of The University of Olivet community. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities for each unit include a dishwasher, microwave, washer and dryer, cable television, and wireless internet access.
- **Long Apartments** — Located at 312 Yale Street, there are 10 units with a single and double room in each. Residents must have and maintain a cumulative grade point average of 2.5. Must be in good standing with the college. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless internet access.
- **Oak Hill Apartments** — Located at 4740, 4744, and 4748 West Butterfield Highway, there are 21 units with a single and double room in each, and three units with double rooms. Residents must have and maintain a cumulative grade point average of 2.5. Must be in the good standing with the college. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless internet access.

Greek Society Housing

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

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

- **Sigma Beta** — A literary sorority founded in 1907 by three The University of Olivet women, their house, located across from Blair Hall, was completed in 1963. Sigma Beta is the sister society to Adelphic Alpha Pi. Their motto is *Friends of the Best*.
- **Soronian (Iota Kappa Omicron)** — The sister organization to Phi Alpha Pi, it is the oldest collegiate sorority in the continental United States. The sorority motto is *Strong in Love, Firm in Right*.

Theme House

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

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

Residential Undergraduate Program Information and Graduation Requirements

Graduation Requirement for Residential Undergraduate Programs

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

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

Educational Goals and Learning Outcomes

The University of Olivet is committed to the following educational goals and learning outcomes for our undergraduate students.

1. **Effective Communication and Collaboration – Strengthen Foundational Skills in Written Communication, Interpersonal Communication and Collaboration**
    - **1.1.** *Written Communication.* Organize and convey ideas in writing clearly and concisely, using the standards of academic writing.
    - **1.2.** *Interpersonal Communication and Collaboration.* Effectively communicate and work with others.
2. **Critical Thinking – Strengthen Foundational Skills in Critical Thinking and Quantitative Analysis**
    - **2.1.** *Reasoning and Critical Thinking.* Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically.
    - **2.2.** *Quantitative Analysis.* Analyze numerical information and integrate quantitative methods into problem solving.
3. **Liberal Arts Knowledge – Develop a Broad Foundation of Knowledge and Experience in the Liberal Arts**
    - **3.1.** *Foundational Liberal Arts Knowledge.* Articulate basic theories, analytic methods, and content of the arts and humanities, natural sciences, and social sciences.
    - **3.2.** *Creative Experience.* Demonstrate an innovative artistic expression with original perspective through performance or creation.
4. **Global Awareness – Develop Cultural Understanding and Respect for Human Diversity**
    - **4.1.** *Knowledge of Diversity within the United States.* Articulate aspects of social and/or cultural diversity within the United States; appreciate the contributions of and challenges faced by different social groups and communities.
    - **4.2.** *Cultural Understanding and Global Awareness.* Articulate aspects of contemporary cultures or cultural traditions outside of the United States in their global context, as well as identify aspects of one's own cultural assumptions, values and practices.
5. **Ethics and Responsibility – Demonstrate Ethical Awareness, Individual Responsibility, and Social Responsibility**
    - **5.1.** *Individual Responsibility and Ethical Awareness.* Demonstrate a combination of knowledge and practices that reflect an understanding of individual responsibility and ethical behavior.
    - **5.2.** *Social Responsibility.* Demonstrate positive contributions to the local, national, or global community through civic or environmental leadership, service, collaborative projects, or direct action.
6. **Application of Knowledge – Integrate and Apply Advanced Knowledge in an Academic or Professional Discipline**
    - **6.1** *Integrative Knowledge.* Demonstrate use of the theories, analytic methods, and content of one's discipline in an integrated manner.
    - **6.2** *Problem-Solving Skills.* Apply the tools of one's discipline to demonstrate problem-solving competency in one's field.

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

The Olivet Plan

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

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

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

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

The University of Olivet ADVANTAGE

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

1. Service learning projects, with hands-on experiences at the core of each program.
2. Global learning opportunities that provide diverse and innovative educational experiences abroad.
3. Industry-leading internship and research opportunities.
4. Graduation in four years or the fifth year is tuition-free when specific conditions are met for degree completion.

- **Service Learning** — With success comes responsibility, both to one's self and to the greater community. The University of Olivet ADVANTAGE guarantees that students will be provided with opportunities to apply the knowledge acquired in class to career interests and in diverse communities as a whole.

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

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

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

- **Internship and Research Opportunities** — In today's competitive market, real-world, hands-on experience gives The University of Olivet graduates an advantage over their peers. The University of Olivet ADVANTAGE guarantees students opportunities for internships or research experience in their field of interest. This experience creates connections and provides real world experiences that assist students with their job search after graduation.

- **Four Year Degree Guarantee** — The University of Olivet ADVANTAGE guarantees students will graduate in four years when they meet certain conditions for degree completion. These conditions include submitting an approved academic plan by specified deadlines, registering and successfully completing the courses listed in the academic plan, making Satisfactory Academic Progress each semester (see Satisfactory Academic Progress for more information), and meeting with a designated academic advisor regularly. For more information contact the assistant dean for academic records

Residential Undergraduate Academic Degree Programs and Requirements

Liberal Arts Core (LAC) Curriculum
(General Studies)

Arts and Humanities
English*
Graphic Design
Media Production and Communication*
Music*
Philosophy, Ethics, and Religious Studies#
Visual Arts*
- *Concentrations:*
  - Biological Illustration
  - Studio Arts

Visual Arts Dual Discipline
- *Concentrations:*
  - Business
  - Pre-Art Therapy

Writing and Publication*

Business
Accounting
Accounting - CPA Track
Business Administration*
- *Concentrations:*
  - Finance
  - General Business
  - Management
  - Marketing

Business Analysis in Insurance
Computer Science*
Financial Planning
Information Technology Management
Insurance and Risk Management
Insurance Claims Investigation#

Health and Human Performance
Coaching#
Exercise Science
Fitness Management*
- *Optional Concentration:*
  - Business

Sports Psychology*
Sport and Recreation Management*

Natural Sciences and Mathematics
Actuarial Science
Biochemistry*
Biology*
- *Optional Concentrations:*
  - Biomedical/Molecular Biology
  - Ecology and Organismal Biology
  - Pre-Medical Studies

Chemistry*
Chemistry with Forensic Science
Environmental Science*
Environmental Science with Environmental Education
Health Science
Mathematics*

Social Science
Criminal Justice*
- *Program Tracks:*
  - Corrections
  - Law Enforcement

Gerontology#
History*
Political Science#
Psychology*
Social Work*
Sociology and Anthropology*
Women's and Gender Studies#

Online Undergraduate Programs
Business Administration
Criminal Justice
Integrated Studies
Psychology
Social Work

Non-Degree Programs
Air Force ROTC/Aerospace Science
Global Citizen Honors Program
Nursing Pathway
Teaching Pathway

**Both major and minor degree programs are available.*
#Minor degree program only.

Liberal Arts Core (LAC) Curriculum (General Studies)

Meredith Dodson, Ph.D., Program Director

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

Core courses and program areas encompass the traditional disciplines of the liberal arts, foundational courses in skills for liberal education today, and aspects of the college's vision and commitments. Students complete courses in written communication, interpersonal communication and collaboration, reasoning and critical thinking, and quantitative analysis. They choose from a menu of courses in the liberal arts and sciences and creative expression. Courses are also selected from a menu of courses selected to expand students' knowledge of the larger world and of diversity within the United States, as well as ethical awareness and wellness and physical/mental health. In accord with the college's mission, students complete at least one course involving a Service Learning project. Students also complete a Senior Capstone Experience course in their major in which they demonstrate proficiency in integrating the knowledge of their discipline and the application of problem-solving skills using the tools of the discipline. The various components of the Liberal Arts Core curriculum are presented in the chart on the following page. Courses fulfilling each of these requirements are listed in the degree program requirements section later in this catalog.

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

Liberal Arts Core Curriculum Requirements *(46-51 semester hours)*

College-Wide Learning Outcome (CWO) Mapping Key: I = Introduced/Taught; R = Reinforced/Practiced; M = Mastered/Applied

<table>
<tr><td rowspan="2">Educational Goals 1 & 2 [Foundational Skills]
Strengthen Foundational Skills in Four Areas:
➢ Written Communication
➢ Interpersonal Communication & Collaboration
➢ Critical Thinking
➢ Quantitative Analysis</td><td colspan="4">Foundational Skills – Introduced/Practiced in LAC Courses; Reinforced/Mastered in the Major Degree Program</td></tr>
<tr><td>1.1 Written Communication (6) (I/R)
• IDS 111 Writing & Rhetoric I (fundamentals of academic writing)
• IDS 112 Writing & Rhetoric II (academic writing and research)</td><td>1.2 Interpersonal Communication & Collaboration (3) (I/R)
Outcome introduced, practiced, and assessed in IDS 151 Self & Community</td><td>2.1 Reasoning & Critical Thinking (I/R)
Outcome introduced, practiced, and assessed in IDS 151 Self & Community and also IDS 111/ 112 Writing & Rhetoric I and II</td><td>2.2 Quantitative Analysis (3-4) (I/R)
Menu: One course re assessment of data, quantitative analysis, statistics, or mathematics</td></tr>
<tr><td rowspan="2">Educational Goal 3 [Liberal Arts Knowledge]
Develop a Broad Foundation of Knowledge & Experience in the Liberal Arts</td><td colspan="4">Liberal Arts Knowledge & Experience – Exposure to Content & Methodology of a Variety of Disciplines & the Practice of Creative Expression</td></tr>
<tr><td>3.1 Liberal Arts I: Arts & Humanities (3) (I)
Menu: One course introducing content & methodology within a discipline of the arts and humanities
(music, visual arts, theatre, English, philosophy, religious studies)</td><td>3.1 Liberal Arts II: Natural Sciences (3) (I)
Menu: One course introducing content & methodology within a discipline of the natural sciences
(biology, chemistry, astronomy, geology, environmental science, physics)</td><td>3.1 Liberal Arts III: Social Sciences (3) (I)
Menu: One course introducing content & methodology within a discipline of the social sciences
(history, sociology, anthropology, economics, psychology, political science, criminal justice, women's & gender studies)</td><td>3.2 Liberal Arts IV: Creative Experience (3) (I/R)
Menu: One course providing opportunity for creative expression
(music, visual art or design, web design, theatre/acting, photography, creative writing)</td></tr>
<tr><td rowspan="2">Educational Goals 4 & 5 [Institutional Goals]
Develop Cultural Understanding & Respect for Human Diversity
Demonstrate Ethical Awareness, Individual Responsibility & Social Responsibility</td><td colspan="2">Global Awareness & Cultural Understanding</td><td colspan="2">Ethics & Responsibility</td></tr>
<tr><td>4.1 Cultural Understanding I: Exploration of Diversity within the U.S. (3) (I)
Menu: One course addressing social or cultural diversity within the US</td><td>4.2 Cultural Understanding II: Global Awareness (3) (I)
Menu: One course providing introduction to a culture beyond the US, including a world language, <u>or</u> one course addressing a global problem or phenomena</td><td>5.1 Individual Responsibility & Ethical Awareness (4-6) (I/R)
• Menu: One course introducing practices for maintaining one's physical & mental health & wellness
• Menu: One course in general or professional/applied ethics</td><td>5.2 Social Responsibility (1-3) (I/R)
Menu: One service learning course</td></tr>
<tr><td rowspan="2">Educational Goal 6 [Integration & Application of Knowledge]
Integrate & Apply Advanced Knowledge in an Academic or Professional Discipline</td><td colspan="4">Knowledge in the Discipline</td></tr>
<tr><td colspan="2">Extensive courses in the academic major, including internship or practicum, if possible, as well as guidance for graduate school and/or career preparation within Seminar, culminating with…</td><td colspan="2">6.1 & 6.2 Integration & Application of Knowledge: Senior Capstone Experience (3) (M)
Capstone experience in the major, including a project to demonstrate student's proficiency in integrating the knowledge of his/her discipline and problem-solving skills using the tools of the discipline (requirement must be fulfilled with course within the major degree program)</td></tr>
</table>

Liberal Arts Core Curriculum Requirements
(46-51 semester hours)

Bachelor of Arts degrees from The University of Olivet require the successful completion of 46-51 semester hours of liberal arts core curriculum requirements as outlined below:

Written Communication
Complete each of the following (6 semester hours):

WRT 111* Academic Writing (3)
WRT 112* Writing and Research (3)

Interpersonal Communication, Collaboration, Reasoning and Critical Thinking

Complete the following (3 semester hours):

IDS 151 Self and Community (3)

Quantitative Analysis
Students should consult their academic advisor to determine which of these course(s) should be taken for their particular major.

Complete one of the following (3-4 semester hours):

BUS 240* Business Statistics (3)
HHP 310* Measurements and Statistics (3)
MTH 120 The Nature of Mathematics (4)
MTH 130 College Algebra (4)
MTH 150* Pre-Calculus (4)
MTH 151* Calculus I (4)
MTH 232* Statistics (4)
MTH 242* Discrete Mathematics (3)
PSY 290* Statistics for Psychology (3)
SA 290* Statistics for the Social Sciences (3)

Liberal Arts Knowledge

Complete 3 semester hours from each of the three menus below (9 semester hours):

Arts and Humanities

ART 101 Image & Culture (3)
ART 240 History of World Art I: Pre-History to Medieval (3)
ART 241 History of World Art II: Renaissance to Post-Impressionism (3)
ART 242 Modern & Contemporary Art History (3)
ART 243 Art & Culture of Tuscany (3)
ENG 105 Text & Culture (3)
ENG 202 Defining the American in Literature (3)
ENG 203 Genre and Ideology (3)
ENG 230* Behind the Scenes: Films and Filmmakers (3)
MUS 111 Music Theory I (3)
MUS 120 Music & Culture (3)
PHL 101 Introduction to Philosophy (3)
PHL 250 Visionary Thinkers (3)
PHL 290 Special Topics in Philosophy (3)
REL 101 Religion Culture & Society
REL 210 Intro to the Old Testament/Hebrew Bible (3)
REL 211 Literature of the New Testament (3)
REL 220 Turning Points in Christian History (3)
REL 290 Special Topics in Religious Studies (3)
THR 106 Theatre & Culture (3)
THR 202 Survey of Dramatic Literature (3)
WGS 220 Women in the Arts (3)

Natural Sciences

CEM 111*† Introduction to Chemical Principles and Lab (4)
CEM 151*† General Chemistry I and Lab (4)
SCI 102 Biological Science (3)
SCI 103 Introductory Astronomy (3)
SCI 105 Introductory Geology (3)
SCI 107 Environmental Science (3)
SCI 111 Introduction to Chemistry (3)
SCI 112 Introduction to Physics (3)
SCI 251* Nature, Technology and Humanity (3)

Social Sciences

CJ 220 Terrorism & Homeland Security (3)
ECO 201 Principles of Microeconomics (3)
ECO 202 Principles of Macroeconomics (3)
HHP 255 Women in Sport (3)
HST 201 History of the United States I (3)
HST 202 History of the United States II (3)
HST 210 World History I (3)
HST 211 World History II (3)
IDS 211* Civilization Studies (3)
POS 201 American Government – National (3)
POS 202 American Government – State & Local (3)
PSY 150 Psychology of Everyday Life (3)
PSY 260* Special Topics in Psychology (3)
PSY 346* Biopsychology (3)
REL 201 Myth, Symbol & Meaning (3)
SA 160 Intro to Gerontology (3)
SA 200 Intro to Theory in Sociology/Anthropology (3)
SA 201 Myth, Symbol & Meaning (3)
SA 203 Childhood & Culture (3)
SA 210 Poverty (3)
SA 250 Special Topics in Sociology/Anthropology (3)
WGS 201 Intro to Women's & Gender Studies (3)
WGS 241 Feminist/Womanist Theory I (3)
WGS 255 Women in Sport (3)

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

Liberal Arts Creative Experience

Complete 3 semester hours from the following:

ART 105	Drawing Skills Laboratory (3)
ART 107	Visual Foundations (3)
ART 200	Ceramics: Fundamental (3)
ART 221	Sculpture: Fundamental (3)
ART 231*	Printmaking: Fundamental (3)
ART 245*	Figure Drawing: Fundamental (3)
ART 251*	Painting: Fundamental (3)
CS 116	Web Design & Development (3)
ENG 145	Introduction to Creative Writing (3)
ENG 215	Shakespeare through Performance (3)
ENG 245	Fiction Writing I (3)
ENG 247	Poetry Writing I (30
ENG 249*	Creative Non-Fiction Writing (3)
ENG 251	Travel Writing (3)
MPC 203	Public Speaking (3)
MPC 220*	Video Production I (3)
MPC 240	Photography and Visual Communication (3)
MUS 118	Private Lessons for Non-Majors and Piano Proficiency (1)
MUS 130	Keyboard Experiences (3)
MUS 150*	The University of Olivet Choir (1)
MUS 151*	The University of Olivet Chamber Singers (1)
MUS 152*	The University of Olivet Women's Chorale (1)
MUS 153*	The University of Olivet Gospel Choir (1)
MUS 160*	The University of Olivet Wind Ensemble (1)
MUS 161*	The University of Olivet Chamber Ensemble (1)
MUS 163*	The University of Olivet Athletic Band (1)
MUS 164*	The University of Olivet Drum Line (1)
MUS 165*	The University of Olivet Jazz Ensemble (1)
MUS 166*	Opera & Musical Scenes Practicum (1)
MUS 200+	Participation in Vocal/Wind Ensembles at the 200-level or above
MUS 218	Private Lessons for Non-Majors and Piano Proficiency (1)
MUS 318*	Private Lessons (1)
MUS 418*	Private Lessons (1)
THR 111	Acting (3)

Exploration of Diversity Within the United States

Complete one of the following (3 semester hours):

ENG 105	Text and Culture (3)
ENG 202	Defining the American in Literature (3)
ENG 205	Interpreting Literature (3)
ENG 401*	Ethnic American Literature (3)
HHP 255	Women in Sport (3)
PSY 309*	Psychosocial Aspects of Gender (3)
SA 160	Introduction to Gerontology (3)
SA 255*	The Civil Rights Movement (3)
SA 309*	Psychosocial Aspects of Gender (3)
SA 302*	Topics in Inequality: Race and Ethnicities (3)
SA 303*	Topics in Inequality: Gender (3)
SA 310*	Generations (3)
SA 311*	Uncloseting America (3)
SCI 350*	Gender, Race & Science (3)
WGS 201	Intro to Women's and Gender Studies (3)
WGS 220	Women in the Arts (3)
WGS 241	Feminist/Womanist Theory I (3)
WGS 255	Women in Sport (3)
WGS 260	Perspectives on Masculinity (3)
WGS 311*	Uncloseting America (3)
WGS 342*	Feminist/Womanist Theory II (3)
WGS 370*	Women & Business (3)

Global Awareness

Complete one of the following (3 semester hours):

ART 101	Image and Culture (3)
ART 240	History of World Art I: Pre-History to Medieval (3)
ART 241	History of World Art II: Renaissance to Post-Impressionism (3)
ART 243	Art & Culture of Tuscany (3)
BUS 340*	Global Marketing Perspectives (3)
BUS 484*	International Marketing (3)
CJ 220	Terrorism & Homeland Security (3)
ENG 203	Genre and Ideology (3)
ENG 220	The English Language (3)
ENG 230	Behind the Scenes: Films and Filmmakers (3)
ENG 251	Travel Writing (3)
ENG 305*	Non-Western Literatures (3)
HST 203	African History (3)
HST 204	Middle Eastern History (3)
HST 205	Asian History (3)
HST 206	Latin American History (3)
HST 208	European History II (3)
MPC 101	Introduction to Media Studies (3)
MPC 105	Introduction to Communication (3)
MUS 120	Music and Culture (3)
PSY 225*	Cross-Cultural Psychology (3)
REL 101	Religion, Culture & Society (3)
REL 201	Myth, Symbol & Meaning (3)
REL 260	World Religions (3)
REL 265	Earth-Based Religions and Spirituality (3)
REL 306*	Religions and Social (Dis)order (3)
REL 330*	Gender, Sexuality and Religion (3)
REL 360	Islamic Tradition (3)
SA 210	Poverty (3)
SA 304*	Sports, Culture & Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social (Dis)order (3)
THR 106	Theatre and Culture (3)
WRL 101	Introductory World Languages I (3)

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

WRL 102* Introductory World Languages II (3)
WRL 201* Intermediate World Languages I (3)
WRL 202* Intermediate World Languages II (3)

Individual Responsibility and Ethical Awareness

Complete 1-3 semester hours from each of the three menus below (7-9 semester hours):

Ethical Awareness

BUS 330* Accounting Ethics (3)
CS 310* Seminar in Computer Ethics (3)
CJ 400* Ethics & Moral Issues (3)
ENG 320* Editing for Publication (3)
IRM 330* Ethics & Presentations (3)
MPC 421* Media Law & Ethics (3)
PHL 102 Introduction to Ethics (3)
PHL 340* Environmental Ethics (3)
PHL 360* Biomedical Ethics (3)
SA 425* Workshop in Sociology/Anthropology (3)
SCI 340* Environmental Ethics (3)
SCI 360* Biomedical Ethics (3)
SRM 410* Sport Philosophy & Ethics (3)

Wellness and Physical/Mental Health

BUS 215 Personal Finance (3)
HHP 101 Personal Fitness (1)
HHP 103 Weight Training (1)
HHP 107 First Aid (2)
HHP 111 Yoga (1)
HHP 112 Professional Rescuer (2)
HHP 250 Nutrition (3)
HHP 252 Substance Use & Abuse (3)
HHP 253 Stress Management (3)

Social Responsibility

Students should consult their academic advisor to determine which of these course(s) should be taken for their particular major.

ART 381* Visual Arts Service Learning (1)
BUS 399* Business Service Learning (3)
CJ 320* Client Relations (3)
ENG 399* Service Learning (1-3)
HST 410* Practicum/Internship (1-6)
IDS 230 How to Change the World (3)
IDS 399 Service Learning (1)
IRM 330* Ethics & Presentations (3)
PSY 403* Practicum (3)
SA 403* Practicum (1)
SCI 302 Environmental Law (3)
SCI 415 Service Learning in Science (1)
SCI 416* Service Learning in Allied Health (1)
SRM 270* Leisure for Special Populations (3)
WGS 342* Feminist/Womanist Theory II (3)

Senior Capstone Experience

Students should consult their academic advisor to determine which of these course(s) should be taken for their particular major.

Complete one of the following (3 semester hours):

ART 410* Design IV: Graphic Design Capstone (3)
BIO 406* Biostatistics (3)
BIO 431* Molecular Biology Techniques (3)
BUS 490* Business Policy & Strategic Management (3)
CEM 420* Chemical Instrumentation (3)
CEM 431* Molecular Biology Techniques (3)
CJ 490* Senior Seminar in Criminal Justice (3)
CS 470* Advanced Software Engineering (3)
ECO 490* Managerial Economics (3)
ENG 401* Ethnic American Literature (3)
ENG 402* Being Human: Literature and the "Big Questions" (3)
ENG 404* Special Topics (3)
ENG 420* Senior Capstone (3)
FP 490* Financial Planning Capstone (3)
HHP 401* Kinesiology (3)
HHP 405* Exercise Physiology (3)
HST 490* History Capstone (3)
IDS 499 Art Seminar (1 semester hour each semester)
IRM 490* Strategic Management of Insurance (3)
MPC 400* Community Media & Journalism II (3)
MTH 430* Abstract Algebra (3)
MTH 441* Mathematical Statistics (3)
MUS 497* Senior Experience (3)
PSY 490* Senior Seminar in Psychology (3)
SA 425* Workshop in Sociology/Anthropology (3)
SRM 425* Sports Law (3)

Seminar

Complete 8 semester hours:

IDS 499 Seminar (1 semester hour each semester)

NOTES:

1) Courses completed as fulfillment of one component of the LAC curriculum requirements are permitted also to fulfill requirements within the academic majors and minors at the college ("double counting"). Any one course, however, cannot count as fulfillment of two components of the LAC curriculum, even if the course is listed in the menu for more than one program area.
2) WRT 111 Academic Writing must be passed with a grade of "C" or higher in order to fulfill this requirement and continue within the writing sequence. Students must receive a passing grade in all other LAC courses in order to fulfill LAC requirements.

Arts and Humanities

Meredith Dodson, Ph.D., Chair

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

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

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

Olivet undergraduate students who are interested in a career in K-12 teaching may qualify for an innovative approach to enter into this career. See Teaching Pathway for more information.

English

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

English Learning Outcomes

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

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

English Major Requirements

(39 semester hours)

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

Complete each of the following (36 semester hours):

ENG 105	Text and Culture (3)
ENG 202	Defining the American in Literature (3)
ENG 203	Genre and Ideology (3)
ENG 204	Defining Literary and National Identities (3)
ENG 205	Interpreting Literature (3)
ENG 240*	Advanced Composition (3)
ENG 301*	Crime, Punishment, and Redemption: 19th Century Literature (3)
ENG 302*	Two Sides to Every Story: 20th Century Literature (3)
ENG 305*	Non-Western Literatures (3)
ENG 401*	Ethnic American Literature (3)
ENG 402*	Being Human: Literature and the "Big Questions" (3)
ENG 404*	Special Topics (3)

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

Complete 3 semester hours from the following:

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

English Minor Requirements
(24 semester hours)

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

Complete each of the following (15 semester hours):

ENG 202 Defining the American in Literature (3)
ENG 203 Genre and Ideology (3)
ENG 204 Defining Literary and National Identities (3)
ENG 205 Interpreting Literature (3)
ENG 240* Advanced Composition (3)

Complete 3 semester hours from the following:

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

Complete 6 semester hours from the following:

ENG 301* Crime, Punishment, and Redemption: 19th Century Literature (3)
ENG 302* Two Sides to Every Story: 20th Century Literature (3)
ENG 305* Non-Western Literatures (3)

Media Production and Communication

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

Media Production and Communication Learning Outcomes

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

- Students will write and speak effectively, choosing narrative techniques and styles, including standard AP style, appropriate for the audience and purpose.
- Students will demonstrate media and technology literacy by producing quality content utilizing multiple and various mediums, including the written word, photography, audio, and video.
- Students will demonstrate an understanding of the history and role of journalism and media production in shaping community in a diverse global society.
- Students will apply the Society of Professional Journalists' Code of Ethics to their practice as evidenced by legal, ethical, and research-driven decisions, practices, and products.
- Students will demonstrate effective collaboration with their peers and the larger community in order to create, edit, and publish quality media products.
- Students will demonstrate critical thinking through the analysis and evaluation of media content and presentation; the interpretation and analysis of complex issues in media and society; and reflection on their own contributions and products.

Media Production and Communication Major Requirements *(50 semester hours)*

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

Complete each of the following (44 semester hours):

MPC 101	Introduction to Media Studies (3)
MPC 110	Introduction to Adobe Creative Suite (2)
MPC 200	Media Writing I (3)
MPC 203	Public Speaking (3)
MPC 205	Audio Production I (3)
MPC 210*	Media Writing II (3)
MPC 220*	Video Production I (3)
MPC 230*	Audio Production II: Multimedia Announcing (3)
MPC 240	Photography and Visual Communication (3)
MPC 300*	Community Media and Journalism I (3)
MPC 320*	Video Production II (3)
MPC 390*	Media Production and Communication Internship I (3)
MPC 400*	Community Media and Journalism II (3)
MPC 421*	Media Law and Ethics (3)
MPC 490*	Media Production and Communication Internship II (3)

Complete 3 semester hours from the following:

MPC 290	Student Media Practicum – ECHO (1)
MPC 291	Student Media Practicum – WOCR (1)
MPC 292	Student Media Practicum – Garfield Lake Review (1)

Complete 3 semester hours from the following:

MPC 105	Introduction to Communication (3)
MPC 310*	Sports Media (3)
MPC 410*	Data Analysis and Presentation (3)

Recommended Electives:

ART 108	Introduction to Graphic Design (3)
ART 208	Layout and Typography I (3)
ART 209	Layout and Typography II (3)
ART 308*	Electronic Publication and Web Design (3)
CS 116	Web Design and Development (3)
ENG 249	Creative Non-Fiction Writing (3)
ENG 251	Travel Writing (3)

Additional Electives:

MPC 418*	Independent Study (3)
MPC 450*	Special Topics in Media (1-3)

NOTES:

1) Internships may be taken for up to 15 semester hours of credit.
2) Student Media Practicums may be taken in radio, newspaper, literary magazine, video production, or research. Students may take up to six of these one semester hour courses. A minimum of three semester hours is required for the MPC major. Students are encouraged to take at least three semester hours in the medium of their intended career, although any combination of these practicum will satisfy the requirements for the major.

Media Production and Communication Minor Requirements *(27 semester hours)*

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

Complete each of the following (18 semester hours):

MPC 101	Introduction to Media Studies (3)
MPC 200	Media Writing I (3)
MPC 203	Public Speaking (3)
MPC 205	Audio Production I (3)
MPC 210*	Media Writing II (3)
MPC 390*	Media Production and Communication Internship I (3)

Complete 3 semester hours from the following:

MPC 290	Student Media Practicum – ECHO (1)
MPC 291	Student Media Practicum – WOCR (1)
MPC 292	Student Media Practicum – Garfield Lake Review (1)

Complete 6 additional semester hours of MPC electives.

NOTES:

1) Student Media Practicums may be taken in radio, newspaper, literary magazine, video production, or research. Students may take up to six of these one semester hour courses. A minimum of three semester hours is required for the MPC minor. Students are encouraged to take at least three semester hours in the medium of their intended career, although any combination of these practicum will satisfy the requirements for the minor.

Music

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

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

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

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

Music Learning Outcomes

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

- Students will demonstrate skills in music theory through a variety of musical analyses, integrating skills of melodic, rhythmic and chordal analysis with description of formal structure.
- Students will be able to identify and analyze various styles of art music as well as some folk and popular music from major historical periods, identifying artistic, social, and political influences when appropriate.
- Students will demonstrate performance competency in their major instrument or voice through both solo and ensemble repertoire, and through music of various styles and from multiple historical periods.
- Students will demonstrate competency in functional and technical piano skills through performing scales and arpeggios, harmonizing and transposing simple melodies, sight reading, and performing repertoire at the MTNA Grade III level.
- Students will demonstrate their ability to research and construct a large-scale analytical essay in the field of music history and/or theory appropriate to their area of interest in music using *Chicago Manual of Style* format.

Music Major Requirements

(52 semester hours)

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

Complete each of the following (36 semester hours):

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

Complete 4 semester hours of 300-Level Private Music Lessons:

MUS 318 Private Lessons (1 semester hour per course)

Complete 4 semester hours of 400-Level Private Music Lessons:

MUS 418 Private Lessons (1 semester hour per course)

Ensembles (8 semester hours)

MUS 150-450 College Choir
MUS 151-451 Chamber Singers
MUS 152-452 Women's Chorale
MUS 153-453 Gospel Choir
MUS 160-460 Wind Ensemble
MUS 161-461 Chamber Ensemble
MUS 163-463 Athletic Band
MUS 165-465 Jazz Ensemble

NOTES:

1) The student's major ensemble and primary performing instrument/voice will be determined by consensus of the music faculty. The eight semester hours of ensemble and eight semester hours of private lessons must take place with these agreed-upon choices.
2) The student must successfully complete a piano proficiency examination before the major will be awarded. This examination, administered by the piano faculty at a mutually convenient time, will test the student's basic reading ability, knowledge of scales and arpeggios, ability to harmonize and transpose simple melodies, and further technical development. If keyboard skill development is necessary in order to pass the examination, students may enroll in MUS 141 (Piano Class I) and MUS 142 (Piano Class II) or enroll in MUS 118/218 (Private Music Lessons: Piano) until piano proficiency requirements are met.
3) Music Theory and Aural Skills courses (MUS 111/112 MUS 113/114, MUS 211/212 and MUS 213/214) are sequences which require a grade of "C" or above in order to continue on to the next course in the sequence.

Music Minor Requirements

(27 semester hours)

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

Complete each of the following (13 semester hours):

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

Complete two courses from the following (6 semester hours):

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

Complete 2 semester hours of 300-Level Private Music Lessons:

MUS 318 Private Lessons (1 semester hour per course)

Complete 2 semester hours of 400-Level Private Music Lessons:

MUS 418 Private Lessons (1 semester hour per course)

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

MUS 150-450 College Choir
MUS 151-451 Chamber Singers
MUS 152-452 Women's Chorale
MUS 153-453 Gospel Choir
MUS 160-460 Wind Ensemble
MUS 161-461 Chamber Ensemble
MUS 163-463 Athletic Band
MUS 165-465 Jazz Ensemble

NOTES:

1) The student's major ensemble and primary performing instrument/voice will be determined by consensus of the music faculty. The four semester hours of ensemble and four semester hours of private lessons must take place with these agreed-upon choices.
2) The student must successfully complete a piano proficiency examination before the minor will be awarded. This examination, administered by the piano faculty at a mutually convenient time, will test the student's basic reading ability, knowledge of scales and arpeggios, ability to harmonize and transpose simple melodies, and further technical development. If keyboard skill development is necessary in order to pass the examination, students may enroll in MUS 141 (Piano Class I) and MUS 142 (Piano Class II) or enroll in MUS 118/218 (Private Music Lessons: Piano) until piano proficiency requirements are met.
3) Music Theory and Aural Skills courses (MUS 111/112 and MUS 113/114) are sequences which require a grade of "C" or above in order to continue on to the next course in the sequence.

Philosophy, Ethics, and Religious Studies

The Arts and Humanities Department offers a minor in philosophy, ethics, and religious studies. The program offers courses in world religions, philosophy, normative and applied ethics, theories and methods in the study of religion and philosophy, social and political theory, religious history, and contemporary religious and philosophical issues. A variety of special topics courses are taught abroad and independent study is encouraged.

The program emphasizes critical thinking and writing in the area of philosophy, ethics and religious studies. Students will gain a critical perspective on a variety of contemporary issues in these fields. This knowledge can provide an excellent enhancement to the content of one's major field of study at Olivet, whether this be history, sociology and anthropology, or media studies. It can also serve as excellent preparation for graduate school in philosophy or religious studies, or professional school in law, medicine, or seminary.

Philosophy, Ethics, and Religious Studies Learning Outcomes

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

- Students will explain the beliefs, practices, and history of the major religious traditions in the world.
- Students will explain the concepts and significance of pivotal and influential western philosophers from ancient Greece to the modern period.
- Students will explain and apply the frameworks and concepts of standard ethical theories.
- Students will produce academic writing and research that employs rhetorical knowledge and styles used in the fields of religion and philosophy.
- Students will distinguish between the secular and confessional study of religion.
- Students will analyze and articulate the complex role of philosophy and religion in history, culture, and society.

Philosophy, Ethics, and Religious Studies Minor Requirements *(27 semester hours)*

A minor in philosophy, ethics, and religious studies requires the successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (12 semester hours):

PHL 101 Introduction to Philosophy (3)
PHL 102 Introduction to Ethics (3)
REL 101 Religion, Culture, and Society (3)
REL 260 World Religions (3)

Complete 6 semester hours from the following courses:

PHL 250 Visionary Thinkers (3) (course may be repeated: however only 3 semester hours can count toward minor)
PHL 340* Environmental Ethics (3)
PHL 350* Social and Political Philosophy (3)
PHL 360* Biomedical Ethics (3)

Complete 6 semester hours from the following courses with at least one course at the 300-level:

REL 101 Myth, Symbol, and Meaning (3)
REL 210 Introduction to the Old Testament/ Hebrew Bible (3)
REL 211 Literature of the New Testament (3)
REL 220 Turning Points in Christian History (3)
REL 265* Earth-Based Religions and Spirituality (3)
REL 306* Religions and Social Order/Disorder (3)
REL 330* Gender, Sexuality and Religion (3)
REL 360 Islamic Tradition (3)

Complete 3 semester hours from the following:

PHL 470* Independent Study in Philosophy (1-3)
PHL 490* Advanced Topics in Philosophy (3)
REL 470* Independent Study in Religious Studies (1-3)
REL 490* Advanced Topics in Religious Studies (3)

Other Specialized Courses Offered (can be considered as fulfillment of above menu choices – course content will determine area of credit)

PHL 290 Special Topics in Philosophy (3)
PHL 470* Independent Study in Philosophy (3)
PHL 490* Advanced Topics in Philosophy (3)
REL 290 Special Topics in Religious Studies (3)
REL 470* Independent Study in Religious Studies (3)
REL 490* Advanced Topics in Religious Studies (3)

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

Visual Arts

The Visual Arts program is studio-oriented with an emphasis on drawing and an overall philosophy that focuses on realism. The faculty developed a drawing program which assumes no ability for its entering students and aims to train them to draw figuratively at a professional level. Students entering the program may attain advanced placement relative to their artistic abilities.

Studio courses operate as *ateliers* (workshops) where the students are treated as responsible adult learners in a general atmosphere of individual attention and informal contact. As a teaching strategy, the instructor often works on his/her art alongside the students. Along with skill development, the program engages students in issues of character and responsibility through readings, writings and discussions. As seniors, students are required to develop a senior project that articulates, in image and word, the synthesis of their experiences at The University of Olivet and the relevance of the college's academic vision of *Education for Individual and Social Responsibility* to their lives now and in the future.

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

Visual Arts – Biological Illustration Concentration

Biological illustration is a concentration offered jointly by the Visual Arts program and Biology program. The focus of this program is the specific application of visual/artistic skills towards biological/medical/scientific ends. The student is trained to draw realistically and accurately as well as to master a variety of commercial design skills involving the reproduction of graphic materials. These skills, along with biological course work, prepare the student to enter graduate programs leading to a master's degree in biological/medical/ scientific illustration. This highly specialized field of study leads to a rewarding career combining art and biology. Interested students should contact members of the Visual Arts program and Biology program.

Visual Arts – Studio Arts Concentration

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

Visual Arts Dual Discipline – Business Concentration

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

Visual Arts Dual Discipline – Pre-Art Therapy Concentration

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

Graphic Design

The graphic design major prepares students to be professional graphic designers educated in the design process and proficient in modern design technologies. With the inclusion of a liberal arts education, this degree provides students with a well-rounded, versatile interdisciplinary learning experience. Students are equipped with professional, practical, and business-oriented skills while becoming knowledgeable in design thinking as a means of identifying problems and creating possible solutions. The degree gives students the opportunity to look at design from multiple perspectives to meet the needs of clients and audiences while also being culturally and socially aware in all aspects of their work. Students graduating with this major can move directly into employment in the graphic design field. Alternatively, students may wish to specialize further by pursuing an advanced degree.

Visual Arts Learning Outcomes

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

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

Visual Arts Dual Discipline Learning Outcomes

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

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

Graphic Design Learning Outcomes

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

- Students will analyze and critique underlying aesthetic principles, including the elements of design and principles of organization, and thematic content (social, political, historical, etc.) of works of art.
- Students will create and exhibit a body of work that synthesizes technical skills, individual artistic expression, and relevant content.
- Students will demonstrate the technical and interpersonal skills required to produce effective communication materials using Adobe Creative Suite.
- Students will apply concept development, workflow, and design principles in the development of work that successfully respond to clients' visual communication needs.

Visual Arts Major Requirements

(45-48 semester hours)

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

Complete each of the following (36 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 205	Portrait Sculpture: Fundamental (3)
ART 221	Sculpture: Fundamental (3)
ART 231	Printmaking: Fundamental (3)
ART 240	History of World Art I: Pre-History to Medieval (3)
ART 241	History of World Art II: Renaissance to Post-Impressionism (3)
ART 242	Modern and Contemporary Art History (3)
ART 245*	Figure Drawing: Fundamental (3)
ART 251*	Painting: Fundamental (3)
ART 271*	Biological Illustration: Fundamental (3)

Complete <u>one</u> of the following two concentrations:

1. **<u>Biological Illustration</u> (9 semester hours)**

Complete each of the following:

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

Recommended Electives:

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

1. **<u>Studio Arts</u> (12 semester hours).**

Complete each of the following:

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

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

Visual Arts Minor Requirements
(30 semester hours)

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

Complete each of the following (30 semester hours):

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

Visual Arts Dual Discipline Major Requirements *(48-51 semester hours)*

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

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

Complete each of the following (30 semester hours):

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

Complete <u>one</u> of the following two concentrations:

A. <u>Visual Arts Dual Discipline Business Concentration</u> (21 semester hours)

Complete each of the following:

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

Recommended Electives:

BUS 200	Introduction to Business (3)
BUS 212	Business Law I (3)
BUS 311*	Advertising and Integrated Marketing Communications (3)

B. <u>Visual Arts Dual Discipline Pre-Art Therapy Concentration</u> (18 semester hours)

Complete each of the following:

PSY 201	Introduction to Psychology (3)
PSY 214*	Development Across the Lifespan (3)
PSY 319*	Personality Theories (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
PSY 490*	Senior Seminar in Psychology (3)

Graphic Design Major Requirements
(55 semester hours)

A Bachelor of Arts degree in graphic design requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.50. The graphic design major requires successful completion of the following courses.

Complete each of the following (55 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 108	Introduction to Graphic Design (3)
ART 242	Modern and Contemporary Art History (3)
ART 248	InDesign (3)
ART 249	Illustrator (3)
ART 250	Photoshop (3)
ART 251	Painting: Fundamental (3)
ART 309*	Design I: Design Principles (3)
ART 310*	Design II: Design Process (3)
ART 408*	Professional Preparation for Graphic Designers (1)
ART 409*	Design III: Graphic Design Practicum (3)

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

ART 410*	Design IV: Graphic Design Capstone (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising and Integrated Marketing (3)
MPC 105	Introduction to Communication (3)
MPC 203	Public Speaking (3)
MPC 240	Photography and Visual Communication (3)

Recommended Electives:

ART 221	Sculpture: Fundamental (3)
ART 231	Printmaking: Fundamental (3)
ART 241	History of World Art II: Renaissance to Post-Impressionism (3)
ART 271*	Biological Illustration: Fundamental (3)
CS 116	Web Design and Development (3)
MPC 220	Video Production (3)

Writing and Publication

The Arts and Humanities Department offers a Bachelor of Arts degree with a major or minor in writing and publication. The major is designed to introduce students to the craft of creative and analytical writing, while preparing them for the professional world. Throughout the program, students will enhance their skills and develop a portfolio of work that demonstrates knowledge of traditional forms and a willingness to develop their own style and creativity. Editing courses will hone students' language, analytical, interpersonal, and collaborative skills.

Students with a Writing and Publication major are poised to enter a professional marketplace which recognizes the value of their specialized skill set. In addition to preparing for roles in the publication process, such as editing or agenting, students can pursue opportunities as communications coordinators, public relations specialists, and corporate writers. In addition, students are required to have a minor or additional major. Pairing a Writing and Publication major with another major prepares students to work within specific fields, such as subject-area writing (e.g., public policy, nature writing, social justice writing, health and lifestyle writing) or technical writing. The Writing and Publication major also prepares interested students to begin graduate work in creative writing, library science, or related fields. Students pursuing a Writing and Publication major are required to complete an internship as part of their training.

Writing and Publication Learning Outcomes

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

- Assess and revise one's own and others' writing to strengthen ideas, form, and voice, as well as edit mechanics, punctuation, grammar, and syntax for correctness and style.
- Evaluate the political or historical implications of one's own and others' language choices.
- Create and exhibit original work in a variety of forms that synthesizes critical awareness of traditions, aesthetics, prosody, technical skills and literary craft, paying particular attention to audience and purpose.
- 4. Synthesize/ integrate information and knowledge of forms, including information from primary and secondary sources, into one's own writing.
- Collaborate effectively with others to publish and promote work in various mediums.
- Interpret and analyze one's own and others' creative work, including close reading and analysis of texts in different genres.
- Model integrity in writing through attention to language, truthfulness in professional relationships, and ethical consideration of others' stories, taking into account the stakeholders, the situation's context, and potential impacts on others after the fact.

Writing and Publication Major Requirements

(47 semester hours)

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

Complete each of the following (32 semester hours):

ENG 203	Genre and Ideology (3)
ENG 220	English Language (3)
ENG 240*	Advanced Composition (3)
ENG 247	Poetry Writing I (3)
ENG 310*	Introduction to Editing (3)
ENG 320*	Editing for Publication (3)
ENG 345*	Fiction Writing II (3)
ENG 347*	Poetry Writing II (3)
ENG 420*	Senior Capstone (3)
IDS 390*	Cooperative Education (3)
MPC 292*	Student Media Practicum – Garfield Lake Review (2)

Complete 3 semester hours from the following:
ENG 202 Defining the American in Literature (3)
ENG 204 Defining Literary and National Identities (3)
ENG 205 Interpreting Literature (3)
ENG 230* Behind the Scenes: Films and Filmmakers (3)
THR 202 Survey of Dramatic Literature (3)

Complete 6 semester hours from the following:
ENG 301* Crime, Punishment, and Redemption: 19th Century Literature (3)
ENG 302* Two Sides to Every Story: 20th Century Literature (3)
ENG 305* Non-Western Literatures (3)
ENG 350* Fairy Tales and Illustrated Books (3)
ENG 352* Adolescent Literature (3)
ENG 401* Ethnic American Literature (3)
ENG 402* Being Human: Literature and the "Big Questions" (3)
ENG 404* Special Topics (3)

Complete 6 semester hours from the following:
ENG 245 Fiction Writing I (3)
ENG 249* Creative Non-Fiction Writing (3)
ENG 251 Travel Writing (3)

Writing and Publication Minor Requirements

(29 semester hours)

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

Complete each of the following (14 semester hours):
ENG 203 Genre and Ideology (3)
ENG 240* Advanced Composition (3)
ENG 310* Introduction to Editing (3)
ENG 420* Senior Capstone (3)
MPC 292* Student Media Practicum – Garfield Lake Review (2)

Complete 3 semester hours from the following:
ENG 202 Defining the American in Literature (3)
ENG 204 Defining Literary and National Identities (3)
ENG 205 Interpreting Literature (3)
ENG 230* Behind the Scenes: Films and Filmmakers (3)
THR 202 Survey of Dramatic Literature (3)

Complete 3 semester hours from the following:
ENG 301* Crime, Punishment, and Redemption: 19th Century Literature (3)
ENG 302* Two Sides to Every Story: 20th Century Literature (3)
ENG 305* Non-Western Literatures (3)
ENG 350* Fairy Tales and Illustrated Books (3)
ENG 352* Adolescent Literature (3)
ENG 401* Ethnic American Literature (3)
ENG 402* Being Human: Literature and the "Big Questions" (3)
ENG 404* Special Topics (3)

Complete 6 semester hours from the following:
ENG 245 Fiction Writing I (3)
ENG 247 Poetry Writing I (3)
ENG 249* Creative Non-Fiction Writing (3)
ENG 251 Travel Writing (3)

Complete 3 semester hours from the following:
ENG 345* Fiction Writing II (3)
ENG 347* Poetry Writing II (3)

Business

Linda Goulet, D.B.A, Chair

The Business Department offers a Bachelor of Arts degree with majors in: accounting; accounting with CPA track; business administration with concentrations in finance, general business, management, or marketing; business analysis in insurance; computer science; financial planning; information technology management; and insurance and risk management. Minors in business administration, computer science, and insurance claims investigation are also available. The business department offers courses in economics to complement its degree offerings. The business department also offers a certificate program in Insurance and Risk Management.

Business Administration majors and minors are designed to combine a strong liberal arts education with courses and activities related to the nature and operation of for-profit and not-for-profit organizations. Coursework emphasizes analytical and critical thinking, and the application of material to case studies and simulations, rather than memorization alone. Courses emphasize a strategic management approach to decision-making and problem solving. Students develop strong analytical and group project skills by working with case studies of contemporary businesses with an emphasis on ethical business standards and a commitment to diversity in the workplace. Students will be prepared to contribute immediately in their career or in a graduate school environment.

The Business Department houses the Insurance and Risk Management Program at The University of Olivet. This program was created by faculty in conjunction with representatives from the insurance industry in 1980 and is considered one of the top risk management and insurance education programs in the United States based on curriculum, faculty, student activities and industry involvement.

Course materials are developed by faculty to reflect the risk management and insurance industry and are widely recognized and continuously updated. They also assist students in preparing for national exams leading to the AINS, ARM, AIS, AAI, AU, AIC, ASLI, ARE, CPCU, CIC, and CRM professional designations. The success of the IRM program continues through close collaboration with an advisory board of professionals representing a cross-section of the risk management and insurance industry.

Insurance and risk management student success is enhanced through the award-winning activities of the Alpha Alpha chapter of Gamma Iota Sigma, the international insurance and actuarial sciences collegiate coeducational fraternity. Students develop management and leadership skills, prepare for internship and employment interviews and network with insurance and risk management professionals where they work.

The Business Department's computer science degree programs provide a foundation for a career in the field of computers, information technology management, or entry into a graduate program in computer science. The program stresses foundational knowledge in computer science as well as offering training in current software programs and the opportunity to explore advanced topics in the field.

The Business Department offers a combined bachelor's and master's option which allows exceptional, well-prepared undergraduate students at The University of Olivet to apply for early admission to the college's MBA program. Students undertaking the combined degree program option complete graduate-level coursework as undergraduate students, thus enabling courses to be applied toward both degree programs. See Combined Bachelor of Arts and Master of Business Administration Program for more information.

Olivet undergraduate students who are interested in a career in K-12 teaching may qualify for an innovative approach to enter into this career. See Teaching Pathway for more information.

Accounting

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

Accounting Learning Outcomes

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

- Students can research professional standards to formulate reasoned conclusions to complex accounting related issues.
- Students can compile financial information utilizing relevant measurements and can identify the appropriate content to maximize clear and objective communication to the intended users of financial reporting information.
- Students can apply analytical and quantitative techniques within the context of acceptable frameworks to evaluate the effectiveness of internal controls and the fairness of an entity's financial information.
- Students can identify information needs of an organization and can compile information used for planning and decision-making.

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

Accounting Major Requirements
(60 semester hours)

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

Complete each of the following (54 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 213*	Business Law II (3)
BUS 300*	Principles of Management (3)
BUS 301*	Intermediate Financial Accounting (3)
BUS 302*	Intermediate Financial Accounting II (3)
BUS 304*	Cost Accounting (3)
BUS 305*	Accounting Information Systems (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
BUS 320*	Income Tax Accounting (3)
BUS 409*	Auditing (3)
BUS 490*	Business Policy and Strategic Management (3)
CS 110	Computer Information Systems (3)
CS 250*	Intermediate Spreadsheets (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Recommended Elective:

BUS 306*	Governmental and Nonprofit Accounting (3)
BUS 330*	Accounting Ethics (3)

Accounting – CPA Track

The Accounting – CPA Track is designed for individuals who have a desire to develop professional competencies and technical knowledge in accounting and are seeking a career in public accounting. This program provides individuals with the core semester hours of accounting discipline course work, the core semester hours of business specialty topics, as well as the total semester hours necessary to meet the educational requirement for CPA testing, as outlined by the State of Michigan. Under this program students will gain a comprehensive understanding of accounting principles, theory, and current best practice.

Accounting – CPA Track Learning Outcomes

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

- Students can research professional standards to formulate reasoned conclusion to complex accounting/business related issues.
- Students can compile financial information utilizing relevant measurements and can identify the appropriate content to maximize clear and objective communication to the intended users of financial reporting information.
- Students can apply analytical and quantitative techniques within the context of acceptable frameworks, to evaluate the effectiveness of internal controls and the fairness of an entity's financial information.
- Students can identify various needs of an organization and compile information used for planning and decision making.
- Students can identify various ethical dilemmas they may encounter in the profession and formulate decision alternatives by adhering to rules of professional conduct.
- Students can analyze an individual's tax profile and evaluate alternative solutions in accordance with legal requirements.

Accounting – CPA Track Major Requirements
(75 semester hours)

A Bachelor of Arts degree in accounting with a CPA track requires 150 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The accounting major with a CPA track requires successful completion of the following courses.

Complete each of the following (57 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 213*	Business Law II (3)
BUS 300*	Principles of Management (3)
BUS 301*	Intermediate Financial Accounting (3)
BUS 302*	Intermediate Financial Accounting II (3)
BUS 304*	Cost Accounting (3)
BUS 305*	Accounting Information Systems (3)
BUS 306*	Governmental and Nonprofit Accounting (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
BUS 320*	Income Tax Accounting (3)
BUS 402*	Advanced Accounting (3)
BUS 409*	Auditing (3)
BUS 420*	Advanced Tax Accounting (3)
CS 250*	Intermediate Spreadsheets (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Complete 9 additional semester hours from the following:

BUS 215	Personal Finance (3)
BUS 311*	Advertising and Integrated Marketing Communications (3)
BUS 315*	Financial Markets and Institutions (3)
BUS 321*	Public Relations Management (3)
BUS 340*	Global Marketing Perspectives (3)
BUS 406*	Human Resource Management (3)
BUS 407*	Marketing Research (3)
BUS 484*	International Marketing (3)
BUS 490*	Business Policy and Strategic Management (3)
IRM 330*	Ethics & Presentations (3)
ECO 301*	Intermediate Microeconomics (3)
ECO 302*	Intermediate Macroeconomics (3)
ECO 490*	Managerial Economics (3)
PHL 102	Introduction to Ethics (3)

Business Administration

The Business Administration program builds applicable skills through a variety of experiences combining academic, mentorship, and internship opportunities. Our graduates find positions in public and private organizations, government, not-for-profit organizations, sales, finance, marketing, management and consulting.

The Business Administration program prepares students pursuing a career in a variety of organizational settings including for-profit and not-for-profit organizations, industry and government. Business administration focuses on the integration of business functions with emphasis on accounting, marketing, finance, and management as well as the legal, ethical and global environment of business. Students are encouraged to experience internship and service-learning engagements that will provide an opportunity to demonstrate relevant knowledge of their academic major and to gain career-related experiences.

Business administration majors must choose at least one concentration to accompany their major requirements. The concentration(s) are in finance, general business, management, or marketing.

Business Administration Major Requirements
(54 semester hours)

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

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

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

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Complete <u>one</u> of the following four concentrations:

A. <u>Finance</u>

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

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

Finance Concentration (18 semester hours).
Complete each of the following:

BUS 304* Cost Accounting (3)
BUS 317* Advanced Corporate Finance (3)
BUS 395* Financial Statement Analysis (3)
BUS 409* Auditing (3)
CS 250* Intermediate Spreadsheets (3)
ECO 401* Money, Credit, and Banking (3)

B. <u>General Business</u>

General Business Learning Outcomes
Upon successful completion of this degree program, graduates will be able to:

- Effectively collaborate and communicate in the context of business (oral and written communication).
- Apply analytical and problem-solving skills (acquire, analyze, and synthesize data) in the functional areas of accounting; marketing; economics/finance and management.

<u>General Business Concentration</u> (18 semester hours).

CS 220* Management Information Systems (3)

Complete Business Administration core courses, CS 220 Management Information Systems, and an additional 15 semester hours of 300 or 400 level business department courses that are not also included in another business department major or minor degree or concentration earned by the student.

C. <u>Management</u>

Management Learning Outcomes
Upon successful completion of this degree program, graduates will be able to:

- Effectively collaborate and communicate in the context of business (oral and written communication).
- Apply analytical and problem-solving skills (acquire, analyze, and synthesize data) in the functional areas of accounting; marketing; economics/finance and management.
- Establish and apply ethical principles in the business environment with people of diverse ethnic, cultural, gender and other backgrounds and engage in corporate social responsibility.
- Integrate management of people, processes and resources maximizing goal achievement in the global environment.

<u>Management Concentration</u> (18 semester hours).
Complete each of the following:

BUS 405* Production/Operations Management (3)
BUS 406* Human Resource Management (3)
BUS 408* Organizational Behavior (3)
BUS 412* Small Business Development Seminar (3)
CS 220* Management Information Systems (3)
FP 425* Employee Benefits (3)

D. <u>Marketing</u>

Marketing Learning Outcomes
Upon successful completion of this degree program, graduates will be able to:

- Identify and solve strategic and tactical marketing problems or opportunities, demonstrating their critical thinking ability through qualitative and quantitative evaluation and developing viable recommendations.
- Evaluate current marketing concepts and apply the appropriate marketing mix to develop a sound marketing plan addressing various vertical markets such as retail, financial services and technology.

- Demonstrate innovative marketplace actions through proper application of analytic tools, effective oral and written business communication, business planning (human resource, financial etc.), teamwork, and leadership.
- Establish and apply ethical principles in the business environment with people of diverse ethnic, cultural, gender and other backgrounds and engage in corporate social responsibility.

Marketing Concentration (18 semester hours).
Complete each of the following:

BUS 311*	Advertising and Integrated Marketing Communications (3)
BUS 312*	Sales and Sales Management (3)
BUS 321*	Public Relations Management (3)
BUS 407*	Marketing Research (3)
CS 116*	Web Design and Development (3)
CS 220*	Management Information Systems (3)

NOTES FOR ALL BUSINESS ADMINISTRATION CONCENTRATIONS:

1) If students are planning to attend graduate school, BUS 240 Business Statistics, ECO 301 Intermediate Microeconomics, MTH 151 Calculus I, and MTH 152 Calculus II are recommended.
2) Fluency in a foreign language is highly recommended.

Business Administration Minor Requirements *(27 semester hours)*

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

Complete each of the following (27 semester hours):

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

Business Analysis in Insurance

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

Business Analysis in Insurance Learning Outcomes

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

- Students can provide technical solutions, assessments, and validation to a broad range of situations by eliciting, planning, monitoring, and analyzing insurance enterprise requirements.
- Students can work as professionals maintaining high standards of practice, making ethical/legal judgments and decisions within the context accepted as ethical industry standards.
- Students have the ability to manage a project by documenting, researching, and communicating business requirements from the initial stakeholder meeting to the final solution assessment and validation phase.
- Students can communicate thoughts and ideas effectively and professionally using written and oral communication skills.
- Students can effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Students can work in a collaborative environment, demonstrating negotiating skills and actively challenging others when necessary.
- Students can think independently and use critical thinking skills to determine sound solutions to problems.

Business Analysis in Insurance Major Requirements *(50-58 semester hours)*

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

Complete each of the following (50-58 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 240*	Business Statistics (3)
BUS 300*	Principles of Management (3)
CS 130	Principles of Computing (4)
CS 140*	Computer Science I (4)
CS 240*	Computer Science II (4)
CS 270*	Software Engineering (3)
CS 350*	Database Programming (3)
IDS 390*	Internship (3)
IRM 221	Principles of Risk Management & Insurance (3)
IRM 252*	Personal Insurance (3)
IRM 253*	Commercial Insurance (3)
IRM 350*	Negotiations and Persuasive Presentations (3)
IRM 480*	Project Management for Property and Casualty Insurance (3)
IRM 490*	Strategic Management of the Insurance Enterprise (3)
MTH 130	College Algebra (4) or placement evaluation
MTH 150*	Pre-Calculus (4) or placement evaluation

Computer Science

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

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

Computer Science Learning Outcomes

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

- Students will demonstrate technical understanding of problem analysis, algorithms of increasing complexity, computer programming, and human-computer interactions.
- Students will demonstrate reasoning and critical thinking skills as demonstrated by the origination and application of algorithms implemented in a programming language based on the analysis of a problem.
- Students will demonstrate the ability to recognize the social, legal, ethical, and cultural issues inherent in the discipline of computing.
- Students will demonstrate the ability to make effective presentations to a range of audiences about technical problems and their solutions using oral and written communication.

Computer Science Major Requirements

(50 semester hours)

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

Complete each of the following (42 semester hours):

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

Complete 8 semester hours from the following:

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

Computer Science Minor Requirements

(32 semester hours)

The computer science minor requires successful completion of 32 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (28 semester hours):

CS 130	Principles of Computing (4)
CS 140*	Computer Science I (4)
CS 240*	Computer Science II (4)
CS 270*	Software Engineering (3)
CS 310*	Seminar in Computer Ethics (3)
CS 350*	Database Programming (3)
MTH 151*	Calculus I (4)
MTH 242*	Discrete Mathematics (3)

Complete 4 semester hours from the following:

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

Financial Planning

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

Financial Planning Learning Outcomes

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

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

Financial Planning Major Requirements

(57 semester hours)

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

Complete each of the following (57 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law (3)
BUS 240*	Business Statistics (3)
BUS 320*	Income Tax Accounting (3)
BUS 490*	Business Policy and Strategic Management (3)
CS 250*	Intermediate Spreadsheets (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)
FP 200	Fundamentals of Financial Planning (3)
FP 323*	Life and Health Insurance Licensing (3)
FP 328*	Investments (3)
FP 350*	Prospecting and Meeting Client Needs (3)
FP 425*	Employee Benefits (3)
FP 426*	Planning for Retirement (3)
FP 430*	Fundamentals of Estate Planning (3)
FP 490*	Financial Planning Capstone (3)
IDS 390*	Internship (3)
IRM 221	Principles of Risk Management and Insurance (3)

Information Technology Management

Information Technology Management Learning Outcomes

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

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

Information Technology Management Major Requirements *(58 semester hours)*

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

Complete each of the following (60 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
CS 110	Computer Information Systems (3)
CS 116	Web Design & Development (3)
CS 140*	Computer Science I (4)
CS 220*	Management Information Systems (3)
CS 240*	Computer Science II (4)
CS 310*	Seminar in Computer Ethics (3)
CS 340*	Data Structures & Algorithms (3)
CS 350*	Database Programming (3)
CS 360*	Microcomputers and the Internet of Things (4)
CS 410*	Introduction to Network Programming (3)
CS 412*	Operating Systems (3)
CS 418*	Independent Study in Computer Science (3)
ECO 201	Principles of Microeconomics (3)
MPC 105	Introduction to Communication (3)

Insurance and Risk Management

Thomas R. Humphreys, CPCU
Program Director

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

Insurance and Risk Management Learning Outcomes

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

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

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

Insurance and Risk Management Major Requirements *(57 semester hours)*

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

Complete each of the following (48 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 240*	Business Statistics (3)
BUS 316*	Financial Management (3)
BUS 490*	Business Policy and Strategic Management (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)
FP 200	Fundamentals of Financial Planning (3)
FP 350*	Prospecting and Meeting Client Needs (3)
IDS 390*	Internship (3)
IRM 221	Principles of Insurance and Risk Management (3)
IRM 252*	Personal Insurance (3)
IRM 253*	Commercial Insurance (3)
IRM 350*	Negotiation and Persuasive Presentations (3)
IRM 454*	Risk Management (3)

Complete one of the following (3 semester hours)

CS 220*	Management Information Systems (3)
CS 250*	Intermediate Spreadsheets (3)

Complete 6 semester hours from the following special interest tracks:

Agency

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

Insurer

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

NOTES:

1) Membership in the Gamma Iota Sigma insurance and risk management fraternity is strongly recommended. The co-curricular activities of this student organization are a very significant and an integral part of our educational process, providing a wide variety of learning opportunities outside of the classroom. Gamma Iota Sigma also contributes to the department seminar.
2) IRM 330 Ethics and Presentations meets the Service Learning requirement, and is recommended for insurance and risk management students.
3) If students are planning to attend graduate school, ECO 301 Intermediate Microeconomics, MTH 151 Calculus I and MTH 152 Calculus II are recommended.
4) A foreign language is highly recommended for all business students.
5) A Certificate in Insurance and Risk Management is offered through The University of Olivet to provide participants with the necessary skills to pursue or enhance a career in the field of insurance and risk management. See Non-Degree Programs/Insurance and Risk Management Certificate for more information.

Insurance Claims Investigation

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

This minor requires students to complete an internship with an insurance claims division. This internship provides students firsthand experience in claims investigation. Experts in the field of insurance state that this minor is in high demand and students completing the program would be invaluable to insurance companies.

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

The insurance claims investigation minor requires the successful completion of 28-30 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

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

CJ 280*	Criminal Law & Procedures (3)
CJ 360*	Criminal Investigations (3)
CJ 430*	Crime Scene Investigations (3)
IDS 390*	Internship (1-3)
IRM 221	Principles of Insurance and Risk Management (3)
IRM 252*	Personal Insurance (3)
IRM 253*	Commercial Insurance (3)
IRM 330*	Ethics and Presentations (3)
IRM 340*	Insurance Claims Principles and Practices (3)

Complete 3 semester hours from the following:

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

Accelerated BA/MBA Program

The accelerated BA/MBA program "allows exceptional, well-prepared undergraduate students at The University of Olivet to apply for early admission to the college's MBA program. Students undertaking the combined degree program option complete graduate-level coursework as undergraduate students, thus enabling courses to be applied toward both degree programs.

The combined degree program should be undertaken according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of undergraduate and graduate credits. Acceptance into the combined degree program requires the approval of the chair(s) of both the undergraduate and the graduate programs involved, as well as the college's chief academic officer.

Most students will be able to earn both a bachelor's degree and MBA in five years or less, dependent upon the circumstances of the individual student. Students should indicate their interest in completing this option as incoming first-year students, community college graduates, transfer students, or upon application at any time prior to completing 90 credits. This will allow for proper academic advising to occur. Students are required to complete a minimum of 30 undergraduate credits at The University of Olivet.

Students choosing the combined BA/MBA degree program option may apply as many as 12 credit hours of graduate-level coursework toward their undergraduate degree. This coursework will also fulfill requirements towards the graduate degree, i.e., courses are double-counted. Undergraduate students must complete 120 credit hours of study as specified in the Academic Catalog; graduate students must complete 33 credit hours of graduate-level coursework. Students who undertake the combined BA/MBA degree program option must complete a minimum 141 unique credit hours, with a minimum 33 of those credit hours at the graduate level.

Application and Acceptance into the MBA Program — Applications to the MBA program are initiated by students in consultation with their academic advisor in the second year of undergraduate study. The completion of a minimum of 60 undergraduate credits is required for admission within the MBA program. A minimum overall GPA of 3.2 as well as a GPA of 3.2 in the major is required. The program features selective admission that follows the general admission process of the MBA program. Standards of admission have been established to make sure students have the necessary aptitude and background for success. Students applying for a program may be required to take additional tests and/or meet certain course requirements for admission to the MBA program.

Dual Counting of Earned Graduate Course Credits — Upon acceptance, the student may begin taking graduate courses. No more than two graduate level courses may be taken in one semester prior to earning 108 undergraduate credits. Students having been admitted to the MBA program under this option may dually count a maximum of thirty-three percent of the total credits required for the master's degree program at the graduate MBA work in satisfaction of the requirements for both the undergraduate and graduate degree. All other master's degree requirements must be met, including a graduate capstone course.

To be eligible for dual counting within these two programs, coursework must meet all the following criteria:

1. Be of graduate level – under no circumstances will undergraduate-level coursework be applied toward the master's degree.
2. Fulfill degree requirements for the bachelor's and master's degrees.
3. Are not awarded as credit by examination.
4. All prerequisite courses for the undergraduate course being substituted by the graduate course must be completed prior to enrolling in the graduate course.
5. Meet minimum standards as described in the Graduate Studies section of the college's Academic Catalog.

For further information regarding the Master of Business Administration program, see the Graduate Programs section of this catalog.

Health and Human Performance

Nancy Van Hoozier, Ph.D., Chair

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

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

Olivet undergraduate students who are interested in a career in K-12 teaching may qualify for an innovative approach to enter into this career. See Teaching Pathway for more information.

Coaching

Coaching Minor Requirements
(27 semester hours)

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

Complete each of the following (20 semester hours):

HHP 204	Athletic Officiating (2)
HHP 217	Theory of Teaching Physical Fitness (3)
HHP 240*	Basic Athletic Training (3)
HHP 280	Sports Psychology (3)
HHP 307*	Principles and Techniques of Conditioning (3)
HHP 320*	Motor Learning (3)
SRM 305*	Organization & Administration of Sport and Recreation Management (3)

Complete 3 semester hours from the following:

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

Complete 4 semester hours from the following:

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

Recommended Electives:

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

Exercise Science

Exercise Science Learning Outcomes

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

- Students will design, implement, and assess sport, and exercise performance programs to improve health, wellness, and fitness.
- Students will complete a biomechanical analysis of movement patterns utilizing scientific techniques and strategies.
- Students will assess and evaluate the effects of physiological concepts of human movement during exercise.
- Students will assess and analyze behavioral strategies related to holistic health and performance.
- Students will design, implement, and evaluate a research or field project which pertains specifically to their intended field of expertise.

Exercise Science Major Requirements
(54 semester hours)

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

Complete each of the following (54 semester hours):

BIO 111	Principles of Biology – Molecules to Cells (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles (3)
CEM 113*†	Introduction to Chemical Principles Laboratory (1)
HHP 112	Professional Rescuer (2)
HHP 217	Theory of Teaching Physical Fitness (3)
HHP 250	Nutrition (3)
HHP 252	Substance Use and Abuse (3)
HHP 253	Stress Management (3)
HHP 260*	Human Anatomy (3)
HHP 280	Sports Psychology (3)
HHP 307*	Principles and Techniques of Conditioning (3)
HHP 320*	Motor Learning (3)
HHP 401*	Kinesiology (3)
HHP 404*	Practicum in HHP (3)
HHP 405*	Exercise Physiology (3)
HHP 415*	Exercise Psychology (3)
HHP 420*	Biomechanics (3)
IDS 390*	Cooperative Education (3)

Fitness Management

Fitness Management Learning Outcomes

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

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

Fitness Management Major Requirements

(44 semester hours)

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

Complete each of the following (44 semester hours):

HHP 107	First Aid (2)
HHP 217	Theory of Teaching Physical Fitness (3)
HHP 250	Nutrition (3)
HHP 252	Substance Use and Abuse (3)
HHP 253	Stress Management (3)
HHP 260*	Human Anatomy (3)
HHP 280	Sports Psychology (3)
HHP 307*	Principles and Techniques of Conditioning (3)
HHP 401*	Kinesiology (3)
HHP 405*	Exercise Physiology (3)
IDS 390*	Cooperative Education (3)
SA 304*	Sport, Culture and Society (3)
SRM 320*	Sport Facility and Event Management (3)
SRM 410*	Sports Philosophy and Ethics (3)
SRM 425*	Sports Law (3)

Business Concentration *(optional)*

(24 semester hours)

Complete each of the following (24 semester hours):

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

Fitness Management Minor Requirements

(29 semester hours)

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

Complete each of the following (29 semester hours):

HHP 107	First Aid (2)
HHP 217	Theory of Teaching Physical Fitness (3)
HHP 250	Nutrition (3)
HHP 252	Substance Use and Abuse (3)
HHP 260*	Human Anatomy (3)
HHP 307*	Principles and Techniques of Conditioning (3)
HHP 401*	Kinesiology (3)
HHP 405*	Exercise Physiology (3)
SRM 320*	Sport Facility and Event Management (3)
SRM 425*	Sports Law (3)

Recommended Electives:

HHP 253	Stress Management (3)
HHP 280	Sports Psychology (3)
IDS 390*	Cooperative Education (3)
SA 304*	Sport, Culture and Society (3)
SRM 410*	Sports Philosophy and Ethics (3)

Sport and Recreation Management

Sport and Recreation Management Learning Outcomes

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

- Students can apply ethics and ethical reasoning necessary for good leadership and management in the sport and recreation management professional arena.
- Students exhibit proficiency in oral and written communication for mass communication and public relations purposes as related to sport and recreation profession.
- Students can demonstrate an understanding of the global dimension of sport and recreation including diversity issues within the realm of sport and recreation.
- Students can demonstrate fiscal awareness through their working knowledge, critical thinking, and problem-solve skills in accounting, economics, and finance.
- Students can apply basic knowledge, skills, and understanding of fundamental principles required for success in the sport and recreation management profession.

Sport and Recreation Management Major Requirements *(46 semester hours)*

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

Complete each of the following (52 semester hours):

HHP 204	Athletic Officiating (2)
HHP 280	Sports Psychology (3)
IDS 390*	Cooperative Education (3)
SRM 105	Foundation of Sport and Recreation Management (3)
SRM 210	Intercollegiate Athletic Administration in Sport (3)
SRM 250	Outdoor Recreation (2)
SRM 260	Sport Media Communication (3)
SRM 270	Leisure for Special Populations (3)
SRM 305*	Organization & Administration of Sport and Recreation Management (3)
SRM 320*	Sport Facility and Event Management (3)
SRM 340*	Sport Marketing (3)
SRM 350*	Governance of Sport (3)
SRM 360*	Sport Sales Technique (3)
SRM 410*	Sports Philosophy and Ethics (3)
SRM 425*	Sports Law (3)
SRM 450*	Sport Finance (3)

Recommended Electives:

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising and Integrated Marketing Communications (3)
BUS 408*	Organizational Behavior (3)
ECO 201	Principles of Microeconomics (3)
HHP 107	First Aid (2)
HHP 310*	Measurements and Statistics (3)
IRM 221	Principles of Insurance (3)
SA 304*	Sport, Culture and Society (3)
SRM 120	Introduction to Leisure Services and Administration (3)

Sport and Recreation Management Minor Requirements *(24 semester hours)*

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

Complete each of the following (21 semester hours):

SRM 105	Foundation of Sport and Recreation Management (3)
SRM 120	Introduction to Leisure Services and Administration (3)
SRM 210	Intercollegiate Athletic Administration in Sport (3)
SRM 260	Sport Media Communication (3)
SRM 270	Leisure for Special Populations (3)
SRM 340*	Sport Marketing (3)
SRM 350*	Governance of Sport (3)

Complete 3 semester hours from the following:

SA 304*	Sport, Culture and Society (3)
SRM 410*	Sports Philosophy and Ethics (3)

Recommended Electives:

HHP 107	First Aid (2)
HHP 204	Athletic Officiating (2)
HHP 280	Sports Psychology (3)
IDS 390*	Cooperative Education (3)
SRM 305*	Organization & Administration of Sport and Recreation Management (3)
SRM 320*	Sport Facility and Event Management (3)
SRM 360*	Sport Sales Technique (3)

Sports Psychology

Sports Psychology Learning Outcomes

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

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

Sports Psychology Major Requirements

(53 semester hours)

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

Complete each of the following (53 semester hours):

BIO 105	Human Biology (3)
HHP 217	Theory of Teaching Physical Fitness (3)
HHP 253	Stress Management (3)
HHP 260*	Human Anatomy (3)
HHP 280	Sports Psychology (3)
HHP 301	Social Psychology in Sport (3)
HHP 320*	Motor Learning (3)
HHP 401*	Kinesiology (3)
HHP 404*	Practicum in HHP (1)
HHP 405*	Exercise Physiology (3)
HHP 415*	Exercise Psychology (3)
PSY 201	Introduction to Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
SA 290*	Statistics for Social Science (3)
SA 291*	Research Methods and Design (4)
SA 304*	Sport, Culture and Society (3)
SRM 410*	Sports Philosophy and Ethics (3)

Sports Psychology Minor Requirements

(27 semester hours)

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

Complete each of the following (27 semester hours):

HHP 253	Stress Management (3)
HHP 260*	Human Anatomy (3)
HHP 280	Sports Psychology (3)
HHP 320*	Motor Learning (3)
HHP 404*	Practicum in HHP (3)
HHP 405*	Exercise Physiology (3)
PSY 201	Introduction to Psychology (3)
SA 304*	Sport, Culture and Society (3)
SRM 410*	Sports Philosophy and Ethics (3)

Natural Sciences and Mathematics

Susanne Lewis, Ph.D., Chair

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

Olivet undergraduate students who are interested in a career in K-12 teaching may qualify for an innovative approach to enter into this career. See Teaching Pathway for more information.

Actuarial Science

The actuarial science program provides students with the opportunity to develop strong analytical skills and a firm background in business knowledge. Actuaries manage risk in in a variety of settings such as insurance, financial services, private corporations, transportation, energy, environmental agencies and government institutions. Note that a grade of B- or higher must be earned in ECO 201, ECO 202, BUS 201, BUS 316, and MTH 441 to earn Validation by Educational Experience credit from the Society of Actuaries in Economics, Accounting and Finance, and Mathematical Statistics.

Actuarial Science Learning Outcomes

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

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

Actuarial Science Major Requirements

(54 semester hours)

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

Complete each of the following (50 semester hours):

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

Complete 4 semester hours from the following:

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

Biochemistry

The biochemistry major provides education in inorganic, organic, biological, analytical and physical chemistries, and provides essential training for those wishing to enter medical professional school or graduate education in many of the sciences.

Biochemistry Major Requirements

(47 semester hours)

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

Complete each of the following (44 semester hours):

BIO 111	Principles of Biology-Molecules to Cells (3)
BIO 311*	Pathophysiology (3)
BIO 401*	Cell Biology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
CEM 221*†	Analytical Chemistry I (3)
CEM 223*†	Analytical Chemistry Lab (2)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)
CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 332*	Biochemistry-Biomolecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)

Complete 3 semester hours from the following:

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

NOTES:

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

Biochemistry Minor Requirements
(31 semester hours)

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

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

Complete each of the following (27 semester hours):

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

Complete 4 semester hours from the following:

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

Biology

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

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

Biology Learning Outcomes

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

- Students will be able to articulate the unifying characteristic of life and the genetic principles that underlie those characteristics.
- Students will be able to collect a set of data and, where applicable, apply appropriate statistical tests in order to evaluate a testable hypothesis or support a scientific principle.

- Students can construct a valid and pertinent hypothesis, and, using elements of experimental design, test that hypothesis using the scientific method.
- Students will be able to effectively communicate via written, formal reports using primary literature cited in CSE format.
- Students will be able to effectively communicate data via graphic representation or tabular format.
- Students should understand what is meant by a safe research environment and practice safety when in the laboratory, field, or any other location of scientific activity.
- Students shall understand the role of science in society and the responsibility of a scientist when conducting research, conveying data, and reporting on experimental results.

Biology Major Requirements
(42-44 semester hours)

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

Complete each of the following (17 semester hours):

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

Complete one of the following four concentrations:

A. <u>General Biology Concentration</u> (25 semester hours).

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

ART 271*	Biological Illustration: Fundamental (3)
BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 180*	Medical Terminology (3)
BIO 202*	Comparative Vertebrate Biology (4)
BIO 207*	Microbiology (3)
BIO 208	General Ecology (3)
BIO 210*	Entomology (3)
BIO 211*†	Human Anatomy (3)
BIO 212*†	Physiology (3)
BIO 213*†	Human Anatomy Laboratory (1)
BIO 214*†	Physiology Laboratory (1)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 311*	Pathophysiology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 401*	Cell Biology (3)
BIO 402*	Ecosystems Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
BIO 431*	Molecular Biology Techniques (3)
CEM 332*	Biochemistry-Biomolecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)
SA 307*	Biocultural Ecology (3)
SCI 350*	Gender, Race and Science (3)
SCI 410	Topics in Science (1–3)

NOTES:

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

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

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

Complete each of the following (15 semester hours):

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

Complete 12 semester hours from the following:

BIO 180*	Medical Terminology (3)
BIO 207*	Microbiology (3)
BIO 311*	Pathophysiology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry Laboratory I (2)
CEM 234*†	Organic Chemistry Laboratory II (2)
SCI 410	Topics in Science (1–3)

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

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

Complete each of the following (11 semester hours):

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

Complete 15 semester hours from the following:

BIO 180*	Medical Terminology (3)
BIO 202*	Comparative Vertebrate Biology (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 311*	Pathophysiology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry-Molecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)
SCI 107	Environmental Science (3)
SCI 410	Topics in Science (1–3)

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

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

Complete each of the following (17 semester hours):

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

Complete 9 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 180*	Medical Terminology (3)
BIO 202*	Comparative Vertebrate Biology (4)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry-Molecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)
HHP 401*	Kinesiology (3)
SCI 350*	Gender, Race and Science (3)
SCI 410	Topics in Science (1–3)

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

psychology and environmental science for those interested in environmental health.

Biology Minor Requirements

(29 semester hours)

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

Complete each of the following (17 semester hours):

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

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

Chemistry

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

Chemistry Learning Outcomes

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

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

Chemistry Major Requirements

(56 semester hours)

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

Complete each of the following (47 semester hours):

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

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

NOTES:
1) MTH 152 Calculus II (4) is strongly recommended.
2) Students interested in pursuing graduate study or a professional degree in dentistry, nursing, pharmacy, optometry, medicine, or veterinary medicine, should consult a career advisor in the sciences as soon as possible. There are specific courses required or recommended for admission to graduate or professional schools, including microbiology, human anatomy, physiology and specific electives applicable to the area the student wishes to pursue.

Chemistry Major, Combined Forensic Science Minor Requirements *(80 semester hours)*

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

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

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

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

NOTE: MTH 152 Calculus II is strongly recommended.

Complete each of the following courses in the minor (24 semester hours):

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

NOTE: An internship in a forensic laboratory is strongly recommended.

Chemistry Minor Requirements *(26 semester hours)*

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

Complete each of the following (26 semester hours):

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

Environmental Science

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

strongly recommended that students participate in an internship or volunteer work in a related area.

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

Environmental Science Learning Outcomes

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

- Students can integrate the biological, chemical, economic, and sociological ties as they pertain to an environmental issue.
- Students can apply concepts of sustainability to existing physical or social constructs.
- Students can examine the interrelationships and importance of biodiversity.
- Students can communicate topics in science in oral or written form, following a discipline-specific format. Students can apply the scientific method, including use of scientific literature, implementation of a data collection tool, and the organization and analysis of said data.
- Students can articulate ethical considerations pertaining to an environmental issue.

Environmental Science Major Requirements

(41-44 semester hours)

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

Complete each of the following (23 semester hours):

BIO 208	General Ecology (3)
BIO 406*	Biostatistics (3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
ECO 320*	Environmental Economics (3)
SCI 105	Introductory Geology (3)
SCI 107	Environmental Science (3)

Complete 3 semester hours from the following:

SA 305	People, Resources and the World (3)
SA 307*	Biocultural Ecology (3)

Complete at least one course from each group:

Basic Biology (3-6 semester hours)

Complete at least 3 semester hours from the following:

SCI 102	Biological Science (3)
	OR
BIO 111	Principles of Biology-Molecules to Cells (3)
	AND
BIO 112	Principles of Biology-Organisms to Ecosystems (3)

Biological Diversity (3 semester hours)

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 313*	Plant Ecology (3)

Environmental Ecology (3 semester hours)

BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)

Geography (3 semester hours)

SCI 201	Intro to Physical Geography (3)

Electives (3 semester hours)

BIO 207*	Microbiology (3)
BIO 311*	Pathophysiology (3)
BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
BIO 415*	Research in Biology (may be repeated) (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry – Biomolecules and Metabolism (3)
POS 202	American Government – State and Local (3)
SCI 302	Environmental Law (3)
SCI 410	Topics in Science (1–3)

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

Environmental Science Minor Requirements
(24 semester hours)

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

Complete each of the following (9 semester hours):

BIO 208	General Ecology (3)
ECO 320*	Environmental Economics (3)
SCI 107	Environmental Science (3)

Complete 3 semester hours from the following:

BIO 111	Principles of Biology – Molecules to Cells (3)
BIO 112	Principles of Biology – Organisms to Ecosystems (3)
SCI 102	Biological Science (3)

Complete 12 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 311*	Pathophysiology (3)
BIO 313*	Plant Ecology (3)
BIO 402*	Ecosystems Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1-3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
POS 202	American Government – State and Local (3)
SCI 105	Introductory Geology (3)
SCI 201	Introduction to Physical Geography (3)
SCI 302	Environmental Law (3)
SA 305*	People, Resources and the World (3)
SA 307*	Biocultural Ecology (3)

Environmental Science Major with Environmental Education Concentration

Environmental Science Major with Environmental Education Learning Outcomes

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

- Students can integrate the biological, chemical, economic, and sociological ties as they pertain to an environmental issue.
- Students can examine the goals, theory, practice, and history of the field of environmental outreach and education. Students can demonstrate professional responsibility in the field of environmental outreach and education including ethical behavior.
- Students can develop, implement, and assess a lesson plan for a specific audience, through the appropriate use of primary literature and the application of the foundations and methods of environmental education.
- Students can explain why inclusivity is important in learning and collaborating on environmental issues by reflecting on their own and others' perspectives and experiences.

Environmental Science Major with Environmental Education Concentration Requirements *(46 semester hours)*

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

Complete each of the following (28 semester hours):

BIO 111	Principles of Biology-Molecules to Cells (3)
BIO 112	Principles of Biology-Organisms to Ecosystems (3)
BIO 402*	Ecosystem Ecology (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles (3)
CEM 113*†	Introduction to Chemical Principles Lab (1)
SCI 103	Introductory Astronomy (3)
SCI 105	Introductory Geology (3)
SCI 107	Environmental Science (3)
SCI 201	Physical Geography (3)

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

Complete 3 semester hours from the following:

BIO 208	General Ecology (3)
BIO 209	Ecology for Pre-Service Teachers (3)

Complete 3 semester hours from the following:

BIO 418*	Independent Study – Internship in Environmental Education (3)
IDS 390*	Cooperative Education in Environmental Education (3)

Complete 12 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 313*	Plant Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
ECO 320*	Environmental Economics (3)
SCI 410	Topics in Science: Field Botany (3)
SCI 251*	Nature, Technology and Humanity (3)
SRM 250	Outdoor Recreation (2)

Recommended Elective:

HHP 107	First Aid (2)

NOTES:

1) It is strongly recommended that students interested in environmental education become certified in first aid, first responder, wilderness first responder, emergency medical technician or other emergency medical training. This can be done through HHP 107 First Aid at The University of Olivet or other training programs outside the college. Many environmental education employers require at least basic first aid training. Obtaining such certification can strengthen a graduate's job application.
2) BIO 209 Ecology for Pre-Service Teachers is held at Pierce Cedar Creek Institute as a three-week residential field-based course at the Institute near Hastings, Michigan. Costs involved include tuition and room and board. Students attending Pierce Cedar Creek Institute need to complete guest semester paperwork. The student pays tuition to The University of Olivet which includes the extra cost of the program at Pierce Cedar Creek.

Health Science

The health science program provides interdisciplinary education in biology, chemistry and psychology for those wishing to enter nursing school or a graduate program in the health sciences field. This degree program can be completed in three or four years depending on the goals of the student. Contact the department chair for detailed information on how to complete the program in three years.

Students wishing to declare this major must demonstrate academic excellence in their first semester at The University of Olivet by earning an overall grade point average of 3.5 or higher with a minimum course grade of 3.0 in all required major courses.

Students interested in completing certification for a Certified Nursing Assistant Program should consult his or her academic advisor.

Students interested in the pathway to the Bachelor of Science in Nursing degree should consult with the Director of the RN-BSN Program.

Health Science Learning Outcomes

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

- Students can define problems clearly, develop testable hypotheses, design and execute experiments, analyze data using appropriate statistical methods, and draw appropriate conclusions in science sub disciplines.
- Students can present information in a clear and organized manner, write well-organized and concise reports in a scientifically appropriate style using technology such as word-processing in their communication.
- Students can present information in a clear and organized manner using technology such as computerized presentation software in their communication.
- Students can be able to work effectively in a group to solve scientific problems and be effective leaders as well as effective team members.
- Students will interact productively with a diverse community.

Health Science Major Requirements
(43 semester hours)

A Bachelor of Arts degree in health science requires 120 semester hours with a minimum overall grade point average of 3.5, and a minimum major grade point average of 3.0. The health science major requires successful completion of the following courses.

Complete each of the following (43 semester hours):

BIO 111	Principles of Biology – Molecules to Cells (3)
BIO 207*	Microbiology (3)
BIO 211*†	Human Anatomy (3)
BIO 212*†	Physiology (3)
BIO 213*†	Human Anatomy Laboratory (1)
BIO 214*†	Physiology Laboratory (1)
BIO 311*	Pathophysiology (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles (3)
CEM 113*†	Introduction to Chemical Principles Lab (1)
CEM 211*†	Introduction to Organic Biochemistry (3)
CEM 213*†	Introduction to Organic Biochemistry Lab (1)
HHP 250	Nutrition (3)
PSY 201	Introduction to Psychology (3)
PSY 214*	Development Across the Lifespan (3)
PSY 430*	Health Psychology (3)
SCI 416*	Service Learning in Allied Health (3)

Recommended Electives:

BIO 312*	Parasitology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
PSY 270*	Social Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 403*	Psychology Practicum (3)
SCI 360*	Biomedical Ethics (3)
SCI 410	Topics in Science: Medical Terminology (1)
WRL 101	Introductory World Languages I (3)
WRL 102*	Introductory World Languages II (3)

Mathematics

The mathematics program provides students with a strong foundation for students pursuing graduate education in mathematics, statistics and data science. Majors and minors in mathematics may apply their education to career opportunities including data analysis, risk management, operations research and teaching. Students should consider pairing the major or minor with a program such as biology, computer science, environmental science or business. A research experience, internship, or volunteer work in a related area is strongly recommended.

Mathematics Learning Outcomes

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

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

Mathematics Major Requirements
(41 semester hours)

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

Complete each of the following (34 semester hours):

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

Complete 3 semester hours from the following:

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

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

Complete 4 semester hours from the following:

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

Mathematics Minor Requirements

(21 semester hours)

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

Complete each of the following (12 semester hours):

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

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

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

NOTES:

1) The first course in the mathematics program is MTH 151 (Calculus I). Placement into this course usually requires four years of high school college preparatory mathematics or the equivalent as a prerequisite.
2) The department also offers a sequence of supplementary classes designed to help students fill any gaps in their secondary math preparation. These classes, numbered 120, 130 and 150 do not count toward a major or minor in mathematics.
3) MTH 120 and 130 may not be taken for credit by students who have completed MTH 151 or a higher course with a C or better.
4) Mathematics classes are generally small, making it possible for students to receive significant individual attention. In addition, math tutors are available in the Student Success Center.

Social Science

Cynthia Noyes, J.D., Chair

The Social Science Department offers programs that lead to a Bachelor of Arts degree in the areas of criminal justice, history, psychology, social work and sociology and anthropology. Minor programs are available in criminal justice, gerontology, history, political science, psychology, sociology and anthropology, social work and women's and gender studies. Olivet undergraduate students who are interested in a career in K-12 teaching may qualify for an innovative approach to enter into this career. See Teaching Pathway for more information.

The Social Science Department also offers a combined bachelor of arts and master of arts in counseling degree program which allows exceptional, well-prepared undergraduate students at The University of Olivet to apply for early admission to the college's MA in Counseling program. Students undertaking this combined degree program option complete graduate-level coursework as undergraduate students, thus enabling courses to be applied toward both degree programs. See Combined BA/MA in Counseling Program for more information.

Criminal Justice

Regina Armstrong, Ph.D.
Program Director

The Criminal Justice program at The University of Olivet enables graduates to pursue responsible careers in law enforcement and corrections, emphasizing crime prevention and the reduction of violence in our society. Students examine the causes of violence and crime, including moral and social processes, while taking into accounts the role of pathology, socialization, employment and community support.

A special focus of the major is the analysis of violent crime in terms of widespread racial and ethnic inequalities, lack of sound policies related to unemployment, and disruption of family and community life due to job migration. It also examines the lack of support systems for individuals and families facing poverty during challenging economic times.

In addition, the Criminal Justice program at The University of Olivet is one of few programs in the nation to offer a minor in forensic science. Students will complete coursework in chemistry, physics, biology, crime scene processing, criminal investigation and criminal law and police procedure (for more information about this minor, see Chemistry).

Typical careers related to the criminal justice major include working with the Federal Bureau of Investigation; the Bureau of Alcohol, Tobacco and Firearms; state crime labs; insurance companies; Friend of the Court; corrections; juvenile case work; probation/parole officers; justice administration; and other entry-level human service occupations. The major also provides a solid liberal arts foundation for those interested in graduate work in criminal justice, law, social work, criminal justice administration and related areas.

Criminal Justice Learning Outcomes

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

- Students can identify issues in society and analyze, synthesize, and evaluate information to reach conclusions in criminal justice organizations and occupations through projects, debates, scenarios, and/or research papers.
- Students can identify ethical dilemmas and apply ethical principles to deter negative consequences through complex scenarios.
- Students can acknowledge differences, analyzing discriminatory behaviors, and formulating strategies to encourage positive relationships within the community.
- Students can demonstrate competence in writing research papers, police reports, and/or pre-sentence investigation reports.
- Students can actively communicate and apply de-escalation techniques to the criminal justice setting as demonstrated in mock scenarios and internships.

Criminal Justice Major Requirements

(38 semester hours)

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

Complete <u>one</u> of the following two tracks.

A. <u>Corrections</u> (38 semester hours)

Complete each of the following (35 semester hours):

CJ 111	Corrections, Punishment, and Crime (3)
CJ 240	Psychology of Incarceration (3)
CJ 280*	Criminal Law and Procedures (3)
CJ 285*	Legal Issues in Corrections (3)
CJ 320*	Client Relations (3)
CJ 321*	Criminology (3)
CJ 330*	Juvenile Delinquency (3)
CJ 400*	Ethical and Moral Issues in Criminal Justice (3)
CJ 440*	Defense Tactics/Physical Training (2)
CJ 450*	Probation and Parole (3)
CJ 470*	Criminal Justice Internship (3)

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

CJ 490* Senior Seminar in Criminal Justice (3)

Complete 3 semester hours from the following:

SA 302* Topics in Inequality: Race and Ethnicity (3)
SA 303* Topics in Inequality: Gender (3)

B. Law Enforcement (38 semester hours)

Complete each of the following (29 semester hours):

CJ 110 Introduction to Criminal Justice (3)
CJ 280* Criminal Law and Procedures (3)
CJ 321* Criminology (3)
CJ 330* Juvenile Delinquency (3)
CJ 340* Police and Community (3)
CJ 400* Ethical and Moral Issues in Criminal Justice (3)
CJ 430* Crime Scene Investigations (3)
CJ 440* Defense Tactics/Physical Training (2)
CJ 470* Criminal Justice Internship (3)
CJ 490* Senior Seminar in Criminal Justice (3)

Complete 3 semester hours from the following:

SA 302* Topics in Inequality: Race and Ethnicity (3)
SA 303* Topics in Inequality: Gender (3)

Complete 6 semester hours from the following:

CJ 220 Terrorism & Homeland Security (3)
CJ 360* Criminal Investigations (3)
CJ 370* Police Administration (3)
CJ 410* Medicolegal Death (3)

NOTES:

1) Students in good standing, who have earned a minimum of 105 semester hours, are eligible to enroll in an approved law enforcement academy through the Michigan Commission on Law Enforcement Standards (MCOLES). Any student who attends an academy will be required to register as a guest student through The University of Olivet. Upon completion of the academy, the student will be required to send a final transcript to The University of Olivet. A total of 15 semester hours will be recorded onto the student's The University of Olivet transcript toward degree completion (see Guest Semester for more information).
2) Criminal justice students, especially those anticipating graduate studies, are strongly encouraged to take a statistics course.

Criminal Justice Minor Requirements
(24 semester hours)

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

Complete each of the following (15 semester hours):

CJ 110 Introduction to Criminal Justice (3)
CJ 111 Corrections, Punishment, and Crime (3)
CJ 280* Criminal Law and Procedures (3)
CJ 330* Juvenile Delinquency (3)
CJ 400* Ethical and Moral Issues in Criminal Justice (3)

Complete 3 semester hours from the following:

CJ 321* Criminology (3)
CJ 340* Police and Community (3)
CJ 450* Special Topic: Probation/Parole (3)

Complete 3 semester hours from the following:

CJ 240 Psychology of Incarceration (3)
CJ 320* Client Relations (3)
SA 302* Topics in Inequality: Race and Ethnicity (3)
SA 303* Topics in Inequality: Gender (3)

Complete 3 semester hours from the following:

CJ 285* Legal Issues in Corrections (3)
CJ 360* Criminal Investigations (3)
CJ 410* Medicolegal Death (3)

Criminal Justice Professional Program

For information on the Criminal Justice Professional Program, see the program description in the Adult Professional Undergraduate Programs section of this catalog.

Gerontology

The gerontology minor prepares graduates to assume roles in a variety of fields that provide service to older adults throughout the community, state, nation and world, and to develop a humanistic, ethical and professional approach to these roles.

Knowledge of gerontology is beneficial to professions in law, criminal justice, public safety, political science, public policy, social work, and the ministry.

Gerontology Learning Outcomes

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

- Students can demonstrate knowledge of the discipline of gerontology and its role in society.
- Students can apply current theory and research in gerontology to major field of study.
- Students can use knowledge of the diversity of older adults in America and global society.
- Students can demonstrate socially conscious behavior regarding the older population.
- Students can demonstrate critical thinking in decision-making.
- Students can exhibit effective written, oral and interpersonal communication with individuals and groups.

Gerontology Minor Requirements

(25 semester hours)

The gerontology minor requires the successful completion of 25 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (19 semester hours):

HST 304*	America in the 20th Century (3)
SA 160	Introduction to Gerontology (3)
SA 260	Gerontology: Issues in Aging (3)
SA 310*	Aging in America (3)
SA 360*	Gerontology: Ethics and Policy (3)
SA 460*	Successful Aging (3)
SA 461*	Successful Aging Practicum (1)

Complete 6 semester hours from the following:

BUS 215	Personal Finance (3)
FP 200	Fundamentals of Financial Planning (3)
HHP 250	Nutrition (3)
HHP 252	Substance Use and Abuse (3)
HHP 253	Stress Management (3)
PHL 360*	Biomedical Ethics (3)
PSY 150	Psychology of Everyday Life (3)
PSY 201	Introduction to Psychology (3)
SRM 120	Introduction to Leisure Services and Administration (3)
SRM 270*	Leisure for Special Populations (3)

History

The history program at The University of Olivet is experience-based, practical, and career-focused. Our program aligns with top history programs across the country by requiring each history major to choose two marketable concentrations. We also offer unique opportunities for hands-on learning in our on-campus Hosford History Center and Lawrence Archives.

Our 170-year-old building, renovated in 2019, the Hosford, is a museum-archives-café that serves as a hands-on history learning lab and gathering center. At the Hosford, students can not only research with primary source archival items, communicate history to the public through the creation of museum displays and virtual outreach through online platforms, but also spend time together for our weekly History League time during Seminar. Our undergraduate student experiences at the Hosford have attracted the attention of multiple state and local historic organizations and institutions that have recruited our students to apply for internships, jobs, and graduate programs. Our history program includes hands-on career-building experiences throughout the curriculum, starting with a required first-year internship at the Hosford and expanding from there. This program is also an active leader in working with The University of Olivet's Teaching Pathways program for students who are interested in becoming K-12 teachers.

Each history major chooses one regional specialization and one thematic specialization, typically by the start of the student's third year. In addition to the broad and deep historical knowledge paired with research, analysis, and communication skills that each history student gains, these specialization concentrations allow students to direct their studies toward their intended career path. Students graduate with a history major that includes either a global or a western history regional specialization, as well as one of four interdisciplinary, thematic specializations.

In addition to the core course requirements for all history majors, each history major will choose two specialized concentrations: one regional concentration and one interdisciplinary thematic concentration.

History Learning Outcomes

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

- Apply the knowledge gained through various hands-on, innovative learning experiences, as well as practical, career preparation – from our campus Hosford History Center and Lawrence Archives to the international professional level – to establish a career upon graduation and beyond.
- Demonstrate a broad and deep knowledge of both regional and interdisciplinary thematic history.

- Utilize knowledge of the change over time of diverse peoples and societies to broaden perspective of the complexity and richness of our historic and contemporary world.
- Apply research methods and analysis skills to construct historical arguments based on physical, as well as digital, primary and secondary sources.
- Communicate historical ideas clearly, concisely, and convincingly in written, verbal, as well as innovative virtual and visual formats.
- Demonstrates the ability to individually and collaboratively utilize historical experiences, knowledge, methods, skills and perspectives to create a more inclusive world and collective future history.

History Major Requirements
(52 semester hours)

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

Complete each of the following (25 semester hours):

HST 110	Experiencing History: Hosford Practicum (1)
HST 210	World History-Prehistory to 1500 (3)
HST 211	World History-1500 to Present (3)
HST 275	History in Action I (3)
HST 290	History Methods (3)
HST 310*	History Behind the Headlines (3)
HST 410*	Practicum/Internship (3)
HST 475*	History in Action II (3)
HST 490*	Senior Capstone (3)

Complete 3 semester hours from the following:

HST 350	History through Travel (1-6)
HST 375*	Topics in History (3)
HST 410*	Practicum/Internship (additional 1-3)
HST 450*	Independent Study (1-6)
HST 451*	Readings in History (1-6)

Complete <u>one</u> of the following two regional pathway concentration options:

A. <u>Regional Pathway: Western History (18 semester hours)</u>

Regional Pathway: Western History
Complete each of the following (12 semester hours):

HST 201	History of the United States I (3)
HST 202	History of the United States II (3)
HST 207	European History I (3)
HST 208	European History II (3)

Complete 6 semester hours from the following:

HST 203	African History (3)
HST 204	Middle Eastern History (3)
HST 205	Asian History (3)
HST 206	Latin American History (3)

B. <u>Regional Pathway: Global History (18 semester hours)</u>

Regional Pathway: Global History
Complete each of the following (12 semester hours):

HST 203	African History (3)
HST 204	Middle Eastern History (3)
HST 205	Asian History (3)
HST 206	Latin American History (3)

Complete 6 semester hours from the following:

HST 201	History of the United States I (3)
HST 202	History of the United States II (3)
HST 207	European History I (3)
HST 208	European History II (3)

Complete at least one of the following four thematic concentration options:

A. <u>Thematic Pathway: Politics and Economy (6 semester hours)</u>

Thematic Pathway: Politics and Economy

Complete 6 semester hours from two different subject areas:

CJ 220	Terrorism and Homeland Security (3)
BUS 200	Introduction to Business (3)
BUS 215	Personal Finance (3)
ECO 202	Principles of Macroeconomics (3)
ECO 302*	Intermediate Macroeconomics (3)
ECO 315*	Studies in Economic Problems: Variable Topics (3)
ECO 320*	Environmental Economics (3)
POS 201	American Government – National (3)
POS 202	American Government – State and Local (3)
POS 317*	American Foreign Policy in the 20th Century (3)
POS 321*	The Judicial Branch: The Supreme Court, Law, and the Legal Process (3)

B. Thematic Pathway: Environment and Sustainability (6 semester hours)

Thematic Pathway: Environment and Sustainability

Complete 6 semester hours from two different subject areas:

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 208	General Ecology (3)
ECO 320*	Environmental Economics (3)
SCI 102	Biological Science (3)
SCI 105	Introductory Geology (3)
SCI 107	Environmental Science (3)
SCI 201	Physical Geography (3)
SCI 251*	Nature, Technology and Humanity (3)
SCI 302	Environmental Law (3)
SA 305*	People, Resources and the World (3)
SA 307*	Biocultural Ecology (3)

C. Thematic Pathway: Society and Culture (6 semester hours)

Thematic Pathway: Society and Culture

Complete 6 semester hours from two different subject areas:

ART 101	Image and Culture (3)
ART 240	History of World Art: Pre-History to Medieval (3)
ART 241	History of World Art: Renaissance to Post-Impressionism (3)
ART 242	Modern and Contemporary Art History (3)
ENG 105	Text and Culture (3)
ENG 202	Defining the American in Literature (3)
MUS 120	Music and Culture (3)
PHL 101	Introduction to Philosophy (3)
PHL 250	Visionary Thinkers (3)
REL 101	Religion, Culture and Society (3)
REL 260	World Religions (3)
THR 106	Theatre and Culture (3)
THR 202	Survey of Dramatic Literature (3)
SA 200	Introduction to Theory in Sociology/Anthropology (3)
SA 210	Poverty (3)
SA 302*	Topics in Inequality: Race and Ethnicity (3)
SA 303*	Topics in Inequality: Gender (3)

Thematic Pathway: Public Outreach in Museums, Archives and Education (6 semester hours)

Thematic Pathway: Public Outreach in Museums, Archives and Education

Complete 6 semester hours from two different subject areas:

ART 240	History of World Art: Pre-History to Medieval (3)
ART 241	History of World Art: Renaissance to Post-Impressionism (3)
ART 242	Modern and Contemporary Art History (3)
ENG 105	Text and Culture (3)
ENG 249*	Creative Non-Fiction Writing (3)
MPC 105	Introduction to Communication (3)
MPC 203	Public Speaking (3)
PSY 201	Introduction to Psychology (3)
PSY 214	Development Across the Lifespan (3)
PSY 225*	Cross-Cultural Psychology (3)
PSY 306*	Learning and Behavior (3)
SA 203	Childhood and Culture (3)
SA 302*	Topics in Inequality: Race and Ethnicity (3)
SA 303*	Topics in Inequality: Gender (3)

History Minor Requirements

(27 semester hours)

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

Complete each of the following (12 semester hours):

HST 210	World History-Prehistory to 1500 (3)
HST 211	World History-1500 to Present (3)
HST 275	History in Action I (3)
HST 310	History Behind the Headlines (3)

Complete 3 semester hours from the following:

HST 290	History Methods (3)
HST 350	History through Travel (1-6)
HST 375	Topics in History (3)
HST 450	Independent Study (1-6)
HST 451	Readings in History (1-6)
HST 475	History in Action II (3)

Complete 6 semester hours from the following:

HST 201	History of the United States I (3)
HST 202	History of the United States II (3)
HST 207	European History I (3)
HST 208	European History II (3)

Complete 6 semester hours from the following:

HST 203	African History (3)
HST 204	Middle Eastern History (3)
HST 205	Asian History (3)
HST 206	Latin American History (3)

Complete 15 semester hours from the following:

POS 305*	The American Constitution (3)
POS 310*	Michigan Government and Politics (3)
POS 316*	Modern Russia (3)
POS 317*	American Foreign Policy in the 20th Century (3)
POS 320*	The Legislative Branch: The Working Congress (3)
POS 321*	The Judicial Branch: The Supreme Court, Law, and the Legal Process (3)
POS 330*	Public Administration, the Courts, Law Enforcement, and the Police (3)
POS 418	Independent Study (1–3)

Political Science

The political science minor offers a variety of courses designed to provide students with an understanding of historical and political processes. Students pursuing political science will study a variety of fields and be introduced to advanced research and writing in the discipline.

An understanding of political science is fundamental to a liberal arts education. Political science provides excellent preparation for law school, government work, Foreign Service and various professions within service industries and institutions. Students interested in attending law school should not feel limited in the selection of majors and are encouraged to pursue a degree in any discipline in which they are interested.

Political Science Learning Outcomes

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

- Students are competent in political science knowledge – theory, institutions, and systems of the United States and other international actors.
- Students can design and implement a research process – formulate questions, collect data, and then ethically use evidence to support an interpretation.
- Students can communicate ideas in written and spoken form.

Political Science Minor Requirements

(24 semester hours)

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

Complete each of the following (9 semester hours):

HST 202	History of the United States II (3)
POS 201	American Government – National (3)
POS 202	American Government – State and Local (3)

Psychology

The Psychology program provides opportunities for learning, service and career preparation for those interested in and committed to understanding and furthering people's positive change and development. Students are encouraged to think critically about human behavior, to respect the complexity and diversity of individuals, and to explore the many applications of psychology essential to helping each other function in peace in an increasingly demanding and global society. Majors and minors will further explore three perspectives on positive change:

1. The *problems* perspective studies the cause of and methods of assessing and treating individual problems;
2. The *cognitive* perspective studies how change is influenced by elementary processes of thinking, learning and motivation; and
3. The *developmental* perspective explores change as it occurs through the lifespan.

The Psychology program at Olivet emphasizes career preparation in basic and applied social science fields such as counseling, clinical practice, child development, family studies, gerontology, rehabilitation, education, social work and health fields. In conjunction with other fields, psychology also supports preparation in business management, psychiatry, and art or music therapy.

Psychology Learning Outcomes

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

- Students can demonstrate the development of a knowledge base in psychology by describing key concepts, principles, and overarching themes in psychology; developing a working knowledge of psychology's content domains; and describing applications of psychology.

- Students can demonstrate the ability to engage in scientific inquiry and critical thinking using scientific reasoning to interpret psychological phenomena; demonstrating psychology information literacy; engaging in innovative and integrative thinking and problem solving; interpreting, designing, and conducting basic psychological research; and incorporating sociocultural factors in scientific inquiry.

- Students can demonstrate the development of ethical and social responsibility by applying ethical standards to evaluate psychological science and practice; building and enhancing interpersonal relationships; and through understanding values that build community and reduce conflict.
- Students can communicate psychological concepts effectively through demonstration of effective writing for psychology; exhibiting effective presentation skills for psychology; and by interacting effectively with others.
- Students can demonstrate the development of professional behavior relevant to psychology by applying psychological knowledge and skills to career goals; exhibiting self-efficacy and self-regulation; refining project-management skills; and developing meaningful professional direction for life after graduation.

Psychology Major Requirements
(46-47 semester hours)

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

Complete each of the following (31 semester hours):

PSY 201 Introduction to Psychology (3)
PSY 214* Development Across the Lifespan (3)
PSY 225* Cross-Cultural Psychology (3)
PSY 261 Critical Thinking in Psychology (3)
PSY 290*† Statistics for Psychology (3)
PSY 291*† Research Methods and Design (4)
PSY 325* Abnormal Psychology (3)
PSY 346* Biopsychology (3)
PSY 403* Psychology Practicum (3)
PSY 490* Psychology Senior Seminar (3)

Complete 3 semester hours from the following:

PSY 305* Cognition (3)
PSY 306* Learning and Behavior (3)

Complete one course from each of the following four categories (12-13 semester hours):

Health and Wellness Topics

HHP 252 Substance Use and Abuse (3)
HHP 253 Stress Management (3)
HHP 415* Exercise Psychology (3)
PSY 420* Counseling and Psychotherapy (3)
PSY 430* Health Psychology (3)
PSY 475* Psychological Disorders of Childhood (3)

Sociocultural and Critical Topics

HHP 301* Social Psychology in Sport (3)
PSY 220* Cinematic Portrayal of Psychology (3)
PSY 240 Psychology of Incarceration (3)
PSY 260* Special Topics in Psychology (3)
PSY 270* Social Psychology (3)
PSY 309* Psychosocial Aspects of Gender (3)

Theory and Applied Research

CJ 321* Criminology (3)
HHP 280 Sports Psychology (3)
PSY 255 Industrial/Organizational Psychology (3)
PSY 319* Personality Theories (3)
PSY 345* Introduction to Neuroscience (3)
PSY 410* Psychology and Language (3)
PSY 450* Special Topics in Psychology (3)

Research and Independent Study

PSY 440* Qualitative Research Methods (4)
PSY 470* Advanced Research Project in Psychology (4)
SA 390* Research Link (3)

NOTE: PSY 290 Statistics for Psychology and PSY 291 Research Methods and Design must be taken concurrently.

Psychology Minor Requirements
(28-29 semester hours)

The psychology minor requires successful completion of 22 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (19 semester hours):

PSY 201	Introduction to Psychology (3)
PSY 225*	Cross-Cultural Psychology (3)
PSY 261	Critical Thinking in Psychology (3)
PSY 290*†	Statistics for Psychology (3)
PSY 291*†	Research Methods and Design (4)
PSY 346*	Biopsychology (3)

Complete 3 semester hours from each of the following three categories (9-10 semester hours):

Health and Wellness Topics

HHP 252	Substance Use and Abuse (3)
HHP 253	Stress Management (3)
HHP 415*	Exercise Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
PSY 430*	Health Psychology (3)
PSY 475*	Psychological Disorders of Childhood (3)

Sociocultural and Critical Topics

HHP 301*	Social Psychology in Sport (3)
PSY 220*	Cinematic Portrayal of Psychology (3)
PSY 240	Psychology of Incarceration (3)
PSY 260*	Special Topics in Psychology (3)
PSY 270*	Social Psychology (3)
PSY 309*	Psychosocial Aspects of Gender (3)

Theory and Applied Research

CJ 321*	Criminology (3)
HHP 280	Sports Psychology (3)
PSY 214*	Development Across the Lifespan (3)
PSY 255	Industrial/Organizational Psychology (3)
PSY 305*	Cognition (3)
PSY 306*	Learning and Behavior (3)
PSY 319*	Personality Theories (3)
PSY 345*	Introduction to Neuroscience (3)
PSY 410*	Psychology and Language (3)
PSY 440*	Qualitative Research Methods (4)
PSY 450*	Special Topics in Psychology (3)
PSY 470*	Advanced Research Project in Psychology (4)
SA 390*	Research Link (3)

Social Work
Brittney Turner, DSW, LCSW
Program Director

(Program pending approval by the Higher Learning Commission.)

The Bachelor of Social Work is designed to provide students with skills that will prepare social work students to key social work ideas, values, concepts, and skills, including the code of ethics, grand challenges, and diversity and social justice aspects. This includes assessment of the intersectionality of the person and their environment as related to age, race, ethnicity, disadvantage, gender, sexual orientation, sexual identity, class, socioeconomic status, immigration status, ability, family status, geographic location, ethnicity and culture.

The primary mission of the BSW program is to enhance human well-being and help meet basic and complex needs of all people, with a particular focus on those who are vulnerable, oppressed, and living impoverished.

The BSW program prepares undergraduate students for ethical, competent, entry-level, and generalist professional practice with diverse persons and communities. Students will be assessed based upon the Council on Social Work Education (CSWE) competencies, as well as the Olivet College learning outcomes.

Social Work Program Learning Outcomes

The Bachelor of Social Work curriculum is specifically aligned with the nine CSWE 2022 Educational Policy and Accreditation Standards [EPAS] standards for Bachelor of Arts in Social Work. These standards support academic excellence by establishing thresholds for professional competence.

- Demonstrate Ethical and Professional Behavior
- Advance Human Rights and Social, Racial, Economic, and Environmental Justice
- Engage Anti-Racism, Diversity, Equity and Inclusion (ADEI) in Practice
- Engage in Practice-Informed Research and Research-Informed Practice
- Engage in Policy Practice
- Engage with Individuals, Families, Groups, Organizations, and Communities
- Assess Individuals, Families, Groups, Organizations, and Communities
- Intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social Work Major Learning Outcomes

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

- Students will demonstrate ethical and professional behavior.
- Students will demonstrate the ability to advance human rights and social, economic, and environmental justice.
- Students will demonstrate the ability to engage anti-racism, diversity, equity and inclusion (ADEI) in practice.
- Students will demonstrate the ability to engage in practice-informed research and research-informed practice.
- Students will demonstrate the ability to engage in policy practice.
- Students will demonstrate the ability to engage with individuals, families, groups, organizations, and communities.
- Students will demonstrate the ability to assess individuals, families, groups, organizations, and communities.
- Students will demonstrate the ability to intervene with individuals, families, groups, organizations, and communities.
- Students will demonstrate the ability to evaluate practice with individuals, families, groups, organizations, and communities.

Admission Requirements

Admission to the bachelor of social work degree program requires secondary admission to the program. Eligible applicants must meet the following requirements:

1. Have a minimum cumulative grade point average of 2.5 or higher.
2. Have all admission prerequisite coursework successfully completed or in progress at the time of application. These 12 semester hours consist of:

SW 105	Introduction to Social Work (3)
SW 200	Social Welfare and Social Work Practice: History, Trends, and Basic Concepts (3)
SW 215	Human Behavior in the Social Environment (3)
SW 230	Social Work Concepts in Group, Community, and Organizational Behavior (3)

Note: Coursework transferred from other education institutions will be evaluated for determining acceptable equivalencies for the prerequisite courses listed above.

3. Earn a grade of C or higher in all admission prerequisite coursework (excluding liberal arts core curriculum requirement).

Social Work Major Requirements

(Major pending approval by the Higher Learning Commission.)

A bachelor of social work degree requires 120 semester hours with a minimum overall grade point average of 3.0. All course requirements must be completed with a "C" or higher. The major requires successful completion of the following courses as well as other courses required to meet the 120 semester hour degree requirement.

Any course in the major in which a student earns a grade lower than "C" must be retaken. Progress may be provisionally allowed when a student earns a grade lower than a "C," he or she may continue progress and retake the course when it is offered again.

Complete each of the following (47 semester hours):

SA 291	Research Methods and Design (4)
SA 290	Statistics for Psychology (3)
SW 305	Social Work Ethics (3)
SW 310	Social Work Policy (3)
SW 315	Social Work Practice Method I: Individuals and Families (3)
SW 320	Social Work Practice Method II: Groups & Organizations – Community Action and Social Change (3)
SW 325	Social Work Practice Method III: National and Global (3)
SW 330	Social Work Community Assessment and Practice (3)
SW 345	Social Work Counseling (3)
SW 350	Social Work Case Management (3)
SW 355	Field Education I (4)
SW 356	Field Education II (4)
SW 400	Professional Development in Social Work (3)
SW 410	Application of Research Evidence in Social Work Practice (3)
SW 415	Social Work Senior Capstone (2)

Recommended Electives:

HHP 252	Substance Use and Abuse (3)
PSY 225	Cross-Cultural Psychology (3)
PSY 240	Psychology of Incarceration (3)
PSY 270	Social Psychology
PSY 309	Psychosocial Aspects of Gender (3)
PSY 420	Counseling and Psychotherapy
PSY 475	Psychological Disorders of Childhood (3)
SA 210	Poverty (3)

SA 300	Conflict and Cooperation (3)
SA 302	Topics in Inequality – Race and Ethnicity (3)
SA 303	Topics in Inequality – Gender (3)
SA 305	People, Resources and the World (3)
SA 310	Aging in America (3)
SCI 350	Gender, Race and Science (3)

Recommended Social Work electives:
(Bridge courses for BSW-MSW transition)

SW 500	Action Research (4)
SW 510	Social Work and Mental Health Practice (3)
SW 515	Medical Social Work (3)
SW 520	Responding to Chronic Illness (3)
SW 530	Public and Non-Profit Administration (3)

Social Work Minor Requirements

(27 semester hours)

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

Complete each of the following (27 semester hours):

PSY 201	Introduction to Psychology (3)
PSY 214*	Development Across the Lifespan (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
SA 200	Introduction to Theory in Sociology/Anthropology (3)
SA 331*	Social Work Counseling (3)
SA 332*	Case Management (3)
SA 333*	Social Work Policy (3)
SA 420*	Social Work Ethics (3)

Recommended Electives:

SA 210	Poverty (3)
SA 310*	Aging in America (3)
SA 312*	Family Dynamics (3)
PSY 403*	Psychology Practicum (3)
SA 403*	Practicum (1-6)

Sociology and Anthropology

The combined program in Sociology and Anthropology provides service learning and career preparation opportunities for those interested and committed to promoting peace, understanding and positive change in society. The program helps students learn to ask questions about their society and other societies around the world, to think critically about answers to these questions, and to explore various opportunities for responsible, committed citizenship in an international community. Students receive a solid grounding in social theory in their first year. Majors and minors then apply these concepts in thematic courses, practicums and research experiences. In addition, majors and minors are exposed to issues in cultural pluralism and diversity through coursework in gender, ethnicity, social class, and in at least one course with a transnational focus.

The sociology and anthropology program emphasizes preparation for careers and graduate training in basic and applied social science fields such as social work, community relations, alternative dispute resolution, criminal justice, education, international relations and service, human resources and advocacy, as well as research and teaching.

Students are strongly encouraged to complete coursework in another language. Students majoring in Sociology and Anthropology may select a minor in any subject, or, they may choose to concentrate their studies in areas such as social work, race and ethnicity, gender studies, biocultural studies, museum studies, or economic studies. Students interested in ethnic art or ethnomusicology may wish to combine a sociology/anthropology minor with a major in art or music.

Sociology and Anthropology Learning Outcomes

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

- Students will demonstrate knowledge of core sociological and anthropological concepts.
- Students will develop an ability to apply theories and research methods to address sociological and anthropological problems/questions.
- Students will demonstrate the ability to communicate sociological and anthropological knowledge to others effectively, accurately and professionally, in written and oral forms.
- Students will develop the ability to engage in respectful, reciprocal and mutually beneficial ways with individuals and communities at the local, national and global levels to advocate for and advance peace, understanding and positive change in society; to advocate for and advance equity and social justice.

- Students will possess analytical/critical thinking skills in areas such as community relations, international relations and services, alternative dispute resolution, advocacy, communication, qualitative and quantitative analysis, and problem-solving.

Sociology and Anthropology Major Requirements *(43-46 semester hours)*

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

Complete each of the following (28-31 semester hours):

SA 200	Introduction to Sociology/Anthropology (3)
SA 290*†	Statistics for the Social Sciences (3)
SA 291*†	Research Methods and Design (4)
SA 300*	Conflict and Cooperation (3)
SA 340*	Applications in Sociology/Anthropology (3)
SA 390*	Research Link (3)
SA 403*	Practicum (3-6)
SA 410*	Senior Project (3)
SA 425*	Workshop in Sociology and Anthropology (3)

Complete 15 semester hours from the following:

SA 160	Introduction to Gerontology (3)
SA 201	Myth, Symbol and Meaning (3)
SA 203	Childhood and Culture (3)
SA 210	Poverty (3)
SA 250	Special Topics in Sociology/ Anthropology (1-3)
SA 255*	The Civil Rights Movement (3)
SA 260*	Gerontology: Issues in Aging (3)
SA 302*	Topics in Inequality – Race and Ethnicity (3)
SA 303*	Topics in Inequality – Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social Order/Disorder (3)
SA 307*	Biocultural Ecology (3)
SA 309*	Psychosocial Aspects of Gender (3)
SA 310*	Generations: Aging in America (3)
SA 311*	Uncloseting America (3)
SA 312*	Family Dynamics (3)
SA 331*	Social Work Counseling (3)
SA 332*	Case Management (3)
SA 333*	Social Work Policy (3)
SA 360*	Gerontology: Ethics and Policy (3)
SA 418*	Directed Readings (1-3)
SA 419*	Directed Advanced Research (1-6)
SA 420*	Social Work Ethics (3)
SA 450*	Advanced Special Topics (3)
SA 460*	Successful Aging (3)
SCI 350*	Gender, Race and Science (3)
WGS 201	Introduction to Women's Studies (3)

NOTES:

1) All classes at or above the level of SA 300 require the completion of WRT 112 with a grade of C or better.
2) Unless otherwise noted or modified, courses numbered at or above SA 300 require the successful completion of six hours of 200-level coursework in sociology/ anthropology, psychology, gender studies or criminal justice, or permission of the instructor.
3) Only six semester hours of SA 403 (Practicum) may be applied to the major. In order to register, students must first get approval from the department chair.
4) Courses in philosophy, religion, or women's and gender studies with socio-cultural content may be considered as electives in sociology and anthropology upon approval from the chair of the Social Science Department.
5) SA 290 Statistics for Social Sciences and SA 291 Research Methods and Design must be taken concurrently.

Sociology and Anthropology Minor Requirements *(21 semester hours)*

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

Complete each of the following (9 semester hours):

SA 200	Introduction to Sociology/ Anthropology (3)
SA 340*	Applications in Sociology/ Anthropology (3)
SA 425*	Workshop in Sociology and Anthropology (3)

Complete 12 semester hours from the following:

SA 160	Introduction to Gerontology (3)
SA 201	Myth, Symbol and Meaning (3)
SA 203	Childhood and Culture (3)
SA 210	Poverty (3)
SA 250	Special Topics in Sociology/ Anthropology (1-3)
SA 255*	The Civil Rights Movement (3)
SA 260*	Gerontology: Issues in Aging (3)
SA 290*†	Statistics for Social Science (3)
SA 291*†	Research Methods and Design (4)
SA 300*	Conflict and Cooperation (3)

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

SA 302*	Topics in Inequality – Race and Ethnicity (3)
SA 303*	Topics in Inequality – Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social Order/Disorder (3)
SA 307*	Biocultural Ecology (3)
SA 310*	Generations: Aging in America (3)
SA 311*	Uncloseting America (3)
SA 312*	Family Dynamics (3)
SA 403*	Practicum (3)
SA 450	Advanced Special Topics (3)
SCI 350*	Gender, Race and Science (3)

See NOTES following the Sociology and Anthropology Major Requirements for more information regarding completion of the above courses.

Women's and Gender Studies

This program is intended to increase a student's knowledge, interest and appreciation of needs, contributions, problems and aspirations of women – and also of the way that gender shapes the lives of both women and men. Women's and gender studies will illuminate the subject matter of much of the rest of the curriculum from the perspective of women and gender. The courses within this minor emphasize cultural diversity and the varied experiences faced by women in the United States and the world. The interdisciplinary nature of the program provides an opportunity to examine a variety of theoretical/critical perspectives (e.g., historical, sociological, legal, psychological, ethnographic, scientific, political, aesthetic).

NOTE: Courses in philosophy, religion, or sociology/ anthropology with gender-related content may be considered as electives in women's and gender studies upon approval from the chair of the Social Science Department.

Women's and Gender Studies Learning Outcomes

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

- Students understand how social justice is/can be denied.
- Students understand how social justice can be provided.
- Students can describe a subject group.
- Students can describe the reason underlying the need to assist a subject group.
- Students can describe the process whereby they assist a subject group.
- Students can explain rationale for chosen process.
- Students can analyze outcome of process and assess its effectiveness.
- Students can develop collaborative relationships.
- Students understand ethical expectations relevant to the discipline.
- Students can communicate effectively in both qualitative and quantitative realms.

Women's and Gender Studies Minor Requirements *(21 semester hours)*

The women's and gender studies minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (12 semester hours):

HST 341*	American Women (3)
WGS 201	Introduction to Women's and Gender Studies (3)
WGS 241	Feminist/Womanist Theory I (3)
WGS 342*	Feminist/Womanist Theory II (3)

Complete 9 semester hours from the following:

IDS 390*	Cooperative Education (1-15)
MPC 101	Introduction to Media Studies (3)
SA 302*	Topics in Inequality – Race and Ethnicity (3)
SA 303*	Topics in Inequality – Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 309*	Psychosocial Aspects of Gender (3)
SCI 350*	Gender, Race and Science (3)
WGS 220	Women in the Arts (3)
WGS 255	Women in Sport (3)
WGS 260	Perspectives on Masculinity (3)
WGS 311*	Uncloseting America (3)
WGS 330	Gender, Sexuality and Religion (3)
WGS 370*	Women in Business (3)
WGS 403*	Gay, Lesbian, Bisexual and Transgender Studies (3)
WGS 450*	Special Topics (3)

Accelerated BA/MA in Counseling Program

This combined bachelor's and master's option allows exceptional, well-prepared undergraduate students at The University of Olivet to apply for early admission to the college's Master of Arts in Counseling program. Students undertaking this combined degree program option complete graduate-level coursework as undergraduate students, thus enabling courses to be applied toward both degree programs.

The combined degree program should be undertaken according to the individual career interests and goals of the student and should be an integrated learning experience rather than merely the completion of a certain number of

undergraduate and graduate credits. Acceptance into the combined degree program requires the approval of the chair(s) of both the undergraduate and the graduate programs involved, as well as the college's chief academic officer.

Students should indicate their interest in completing this combined program option at time of application or early into their undergraduate program. This will allow for proper academic advising to occur. Undergraduate students are required to complete a minimum of 30 undergraduate credits at The University of Olivet.

Students choosing the combined BA/MA in Counseling degree program option may apply a maximum of 12 credit hours of graduate-level coursework toward their undergraduate degree. This coursework will also fulfill requirements towards the graduate degree, i.e., courses are double-counted. Undergraduate students must complete 120 credit hours of study as specified in the Academic Catalog.

Application and Acceptance into the MA in Counseling Program — Applications to the MA in Counseling program are initiated by students in consultation with their academic advisor in the second year of undergraduate study. The completion of a minimum of 60 undergraduate credits is required for admission within the MA in Counseling program. A minimum overall GPA of 3.2 as well as a GPA of 3.2 in the major is required. The program features selective admission that follows the general admission process of the MA in Counseling program. Standards of admission have been established to make sure students have the necessary aptitude and background for success. Students applying for a program may be required to take additional tests and/or meet certain course requirements for admission to the MA in Counseling program.

Dual Counting of Earned Graduate Course Credits — Upon acceptance, the student may begin taking graduate courses. No more than two graduate level courses may be taken in one semester prior to earning 108 undergraduate credits. Students having been admitted to the Master of Arts in Counseling program under this option may dually count a maximum of thirty-three percent of the total credits required for the master's degree program at the graduate Master of Arts in Counseling work in satisfaction of the requirements for both the undergraduate and graduate degree. All other master's degree requirements must be met, including a graduate capstone course.

To be eligible for dual counting within these two programs, coursework must meet all the following criteria:

1. Be of graduate level – under no circumstances will undergraduate-level coursework be applied toward the master's degree.
2. Fulfill degree requirements for the bachelor's and master's degrees.
3. Are not awarded as credit by examination.
4. All prerequisite courses for the undergraduate course being substituted by the graduate course must be completed prior to enrolling in the graduate course.
5. Meet minimum standards as described in the Graduate Studies section of the college's Academic Catalog.

For further information regarding the Master of Arts in Counseling program, see the Graduate Programs section of this catalog.

Online Undergraduate Programs

The University of Olivet's online undergraduate programs serve a diverse community of learners who wish to complete their undergraduate degree online in selected majors. Accelerated study into graduate study in particular areas is available. Students enroll in online courses delivered with attention to relationship-based learning. Students are able to complete their programs through attendance either on a part-time or full-time basis.

The following degree completion programs are available:

- Business Administration
- Criminal Justice
- Integrative Studies
- Psychology
- Social Work

See Residential Undergraduate Programs for more information regarding the online baccalaureate degree completion program requirements for the above listed programs.

Non-Degree Programs

Air Force ROTC Program/ Aerospace Science

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

Global Citizen Honors Program

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

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

GCHP has distinct academic experiences including Honors Explorations (HON 490), Honors Options, honors sections of certain liberal arts core curriculum courses, opportunities to study abroad, and the Honors Thesis (HON 499). The program also offers co-curricular events and opportunities that, taken as a whole, provide a comprehensive and inclusive experience.

Honors Courses

1. **Honors Exploration Course (HON 490)** – In-depth study of a series of rotating topics, often with non-traditional project-based work. There will be at least one HON 490 offered each semester. Students are strongly encouraged to complete at least one HON 490 in their first three semesters at The University of Olivet.
2. **Honors Option** – Any regularly-offered course at the college can be made into an honors course through the Honors Option process. Students develop enhanced coursework, readings, and projects in consultation with their professors.
3. **Honors Sections** – Students may enroll in honors sections of Academic Writing, Writing and Research, Civilization Studies, and certain Wednesday morning departmental seminars.
4. **Study Abroad** – The college offers a variety of travel-based courses each year; any of these can be turned into an honors course through the Honors Option process. In addition, the program may offer GCHP-member-only study abroad experiences, usually during the summer months. Students who have earned a GCHP Merit Scholarship may apply funds from their travel grants to their first approved study abroad experience.
5. **The Honors Thesis (HON 499) –** The Honors Thesis is a piece of original critical, creative, experimental, or analytic work completed by the student. Students earn three to six semester hours for working on an Honors Thesis. Students begin developing a project topic late in the sophomore year, finish topic development in the junior year, and formally propose their topic to the GCHP in the second semester of the student's junior year. The thesis is completed and reviewed, then approved by the Honors Program in the senior year. The Honors Thesis is shared with the campus community at the end of the student's final semester.

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

Insurance and Risk Management Certificate Program

Linda Goulet, D.B.A,
Chair, Business Department

The Certificate in Insurance and Risk Management from The University of Olivet will provide participants with the necessary skills to pursue or enhance a career in the field of insurance and/or risk management. The program encompasses three core courses:

- IRM 221 Principles of Insurance and Risk Management
- IRM 252 Personal Insurance
- IRM 253 Commercial Insurance

The completion of IRM 221 is required to advance to IRM 252 and 253 course.

Upon completion, a participant will be able to:

- Demonstrate knowledge of property and liability insurance, including policy coverage language.
- Read and Understand coverage forms providing consistent and sound underwriting decisions.
- Work in a collaborative environment, demonstrating negotiating skills and actively challenging others when necessary.

If courses are taken on a non-credit bearing basis, the courses would be eligible to be converted as credit-bearing status at The University of Olivet applicable to an undergraduate bachelor's degree. Undergraduate acceptance requirements apply.

Courses will be offered online via asynchronous modes of delivery. In person, live classes may be arranged for corporate clients or other environments with a minimum number of students required.

Nursing Pathway

Katherine S. Jones, MSN, RN,
Interim Director of the RN-BSN Program

The University of Olivet residential undergraduate students who are interested in a career in nursing are welcome to participate in our Nursing Pathway program. Through participation in the Health Sciences Seminar in their first year of study, students receive mentoring and career assistance from practicing nurses to assist them to enter this rewarding professional field. Mentoring, career exploration, and active advisement regarding coursework will occur in this year, leading to admission consideration in nursing programs at other institutions offering clinical programs directed to obtaining nursing licensure. For current information about these articulation agreements visit www.olivetcollege.edu/academics/professional-graduate/bachelor-of-science-in-nursing.

Through successful completion of an Associate's Degree in Nursing (ADN) and passing of the National Council Licensure Examination (NCLEX), individuals are eligible for licensure as Registered Nurses in the State of Michigan. Students in the Nursing Pathway are then welcome to continue their studies at The University of Olivet to complete a Bachelor of Science in Nursing (BSN) degree post-licensure. This program allows students to complete their BSN in a timely and efficient manner, enrolling in courses while actively working in the profession. The RN-BSN program emphasizes competence in professional nursing, service to the community, critical thinking, oral and written communication skills, and an understanding of a globally oriented world.

For more information on the Nursing Pathway at The University of Olivet, please contact the director of the RN-BSN program.

Teaching Pathway

Suzanna Flood, M.A.T.
Program Director

The University of Olivet residential undergraduate students who earn their degree from The University of Olivet may qualify for an innovate approach to enter into a career in K-12 teaching through a comprehensive career advising strategy. This strategy includes combining curricular and co-curricular experiences to prepare students for admission into a State of Michigan alternative route to teacher certification program. At The University of Olivet this route is known as the Teaching Pathway.

The Teaching Pathway at The University of Olivet may be combined with a variety of majors. Through program participation, students will achieve learning outcomes that support success in future K-12 teaching careers by learning the best practices for teaching and learning. A weekly seminar is offered to Teaching Pathway students during the spring semester. The seminar engages students in specialized educational content to support learning goals. It offers personalized advising as well as opportunities to be involved in immersive and practical learning situations including classroom observations, small group teaching demonstrations, and mentoring possibilities.

The Teaching Pathway at The University of Olivet provides a comprehensive structure to utilize approved alternative route programs guided by the State of Michigan, administration rules and teaching preparation program standards after they graduate from The University of Olivet. The Teaching Pathway works collaboratively with local school districts and an alternative route provider to streamline this non-traditional route to becoming a teacher. Candidates must meet specific criteria to be eligible. For more information, contact the director of the Teaching Pathway at The University of Olivet.

Undergraduate Degree Program Course Descriptions

Aerospace Science (AS)

Aerospace Science Laboratory (ASL)

Biology (BIO)

Business Administration (BUS)

Chemistry (CEM)

Computer Science (CS)

Criminal Justice (CJ)

Economics (ECO)

English (ENG)

Financial Planning (FP)

Global Citizen Honors Program (HON)

Health and Human Performance (HHP)

History (HST)

Insurance and Risk Management (IRM)

Interdisciplinary Studies (IDS)

Mathematics (MTH)

Media Production and Communication (MPC)

Music (MUS)

Philosophy (PHL)

Physics (PHA)

Political Science (POS)

Psychology (PSY)

Religious Studies and Ethics (REL)

Science (SCI)

Sociology and Anthropology (SA)

Social Work (SW)

Sport and Recreation Management (SRM)

Theatre (THR)

Visual Arts (ART)

Women's and Gender Studies (WGS)

World Languages (WRL)

Writing (WRT)

Residential Undergraduate Course Descriptions

Aerospace Science (Air Force ROTC)
Non-Degree Programs

AS 111 Foundations of the United States Air Force I
Fall Semester. 1 semester hour.
Corequisite: ASL 111.
Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 112 Foundations of the United States Air Force II
Spring Semester. 1 semester hour.
Corequisite: ASL 112.
Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 211 Evolution of the USAF and Space Power I
Fall Semester. 1 semester hour.
Corequisite: ASL 211.
Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 212 Evolution of the USAF and Space Power II
Spring Semester. 1 semester hour.
Corequisite: ASL 212.
Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 321 Air Force Leadership Studies I
Fall Semester. 3 semester hours.
Corequisite: ASL 321.
Communication, management and ethical skills for Air Force officers. Emphasizes standards and professionalism in the modern officer core; leadership laboratory.

AS 322 Air Force Leadership Studies II
Spring Semester. 3 semester hours.
Corequisite: ASL 322.
Leadership theory, traditional Air Force management functions and current practices. Emphasizes the application of leadership concepts by junior officers; leadership laboratory.

AS 421 National Security Affairs
Fall Semester. 3 semester hours.
Corequisite: ASL 421.
Formation and implementation of defense policy and strategy. Bureaucratic interplay and impact of nuclear technology; investigation of current defense issues; leadership laboratory.

AS 422 National Security Affairs and Preparation for Active Duty
Spring Semester. 3 semester hours.
Corequisite: ASL 422.
Role of the professional officer in a democratic society. Global security issues; military justice and the laws of war; leadership laboratory.

AS 490 Independent Study
Summer Semester. 1-3 semester hours.
Independent reading and research on special topics.

Aerospace Science Laboratory (Air Force ROTC)
Non-Degree Programs

ASL 111 Foundations of the United States Air–Force I - Lab
Fall Semester. 1 semester hour.
Corequisite: AS 111.
Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skill and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF. The laboratory covers five major subject areas.

ASL 112 Foundations of the United States Air Force II - Lab
Spring Semester. 1 semester hour.
Corequisite: AS 112.
Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skills and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF.

ASL 211 Evolution of the USAF and Space –Power I - Lab
Fall Semester. 1 semester hour.
Corequisite: AS 211.
The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer. The course continues and amplifies subject areas from the 100 year.

ASL 212 Evolution of the USAF and Space Power II - Lab
Spring Semester. 1 semester hour.
Corequisite: AS 212.

The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer.

ASL 321 Air Force Leadership Studies I - Lab
Fall Semester. 1 semester hour.
Corequisite: AS 321.

Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 322 Air Force Leadership Studies II – Lab
Spring Semester. 1 semester hour.
Corequisite: AS 322.

Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 421 National Security Affairs Lab
Fall Semester. 1 semester hour.
Corequisite: AS 421.

Cadets continue to exercise their leadership skills generally in higher-level corps leadership positions. The focus is on developing skills and knowledge that will be needed at their first duty station.

ASL 422 National Security Affairs and Preparation for Active Duty - Lab
Spring Semester. 1 semester hour.
Corequisite: AS 422.

Cadets continue to exercise their leadership skills, generally in higher-level corps leadership positions.

Arabic
Arts and Humanities Department
(see World Languages)

Biology
Natural Sciences and Mathematics Department

BIO 105 Human Biology
Fall and Spring Semesters. 3 semester hours.

An introduction to the biology of the human body. Topics include overviews of the circulatory, digestive, respiratory, nervous, reproductive, excretory and musculoskeletal systems. Hands-on laboratory activities give practical experience in understanding how the human body functions.

BIO 111 Principles of–Biology - Molecules to Cells
Fall and Spring Semesters. 3 semester hours.

Life at the cellular level. Biological molecules, major cell structures and their functions, bacteria and viruses and their role in human health issues, disease, genetics and reproduction. Laboratory investigations provide hands-on experience in basic cell biology.

BIO 112 Principles of–Biology - Organisms to Ecosystems
Spring Semester. 3 semester hours.

Life at the organismal and population levels. Classical and population genetics, evolution, biological diversity and ecological principles. Human impact on other organisms and the environment. Laboratory investigations provide hands-on experience in basic organismal biology.

BIO 150 Introductory Zoology
Spring Semester, even years. 4 semester hours.
Prerequisites: BIO 111, BIO 112, or SCI 102.

Basic zoological principles as illustrated by selected representatives of the animal kingdom. Topics include a survey of animal types with reference to taxonomy, morphology, ecological relationships and evolution. Laboratory exercises provide hands-on experience.

BIO 160 Introductory Botany
Fall Semester, even years. 4 semester hours.
Prerequisites: BIO 111, BIO 112 or SCI 102.

Principles of plant biology. Functional significance of plant tissues and structures, life cycles, evolutionary patterns and photosynthesis. The aesthetic, economic and environmental significance of plants are discussed. Laboratory exercises provide hands-on experience.

BIO 180 Medical Terminology
Spring Semester, even years. 3 semester hours.
Prerequisites: BIO 111.

An introduction to medical and scientific terminology, with emphasis on health and disease in human and veterinary medicine. Focus will not only be on comprehending individual words but also on understanding them in context including medical records, pathology reports, scientific literature and other medical documents and materials.

BIO 202 Comparative Vertebrate Biology
Spring Semester, odd years. 4 semester hours.
Prerequisites: C or higher in BIO 111 and BIO 112 or instructor permission.

Survey of chordate types with emphasis on the structure of vertebrate animals and the evolution of vertebrate systems. Laboratory component includes comparative dissections of vertebrates that vary with respect to classification, behavior, and morphology.

BIO 207 Microbiology
Spring Semester. 3 semester hours.
Prerequisites: BIO 111, BIO 112 or SCI 102.

Microbial life, including bacteria, fungi, protists, and viruses. Basic structure and function, antimicrobial drugs, and the roles of microbes in ecology and disease. Includes laboratory exercises in handling and culturing microbes, and in microbial activity.

BIO 208 General Ecology
Fall Semester. 3 semester hours.

Interactions of living things with each other and their environment. Biogeochemical cycles, food webs, predator-prey relationships, competition, population growth, succession and human impact on natural ecosystems.

BIO 209 Ecology for Pre-Service Teachers
As announced. 3 semester hours.

Ecological concepts for pre-service teachers. Includes ecosystems, energy flow, evolution, population dynamics, community ecology, and human impacts on the environment. Content reflects National and Michigan Science Standards.

BIO 210 Entomology
As announced. 3 semester hours.
Prerequisites: BIO 112, SCI 102 or instructor permission.

Morphology, ecology and diversity of insects. Insect evolution, behavior, metamorphosis and biological relationships to the environment are covered. Special attention is given to the importance of insects to humans.

BIO 211 Human Anatomy
Fall Semester. 3 semester hours.
Corequisite: BIO 213.
Prerequisites: C or higher in BIO 111.

Students will immerse into the study of human anatomy, the structure of the human body. Students will examine how the structure of the individual parts human body impacts the function of the entire system. Topics will be discussed during lecture using case studies to expand student knowledge to cover clinical examples. Lecture topics will be reinforced during lab each week, with an in-depth examination of human anatomy. Body systems covered include basic histology, the integumentary system, the skeletal system and articulations, the muscular system, the nervous system, the endocrine system, the cardiovascular system, the lymphatic system, the respiratory system, the urinary system, the digestive system and the reproductive system.

BIO 212 Physiology
Spring Semester. 3 semester hours.
Corequisite: BIO 214.
Prerequisites: C or higher in BIO 211 and CEM 111 or CEM 152.

Students will explore physiological concepts as they relate to the human body. Lecture will be supplemented with guided group learning activities and case based exploration with an emphasis placed on problem solving skills as related to human diseases. Topics covered will include membrane potential, osmosis, neurochemical transmission, fluid, electrolyte and acid – base balance, partial pressures and gas diffusion, reflexes, the cardiac cycle and conduction system of the heart.

BIO 213 Human Anatomy Laboratory
Fall Semester. 1 semester hour.
Corequisite: BIO 211.

This is the companion course to BIO 211 Human Anatomy and reinforces subject matter discussed in lecture. Students will use slides, models and computer generated dissections to further expand their knowledge of human anatomy.

BIO 214 Physiology Laboratory
Spring Semester. 1 semester hour.
Corequisite: BIO 212.

This is the companion course to BIO 212 Physiology and reinforces subject matter discussed in lecture. Students will complete laboratory activities each week exploring the normal physiology of human body. Students will also gain skills in reading the graphical interpretations of physiological data by building and analyzing their own.

BIO 216 Ornithology
Fall Semester, even years. 3 semester hours.
Avian life, including field identification, behavior, flight, reproduction and ecological importance of birds. Course includes extensive observation of birds in the field.

BIO 305 Ethology
Intensive Learning Term, odd years. 3 semester hours.
Animal behavior, in wild and domestic species. Territoriality, learning, courtship and sexual behavior, play and sociobiology. Includes observation of behavior in the field.

BIO 311 Pathophysiology
Fall Semester. 3 semester hours.
Prerequisites: BIO 212 or instructor permission.
General principles of mammalian disease with emphasis on human illness. Basic mechanisms of disease, immunity, healing, cancer, metabolic disorders and pharmacology. Common diseases of each of the major organ systems are discussed, including cause, effects and general approach to treatment.

BIO 312 Parasitology
Fall Semester, even years. 3 semester hours.
Prerequisites: BIO 111 or BIO 112; BIO 150 or BIO 311 recommended.
A survey of animal parasites with emphasis placed on life histories, pathological effects, control measures and social and economic implications associated with parasites of vertebrate animals. Special attention is given to parasites of humans.

BIO 313 Plant Ecology
Fall Semester, odd years. 3 semester hours.
Prerequisites: BIO 112, BIO 208 or SCI 102.
Ecological adaptations and characteristics of plants, plant and animal interrelationships, endangered plants, toxic and medicinal plants, and non-native plants. Course includes extensive study of plants in the field.

BIO 345 Introduction to Neuroscience
Fall Semester, odd years. 3 semester hours.
Cross listed with PSY 345.
Prerequisites: BIO 111, PSY 201 or instructor permission.
An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal "roots."

BIO 401 Cell Biology
Fall Semester. 3 semester hours.
Prerequisites: BIO 111, CEM 152 and junior standing.
Major topics in cell and molecular biology with an emphasis of biomolecular features and their physical and functional position within cells. Membrane dynamics, transporters, exo and endocytic pathways, and signal transduction are major themes. The course includes independent research, writing and presentation of an aspect of cell biology.

BIO 402 Ecosystem Ecology
Intensive Learning Term, even years. 3 semester hours.
Prerequisites: BIO 208 or instructor permission.
An examination of the characteristics, flora and fauna of the major ecosystems of the world, including forest, wetland, desert, grassland, dune, tundra, reef and cave. The course includes discussion of human impact on these habitats as well as study of habitats in the field.

BIO 403 Environmental Health and Toxicology
Spring Semester, odd years. 3 semester hours.
Prerequisites: BIO 111, BIO 112, or SCI 107 or instructor permission.
The interrelationship of environmental damage to the health of humans and other organisms. Topics include an introduction to the principles of toxicology and environmental epidemiology, and sources and medical effects of pollutants, climate change and toxic waste.

BIO 404 Genetics
Spring Semester. 3 semester hours.
Prerequisites: BIO 111 and junior standing.
The major disciplines of genetics: molecular, Mendelian (classical) and population genetics. Topics include: gene theory, linkage, inheritance patterns, mutations and cancer, natural and artificial selection, genetic engineering and genetic disorders.

BIO 406 Biostatistics
Fall Semester. 3 semester hours.
Satisfies Senior Capstone Experience requirement.
Prerequisites: MTH 130 or equivalent, 12 semester hours of biology or other science, and junior standing.
An introduction to the use of statistics for decision making in the biological sciences. Application of basic methods of descriptive and inferential statistics, formulation and testing of hypotheses, and experimental design are explored. Statistics software is used.

BIO 415 Research in Biology
Fall and Spring Semesters, by request. 1–3 semester hours.
Prerequisites: instructor permission.
Special investigations of specific biological problems.

BIO 418 Independent Study
Fall and Spring Semesters, by request. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission, and approval of course outline by the Academic Performance Committee.
Independent reading and research of special topics in biology including field experiences and internships.

BIO 431 Molecular Biology Techniques
Spring Semester. 3 semester hours.
Cross listed with CEM 431.
Prerequisites: C or higher in CEM 332 or 333.
Satisfies Senior Capstone Experience requirement.
An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

Business Administration
Business Department

BUS 200 Introduction to Business
Fall and Spring Semesters. 3 semester hours.
Introduction to Business is an examination of the major functional areas of business administration including management, marketing, human resources, finance and accounting. Introduction to Business is designed for non-business administration majors.

BUS 201 Principles of Accounting I
Fall and Spring Semesters. 3 semester hours.
This is the introductory course in accounting with an emphasis on financial reporting for external users of financial statements. The course includes an examination of the recording of business transactions and the measurement of business income, assets, liabilities and equities.

BUS 202 Principles of Accounting II
Fall and Spring Semesters. 3 semester hours.
Prerequisites: BUS 201.
This course is an introduction to management accounting and the use of decision-making tools needed by managers in an organization. The course focuses on financial analysis, manufacturing cost flows, budgeting, and planning for long-term financing and investing activities.

BUS 212 Business Law I
Fall Semester. 3 semester hours.
Business Law I provides an introduction to the law and legal system in the U.S., as well as a thorough examination of the law of contracts and sales. The course includes the study of sales, contracts, bailment and Article II of the Uniform Commercial Code. Also included is the law of negotiable instruments, secured transactions and bankruptcy.

BUS 213 Business Law II
Spring Semester. 3 semester hours.
Prerequisites: BUS 212.
Business Law II examines the law of business associations to include agency, partnerships, limited partnership, joint ventures and corporations including an overview of antitrust law and securities regulation. Business Law II includes law of human resources.

BUS 215 Personal Finance
Fall and Spring Semesters. 3 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.
Personal Finance introduces the knowledge and techniques associated with major financial planning problems encountered by individuals and families such as savings, budgeting, cash and credit management, student and consumer loans, home and automobile decision, and insurance.

BUS 240 Business Statistics
Fall and Spring Semesters. 3 semester hours.
Satisfies the Quantitative Analysis requirement.
Prerequisites: MTH 130, placement into MTH 150, or instructor permission.

This course provides students with statistical tools needed by managers to solve business problems. The course emphasizes understanding the process associated with statistical decisions, defining and formulating problems, analyzing the data, and using the results in decision making. Students will use computer software to perform statistical analyses.

BUS 300 Principles of Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: sophomore standing.

Management consists of an analysis of business activities designed to manage an organization to efficiently serve employees, customers and the community. Topics studied include planning, organizing, leading and controlling; the business environment, business institutions, government regulations, organizational structure, human resources and human behavior within the framework of the needs of a diverse world.

BUS 301 Intermediate Financial Accounting I
Fall Semester. 3 semester hours.
Prerequisites: BUS 202.

This course is designed to provide an in depth examination of the theory underlying the accumulation of accounting data. It includes a review of Generally Accepted Accounting Principles (GAAP), factors affecting the measurement and recognition of revenue, accounting for receivables, inventory, plant assets, intangibles and investments.

BUS 302 Intermediate Financial Accounting II
Spring Semester. 3 semester hours.
Prerequisites: BUS 301.

This course is a continuation of BUS 301. Accounting principles and reporting requirements for long-term liabilities such as bonds, leases and pensions are studied. Other topics include taxes, owners' equity, earnings per share calculations, comprehensive income and the treatment of accounting changes and errors.

BUS 304 Cost Accounting
Fall Semester, even years. 3 semester hours.
Prerequisites: BUS 202.

An intermediate managerial course focusing on the use of accounting data to plan and control operations and allocate resources. In addition, a framework for measuring managerial performance will be developed by analyzing cost-volume-profit relationships, budgeting, standard cost analysis and profit analysis.

BUS 305 Accounting Information Systems
Fall Semester, odd years. 3 semester hours.
Prerequisites: BUS 202 and CS 110.

This is an introductory course in accounting information systems. It includes issues such as transaction processing cycles, the use and effects of computers and other relevant technology on accounting, database and file systems, internal accounting and administrative controls, and information technology audits. The course emphasizes use of common business software, which may include spreadsheets, flowcharting software, communications, general ledger and database management systems.

BUS 306 Governmental and Nonprofit Accounting
Spring Semester, odd years. 3 semester hours.
Prerequisite: BUS 202.

A study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. Other topics include budgeting, budgeting control, strategic planning, tax levies and preparation of financial statements.

BUS 309 Principles of Marketing
Fall and Spring Semesters. 3 semester hours.
Prerequisites: sophomore standing.

Principles of Marketing is an introduction to the basic functions of marketing. The course includes topics such as consumer behavior, marketing research, marketing planning, physical distribution, selling, promotion, retailing, pricing, wholesaling, purchasing and e-commerce.

BUS 311 Advertising and Integrated Marketing Communications
Fall Semester. 3 semester hours.
Prerequisites: BUS 309.
A comprehensive survey of basic principles and practices of advertising and the integrated marketing communications (IMC) environment. Topics include the planning and execution of promotional programs, strategy development, and segmenting and positioning. Includes advertising environment in the 21st Century, agency and client relationships, consumer behavior, ethics and the role of research, creative appeals, and media selection in advertising effectiveness. Students learn and apply the IMC planning process and examine the role of integration to ensure consistency of creative strategy and the complementary use of traditional and digital media.

BUS 312 Sales and Sales Management
Fall Semester. 3 semester hours.
Prerequisites: BUS 309.

The sales and sales management process as it pertains to the marketing environment. Topics addressed include: the sales process, the steps in the sales process, the internal and external sales environment, recruitment and selection of sales persons, motivation, territory and quota management and design, sales forecasting, compensation, and appraisals. Includes case and group work.

BUS 315 Financial Markets and Institutions
Spring Semester. 3 semester hours.
Prerequisites: BUS 202 and ECO 202.

Introduces financial markets and institutions, including a brief review of the financial system of the United States; emphasizes institutions, instruments and procedures for meeting the demand for funds by business (both short and long term), consumers, federal, state and local governments; considers international finance.

BUS 316 Financial Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: BUS 202 and ECO 202.

This course is designed for the general business student and is intended to provide a theoretical and practical framework for corporate financial management. Most specifically this course will encourage each student to build a foundation of knowledge by examining: (a) financial decision making within the corporate framework; (b) the relationship between risk and return; (c) time value of money; and (d) capital budgeting.

BUS 317 Advanced Corporate Finance
Spring Semester. 3 semester hours.
Prerequisites: BUS 316 or instructor permission.

This course studies financial decision making in the modern corporation. Capital budgeting, capital structure, corporate sources of funding, dividend policy, theories of risk and return and valuation of assets will be explored.

BUS 320 Income Tax Accounting
Fall Semester. 3 semester hours.
Prerequisites: BUS 201 and BUS 202.

This course is an introductory study of taxation for personal and sole proprietor business ownership. This course focuses on concepts of income, deductions, and credits that apply to individual and private business owners. Emphasis on tax planning as well as tax compliance is also provided.

BUS 321 Public Relations Management
Spring Semester. 3 semester hours.
Prerequisites: BUS 309.

A study of the theory and practice of public relations with an emphasis on two-way communication, the four-step process of public relations, the various constituencies in public relations, and the settings for public relations including business, education, labor, government, and other organizations. Explores the roles of public relations professionals in their organizations and the importance of public relations in contemporary organizations. Introduction to the basic tools of the public relations professional, including news releases and other contemporary forms of public relations communications management. At the end of this course, students should be capable of performing the following public relations activities: analyzing public relations problems and opportunities; understanding and developing concise and targeted relations messages; and understanding the terminology and theoretical concepts associated with public relations.

BUS 330 Accounting Ethics
Spring Semester, odd years. 3 semester hours.
Prerequisites: BUS 202.
Satisfies Ethical Awareness requirement.

This course explores the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning with a major emphasis on oral presentation is designed to enhance skills in critical thinking and professional business communication. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment. The course culminates in presentations to groups outside of The University of Olivet community.

BUS 340 Global Marketing Perspectives
Intensive Learning Term. 3 semester hours.
Satisfies Global Awareness requirement.
Prerequisites: BUS 309.

Global Marketing Perspectives is a hands-on class that will explore various aspects of marketing including retailing, e-commerce, personal selling and institutional marketing. The Global Marketing Perspectives class may include a trip so students can experience different marketing activities firsthand. Please contact the instructor the year before to get information about the trip, its cost and possible fund-raising opportunities. This course can be repeated.

BUS 395 Financial Statement Analysis
Fall Semester, even years. 3 semester hours.
Prerequisites: BUS 202, BUS 316 and ECO 202.

Financial Statement Analysis is a study of the corporate financial statements. The study focuses on three major parts: (1) practical computer-generated problems that analyze the financial statements mathematically; (2) an in-depth study of the meaning of the data that is included in the financial statements; and (3) a study of data that might not be included in the financial statements. The objective entails the student being able to read in-between the lines and separate meaningful data from the corporate fluff that is commonly included in a corporate annual report.

BUS 399 Business Service Learning
Spring Semester. 3 semester hours.
Satisfies Social Responsibility requirement.

The class integrates classroom learning with community service. Student achievement is assessed on related projects as an integral part of the curriculum. Service learning provides community applications for essential business education standards. The activities will help students learn about organizing and carrying out an event and help them develop valuable leadership skills through volunteering and/or event planning. The students will determine the event/project during the semester. Possible service projects include: event for the American Cancer Society, March of Dimes or Fountain Clinic.

BUS 402 Advanced Accounting
Spring Semester, even years. 3 semester hours.
Prerequisites: BUS 301 and BUS 302.

This course is designed to analyze special accounting issues, which include domestic corporate business combinations, international corporate business combinations and partnerships accounting. Emphasis is on analyzing transactions and preparing working papers, financial statements and disclosures.

BUS 405 Production/Operations Management
Spring Semester. 3 semester hours.
Prerequisites: BUS 300.

Examines the concepts, principles and techniques of production and operations management, and focuses on capacity, location, process, product, materials purchasing and scheduling of resources with an integrated systems approach that includes CIM (Computer Integrated Management), JIT (Just In Time) and MRP (Manufacturing Resource Planning).

BUS 406 Human Resource Management
Fall Semesters. 3 semester hours.
Prerequisites: BUS 300.

This course examines the role of the human resource professional as a strategic partner in managing today's organization. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Emphasis is placed on the modern day importance of HRM in organizations ranging from large corporations to small start-ups. Equal Employment Opportunity and regulatory requirements will be discussed. Other critical areas of training and development, staffing, and strategy will also be explored.

BUS 407 Marketing Research
Spring Semester. 3 semester hours.
Prerequisites: BUS 309 and BUS 240 or MTH 232.

The Marketing Research class includes methods for designing market research studies, methods of collecting data, problem formulation, sampling methods and techniques, data analysis and research reporting.

BUS 408 Organizational Behavior
Fall Semester. 3 semester hours.
Prerequisites: BUS 300.

Organizational Behavior includes a study of individual and group behavior in organizational settings and the processes and skills essential for the success of individuals as members of organizations. Also includes a study of the objectives, functions and organization of personnel programs, with a focus on the diverse culture of the workplace.

BUS 409 Auditing
Spring Semester, even years. 3 semester hours.
Prerequisites: BUS 302.

This course is a study of the auditing of business and non-business organizations including the roles, responsibilities, and regulation of auditors. It includes an examination of audit objectives/procedures, risk assessment, statistical sampling methods, evidence decisions, control evaluation, transaction cycle analysis, assurance and attestation services and types of audit reports. The ethical and legal responsibilities of auditors are also addressed.

BUS 412 Small Business Development Seminar
Spring Semester. 3 semester hours.
Prerequisites: BUS 201, 202, 300, and 309.

This course examines, through the use of case studies, why some businesses are successful while others fail. Guest entrepreneurs will also be invited to speak, and their business ventures analyzed. The goal of this course is to take students through the actual process of initiating a business venture from the conceptualization phase to the preparation of a detailed business plan. Students are required to present the completed plans to the class.

BUS 418 Independent Study
As announced. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by Academic Performance Committee.

Independent reading and research on special topics.

BUS 420 Advanced Tax Accounting
Spring Semester, even years. 3 semester hours.
Prerequisites: BUS 320.

This class is designed to present various business tax concepts. This course includes the preparation of federal income tax returns from accounts of partnerships and corporations and provides knowledge of state income tax, use tax, sales tax, employment, and property tax concepts.

BUS 484 International Marketing
Spring Semester. 3 semester hours.
Prerequisites: BUS 309.
Satisfies Global Awareness requirement.

Focuses on the international marketer's sphere of operations, dwelling particularly on the uncontrollable environment variables in foreign markets and how they affect the task of international marketing management. Emphasis is placed on how the execution of product strategy, promotion strategy and distribution strategy is different from one country to another.

BUS 490 Business Policy and Strategic Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: BUS 202, BUS 300, BUS 309, BUS 316, ECO 202 and senior standing.
Satisfies Senior Capstone Experience requirement.

Business Policy and Strategic Management is a capstone course in solving the problems of advanced general management. The course develops the concepts and techniques of strategic management as well as providing an analytical approach in understanding and dealing with actual business world situations.

Chemistry
Natural Sciences and Mathematics Department

CEM 111 Introduction to Chemical Principles
Fall and Spring Semesters. 3 semester hours.
Corequisite: CEM 113.
Satisfies Natural Sciences requirement.
Prerequisites: C or higher in MTH 120 or MTH 130 (or concurrent) or placement into MTH 150.

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

This course is a single semester survey of chemistry and is designed for students who seek experience in the chemical sciences. In addition to the more traditional inorganic approach (compounds without carbon), we will also be addressing general themes and concepts in organic and biochemistry. This course will be a mixture of lecture and in-class problem solving.

CEM 113 Introduction to Chemical Principles Laboratory
Fall and Spring Semesters. 1 semester hour.
Corequisite: CEM 111.

This is the companion laboratory course to CEM 111 Introduction to Chemical Principles and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 151 General Chemistry I
Fall Semester. 3 semester hours.
Corequisite: CEM 153.
Prerequisite: C or higher in MTH 130, placement into MTH 150, or completion of two years of high school algebra.
Satisfies Natural Sciences requirement.

Students examine the principles of chemistry beginning with the nomenclature, the chemical mole, stoichiometry, reactions and thermochemistry. Students will also study introductory quantum mechanical models of the atom and Lewis structures. In addition to developing problem solving skills in the lecture, the companion laboratory reinforces concepts studied in lecture, and emphasizes the analysis and interpretation of laboratory experiments through writing.

CEM 152 General Chemistry II
Spring Semester. 3 semester hours.
Corequisite: CEM 154.
Prerequisites: C or higher in CEM 151 and CEM 153.

Building on content studied in CEM 151, the course will be a mixture of lecture, independent and group learning activities with an emphasis on problem solving and practice of problem solving skills covering the critical concepts of molecular structure of compounds, molecular forces,

equilibria, acid and bases chemistry, solubility and a primer to organic chemistry. This course is more difficult than the first, and even students with a strong high school background in chemistry will largely be unfamiliar with the depth of these topics. The laboratory emphasizes investigations which reinforce concepts studied in lecture, with an emphasis on scientific writing strategies and data analysis.

CEM 153 General Chemistry I Laboratory
Fall Semester. 1 semester hour.
Corequisite: CEM 151.
This is the companion laboratory course to General Chemistry I and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 154 General Chemistry II Laboratory
Spring Semester. 1 semester hour.
Corequisite: CEM 152.
Prerequisites: C or higher in CEM 151 and CEM 153.
This is the companion laboratory course to General Chemistry II and reinforces concepts studied in lecture. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 211 Introduction to Organic Biochemistry
As announced. 3 semester hours.
Corequisite: CEM 213.
Prerequisites: C or higher in CEM 111 or CEM 151.
A study of major themes in organic chemistry and biochemistry including nomenclature, structure and reactions of various classes of organic molecules, a survey of bioorganic molecules and an introductory look at metabolic pathways. Students investigate the major themes of organic chemistry and biochemistry as they relate to allied health.

CEM 213 Introduction to Organic Biochemistry Laboratory
As announced. 1 semester hour.
Corequisite: CEM 211.
This is the companion laboratory course to CEM 211 Introduction to Organic Biochemistry and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 221 Analytical Chemistry
Fall Semester, odd years. 3 semester hours.
Corequisite: CEM 223.
Prerequisites: C or higher in CEM 152 and CEM 154.
Methods of expressing and determining concentration and composition information about chemical systems. The importance of chemical equilibria in governing the composition of chemical systems is emphasized. Topics include general equilibria, acid-base equilibria, solubility, reduction-oxidation and electrochemistry.

CEM 223 Analytical Chemistry Laboratory
Fall Semester, odd years. 2 semester hours.
Corequisite: CEM 221.
Prerequisites: C or higher in CEM 152 and CEM 154.
This is the companion laboratory course to Analytical Chemistry and emphasizes the collection, analysis and interpretation of quantitative data, using traditional titration and gravimetric techniques.

CEM 231 Organic Chemistry I
Fall Semester. 3 semester hours.
Corequisite: CEM 233.
Prerequisites: C or higher in CEM 152 and CEM 154.
This course introduces the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include nomenclature of saturated and unsaturated compounds, cyclic and acyclic compounds, stereochemistry, functional groups and equilibria.

CEM 232 Organic Chemistry II
Spring Semester. 3 semester hours.
Corequisite: CEM 234.
Prerequisites: C or higher in CEM 231 and CEM 233.
This course is the second half of a two-semester sequence designed to introduce the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include aromaticity, spectroscopy and reactions of alkenes, carbonyl compounds, and benzene rings.

CEM 233 Organic Chemistry I Laboratory
Fall Semester. 2 semester hours.
Corequisite: CEM 231.
Prerequisites: C or higher in CEM 152 and CEM 154.
This is the companion laboratory course to Organic Chemistry I and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 234 Organic Chemistry II Laboratory
Spring Semester. 2 semester hours.
Corequisite: CEM 232.
Prerequisites: C or higher in CEM 231 and CEM 233.
This is the companion laboratory course to Organic Chemistry II and reinforces concepts studied in the classroom. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 301 Inorganic Chemistry
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in CEM 152 and CEM 154.

Review of atomic structure, multi-electron atoms, the periodic table and periodicity, valence bond and molecular orbital approaches to bonding in inorganic molecules; acid-base chemistry; properties of the representative elements; coordination chemistry of the transition elements.

CEM 332 Biochemistry: Biomolecules and Metabolism
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in CEM 231 and CEM 233.

This course offers a detailed examination of biomolecules with an emphasis on amino acids, protein chemistry and enzyme kinetics. Students also explore themes in proteomics through exercises which utilize protein imaging software and databases. Principles in protein chemistry then serve as a reference point for the detailed study of major metabolic pathways such as glycolysis, krebs cycle, ETS, photosynthesis and fatty acid metabolism.

CEM 333 Biochemistry: Molecular Genetics and Biosyntheses
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in CEM 231 and CEM 233.

A continuation of the themes of metabolism, catabolism and protein chemistry as it relates to molecular genetics. Major themes include DNA and RNA structure and synthesis, protein synthesis, and functional aspects of genes and their regulation. Students will also examine fatty acid and carbohydrate biosynthetic pathways. Bioinformatics is a unifying principle in a student project centered on a specific genetic disease. Students will work exclusively from primary source materials, and present a ten minute talk and write a major paper on their topic.

CEM 401 Physical Chemistry
Spring Semester, odd years. 3 semester hours.
Prerequisites: C or higher in PHA 201, PHA 203 and MTH 151.

This course aims to provide an understanding of selected aspects of physical chemistry including the kinetic molecular theory of gases, classical thermodynamics and an introduction to chemical kinetics.

CEM 418 Independent Study in Chemistry
Fall and Spring Semesters, by request. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior standing, instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research of special topics.

CEM 420 Chemical Instrumentation
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in CEM 221 and 223.
Satisfies Senior Capstone Experience requirement.

Theory and practice of modern quantitative chemical analysis. Statistics, electronics, electrochemistry, spectrophotometry, and chromatography are discussed. State of the art instrumentation is utilized in the laboratory. The course relies heavily on laboratory work and further development of writing skills.

CEM 431 Molecular Biology Techniques
Spring Semester. 3 semester hours.
Cross listed with BIO 431.
Prerequisites: C or higher in CEM 332 or 333.
Satisfies Senior Capstone Experience requirement.

An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

CEM 440 Topics in Chemistry
As announced. 1-3 semester hours.
Prerequisites: instructor permission.

Advanced specialized topics in chemistry and related areas. Topic titles may vary from semester to semester.

CEM 450 Independent Research in Chemistry
Fall and Spring Semesters. 1-3 semester hours.
Prerequisites: departmental approval.

An independent research experience that includes preparation of a research proposal.

Computer Science
Business Department

CS 110 Computer Information Systems
Fall and Spring Semesters. 3 semester hours.

Introduction to computer information systems. Literacy, hardware and software concepts, history, social and ethical issues, elementary systems software and applications software such as word processor, spreadsheet, database, communications and graphics packages. Does not count toward a major or minor in Computer Science.

CS 116 Web Design and Development
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Students will learn basic HTML scripting, use of Web editors to create various styles of Web pages (single and multi-page sites, online forms, CSS, etc.), management of

Web sites and use of animated Web programming. CS 116 does not count toward a major or minor in Computer Science.

CS 130 Principles of Computing
Fall Semester. 4 semester hours.

Students will learn to identify problems that programs can solve and how to design programs that solve problems. Program design involves a series of smaller skills, including information design, logic design, testing, and documentation. Improved skills in these areas should help with general problem solving even outside the programming paradigm.

CS 140 Computer Science I
Spring Semester. 4 semester hours.
Prerequisites: C or higher in MTH 150, placement into MTH 151, or instructor permission.

Introduction to algorithm development and structured programming using the C++ programming language. I/O, arithmetic and logic operations, selection and looping structures, subprograms, parameter passing techniques, strings, and one and two dimensional arrays.

CS 150 Competition Programming
Fall and Spring Semesters. 1 semester hour.
Prerequisites: C or higher in CS 130.

Students will learn how to compete successfully in a programming competition, create programming problems from start to finish, and how to plan a programming competition to be executed by the students as the final. Elements of problem design and implementation, and a selection of possible programming environments, will also be discussed.

CS 210 Advanced Computer Information Systems
As announced. 3 semester hours.
Prerequisites: CS 110 with C or higher or equivalent.

Students will gain an advanced level of competency in computer hardware, operating systems, and applications software such as word processor, spreadsheet, database, HTML, and presentation programs. CS 210 is designed to progress advanced students towards completion of Microsoft Office Applications Certification (MOS). Users will become familiar with all components of the Microsoft Office Suite. CS 210 does not count toward a major or minor in computer science.

CS 220 Management Information Systems
Fall and Spring Semesters. 3 semester hours.
Prerequisites: CS 110 with a grade of C or higher or instructor permission.

Theory, capabilities, applications, benefits, liabilities, and economics of business computer information systems. Using information systems to solve business problems. Management information systems and computer-based decision support emphasized. Use of standard support application packages.

CS 240 Computer Science II
Fall Semester. 4 semester hours.
Prerequisites: C or higher in CS 140.

Continuation of CS 140. Recursion, elementary searching and sorting techniques and intermediate data structures such as records, arrays of records, stacks, queues, linked lists and introduction to binary trees.

CS 250 Intermediate Spreadsheets
Fall and Spring Semesters. 3 semester hours.
Prerequisites: CS 110 with a grade of C or higher or instructor permission.

This course offers students the opportunity to master the intermediate/advanced functionality of Microsoft Excel, and to apply those skills to genuine business applications such as financial modeling, reporting, and the automation of accounting and financial tasks. Areas of focus include graphs and charts, the use of advanced financial functions and analytical tools, reporting templates, linking of worksheets and workbooks, importing, and manipulating data, macros (automation of tasks), auditing tools, and other features especially useful to the financial or accounting major.

CS 270 Software Engineering
Spring Semester, odd years. 3 semester hours.
Prerequisites: C or higher in CS 240.

Introduction to software engineering as a discipline with an emphasis on design patterns. The course will cover the stages of the software life cycle, requirements analysis, structured and object-oriented analysis and design methods. It also discusses verification/validation, quality assurance, testing methods, maintenance, documentation, project management and team structure.

CS 310 Seminar in Computer Ethics
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in CS 140 or instructor permission.
Satisfies Ethical Awareness requirement.

Social, legal and ethical issues in computer science including privacy, piracy, bias, and responsibility. Social, legal, and ethical issues in computer science including privacy, piracy, bias, human/machine interactions, and the integration of Artificial Intelligences with the maxim of Individual and Social Responsibility. The impact, control, and legal standing of machine intelligences will be discussed, as will the duties of society where machines replace workers.

CS 340 Data Structures & Algorithms
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in CS 240.

Advanced data structures including doubly linked lists, binary trees, binary search trees, heaps, B-trees, graphs, advanced searching and sorting techniques, and elementary algorithm analysis.

CS 350 Database Programming
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in CS 240.

Database design principles, relational data models, query languages and optimizations, transaction processing, recovery techniques. Object-oriented databases, distributed databases. Storage and access methods including indexing, hashing and range accesses.

CS 360 Microcomputers and the Internet of Things
Spring Semester, even years or As Announced. 4 semester hours.
Prerequisites: B or higher in CS 270 or instructor permission.

Students will continue their study of microcomputer architecture and environmental interfaces by melding their study of the Arduino microcomputer from CS 270 with the Python language from CS 130. Instruction in more advanced programming techniques will incorporate the construction of desktop devices and reading their on-board sensors with Python code. Systems will be given independence by computing appropriate responses to environmental factors on the Raspberry Pi and implementing proper responses via actuators on their devices. Finally, each device will be connected to the Internet via wireless (Wi-Fi) links. Students will develop their Critical Thinking skills as they design, build, program, and debug independent, connected devices.

CS 380 Topics in Programming
As announced. 1- 3 semester hours.
Prerequisites: C or higher in CS 240 or instructor permission.

Examination of a paradigm and/or programming language such as C / C++, Fortran, Python, Java, SQL, Go, and/or a methodology such as object oriented, functional or scientific programming. May be repeated for credit provided the subject matter is different.

CS 402 Computer Graphics
Spring Semester, odd years. 3 semester hours.
Prerequisites: C *or higher in CS 240.*

Introduction to computer graphics programming including lines, curves, windows, clipping, two and three dimensional transformations, projections and hidden line removal.

CS 408 Cognitive Systems
Spring Semester, even years or As Announced. 3 semester hours.
Prerequisites: C or higher in CS 340 or concurrent.

Machine Learning, Deep Learning, Artificial Intelligence (ML/DL/AI) studied through application of modern cognitive systems techniques. Case studies via PC (CUDA), microcomputers (Nvidia Jetson), cloud (Microsoft Azure Cloud) and application systems (IBM Watson). Ethical implications of cognitive systems. Affective computing. Dark data. Application of critical thinking to cognitive systems.

CS 410 Introduction to Network Programming
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in CS 340 or concurrent.

Digital communication theory, network structures and components, switching techniques, network functions, layered network architectures, data link protocols, network control, and examples of LAN and WAN networks. Hardware and software support for networking.

CS 412 Operating Systems
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in CS 360 or concurrent.

Operating systems principles, including processes, concurrent processes, deadlock, storage, virtual storage, scheduling and distributed computing. Examples from MS-DOS, Windows, and UNIX-like operating systems.

CS 418 Independent Study in Computer Science
As announced. 1-3 semester hours.
Prerequisites: C or higher in CS 340, 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research in the field of Computer Science.

CS 450 Special Topics in Computer Science
As announced. 1–3 semester hours.
Prerequisites: instructor permission.

Developed by individual faculty and approved by the department to meet the needs of the instructor's special interest, student interest and/or a rapidly changing curriculum.

CS 470 Advanced Software Engineering
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in CS 270.
Satisfies Senior Capstone Experience requirement.

Advanced topics in software engineering and design, including database support and web-based applications.

Criminal Justice

Social Science Department

CJ 110 Introduction to Criminal Justice
Fall and Spring Semesters. 3 semester hours.

Introduction to Criminal Justice offers the first-year student a foundation to concepts of prevention, social justice, and the origins of crime (U.S. and globally).

CJ 111 Corrections, Punishment and Crime
Fall and Spring Semesters. 3 semester hours.

A historical overview of American correctional systems with an emphasis on punishment ideologies and their impact on probation, parole, imprisonment, and sentencing objectives.

CJ 220 Terrorism and Homeland Security
Spring Semester. 3 semester hours.
Satisfies Social Sciences OR Global Awareness requirement.

An introductory course in the social and political aspects and origins of international and domestic terrorism. Includes a historical review of the roots of terrorism worldwide and impacts on current conditions, as well as America's response to 9/11, the Patriot Act and its impact on American society, and the overall homeland security strategy.

CJ 240 Psychology of Incarceration
Fall and Spring semesters; Summer as announced. 3 semester hours.
Cross listed with PSY 240.

Students examine the socio-psychological, developmental and mental health factors surrounding the experience of incarcerated persons in addition to the policies and practices that influence those factors.

CJ 280 Criminal Law & Procedures
Fall Semester. 3 semester hours.
Prerequisites: C or higher in CJ 110 or 111.

This course examines the history of criminal law within our society and in Michigan specifically. The legal procedures of how the processing of crime must occur and the legal ramifications involved in crime control are also analyzed.

CJ 285 Legal Issues in Corrections
Spring Semester. 3 semester hours.
Prerequisites: C or higher in CJ 110 or 111.

Legal Issues provides the student with the basic understanding of legal issues surrounding the role of corrections personnel in the criminal justice field. Liability in the use of force, religious rights, medical care, and communication access are covered in depth.

CJ 320 Client Relations
Intensive Learning Term. 3 semester hours.
Prerequisites: C or higher in WRT 111 and CJ 110 or CJ111.
Satisfies Social Responsibility requirement.

This course examines the impact and meaning of discrimination in the context of the criminal justice field. An in depth look at minorities in the prison system (prisoners and practitioners) will be addressed along with attitude formation and professional responsiveness by correctional personnel. In addition, this course will provide an opportunity to contribute to the greater community through volunteerism with at-risk youth in a non-profit organization.

CJ 321 Criminology
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRT 112 and CJ 110, CJ 111, SA 201, or PSY 201, and junior standing.

Psychological perspectives regarding violence and criminal behavior will be discussed. The interactions of social and psychological factors which influence or produce violent, antisocial, or other criminal behavior will be analyzed. Victimization theories, along with theories of criminal behavior, will be covered.

CJ 330 Juvenile Delinquency
Spring and Summer Semesters. 3 semester hours.
Prerequisites: C or higher in CJ 110 or 111.

Violent crime among youth, including an analysis of the influence of socialization, economic conditions and the criminal justice system are addressed.

CJ 340 Police & Community
Spring Semester. 3 semester hours.
Prerequisites: C or higher in CJ 110 or 111.

Compares differing systems of relationships between police and the communities they patrol.

CJ 360 Criminal Investigations
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in CJ 280.

This course offers students in the law enforcement track practical experience in writing tickets, police reports and warrants.

CJ 370 Police Administration
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRT 111 and CJ 110 or 111.

An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

CJ 400 Ethical and Moral Issues
Fall Semester. 3 semester hours.
Prerequisites: C or higher in CJ 280 and 290.
Satisfies Ethical Awareness requirement.

Explores moral dilemmas associated with punishment, the death penalty, incarceration and the use of force.

CJ 410 Medicolegal Death
As announced. 3 semester hours.
Prerequisites: C or higher in WRT 112 and junior standing.

An introductory course designed to expose the student to proper methodology of a death investigation. The student will be exposed to various investigative tools, techniques and scientific knowledge required to ensure a proper investigation and will learn about the laws and statutes which guide their actions.

CJ 430 Crime Scene Investigation
Fall Semester. 3 semester hours.
Prerequisites: C or higher in CJ 280.

Crime Scene Investigation provides students with foundations in fingerprinting analysis, the use of forensic science, and accident reconstruction.

CJ 440 Defense Tactics/Physical Training
Intensive Learning Term. 2 semester hours.
Prerequisites: junior standing and six semester hours of CJ with a C or higher.

This course provides hands-on instruction to assist the student in performance of arrest and restraint, and to increase the margin of safety for both the law enforcement officer and the suspect. Physical training is included to prepare the student to pass the MCOLES and MCOTC physical tests.

CJ 450 Probation and Parole
Spring Semester. 3 semester hours.
Prerequisites: C or higher in WRT 112 and CJ 110 or 111, and junior standing.

An overview of the history and philosophical foundations of probation and parole in the United States will be discussed. A thorough examination of the pre-sentence investigation (PSI), standard conditions of supervision, and the recommendations commonly provided to the judge will be covered. Analysis of criminal behavior and the application of determinate and indeterminate sentencing will be applied by students through critical thinking skills administered within the PSI.

CJ 470 Criminal Justice Internship
Fall, Spring and Summer Semesters. 3-6 semester hours.
Prerequisites: junior standing and six semester hours of CJ, with a C or higher.

The internship provides the student with practical experience at an assigned location with supervision by criminal justice practitioners.

CJ 490 Senior Seminar in Criminal Justice
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in CJ 330 and 340 and senior standing.
Satisfies Senior Capstone Experience requirement.

This course prepares the student for entry into the criminal justice system as a professional. Interviewing skills and a mock interview are used as learning tools to gain knowledge of the "real world."

Economics
Business Department

ECO 201 Principles of Microeconomics
Fall and Spring Semesters. 3 semester hours.
Satisfies Social Sciences requirement.

Microeconomics is the study of elementary supply and demand, the production function, individual firm behavior, and institutional effects of government and labor business operations.

ECO 202 Principles of Macroeconomics
Fall and Spring Semesters. 3 semester hours.
Satisfies Social Sciences requirement.

This course examines economics from the aggregate perspective. National, regional and international issues, policies and effects will be explored. Topics include inflation, GDP, unemployment, recessions, growth and development, government strategies such as fiscal and monetary policy, international trade and trading blocks.

ECO 301 Intermediate Microeconomics
Spring Semester. 3 semester hours.
Prerequisites: ECO 201, ECO 202 and MTH 150, or instructor permission.

Economic theory with emphasis on the theory of consumer behavior, the theory of the firm and factor pricing with emphasis on capital theory.

ECO 302 Intermediate Macroeconomics
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ECO 201and ECO 202 or instructor permission.

An examination of macroeconomics theory with particular emphasis on business cycles, economic growth and price instability. The interplay between theory and policy is analyzed.

ECO 315 Studies in Economic Problems: Variable Topics
As announced. 3 semester hours.
Prerequisites: ECO 201 and 202, or instructor permission.

Selected area of concern not intensively covered in other courses. The focus of the course will be substantive as well as analytical. Topics may include poverty, the war industry, farm problems, misallocation of resources, welfare programs, unemployment, health and human services, urban economy, energy and environmental economics, and others. May be repeated for credit with a different topic.

ECO 320 Environmental Economics
Spring Semester, even years. 3 semester hours.
Prerequisites: ECO 201 or SCI 107 and junior standing.

This course will provide students with an understanding of the theoretical paradigm of environmental economics, the economics or pollution control, and issues relating to environmental ethics and justice.

ECO 401 Money, Credit and Banking
Fall Semester, even years. 3 semester hours.
Prerequisites: ECO 201 and 202.

Financial institutions and their role in the determination of interest rates and the volume of money and credit. Topics include commercial banking and the Federal Reserve System and methods and goals of monetary policy.

ECO 490 Managerial Economics
Spring Semester, odd years. 3 semester hours.
Prerequisites: ECO 301.
Satisfies Senior Capstone Experience requirement.

The primary goal of this course is to provide a unifying theme of managerial decision making around the theory of the firm, to introduce an international dimension into managerial economics to reflect the globalization of tastes, production and distribution in today's world, and to show how managerial decisions are actually made in the real world.

English
Arts and Humanities Department

ENG 105 Text and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

This course introduces students to fundamental techniques of literary analysis through the study of texts from a variety of cultures. It also examines some of the issues surrounding the idea of culture in the United States, in particular how literature plays a role in how cultures are defined and understood. Text and Culture stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 145 Introduction to Creative Writing
Fall Semester. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Students in this course will complete guided assignments in drama, fiction and poetry. Features stressed are plot, point of view and imagery. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 202 Defining the American in Literature
Fall Semester, even years. 3 semester hours.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

This course explores the various literary creations in what is now the United States of America. Some texts are from Native Americans and others are from colonists and immigrants, whether by choice, such as European-Americans, or by force, such as African-Americans. Students will examine myths behind American literature as they study the historical and political motivations of the creators. ENG 202 stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 203 Genre and Ideology
Fall Semester, odd years. 3 semester hours.
Satisfies Arts and Humanities OR Global Awareness requirement.

This course examines how individuals understand themselves and their place in the world through the formation and circulation of genres in culture. Students will be introduced to a variety of common literary forms in earlier British literature and will learn the basics of genre and ideology theory. ENG 203 stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 204 Defining Literary and National Identities
Spring Semester, even years. 3 semester hours.

This course examines how literary and cultural movements reflect, challenge and perpetuate the values and identity of a group of people. Students will learn fundamentals of literary criticism and the cultural studies model as they study the poetry, prose and drama of Romantic, Victorian and Modern Britain. This course stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 205 Interpreting Literature
Spring Semester, odd years. 3 semester hours.
Satisfies Exploration of Diversity Within the United States requirement.

Students will examine texts from multiple perspectives, using various critical theories to do so. The course will look at the relationship between critical theory and literature as well as the principles of evaluation, appreciation and understanding. This course stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 215 Shakespeare through Performance
As announced. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Students combine active learning, close reading and performance study to gain a greater understanding of Shakespearean drama and poetry. Like all Creative Experience courses, Shakespeare through Performance is a hands-on experience in which the student is actively engaged in the creative process.

ENG 220 The English Language
As announced. 3 semester hours.
Satisfies Global Awareness requirement.

An overview of major issues in the history of the English language and the role of English in a global contemporary society. Topics covered include the historical development and migration of the English language, principles of language variance and change, and issues in contemporary English usage. ENG 220 stresses the importance of writing in the learning process and uses frequent writing assignments for the demonstration of student learning.

ENG 230 Behind the Scenes: Films and Filmmakers
Spring Semester, odd years. 3 semester hours.
Prerequisites: WRT 111 or concurrent.
Satisfies Arts and Humanities OR Global Awareness requirement.

Students will learn about the main formal elements of film and film study: *mise-en-scène*, cinematography, editing, sound, and narrative. Study of international film is a significant part of the course, and students will complete a major project on a topic about diversity in film, such as cultural appropriation or whitewashing.

ENG 240 Advanced Composition
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRT 112.

A course designed to help students improve their ability to write clear, unified and interesting prose. The course stresses the writing process and how to apply writing strategies effectively to a range of writing tasks. Provides thorough study of grammar, mechanics and usage.

ENG 245 Fiction Writing I
Spring Semester. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Students will write short stories with in-class exercises, guided assignments and free projects. Students will share their writing and critique the writing of others. Creative Experience courses offer hands on experience—students are actively engaged in the creative process.

ENG 247 Poetry Writing I
Spring Semester. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Students will write poetry of many types with in-class exercise, guided assignments and free projects. Students will share their writing and critique the writing of others. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 249 Creative Non-Fiction Writing
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRT 111 or concurrent.
Satisfies Liberal Arts Creative Experience requirement.

Students will construct reflective essays on lived experiences, applying the literary qualities of fiction and poetry to non-fiction essays. Students will share their writing and critique the writing of others. Creative experience courses offer hands-on experience – students are actively engaged in the creative process.

ENG 251 Travel Writing
Intensive Learning Term, even years. 3 semester hours.
Satisfies Liberal Arts Creative Experience OR Global Awareness requirement.

A travel-based, experiential course, studying various forms of travel writing with an emphasis on the writing process. In-class exercises, workshops, guided assignments, projects and presentations. Note: Travel may be required for the course involving expenses in addition to course tuition.

ENG 301 Crime, Punishment, and Redemption: 19th Century Literature
Fall Semester, odd years. 3 semester hours.
Prerequisites: ENG 240, ENG 203 or ENG 205.

When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular cultural norms. Much of 19th century thought was influenced by

authors who perceived current ideas as too limiting, too frustrating, too conservative. This course examines how culture and literature influence each other to impact societies.

ENG 302 Two Sides to Every Story: 20th Century Literature
Fall Semester, even years. 3 semester hours.
Prerequisites: ENG 240, ENG 203 or ENG 205.

When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular cultural norms. Much of 20th century thought was influenced by authors who perceived current ideas as too limiting, too frustrating, too conservative. This course examines how culture and literature influence each other to impact societies.

ENG 305 Non-Western Literatures
Spring Semester, even years. 3 semester hours.
Prerequisites: ENG 240, ENG 203 or ENG 205.
Satisfies Global Awareness requirement.

This course draws from appreciation of the rich tradition of international literature and understanding the culture in which a literature has emerged. Awareness of the impact and contribution of non-western literature to our global society.

ENG 310 Introduction to Editing
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in ENG 240.

An introduction to the theory and practice of editing, including general editing principles, levels of edit, types of editing, and technical terms and instruction. Units of instruction include the role of the editor in the creative process, the writer-editor relationship, copyediting in a variety of style systems, use of style guides, substantive editing, use of appropriate technology to redline documents, and common ethical issues in editing. Instructional methods will include lectures/presentations, discussions, workshops, extensive hands-on editorial work, in- and out-of-class collaborative work.

ENG 320 Editing for Publication
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in ENG 310.
Satisfies Ethical Awareness requirement.

A continuation of ENG 310: intermediate work in the theory and practice of editing. In addition to reinforcing copy-editing and substantive editing skills, this course will examine major issues in editing, including ethics and political issues and uses of language. Students will spend significant time engaged in hands-on work in the editorial process. Instructional methods will include lectures/presentations, discussions, workshops, case study work, individual project work, and collaborative project-based assignments.

ENG 345 Fiction Writing II
As announced. 3 semester hours.
Prerequisites: ENG 245 or ENG 249.

Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Students are actively engaged in the creative process.

ENG 347 Poetry Writing II
As announced. 3 semester hours.
Prerequisites: ENG 247.

Writing poetry of many types. Workshop setting with sharing students' works; attention to the poetic process. Students are actively engaged in the creative process.

ENG 350 Fairy Tales and Illustrated Books
As announced. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.

This course examines the evolution of fairy tales and their impacts on cultures. There is also some focus on illustrations from multiple artistic techniques for varying purposes and how illustrated fairy tales remain important today.

ENG 352 Adolescent Literature
As announced. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.

A study of important texts for adolescents with attention to the use of literature in secondary teaching. Emphasis is on using literature to teach subjects across the curriculum.

ENG 399 Service Learning
Fall and Spring Semesters. 1-3 semester hours.
Prerequisites: C or higher in IDS 151 and WRT 112.
Satisfies Social Responsibility requirement.

A service learning course that addresses community need and reinforces the college's focus on Education for Individual and Social Responsibility. With approval from advisor, students must determine a hands-on service project for a specific community as part of registering for this course, which must be completed during a semester. Prior to starting the service project, students are taught the definition of service learning, how service learning satisfies liberal arts core requirements, and how service learning differs from volunteerism.

ENG 401 Ethnic American Literature
Spring Semester, odd years. 3 semester hours.
Prerequisites: ENG 240, ENG 301 or ENG 305.
Satisfies Exploration of Diversity Within the United States requirement OR *Senior Capstone Experience requirement.*

Much of the work of writers from various ethnic groups, whether Asian American, Native American, Latino, African American or others, grapples with issues of identity, either of the individual or of the social and political identities within society. Students will read from multiple ethnicities to examine how these writers have come to define their sense of "self" and how they distinguish between the many communities to which we all belong and the effects these memberships have on our lives.

ENG 402 Being Human: Literature and the "Big Questions"
Fall Semester, odd years. 3 semester hours.
Prerequisites: ENG 240, ENG 301 or 305.
Satisfies Senior Capstone Experience requirement.

This course explores how literature helps us to ask (and maybe begin to answer) the big questions about ourselves and our places in the universe. Is life essentially comic or tragic? How do such mindsets condition the way we understand the world? What are the implications of gender on the individual? Why write about suffering in an already distressed world? What is the nature of the divine? Why are we here? Readings may range across a variety of cultures and historical periods (such as a survey of comedies from ancient Greece to 21st century U.S.) or may focus on narrower periods (such as 19th and 20th century Russian literature and poetry).

ENG 404 Special Topics
Fall Semester, even years. 3 semester hours.
Prerequisites: ENG 240, ENG 301 or 305.
Satisfies Senior Capstone Experience requirement.

The exploration of a topic outside the scope of regular departmental offerings. Topics might include genres like oral texts, horror and culture, or science fiction, or we might examine literary trends of current interest such as adaptation theory, feminist film, or the literature of religious extremists. Topics will change every semester.

ENG 420 Senior Capstone
Spring Semester. 3 semester hours.
Prerequisites: Instructor permission.
Satisfies Senior Capstone Experience requirement for Writing and Publication major.

The Writing and Publication Capstone course provides students the opportunity to integrate and apply knowledge and problem-solving skills in the craft of writing. Students will develop a substantial manuscript of creative writing accompanied by a critical essay demonstrating how the work relates to historical traditions, aesthetics, prosody, technical skills, and literary craft. In addition to the culminating project, students will explore professional preparation, present their creative work to a public audience, and continue studying cross-genre skills and traditions.

ENG 445 Fiction Writing III
As announced. 3 semester hours.
Prerequisites: ENG 345.

Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Students are actively engaged in the creative process.

ENG 447 Poetry Writing III
As announced. 3 semester hours.
Prerequisites: ENG 347.

Writing poetry of many types. Workshop setting with sharing students' works, attention to the poetic process. Students are actively engaged in the creative process.

Financial Planning
Business Department

FP 200 Fundamentals of Financial Planning
Fall and Spring Semesters. 3 semester hours.

This course provides an overview of the financial planning process, including communication techniques, ethics, risk tolerance, time-value-of-money concepts, financial planning applications, regulatory issues, and the legal and economic environment for financial planning. The student will gain an understanding of the role and responsibilities of a financial planner along with some analytical skills to aid in financial decision-making.

FP 323 Life and Health Insurance Licensing
Fall Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, IRM 221, FP 200, BUS 240 or MTH 232 and BUS 212 recommended.

This course examines life insurance, accident and health and long-term care insurance contracts and provisions, as well as an introduction to annuity principles and concepts, with an overview of how to determine appropriate uses to meet individual's needs for economic security. The course examines the Michigan Insurance Codes as it relates to the general provision of insurance regulation and laws pertaining to life and health insurance. Topics include a review of statutes on licensing, unfair trade practices and insurers' authority to write business in the State of Michigan and Michigan Guarantee Fund participation requirements. This course prepares motivated students for the State of Michigan Life, Accident and Health Insurance Producer Licensing Examination (Series 16-80).

FP 328 Investments
Fall Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, FP 200.

Covers various aspects of the principles of investments and their application to financial planning. Discusses risk analysis and risk and return computations. Looks at stocks, bonds, investment companies, options and futures contracts. Includes an extended discussion of tax issues in investing, as well as issues in the practice of portfolio management, including strategic and tactical asset allocation. Provides many examples of ethical and practical issues in managing a client's portfolio.

FP 350 Prospecting and Meeting Client Needs
Spring Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, FP 200, FP 323 and IRM 221.

This course offers an introduction to the life insurance sales career and the sales/planning process in the personal market. This course also examines industry proven methods for successfully identifying, selecting, and approaching prospects for financial products and services. The course will conclude with a simulated client presentation judged by professional financial planners.

FP 425 Employee Benefits
Spring Semester. 3 semester hours.
Prerequisites: BUS 300 or FP 200.

This course analyzes group insurance benefits including the governmental environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment and alternative funding methods. Covers the various private programs related to the economic problems of death, old age and disability. Discusses cafeteria plans.

FP 426 Planning for Retirement
Fall Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, FP 200.

This course focuses on retirement planning for the business, the business owner, and the individual. Covers qualified plans, nonqualified plans, and IRAs; the second part deals with retirement needs for individual clients. Emphasizes the practical knowledge needed for choosing the best retirement plan and designing a plan that will meet a client's needs. Discusses personal retirement planning and retirement distribution planning.

FP 430 Fundamentals of Estate Planning
Spring Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, FP 200.
Corequisite: FP 490.

This course covers various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property. Provides a basic understanding of the estate and gift tax system, including strategies of estate planning. Discusses gratuitous transfers of property outright or with trusts, wills, and powers of appointment; use of the marital deduction; valuation of assets; and buy-sell agreements. Covers the client interview, fact-finding,
ethical standards and development of personal estate plans.

FP 490 Financial Planning Capstone
Spring Semester. 3 semester hours.
Prerequisites: BUS 320, FP 200, FP 323, FP 328, FP 350, FP 425, and FP 426.
Corequisite: FP 430.
Satisfies Senior Capstone Experience requirement.

This course focuses on the application of the knowledge base acquired in the prerequisite courses as part of the financial planning process. Emphasis will be on financial planning functions including data acquisition, the analysis of data, critical thinking with regard to the client's circumstances, the presentation of information and the subsequent recommendations to a client, and implementation addressing financial planning techniques and ethical issues.

French
Arts and Humanities Department
(see World Languages)

Global Citizen Honors Program
Non-Degree Programs

HON 150 How to Do Honors
Fall Semester. 3 semester hours.
Prerequisite: Membership in the Global Citizen Honors Program (GCHP) or director permission.

This course demystifies the intimidating prospect of starting in an honors program by introducing new GCHP members to one another and to the program. We explore ways to enrich your college experience by integrating classroom and co-curricular learning: this includes GCHP expectations and requirements; building plans to complete the GCHP; the principle of engaged learning vs. "getting" grades; managing stress, anxiety, and common cognitive distortions; and moving college beyond the classroom into service, research, leadership, community and, ultimately, local and global engagement. NOTE: Counts toward GCHP graduation credits.

HON 490 Explorations
Fall and Spring Semesters. 3 semester hours.
Prerequisite: Participation in the Global Citizen Honors Program.

Interdisciplinary examination of broad social concepts, questions, and problems. Reading- and discussion-based, often with project-based or non-traditional assignments. Topics change each semester: contact the Global Citizen Honors Program office for course descriptions.

HON 499 Honors Thesis
Fall and Spring Semesters. Variable semester hours.
Prerequisite: 3.5 cumulative grade point average, mentor approval and honors program approval.

Individual, advanced project that offers students the opportunity to engage in a sustained scholarly or creative effort. Developed in consultation with at least one faculty mentor and the honors program director, proposed in the junior year and completed during the senior year. Honors theses can be critical, creative, experimental, or analytic.

Students should expect to spend 45-50 clock hours per thesis credit. HON 499 may be repeated. Honors Thesis credits are graded pass or fail.

Health and Human Performance
Health and Human Performance Department

HHP 101 Personal Fitness
Fall and Spring Semesters. 1 semester hour. Satisfies Wellness and Physical/Mental Health requirement.

The practical knowledge of, and means by which to attain and assess, the desired level of cardiovascular fitness, body composition, flexibility, muscular endurance and muscular strength.

HHP 102 Special Topics: OC Mental and Physical Wellness
As announced. 1 semester hour.

An activity-oriented class emphasizing mental and physical fitness. Assessment techniques will be used to monitor individual progress.

HHP 103 Weight Training
Fall and Spring Semesters. 1 semester hour.
Satisfies Wellness and Physical/Mental Health requirement.

Basic aspects of proper weight training principles and techniques through lecture and laboratory sessions.

HHP 104 Swimming
As announced. 1 semester hour.

An activity-orient–d class - basic swimming principles, stroke and conditioning techniques. Skill work, games, other water activities and lectures.

HHP 105 Pilates
As announced. 1 semester hour.

An activity-based class with focus on the body's core strength. Emphasis is placed on increasing flexibility while creating long and lean muscles.

HHP 107 First Aid
Fall and Spring Semesters. 2 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.

The guidelines of the American Red Cross will be followed in providing certification in Standard First Aid, Cardio-Pulmonary Resuscitation (adult/child/infant), Automated External Defibrillators (AEDs) and preventing disease transmission. American Red Cross certification will be awarded to students completing the necessary requirements.

HHP 108 Ballroom and Hustle
As announced. 1 semester hour.
This course is designed to teach two types of dancing, urban ballroom and hustle. Urban ballroom dancing is a couple or partner dance based on a four-step cha-cha. Hustle is a type of line dance done individually, but in a group. Dances are taught in a "step-by-step" instructional method. These dances are fun and provide a social way of doing gentle exercises that will enhance both the mind and the body.

HHP 110 Lifeguard Training
As announced. 2 semester hours.
Prerequisites: proficient swimming skills and instructor permission.

Minimum skill training for a person to serve as a non-surf lifeguard. American Red Cross certification will be awarded to students completing the necessary requirements.

HHP 111 Yoga
Fall and Spring Semesters. 1 semester hour.
Satisfies Wellness and Physical/Mental Health requirement.

An activity-based class designed to build the foundation of the beginning postures, alignment and breath awareness.

HHP 112 Professional Rescuer
Intensive Learning Term. 2 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.

Professional Rescuer meets the requirements for American Red Cross certification for individuals who have the job-related duty to respond in an emergency. The course will include instruction in Emergency Response, CPR for the professional rescuer, Automated External Defibrillator essentials, oxygen administration, and preventing disease transmission.

HHP 115 Water Safety Instructor (WSI)
As announced. 3 semester hours.
Prerequisites: water safety skills and demonstration of stroke capability.

Skills necessary for swimming instructor qualification. American Red Cross certification will be awarded to students completing the requirements.

HHP 120 Scuba Diving
As announced. 3 semester hours.
Prerequisites: equipment rental.

Certification in open water scuba diving. National Aquatics Underwater Instruction (NAUI) certification will be awarded to students completing the requirements.

HHP 121 Boxing
As announced. 1 semester hour.

This is an introductory course. This class requires no previous knowledge of boxing. Students will learn the basics of the sport of boxing. This class will teach no-contact, light contact and may have strictly controlled full contact sparring.

HHP 122 Karate
As announced. 1 semester hour.

This is an introductory Karate course. This class requires no previous knowledge of martial arts or boxing. Students will learn the basics of self-defense traditional martial arts. This class will teach no-contact and light contact sparring only.

HHP 200 Theory of Coaching Basketball
Intensive Learning Term. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of basketball.

HHP 201 Theory of Coaching Baseball
As announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of baseball.

HHP 202 Theory of Coaching Football
Intensive Learning Term. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of football.

HHP 203 Theory of Coaching Soccer
As announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of soccer.

HHP 204 Athletic Officiating
Fall and Spring Semesters. 2 semester hours.

Procedures, techniques and ethics of officiating. Accommodates physical education teachers, coaches and those in recreational settings.

HHP 206 Theory of Coaching Swimming and Diving
As announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of swimming and diving.

HHP 208 Theory of Coaching Wrestling
As announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of wrestling.

HHP 217 Theory of Teaching Physical Fitness
Fall and Spring Semesters. 3 semester hours.

The benefits of the components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance, body composition and flexibility), instructional techniques necessary to develop the individual components of physical fitness.

HHP 240 Basic Athletic Training
As announced. 3 semester hours.
Prerequisites: HHP 260 and HHP 107.

For students pursuing careers in athletic training, sports medicine and physical therapy. The responsibilities of an athletic trainer, health care liability and basic components of an athletic training program. Basic concepts of sports injury recognition, management, and rehabilitation as well as issues in nutrition, drugs and professionalism.

HHP 250 Nutrition
Fall and Spring Semesters. 3 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.

Identification, function and food sources of required nutrients. Mechanisms through which nutrients meet biological needs of humans. Applications of principles of normal nutrition to special issues (e.g., physical performance, obesity, pathology).

HHP 252 Substance Use and Abuse
Fall and Spring Semesters and Intensive Learning Term. 3 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.

Physiological and pharmacological study of chemical substance effects on the human body, with emphasis on the common lifestyle drugs such as alcohol, nicotine, tranquilizers, and those used to enhance physical performance.

HHP 253 Stress Management
Spring Semester. 3 semester hours.
Satisfies Wellness and Physical/Mental Health requirement.

Stress, sources of stress, the manner in which various psychological systems are involved and affected by stress, diseases that are associated with stress, and a variety of intervention strategies. Includes preventative health behaviors and behavior modification.

HHP 255 Women in Sport
As announced. 3 semester hours.
Cross listed with WGS 255.
Satisfies Exploration of Diversity Within the United States requirement.

This course will analyze the relationship between gender and sport from multiple perspectives. The course will focus on the economic, cultural, political, social, and educational influences on women in sport and will discuss the impact that women have on shaping a traditionally male domain. Emphasis will be placed on exploring changing roles in sports for women, as well as how past and current beliefs regarding gender equity, health and women's role in society shape the experiences of women in sports in our society today.

HHP 260 Human Anatomy
Fall and Spring Semesters. 3 semester hours.
Prerequisites: BIO 105, BIO 111, or SCI 102.

Major systems of the body and their functions. Course work involves the use of charts, models and slides, but no dissection.

HHP 280 Sports Psychology
Fall and Spring Semesters. 3 semester hours.

Fundamental concepts of coaching and underlying psychological factors of performance in competition. Topics include assessment, preseason, mid-season, and post-season evaluation, audience effects and aggression and violence in sports.

HHP 300 Organization and Administration in Athletic Training
As announced. 3 semester hours.

Insight into the organization and administrative issues of athletic training. Topics include job placement, facility design and management, public relations and legal issues as they pertain to athletic training and the sports medicine setting.

HHP 301 Social Psychology in Sport
Spring Semester. 3 semester hours.
Prerequisites: HHP 280 or instructor permission.

This course is intended to develop student understanding of social psychology in sport as well as advance student's knowledge of theory and practice in the psychological preparation of performance. It will provide an overview of the major social factors and theories affecting those participating in sport and exercise with particular attention given to coach-athlete relationships, team cohesion, group dynamics and motivational climate.

HHP 307 Principles and Techniques of Conditioning
Spring Semester. 3 semester hours.
Prerequisites: HHP 217, HHP 260, and junior standing or instructor permission.

Conditioning techniques and the application of those principles. Includes the training to perform physical fitness testing, interpretation of test results, and writing exercise prescriptions for clients who wish to improve cardiovascular conditioning and/or strength conditioning.

HHP 310 Measurement and Statistics
As announced. 3 semester hours.
Prerequisites: HHP 217, MTH 130 or instructor permission.
Satisfies the Quantitative Analysis requirement.

Evaluation principles and techniques in the fields of Health and Human Performance. Topics covered include criteria for selecting tests, descriptive, inferential and predictive statistical techniques and their applications; and tools for assessing health fitness, fundamental skills, sport skills, cognitive skills and psychological attitudes.

HHP 320 Motor Learning
Spring Semester. 3 semester hours.
Prerequisites: Junior standing or instructor permission.

Psychological and neurological mechanisms involved in the acquisition of motor skills. Emphasis on designing classes and practices which optimize the acquisition of motor skills.

HHP 355 Rehabilitation Techniques
As announced. 4 semester hours.
Prerequisites: HHP 260, HHP 307, HHP 240, and HHP 107. C average or higher required in prerequisites; could be taken concurrently.

Introduction to therapeutic exercise as it relates to the prevention and rehabilitation of athletic injuries. Lecture and laboratory exercises will involve selecting, developing and implementing appropriate rehabilitation programs for sports-related injuries.

HHP 400 Therapeutic Modalities
As announced. 4 semester hours.
Prerequisites: HHP 260, HHP 307, HHP 240, and HHP 107. C average or higher required in prerequisites; could be taken concurrently.

Modalities available in helping nature heal injuries; theory and practice as to dosage, time and frequency of different modalities.

HHP 401 Kinesiology
Fall and Spring Semesters. 3 semester hours.
Prerequisites: Junior standing and C or higher in BIO 211, BIO 213, BIO 212 and 214; OR C or higher in HHP 260; OR instructor permission.
Satisfies Senior Capstone Experience requirement.

Applied anatomy and physics examining the specific functions of the musculoskeletal system and the physical laws which govern human motion.

HHP 404 Practicum in HHP
Fall and Spring Semesters or Intensive Learning Term.
1-3 semester hours.
Prerequisites: junior standing.

Students will design a research project using the concepts learned from their curriculum. Each student must participate in a senior research project. The content includes the sources of research design, data acquisition, testing procedures and treatment of data through statically analysts.

HHP 405 Exercise Physiology
Fall Semester. 3 semester hours.
Prerequisites: Junior standing and C or higher in BIO 211, BIO 213, BIO 2112 and BIO 214; OR C or higher in HHP 260; OR instructor permission.
Satisfies Senior Capstone Experience requirement.

In-depth examination of the physiological systems of the body, and their responses and adaptations to specific stresses placed on them during exercise.

HHP 407 Strength and Conditioning Instructor Training
As announced. 3 semester hours.
Prerequisites: HHP 307.

Prepares students to sit for the certification exam (National Strength Conditioning Association). Examines proper techniques and training in the use of various types of weight training equipment. Combines theory and the application of training methods and regimens.

HHP 415 Exercise Psychology
Fall Semester. 3 semester hours.
Prerequisites: HHP 280 and HHP 301.

This course covers the psychological theories for predicting exercise behavior, understanding exercise behavior, mental and physical responses to exercise, and interventions for adhering to and increasing exercise.

HHP 420 Biomechanics
Fall Semester. 3 semester hours.
Prerequisites: HHP 401.

Mechanical laws as they relate to the human body in motion, and the study of techniques as they relate to internal and external forces acting on the body during performance.

History
Social Science Department

HST 110 Experiencing History: Hosford Practicum
Spring semester. 1 semester hour.

Internship at the college's Hosford History Center and Lawrence Archives. Collaborative hands-on research with physical as well as digital primary and secondary sources, in addition to experience creating written, visual and virtual communication of history for the public. As part of the internship, students will join one professional organization, interview one professional in the field, as well as attend one professional development workshop or webinar.

HST 201 United States History I
Fall semester, even years. 3 semester hours.
Satisfies Social Sciences requirement.

Introduction to U.S. history from prehistory to 1877, analyzed in the context of western history. Includes field trip to Hosford History Center and Lawrence Archives and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 202 United States History II
Spring semester, odd years. 3 semester hours.
Satisfies Social Sciences requirement.

Introduction to U.S. history from 1877 to present, analyzed in the context of western history. Includes field trip to Hosford History Center and Lawrence Archives and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 203 African History
Spring semester, even years. 3 semester hours.
Satisfies Global Awareness requirement.

Introduction to African history from 3,000 BCE to present, including West, East, Central and Southern Africa. This regional history will be analyzed in the context of global history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 204 Middle Eastern History
Fall semester, even years. 3 semester hours.
Satisfies Global Awareness requirement.

Introduction to Middle East history from 3,000 to present. This history will analyze the context of Asia history more broadly, as well as that of global history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 205 Asian History
Fall semester, odd years. 3 semester hours.
Satisfies Global Awareness requirement.

Introduction to Asian history from 8,000 BCE to present, including East, Southeast, South, and Central Asia. This regional history will be analyzed in the context of global history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 206 Latin American History
Spring semester, odd years. 3 semester hours.
Satisfies Global Awareness requirement.

Introduction to Latin American history from 3,000 BCE to present, including the Caribbean, Central America and South America. This regional history will be analyzed in the context of global history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 207 European History I
Fall semester, odd years. 3 semester hours.

Introduction to European history from prehistory to 1500, analyzed in the context of western history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 208 European History II
Spring semester, even years. 3 semester hours.
Satisfies Global Awareness requirement.

Introduction to European history from 1500 to present, analyzed in the context of western history. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and verbal formats through project and/or paper(s).

HST 210 World History I
Fall semester. 3 semester hours.
Satisfies Social Sciences requirement.

Introduction to world history from 10,000 BCE to 1500 CE, emphasizing the intersections of regional and thematic history. Utilize knowledge of the change over time of diverse peoples and societies to broaden perspective of the complexity and richness of our historic world. Includes field trip or virtual tour and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and either visual or virtual format through project and/or paper(s).

HST 211 World History II
Spring semester. 3 semester hours.
Satisfies Social Sciences requirement.

Introduction to world history from 1500 to present, emphasizing the intersections of regional and thematic history. Utilize knowledge of the change over time of diverse peoples and societies to broaden perspective of the complexity and richness of our historic and contemporary world. Includes on-site study at the Hosford History Center and Lawrence Archives and experience-based assignment. Application of research and analysis skills to construct historical arguments based on primary and secondary sources, as well as effective communication of historical ideas in written and either visual or virtual format through project and/or paper(s).

HST 275 History in Action I
Fall semester. 3 semester hours.

Individual and collaborative analysis of historical issues and events through experience-based innovative and active learning methods, such as role-playing games, creative non-fiction, field trips, digital humanities, virtual tours, and other emerging methods. Topics vary, but cover content from all four history program thematic pathways and includes on-site study at the Hosford History Center and Lawrence Archives. Individual course project requires students to communicate historical ideas focused on one regional pathway and one thematic pathway in both written and either virtual or visual format.

HST 290 History Methods
Fall semester. 3 semester hours.

Introduction to and practice of the historical methods central to the discipline of history. Practice developing solid research questions, critical analysis of source reliability and proper citation, as well as research between physical and digital primary sources together with secondary sources,

including peer-reviewed articles, monographs, and emerging digital resources. On-site practice utilizing the primary source physical archival items together with the digital primary and secondary source databases at the Hosford History Center and Lawrence Archives. Creation of a proposal abstract, short annotated bibliography, and accompanying research paper that integrates primary and secondary source analysis.
Communication of historical ideas in a virtual or visual format and an individual verbal presentation.

HST 310 History Behind the Headlines
Spring semester. 3 semester hours.
Prerequisites: C or higher in WRT 112.

Analysis of global issues and current events by collaboratively applying historic and multidisciplinary knowledge. Designed for both non-history majors as well as history majors working in their thematic pathways, it will build upon the student's collective interests and knowledge. Culminates in each student designing and presenting an interdisciplinary course project that analyzes the complex history behind and contemporary challenges of improving a significant global issue facing our world today, as well as the class collaboratively analyzing best next steps to these improving these global issues.

HST 350 History through Travel
As announced. 1-6 semester hours.

Experience-based learning of history through travel that typically takes place during the ILT term, but may also take place during other sessions. Typically includes readings, research, and reflections before, during, and after the travel dates. Students should particularly consider travel related to their chosen regional and/or thematic pathway. Students may repeat this course for additional credit, given the variability of experiences offered through this course.

HST 375 Topics in History
As announced. 3 semester hours.
Prerequisites: C or higher in WRT 112.

These courses are developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet the rapidly changing curriculum or college needs. Students should particularly consider study related to their chosen regional and/or thematic pathway. Students may repeat this course for additional credit, given the variability of topics offered through this course.

HST 410 Practicum/Internship
As announced. 1-6 semester hours.
Prerequisites: C or higher in WRT 112 and instructor permission.
Satisfies Social Responsibility requirement.

Internship at the college's Hosford History Center and Lawrence Archives, other historical organization or in a historian role where historical skills and knowledge will be applied and further developed through hands-on experiences. As part of the internship, students will demonstrate activity in a professional organization, develop a professional historical network, as well as attend a professional development workshop, webinar series and/or conference. Students may repeat this course for additional credit, given the variability of experiences offered through this course.

HST 450 Independent Study
As announced. 1-6 semester hours.
Prerequisites: 3.0 overall GPA, junior or senior standing, 9 semester hours of working in major above 200-level, C or higher in WRT 112 and instructor permission.

In-depth study of selected topic that relates to student's professional interests and/or career goals. Students should particularly consider study related to their chosen regional and/or thematic pathway. Analysis of primary and secondary sources on the topic, typically within the student's regional and/or thematic pathways. Culminates in student-designed project or paper that communicates in written and virtual, visual, or verbal format and can become a central work in a student's professional portfolio. Students may repeat this course for additional credit, given the variability of topics offered through this course.

HST 451 Readings in History
As announced. 1-6 semester hours.
Prerequisites: 3.0 overall GPA, junior or senior standing, C or higher in WRT 112 and instructor permission.

In-depth study of selected topic that relates to student's professional interests and/or career goals. Students should particularly consider readings related to their chosen regional and/or thematic pathway. Reading of various academic books and articles on the topic, which is typically within the student's regional and/or thematic pathways. Culminates in student-designed project or paper that communicates in written and virtual, visual, or verbal format and can become a central work in a student's professional portfolio. Students may repeat this course for additional credit, given the variability of topics offered through this course.

HST 475 History in Action II
Spring semester. 3 semester hours.
Prerequisite: C or higher in WRT 112.

In-depth individual and collaborative analysis of historical issues and events through experience-based innovative and active learning methods, such as role-playing games, creative non-fiction, field trips, digital humanities, virtual tours, and other emerging methods. Topics vary, but cover content from all four history program thematic pathways and includes on-site study at the Hosford History Center and Lawrence Archives. Individual course project requires students to communicate historical ideas on

student's chosen regional pathway and thematic pathway in both written and either virtual or visual format.

HST 490 History Capstone
Spring semester. 3 semester hours.
Prerequisites: C or higher in WRT 112, senior standing or instructor permission.
Satisfies Senior Capstone Experience requirement.

Demonstration of mastery of the historical methods central to the discipline of history. Capstone applies the experiences, knowledge, and skills gained in each student's regional and thematic pathway toward the creation of an extensive, individual research project that incorporates analysis of primary and second sources. Project includes an extensive research paper, one additional either virtual or visual format component that will be utilized in the student's verbal presentation of the project.

HST 304 America in the 20th Century
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112, HST 202 or instructor permission.

Changes in government, society and the economy since the end of World War I.

HST 341 American Women
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112.
Satisfies Exploration of Diversity Within the United States requirement.

This course will cover gender through American political, social and cultural history including American women from pre-Columbian to women of various immigrant groups.

Insurance and Risk Management
Business Department

IRM 221 Principles of Insurance & Risk Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: BUS 212 recommended.

An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance regulation, insurance carriers, reinsurance, marketing, underwriting and claims adjusting. This course includes examination of the Michigan Essential Insurance Act and how this law addresses the social responsibility of the insurance business and its attempt to address social injustice. This course will also help students prepare for the AINS 21 national examination administered by the Insurance Institute of America.

IRM 252 Personal Insurance
Spring Semester. 3 semester hours.
Prerequisites: IRM 221, cumulative GPA 3.0; BUS 212 recommended.

Designed to cover policy provisions and concepts common to various personal multiple-line property, casualty, life and health contracts. This course will also help students prepare for the AINS 22 national examination administered by the Institutes towards the Associate in General Insurance (AINS) professional designation.

IRM 253 Commercial Insurance
Fall Semester. 3 semester hours.
Prerequisites: IRM 221, cumulative GPA 3.0; BUS 212 recommended.

Designed to cover policy provisions, and concepts common to various commercial multiple-line property and casualty contracts. This course will also help students prepare for the AINS 23 national examination administered by The Institutes towards the Associate in General Insurance (AINS) professional designation.

IRM 324 PC Insurance Licensing
Spring Semester. 3 semester hours.
Prerequisites: IRM 221, cumulative GPA 3.0.

This course will prepare students to pass the Michigan PC Insurance Producers licensing exam. Areas to be reviewed include insurance basics such as contract law, basics of property and casualty insurance, personal lines, commercial lines insurance. This course will also analyze the Michigan Insurance Code as it relates to the general provisions of insurance regulation and laws pertaining to property and casualty insurance.

IRM 330 Ethics and Presentations
Spring Semester. 3 semester hours.
Prerequisites: IRM 221, cumulative GPA 3.0, junior standing or instructor approval; MPC 203 recommended.
Satisfies Ethical Awareness OR Social Responsibility requirement.

This course explores the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning with a major emphasis on oral presentation is designed to enhance skills in critical thinking and professional business communication. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment. The course culminates in presentations to groups outside of The University of Olivet community.

IRM 340 Insurance Claims Principles and Practices
Fall Semester. 3 semester hours.
Prerequisites: IRM 221 and cumulative GPA 3.0.

The course will introduce the student to the operations of professional claims handling. Two fundamental principles will be emphasized in all aspects of the class. They are customer service and utmost good faith. The

course gives students the opportunity to build a strong foundation for effective investigative and litigation techniques. The student will also learn how to avoid costly lawsuits by practicing good faith claims handling and effective communication and negotiation skills. A general claims overview will be followed with specific topic areas of Property and Liability claims handling.

IRM 350 Negotiation and Persuasive Presentations

Fall Semester. 3 semester hours.
Prerequisites: IRM 253, cumulative GPA 3.0.

An examination of negotiating techniques, construction of a persuasive argument, assembly of information to support positions and proposals, use of spreadsheets and presentation software to create professional documents and presentations to support positions and proposals, such as the development of a new product or the sale of new insurance coverage to a risk manager or new exposure to an insurance/reinsurance underwriter.

IRM 418 Independent Study

As announced. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Offered as announced. Independent readings and research on special topics.

IRM 454 Risk Management

Fall Semester. 3 semester hours.
Prerequisites: IRM 221, IRM 253, BUS 316, and BUS 240 or MTH 232; cumulative GPA 3.0.

This course examines the process of risk management for a private firm in-depth using many of the concepts and tools studied in other insurance courses. Topics include the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of forecasting, cash flow analysis and information systems in the risk management process. This course will incorporate the use of case studies and a risk management simulation "game" exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.

IRM 480 Project Management for P&C Insurance

Spring Semester. 3 semester hours.
Prerequisites: IRM 221, IRM 252, IRM 253, and BUS 240 or MTH 232; cumulative GPA 3.0.

This project management course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Case studies, active participation in team exercises, and practical information reinforce learning. At the end of the course, students will understand why project management requires a high degree of professionalism, reasoning and critical thinking, oral and written communication skills, and how to manage successful future projects. Students are expected to integrate information from prior insurance, risk management, accounting, finance, mathematics, and computer science courses in order to successfully complete the class project.

IRM 482 Studies in Insurance & Risk Management: Variable Topics

As announced. 3 semester hours.
Prerequisites: IRM 221, IRM 252, and IRM 253; cumulative GPA 3.0; and senior standing or instructor permission.

An examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other insurance topics where there is student interest or business community need. May be repeated for credit with a different topic.

IRM 483 Agency Operations

Fall Semester. 3 semester hours.
Prerequisites: IRM 221, cumulative GPA 3.0.

This course is designed to cover the operational management of an insurance agency. It examines all aspects of management such as personnel, sales and marketing. Further topics are agency image, legal and ethical practices. This course will also help students prepare for the AAI 83 national examination administered by the Insurance Institute of America.

IRM 490 Strategic Management of Insurance Enterprise

Spring Semester. 3 semester hours.
Prerequisites: IRM 221, BUS 240 or MTH 232, and cumulative GPA 3.0; IRM 252 and 253 recommended.
Satisfies Senior Capstone Experience requirement.

This course examines the strategic management of an insurance company with a focus on financial management, U.S. regulation, and an overview of operations in a global marketplace – including consideration of differences in culture, language, regulations, laws and political risks. The core operations of marketing, underwriting, reinsurance, ratemaking and claims adjusting are studied. This course will incorporate the use of an insurance company financial management simulation "game" exercise. This course will also help students prepare for the CPCU 520 national examination administered by the American Institute for Chartered Property Casualty Underwriters.

Interdisciplinary Studies

Liberal Arts Core Curriculum

IDS 101 College 101
Fall Semester. 1 semester hour.

This course is designed with three goals: to help students set realistic expectations for college life; allow students to learn and practice academic skills using various tools to enable success; and support students as they become engaged, responsible members of our learning and living community.

IDS 102 Strategies for Academic Success
Spring Semester. 1 semester hour.

This course is designed to support and strengthen the development of effective work habits and to prepare students for an intensive college environment. Students taking this course will acquire essential skills needed for academic success.

IDS 115 Critical Analysis of Texts
Summer. 3 semester hours.
Prerequisites: Admission to the Olivet Opportunity (O2) Program.

Critical Analysis of Texts introduces students to fundamental techniques for critically thinking about texts from academic and popular media sources. It focuses on developing skills, strategies and habits that will help the student to analyze these sources in order to learn and increase comprehension. Readings will relate to social issues in a diverse world. Writing will be required.

IDS 151 Self and Community
Fall and Spring Semesters. 3 semester hours.
Satisfies Interpersonal Communication, Collaboration, Reasoning and Critical Thinking requirement.

A micro-community in the exploration of diverse points of view through small and large group dialogue. Through multiple pedagogies such as oral communication, writing, reading, listening and thinking, students will explore local and global connectors between individual and social responsibility in the context of "who am I?" and "who am I in the community?"

IDS 211 Civilization Studies
Fall and Spring Semesters. 3 semester hours.
Prerequisites: sophomore standing.
Satisfies Social Sciences requirement.

Training in research and geography with the study of major ideals, events and personalities from recorded history. The examination of social institutions is designed to enhance student skills in political analysis and critical thinking.

IDS 230 How to Change the World
As announced. 3 semester hours.
Satisfies Social Responsibility requirement.

Offers an introduction to philanthropy and social entrepreneurship. Students will study the world of non-profits, the grant proposal process, solicit RFPs and award funds to area charities from grant funds received for that purpose. The exploration of case studies where social entrepreneurs changed society for the better will also be included.

IDS 390 Cooperative Education
Fall and Spring Semesters, Intensive Learning Term and Summer. 1–15 semester hours.
Prerequisites: completed 30 semester hours with a 2.25 or higher cumulative GPA. Students must arrange this experience with the appropriate department chair before registering for this course. A Cooperative Education Work Experience Application must be completed prior to beginning work.

An academic experience integrating classroom theory with practical work experience. Students participate in a supervised educational experience at off-campus sites such as businesses or organizations related to their career choice, or in an on-campus experience while completing their undergraduate course work. Students must register and pay for internship credits in the same semester as they are working. Credits cannot be deferred to a later semester.

IDS 399 Service Learning
Fall and Spring Semesters. 1-3 semester hours.
Prerequisites: C or higher in WRT 112 and IDS 151.
Satisfies Social Responsibility requirement.

A service learning course that addresses community need and reinforces the college's focus on *Education for Individual and Social Responsibility*. With approval from advisor, students must determine a hands-on service project for a specific community as part of registering for this course which must be completed during a semester. Prior to starting the service project, students learn the definition of service learning, how service learning satisfies liberal arts core requirements, and how service learning differs from volunteerism.

IDS 498 Portfolio Workshop
As announced. Non-credit course.

The purpose of the Portfolio Workshop is to provide an opportunity for students who are no longer enrolled at the college but have completed all other graduation requirements to receive assistance in completing and validating their Portfolio. IDS 498 is a non-credit-bearing course that carries a fee equivalent of a half credit of tuition.

IDS 499 Seminar
Fall and Spring Semesters. 1 semester hour.

The objective of seminar is to help students successfully navigate their college experience, understand and build connections to supportive and professional

communities and to prepare for their future careers. Through seminar, students will develop skills and abilities necessary for success in college and beyond. Seminar is an important mechanism for personal growth and development and an essential point of connection for students and faculty mentors and as such seminar is required by all students in his or her declared major each semester.

Mathematics

Natural Sciences and Mathematics Department

MTH 120 The Nature of Mathematics
Fall and Spring Semesters. 4 semester hours.
Satisfies the Quantitative Analysis requirement.

A survey course for non-mathematics majors. Topics from number theory, combinatorics, probability, statistics, geometry, voting, mathematics history and mathematical modeling.

MTH 130 College Algebra
Fall Semester. 4 semester hours.
Satisfies the Quantitative Analysis requirement.

Linear and quadratic equations, operations and equations involving polynomials, rational expressions, radicals, graphing equations, systems of equations, exponentials and logarithms.

MTH 150 Precalculus
Fall and Spring Semesters. 4 semester hours.
Prerequisites: C or higher in MTH 130, placement evaluation, or instructor permission.
Satisfies the Quantitative Analysis requirement.

Theory and application of trigonometric functions and their graphs, trigonometric identities and equations, inverse trigonometric functions. Polynomial, rational, exponential and logarithmic functions with an introduction to limits. This course serves as a prerequisite for many courses in mathematics and the natural sciences.

MTH 151 Calculus I
Fall and Spring Semesters. 4 semester hours.
Prerequisites: C or higher in MTH 150 or placement evaluation.
Satisfies the Quantitative Analysis requirement.

Limit theory, differentiation, curve sketching, maxima and minima, related rates, definite and indefinite integrals and area and volume applications.

MTH 152 Calculus II
Spring Semester. 4 semester hours.
Prerequisites: C or higher in MTH 151 or instructor permission.

Transcendental and hyperbolic functions, sequences and series, techniques of integration and polar coordinates.

MTH 232 Statistics
Fall and Spring Semesters. 4 semester hours.
Prerequisites: C or higher in MTH 120 or MTH 130, placement into MTH 150 or instructor permission.
Satisfies the Quantitative Analysis requirement.

Statistics and probability including measures of central tendency and dispersion, normal and binomial probability distributions, hypothesis testing, confidence intervals, correlation, and regression. Statistical software introduction.

MTH 242 Discrete Mathematics
Spring Semester, odd years. 3 semester hours.
Satisfies the Quantitative Analysis requirement.
Prerequisites: C or higher in MTH 150.

Discrete and combinatorial mathematics including: sets and relations, symbolic logic and Boolean algebra, graphs, digraphs, trees and their applications and finite state machines.

MTH 253 Calculus III
Fall Semester. 4 semester hours.
Prerequisites: C or higher in MTH 152 or instructor permission.

Vector analysis, partial differentiation, multiple integration, Green's Theorem and an introduction to differential equations.

MTH 320 Linear Algebra
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in MTH 152.

Matrix algebra and its applications, determinants, vector spaces, linear transformations, orthogonality and eigenvalues.

MTH 341 Probability
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in MTH 232 and MTH 253 or concurrent.

Sample spaces, counting techniques, random variables, discrete and continuous probability distributions, expectation and conditional probability.

MTH 354 Differential Equations
Spring Semester, odd years. 3 semester hours.
Prerequisites: C or higher in MTH 253 and MTH 320.

First order equations, linear second order equations, series solutions, systems of differential equations, higher order linear equations, numerical methods, applications, the Laplace Transform and an introduction to partial differential equations.

MTH 402 Complex Analysis
Spring Semester, odd years. 3 semester hours.
Prerequisites: C or higher in MTH 253.

Complex functions, series representation, analytic and harmonic functions, complex differentiation and integration, residue theory and conformal mapping.

MTH 404 Math History
As announced. 2 semester hours.
Prerequisites: MTH 151 or instructor permission, sophomore standing.

History, development and significance of mathematical ideas.

MTH 405 Advanced Calculus
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in MTH 253, instructor permission and junior standing.

A rigorous topological approach to differential and integral calculus including Bolzano-Weierstrass and Heine-Borel Theorems, continuity, uniform continuity, and convergence and uniform convergence of series and functions.

MTH 418 Independent Study in Math
As announced. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Independent reading and research of special topics.

MTH 421 Seminar in Mathematics
As announced. 1–4 semester hours.
Prerequisites: instructor permission.

Research in varied areas of mathematics.

MTH 430 Abstract Algebra
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in MTH 152 and 242, junior standing.
Satisfies Senior Capstone Experience requirement.

Introduction to groups, rings, fields, congruence classes and unique factorization of polynomials.

MTH 441 Mathematical Statistics
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in MTH 341 or instructor permission.
Satisfies Senior Capstone Experience requirement.

Random sampling, statistical inference, sampling distributions, estimation and properties of estimators, confidence intervals, hypothesis tests and likelihood ratio tests.

Media Production and Communication

Arts and Humanities Department

MPC 101 Introduction to Media Studies
Fall Semester. 3 semester hours.
Satisfies Global Awareness requirement.

This is a survey course of mass communication media roles and uses in global society, exploring books, magazines, radio, television, film, social media, and new technologies in the United States and other countries. There is an emphasis on media literacy, impact and ethics.

MPC 105 Introduction to Communication
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Awareness requirement.

This course explores the purposes, functions and methods of communication, with practical applications of both formal and information communication, emphasizing context and culture.

MPC 110 Introduction to Adobe Creative Suite
Fall Semester. 2 semester hours.

Students will be introduced to four of the major software applications used throughout the Media Production and Communication program: Adobe Photoshop, Adobe InDesign, Adobe Premiere and Adobe Audition. Students will utilize online tutorials, along with individual and group projects to get familiar with Adobe programs.

MPC 200 Media Writing I
Fall Semester. 3 semester hours.

This course offers the foundational skills of inquiry, reporting and writing across a variety of delivery platforms, with a community-centered focus. There will be emphasis on deadlines, story types and techniques and media law and ethics.

MPC 203 Public Speaking
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

The course offers the study of oral communication in the public setting through understanding of the rhetorical skills of delivery, organization, language, and the application of this knowledge in the presentation and evaluation of prepared informative and persuasive speeches.

MPC 205 Audio Production I
Spring Semester. 3 semester hours.
Corequisite: MPC 210.

Introduction to radio, television, Web and film broadcast production formats, techniques and equipment. Students will learn how to run the mixing board at WOCR, as well as operating live, on-site radio broadcast equipment.

Students will also learn how to operate video studio equipment through simulated news broadcasts. Coursework includes written assignments, hands-on lab work, oral presentations, and collaboration through group work as well as required time and work outside of class.

MPC 210 Media Writing II
Spring Semester. 3 semester hours.
Corequisite: MPC 205.
Prerequisite: C or higher in MPC 200.

This course is a continuation of Media Writing I, advancing professional writing skills across a variety of delivery platforms, producing communication products with a community-centered focus. There will be emphasis on collaborative peer work, including production and editing of media products, with required time and work outside of class.

MPC 220 Video Production I
Spring Semester. 3 semester hours.
Prerequisites: MPC 110.
Satisfies Liberal Arts Creative Experience requirement.

Introduction to digital videography and digital video editing skills and techniques. Students will receive classroom instruction and work individually or in teams to conceive, script, shoot and edit basic video projects related to journalism and mass communication.

MPC 230 Audio Production II: Multimedia Announcing
Fall Semester. 3 semester hours.
Prerequisites: C or higher in MPC 205 or instructor permission.

Instruction and critiques in the skills involved in writing and announcing in professional broadcast venues. Students will explore informational writing skills through video and audio broadcast formats, incorporating research techniques, project coordination, collaborative work, deadlines, critical analysis, and oral presentations. Students will also be introduced to broadcast announcing techniques as well as broadcasting equipment for audio (radio and podcast) and video (TV and Web).

MPC 240 Photography and Visual Communication
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

An introduction to planning, taking, and editing digital photographs in a creative and artistic manner. Includes the impact of photo and visual selection and layout as well as ethical decisions facing visual communicators. Students must provide materials and have access to a digital camera.

MPC 290 Student Media Practicum - ECHO
Fall and Spring Semesters. 1-6 semester hours.
Prerequisite: Instructor permission.

Guided, practical, on-campus experience in student media production. No more than six semester hours will count toward graduation for Media Production and Communication majors. Concentrations in writing, broadcast and literary magazine production.

MPC 291 Student Media Practicum – WOCR
Fall and Spring Semesters. 1-6 semester hours.
Prerequisite: Instructor permission.

Guided, practical, on-campus experience in student media production. No more than six semester hours will count toward graduation for Media Production and Communication majors. Concentrations in writing, broadcast and literary magazine production.

MPC 292 Student Media Practicum – Garfield Lake Review
Fall and Spring Semesters. 1-6 semester hours.
Prerequisite: Instructor permission.

Guided, practical, on-campus experience in student media production. No more than six semester hours will count toward graduation for Media Production and Communication majors. Concentrations in writing, broadcast and literary magazine production.

MPC 300 Community Media and Journalism I
Fall Semester. 3 semester hours.
Prerequisites: C or higher in MPC 200 and 210 or instructor permission.

In this course, students will gain an understanding of the role and responsibilities of community journalism in our society while exploring what local news is and how it may be presented successfully. In doing so, students will interact with surrounding communities to better discern story topics and delivery platforms, as well as explore the idea of community journalism – journalism as service, and why it matters.

MPC 310 Sports Media
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in MPC 200, MPC 210 or instructor permission

This course serves as an introduction to working as a Sports Journalist. Throughout the course students will be asked to cover sporting events both on and off campus as multimedia journalists, utilizing writing, audio, visual and Web platforms to tell sports stories.

MPC 320 Video Production II
Fall Semester, 3 semester hours.
Prerequisites: MPC 220 and C or higher in MPC 200.

A continuation of Video Production I and digital video editing skills and techniques. Students will receive classroom instruction and work individually or in teams to conceive, script, shoot and edit video projects related to journalism and mass communication. Students will focus on advanced elements of video production like lighting, audio mixing, on-location shooting, green screens and more.

MPC 390 Media Production and Communication Internship I
Fall, Spring, and Summer Semesters. 3-15 semester hours.
Prerequisite: Department chair and instructor permission.

Professional experience with an appropriate communications-oriented organization. Proposed and initiated by the student with approval from a faculty adviser, department chair and organization supervisor.

MPC 400 Community Media and Journalism II
Spring Semester, 3 semester hours.
Prerequisite: C or higher in MPC 300 and senior standing, or instructor permission.
Satisfies Social Responsibility OR Senior Capstone Experience requirements.

In this practicum course, students will build on their understanding of the roles and responsibilities of community journalism in our society, learned through MPC 300, while exploring what local news is and how it may be presented successfully. The students will apply what they learned in MPC 300 for the actual production of tangible media content in the Olivet and surrounding communities.

MPC 410 Data Analysis and Presentation
As announced. 3 credits.
Prerequisite: Junior standing.

This course will offer students the basics of data analysis using a real enterprise story issue, providing a practical opportunity to engage critical thinking, analytical, and story-telling skills.

MPC 418 Independent Study
As announced. 3 semester hours.
Prerequisite: 3.0 overall grade point average; junior standing; instructor permission, and approval of Academic Performance Committee.

This course supports independent reading and research on some aspect of Media Production and Communication culminating in an individual project. It is offered under the guidance of a Media Production and Communication instructor.

MPC 421 Media Law and Ethics
Spring Semester, even years. 3 semester hours.
Prerequisite: Junior standing or instructor permission.
Satisfies Ethical Awareness requirement.

This course offers lecture and research into mass communication law and ethics, with emphasis on libel, privacy, free press, copyright, broadcast and advertising regulations, court systems, indecency and obscenity, as well as the ethical standards that apply to these issues.

MPC 450 Special Topics in Media
As announced. 1-3 semester hours.
Prerequisite: Junior standing or instructor permission.

This is a course developed by an instructor in order to: a) serve a specific need in the program; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics to be announced.

MPC 490 Media Production and Communication Internship II
Fall, Spring, and Summer Semesters. 3-15 semester hours.
Prerequisite: Department chair and instructor permission. Successful completion of MPC 390.

Professional experience with an appropriate communications-oriented organization. Proposed and initiated by the student with approval from a faculty adviser, department chair and organization supervisor.

Music
Arts and Humanities Department

MUS 111 Theory I
Fall Semester. 3 semester hours.
Corequisite: MUS 113.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

Theory I is an introductory class to the technical elements of music. Basic elements of pitch, rhythm, melody, harmony and musical structure are explored in this class. This class will focus on the fundamental aspects of major and minor key signatures, simple triads and seventh chords, voice leading and basics of functional harmony.

MUS 112 Theory II
Spring Semester. 3 semester hours.
Corequisite: MUS 114.
Prerequisites: MUS 111 and 113.

All the elements of rhythm, melody, harmony and structure are studied in this class. This class will also explore aspects of harmonic progressions, seventh chords, modulations, secondary dominants and basic musical forms.

MUS 113 Aural Skills I
Fall Semester. 1 semester hour.
Corequisite: MUS 111.

This is an introductory course in the skills of sight singing and dictation, concentration upon simple diatonic melodies within the octave and basic rhythmic structures.

MUS 114 Aural Skills II
Spring Semester. 1 semester hour.
Co-requisite: MUS 112.
Prerequisites: MUS 111 and MUS 113.

Students will further develop their sight singing and dictation skills. Emphasis is given to minor keys and more complex rhythmic structures.

MUS 118/218 Private Lessons for Non-Majors and Piano Proficiency
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement. Additional fee assessed.

Designed for beginning through advanced students, these weekly 30-minute lessons provide students with one-on-one instructional time at their ability level. Students are expected to provide their own instrument except for piano and organ lessons. Students in their first and second semesters of private lessons for a particular instrument at Olivet should register for MUS 118; afterwards, they should register for MUS 218.

MUS 120 Music and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Arts and Humanities requirement OR Global Awareness requirement.

This course is a survey and analysis of global music that will examine the various aspects of music and culture in both western and non-western music, and in art music as well as selected popular culture music and folk music idioms. It will also include an investigation of musical terminology, the structure of music and the various instruments.

MUS 130 Keyboard Experiences
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Keyboard Experiences is a hands-on class in which the student is actively engaged in the creative process through playing the piano, listening to performances, giving an oral presentation, and reflecting on musical experiences through speaking and writing. It is designed to develop basic music reading skills as well as the technical ability to perform elementary repertoire pieces on the keyboard. This class is designed for those with no, or little, music background.

MUS 141 Piano Class I
Fall Semester. 1 semester hour.

This class will focus on principles and techniques of classical, folk and popular piano. This course is open to all students.

MUS 142 Piano Class II
Spring Semester. 1 semester hour.
Prerequisites: MUS 141 and instructor permission.

This class will focus on advanced principles and techniques of classical, folk and popular piano.

MUS 150/250/350/450
The University of Olivet Choir
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition and director approval is required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

Through the variety of repertory performed by this ensemble, students will obtain a basic understanding and appreciation of all historical periods and styles of choral music. Students will also learn accuracy of performance of both pitch and rhythm, as well as basic techniques of proper vocal production. In addition, students will also learn the skills required to sing various foreign languages including, but not limited to, Latin, German, and Italian. This course may be taken for credit or without credit by permission of the instructor only.

MUS 151/251/351/451
The University of Olivet Chamber Singers
Fall and Spring semesters. 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

Members of the Chamber Singers perform traditional music for chamber choirs as well as explore rarely performed music that requires a high level of technical and musical proficiency. The Chamber Singers perform at on- and off- campus events. This course is open to all students. Enrollment is subject to audition.

MUS 152/252/352/452
The University of Olivet Women's Chorale
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

Open to all women in The University of Olivet community. This ensemble performs music of all historical periods and styles throughout the academic year both on and off campus. The ability to read music is not mandatory, but basic singing ability is necessary, and experience in this type of ensemble is preferred.

MUS 153/253/353/453
The University of Olivet Gospel Choir
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition and director approval is required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

Students in the Gospel Choir will learn the art of Gospel music by studying spiritual principles, the roots of Gospel music, artists who have successfully performed Gospel music, and genres that Gospel music has helped influence. Auditions are required for students to assess their ability to sign or play an instrument, and sing/play by ear.

MUS 157 Diction and Repertoire Class
As announced. 2 semester hours.

This course will address the many intricacies and idiosyncrasies of the pronunciation of major European languages including Italian, German and French, as well as Latin. Students will become acquainted with the IPA system to help them learn foreign language pronunciation on their own. In addition, students will investigate the musical repertoire unique to their own voice as well as those of others.

MUS 160/260/360/460
The University of Olivet Wind Ensemble
Spring Semester. 1 semester hour.
Prerequisites: Audition and director approval is required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

The Wind Ensemble rehearses and performs repertoire encompassing the Renaissance to Contemporary style periods featuring a variety of styles and levels of difficulty, while striving to maintain the highest standards of performance. The University of Olivet Wind Ensemble offers numerous performance opportunities throughout the school year and represents the college in a variety of settings both on and off campus.

MUS 161/261/361/461
The University of Olivet Chamber Ensembles
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

The University of Olivet Chamber Ensemble offers students and community members the opportunity to perform chamber music with a wide variety of instruments. Students will develop skills of balance, leadership, control and independence. This course will demand practice outside of class meetings. Enrollment is subject to audition.

MUS 163/263/363/463
The University of Olivet Athletic Band
Fall Semester. 1 semester hour.
Prerequisites: Audition and director approval required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

The athletic band performs a contemporary repertoire and marching technique suitable for fall and winter athletic events, while striving to maintain high standards of performance. The University of Olivet Athletic Band offers numerous performance opportunities throughout the school year and represents the college in a variety of settings both on and off campus.

MUS 164/264/364/464
The University of Olivet Drum Line
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

This percussion group performs a wide variety of music written for drum line, and will represent the college at various gatherings, such as sporting events. Enrollment is subject to audition.

MUS 165/265/365/465
The University of Olivet Jazz Ensemble
Fall and Spring Semesters. 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

Members of The University of Olivet Jazz Ensemble will explore the various styles and stages of development of jazz. It will focus on development of improvisation and jazz performance techniques. This course is open to all students and community members, and acceptance is subject to audition.

MUS 166/266/366/466
Opera and Musical Scenes Practicum
Fall and Spring Semesters (as announced). 1 semester hour.
Prerequisites: Audition required.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement.

In this course students will learn, rehearse and perform scenes from opera, operetta and musical theatre in fully staged performances. Students will also be responsible for costuming, sets, props and working together as the stage crew. There will be public performances.

MUS 211 Theory III
Fall Semester. 3 semester hours.
Corequisite: MUS 213.
Prerequisites: MUS 112 and MUS 114.

This class will focus on chromatic harmony, altered chords, advanced secondary harmony, modal mixture and simple musical forms, as well as set theory and atonal music.

MUS 212 Theory IV
Spring Semester. 3 semester hours.
Corequisite: MUS 214.
Prerequisites: MUS 211 and MUS 213.

This class will explore aspects of advanced composition and analyses techniques with an introduction to Set Theory, and other methods of contemporary music theory analyses. Elements of musical form will also be addressed.

MUS 213 Aural Skills III
Fall Semester. 1 semester hour.
Corequisite: MUS 211.
Prerequisites: MUS 112 and 114.

Students will focus in the perception of rhythmic, melodic and harmonic changes, through sight singing and aural dictation. Emphasis is given to modulation to related keys and syncopation.

MUS 214 Aural Skills IV
Spring Semester. 1 semester hour.
Corequisite: MUS 212.
Prerequisites: MUS 211 and 213.

Students will focus in perception of rhythmic, melodic, harmonic changes, through sight singing and aural dictation. Emphasis is given to mode, advanced modulations and complex rhythmic structures.

MUS 220 Women in the Arts
Spring Semester, even years. 3 semester hours.
Cross listed with ART 220, THR 220 and WGS 220.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

MUS 221 Comprehensive Music History I
Fall Semester, odd years. 3 semester hours.
Prerequisites: MUS 112.

This course will focus on music and literature from the Middle Ages and Renaissance through 1600. There is a strong emphasis on reading, listening, musical analysis, research and citing writing.

MUS 222 Comprehensive Music History II
Spring Semester, even years. 3 semester hours.
Prerequisites: MUS 112.

This course will focus on music and literature from the Baroque and Classical periods. There is a strong emphasis on reading, listening, musical analysis, research and critical writing.

MUS 231 Introduction to Music and Computers
As announced. 3 semester hours.

This course introduces students to the role of computers in the discipline of music. Topics include basic IBM and Macintosh personal computer skills, a thorough exploration of MIDI, music sequencing software, music publishing software and orchestration with electronic/digital instruments. Software to be examined may include, but is not limited to Score, Finale, Performer and Master Tracks Pro. Students will be required to spend time in the computer lab working on individual and group projects for presentation to the class and for a final public performance.

MUS 311 Form and Analysis
Fall Semester. 3 semester hours.
Prerequisites: MUS 212 or instructor permission.

This course is an introduction to the analysis of musical form, beginning with structural elements and proceeding to the analysis of classical forms, from simple song forms to smaller compound forms such as Minuet and Rondo. Other more advanced forms to be examined include: Sonata Form, Theme and Variations and Fugue.

MUS 312 Introduction to Composition and Orchestration
As announced. 3 semester hours.
Prerequisites: MUS 212 or instructor permission.

An introduction to composition, students will be exposed to phrase structure, review aspects of harmony, counterpoint, and form in a variety of idioms through the composition of exercises and short compositions. Students will be required to compose musical works demonstrating a variety of techniques and skills. Principles of orchestration and instrumentation along with techniques in musical arrangements will be examined.

MUS 318/418 Private Lessons
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Liberal Arts Creative Experience requirement. Additional fee assessed.
Prerequisites: Audition for the Music Program.

The student will take weekly one-hour private lessons in his/her major instrument, voice, or in musical composition. First and second-year music major and minor students should register for MUS 318, while upper-level students should register for MUS 418.

MUS 321 Comprehensive Music History III
Fall Semester, even years. 3 semester hours.
Prerequisites: MUS 112.

This class will focus upon music and literature from the Romantic era (19th century) through the present day. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 322 Comprehensive Music History IV
Spring Semester, odd years. 3 semester hours.
Prerequisites: MUS 112.

This class will focus on ethnomusicology: music of the world's people. Course will concentrate on non-western art music as well as various folk music idioms. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 480 Special Topics in Music History and Literature

As announced. 3 semester hours.
Prerequisites: MUS 212 or instructor permission.

This provides an in-depth discussion of unique and timely issues in music history and literature, such as women in music, gender in music, music in the popular culture, the works of an individual composer (Bach, Beethoven, Richard Wagner, etc.), or of a specific genre (opera, symphony, American musical theatre).

MUS 497 Senior Experience

Fall and Spring Semesters. 3 semester hours.
Satisfies Senior Capstone Experience requirement.

This course will help the student in preparation for and performance of a Senior Recital or a Senior Music Project approved by the faculty and Music Program Director.

MUS 498 Music Honors Course

Fall Semester. 3 semester hours.

This course is one in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study.

MUS 499 Music Honors Course

Spring Semester. 3 semester hours.

This is the second course in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study. Meeting times with the faculty instructor/advisor will be arranged at a time convenient to both student and faculty. There is paperwork to be filed by the student for this course.

Philosophy

Arts and Humanities Department

PHL 101 Introduction to Philosophy

Fall semester. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

A study of the meaning, scope and history of philosophy from ancient to modern times. The major problems with which philosophy has concerned itself are surveyed, including such questions as: What is knowledge? How is truth established? What is the mind? Are ethics relative? Are human beings free?

PHL 102 Introduction to Ethics

Spring semester. 3 semester hours.
Satisfies Ethical Awareness requirement.

Discusses questions about right, virtue and happiness, including the question, "Why be moral?" The work of contemporary philosophers will be examined along with the work of great philosophers of the Western tradition, including Plato, Aristotle, Aquinas, Hume, Kant and Mill. The course will also serve as an introduction to various religious approaches to ethics.

PHL 250 Visionary Thinkers

Fall Semester. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

This course explores the thought of an important figure in history whose work has had a significant impact on civilization, either through politics, economics, philosophy, science, the arts, religion, or other fields. The course will systematically study the seminal works and thoughts of this individual with a special emphasis on how his or her work is still pertinent today. The visionary thinker addressed will vary each year. The course may be repeated for credit.

PHL 290 Special Topics in Philosophy

As announced. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

Exploration of a special topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

PHL 340 Environmental Ethics

Spring Semester, odd years. 3 semester hours.
Satisfies Ethical Awareness requirement.
Cross listed with SCI 340.
Prerequisites: PHL 102, an introductory course in environmental science, or instructor permission.

This course builds upon foundational work in ethics and environmental studies. Particular topics covered can include: land ethics; animal rights; pollution and climate change; environmental policy; depletion of ocean resources: food ethics; population/sustainability issues; and eco-spirituality.

PHL 350 Social and Political Philosophy
Spring Semester. 3 semester hours.
Prerequisites: PHL 101, 3 semester hours of 200-level coursework in the social sciences, or instructor permission.

This course addresses core themes of political philosophy and social theory, including possible topics such as the nature of political systems and forms of government; the nature of justice; the complex meaning of concepts such as freedom, democracy, and equality; the ways in which human beings organize into societies; the relationship between the individual and the state; and the influence of economic factors upon the state and society.

PHL 360 Biomedical Ethics
Fall Semester, even years. 3 semester hours.
Cross listed with SCI 360.
Prerequisites: PHL 102, an introductory course in the sciences, or instructor permissions.
Satisfies Ethical Awareness requirement.

A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

PHL 470 Independent Study in Philosophy
As announced. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Independent reading or research on special topics in philosophy.

PHL 490 Advanced Topics in Philosophy
As announced. 3 semester hours.
Prerequisites: Instructor permission.

Exploration of an advanced topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

Physics
Natural Sciences and Mathematics Department

PHA 201 College Physics I
Fall Semester. 3 semester hours.
Corequisite: PHA 203.
Prerequisites: C or higher in MTH 150.

This is an algebra-based course which provides a rigorous examination of the following physical phenomena and systems: 1) mechanics (forces, kinematics of motion, conservation of energy and momentum, collisions and rotational systems); and 2) selected topics from molecular physics and heat (physics of solids and fluids, thermal physics and thermodynamics).

PHA 202 College Physics II
Spring Semester. 3 semester hours.
Corequisite: PHA 204.
Prerequisites: C or higher in PHA 201 and 203.

A continuation of College Physics I. This course is algebra-based and provides a rigorous examination of the following physical phenomena and systems: 1) electricity and magnetism, 2) geometric optics, 3) light and color, and 4) selected topics from waves and sound.

PHA 203 College Physics Laboratory I
Fall Semester. 1 semester hour.
Corequisite: PHA 201.
Prerequisites: C or higher in MTH 150.

This is the companion laboratory course to College Physics I and reinforces concepts studied in lecture. Basic laboratory skills are developed. Students use modern instrumentation methods to explore and analyze scientific measurements. Students will be able to study quantitatively, and in detail, many of the mechanical systems presented in the lecture.

PHA 204 College Physics Laboratory II
Spring Semester. 1 semester hour.
Corequisite: PHA 202.
Prerequisites: C or higher in PHA 201 and 203.

This is the companion laboratory course to College Physics II and reinforces concepts studied in lecture. The topics of electricity and magnetism, electrical circuits and optics are explored. Physical phenomena are studied and measured at a more advanced level, including techniques currently employed in modern physics. A major goal of the course is to develop skills in the measurement of physical phenomena.

PHA 251 Physics I
As announced. 5 semester hours.
Prerequisites: MTH 151 or equivalent.

The first of a two-course sequence for students of the quantitative sciences, mathematics or engineering. Mechanics, thermodynamics, waves, electricity and magnetism using applied Calculus.

PHA 252 Physics II
As announced. 5 semester hours.
Prerequisites: PHA 251.

Electromagnetic waves, optics, special relativity, elementary particles, quantum phenomena and atomic structure using applied Calculus.

Political Science
Social Science Department

POS 201 American Government - National
Fall Semester. 3 semester hours.
Satisfies Social Sciences requirement.

Fundamentals of the national government.

POS 202 American Government – State and Local
Spring Semester. 3 semester hours.
Satisfies Social Sciences requirement.

Fundamentals of state and local government.

POS 305 American Constitutional History
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and three hours of American history or government.

American constitutional development with emphasis on the 20th century.

POS 310 Michigan Government and Politics
Fall Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.

The structure and activity of public agencies in the executive branch, personnel management, budgeting, the judicial system, the legislative system, and the role of the public and private interests which inhabit the Michigan Capitol.

POS 316 Modern Russia
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and sophomore standing or instructor permission.

From the Romanovs through to the Bolshevik Revolution, the emergence of the Soviet Union as a world power, and the breakup of the Soviet Union

POS 317 American Foreign Policy in the 20th Century
Fall Semester, odd years. 3 semester hours.
Prerequisites: C or higher in WRT 112, HST 202 or instructor permission.

Emergence of the U.S. as a world power from 1898 to the present.

POS 320 The Legislative Branch: The Working Congress
Fall Semester, odd years. 3 semester hours.
Prerequisites: POS 201 and 202.

Process and factors which comprise the legislative process. Including the media, interest groups, lobbyists, the party structure, the people and other influences.

POS 321 The Judicial Branch: the Supreme Court, Law, and the Legal Process
Spring Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.

Courts, litigation, the law as a body of information and specific issues of law. The relationship of the judiciary to the executive and legislative branches of the national government.

POS 330 Public Administration, the Courts, Law Enforcement and the Police
Spring Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.

The structure and activity of public agencies, personnel management, budgeting, the judicial system, courts, litigation and the law.

POS 418 Independent Study
As announced. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Reading and research of special topics.

Psychology
Social Science Department

PSY 150 Psychology of Everyday Life
Spring Semester. 3 semester hours.
Satisfies Social Sciences requirement.

This course, designed for non-majors, introduces students to psychological theory and research regarding important aspects of human life (e.g., social relationships, gender, face recognition). Suitable for students interested in psychology, but not necessarily wanting to major or minor in psychology. This course does not satisfy program requirements for a major or minor in Psychology.

PSY 201 Introduction to Psychology
Fall and Spring Semesters. 3 semester hours.

This is a survey course introducing students to the discipline's major subfields (e.g., developmental, neuroscience, learning, cognition, social, abnormal) with an emphasis on psychology as a science. Most suitable for those interested in the psychology major or minor.

PSY 214 Development Across the Lifespan
Fall and Spring semesters; Summer as announced. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201.

This course focuses on the biopsychosocial development across the lifespan (from birth to death). Major theories in the field of developmental psychology are explored.

PSY 220 Cinematic Portrayal of Psychology
Intensive Learning Term, as announced. 3 semester hours.
Prerequisites: C or higher in PSY 201.

This course addresses the ways that psychological topics have been depicted in film. Students watch several films followed by discussions of the actual theory and research connected to the topics, and an analysis of the accuracy of their depictions in the media.

PSY 225 Cross-Cultural Psychology
Spring Semester. 3 semester hours.
Prerequisites: C or higher in PSY 201.
Satisfies Global Awareness requirement.

This course investigates the role cultural factors play in influencing patterns of behavior. Specifically, students will learn about the diversity of human behavior in different cultural settings and countries. Local travel to observe different cultural centers may be a part of the course.

PSY 240 Psychology of Incarceration
Fall and Spring semesters; Summer as announced. 3 semester hours.
Cross listed with CJ 240.

Students examine the socio-psychological, developmental and mental health factors surrounding the experience of incarcerated persons in addition to the policies and practices that influence those factors.

PSY 255 Industrial/Organizational Psychology
Fall Semester, odd years. 3 semester hours.

Industrial/Organizational Psychology is the scientific study of the workplace. Students will be introduced to the way in which psychologists assist with issues of critical relevance to business, such as personnel selection, worker productivity, job satisfaction, leadership, and group behavior within organizations.

PSY 260 Special Topics in Psychology
As announced. 1- 3 semester hours.
Prerequisites: C or higher in PSY 201 and instructor permission.
Satisfies Social Sciences requirement.

Courses at the 200 level developed by individual faculty members and approved by the department: (1) in the instructor's special field or interest, (2) by student's request, or (3) to meet rapidly changing curriculum and/or college needs.

PSY 261 Critical Thinking in Psychology
Fall Semester. 3 semester hours.

This course will focus on the methods and concepts in psychology from a critical standpoint. This course prepares the student for more advanced learning and contextualization in the psychology major. The student will explore topics like evaluating theories, parapsychology, pseudoscience, historical and contemporary comparisons, consuming research, cognitive distortions and biases, abnormality, and psychological/social intersections.

PSY 270 Social Psychology
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201.

Social psychology is the scientific study of how social situations influence the thoughts, feelings, and behaviors of individuals. Topics covered include attitude development and change, obedience and conformity, aggression, social perceptions of others, discrimination, conflict, and conflict resolution. The course will involve opportunities for students to engage in their own research study.

PSY 290 Statistics for Psychology
Fall Semester. 3 semester hours.
Cross listed with SA 290.
Corequisite: PSY 291.
Prerequisites: C or higher in WRT 112 and PSY 201.
Satisfies the Quantitative Analysis requirement.

Students learn how psychologists use statistics as a "tool" when conducting psychological research. The course focuses on both descriptive and inferential statistics as well as the logic underlying hypothesis testing. Students learn how to write APA "Results" sections similar to those published in psychology scholarly journals as well as learn how to use SPSS and interpret its output.

PSY 291 Research Methods and Design
Fall Semester. 4 semester hours.
Cross listed with SA 291.
Corequisite: PSY 290.
Prerequisites: C or higher in WRT 112 and PSY 201.

Students learn how to conduct research in psychology. Students will design their own study, collect data, and write a research report.

PSY 305 Cognition
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201 and junior standing.

Students learn about the mental processes involved in perception, attention, and memory, as well as how we solve problems and make decisions.

PSY 306 Learning and Behavior
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201 and junior standing.

Students learn the basic principles of learning and behavior modification. Theories such as classical conditioning and operant conditioning are emphasized.

PSY 309 Psychosocial Aspects of Gender
Spring Semester, odd years. 3 semester hours.
Cross listed with SA 309.
Prerequisites: C or higher in WRT 112, six semester hours of 200-level coursework in Sociology/Anthropology, Psychology, Gender Studies, Criminal Justice, or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Students will explore the connection between sex-based differences in men and women, and the way in which that psychology affects their behavior in social and cultural settings across cultural lines.

PSY 319 Personality Theories
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201and junior standing.

The course surveys various theoretical conceptions of personality and the different types of data upon which they are based. Each approach is evaluated critically in light of its ability to scientifically explain both the uniqueness of individual patterns of behavior and the personality characteristics common to all humans.

PSY 325 Abnormal Psychology
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201 and junior standing.

A survey of psychological disorders, with a special emphasis upon disorders of thought, affect, and personality. Discussion includes biological, genetic, and social precursors, historically important views and theories, and the stigma associated with mental illness.

PSY 345 Introduction to Neuroscience
Fall Semester, odd years. 3 semester hours.
Cross listed with BIO 345.
Prerequisites: BIO 111 and PSY 201, or instructor permission.

An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal "roots."

PSY 346 Biopsychology
Fall Semester and Spring Semester, odd years. 3 semester hours.
Prerequisite: C or higher in PSY 201 and WRT 112 and junior standing or instructor permission.
Satisfies Social Sciences requirement.

This course introduces students to the study of how human behavior is connected to genetics and to particular brain regions and functions. Methods and research approaches from a wide variety of scientific disciplines are discussed, with the central topic of the course being the relationship between the brain and human behavior.

PSY 403 Psychology Practicum
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in PSY 201, junior standing and instructor permission.
Satisfies Social Responsibility requirement.

This course provides undergraduate psychology students the opportunity to gain hands-on experience. Working under the supervision of a qualified professional, students will be given tasks that are within the scope of their abilities and training. This course will also expose students to professional issues and problems in the delivery of psychological services. Class time will primarily be spent discussing experiences, challenges, and personal and professional accomplishments related to the practicum.

PSY 410 Psychology and Language
Spring Semester, odd years. 3 semester hours.
Prerequisites: C or higher in PSY 201 and junior standing.

A broad course on the connections between language and human behavior. Topics covered include brain structure and language production and comprehension, the connections between language and thought, and social use of language.

PSY 418 Independent Study: Readings
Fall and Spring Semesters. 1-6 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201, 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Under direct supervision of a faculty mentor, students learn about a specific area of study in the field of psychology through primary source and other academically appropriate readings.

PSY 419 Independent Research
Fall and Spring Semesters. 1–6 semester hours.
Prerequisites: C or higher in WRT 112, PSY 201, PSY 290, and PSY 291, junior standing and instructor permission.

Students design and carry out their own research project under the supervision of a faculty mentor. Students fulfilling Honors Program requirements are advised to take this class.

PSY 420 Counseling and Psychotherapy
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112, PSY 201, PSY 325, and junior standing.

A survey of individual and group counseling techniques and theories, including psychodynamic, humanistic, behavioral and cognitive therapies. Activities include discussions, demonstrations of methods, and applications to different ages, the developmentally disabled and cross-cultural counseling. Activities include discussion and demonstrations to understand techniques, treatment and practitioner ethics.

PSY 430 Health Psychology
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and PSY 201 and instructor permission.

Understanding the role psychological factors play in the prevention and treatment of physical illness is the focus of health psychology. Topics discussed include stress and coping, and the psychological and behavioral aspects of physical and mental health.

PSY 440 Qualitative Research Methods
As announced. 4 semester hours.
Prerequisites: C or higher in WRT 112, PSY 291 and junior standing.

A survey of the major qualitative research methods used in the social sciences, how to collect qualitative data such as interview data or video recordings, and the ways in which qualitative methods compare to quantitative methods. Specific topics and methods covered include interviewing skills, transcription skills, ethics in interviewing, conversation analysis, grounded theory, thematic analysis, and discourse analysis. Suitable for all students regardless of their major discipline.

PSY 450 Special Topics in Psychology
As announced. 1–3 semester hours.
Prerequisites: C or higher in PSY 201 and instructor permission.

Courses at the 400 level developed by individual faculty members and approved by the department: (1) in the instructor's special field or interest, (2) by student's request, or (3) to meet rapidly changing curriculum and/or college needs.

PSY 470 Advanced Research Project in Psychology
As announced. 4 semester hours.
Prerequisites: C or higher in PSY 201, PSY 290, and PSY 291.

This course requires students to design and conduct their own large-scale research project. The course also explores ways for students to disseminate the findings of undergraduate research projects.

PSY 475 Psychological Disorders of Childhood
Spring Semester, even years. 3 semester hours.
Prerequisites: C or higher in PSY 214 and PSY 325.

This course offers an introduction to the field of child and adolescent psychopathology. We will review contemporary approaches to understanding the clinical features, diagnosis, causes, developmental course, and prevention of major psychological disorders in childhood and adolescence.

PSY 490 Senior Seminar in Psychology
Fall Semester. 3 semester hours.
Prerequisites: C or higher in PSY 201 and senior standing.
Satisfies Senior Capstone Experience requirement.

This capstone course prepares students for graduate study and/or employment. Students also integrate their learning of psychology to date through assigned readings and discussions. Reflection on their undergraduate experience at The University of Olivet is also a central focus of the course.

Religious Studies
Arts and Humanities Department

REL 101 Religion, Culture and Society
Fall Semester. 3 semester hours.
Satisfies Arts and Humanities requirement OR Global Awareness requirement.

This course is designed to explore the complex relationships between religion, culture and society and to introduce students to religion as an academic field of study. Through a study of the diverse religious practices and beliefs throughout the world in their cultural and social contexts as well as an introduction to classic theories in the study of religion, students will explore what religion means to others while beginning to understand what religion means in their own lives. Exploring the customs, rituals and everyday practices of major religions of the world will help students discover the complex ways in which religion impacts the everyday lives of people throughout the world.

REL 201 Myth, Symbol and Meaning
Intensive Learning Term, odd years. 3 semester hours.
Satisfies Social Sciences OR Global Awareness requirement.
Cross listed with SA 201.
Class is offered in mixed format, online and travel.

Students will be expected to develop awareness of: 1) The message below the medium and the effect on society/culture. 2) How manipulation of symbols affects individuals, society and culture. 3) How myths and rituals provide infrastructure and support for society/culture.

NOTE: The class will be "on the road" touring for a period of time following final exams in April, visiting sites that relate to societal/cultural mythos. Students will be advised of the cost of the travel portion and are responsible for payment thereof. Travel fees cover transportation, lodging, and entry fees. Students are responsible for their personal expenses and food while on the road.

REL 210 Introduction to the Old Testament/Hebrew Bible
Fall Semester, even years. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

A critical introduction to the Old Testament/Hebrew Bible, examining its key theological themes, literary forms, and critical content. Attention will be given to the institutions, religion and national life of the Hebrew people, including the history of Israel from the Exodus to the rise of the Pharisees.

REL 211 Literature of the New Testament
Spring Semester, odd years. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

An introduction to the critical study of the New Testament, including investigation into the historical background and messages of the New Testament books. Students will examine the Synoptic Gospels, Paul's Epistles, Revelation, and other books of the New Testament. The compilation of writings into what we now consider as the Christian canon will also be explored, asking the questions: what was included; what was excluded; and why?

REL 220 Turning Points in Christian History
Fall Semester, odd years. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

This course explores the journey of Christianity from the earliest Christian communities through the Reformation to Christian life in contemporary times. Turning points of Christian history will be covered, as well as the varied beliefs of early Christians and the spread of the religion beyond the Roman Empire via conquest, conversion and monastic life. The movement of Christianity via missionaries into Asia, Africa, and the Americas will be covered, as well as the expressions of Christianity in today's global context.

REL 260 World Religions
Spring Semester. 3 semester hours.
Satisfies Global Awareness requirement.

An investigation into the history and beliefs of contemporary world religions and their relationship to the societies in which they have developed. Religions explored will include Hinduism, Buddhism, Jainism, Confucianism, Daoism, Shinto, Judaism, Christianity and Islam

REL 265 Earth-Based Religions and Spirituality
Fall Semester, odd years. 3 semester hours.
Satisfies Global Awareness requirement.

An exploration of historical and contemporary expressions of religions and spiritualties based upon a reverence for the earth or nature. Topics covered will include the contemporary earth-based religions. Particular attention will be given to modern expressions of Pagan, Heathen, shamanistic, and Wiccan traditions and will include a review of the philosophies, worldviews, theologies/thealogies, ethical systems, and practices of these religious and spiritual pathways. Pantheistic and syncretic strains in traditional Eastern and Western religions will also be explored.

REL 290 Special Topics in Religious Studies
As announced. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

Exploration of a special topic in religious studies that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

REL 306 Religions and Social Order/Disorder
Spring Semester, even years. 3 semester hours.
Cross listed with SA 306.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Global Awareness requirement.

Course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

REL 330 Gender, Sexuality and Religion
Spring Semester, even years. 3 semester hours.
Cross listed with WGS 330.
Satisfies Global Awareness requirement.
Prerequisite: WRT 112 with a C or higher, or instructor permission.

The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

REL 360 Islamic Tradition
Spring Semester. 3 semester hours.
Satisfies Global Awareness requirement.

A broad overview of the religion of Islam and Muslims. Includes a study of Islamic beliefs, rituals, sacred texts and sacred places, the history of Islam, its relationship with Christianity and other religions, as well as its modern challenges. The course will focus on the central figure of Muhammad the Prophet as well as later historical developments, such as the split between the two major sects of Islam, i.e., the Sunni and the Shi'a. The course will also explore issues of modern fundamentalism and reform.

REL 470 Independent Study
As announced. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission and approval of Academic Performance Committee.

Independent reading or research on special topics in religious studies and ethics.

REL 490 Advanced Topics in Religious Studies
As announced. 3 semester hours.
Prerequisites: Instructor permission.

Exploration of an advanced topic in religious studies that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

Science
Natural Sciences and Mathematics Department

SCI 102 Biological Science
Fall Semester. 3 semester hours.
Satisfies Natural Sciences requirement.

Introduction to the major concepts of biology at the cellular, organismal and population levels. Topics include the basics of cell structure and function, physiology, genetics, biological diversity and ecological and evolutionary principles. Emphasis is given to the place of humans in the biological world. SCI 102 does not count towards the biology major.

SCI 103 Introductory Astronomy
Fall Semester. 3 semester hours.
Satisfies Natural Sciences requirement.

An introduction to modern astronomy. Topics include stars, constellations, galaxies, planetary systems and cosmology. Laboratory experiences incorporate the use of the planetarium and Beman Observatory.

SCI 105 Introductory Geology
Fall Semester. 3 semester hours.
Satisfies Natural Sciences requirement.

An introduction to science through geology: the study of the composition and structure of the earth, the geologic processes affecting the earth's crusts and interior, and the major principles and theories of the discipline. Laboratory includes examination of rocks and minerals and the interpretation of geological maps.

SCI 107 Environmental Science
Fall and Spring Semesters. 3 semester hours.
Satisfies Natural Sciences requirement.

A survey of the major environmental issues of today, including pollution, toxic and solid waste, endangered species, habitat destruction and global warming. The course includes scientific, political, social and economic aspects of these issues and emphasizes problem-solving and solutions on a global, national and individual level. Field trips and laboratory exercises are an important part of the learning process.

SCI 111 Introduction to Chemistry
As announced. 3 semester hours.
Satisfies Natural Sciences requirement.

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

SCI 112 Introduction to Physics
Spring Semester. 3 semester hours.
Satisfies Natural Sciences requirement.

A single semester survey of physics designed for students who seek experience in the physical sciences. It provides study of major themes in physics including mechanics, electromagnetism, optics, waves and thermodynamics. The course is a mix of lecture, in-class laboratory exercises and demonstrations.

SCI 201 Physical Geography
Spring Semester. 3 semester hours.

Basic knowledge of the earth in relation to the physical environment. Climate, soil, solar energy, atmospheric pressure systems, weathering, glacial systems and coastal landforms.

SCI 251 Nature, Technology and Humanity
As announced. 3 semester hours.
Satisfies Natural Sciences requirement.
Prerequisites: C or higher in WRT 112.

A thematic look at the relationship among nature, technology and our everyday lives. Topics explored include contemporary health and environmental issues from a personal, local and global viewpoint. Emphasis is on critical

analysis of information and application of knowledge to solutions for real world problems.

SCI 302 Environmental Law
As announced. 3 semester hours.
Satisfies Social Responsibility requirement.

An introduction to laws, regulations, rules and statutes that pertain to the environment and how and why many of these laws came into effect. The object is to give the student a basic understanding of environmental law. The student will get a basic introduction to the judicial system of the United States and to the International Courts. Students will also consider the effect that the controversy surrounding environmental issues has on the law and society.

SCI 340 Environmental Ethics
Spring Semester, odd years. 3 semester hours.
Satisfies Ethical Awareness requirement.
Cross listed with PHL 340.
Prerequisites: PHL 102, an introductory course in environmental science, or instructor permission.

This course builds upon foundational work in ethics and environmental studies. Particular topics covered can include: land ethics; animal rights; pollution and climate change; environmental policy; depletion of ocean resources: food ethics; population/sustainability issues; and eco-spirituality.

SCI 350 Gender, Race and Science
Spring Semester, odd years. 3 semester hours.
Prerequisites: BIO 111, BIO 112, WRT 111 and 112.
Satisfies Exploration of Diversity Within the United States requirement.

The impact of science on societal perceptions of race and gender, and the impact the social constructs of race and gender have on scientists and the conduct of science. Historical and modern treatments of gender and race by the scientific community as well as the experiences of women and other underrepresented groups in the sciences.

SCI 360 Biomedical Ethics
Fall Semester, even years. 3 semester hours.
Cross listed with PHL 360.
Prerequisites: PHL 102, an introductory course in the sciences, or instructor permission.
Satisfies Ethical Awareness requirement.

A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

SCI 410 Topics in Science
As announced. 1–3 semester hours.

Variable topics course focusing on current issues in science.

SCI 415 Service Learning in Science
Fall and Spring Semesters. 1 semester hour.
Satisfies Social Responsibility requirement.

The purpose of this course is to deliver a more coherent and meaningful service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirement of service learning, the course offers students a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences. The course allows for active engagement, feedback and oversight with the instructor.

SCI 416 Service Learning in Allied Health
Fall, Spring and Summer Semesters. 3 semester hours.
Prerequisites: approval from the Health Science program director.
Satisfies Social Responsibility requirement.

The purpose of this class is to deliver a meaningful allied health service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirement for Social Responsibility, the course offers a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences with their chosen service activity.

Social Work
Social Science Department

SW 105 Introduction to Social Work
3 semester hours.

This course focuses on holistic approaches to social work education and social work practice. This course will introduce social work students to key social work ideas, values, concepts, and skills, including the code of ethics, grand challenges, and diversity and social justice aspects. This includes assessment of the intersectionality of the person and their environment as related to age, race, ethnicity, disadvantage, gender, sexual orientation, sexual identity, class, immigration status, ability, family status, geographic location, ethnicity and culture.

SW 200 Social Welfare and Social Work Practice: History, Trends, and Basic Concepts
3 semester hours.

This course focuses on social welfare as an institution and as a discipline. This course will introduce social work students to the basics of social welfare business, history, future, micro, mezzo, and macro empowerment, and diverse social work practice. This includes social work ethics and values, social services, diverse populations, substance abuse, criminal justice, medical social work practice, and social justice. this course will support students in developing

empowerment intervention skills to facilitate active change efforts within the field of social work.

SW 215 Human Behavior in the Social Environment

3 semester hours.

This course focuses on a comprehensive overview of the issues related to human behavior and the social environment that are essential knowledge for social work practice. This course will introduce social work students to foundational and theoretical perspectives on the human condition, as well as the basic facets of human development. This includes poverty, diversity, and strengths that affect human development and behavior. This course will support students in developing a conceptual lens of concepts to integrate into practice within the field of social work.

SW 230 SW Concepts in Group, Community, and Organizational Behavior

3 semester hours.

This course focuses on concepts of community and organizational behavior. This course will introduce social work students to the basics of human behavior and the social environment, with emphasis on groups and organizations. This includes ethics, diversity, human rights, evidence-based practice, policy practice, assessments, and interventions. This course will support students in developing analysis, monitoring, and evaluation skills to facilitate group intervention within the field of social work.

SW 305 Social Work Ethics

3 semester hours.

This course focuses on the National Association of Social Workers' Code of Ethics. This course will introduce social work students to a code of ethics. This includes case scenarios to aid students in developing critical thinking skills to facilitate ethical practice within the field of social work.

SW 310 Social Work Policy

3 semester hours.

This course focuses on the connection to social policy and social work practice. This course will introduce social work students to policy analysis, including historical, economic, and social policy analysis. This course will support students in developing and applying the analysis framework to representative policies and issues in the fields of public welfare, aging, mental health, substance abuse, health, child welfare, and immigration within the field of social work.

SW 315 Social Work Practice Method I: Individuals and Families

3 semester hours.

This course focuses on practice from a generalist social work point of view. This course will introduce social work students to behaviors associated with engagement, assessment, and intervention. This includes assessment and intervention with individuals across lifespan, and with families. This course will support students in developing competency in the areas of engagement, assessment, intervention, and evaluation when working with individuals and families to facilitate effective practice within the field of social work.

SW 320 Social Work Practice Method II: Groups and Organizations – Community Action, Social Change

3 semester hours.

This course focuses on social work practice with groups and organizations. This course will introduce social work students to evidence-based assessment and emerging interventions. This includes assessment and intervention skills with groups, communities, organizations, and institutions. This course will support students in developing assessment skills to facilitate intervention within the field of social work.

SW 325 Social Work Practice Method III: National and Global

3 semester hours.

This course focuses on National and Global Social Work Practice. This course will introduce social work students to theories and concepts underlying international social work and practice. This includes human rights, social development, cultural efficacy, trafficking, social work ethics, global pandemics, international exchange, human measuring well-being, and governmental and nongovernmental agencies. This course will support students in developing knowledge of global climate to facilitate competent, ethical, and sensitive interventions within the field of social work.

SW 330 Social Work Community Assessment and Practice

3 semester hours.

This course focuses on community practice. This course will introduce social work students to community practice skills as a foundation. This includes problem solving strategies, assessment, ethics, advocacy, and community organization. This course will support students in developing assessment and intervention to facilitate community collaboration within the field of social work.

SW 345 Social Work Counseling

3 semester hours.

This course focuses on basic social work functions of counseling and rapport building in social work practices. This course will support students in developing documentation skills, rapport building, psychotherapy skills in motivational interviewing and crisis intervention therapy, and comprehensive assessment skills. This course will be a prerequisite to Social Work Field Education. This course

must be completed prior to taking Social Work and Mental Health.

SW 350 Social Work Case Management
3 semester hours.

This course focuses on basic social work functions of human services as an integral part of client services. This course will support students in the development of social work skills of helping relationship building, comprehensive assessment and case planning, advocacy and collaborating, improving networking and enhancing interagency relationships, crisis management, and case documentation. This course will be a prerequisite to Social Work Field Education.

SW 355 Field Education
4 semester hours.

This course focuses on the research and application of social work practice. This course will accompany at least one semester of social work field education to assist students in describing their experience, application of research to topic, and goals as a professional. Students will present their project to their cohort and faculty.

SW 356 Field Education II
4 semester hours.

This course focuses on the research, theory, it's and application of social work practice. Through practicum education, students will demonstrate their abilities to translate essential social work concepts in skills and ethical Practice with individuals, families, groups, communities, and agencies.

SW 400 Professional Development in Social Work
3 semester hours.

This course focuses on professional development with contemporary social work practice in complex areas. This course will introduce social work students to new roles, identities and contexts, including some international perspectives and the impact of globalization. This includes contexts of practice (such as law, policies and theories); the contributions made both by those who practice social work and those who use its services; and the capabilities and skills that social workers need to develop in order to deal with complexity in social work.

SW 410 Application and Research Evidence in Social Work Practice
3 semester hours.

This course focuses on evidence-based practice and how it influences clinical practice within the field of social work. This course will introduce social work students to evidence-based practice and application to field practice. This includes identifying research needs, locating relevant research knowledge, collaborative discussions with clients to determine effective options for practice, and treatment planning. This course will support students in developing treatment planning skills to facilitate evidence-based practice within the field of social work.

SW 415 Social Work Senior Capstone
2 semester hours.

This course focuses on the research and application of social work practice. This course will accompany at least one semester of social work field education to assist students in describing their experience, application of research to topic, and goals as a professional. Students will present their project to their cohort and faculty.

SW 510 Social Work and Mental Health Practice
3 semester hours.

This course focuses on essential clinical assessment skills for working in the mental health field using a case-based approach. This course will introduce social work students to competency in the DSM-5 diagnoses of mental disorders that are commonly seen in clinical and social service settings. This includes holistic client assessment and intervention processes. This course will support students in developing assessment and diagnosis to facilitate clinical practice within the field of social work.

SW 515 Medical Social Work
3 semester hours.

This course focuses on social work practice in the context of health settings. This course will introduce social work students to necessary decisional and foundational skills for best practices in social work in health settings. This includes individuals and families in hospital and outpatient settings. This course will support students in developing health focused care to facilitate a multidisciplinary approach within the field of social work.

SW 520 Responding to Chronic Illness
3 semester hours.

This course focuses on the social impact of illness and disability. This course will introduce social work students to psychosocial aspects of illness and disability. This includes current theoretical and treatment approaches, analysis of quality of life, diverse and marginalized populations, and societal attitudes and treatment of individuals and their psychological adjustment to chronic illness. This course will support students in developing assessment skills to facilitate treatment approaches to chronic illness within the field of social work.

SW 530 Public and Non-Profit Administration
3 semester hours.

This course focuses on the interpersonal aspects of internal evaluation of non-profit organizations. This course will introduce social work students to practical strategies and critical analysis of thought-provoking topics that are of particular interest and importance to internal evaluators in non-profit settings. This includes Practical strategies for

building interpersonal skills to facilitate evaluations of non-profit organizations within the field of social work.

Sociology and Anthropology
Social Science Department

SA 160 Introduction to Gerontology
Fall Semester. 3 semester hours.
Satisfies Social Sciences OR Exploration of Diversity Within the United States requirement.

This class will introduce the student to the study of gerontology. By examining the realities of an aging population, diverse historical and cultural experiences, various support systems and the differing public policies the student will gain an understanding of the unique needs of this population. All aspects of society will be impacted by this changing demographic so all careers will benefit from someone who can identify and meet the specific challenges and rewards of working with the older adult.

SA 200 Introduction to Theory in Sociology/Anthropology
Fall Semester. 3 semester hours.
Satisfies Social Sciences requirement.

Introduction to historic and current theory in Sociology/Anthropology. Students will also begin to inquire into how theory applies to social justice by applying theory to various areas of concern within society.

SA 201 Myth, Symbol and Meaning
Intensive Learning Term, odd years. 3 semester hours.
Course is offered in online through the spring, culminating with travel during the ILT.
Satisfies Social Sciences requirement OR Global Awareness requirement.
Cross listed with REL 201.

Students will be expected to develop awareness of: 1) The message below the medium and the effect on society/culture. 2) How manipulation of symbols affects individuals, society and culture. 3) How myths and rituals provide infrastructure and support for society/culture.

NOTE: The class will be "on the road" touring for a period of time following final exams in April, visiting sites that relate to societal/cultural mythos. Students will be advised of the cost of the travel portion and are responsible for payment thereof. Travel fees cover transportation, lodging, and entry fees. Students are responsible for their personal expenses and food while on the road.

SA 203 Childhood and Culture
Spring Semester, even years. 3 semester hours.
Satisfies Social Sciences requirement.

Students will assess how children become members of particular societies and cultures and the effect of society and culture (and subculture) on children.

SA 210 Poverty
Spring Semester, even years, 3 semester hours.
Satisfies Social Sciences OR Global Awareness requirement.

Students will examine poverty from a global to local perspective. Each student will review poverty on a global basis in the regions of Asia, Africa, the Middle East and Latin America and North America poverty ending in a local review of Michigan and Eaton County. Students will be able articulate diversity based on wealth and describe the challenges wealth disparity imposes on different groups and communities.

SA 250 Special Topics in Sociology/Anthropology
As announced. 1-3 semester hours.
Satisfies Social Sciences requirement.

Introductory level courses developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some classes may require travel and have associated fees/costs for which the student is responsible.

SA 255 The Civil Rights Movement
Spring Semester and Intensive Learning Term, even years.
3 semester hours.
Course is offered in online through the spring, culminating with travel during the ILT.
Prerequisites: Instructor permission required.
Satisfies Exploration of Diversity Within the United States requirement.

This class will use travel as well as academic resources to learn about the Civil Rights Movement of the 20th century. Students will meet with the instructor in class three times during the spring semester, have weekly on-line class work during spring semester, and be "on the road" touring for a period of time visiting sites that relate to the Civil Rights Movement following final exams in April. Students must participate in all three components of the class.

NOTE: Students will be advised of the cost of the travel portion and are responsible for payment thereof. Travel fees cover transportation, lodging, and entry fees. Students are responsible for their personal expenses and food while on the road.

SA 260 Gerontology: Issues in Aging
Spring Semester. 3 semester hours.
Prerequisites: SA 160.

This course will examine the physical, cognitive, emotional and spiritual changes that are a part of the aging process. The student will learn to distinguish between expected age-related changes and pathological aging. The effects of family and community support as well as economic status on the aging process will also be discussed. The student can expect to learn about intergenerational and recreational needs of the older adult, their families and their caregivers.

SA 290 Statistics for the Social Sciences
Fall and Spring Semesters. 3 semester hours.
Cross listed with PSY 290.
Corequisite: SA 291.
Prerequisite: C or higher in WRT 112.
Satisfies the Quantitative Analysis requirement.

Introduction to statistics and appropriate statistical software in the field of social sciences.

SA 291 Research Methods and Design
Fall and Spring Semesters. 4 semester hours.
Cross listed with PSY 291.
Corequisite: SA 290.
Prerequisite: C or higher in WRT 112.

Students learn how to conduct research. Students will design their own study, collect data, and write a research report.

SA 300 Conflict and Cooperation
Fall Semester, even years. 3 semester hours.
Prerequisites: C or higher in WRT 112 and sophomore standing.

Course is practice based. Focus is on managing and resolving conflicts between groups. Students learn how to facilitate dialogue groups in the course of the semester. This course is highly recommended for students in business as well as human services professions.

SA 302 Topics in Inequality: Race and Ethnicity
Fall Semester. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Course explores causes of cultural and social inequality that are based on race and/or ethnicity. Students will look at the effect of inequality on individuals, societies and cultures.

SA 303 Topics in Inequality: Gender
Spring Semester. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Course explores causes of cultural and social inequality that are gender-based. Students will study the effect of inequality on individuals, societies and cultures.

SA 304 Sport, Culture and Society
Spring Semester. 3 semester hours.
Prerequisites: C or higher in WRT 112.
Satisfies Global Awareness requirement.

Cross-cultural study of the role of sport in societies. This class is a recommended elective for the HHP Department.

SA 305 People, Resources and the World
Spring Semester, odd years. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Global Awareness requirement.

Micro and macro explorations of resource-related issues including development, environment, health and social justice.

SA 306 Religions and Social Order/Disorder
Spring Semester, even years. 3 semester hours.
Cross listed with REL 306.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Global Awareness requirement.

Course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

SA 307 Biocultural Ecology
Fall Semester, odd years. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.

Focus on reciprocal relations between and influences on cultures, societies and the environment.

SA 309 Psychosocial Aspects of Gender
Spring Semester, odd years. 3 semester hours.
Cross listed with PSY 309.
Prerequisites: C or higher in WRT 112, six semester hours of 200-level coursework in Sociology/Anthropology, Psychology, Gender Studies, Criminal Justice, or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Students will explore the connection between sex-based differences in men and women, and the way in which that psychology affects their behavior in social and cultural settings across cultural lines.

SA 310 Generations: Aging in America
Fall Semester, odd years. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200-level coursework in sociology/anthropology, psychology, gender studies, criminal justice or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Students will examine social, political and economic issues affecting North America's aging population in the context of family relationships.

SA 311 Uncloseting America
Spring Semester, odd years. 3 semester hours.
Cross listed with WGS 311.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a "queer" lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

SA 312 Family Dynamics
Spring Semesters, even years, 3 semester hours.
Prerequisite: C or higher in WRT 112.

Course is designed to provide the student with a survey of the ways we define and analyze the dynamics within complicated families. The course relies heavily on the development and analysis of genograms. Professional tools, genograms will allow the student to utilize skills and tools used in the field.

SA 331 Social Work Counseling
Fall Semester. 3 semester hours.
Prerequisite: C or higher in WRT 112, C or higher in PSY 201 or SA 200, Junior Standing or approval of instructor.

Students in this course focus on techniques, theories, practical experience, and special issues of counseling in the social work field. This course is designed to give the entry-level social science major a more than cursory experience with applied counseling to use in the field.

SA 332 Case Management
Fall Semester, even years. 3 semester hours.
Prerequisite: C or higher in WRT 112, C or higher in PSY 201 or SA 200. C or higher in SA 331 or instructor permission.

Students in this course examine the components of case management based on Ecological Theory including professional ethics, interviewing techniques, documentation requirements and case termination. Students will create a client file to demonstrate application of learning objectives.

SA 333 Social Work Policy
Spring Semester, even years. 3 semester hours.
Prerequisite: C or higher in WRT 112 and C or higher in PSY 201 or SA 200.

Students will identify social policy at the local, state, and federal level and assess how that policy impacts the delivery of social services to diverse populations by analyzing how the policies intersect with the lives of clients.

SA 340 Application of Sociological and Anthropological Theory
Spring Semester, even years. 3 semester hours.
Prerequisites: WRT 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.

Students will revisit theory in Sociology/Anthropology, focusing on how that theory gets applied in social institutions.

SA 360 Gerontology: Ethics and Policy
Fall Semester. 3 semester hours.
Prerequisites: SA 160, SA 260, C or higher in WRT 112 and junior standing.

The aging population has unique needs. Policies are put into place to address these needs. Some are successful, some need improvement. In this course, the student will examine federal, state and institutional policies and the effect they have on the needs of the older adult.

SA 390 Research Link
Fall Semester. 3 credit hours.
Prerequisites: C or higher in WRT 112, SA 290, and SA 291 and junior standing.

Students develop a literature review for a research project based on an issue in which they have an interest in pursuing. A student may build off of research which originated in SA 290 Social Science Statistics/SA 291 Research Methods and Design. Students will focus on qualitative writing and a literature review designed to inform their senior project.

SA 403 Practicum
Arranged with instructor. 1-6 semester hours.
Prerequisites: C or higher in WRT 112, junior status, and six semester hours of work in SA 300 level or higher.
Satisfies Social Responsibility requirement.

Practicum encompasses internships or service entailing practical application of the skill and knowledge learned in the course of a student's study. Off-campus internships and internships for more than six credit hours may be completed as IDS 390 Cooperative Education.

SA 410 Senior Project
Spring Semester. 3 semester hours.
Prerequisites: C or higher in WRT 112, SA 290, SA 291, and SA 390 and senior standing.

Students complete a qualitative, quantitative, or mixed method research project based on an issue in which they have an interest. This project should build off of research which originated in SA 390 Research Link.

SA 418 Directed Readings
Arranged with instructor. 1-6 semester hours.
Prerequisites: Sophomore standing with nine semester hours of work in major above 200 level and a GPA of 3.0 or higher in major.

A program of coordinated and selected readings between student(s) and faculty member(s).

SA 419 Directed Advanced Research
Arranged with instructor. 1-6 semester hours.
Prerequisites: C or higher in WRT 112, nine semester hours of work in major 300 level or higher, junior standing and a GPA of 3.0 or higher in major.

Program of research designed and implemented under the guidance of/or in coordination with faculty members. At completion, the student presents his or her findings in a scholar's lecture.

SA 420 Social Work Ethics
Spring Semester, odd years, 3 semester hours.
Prerequisite: C or higher in WRT 112, C or higher in PSY 201 or SA 200, junior standing, or approval of instructor.

Students will focus on ethical standards and guidelines within social work and consider how those standards and guidelines affect the practice of social work and their own engagement in the profession.

SA 425 Workshop in Sociology and Anthropology
Fall Semester. 3 semester hours.
Prerequisites: WRT 112 with C or higher and six semester hours in Sociology/Anthropology 300 level or higher.
Satisfies Ethical Awareness OR Senior Capstone Experience requirement.

This is a seminar class which analyzes current ethical and theoretical issues in the social sciences. Topic is developed by Social Science faculty each academic year.

SA 450 Advanced Topics in Sociology and Anthropology
As Announced. 1-3 semester hours.
Prerequisites: Sophomore standing with nine semester hours of work in a Social Science major above 200 level or instructor permission.

Courses developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some topics may require further prerequisites. Some classes may require travel and have associated fees/costs for which the student is responsible.

SA 460 Successful Aging
Fall Semester, odd years. 3 semester hours.
Corequisite: SA 461.
Prerequisites: SA 360, C or higher in WRT 112 and junior standing.

The student will explore the quality of life and longevity. Understanding the various challenges and benefits of aging this class will examine the ways in which longevity and quality of life can be improved. Through studying various cultures throughout the world as they relate to the aging process, the student will gain insight into lifestyle changes on both the individual and community level that can enhance the aging experience.

SA 461 Successful Aging: Practicum
Fall semester, odd years. 1-3 semester hours.
Corequisite: SA 460.
Prerequisites: SA 360, C or higher in WRT 112 and junior standing.

This practicum allows the student to apply concepts from the course work to real life situations. The student will have the opportunity to work with people in the community to enhance their understanding of the field of gerontology and the various ways in which it can interact with many careers.

Spanish
Arts and Humanities Department
(see World Languages)

Sport and Recreation Management

Health and Human Performance Department

SRM 105 Foundation of Sport and Recreation Management

Fall and Spring Semesters. 3 semester hours.

This course is designed to provide a foundation to sport management and an overview of the role and scope of sport events, sport management and sport marketing as they contribute to the planning and development of a sport business or tourism destination. The student will study the components of management as applied to sport enterprises, as well as the historical, psychological and sociological foundations of sport. The student will understand the components of sport management, event logistics, sponsorship, hospitality, use of volunteers, and licensing agreements. The student will be exposed to various sport and recreation careers.

SRM 120 Introduction to Leisure Services and Administration

Fall Semester. 3 semester hours.

An overview of recreation definitions, theories, practices and organization. Principles and practices of program planning, implementation and evaluation will be combined with discussions of leadership styles and administrative duties. Community and school recreational programming and leadership are emphasized.

SRM 210 Intercollegiate Athletic Administration in Sport

Fall Semester. 3 semester hours.

This course focuses on the coach and their administrative responsibilities of their profession. Coaching goes beyond knowledge of the game, strategies to win or practice design. Coaches and administrators, much like managers in the business world, are decision makers and resource allocators. They ensure player-to-player and coach relations operate smoothly. Their duties also include fundraising, facility management, scheduling and maintaining budgets. This course examines the key concepts and skills to become an effective sports manager that includes program promotion, leadership, personal organization, public relations, and risk management.

SRM 250 Outdoor Recreation

Intensive Learning Term. 2 semester hours.

Skills required to survive in, enjoy, and preserve our outdoor resources will be explored. Attention to trip preparation, equipment needs, packing efficiently, humans in nature and outdoor recreation/survival skills. Emphasis on outdoor recreational activities such as hiking, biking, camping, fishing, canoeing and backpacking.

SRM 260 Sport Media Communication

Spring Semester. 3 semester hours.
Prerequisites: WRT 111 and WRT 112.

An examination of the interrelationship between sports and media in today's society. This course draws on theories of rhetoric and social criticism by examining the media's role in telling the story of sports and, in telling that story, shaping and reinforcing cultural values. The course will utilize various broadcasts, print, and electronic media to examine how they are vital to the success of the sport organization.

SRM 270 Leisure for Special Populations

Spring Semester. 3 semester hours.
Satisfies Social Responsibility requirement.

Understanding physical and mental challenges that some of our population face. Examines how these challenges affect motor learning, performance, and ultimately, the ability to participate in recreational activities. Challenge without humiliation. Motivate and encourage participation.

SRM 305 Organization and Administration of Sport Recreation Management

Fall and Spring Semesters. 3 semester hours.
Prerequisites: junior standing or instructor permission.

Designed to give students insight into the administrative aspects of physical education, intramural and interscholastic sports.

SRM 320 Sport Facility and Event Management

Spring Semester. 3 semester hours.
Prerequisites: junior standing or instructor permission.

Management of facilities and personnel, program development, budget preparation and application of public relations techniques.

SRM 340 Sport Marketing

Spring Semester. 3 semester hours.
Prerequisites: junior standing or instructor permission.

Sport Marketing presents an impression of the techniques and strategies used in meeting the wants and needs of consumers in the sports industry as well as understanding how sport can be used to assist in the marketing of other companies' products, goods, or services. Areas to be addressed are the uniqueness of sport marketing in comparison to traditional marketing, an overview of the segments of the sport industry, the importance of market research and segmentation to identify the right sport consumer, use of data-based marketing to reach the sport consumer, development of sponsorship, and endorsement packages.

SRM 350 Governance of Sport
Spring Semester. 3 semester hours.
Prerequisites: SRM 210, junior standing or instructor permission.

A study of the development of sport throughout the world, as well as how governing bodies affect the structure, organization, and delivery of sport. Emphasis will be placed upon the student's understanding of what these organizations do, and what is function and purpose.

SRM 360 Sport Sales Technique
Spring Semester. 3 semester hours.
Prerequisites: junior standing or instructor permission.

This course provides training in all aspects of ticket sales including prospecting and qualifying, creating and presenting sales proposals, overcoming obstacles, and closing sales. Specific techniques such as networking and role-playing will be used to prepare students for careers in sport ticket sales.

SRM 410 Sport Philosophy and Ethics
Spring Semester. 3 semester hours.
Prerequisites: HHP 280, junior standing or instructor permission.
Satisfies Ethical Awareness requirement.

Understanding and application of ethical theory and principles of moral reasoning to the analysis of issues and dilemmas in physical education, leisure and sport.

SRM 425 Sports Law
Fall Semester. 3 semester hours.
Prerequisites: SRM 105 and SRM 305, junior standing or instructor permission.
Satisfies Senior Capstone Experience requirement.

Legal aspects in teaching, coaching and administrative physical education, recreation and athletic programs in secondary, post-secondary and community settings. The nature of the athletic system and the law pertaining to sport activities with an emphasis placed on prevention of lawsuits through planning, policy development and communication.

SRM 450 Sport Finance
Fall Semester. 3 semester hours.
Prerequisites: SRM 360.

A study of how sport organizations develop financial strategies and utilize financial indicators in developing organizational strategic plans.

Theatre
Arts and Humanities Department

THR 106 Theatre and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Arts and Humanities requirement OR Global Awareness requirement.

Theatre as entertainment and a reflection of human behavior. Basic principles, goals and objectives as well as theatrical production and history.

THR 111 Acting
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Voice and movement skills. Relaxation, trust, discipline, criticism and artistic freedom.

THR 121 Introduction to Dance
As announced. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.

Basic dance steps, routines and techniques used in theatrical and musical presentations. Tap, jazz, ballet and modern dance may be included as they relate to stage performances.

THR 202 Survey of Dramatic Literature
As announced. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

Plays throughout history and from around the world, the societies they reflect and their meanings for us today.

THR 205 Oral Interpretation of Literature
As announced. 3 semester hours.

Analyzing and performing classical and contemporary literature in the oral tradition.

THR 206 Creative Drama In The Classroom
As announced. 3 semester hours.

Theatrical techniques used for classroom teaching. Imagination, sensory awareness, movement, mime, oral interpretation of literature and improvisation. Helping young children be creative through self-expression, use critical thinking and promote social growth.

THR 220 Women in the Arts
Spring Semester, even years. 3 semester hours.
Cross listed with ART 220, MUS 220, and WGS 220.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

Visual Arts
Arts and Humanities Department

ART 101 Image and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Arts and Humanities OR Global Awareness requirement.

Art appreciation course divided into three areas: an introduction to the principles of organization and elements of design, a thematic study of how those concepts have been applied across times and cultures to communicate specific meaning, and student (group) developed thematic research and class presentations of non-Western art forms.

ART 105 Drawing Skills Laboratory
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

An introductory drawing class with a focus on traditional drawing techniques that include line quality, proportion and shape gauging and one-and two-point perspective.

ART 107 Visual Foundations
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

A two-dimensional design course that focuses on traditional elements such as composition, value and color. Students choose subject matter that reflects their personal and political/social interests.

ART 108 Introduction to Graphic Design
Spring Semester. 3 semester hours.

This course introduces the student to the graphic design field while preparing them to be successful in the Graphic Design Program. The course will introduce areas inherent to the field including graphic design history, design principles, work-related occupations, and design software.

ART 200 Ceramics: Fundamental
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Introductory ceramics class that includes traditional hand building, wheel work, firing and glazing.

ART 205 Portrait Sculpture: Fundamental
Fall Semester. 3 semester hours.
Prerequisite: ART 271 or instructor permission.

Traditional portrait sculpture where students model in clay from a live model. Attention is paid to skeletal/muscle anatomy and proportion. Clay heads are then cast into plaster through a waste-mold process.

ART 208 Layout and Typography I
Fall Semester. 3 semester hours.
Prerequisite: ART 108 and ART 250.

This course involves understanding the various stages of developing layouts for print. A focus on the organization of visual information: type, photographs and graphic elements will be emphasized through the creation of specific visual communication exercises. Students will be exposed to current design issues and be expected to expand their understanding of formal design principles, type as imagery, creative brainstorming, critical thinking, presentation, and craftsmanship.

ART 209 Layout and Typography II
Spring Semester. 3 semester hours.
Prerequisite: ART 208.

This course further develops the skills introduced in ART 208 Layout & Typography I and continues to explore the interaction of text and image. Students will be guided to be more independent in their use of fundamental components of graphic communication design and problem solving.

ART 220 Women in the Arts
Spring Semester, even years. 3 semester hours.
Cross listed with MUS 220, THR 220, and WGS 220.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

ART 221 Sculpture: Fundamental
Fall and Spring Semesters. 3 semester hours.
Satisfies Liberal Arts Creative Experience requirement.

Basic sculpture class that engages students in traditional bar-relief (clay) and carving (plaster). Students choose subject matter that reflects their personal interests.

ART 231 Printmaking: Fundamental
Fall Semester. 3 semester hours.
Prerequisite: ART 105 or instructor permission.
Satisfies Liberal Arts Creative Experience requirement.

Basic printmaking where students explore one medium (woodcut, intaglio, serigraphy or lithography). Personal responses are developed to an assigned technique and subject matter through sketches and trial proofs that are then used to create the final print. Four prints in editions will be accomplished over the course of the semester.

ART 240 History of World Art I: Pre-History to Medieval
Fall Semester, odd years. 3 semester hours.
Satisfies Arts and Humanities OR Global Awareness requirement.

Survey of art, architecture and craft from prehistory to medieval Europe through illustrated discussions and readings. The relationships between art, craft, culture and environment is explored from cultures around the world, including Chinese, Japanese, Indian, South-East Asian, Mesoamerican and Islamic art.

ART 241 History of World Art II: Renaissance to Post-Impressionism
Fall Semester, even years. 3 semester hours.
Satisfies Arts and Humanities OR Global Awareness requirement.

Survey of art, architecture and craft from Renaissance Europe to Post Impressionism through illustrated discussions and readings. The relationships between art, craft, culture and environment is explored from cultures around the world from this time-frame including Chinese, Japanese, Native American, Oceanic and Sub-Saharan Africa art.

ART 242 Modern and Contemporary Art History
Spring Semester. 3 semester hours.
Satisfies Liberal Arts Knowledge - Arts and Humanities requirement.

Survey of modern and contemporary art, architecture and design through illustrated discussions and readings. Modern movements and styles and their relationships are explored from late 19th century European art through the 20th century to America. Also included are works of African American, Native American, Hispanic American and women artists, as well as art from China, Japan, Central and South America, India and Africa.

ART 243 Art and Culture of Tuscany
Intensive Learning Term, odd years. 3 semester hours.
Satisfies Arts and Humanities OR Global Awareness requirement.

Two weeks of travel through Tuscany, Umbria and the Marches regions of Italy, including the cities of Florence, Siena, Assisi and Urbino. In addition to viewing the art, participants are expected to open themselves up to the language, cuisine and customs of the area. One week of in-class preparation included.

ART 245 Figure Drawing: Fundamental
Spring Semester. 3 semester hours.
Prerequisite: ART 271 or instructor permission.
Satisfies Liberal Arts Creative Experience requirement.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

ART 248 InDesign
Fall Semester. 3 semester hours.
Prerequisite: ART 108 or MPC 110 or instructor permission.

This hybrid (online) course is an introduction to the functions, components, terminology, features and uses of Adobe InDesign, focusing on the essential techniques and functions of the program. The course offers hands-on lectures, demonstrations, and student projects. Students must have electronic storage media.

ART 249 Illustrator
Fall Semester. 3 semester hours.
Prerequisite: ART 108 or MPC 110 or instructor permission.

This hybrid (online) course is an introduction to the functions, components, terminology, features and uses of Adobe Illustrator, focusing on the essential techniques and functions of the program. The course offers hands-on lectures, demonstrations, and student projects. Students must have electronic storage media.

ART 250 Photoshop
Spring Semester. 3 semester hours.
Prerequisites: ART 108 or MPC 110 or instructor permission.

This hybrid (online) course is an introduction to the functions, components, terminology, features, and uses of Adobe Photoshop, focusing on the essential techniques and functions of the program. This course offers hands-on lectures, demonstrations, and student projects. Students must have electronic storage media.

ART 251 Painting: Fundamental
Fall and Spring Semesters. 3 semester hours.
Prerequisite: ART 105 or instructor permission.
Satisfies Liberal Arts Creative Experience requirement.

Fundamental problems in painting. Still life format is utilized to develop a technological command of the oil medium. In-depth work with the principles of organization focuses each assignment.

ART 271 Biological Illustration: Fundamental
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 105 or instructor permission.

Traditional drawing course with emphasis on rendering light on form. Subjects progress from simple geometric shapes to more complex still life.

ART 300 Ceramics: Intermediate
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 200 or instructor permission.

Students enhance skills learned at the 200 level with additional processes and materials introduced. While both hand building and wheel throwing abilities are expected to increase, students may begin to determine what areas of clay interest them most. Students focus on developing skill at wheel thrown ceramics and continuing glaze and decorating techniques.

ART 305 Portrait Sculpture: Intermediate
Fall Semester. 3 semester hours.
Prerequisites: ART 205 or instructor permission.

Students further pursue their interest in the portrait genre while developing a personal form vocabulary as they work from a live model.

ART 308 Electronic Publication and Web Design
Fall Semester. 3 semester hours.
Prerequisite: ART 209.

The first half of this course provides introduction instruction for the digital publication for e-books, electronic articles, magazines, newsletters, and other forms of online communications. The course will focus on applying good design with the technical skills needed to define content, metadata required for search engines, etc. The second half of this course will introduce students to the fundamental principles, theory, and concepts of web site design and creation.

ART 309 Design I: Design Principles
Fall Semester. 3 semester hours.
Prerequisites: B or higher in ART 108, ART 248, ART 249, and ART 250; or instructor permission.

This course focuses on preparing students to effectively communicate ideas and information to business and consumer audiences through the principles of design. Students will explore the design principles through in-depth discussions, learning activities and case studies.

ART 310 Design II: Design Process
Spring Semester. 3 semester hours.
Prerequisites: B or higher in ART 309 or instructor permission.

This course focuses on preparing students to effectively communicate ideas and information to business and consumer audiences through the design process. Students will explore in depth the steps of the design process including client management, planning, research, strategy, and concept development. An examination of each step is analyzed through discussions and case study examples in the relationship between theoretical constructs of creativity and the identified parameters of the design process. Emphasis will be placed on students having established a starting portfolio upon completion of this course.

ART 321 Sculpture: Intermediate
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 221 or instructor permission.

Students, in consultation with the instructor, choose their own subject matter from observable forms and engage in more sophisticated materials such as stone, wood and metal.

ART 331 Printmaking: Intermediate
Fall Semester. 3 semester hours.
Prerequisites: ART 231 or instructor permission.

Students explore a second medium (woodcut, intaglio, serigraphy or lithography) or further technically develop a previous medium in which they have worked. Four prints in editions will be accomplished over the course of the semester.

ART 345 Figure Drawing: Intermediate
Spring Semester. 3 semester hours.
Prerequisites: ART 245 or instructor permission.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

ART 351 Painting: Intermediate
Spring Semester. 3 semester hours.
Prerequisites: ART 251 or instructor permission.

Intermediate problems in painting using the still life format to develop a technological command of the oil medium. In-depth work with the principles of organization and elements of design focuses each assignment.

ART 371 Biological Illustration: Intermediate
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 271 or instructor permission.

Traditional rendering class with emphasis on close observation and accurate description of natural forms in wash, colored pencil, water color and pen and ink.

ART 381 Visual Arts Service Learning
Fall and Spring Semesters. 1 semester hour.
Satisfies Social Responsibility requirement.
Prerequisites: junior standing and ART 209 or ART 371; or any other 300-level student course or above in painting, sculpture, ceramics or printmaking.

A service learning course that addresses an art-related community need and reinforces the college's focus on *Education for Individual and Social Responsibility.* Students, with

the approval of the course instructor, arrange to fulfill the college's service learning
requirement working at a venue where they provide art-related support under the direction of an on-site supervisor. A minimum of 40 hours of verifiable service is required; students that do not complete the minimum number of hours cannot pass the course.

ART 400 Ceramics: Advanced
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 300 or instructor permission.

Students consult with the instructor to decide on projects in hand building and/or wheel throwing. Frequent conferences follow with students keeping a detailed log of hours, processes and work accomplished. Appreciation of the diverse history of ceramics across many cultures would be evidenced by research and writing.

ART 405 Portrait Sculpture: Advanced
Fall Semester. 3 semester hours.
Prerequisites: ART 305 or instructor permission.

Students work from a live model and are expected to be self-directed in their approach to portrait sculpture. They may choose to work in a highly representational manner or they may investigate alternative ways to interpret the human form.

ART 408 Professional Preparation for Graphic Designers
Fall Semester. 1 semester hour.
Prerequisite: ART 308.

This course provides the essential skills and instruction required for setting up and managing a graphic design business. Students will be guided through everything from how to present your portfolio, find work, and market themselves, to an introduction into registering a company name, billing and accounting systems, and how to get started in setting up their own corporation. Students will have the opportunity to create a business plan, learn how to respond to a Request For Proposal (RFP), test-drive accounting software, create a budget, and customize their own business forms.

ART 409 Design III: Graphic Design Practicum
Fall Semester. 3 semester hours.
Prerequisite: B or higher in ART 310 or instructor permission.

This course transitions directly from Design II while further advancing student design skills and understanding of working with clients. Students will work in a professional environment with the instructor working directly with them on individual projects. Students will be asked to complete a series of case study projects while developing speed and proficiency through the process. Emphasis will be placed on completing a strong portfolio upon completion of this course.

ART 410 Design IV: Graphic Design Capstone
Spring Semester. 3 semester hours.
Prerequisite: B or higher in ART 409 or instructor permission.
Satisfies Senior Capstone Experience requirement.

This course integrates student learning experiences and work from Design I, II, and III, focusing on capstone projects while preparing the graduating student for college transfer or interviews and portfolio reviews with prospective employers. This course will allow the student to explore focus areas such as specific software, publications, printed material, and web design. Students will analyze, critique, and update existing designs for inclusion in their professional portfolio. They will update existing resumes, business cards and letterhead. Students will have a professional portfolio deliverable in both a print and web-based format.

ART 421 Sculpture: Advanced
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 321 or instructor permission.

Students, in consultation with the instructor, determine their projects and are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects (from highly representational to non-objective) and the materials selected to house their ideas.

ART 431 Printmaking: Advanced
Fall Semester. 3 semester hours.
Prerequisites: ART 331 or instructor permission.

Students develop technical mastery over one medium (woodcut, intaglio, serigraphy or lithography). They are expected to be self-directed, to explore personal subject matter and issues of personal style (from highly representational to non-objective). Five prints in editions will be accomplished.

ART 445 Figure Drawing: Advanced
Spring Semesters. 3 semester hours.
Prerequisites: ART 345 or instructor permission.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion, however, students are encouraged to explore and expand their personal attitude toward figure drawing.

ART 451 Painting: Advanced
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 351 or instructor permission.

Advanced problems in oil painting where students are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects, and the materials they select to house their ideas.

ART 471 Biological Illustration: Advanced
Fall and Spring Semesters. 3 semester hours.
Prerequisites: ART 371 or instructor permission.

Traditional rendering class with emphasis on close observation and accurate description of natural forms. Media is expanded to include gouache and colored pencil.

ART 490 Advanced Independent Work
Fall and Spring Semesters. 1-3 semester hours.
Prerequisites: 9 semester hours in one studio discipline (200, 300 and 400-level courses).

Students develop their own ideas and manner of communication in the studio discipline of their choice (painting, sculpture, printmaking or ceramics). Work from this course may be incorporated in the student's senior project which is a graduation requirement and forms the hub of their senior exhibition.

Women's and Gender Studies
Social Science Department

WGS 201 Introduction to Women's and Gender Studies
Fall Semester, even years, 3 semester hours.
Satisfies Social Sciences OR Exploration of Diversity Within the United States requirement.

Interdisciplinary course examining the cultural meaning given to gender. This course will explore the conditions and events that affect women's lives. Emphasis on women's roles in, and perspectives on, education, economics, politics, law, religion and health care. Will include a review of women in the arts and feminist philosophy.

WGS 220 Women in the Arts
Spring Semester, even years. 3 semester hours.
Cross listed with ART 220, MUS 220, and THR 220.
Satisfies Arts and Humanities OR the Exploration of Diversity Within the United States requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

WGS 241 Feminist/Womanist Theory I
Fall Semester, odd years. 3 semester hours.
Satisfies Social Sciences OR Exploration of Diversity Within the United States requirement.

Interdisciplinary course that races the historical emergence of feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. Along with the focus on the U.S., the course incorporates international perspectives on women and feminism.

WGS 255 Women in Sport
As announced. 3 semester hours.
Cross listed with HHP 255.
Satisfies Social Sciences OR Exploration of Diversity Within the United States requirement.

This course will analyze the relationship between gender and sport from multiple perspectives. The course will focus on the economic, cultural, political, social, and educational influences on women in sport and will discuss the impact that women have on shaping a traditionally male domain. Emphasis will be placed on exploring changing roles in sports for women, as well as how past and current beliefs regarding gender equity, health and women's role in society shape the experiences of women in sports in our society today.

WGS 260 Perspectives on Masculinity
Fall Semester, even years. 3 semester hours.
Satisfies Exploration of Diversity Within the United States requirement.

Examination of the construction of masculinity in sports, family, work and other social relationships, showing how it affects and is affected by people, institutions and society. Masculinity is defined and described in this course as a social concept that impacts everyone, both socially and personally. The course will assist students in understanding how masculinity as a social construction is related to the development of individuals.

WGS 311 Uncloseting America
Spring Semester, odd years. 3 semester hours.
Cross listed with SA 311.
Prerequisites: C or higher in WRT 112, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a "queer" lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

WGS 330 Gender, Sexuality and Religion
Spring Semester, even years. 3 semester hours.
Cross listed with REL 330.
Satisfies Global Awareness requirement.

The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

WGS 342 Feminist/Womanist Theory II
As announced. 3 semester hours.
Prerequisites: WRT 112 or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement OR Social Responsibility requirement.

Interdisciplinary course that reviews contemporary feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. A service learning placement is required at the SIREN/Eaton Shelter in Charlotte or at a mutually agreed upon placement. This work helps to connect the theory of feminist and womanist work to the lives of real people.

WGS 370 Women and Business
As announced. 3 semester hours.
Prerequisites: WRT 112 or instructor permission.
Satisfies Exploration of Diversity Within the United States requirement.

The course will examine how women communicate in business, gender role development, managing work and family, networking and mentoring, trends in self-employment, women working abroad and other issues concerning women in the workplace.

WGS 403 Gay, Lesbian, Bisexual and Transgender Studies
As announced. 3 semester hours.
Prerequisites: WGS/SA 311 or instructor permission.

GLBT (Gay, Lesbian, Bisexual and Transgender) Studies is designed to provide students with a survey of the interdisciplinary study of sexual orientation and gender identity, with attention to race, ethnicity, and class. We will examine the theories, methods, and major issues of this field, focusing on the complex interdisciplinary influences at work in the development of the theory and research in GLBT Studies.

WGS 450 Special Topics
As announced. 3 semester hours.
Prerequisites: WRT 112 or instructor permission.

Courses developed by individual faculty members in order to: a) serve a specific student's needs; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics will be announced in advance of course registration.

World Languages
Arts and Humanities Department

WRL 101 Introductory World Languages I
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Awareness requirement.

In introductory language courses, students learn the basic concepts of a foreign language. Practical vocabulary, pronunciation, and grammar are emphasized so that the student is able to achieve one of the primary goals of the course – meaningful communication in the language. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 102 Introductory World Languages II
Fall and Spring Semesters. 3 semester hours.
Prerequisites: WRL 101 in same language, or placement equivalent.
Satisfies Global Awareness requirement.

Continuation of WRL 101. The approach continues to integrate cultural study while students are exposed to the four basic language skills: reading, speaking, listening and writing. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 201 Intermediate World Languages I
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRL 102 in same language or placement equivalent.
Satisfies Global Awareness requirement.

A continuation of first-year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 202 Intermediate World Languages II
Spring Semester. 3 semester hours.
Prerequisites: C or higher in WRL 201 in same language or placement equivalent.
Satisfies Global Awareness requirement.

A continuation of WRL 201. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 301 Advanced World Languages I
Fall Semester. 3 semester hours.
Prerequisites: C or higher in WRL 202 in same language or placement equivalent.

A continuation of second year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 302 Advanced World Languages II
Spring Semester. 3 semester hours.
Prerequisites: C or higher in WRL 301 in same language or placement equivalent.

A continuation of WRL 301. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 420 Independent Study in World Languages (Readings)
Fall and Spring Semesters. 1-6 semester hours.
Prerequisite: WRL 202.

The student has the opportunity and responsibility for setting up a program of coordinated and selected readings with faculty members. A written proposal must be submitted by the student.

WRL 450 Special Topics in World Languages
As announced. 1-3 semester hours.
Prerequisites: Instructor permission.

Course developed by individual instructor and/or students.

Writing
Arts and Humanities Department

WRT 109 Foundations of Writing
As announced. 3 semester hours.
Prerequisite: By placement only.

Assists in developing effective written communication and critical reading skills. The focus is on enhancing grammatical and mechanical skills and building awareness of paragraph development to accomplish specific communication goals. Essay development is also introduced.

WRT 110 Introductory Writing
Fall and Spring Semesters. 3 semester hours.
Prerequisites: By placement only.

Assists in developing effective written communication and critical reading skills. The course focuses on building awareness of techniques for developing paragraphs and essays in various styles for specific purposes and audiences. Includes a strong emphasis on enhancing grammatical and mechanical skills. Note: Must pass with a C or higher to register for WRT 111.

WRT 111 Academic Writing
Fall and Spring Semesters. 3 semester hours.
Prerequisites: Placement or C or higher in WRT 110.
Satisfies Written Communication requirement.

Focuses on creating thoughtful and clear expository writing that demonstrates awareness of audience and purpose, intentional organization, and a deeply supported thesis. Students write in a variety of modes, critically evaluate readings and source materials, study key grammatical issues, and explore research skills. Additionally, students utilize drafting and revision strategies to enhance their own writing processes.

WRT 112 Writing and Research
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in WRT 111.
Satisfies Written Communication requirement.

Extends and enhances strategies introduced in WRT 111. This course focuses on developing confidence in writers, refining the writing process (including scholarly research methods), and honing awareness of rhetorical skills in both reading and writing. Students analyze, synthesize, and critically evaluate source materials to create effective, clear arguments.

Adult Professional/Online Undergraduate Programs

The University of Olivet's online undergraduate programs serve a diverse community of learners who wish to complete their undergraduate degree online in selected majors. Accelerated study into graduate study in particular areas is available. Students enroll in online courses delivered with attention to relationship-based learning. Students are able to complete their programs through attendance either on a part-time or full-time basis.

Admission, Financial Aid and Charges

Admission

Students interested in The University of Olivet's online programs are encouraged to apply online using the Working Professionals and Graduate Studies application at www.olivetcollege.edu. Students must submit an official high school transcript as well as transcripts of coursework completed at other accredited colleges to the Office of Admissions, The University of Olivet, 320 S. Main St., Olivet, MI 49076.

Applications are reviewed by the Director of Adult Professional and Graduate Admissions, and students are notified of their admission status via their online admission status page. Students who meet the general admission requirements may submit unofficial transcripts to be considered for conditional admittance. Students who are conditionally admitted can deposit and register for the online orientation but are still required to submit official transcripts. Upon receiving notice of acceptance for admission to The University of Olivet, a student must confirm his or her intention to enroll by paying a $75 confirmation deposit. This deposit is non-refundable. Students are not fully admitted into the college until receipt of official transcripts.

A student wishing to change their status from that of a residential student to an online student, or vice versa, must reapply to the college.

Readmission

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

Financial Aid

Award Package

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

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

Eligibility

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

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

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

Rights and Responsibilities

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

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

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

Outside Financial Aid Awards — Any recipient of outside scholarships or grants of $100 or more that are not listed on the financial aid award letter must report the amount and source to Student Services. Adjustments in the aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary adjustment to an individual's award will occur first with the state of Michigan grant and then student loans. Adjustments for adult professional undergraduate degree program students will happen with the state of Michigan grant first and then to student loans.

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

Sources of Financial Aid

Federal Aid

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

1. **Federal Pell Grant** — a maximum award of $7,395 for 2023-24 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** — additional aid for students who demonstrate exceptional financial need. The maximum award is $4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.
3. **Federal Direct Stafford Loan**
    - **Subsidized** — a low interest loan available to students who demonstrate financial need. The interest rate is determined annually by the U.S. Department of Education and is currently 4.99 percent. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting Student Services at www.olivetcollege.edu.

- **Unsubsidized** — a low interest loan with a current interest rate of 6.54 percent similar to the Federal Direct Stafford Loan (subsidized). The difference between the loans is interest begins accruing on this unsubsidized loan while the student is still in school and the interest will compound quarterly.

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

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

State Aid

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

State of Michigan Competitive Scholarship/Tuition Grants — an estimated maximum award of $3,000 for 2023–24 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. The University of Olivet must be listed as a first choice on the FAFSA form.

Private Student Loan Options

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

Charges

Tuition and Fees

Adult professional undergraduate degree program students pay a special per semester hour rate for these programs. Tuition charges and fees for study at The University of Olivet are listed below.

Tuition:	
Per semester hour of study	$410 per semester hour
Fees:	
Technology Fee	$115 per semester

Special Fees

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

- **Acadeum Administration** Fee — $774 per course.
- **Confirmation Deposit** — payable upon receiving notice of admission, this $75 **non-refundable** fee confirms a student's intent to attend The University of Olivet.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **Late Registration Fee** — $75.
- **Prior Learning Assessment Fee** — fees are charged on a per credit basis for students who are awarded prior learning credit. Charges vary based upon the program the student is following.
- **Returned Check Fee** — $25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; $5 per transcript if not currently enrolled.

Late Registration

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

- A financial aid file is completed which includes the FAFSA and any required documentation.
- An entrance counseling session is held.
- Any Direct Loan Master Promissory Note is signed.
- Payment in full is made, or acceptable payment arrangement is established.

Payment of Accounts

Students will receive a statement of account at their billing address. Final grades will be withheld until an account is paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due. Failure to make payment when due cancels the student's privilege of attending classes. **No diploma, record of grades, academic transcript, letter of honorable dismissal, or recommendation will be granted to students who have outstanding balances with the college.**

Payment Options

The University of Olivet accepts cash, checks, Visa, MasterCard, American Express, Discover and The University of Olivet-approved tuition payment plans. Credit card and e-check payments may be made online at https://my.olivetcollege.edu/ICS/.

The University of Olivet Payment Plans

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

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

Payment of Balances Due After Leaving The University of Olivet

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

Accessing Financial Aid Funds for the Purchase of Textbooks

Student Services has worked with The University of Olivet Bookstore to facilitate the purchase of textbooks online at the beginning of each semester. This process applies only to students who have been awarded financial aid in excess of their charges for the semester, and thus have a balance to be refunded to the student. Eligible students will receive an email from Student Services prior to the beginning of each semester informing them of the amount available. Up to $600 of this balance, depending upon the individual aid award, will be available online through the end of the drop and add period to purchase textbooks. Students should contact Student Services at 269-749-7645 with any questions.

Refund Policy

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

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

- Any loan proceeds must be received by The University of Olivet.

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

Tuition and Fee Adjustment Policy Upon Formal Withdrawal

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

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

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

Tuition and Fees — The University of Olivet will adjust tuition and fees on the following basis:

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

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

Financial Aid Adjustment Policy

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

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

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

- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
    - Federal Unsubsidized Stafford Loan
    - Federal Subsidized Stafford Loan
    - Federal Direct PLUS (Parent) Loan
    - Federal Pell Grant
    - Federal Supplemental Educational Opportunity Grant (FSEOG)
    - Other federal loan or grant assistance

- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
    - State aid – in accordance with state regulations
    - Private aid
    - Internal aid
    - The student

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

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

Adult Professional/Online Undergraduate Programs Information and Graduation Requirements

Graduation Requirements

To graduate from The University of Olivet with a Bachelor of Arts (B.A.) or Bachelor of Science in Nursing (B.S.N.) degree a student must complete at least 120 semester hours of academic credit, including transfer credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some degree programs have higher GPA requirements for graduation. Students must also complete all requirements for an academic major offered at the college and complete all required coursework delivering the learning outcomes of the Liberal Arts Core Curriculum.

Liberal Education in a Professional Program Context

The Association of American Colleges and Universities (AAC&U) defines a contemporary liberal education as:

> An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity, and change. This approach emphasizes broad knowledge of the wider world (e.g., science, culture, and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study, such as communication, analytical, and problem-solving skills; and the demonstrated ability to apply knowledge and skills in real-world settings. (AAC&U, "What is a Liberal Education?," 2018, www.aacu.org)

The University of Olivet is committed to providing a liberal education for participants in our adult professional undergraduate programs. This liberal education is expressed through the educational goals and learning outcomes of the college that have been established for all undergraduate students:

Educational Goals and Learning Outcomes

1. **Effective Communication and Collaboration – Strengthen Foundational Skills in Written Communication, Interpersonal Communication and Collaboration**
    - **1.1.** *Written Communication.* Organize and convey ideas in writing clearly and concisely, using the standards of academic writing.
    - **1.2.** *Interpersonal Communication and Collaboration.* Effectively communicate and work with others.
2. **Critical Thinking – Strengthen Foundational Skills in Critical Thinking and Quantitative Analysis**
    - **2.1.** *Reasoning and Critical Thinking.* Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically.
    - **2.2.** *Quantitative Analysis.* Analyze numerical information and integrate quantitative methods into problem solving.
3. **Liberal Arts Knowledge – Develop a Broad Foundation of Knowledge and Experience in the Liberal Arts**
    - **3.1.** *Foundational Liberal Arts Knowledge.* Articulate basic theories, analytic methods, and content of the arts and humanities, natural sciences, and social sciences.
    - **3.2.** *Creative Experience.* Demonstrate an innovative artistic expression with original perspective through performance or creation.
4. **Global Awareness – Develop Cultural Understanding and Respect for Human Diversity**
    - **4.1.** *Knowledge of Diversity within the United States.* Articulate aspects of social and/or cultural diversity within the United States; appreciate the contributions of and challenges faced by different social groups and communities.
    - **4.2.** *Cultural Understanding and Global Awareness.* Articulate aspects of contemporary cultures or cultural traditions outside of the United States in their global context, as well as identify aspects of one's own cultural assumptions, values and practices.
5. **Ethics and Responsibility – Demonstrate Ethical Awareness, Individual Responsibility, and Social Responsibility**
    - **5.1.** *Individual Responsibility and Ethical Awareness.* Demonstrate a combination of knowledge and practices that reflect an understanding of individual responsibility and ethical behavior.
    - **5.2.** *Social Responsibility.* Demonstrate positive contributions to the local, national, or global community through civic or environmental leadership, service, collaborative projects, or direct action.

6. Application of Knowledge – Integrate and Apply Advanced Knowledge in an Academic or Professional Discipline

- **6.1** *Integrative Knowledge.* Demonstrate use of the theories, analytic methods, and content of one's discipline in an integrated manner.
- **6.2** *Problem-Solving Skills.* Apply the tools of one's discipline to demonstrate problem-solving competency in one's field.

These college-wide educational goals are delivered in multiple ways to all students at the college, including students within the adult professional and online programs. At times these goals are delivered through particular courses required in the humanities, social sciences, or natural sciences; at times they are integrated into courses within the professional program itself; at other times, they are met through internship and cooperative educational experiences. Information on the ways in which specific academic programs deliver the liberal educational goals and learning outcomes of The University of Olivet can be obtained through consultation with academic advisors within each program. Additional program-specific educational outcomes are required by the various programs of study at the college.

Adult Professional/Online Undergraduate Programs and Graduation Requirements

The University of Olivet's online undergraduate programs serve a diverse community of learners who wish to complete their undergraduate degree online in selected majors. Accelerated study into graduate study in particular areas is available. Students enroll in online courses delivered with attention to relationship-based learning. Students are able to complete their programs through attendance either on a part-time or full-time basis.

The following degree completion programs are available

Business Administration

Linda Goulet, M.BA., DBA, Chair

The business administration program is designed to combine a strong liberal arts education with courses and activities related to the nature and operation of for-profit and not-for-profit organizations. Coursework emphasizes analytical and critical thinking, and the application of material to case studies and simulations, rather than memorization alone. Courses emphasize a strategic management approach to decision-making and problem solving. Students develop strong analytical and group project skills by working with case studies of contemporary businesses with an emphasis on ethical business standards and a commitment to diversity in the workplace. Students will be prepared to contribute immediately in their career or in a graduate school environment.

See Residential Undergraduate Programs for more information regarding the business administration online baccalaureate degree completion program requirements.

Criminal Justice

Regina Armstrong, Ph.D., Program Director

The Criminal Justice program at The University of Olivet enables graduates to pursue responsible careers in law enforcement and corrections, emphasizing crime prevention and the reduction of violence in our society. Students examine the causes of violence and crime, including moral and social processes, while taking into accounts the role of pathology, socialization, employment and community support.

See Residential Undergraduate Programs for more information regarding the criminal justice online baccalaureate degree completion program requirements.

Criminal Justice Professional Program

Regina Armstrong, Ph.D., Program Director

To accommodate the scheduling needs of criminal justice working professionals, The University of Olivet offers an asynchronous degree completion program in Criminal Justice. This program is open to officers who possess an associate's degree, completed a Michigan Commission on Law Enforcement Standards (MCOLES) Police Academy, and have at least two years of work experience in the field of criminal justice.

Students seeking a Bachelor of Arts degree in the criminal justice professional program can earn advanced credit through the combination of an associate's degree, MCOLES Police Academy Training, and Prior Learning Assessment. Transfer credit will be evaluated by the assistant dean for academic records. The total number of credits accepted cannot be determined until a full evaluation of official documentation has been completed.

The University of Olivet offers credit through Prior Learning Assessment to students who can document college-level knowledge gained through paid employment, special training or volunteer experience. This documentation must occur prior to the completion of their first semester at The University of Olivet (see Awarding of Academic Credit for more information). The University of Olivet also accepts up to 15 semester hours of credit for MCOLES training. The maximum total of credits earned through courses completed at other educational institutions, MCOLES training, and Prior Learning Assessment is 90 semester hours.

Criminal Justice Professional Program Learning Outcomes

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

- Students can articulate and apply criminal law and procedures to the criminal justice environment to deter legal ramifications to the criminal justice practitioner.
- Students can identify and explain the prevention, treatment, and control strategies available to the criminal justice practitioner to enforce the laws of society.

- Students can acknowledge differences, analyzing discriminatory behaviors, and formulating strategies to encourage positive relationships within the community.
- Students can identify differing systems of relationships between the police and communities they patrol and provide intervention strategies to improve current relations.

Criminal Justice Professional Program Major Requirements

A bachelor of arts degree in the criminal justice professional program requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The major requires successful completion of the following courses as well as other courses required to meet the 120 semester hour degree requirement.

Complete each of the following (31 semester hours):

CJP 220	Terrorism & Homeland Security (3)
CJP 285	Legal Issues in Corrections (3)
CJP 290	Statistics for the Social Sciences (3)
CJP 320	Client Relations (3)
CJP 370	Police Administration (3)
CJP 401	Social Issues in Criminal Justice (3)
CJP 490	Senior Seminar in Criminal Justice (3)
ENG 249	Creative Non-Fiction Writing (3)
IDS 211	Civilization Studies (3)
IDS 499	Criminal Justice Professional Seminar (1)
SCI 251	Nature, Technology, and Humanity (3)

Psychology

Cea Noyes, J.D., Chair

The Psychology program provides opportunities for learning, service and career preparation for those interested in and committed to understanding and furthering people's positive change and development. Students are encouraged to think critically about human behavior, to respect the complexity and diversity of individuals, and to explore the many applications of psychology essential to helping each other function in peace in an increasingly demanding and global society.

See Residential Undergraduate Programs for more information regarding the psychology online baccalaureate degree completion program requirements.

Social Work

Brittney Turner, DSW, LCSW,
Program Director

(Program pending approval by the Higher Learning Commission.)

The Bachelor of Social Work is designed to provide students with skills that will prepare social work students to key social work ideas, values, concepts, and skills, including the code of ethics, grand challenges, and diversity and social justice aspects. This includes assessment of the intersectionality of the person and their environment as related to age, race, ethnicity, disadvantage, gender, sexual orientation, sexual identity, class, socioeconomic status, immigration status, ability, family status, geographic location, ethnicity and culture.

The primary mission of the BSW program is to enhance human well-being and help meet basic and complex needs of all people, with a particular focus on those who are vulnerable, oppressed, and living impoverished.

The BSW program prepares undergraduate students for ethical, competent, entry-level, and generalist professional practice with diverse persons and communities. Students will be assessed based upon the Council on Social Work Education (CSWE) competencies, as well as the Olivet College learning outcomes.

See Residential Undergraduate Programs for more information regarding the social work online baccalaureate degree completion program requirements.

Bachelor of Science in Nursing Program

Katherine S. Jones, MSN, RN
Interim Director of the RN-BSN Program

The University of Olivet RN-BSN is an online degree program that provides flexibility for meeting adult professional learners' needs and busy schedules, offering traditional online learning designed to offer students the opportunity for a personalized education that makes the Olivet experience so rewarding.

The curriculum, which is developed in conjunction with national standards, offers courses in a range of areas, including liberal arts, ethics and advocacy, leadership, research and evidence-based practice, community health, informatics, pharmacology and pathophysiology, and professional growth and development. The program emphasizes critical thinking and technical writing in the art

and science of nursing practice. Students will gain a critical perspective on a variety of contemporary issues in nursing and healthcare that can provide an excellent foundation for professional and academic succession planning.

The RN-BSN degree program consists of 35 credits of coursework. Up to 90 credits may be transferred from a two-year or four-year institution. Students seeking a BSN degree may also earn up to 20 flex credits through completion of nursing continuing education (CE) hours. Five (5) CE hours will equate to one college credit. A combination of transfer credits and flex credits may be used to supplement the 35 credits required in the RN-BSN Program in order to meet the required 120 credits to graduate with an The University of Olivet BSN degree. As is the case with other institutions, a minimum of 30 credits must be earned at The University of Olivet in order to be awarded a bachelor's degree from the college.

The University of Olivet RN-BSN program serves professional nurses returning to college in the completion of a Bachelor of Science in Nursing degree. These individuals have completed their clinical nursing courses within an associate degree program and have earned their RN licensure prior to matriculating at The University of Olivet. Students who passed all full-time first year ADN courses with a grade of "C" or better and who submit a letter of recommendation are eligible to apply to enroll in any courses noted in the academic catalog as "Open to approved ADN students." These students are eligible to apply for regular admission to the RN-BSN Program after successful completion of the NCLEX (National Council Licensure Examination).

The University of Olivet's nursing students receive active advisement, mentoring, and career exploration. Students can complete their BSN in a timely and efficient manner. Graduates of the RN-BSN program will exhibit an elevated level of competence in professional nursing and service to the community. The nursing program values student learning, critical thinking, oral and written communication skills, and an understanding of a globally oriented world.

The University of Olivet has an additional location on the campus of Kellogg Community College located at 450 North Avenue, Battle Creek, Michigan 49017, for the purpose of delivering its RN-BSN Program. The nursing program office is in the Kellogg Community College "C" Classroom Building, Room 105.

Bachelor of Science in Nursing Program Learning Outcomes

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

- Liberal Arts Foundation – The University of Olivet nursing graduate will transform concepts from liberal arts to enhance professional practice of nursing and lifelong learning.
- Professional Practice and Leadership – The University of Olivet nursing graduate will integrate health care policy, finance, and application of environments to develop knowledge and skills in leadership, quality improvement, and patient safety that are necessary to provide high quality health care.
- Research and Evidence-based Practice – The University of Olivet nursing graduate will effectively employ interdisciplinary frameworks, theories, concepts, models, and current nursing evidence-based practice to maximize health outcomes for individuals, families, groups, and communities.
- Advocacy – The University of Olivet nursing graduate will develop an understanding of the influence of health care policies, including financial and regulatory, directly and indirectly on the role of nurse advocate for the professional nurse.
- Technology and Informatics – The University of Olivet nursing graduates will formulate advanced knowledge and skill in information management as well as patient care technologies critical to the delivery of quality evidence based patient care.
- Community Engagement and Social Responsibility – The University of Olivet nursing graduate will construct evidenced-based holistic disease prevention and health promotion nursing interventions and develop knowledge to improve local, state, national, and world health across the lifespan and across the continuum of healthcare environments.
- Collaboration and Inter-Professional Relationships – The University of Olivet nursing graduate will develop and apply values of altruism, autonomy, human dignity, integrity, and social justice while implementing interdisciplinary collaborative relationships and communication aimed to provide high quality and safe patient care.

Program Mission

The mission of The University of Olivet's RN-BSN Program is to provide a diverse education which will enrich lives of nursing students and the lives that the graduates touch intellectually, morally, and spiritually; essentially to go forward and do good.

Program Goals

1) Foster an environment that supports learners from diverse academic, individual and practice backgrounds to promote academic and professional excellence.
2) Prepare students in the application of professional practice and nursing leadership skills.
3) Prepare students for evidenced-based/research-driven practice.
4) Prepare students to apply a broad understanding of the liberal arts to nursing practice.
5) Prepare students for the role of patient advocate for diverse populations and a variety of healthcare settings.
6) Prepare students to provide nursing care to populations within their community as well as county, state, country and world.
7) Provide students with knowledge of patient care technologies that are critical to the delivery of quality patient care.
8) Assure students understand effective nurse-patient and inter-professional relationships.

Bachelor of Science in Nursing Program Major Requirements

A bachelor of science degree in nursing program requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. Given the importance of maintaining the competence basis of the nursing curriculum, each required course below other than ENG 249 and IDS 211 must be passed with a grade of "C" or better. Students should be aware that graduate level study in nursing requires in most cases a minimum overall grade point average of 3.0 for admissions.

The BSN degree requires successful completion of the following courses as well as the completion of other credits required to meet the 120-semester hour degree requirement. The required 120 semester hour credits for graduation will be earned through a combination of:

- Upper-division nursing courses (35 credits)
- Credits transferred from the ADN-granting institution or other accredited institutions (up to 90 credits)
- "Flexible credits" (20 credits) at no cost to the student. Flexible credits may be earned in one of any combination of the following ways:
  1. Continuing Education hours (CE)
  2. Basic Life Support (BLS) certification
  3. Additional elective courses

Complete each of the following (35 semester hours):

ENG 249	Creative Non-Fiction Writing (3)
IDS 211	Civilization Studies (3)
NUR 305	Transition to Baccalaureate Nursing (3)
NUR 310	Bioethics in a Diverse World (3)
NUR 320*	Applied Statistics and Research Methods (3)
NUR 325	Healthcare Informatics (3)
NUR 340*†	Nursing Research (3)
NUR 360	Critical Analysis of Pharmacology and Pathophysiology (3)
NUR 405*†	Advanced Nursing Management and Leadership (3)
NUR 410*†	Community Health and Diverse Populations (3)
NUR 411*†	Community Health and Diverse Populations Practicum (1)
NUR 440*†	Nursing Senior Capstone (3)
NUR 441*†	Nursing Senior Capstone Practicum (1)

Optional Elective:

NUR 404	Special Topics (1)

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

Integrative Studies

Meredith Dodson, Ph.D., Chair

The integrative studies major is designed by the student in consultation with his or her advisor. Various concentrations are available. Individualized plans of study should be designed and approved by the end of the semester immediately following the sophomore year or during a junior or senior transfer student's first semester. The individualized major plan includes a statement of purpose, learning objectives, and a proposed curriculum designed to ensure completion of both the college-wide and individualized educational outcomes. The proposed curriculum must include at least 36 semester hours of coursework in the individualized major, of which 18 semester hours will be upper division work. Upon approval by the advisor and department chair, the plan is forwarded to the Academic Performance Committee for review and final approval.

Course Descriptions

See Residential Undergraduate Programs for course descriptions of required courses offered outside of specific programs.

Criminal Justice Professional Program

CJP 220 Terrorism and Homeland Security
As announced. 3 semester hours.
Prerequisites: Admission to the Criminal Justice Professional Program.

An introductory course in the social and political aspects and origins of international and domestic terrorism. Includes a historical review of the roots of terrorism worldwide and impacts on current conditions, as well as America's response to 9/11, the Patriot Act and its impact on American society, and the overall homeland security strategy.

CJP 285 Legal Issues in Corrections
As announced. 3 semester hours.
Prerequisites: Admission to the Criminal Justice Professional Program.

Legal Issues provides the student with the basic understanding of legal issues surrounding the role of corrections personnel in the criminal justice field. Liability in the use of force, religious rights, medical care, and communication access are covered in depth.

CJP 290 Statistics for the Social Sciences
As announced. 3 semester hours.
Satisfies Quantitative Analysis requirement.
Prerequisites: Admission to the Criminal Justice Professional Program.

Introduction to statistics and appropriate statistical software in the field of social sciences.

CJP 320 Client Relations
As announced. 3 semester hours.
Satisfies Social Responsibility requirement.
Prerequisites: Admission to the Criminal Justice Professional Program.

This course examines the impact and meaning of discrimination in the context of the criminal justice field. An in-depth look at minorities in the prison system (prisoners and practitioners) will be addressed along with attitude formation and professional responsiveness by correctional personnel. In addition, this course will provide an opportunity to contribute to the greater community through volunteerism with at-risk youth in a non-profit organization.

CJP 370 Police Administration
As announced. 3 semester hours.
Prerequisites: Admission to the Criminal Justice Professional Program.

An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

CJP 401 Social Issues in Criminal Justice
As announced. 3 semester hours.
Satisfies Diversity in the United States requirement.
Prerequisites: Admission to the Criminal Justice Professional Program.

Current social issues that impact criminal justice professionals within the United States and other countries will be analyzed. Students will identify the legal ramifications regarding the social issues and develop strategies to deter issues in the future.

CJP 480 Emergency Management
As announced. 3 semester hours.
Prerequisites: Admission to the Criminal Justice Professional Program.

The history and development of emergency management will be covered including the four phases of emergency management: preparedness, mitigation, response, and recovery. The purposes and objectives of the National Response Framework will be discussed. In addition, students will analyze a disaster and formulate steps to be taken which include the four phases of emergency management.

CJP 490 Senior Seminar in Criminal Justice
As announced. 3 semester hours.
Satisfies Senior Capstone Experience requirement.
Prerequisites: Admission to the Criminal Justice Professional Program.

This course will assist the student in assessing and improving their professional presence in the workplace. Goal setting, promotion preparedness, leadership, stress management and ethics are among the topics addressed.

Bachelor of Science in Nursing Program

NOTE: All courses with the NUR prefix require admission to the RN-BSN program as a prerequisite.

NUR 305 Transition to Baccalaureate Nursing

Fall and Spring Semesters and As announced. 3 semester hours.
Satisfies Individual Responsibility and Ethical Awareness.
Note: Open to approved ADN students.

This course will provide the foundation for students to transition from an associate's degree program to a bachelor's degree program in nursing. Topics include an introduction to the RN-BSN program, technical writing and communication in nursing, succession planning, goal setting, decision making, project management, and an introduction to transitioning research into evidence-based practice. Nursing theory and the integrate art of nursing is introduced along with lifelong learning, transitions into graduate programs, and advanced roles in the nursing profession.

NUR 310 Bioethics in a Diverse World

Fall and Spring Semesters and As announced. 3 semester hours.
Satisfies Individual Responsibility and Ethical Awareness, Cultural Understanding of Diversity in the US, and Global Awareness.
Note: Open to approved ADN students.

A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life sustaining medical treatment, and the allocation of medical resources.

NUR 320 Applied Statistics and Research Methods

Fall and Spring Semesters and As announced. 3 semester hours.
Prerequisite: General Mathematics course with a B- or better or ACCUPLACER Quantitative Reasoning score of 250 or higher on PSAT/AT mathematics score or higher or instructor permission.
Satisfies Quantitative Analysis.
Note: Open to approved ADN students.

An introduction to applied statistics and the application of statistics to research methods in the health sciences is covered. This course is designed to expand the general mathematics liberal arts preparation to prepare students to assess, interpret, analyze, apply, and evaluate statistics and statistical methods commonly used in evidenced based practice and nursing research. Topics covered include statistical methods, levels of measurement, sampling, reliability, validity, frequencies, percentages, graphs, measures of central tendency, measures of dispersion, experimental design, sampling methods and common parametric and non-parametric tests, including analysis of variance, correlation and regression.

NUR 325 Healthcare Informatics

Fall and Spring Semesters and As announced. 3 semester hours.
Note: Open to approved ADN students.

This course introduces concepts and skills in information management and patient care technology that are critical in the delivery of safe and quality patient care.

NUR 340 Nursing Research

Fall and Spring Semesters and As announced. 3 semester hours.
Prerequisites: NUR 305.
Pre or Co-requisite: NUR 320 or instructor permission.
Satisfies Written Communication and Reasoning and Critical Thinking.

This course introduces quantitative, qualitative, and mixed-methods research methodology, the research process, and the translation of research into practice. The process of analyzing and evaluating evidence to organize and convey a literature review in writing using APA is evaluated.

NUR 360 Critical Analysis of Pharmacology and Pathophysiology

Summer Semester and As announced. 3 semester hours.
Note: Open to approved ADN students.

This course will review and expand on the basic principles of pharmacology and pathophysiology. Its focus is on the effects of systematic disease and the physiological response of pharmacological interventions. Emphasis will include physical assessment of disease and patient's response to pharmacological therapy, as well as potential adverse effects and drug interactions.

NUR 404 Special Topics
Intensive Learning Term and As announced. 1 semester hour.

This course is an elective course for RN-BSN Program students. Topics may include self-care, specialization, workplace violence, and disaster readiness, focused disease management, and focused pharmacological management, alternative treatment (acupuncture, acupressure, vitamins and minerals), nursing theory and other topics important to current events.

NUR 405 Advanced Nursing Management and Leadership
Fall and Spring Semesters and As announced. 3 semester hours.
Prerequisites: NUR 305.
Pre or Co-requisite: NUR 340 or instructor permission.
Satisfies Interpersonal Communication and Reasoning and Critical Thinking.

This course introduces concept and skills in leadership, quality improvement, and patient safety grounded in evidence including interpersonal communication and collaboration, reasoning, and critical thinking. Topics include the professional nurse's role in healthcare policy, financial, and regulatory influence on the nature and functioning of the healthcare setting.

NUR 410 Community Health and Diverse Populations
Fall and Spring Semesters and As announced. 3 semester hours.
Prerequisites: NUR 340 or instructor permission.
Corequisite: NUR 411 or instructor permission.
Satisfies Cultural Understanding Exploration of Diversity within the US and Global Awareness.

This course explores health promotion and disease prevention practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments in the state, the nation, and the world. Exploration of the social, environmental, economic, cultural, and political influences of various communities and populations responses to health care disasters is reviewed.

NUR 411 Community Health and Diverse Populations Practicum
Fall and Spring Semesters and As announced. 1 semester hour.
Prerequisites: NUR 340 or instructor permission.
Corequisite: NUR 410 or instructor permission.
Satisfies Social Responsibility.

This course gives the student the opportunity to apply theoretical and evidenced based community health and diversity learning in a clinical setting under the direction of a community health and or diversity nurse. The nature and functioning of the healthcare systems is reviewed. The course requires the student to work 45 hours with a self-identified community health nurse. The student will complete a service-learning project.

NUR 440 Nursing Senior Capstone
Fall and Spring Semesters and As announced. 3 semester hours.
Prerequisites: NUR 305, NUR 310, NUR 320, NUR 325, NUR 340, NUR 360, NUR 405, NUR 410, and NUR 411, or instructor permission.
Co-requisite: NUR 441 or instructor permission.
Satisfies Integration and Application of Knowledge.

This course focuses on the application of the knowledge base acquired in the prerequisite and ADN courses. Emphasis will be on the role of the baccalaureate nurse's understanding and respect for the variations of care, the increased complexity, and the increased use of healthcare resources inherent in patient care. Reflection on the student's undergraduate experience at The University of Olivet is explored.
Preparation for graduate studies and lifelong learning.

NUR 441 Nursing Senior Capstone Practicum
Fall and Spring Semesters and As announced. 1 semester hour.
Prerequisites: NUR 440 or concurrent.
Satisfies Social Responsibility.

This course gives the student the opportunity to apply theoretical and evidence based program learning in a direct care clinical setting under the direction of a preceptor. The course requires the student to work 45 hours in a direct care practical environment. The student will complete a service-learning project.

Graduate Programs

The University of Olivet's graduate programs serve working adults who have successfully completed an undergraduate degree and who wish to complete graduate education in a specialized advanced area.

Admission, Financial Aid and Charges

Admission

Students apply online at www.olivetcollege.edu via the Working Professionals and Graduate Studies application. There is no charge for submitting an application. Along with the application, students must submit an official transcript of a completed undergraduate degree from an accredited college or university to the Office of Admissions, Olivet College, 320 S. Main St., Olivet, MI 49076.

Applications are reviewed by program directors and students are notified of his or her acceptance via their online admission status page.

See individual program requirements for further information regarding admission requirements.

Transfer Students

A student who is currently or was previously enrolled in a graduate program at another institution of higher education prior to applying for admission to The University of Olivet is considered a transfer student. Prospective transfer students must provide official transcripts from all accredited institutions attended and any other items required by the program of which they have applied.

Transfer Credits

The maximum number of transfer credits accepted toward a graduate degree at The University of Olivet is 12. Graduate credit may be accepted from other academic institutions where students have earned a 3.0 or higher. Official transcripts from other institutions must be mailed directly to the Admissions Office for review and determination regarding acceptance of courses. Further questions regarding transfer credit may be directed to the department of which the student applied.

Accelerated Pathways/Early Admission

Early admission into graduate programs at The University of Olivet can be obtained through accelerated pathways within various undergraduate degree programs at the college. This allows for the completion of both the baccalaureate and master's degree in a condensed timeframe. Please contact the director of the graduate program in which you wish to be considered for more information on this program option.

Readmission

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

Financial Aid

Award Package

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

Eligibility

In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and The University of Olivet regulations and policies

affecting financial aid. Students may apply after October 1 each year and all students are encouraged to apply no later than March 1. The FAFSA form can be completed online at www.studentaid.gov.

To receive federal or state financial aid, graduate students must be enrolled for and attend a minimum of three semester hours per term. For purposes of financial aid, "half-time" is defined as being enrolled in at least three semester hours at the end of the drop period each term. "Full-time" is defined as being enrolled in six or more semester hours at the end of the drop period each term. Students must not be in default of a Federal Student Loan(s) and must maintain satisfactory academic progress in order to be eligible for financial aid.

Eligibility for need-based aid is calculated using federal methodology with need being defined as the difference between cost of education and the amount the student and his or her family is expected to pay. Sources of graduate student aid are at the federal and state government level. Aid may be awarded as scholarships, grants, loans or a combination of any or all of these. Scholarships and grants are defined as "gift" aid and do not have to be repaid. Loans must be repaid in accordance with program specifications. For detailed policies regarding financial aid eligibility and awards, see Rights and Responsibilities.

Rights and Responsibilities

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

Annual Renewal of Financial Aid — Students who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility by the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.

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

Outside Financial Aid Awards — Any recipient of outside scholarships or grants of $100 or more that are not listed on the financial aid award letter must report the amount and source to Student Services. Adjustments in the aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary adjustment to an individual's award will first be made to the state of Michigan grant and then to student loans.

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

Sources of Financial Aid

Federal Aid

Graduate students can seek Unsubsidized Federal Direct Stafford Loans. Eligibility for these programs is determined by a methodology established by the United States Department of Education. In addition, Federal Direct Parent Loan for Graduate Students (PLUS) exists for graduate students and parents of dependent students and is not based on need.

1. **Unsubsidized Federal Direct Stafford Loan –** a low interest loan with a current interest rate of 6.54 percent similar to the Federal Direct Stafford Loan (subsidized). Maximum amounts for Federal unsubsidized loans for graduate students are $20,500 per academic year with a total aggregate amount of $138,500.

2. **Federal Direct Parent Loan for Graduate Students (PLUS)** — a loan available to graduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.54 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

Private Student Loan Options

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

Charges

Tuition and Fees

Graduate study is charged per semester hour each term at a rate of $904 per semester hour. In addition to tuition graduate students are charged a $115 technology fee per term enrolled.

Special Fees

The following are special fees currently in effect at The University of Olivet for graduate students. Additional fees may be added at the discretion of the college.

- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **Late Registration Fee** — $75.
- **Returned Check Fee** — $25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; $5 per transcript if not currently enrolled.

Late Registration

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

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

Payment of Accounts

Students will receive a statement of account at their billing address. Final grades will be withheld if an account is not paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due. Failure to make payment when due cancels the student's privilege of attending classes. **Diplomas, record of grades, academic transcripts, letters of honorable dismissal, or recommendation letters will not be granted to students who have outstanding balances with the college.**

Payment Options

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

The University of Olivet Payment Plans

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

Defaulting on Payment Plans – Students and parents or guardians who default on payment plans will not be allowed to re-

register for payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the term will be due immediately.

Payment of Balances Due After Leaving The University of Olivet

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

International Students

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

Refund Policy

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

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

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

Tuition and Fee Adjustment Policy (Upon Formal Withdrawal)

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

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

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

The University of Olivet adjusts tuition and fees on the following basis:

- Prior to the end of drop period, the student will receive a full tuition adjustment;
- During the 9 calendar days following the initial course begin date, the student will receive a 50 percent tuition adjustment;
- Withdrawal after 9 calendar days following initial course begin date results in no tuition adjustment.

Financial Aid Adjustment Policy

This policy applies to students who receive financial aid assistance while enrolled at The University of Olivet. The University of Olivet complies with the U.S. Department of Education and Michigan Department of Education regulations regarding refunds of student charges and financial aid. All policies are available at the student's request in Student Services, Mott 205. Students who drop from full-time to part-time status will have their tuition prorated based on the criteria outlined for an institutional withdrawal. When a student's enrollment status drops below full time (6 semester hours), a reduction in financial aid might be required.

If a student receiving Title IV (Federal) Financial Aid withdraws from the college, his or her funds must be adjusted in accordance with the policy established by the U.S. Department of Education. This calculation may result in the student owing the college. The adjustment policy is as follows:

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the term that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the term, the student is considered to have earned 100 percent of the Federal Financial Aid funds for that term and no Federal funds must be returned.
- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
    - Federal Unsubsidized Stafford Loan
    - Federal Direct PLUS (Parent) Loan
    - Other federal loan or grant assistance
- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
    - Private aid
    - The student

Private aid generally has criteria and guidelines pertaining to withdrawals specific to the funding source and these criteria and guidelines will be honored.

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

Graduate Program Information and Graduation Requirements

To graduate from The University of Olivet with a master's degree a student must complete all degree requirements for the specific program while maintaining a cumulative GPA of at least 3.0 on a 4.0 scale.

Graduate Educational Goals and Learning Outcomes

The Graduate-Level Educational Goals and Learning Outcomes are organized within five broad interrelated categories, and are intentionally adaptable to meet the focus and goals of individual graduate degree programs.

The University of Olivet commits to the following educational goals and learning outcomes for our graduate students:

1. **Communication and Collaboration –** Graduate students will demonstrate advanced skills in written communication, oral communication, and collaboration in the respective area of study.

2. **Critical Analysis –** Graduate students will demonstrate highly developed skills in critical analysis including the ability to evaluate and synthesize information in the focused area of study.

3. **Global, Social and Cultural Diversity –** Graduate students will demonstrate an understanding of the profession or discipline's professional culture, and the ability to incorporate an awareness of global, social, and cultural diversity to the advanced area of study.

4. **Ethics and Responsibility –** Graduate students will demonstrate the ability to apply ethical and professional standards and an understanding of individual and social responsibility to the advanced area of study.

5. **Application of Knowledge –** Graduate students will demonstrate the ability to integrate and skillfully apply advanced knowledge and problem-solving expertise through a master's thesis, master's project, or comprehensive examination in the advanced area of study.

Program Requirements and Course Descriptions

Master of Arts in Counseling

Dennis Frank, Ph.D., Program Director
Social Science Department

(Program pending approval by the Higher Learning Commission.)

The Master of Arts in Counseling is a 60-credit program designed to provide students with skills that will prepare them for the first level of counseling licensure or certification in the student's state of residency. Designed to align with CACREP standards, the counselor education program will provide students to the experiences needed to learn, practice, and hone clinical skills necessary for entry-level practice as either a clinical mental health counselor or a school counselor.

The Foundations of the counselor include developing an understanding of the historical contexts of counseling, applying theories and models of counseling, and becoming familiar with the biopsychosocial model. Contextual Dimensions familiarize the students with the role of the counselor, diagnosis and assessment, diversity in practice, ethical and legal practice, and the network of helpers in which the counselor will interact. Practice outcomes will prepare the students for practical applications, in part, through a practicum and internship in which the students will work with counseling professionals. The internship is the culmination of the skills that the students has acquired through the coursework. Upon completion of the coursework and internship, the students will have the foundational coursework for the National Counseling Exam required or accepted for licensure in all US states and territories.

Please note that some courses are listed in this proposal as offered for "0 credits." This designation is intended to indicate that participation in this aspect of the program is required and will be tracked. For courses indicated as zero credit, there is no testing nor credit evaluation – participation is designed to suffice for building student proficiency. These zero credit courses will not be assigned a faculty or adjunct instructor so will not affect teaching load. Participation in residency events, intensives and expert therapist series by program full-time faculty is a part of service to program. Adjunct instructors or external experts may be paid for time participating in residency intensives or expert therapist series. If 24 The University of Olivet's student information system or processes preclude zero credit courses, the program will work with student services to identify another manner of

tracking completion of non-credit-bearing program requirements.

Admission Requirements

The following requirements are proposed for admission into the MA in Counseling program. Admission will be offered twice per year, for the first term of both Fall and Spring semesters, Fall 1 and Spring 1, respectively. Each student would need to also meet the admission requirements of the college.

1. A bachelor's degree from a regionally accredited college or university.
2. A cumulative GPA of 3.0 or greater on a 4.0 scale for all undergraduate coursework.
3. A personal essay of 1-2 pages detailing educational and career goals.
4. Two academic or professional letters of recommendation.
5. Current resume.

Course Scheduling and Structure

It is proposed that the courses be run in the current The University of Olivet APG program academic calendar. This will consist of eight-week sessions over the Fall, Spring and Summer terms, with some courses consecutive to the next in eight-week sessions. This calendar will provide clarity and avoid undue complication for adults who are balancing school/work/personal loads. The practicum and internship require more than eight weeks' time to complete, so will extend across two eight-week periods. The courses would run synchronously one evening per week with additional asynchronous work each week to 22 maintain the time-on-task required by accreditors. Synchronous sessions would be recorded to enable completion of courses by adult learners juggling work and family obligations.

The program will use a standard cohort structure to provide continuity and relationship among the students, found to be positive practice for adult learners in distance education programs.

Online Delivery

Considering the competitive educational climate and the remoteness of The University of Olivet's campus, there is a reasonable need to design this program to be offered online, through a blend of synchronous and asynchronous delivery. CACREP and the State of Michigan allow for online delivery of course work. It is a common delivery method among established programs. Additionally, there will be two, intensive, in person residency periods where there is face-to-face engagement for the purposes of assessing clinical skills over a 4-5 day period, which is also common among these programs. The exact mechanics of this assessment and residency varies among programs. Below is a table of the programs with the most established online MA in Counseling programs (or similar programs) according to CACREP, along with their definitions of the "synchronous" format and residencies.

Graduation Requirements

The following are requirements for graduation with a Master of Arts in Counseling degree at The University of Olivet:

- The completion of 60 required sequential credits, with two required in-person residencies, one remote residency, and three required full day remote trainings..
- Maintaining a cumulative grade point average of 3.0 or higher with no course requirement lower than a "C.".
- All requirements for graduation must be completed within seven years of matriculation into the program.

NOTE: Any course below a "C" must be retaken. Progress may be permitted when a student earns a grade lower than a C, they may continue and retake the course when it is offered again with approval of the core faculty. Successful completion of pre-requisites will not be waived to allow progress to proceed.

Master of Arts in Counseling Learning Outcomes

With the completion of the Master of Arts in Counseling program, the following student learning outcomes are expected:

- Counseling students will demonstrate an in-depth knowledge of ethical practices of counseling profession; adopt the identity, values, and conduct of the counseling profession; display knowledge of the legal issues that impact the profession and practice of counseling; and, exhibit the ability to practice skillfully within the ethical guidelines established by the ACA. Assessment.
- Counseling students will demonstrate knowledge of the effects of systemic, social, and cultural factors on human behavior, both on those who hold dominant and non-dominant culture identities and social locations; demonstrate understanding of how the dynamics of power, privilege, and oppression impact clients' lived experiences, the counseling relationship, client case conceptualization, and treatment planning; and, demonstrate attitudes, beliefs, knowledge, skills, and actions as guided by the Multicultural and Social Justice Counseling Competencies (2015) and Advocacy Competencies (2003) endorsed by the ACA.
- Counseling students will demonstrate knowledge of human development across the lifespan and the effects of normal and abnormal development on client functioning; and, skillfully apply knowledge of human and family developmental stages and

experiences in constructing developmentally appropriate client assessments, counseling goals, and treatment approaches in their work with clients.

- Counseling students will demonstrate knowledge and application of career development theory in working with individuals of all ages and across all stages of life; demonstrate understanding of contextual influences, such as economic conditions and cultural factors on career decisions and job performance in therapeutic work with clients; and, demonstrate competence in understanding the intersections between mental health, life satisfaction, the world of work, and client roles and identities.
- Counseling students will demonstrate the ability to skillfully create therapeutic working alliances with clients; demonstrate effective therapeutic helping skills that promote positive client change and counseling outcomes; and, demonstrate the ability to adapt the helping relationship to the unique needs of a diverse range of clients.
- Counseling students will demonstrate knowledge of the purpose and function of different types of groups and of group process dynamics; apply group counseling theories and group 16 leadership styles that promote positive therapeutic relationships; and, demonstrate the ability to skillfully create therapeutic change through effective group counseling
- Counseling students will demonstrate the ability to identify valid, reliable, developmentally, and culturally appropriate assessment tools; demonstrate the ability to skillfully facilitate client assessment procedures; and, effectively utilize assessment findings and evaluation results to inform treatment planning and counseling interventions for the benefit of client progress.
- Counseling students will demonstrate knowledge of research methods and how research findings inform evidence-based practice; demonstrate ability to skillfully select, analyze, evaluate, and apply professional research to professional counseling practice decisions and theory based interventions; and, apply program evaluation approaches to their practice settings to better serve clients.

Clinical Mental Health Counseling Outcomes

Based on the Council for Accreditation of Counseling and Related Educational Program (CACREP), the goals of The University of Olivet Counseling programs, the standards of the American Counseling Association (ACA). All matriculating Clinical Mental Health Counseling students will demonstrate the following knowledge, skills, and behaviors upon graduation from the clinical counseling program:

- Students will identify as Clinical Mental Health Counselors and will demonstrate an understanding of the professional roles and settings of clinical mental health counseling. Students will also have knowledge of the professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling.
- Students will demonstrate knowledge of the history and development of clinical mental health counseling; demonstrate knowledge of cultural factors relevant to clinical mental health counseling; demonstrate knowledge of theories and models of mental health counseling; demonstrate knowledge of principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning and legal and ethical considerations specific to clinical mental health counseling.
- Students will demonstrate knowledge of and skill in the etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders; roles and settings associated with the continuum of care of clinical mental health counseling services; demonstrate the ability to implement clinically effective treatment approaches for substance use disorders, particularly as they affect individuals with mental illness; demonstrate the ability to implement clinically effective treatment approaches for crises and trauma conditions, particularly as they affect individuals with mental illness; demonstrate knowledge of the effects of neurobiological indicators and 17 psychopharmacological interventions on human functioning; and understand the impact of biological and neurological mechanisms on mental health.
- Counseling students will demonstrate knowledge of mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services network; demonstrate knowledge of strategies for interfacing with the legal system regarding court-referred clients; demonstrate knowledge of strategies for interfacing with integrated behavioral health care professionals; and demonstrate knowledge of strategies to advocate for persons with mental health issues.
- Students will demonstrate knowledge of and skills in the practice of clinical mental health counseling, including holistic and contextual assessment of client functioning; demonstrate the successfully complete an intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment specific to mental health counseling for treatment planning and caseload management; and will demonstrate an understanding of record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling.
- Students will demonstrate understanding of the clinical counselor's role in social justice advocacy; demonstrate knowledge of and skills in the application of social

justice principles in the practice of clinical counseling, including fairness and equity in accessing resources, exercising civil rights, and procuring mental health treatment, particularly in the cases of individuals and groups of people who experience marginalization; and, demonstrate the ability to engage in individual and/or collective actions to correct injustices or improve social conditions that support and benefit the welfare of individuals, groups, and general society.

- Students will demonstrate knowledge of the potential for the etiology of addiction and substance abuse use disorders to mimic and/or co-occur with a variety of neurological, medical and psychological disorders; demonstrate knowledge of the impact of crisis and trauma on individuals for prevention and treatment of a broad range of mental health diagnoses; and demonstrate knowledge of the techniques and interventions for prevention and treatment of a broad range of mental health issues.
- Students will demonstrate collaboration within professional counseling to develop programs and interventions to promote positive mental health of individuals, groups and families in clinical mental health settings
- Students will demonstrate an understanding of the organization, management, and leadership theories relevant in clinical mental health settings; and will 18 demonstrate an understanding of legislation and government policy relevant to clinical mental health counseling.
- Students will demonstrate knowledge of the diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD); demonstrate knowledge of classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation; and demonstrate an understanding of crisis and trauma on individuals with mental health diagnoses.

School Counseling Outcomes

Based on the Council for Accreditation of Counseling and Related Educational Program (CACREP), the goals of The University of Olivet Counseling program, and the standards of the American School Counseling Association (ASCA), all matriculating School Counseling students will demonstrate the following knowledge, skills, and behaviors upon graduation from the school counseling program:

- School counseling students will demonstrate knowledge of the school counselor professional identity as being leaders, advocates, collaborators, and systemic change agents. Skills will support this knowledge through demonstrating their abilities to design, implement, and evaluate student-centered, data-informed school counseling programs that are comprehensive in scope, preventative in design, and developmental in nature within the three domains (academic, social/emotional, postsecondary) to ensure the equity, access, and success of EVERY student in their building.
- School Counseling students will demonstrate knowledge of the foundational principles, theories, and models of care utilized in the ethical and effective practice of the school counseling profession; demonstrate ability to skillfully select and administer assessments specific to the practice of school counseling and concerns; demonstrate the ability to skillfully conceptualize individual and systemic needs, design, and operationalize interventions that address barriers and gaps in progress, and ethical documentation.
- School counseling students will demonstrate an in-depth knowledge of the practice of school counseling as a profession; adopt the identity, values, and conduct of the school counseling profession; demonstrate knowledge of the trends, standards, history and practices that impact the profession of school counseling; and, demonstrate the ability to practice skillfully within the ethical guidelines established by ASCA.
- School Counseling students will demonstrate knowledge of and skill in the roles and settings associated with the continuum of work of school counseling services; demonstrate skills 19 in consultation and collaboration with community partners, families, and all P-12 stakeholders; direct services of counseling, crisis response, curriculum implementation, small groups, postsecondary and career readiness, as well as assessment and referral; knowledge in professional organizations, ethical practices, and advocacy for the profession.
- School counseling students will demonstrate in depth understanding of the differences between school counseling and clinical mental health counseling; including specific ethical guidelines, best practices, and professional boundaries. Skills evidenced for working with diverse student populations on social emotional concerns in collaboration with all school stakeholders, family systems, and community partners.
- School counseling students will demonstrate understanding of the school counselor's role in social justice advocacy; demonstrate knowledge of and skills in the application of social justice principles in the practice of school counseling, including fairness and equity in accessing resources, exercising civil rights, and procuring mental health supports, particularly in the cases of individuals and groups of people who experience marginalization; and, demonstrate the ability to engage in individual and/or collective actions to correct injustices or improve social conditions that support and benefit

the welfare of individuals, groups, and general society.

- School counseling students will demonstrate an in-depth knowledge and skills in examining school policies, practices, data, curriculum, and resource allocation in order to advocate for the elimination of barriers that prevent equitable access to a high-quality education; identify inequities in achievement, attendance, and misconduct data and implement strategies and interventions such as changes in culture and climate, direct instruction, small groups, and individual supports to close opportunity, achievement, and attainment gaps.
- School counseling students will demonstrate an in-depth knowledge of ethical and effective collaborative and consultation practices with diverse groups and individuals and demonstrate skills in consultation with students and families, P-12 staff members, postsecondary school personnel, and community agencies.
- School Counseling students will demonstrate an in-depth knowledge of ethical and effective practices to promote academic development for all students through core curriculum development, classroom management skills, differentiated instructional strategies; creation of developmentally appropriate interventions and strategies to promote academic success, ease of postsecondary transitions, and college and career readiness to promote equity in student achievement and college access.
- School Counseling students will demonstrate an in-depth knowledge of ethical and effective leadership practices that acknowledges leadership as critical for the design and implementation of a comprehensive and developmentally appropriate school counseling program. Students will demonstrate skills of advocacy, collaboration and systemic change strategies specific to the counseling profession in order to augment P-12 student learning outcomes, social emotional well-being and postsecondary/career access.

Master of Arts in Clinical Mental Health Counseling *(60 semester hours)*

A total of 60 sequential credits must be to earn the Master of Arts in Clinical Mental Health Counseling degree. Students must maintain a 3.0 or higher grade point average to continue in the program and to graduate with this degree.

Complete each of the following courses (57 semester hours):

CES 500	Remote Intensive Orientation & Equity Counseling Academy (0)
CES 501	Professional Ethics and Orientation to Practice (3)
CES 502	Social Justice and Cultural Diversity in Counseling (3)
CES 503	Theories of Counseling in Diverse Contexts (3)
CES 504	Counselor Identity and Conceptualization of Practice (3)
CES 505	Group Counseling Theory & Techniques (3)
CES 506	Counseling Across the Lifespan (3)
CES 507	Testing and Assessment Procedures (3)
CES 508	Research Methodology and Evaluation (3)
CES 509	Career Development 3)
CES 510	Intensive Residency I (0)
CES 511	Addictive Disorders: Theory, Intervention, and Treatment (3)
CES 512	Counseling Children and Adolescents (3)
CES 513	Psychopathology: Diagnosis and Treatment Planning (3)
CES 514	Family and Relationship Counseling (3)
CES 515	Trauma and Crisis Intervention (3)
CES 516	Sexuality Counseling (3)
CES 520	Intensive Residency II (0)
CES 596	Counselor Identity, Consulting, and Professional Relationships (3)
CES 597	Clinical Mental Health Counseling Practicum (3)
CES 598	Clinical Mental Health Counseling Internship I (3)
CES 599	Clinical Mental Health Counseling Internship II (3)
CES 600	Expert Therapist Series 1 (0)
CES 600	Expert Therapist Series 2 (0)
CES 600	Expert Therapist Series 3 (0)

Complete one of the following courses (3 semester hours):

CES 551	Counseling Sexual & Gender Minority Clients (3)
CES 552	Counseling Vulnerable and Restricted Populations (3)

Master of Arts in School Counseling
(60 semester hours)

A total of 60 sequential credits must be to earn the Master of Arts in School Counseling degree. Students must maintain a 3.0 or higher grade point average to continue in the program and to graduate with this degree.

Complete each of the following courses (60 semester hours):

CES 500	Remote Intensive Orientation and Equity Counseling Academy (0)
CES 501	Professional Ethics and Orientation to Practice (3)
CES 502	Social Justice and Cultural Diversity in Counseling (3)
CES 503	Theories of Counseling in Diverse Contexts (3)
CES 504	Counselor Identity and Conceptualization of Practice (3)
CES 505	Group Counseling Theory & Techniques (3)
CES 506	Counseling Across the Lifespan (3)
CES 507	Testing and Assessment Procedures (3)
CES 508	Research Methodology and Evaluation (3)
CES 510	Intensive Residency I
CES 511	Addictive Disorders: Theory, Intervention, and Treatment (3)
CES 512	Counseling Children and Adolescents (3)
CES 513	Psychopathology: Diagnosis and Treatment Planning (3)
CES 514	Family and Relationship Counseling (3)
CES 515	Trauma and Crisis Intervention (3)
CES 517	Introduction to School Counseling (3)
CES 518	Organization, Admin, & Leadership of SC Programs (3)
CES 519	Post-Secondary Planning for SC (3)
CES 520	Intensive Residency II (0)
CES 586	Counselor Identity, Consulting, and Professional Relationships (3)
CES 587	School Counseling Practicum (3)
CES 588	School Counseling Internship I (3)
CES 589	School Counseling Internship II (3)
CES 600	Expert Therapist Series 1 (0)
CES 600	Expert Therapist Series 2 (0)
CES 600	Expert Therapist Series 3 (0)

Master of Business Administration

Linda Goulet, D.B.A, Chair
Business Department

The Master of Business Administration degree at The University of Olivet allows students to pursue advanced studies in business administration. Students choose one of four concentrations for their studies: Accounting, Insurance, Enterprise Risk Management, or a General MBA concentration.

This graduate program utilizes blended distance learning technology (synchronous and asynchronous) that allows students to see and speak with faculty and other students online while completing much of their coursework at their own pace and on their own schedule via the college's Blackboard software program. The program takes advantage of experts in the appropriate fields as adjunct instructors located throughout the United States as well as faculty at The University of Olivet.

Courses are scheduled in five eight-week terms each academic year (Fall 1, Fall 2, Spring 1, Spring 2, and Summer). An annual course schedule including all required courses in regular rotation is developed and provided to students prior to each academic year. Students work with academic staff to develop an academic plan that accommodates their work and family demands and to schedule courses to facilitate progression through the academic program. Although no on-campus course attendance is required, graduates are invited to participate in the spring commencement ceremony held on campus each May.

Admission Requirements

The Master of Business Administration degree at The University of Olivet is a rigorous program of graduate-level study. To be eligible for admission consideration, applicants must meet the following requirements.

A. Undergraduate Degree Requirement

Except for students participating in the dual undergraduate/ graduate program, students seeking to enroll in graduate studies in business administration at The University of Olivet must meet one of the following degree requirements:

1. A bachelor's degree from an approved college or university accredited by a regional accrediting organization, in an appropriate academic field; or
2. A bachelor's degree from an approved college or university accredited by a regional accrediting organization in a related field and significant related professional experience.

B. GPA Requirement

Students seeking to enroll in graduate studies must have a cumulative grade point average (GPA), including all prior college level coursework, of 2.75 or higher (on a 4.0 scale).

Students with a grade point average between 2.0 and 2.74, may be considered for acceptance to the graduate degree program based on the following additional requirement, as determined by the MBA Admissions Committee:

1. A minimum of two years professional work experience in a related field; or
2. A satisfactory score on the Graduate Management Admission Test (GMAT) or accepted alternative exam.

C. GMAT Requirement

Completing and submitting a satisfactory score on the Graduate Management Admission Test (GMAT) is strongly suggested to strengthen the applicant's profile.

The GMAT requirement may be waived by candidates who are able to provide documentation of at least one of the following:

- A minimum of three years of relevant professional experience indicating increased responsibilities over that period.
- A transcript indicating an undergraduate GPA of 3.5 or higher from a regionally accredited college or university.
- A transcript indicating having earned a master's degree or higher from a regionally accredited college or university.

Meeting the criteria to waive the GMAT does not guarantee admission to The University of Olivet MBA program.

Application Requirements

Prospective graduate students are required to submit the following documents as part of their application package:

- A formal application through the college's online application system.
- An official transcript indicating completion of a bachelor's degree from an accredited undergraduate institution with a cumulative grade point average of 2.75 or higher on a 4.0 scale.
- Two letters of recommendation sent directly from the reviewer to The University of Olivet's Office of Admissions discussing the applicant's ability, talent, and aptitude for graduate study in business administration.
- A personal essay discussing the applicant's commitment to professional growth and development through the graduate program and discussing the applicant's ability, talent, and aptitude for graduate study in business administration.

Graduate Provisional Admission Status

Provisional admission status may be granted to applicants who have strong potential for academic success in business administration but will not complete their undergraduate degrees by the graduate program start date, may require remedial coursework before beginning program coursework, or have not met one of the admissions criteria. Permission is required from the MBA Admissions Committee and the Chair of the Business Department to grant this status to applicants. The three types of applicants who may be eligible for provisional admission include:

Incomplete Bachelor's Degrees — Students who are near to completing their undergraduate degree but will not graduate with a bachelor's degree prior to the graduate program start date, have met all other admissions requirements, and have undergone the evaluation process for admission to the MBA program.

Remedial Coursework — Students who have met all admissions requirements and have undergone the evaluation process for admission to the graduate program but lack content knowledge required for graduate study in business administration. If granted, students must complete designated coursework within two academic terms and maintain a GPA of 3.0 or higher in these courses before official admission into the graduate program may occur.

Missing Admissions Criteria — Students who do not meet one of the admissions criteria but are nominated for admission on a provisional basis by an The University of Olivet faculty member. Students are admitted under this status for one academic term. If they earn a GPA of 3.0 or higher, students will be officially admitted into the graduate program.

The MBA Admissions Committee has final approval on the acceptance of all candidates into The University of Olivet MBA Program.

Technology Requirements

The University of Olivet MBA program is offered online. In order to enroll in the program, students must have:

- Access to adequate internet connectivity to participate in the program.
- Computer equipped sufficiently for technology and software used within the program.
- Video teleconference technology (e.g., webcam) for synchronous components of classroom courses.

Graduation Requirements

The following are requirements for graduation with a Master of Business Administration degree at The University of Olivet:

- The completion of a minimum of 33 credits, with at least 21 credits earned at The University of Olivet.
- The completion of all required courses for the degree program, including the chosen concentration.
- The successful completion of the capstone course with concentration specific case study or project. This MBA capstone course will distinguish the comprehensive learning of the student that has been developed in the program and through prerequisite experience with respect to the specific concentration pursued. Expanding on the concentration-specific knowledge of the student, the final project in this course will be a completion of a comprehensive case study or project directly aligned with the student's chosen MBA concentration.
- Maintaining a cumulative grade point average of 3.0 or higher.
- All requirements for graduation must be completed within seven years of matriculation into the program.

NOTE: The University of Olivet MBA program recognizes that MBA students may demonstrate mastery of select course content through graduate coursework or through professional designations such as CPCU®, CPA®, CFA®, or FRM®. A maximum of twelve credits may be accepted in transfer or as course equivalencies towards graduation as part of the MBA program. Assessment of transfer credits and course equivalencies are determined following admittance into the MBA program. The University of Olivet aligns the awarding of credit for CPCU and other industry exams with current recommendations for graduate credit determined by the American Council of Education (ACE)'s review and evaluation of individual examinations. This equivalency information is provided on The Institutes' website.

Master of Business Administration Program Learning Outcomes

With the completion of the Master of Business Administration program, the following student learning outcomes are expected:

- Apply advanced knowledge, business analysis and problem-solving techniques to formulate strategies for optimal organizational performance.
- Apply critical thinking, quantitative analysis and data interpretation to corporate judgements and decisions.
- Make ethical, legal, and socially responsible managerial decisions within a global business atmosphere.
- Demonstrate the ability to collaborate and provide effective leadership within diverse business environments.

Accounting Concentration Learning Outcome

In addition to the MBA program learning outcomes, the following accounting specific outcome is expected:

- Demonstrate enhanced expertise in managerial and financial accounting, assessing an entity's financial condition through timely and accurate financial information, and testing compliance through audits

Enterprise Risk Management Concentration Learning Outcome

In addition to the MBA program learning outcomes, the following enterprise risk management specific outcome is expected:

- Demonstrate enhanced expertise in the enterprise risk management industry related to identifying and effectively addressing organizational risks. Describe and show an understanding of different risk categories and recommend methods to manage an organization's risk, including risk optimization, management of market risk, credit risk operational and other risks.

Insurance Concentration Learning Outcome

In addition to the MBA program learning outcomes, the following insurance specific outcome is expected:

- Demonstrate enhanced expertise related to the financial, ethical, legal and global issues within the insurance industry. Apply current insurance and risk management theories, concepts and quantitative techniques to formulate strategies for optimal organization performance.

General Business Management Concentration Learning Outcome

In addition to the MBA program learning outcomes, the following general business management specific outcome is expected:

- Demonstrate enhanced expertise in the business industry by articulating key issues facing small businesses and large corporations and by demonstrating the ability to utilize qualitative and quantitative methods to investigate and solve critical business problems.

Master of Business Administration Requirements *(33 semester hours)*

A total of 33 credits must be completed within seven years to earn the Master of Business Administration degree. Students must maintain a 3.0 or higher grade point average to continue in the program and to graduate with an MBA degree.

Complete each of the following courses (21 semester hours):

MBA 808 Management and Organizational Behavior with a Diverse Workforce (3)
MBA 809 Strategic Marketing (3)
MBA 810 Managerial Economics (3)
MBA 811 Corporate Accounting and Finance (3)
MBA 820 Quantitative Analysis and Decision Making for Management (3)
MBA 830 Ethics and Leadership (3)
MBA 891* Strategic Management and Executive Leadership (3)

Complete one of the following four concentrations:

A. Accounting Concentration (12 semester hours)

Complete each of the following courses (9semester hours):

MBA 860 Intermediate Accounting Concepts (3)
MBA 861 Advanced Accounting Concepts I (3)
MBA 862 Advanced Accounting Concepts II (3)

Complete 3 semester hours from the following courses:

MBA 802 Personal Financial Planning (3)
MBA 806 Operations Management (3)
MBA 812 Business and Insurance Law (3)
MBA 814 Financial Management (3)
MBA 831 Negotiations (3)
MBA 832 Alternative Dispute Resolution (3)
MBA 853 Employee Benefits (3)
MBA 882 Variable Topics (Accounting Topics) (3)

B. Enterprise Risk Management Concentration (12 semester hours)

Complete 9 semester hours from the following courses:

MBA 854 Risk Assessment (3)
MBA 855 Risk Control (3)
MBA 856 Risk Financing (3)
MBA 857 Enterprise Risk Management (3)
MBA 882 Variable Topics (Enterprise Risk Management Topics) (3)

Complete 3 semester hours from the following courses:

MBA 800 Insurance and Risk Management (3)
MBA 803 Global Insurance & Risk Management (3)
MBA 806 Operations Management (3)
MBA 812 Business and Insurance Law (3)
MBA 813 Project Management (3)
MBA 814 Financial Management (3)
MBA 831 Negotiations (3)
MBA 832 Alternative Dispute Resolution (3)
MBA 835 Property-Casualty Insurance Contracts (3)
MBA 840 Financial Management of Property Casualty Insurers (3)
MBA 844 Reinsurance Principles and Practices (3)
MBA 851 Commercial Property Risk Management and Insurance (3)
MBA 852 Commercial Liability Risk Management and Insurance (3)
MBA 853 Employee Benefits (3)
MBA 859 Personal Risk Management and Property-Casualty Insurance (3)
MBA 863 Surplus Lines Insurance Operations (3)
MBA 882 Variable Topics (3)

C. Insurance Concentration (12 semester hours)

Complete 9 semester hours from the following courses:

MBA 800 Insurance and Risk Management (3)
MBA 803 Global Insurance & Risk Management (3)
MBA 812 Business and Insurance Law (3)
MBA 835 Property-Casualty Insurance Contracts (3)
MBA 840 Financial Management of Property Casualty Insurers (3)
MBA 844 Reinsurance Principles and Practices (3)
MBA 851 Commercial Property Risk Management and Insurance (3)
MBA 852 Commercial Liability Risk Management and Insurance (3)
MBA 859 Personal Risk Management and Property-Casualty Insurance (3)
MBA 863 Surplus Lines Insurance Operations (3)
MBA 882 Variable Topics (Insurance Topics) (3)

Complete 3 semester hours from the following courses:

MBA 802 Personal Financial Planning (3)
MBA 806 Operations Management (3)
MBA 813 Project Management (3)
MBA 814 Financial Management (3)
MBA 831 Negotiations (3)
MBA 832 Alternative Dispute Resolution (3)
MBA 853 Employee Benefits (3)
MBA 854 Risk Assessment (3)
MBA 855 Risk Control (3)
MBA 856 Risk Financing (3)
MBA 857 Enterprise Risk Management (3)
MBA 882 Variable Topics (3)

D. General Concentration (12 semester hours)

Complete 12 semester hours from the following courses:

MBA 800 Insurance and Risk Management (3)
MBA 802 Personal Financial Planning (3)
MBA 803 Global Insurance & Risk Management (3)
MBA 806 Operations Management (3)
MBA 812 Business and Insurance Law (3)
MBA 813 Project Management (3)
MBA 814 Financial Management (3)
MBA 831 Negotiations (3)
MBA 832 Alternative Dispute Resolution (3)
MBA 835 Property-Casualty Insurance Contracts (3)
MBA 840 Financial Management of Property Casualty Insurers (3)
MBA 844 Reinsurance Principles and Practices (3)
MBA 851 Commercial Property Risk Management and Insurance (3)
MBA 852 Commercial Liability Risk Management and Insurance (3)
MBA 853 Employee Benefits (3)
MBA 854 Risk Assessment (3)
MBA 855 Risk Control (3)
MBA 856 Risk Financing (3)
MBA 857 Enterprise Risk Management (3)
MBA 859 Personal Risk Management and Property-Casualty Insurance (3)
MBA 863 Surplus Lines Insurance Operations (3)
MBA 882 Variable Topics (3)

Course Descriptions
Master of Arts in Counseling
Social Science Department

CES 500 Remote Intensive

0 semester hours.

This remote intensive orientation will be 8-10 hours spread over two days. Students will attend orientations to the program, college, and library and will participate in sessions on graduate level writing and online learning technology. Additionally, students will participate in the initial session of the Equity Counseling Academy.

CES 501 Professional Ethics and Orientation to Practice

3 semester hours.
Prerequisites: CES 500.

This course provides an orientation to the field of counseling and explores the ethical and legal philosophies that underlie the counseling profession. Ethical decision-making models, professional standards, counselor values and attitudes, counselor competence and supervision, client rights and confidentiality, dual relationships and ethical issues in research and testing will all be covered. This course also addresses ethical issues in multicultural counseling, marital and family therapy, group counseling and issues related to dealing with unethical behavior. Expectations for writing skills, technological competency, and computer literacy will be covered. Students will conduct a literature review of research on a relevant topic of their choice. The literature review will support understanding and synthesis of peer-reviewed research.

CES 502 Social Justice and Cultural Diversity in Counseling

3 semester hours.
Prerequisites: CES 500.

This course is designed to examine race, ethnicity, and cultural variables in society and the effect that they have on the counseling process. The social and political context of counseling individuals, families, and groups in the context of the human experience, universal and culture specific aspects of the counseling process, barriers to effective cross-cultural counseling, specific ethnic and cultural considerations. Other areas of investigation include the intersections of race, ethnicity, class, gender, sexual orientation, age, physical ability, and the impact of oppression. Intercultural communication patterns and multicultural counseling theory and practice are emphasized, along with the role of the counselor as an advocate, ally, and agent of social change.

CES 503 Theories of Counseling in Diverse Contexts

3 semester hours.
Prerequisites: CES 500.

This course will provide an overview of the major theories of counseling with a focus on ethnicity, gender, culture, and sexual orientation. Students will learn and conceptualize traditional and modern counseling theories from a social justice perspective. Early counseling theory is used to create a basis for the diversions that have occurred reflective of culture and societal tides. Modern theories and integrated perspectives will highlight the ways that theory has morphed to meet the need of the ever-diversifying 27 world. Each theory will be applied to several cases with a diversity of clientele. Students will evaluate the theories to develop an alignment with a method of counseling. Overall, students are encouraged not only to explore all the major theoretical orientations, but also to explore their personal beliefs and values to develop and deepen their understanding of the counseling process and outcome.

CES 504 Counseling Techniques and Skills in Diverse Contexts

3 semester hours.
Prerequisites: CES 503.

This course serves as a follow-up to Theories of Counseling in Diverse Contexts. Where the focus of CES 503 was on the theory, this course focuses on how to apply the techniques of the theories to clients. The purpose of this course is for students to develop and demonstrate basic competencies in the processes of communication, interviewing, and counseling with diverse clients. In addition to in-class presentation and skill demonstration, students are involved in laboratory and supervision meetings designed to facilitate skill development. Course content includes counseling process models, critical dimensions of helping, approaches to intervention and prevention, and experiences designed to assist students in the formulation of a personal philosophy system of counseling. The course will culminate with a recorded demonstration of counseling technique using a theory of the students' choice.

CES 505 Group Counseling Techniques
3 semester hours.
Prerequisites: CES 504.

The focus of this course is on the study of group dynamics and approaches to group therapy and counseling with an emphasis on becoming an effective group leader. Additionally, students will gain a deeper understanding of group counseling theories, principles of group dynamics, historical developments, diversity issues, and contemporary research findings. Students in this course will be exposed to group counseling literature and will become aware of resources available for leading groups. Students will develop skills to manage group membership, engage in group leadership, and understand how to work with process groups. Group therapy settings and special populations will be addressed, specifically attending to the multicultural/social justice and ethical issues within group therapy. Group guidance concepts as a significant component of the educational and prevention aspects of a counseling program.

CES 506 Lifespan Development
3 semester hours.

A lifespan perspective is used to apply counseling theories and techniques to clients. The nature and needs of individuals at all developmental levels, including theories of individual and family development; theories of learning and personality development; human behavior including an understanding of developmental crises, disability, exceptional behavior, addictive behavior, psychopathology, and situational and environmental factors affecting behavior; and strategies for facilitating optimum development over the life span. Cultural, legal, and ethical considerations are all covered. Course offered asynchronously.

CES 507 Testing and Assessment Procedures
3 semester hours.
Prerequisites: CES 501.

This course provides students exposure to individual and group approaches to assessment and evaluation. Topics include historical perspectives on assessment; standardized norm-referenced, criterion-referenced, and non-standardized assessment; psychometric concepts including reliability and validity; strategies for selecting, administering, and interpreting assessment and evaluation instruments; techniques to reduce testing bias, case conceptualization; assessment and diagnosis of mental and emotional status; cultural, ethical, and legal considerations.

CES 508 Research Methodology and Evaluation
3 semester hours.
Prerequisites: CES 507.
This course is designed to prepare students to engage in counseling research. Specifically, students will become critical consumers of research. In this course students will begin to develop an understanding of how research is necessary within the counseling profession. Including: research methods, statistical analysis, needs assessment, and program evaluation. Methods of evaluating counseling process and program effectiveness; review of descriptive statistics; study of inferential statistics; legal and ethical considerations; and fundamentals of writing the research report.

CES 509 Career Development & Counseling
3 semester hours.

This course will examine the world of work, life career development, career decision- making theories, the process and techniques of career counseling and the interrelationship between career and life balance issues and mental health; these issues will be discussed using multicultural and social justice frameworks. Attention will be given to career issues related to issues of diversity including (but not limited to) gender, 31 socio-economic class, cultural differences, disabilities, sexual orientation, and challenges related to a changing work environment.

CES 510 Intensive Residency I
0 semester hours.
Prerequisite: CES 504

This intensive week-long (Sunday evening – Friday morning) on-campus residency is required of all first year students. The residency provides networking opportunities for students; facilitates mentorship with faculty; and allows for direct assessment and evaluation of student skill and competency development. During residency, students will also participate as group members in a small group activity for a minimum of 10 clock hours led by an external facilitator. Notes: 1) Additional course fee and 2) [5 days Sunday-Friday, basic skills; group sessions; equity counseling academy].

CES 511 Addiction Theory and Intervention
3 semester hours.

Preparation for practice in substance abuse counseling. An integrative biopsychosocial model is presented to develop an understanding of substance abuse assessment and treatment. Course content includes an overview of the history of

substance abuse, a review of models of addiction, a multidimensional model of the addiction process, the physiological effects of commonly abused substances, assessment and diagnosis of substance abuse disorders, an examination of treatment effectiveness, and specific clinical skills and treatment strategies for individual adult clients, adolescents, and families. Cultural implications are considered. Current research is emphasized.

CES 512 Counseling Children and Adolescents
3 semester hours.
Prerequisites: CES 502 and CES 504.

The focus of this course is on the study of child and adolescent counseling with an emphasis on addressing the mental health needs of this population. Students will gain a deeper understanding of child and adolescent development, child and adolescent counseling theories, and interventions for working with 33 children and adolescents in mental health and school settings. Students in this course will be exposed to child and adolescent counseling literature and will become aware of resources available when working with this population. Students will develop skills to conduct counseling session, assess for mental health disorders, and understand the legal and ethical considerations when working with children and adolescents whose privacy and autonomy are not granted as readily as adults. Specific attention will also be given to the impact of the child-parent relationship. Lastly, there will be a strong multicultural/social justice focus infused throughout this course.

CES 513 Psychopathology: Diagnosis and Treatment
3 semester hours.
Prerequisites: CES 502 and CES 504.

The purpose of this course is to introduce counseling students to the patterns, types, and treatment of psychopathology. This course will cover knowledge and skills necessary for the effective use of the interview examination, systematic observation of client behavior, correct application of psychological constructs and appraisals, recognition, and classification of major syndromes of psychopathology, diagnostic schema, and the prevalence of mental disorders. At the conclusion of this course students will be acquainted with the basic patterns of psychopathology, the associated symptoms, and will be able to differentiate between the different types of psychopathologies. Students will become competent with using the Diagnostic and Statistical Manual of Mental Disorders 5th Ed. Text Revision and the International Classification of Diseases, 10th Ed. Finally, students will be able to define counseling approaches that would be most appropriate for specific patterns of psychopathology.

CES 514 Family and Couple Counseling
3 semester hours.
Prerequisites: CES 502 and CES 504.

This course will introduce students to the theory, assessment techniques and intervention strategies used in the practice of Marriage, Couple and Family Counseling, with a particular emphasis on multicultural and diverse families and an exploration of the student's own family of origin. Using a learning-centered educational approach, students will be introduced to both traditional and postmodern family therapy theories and the application of these theories to the contemporary family.

CES 515 Trauma and Crisis Intervention
3 semester hours.

This course is designed to prepare students to respond to a variety of trauma related stressors such as intimate partner violence, sexual and interpersonal violence, natural disasters, war, terrorism, and intergenerational trauma. Students will become familiar with trauma informed approaches to working with clients. This course will also discuss vicarious traumatization and compassion fatigue and how to use self-care and supervision to ameliorate this condition. Students will learn trauma related assessment, intervention strategies, and counseling and will be exposed to crucial information, clinical considerations, and practical experiences on many traumatology topics.

CES 516 Sexuality Counseling
3 semester hours.

This course is designed for counseling and human service professionals whose work will bring them into contact with clients experiencing problems and concerns with their sexuality. Using a lifespan developmental approach, the course will: 1) provide information and perspective regarding biological, developmental, behavioral, emotional, psychological, and cultural aspects of human sexuality; 2) provide an opportunity to expand awareness of, and tolerate and reduce anxiety around, a wide range of human sexual expression; 3) encourage increased comfort for each class member with his/her own sexuality; and 4) increase comfort and skill level in discussing a wide variety of sexual concerns. Course topics include

physical, psychological, and social development; gender, gender-identity, sexual orientation; sex therapy theories and techniques; sexual expression; sexual dysfunction; relationship issues; HIV/AIDS and other sexually transmitted infections; sexual deviance, rape and incest; power and coercion; and family dysfunction.

CES 517 Introduction to School Counseling

3 semester hours.

Prerequisites: CES 500.

This course is designed to present school counselors-in-training with an overview of the various elements that make up this professional role. Topics for discussion include consultation, professional and ethical responsibilities, career guidance, culturally appropriates assessment, and the methods of intervention. In addition, students will be introduced to the components for developing and managing their own school counseling programs. This course combines a mixture of theory with exposure to practitioners in the field and related areas to increase the students' understanding of the role and function of the professional school counselor in today's school. The ASCA national model will be provide the foundations for this course.

CES 518 Organization, Administration, & Leadership of Effective School Counseling Programs

3 semester hours.

Prerequisites: CES 517.

This course is the follow up to CES 517: Introduction to School Counseling. Students will actively explore the role of the professional school counselor in designing and implementing a data-driven, comprehensive school counseling program. This will be accomplished through the use of lecture, class discussion and video/film presentations, role-play experiences, self- awareness exercises, small group 38 work, and/or homework. As the focus in this course is on program development, students will learn how to design a comprehensive development program based on the ASCA national model.

CES 519 Post-Secondary Educational and Career Planning for School Counseling

3 semester hours.

Prerequisites: CES 518

This course will introduce career development and educational planning in K-12 settings and across the life span. Students will explore career theories and decision-making models, career assessments and technology, program planning, education tools, resources, strategies, post-secondary planning, and other life roles. The focus in this course will be on applying career counseling in a school context through clinical experiences and case studies.

CES 520 Intensive Residency II

0 semester hours.

Prerequisite: CES 510.

This intensive week-long (Monday evening – Friday morning) on-campus residency is required of all students prior to beginning practicum. The residency provides networking opportunities for students; facilitates mentorship with faculty; and allows for direct assessment and evaluation of student skill and competency development. During residency, students will also demonstrate developmentally appropriate counseling skills. Notes: 1) Additional course fee and 2) [4 days M-F, advanced skills; pre-practicum; equity counseling academy].

CES 551 Counseling Sexual & Gender Minority Clients

3 semester hours.

This is a survey course designed to provide foundational training to help counselors work effectively with lesbian, gay, bisexual, transgender, and queer (LGBTQ+) clients in counseling. Information about LGBTQ+ individuals, experiences, and communities will be provided through readings, assignments, and lectures. Students will gain self-awareness by reflecting on exposure to LGBTQ+ issues and communities. Students will apply knowledge and awareness through discussions and in-class activities.

CES 552 Counseling Vulnerable and Restricted Populations

3 semester hours.

This is a survey course designed to provide foundational training to help counselors work effectively with individuals who have special characteristics that make conventional counseling complicated. An overview of working with clients who are incarcerated, elderly, developmentally/physically disabled, intellectually delayed, ethnic and religious minorities, and/or individuals who require guardianship will be provided. Information about vulnerable and restricted populations, experiences, and communities will be provided through readings,

assignments, and lectures. Students will gain self-awareness by reflecting on exposure to a variety of related issues and communities. Students will apply knowledge and awareness through discussions and in-class activities.

CES 586 School Counselor Identity, Consulting, and Professional Relationships

3 semester hours.
Prerequisites: CES 520.
Cross-listed with CES 596.

This course prepares students to transition from trainee to practitioner. of consulting. Using organizational leadership models, students will learn how to intervene to provide services to macro level issues within organizations. School programming, consultation, and liaison roles will be discussed. The counselor's tact and development of professional relationships is reinforced in this course where the importance of developing community relationships is expanded on. Advocacy, credentialing, licensure, case management, 3rd party reimbursement, and outreach will all be addressed.

CES 587 School Counseling Practicum

3 semester hours.
Prerequisite: Approved application for clinical training.

This course provides supervised school counseling experiences in which students serve as counseling interns in a public elementary, middle, or high school. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for continued learning and growth on job. Note: Additional course fee

CES 588 School Counseling Internship I

3 semester hours.
Prerequisite: CES 697.

This course is a continuation of the supervised school counseling experiences that began in CES 587 School Counseling Practicum. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for continued learning and on the job growth. Eligibility for this course requires having satisfactorily completed all Practicum requirements. Note: Additional course fee

CES 589 School Counseling Internship II

3 semester hours.
Prerequisite: CES 588.

This course is a continuation of the supervised school counseling experiences that began in CES 588 School Counseling Practicum. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for continued learning and on the job growth. Eligibility for this course requires having satisfactorily completed all Practicum requirements. Note: Additional course fee

CES 596 Clinical Counselor Identity, Consulting, and Professional Relationships

3 semester hours.
Prerequisites: CES 520.
Cross-listed with CES 586.

This course prepares students to transition from trainee to practitioner. of consulting. Using organizational leadership models, students will learn how to intervene to provide services to macro level issues within organizations. Clinical programming, consultation and liaison roles, and emergency response management will be discussed. The counselor's tact and development of professional relationships is reinforced in this course where the importance of developing community relationships is expanded on. Advocacy, credentialing, licensure, case management, 3rd party reimbursement, and outreach will all be addressed. Note: Additional course fee.

CES 597 Clinical Mental Health Practicum

3 semester hours.
Prerequisite: Approved application for clinical training.

This course provides supervised counseling experiences in which students serve as counseling interns at clinical mental health counseling settings. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for continued learning and growth on job. Note: Additional course fee.

CES 598 Clinical Mental Health Counseling Internship I

3 semester hours.

Prerequisite: CES 697.

This course is a continuation of the supervised clinical mental health counseling experiences that began in CES 697 Clinical Mental Health Counseling Practicum. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for 46 continued learning and on the job growth. Eligibility for this course requires having satisfactorily completed all Practicum requirements. Note: Additional course fee.

CES 599 Clinical Mental Health Counseling Internship II

3 semester hours.

Prerequisite: CES 598.

This course is a continuation of the supervised clinical mental health counseling experiences that began in CES 697 Clinical Mental Health Counseling Practicum. Degree candidates must display the ability to integrate theory and practice equivalent to that of a competent beginning counselor and show capacity for continued learning and on the job growth. Eligibility for this course requires having satisfactorily completed all Practicum requirements. Note: Additional course fee.

CES 600 Expert Therapist Series

0 credits.

Prerequisite: Current Enrollment in CES 587, 588, 589, 597, 598, or 599

The Expert Therapist Series is conducted during the final year of the program while students are completing their practicum and internship. Three eminent scholar-practitioners are invited to facilitate full-day workshops, traditionally conducted on the first Saturday in October, February, and June, with an occasional exception in scheduling. The Expert Therapist Series is designed to be an extension of the Equity Counseling Academy and is designed to integrate the issues of diversity, equity, belonging and inclusion with theoretical and practical applications of the curriculum. The Expert Therapist Series is offered as a capstone experience and must be attended by all students in their final year. It is offered on a cost-free, no-credit basis. Successful completion of a post-workshop learning assessment is required and evaluated by the faculty. The Expert Therapist Series is offered in lieu of a comprehensive examination; therefore, successful completion is a graduation requirement. Note: Additional course fee.

Master of Business Administration
Business Department

MBA 800 Insurance & Risk Management

3 semester hours.

An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance regulation, insurance carriers, and overview of insurance operations such as reinsurance, marketing, underwriting, and claims adjusting.

MBA 802 Personal Financial Planning

3 semester hours.

This course provides a solid framework for understanding six major areas of personal financial planning: fundamentals of financial planning, investment planning, insurance planning, taxation, retirement planning and estate planning. Students will be able to complete a comprehensive financial plan which integrates the six major areas of personal financial planning.

MBA 803 Global Insurance & Risk Management

3 semester hours.

The study of the major challenges and cross functional issues facing managers in insurance and risk management businesses with activities and interests around the world. Topics include risk management considerations for both the U.S. business with overseas expansion and Global organizations, corporate structures and politics, international coordination and communication, compulsory vs. non-compulsory coverage, regulatory compliance, loss control considerations, agent/broker considerations, and specialty coverages for global risks.

MBA 806 Operations Management

3 semester hours.

An introduction to the concepts and applications of effective operations management with an emphasis on strategic, conceptual, and contemporary approaches. Topics include supply chain management, the balanced scorecard, and yield management.

MBA 808 Management & Organizational Behavior with a Diverse Workforce
3 semester hours.

The principles of management and administrative theory are learned in case study and lecture formats. Students understand issues involved with managing large organizations. They also develop an appreciation for other management and organizational issues including planning, human behavior, organizational structure, interpersonal skills, and related topics.

MBA 809 Strategic Marketing
3 semester hours.

The study of strategic marketing decisions and the tools to make more informed decisions. A focus on the management of risk and allocation of scarce company resources in the search for a competitive advantage in the marketplace.

MBA 810 Managerial Economics
3 semester hours.

A study of the effects of fiscal and monetary policies on economic performance; how to interpret both domestic and international economic indicators; an emphasis on issues of demand and supply, and various forms of equilibrium conditions; the relationship between market structure and firm performance; and issues relating to transaction costs, managerial incentive conflicts, and the economic value of information.

MBA 811 Corporate Accounting
3 semester hours.

Use of accounting data as a management tool and how to evaluate financial statements; issues of profit planning and budgeting, and working capital management; application of the capital asset and option pricing models to corporate financial decisions; how risk determines the required rate of return. Students make value maximizing capital budgeting decisions under uncertainty.

MBA 812 Business & Insurance Law
3 semester hours.

A study of the legal framework for business decision making, principles of general business law, contracts and agency, application to insurance and risk management, historical legal development in the insurance industry.

MBA 813 Project Management
3 semester hours.

Core concepts and best practices for effective project management in the business setting. Involves extensive application of case studies to promote transferable skill development.

MBA 814 Financial Management
3 semester hours.

The application of theories and methodologies in financial management of large companies. Analysis of financial statements and application of financial data to evaluate and improve financial performance.

MBA 820 Quantitative Analysis and Decision Making for Management
3 semester hours.

The study of the application of quantitative tools to analyze data using a variety of software, including spreadsheets and specialized statistical and simulation packages, to conduct and present applied business research and evaluate the quality of research of others.

MBA 830 Ethics & Leadership
3 semester hours.

An exploration of the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning is designed to enhance skills in critical thinking. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment.

MBA 831 Negotiations
3 semester hours.

Understanding and application of effective negotiation strategies in the business setting. Exploration of foundational theories and research findings with an emphasis on case study applications for achieving successful negotiations.

MBA 832 Alternative Dispute Resolution
3 semester hours.

Conflict management and resolution leadership for the business sector with a focus on alternative resolution process and procedures.

MBA 835 Property-Casualty Insurance Contracts
3 semester hours.

The examination and analysis of common property casualty insurance contracts, underwriting considerations, and application to loss scenarios.

MBA 840 Financial Management of Property Casualty Insurers
3 semester hours.

The application of theories and methodologies acquired in financial management of the specific needs of property-casualty insurance companies. Students analyze insurer financial statements, learn how to use financial data to evaluate the performance of property-casualty insurance companies, construct strategies designed to avoid insolvency, ensure adequate reserving, and meet the future capital needs of the insurance company.

MBA 844 Reinsurance Principles and Practices
3 semester hours.

An introduction to reinsurance, and an examination of the types of reinsurance and reinsurance program design, reinsurance placement process, common reinsurance treaty clauses, quota share treaties, surplus share treaties, property per risk excess of loss treaties, casualty excess of loss treaties, catastrophe reinsurance, aggregate excess of loss treaties, reinsurance audits, reinsurance regulation, reinsurance aspects of the NAIC annual statement, and reserves.

MBA 851 Commercial Property Risk Management and Insurance
3 semester hours.

Commercial Property risk analysis and financial implications of loss. Risk management techniques specific to property including insurance risk transfer. Property insurance policy analysis and variations between industry standard and manuscript policy language.

MBA 852 Commercial Liability Risk Management and Insurance
3 semester hours.

Commercial Liability risk analysis and financial implications of loss. Risk management techniques specific to liability including insurance risk transfer. Liability insurance policy analysis and variations between industry standard and manuscript policy language.

MBA 853 Employee Benefits
3 semester hours.

An in-depth study of employee benefit plans such as group insurance and pensions with special consideration given to financing and current issues.

MBA 854 Risk Assessment
3 semester hours.

The examination of the process of risk management for a private firm, in-depth, with a focus on the identification and analysis of loss exposures, examination of alternatives to traditional insurance, and the use of forecasting and cash flow analysis to make the risk management decision.

MBA 855 Risk Control
3 semester hours.

Risk management has been defined as merely eliminating or reducing risk exposure. Companies are learning that this is far too narrow and constraining definition, risk is central to business success. Risk has traditionally been viewed as a negative for investors and companies, this class will encompass both risk hedging and strategic risk, both sides of the risk equation will be look at in a complete framework for maximizing profit by limiting some risks and exploiting others.

MBA 856 Risk Financing
3 semester hours.

A study of insurance as a risk financing technique, excess and umbrella liability, reinsurance and risk financing, captives, self-insurance, retrospectively rated plans, finite and integrated risk insurance plans, and capital market products.

MBA 857 Enterprise Risk Management
3 semester hours.

Comprehensive overview of concepts and techniques for holistically managing risk in the business enterprise. Implications of managing credit, market, and operational risk and the evolving requirements of the rating agencies and their importance to the overall risk management in a corporate setting are discussed. Methods for identifying risk tolerances, creating and quantifying risk profiles and designing effective strategies for managing risk in the corporate setting are explore.

MBA 859 Personal Risk Management and Property/Casualty Insurance
3 semester hours.

Risk management overview from a holistic personal perspective. Application of risk retention and risk transfer through various personal insurance products including auto, home, umbrella, watercraft and recreational vehicle insurance policies. Profitability and pricing of a portfolio of personal insurance products.

MBA 860 Intermediate Accounting Concepts
3 semester hours.

This graduate level course studies the conceptual framework of accounting, disclosure standards for general purpose financial statements, and measurement standards for cash, receivables, inventories, tangible and intangible operating assets, investments, liabilities, and associated revenues and expenses, including application of compound interest techniques. Measurement and reporting standards for contingencies, stockholders' equity, and special problems associated with revenue recognition are also studied.

MBA 861 Advanced Accounting Concepts
3 semester hours.

This course studies advanced accounting topics in the following areas: Managerial Accounting, Cost Accounting, Taxation and Accounting Information Systems.

MBA 862 Advanced Accounting Concepts II
3 semester hours.

This course studies advanced accounting topics in the following areas: Auditing, Forensic Accounting and Fraud Examination, Advanced Financial Accounting and Governmental and Not-for-Profit Accounting.

MBA 863 Surplus Lines Insurance Operations
3 semester hours.

The examination of the fundamentals of surplus lines insurance operations, insurance regulation, surplus lines insurance marketing, new product and program development, underwriting, ratemaking, claims functions, reinsurance, financial analysis of insurers and intermediaries, and insurance cycles and the surplus lines market.

MBA 882 Variable Topics
3 semester hours.

The examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other topics where there is student interest in or business community need. May be repeated for credit with a different topic.

MBA 891 Strategic Management and Executive Leadership
3 semester hours.
Prerequisite: Permission only. Requires successful completion of all other courses necessary for completion of program.

This comprehensive and integrative MBA capstone course pulls together the concepts, tools, and approaches taught in all the required courses to focus on business-level strategy and the role of leadership in improving long term performance, with emphasis on learning to formulate, implement, and control the strategic direction of the organization. This is the final course for the MBA program and assists students in assimilating and synthesizing all of the material covered over the furtherance of their program.

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Tala Welch ’77, Niles
Woody Wiley ’68, Ooltewah, Tennessee

Emeriti Faculty

Emily H. Byrens, 1975–1987; 2001–2002
Associate Professor Emerita. B.A., Michigan State University; S.M.M., Union Theological Seminary.

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Professor Emerita of Insurance and Risk Management. B.A., Olivet College; J.D., Thomas M. Cooley Law School.

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Professor Emeritus of History. B.A., Queens College; M.A., University of Michigan; Ph.D., Rutgers University.

Richard C. Fleming, 1961–1994
Professor Emeritus of Biology. B.A., Kalamazoo College; M.A., University of Kansas; Ph.D., Michigan State University; Sc.D. (Hon.), Olivet College.

Michael R. Hubbel, 1985–1989; 1995-2011
Professor Emeritus of Insurance and Risk Management. B.A., Michigan State University; M.B.A., The College of Insurance.

Jare T. Klein, 1968-2003
Head Wrestling Coach Emeritus; Professor of Health, Physical Education, Recreation and Sport. B.S., M.A., Western Michigan University.

Donald C. Rowe, 1968-2011
Professor Emeritus of Art. B.S., Illinois Institute of Technology; M.F.A., University of Hartford.

Clair Stevens, 2009-2021
Professor Emeritus of Insurance and Risk Management. Olivet College; J.D., Thomas M. Cooley Law School.

Donald E. Walker, 1965-2009
Professor Emeritus of History. A.B., Indiana University; M.A., University of South Dakota; Ph.D., Michigan State University.

President's Cabinet

Steven M. Corey, Ph.D., 2010
President. B.S., California State University at Fresno; M.S., Arizona State University; M.B.A., Cumberland University; Ph.D., University of Arizona.

Suresh Acharya, 1999
Assistant Provost for Information Technology and Auxiliary Services. B.A., Olivet College, 1999.

Paul Burkhardt, 2022
Provost. B.A., University of Arizona, 1991; M.A., University of Arizona, 1993; Ph.D., University of Arizona, 1999.

Karen Chaney, Ph.D., 2008
Associate Provost and Dean of the College; Associate Professor of Religious Studies and Ethics. B.A., Michigan State University, 1980; M.Div., Harvard Divinity School, 1987; Ph.D., Graduate Theological Union, 2007.

Mark DeRuiter, 1992-2014; 2018
Director of Business Services/Interim CFO. B.B.A., Nazareth College, 1988; M.A., Reformed Theological Seminary, 2016.

Haley Diringer, 2019
Athletic Director. B.S., M.B.A., J.D., The University of Akron, 2015, 2018, 2018.

Lisa Furman, 2011
Dean of Academic Quality and Innovation; Assistant Professor of Music and Education. B.M.E., Michigan State University, 1998; M.M.E., University of Michigan, 2008; Ph.D., University of Michigan, 2012.

Robin Hinman, 2022
Assistant Vice President for Advancement. A.B., Baker College, 1996; B.A., Siena Heights University, 2011.

Alisa Holmes, 2022
Executive Assistant, Offices of the President & Advancement.

Linda Logan, Ph.D., 1997
Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Todd Long, 2022
Dean of Student Life. B.A., University of South Carolina Upstate, 2008; M.Ed., Northeastern University, 2010; Ed.D. Benedictine University, 2020.

Michele McCauley, 2017
Executive Director of Communications and Marketing. B.A., M.A., Michigan State University, 1985, 1987.

Lloyd McPartlin, 2022
Assistant Vice President for Enrollment Management and Director of Admissions. B.S., Central Michigan University, 1996.

Kathryn Perry, 2012
Associate Provost for Student Development. B.A., Western Michigan University, 2003; M.Ed., Ed.D., Grand Canyon University, 2008, 2022.

Ryan Shockey, 2013
Vice President and Chief of Staff. B.S., Anderson University, 2006; M.A., Indiana Institute of Technology, 2009.

Vicki Stouffer, 2021
Vice President for Advancement. B.A., Bowling Green State University, 1987; M.B.A., The University of Findlay, 1999.

Faculty

Regina Armstrong, 2006
Director, Criminal Justice Program; Professor of Criminal Justice. B.S., M.S., Ferris State University, 1997, 2006; Ph.D., Capella University, 2015.

Laura A. Barlond-Maas, 1988
Associate Professor of English. B.A., Olivet College, 1988; M.A., Vermont College of Norwich University, 1994.

Douglas Borton, 2022
Assistant Professor of Graphic Design. B.F.A., Kendall College of Art and Design, 1993; M.A., Western Michigan University, 2001.

Tiana Bosley, 2021
Assistant Professor of Statistics. B.S., M.A., Ph.D., Wayne State University, 2003, 2010, 2019.

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Assistant Professor of Health and Human Performance. B.S., The University of Tampa, 2003; M.S., M.S., California University of Pennsylvania, 2005, 2008.

Dustin Byrd, 2008
Professor of Humanities. B.A., M.A., Western Michigan University, 2000, 2004; Ph.D., Michigan State University, 2017.

Kelly A. Corey, 2023
Director of Graduate Business Programs; Professor of Business. B.A., Purdue University, 1991; M.A., Ball State University, 2007 M.B.A., Trine University, 2020: Ph.D. Western Michigan University, 2013.

Maria G. Davis, 1994
Professor of Biology. B.S., Siena Heights College, 1983; M.S., Bowling Green State University, 1985; Ph.D., Michigan State University, 1989.

Meredith Dodson, 2016
Chair, Arts and Humanities Department; Chairs, Liberal Arts Core Program; Associate Professor of Writing. B.A., Kalamazoo College, 2002; M.A., Western Michigan University, 2008; M.F.A., Georgia College & State University, 2009; Ph.D. Western Michigan University, 2022.

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Professor of Art. B.F.A., M.F.A., University of Michigan, 1989, 1991.

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Director of Service Learning and Campus Ministries; Associate Professor of Interdisciplinary Studies. B.A., Olivet College, 1975; M.Div./M.Min., Earlham School of Religion, 2007.

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Professor of Music. B.Mus., George Mason University, 1986; M.Mus., Ph.D., Northwestern University, 1987, 1997.

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Director of Graduate Counseling Programs; Professor of Counseling. B.A., Olivet College, 1994; M.A., Rollins College, 2001; Ph.D. The College of William and Mary, 2004.

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William Hagerty, 2018
Associate Professor of Psychology. B.A., Olivet College, 2006; M.A., Spring Arbor University, 2010; Ph.D., Capella University, 2019.

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Kirk Hendershott-Kraetzer, 1999
Director, Global Citizen Honors Program; Professor of Humanities. B.A., Hope College, 1987; M.F.A., Western Michigan University, 1990; Ph.D., Michigan State University, 1999.

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Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Jackie M. Looser, 2014
Associate Professor of Accounting. B.A., M.B.A., University of Illinois, 2003, 2008.

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Professor of Social Sciences; Archivist. B.A., Ball State University, 1999; M.A., New Mexico State University, 2004; Ph.D., Michigan State University, 2014.

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Associate Professor of Social Sciences. B.A., Siena Heights University, 2004; M.S., Central Michigan University, 2007; Ph.D., Capella University, 2013.

Kate Myers, 2022
Director, Writing Program; Assistant Professor of Writing. B.A., Goshen College, 2002: M.A. University North Florida, 2006; Ph.D., University of Oregon, 2016.

Cynthia Noyes, 1995
Chair, Social Science Department; Professor of Sociology/Anthropology. B.A., University of Illinois, Urbana, 1978; J.D., University of New Hampshire School of Law, 1984.

Michael Oyster, 2012
Chair, Business Department; Associate Professor of Business Administration. B.A., Olivet College, 1977; M.S., Purdue University, 1992.

Daine Pavloski, 2017
Associate Professor of Media Studies. B.A., Olivet College, 2013; M.A., Michigan State University, 2016.

Erin Pavloski, 2020
Assistant Professor of Science. B.A., Olivet College, 2013; M.S., Michigan State University, 2016.

Christine Pedder, 2021
Assistant Professor of Health and Human Performance. B.A., Olivet College, 2011; M.A., University of Michigan, 2014.

Blake Reed, 2016
Associate Professor of Chemistry. B.S., Alma College, 2010; Ph.D., Wayne State University, 2016.

Michael Reed, 2022.
Visiting Assistant Professor of Digital Design. B.A., M.A., Michigan State University, 1998, 2011.

Phil Reed, 2003
Associate Professor of Criminal Justice; Director of Campus Safety. B.A., Hope College, 1977; M.P.A., Western Michigan University, 2001.

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Assistant Professor of Business. B.B.A., Cleary University, 2013; M.B.A., Columbia Southern University, 2017.

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Assistant Professor of Psychology. B.S., Grand Valley State University, 2011; M.A., Ph.D., Wayne State University, 2015, 2019.

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Assistant Professor of Criminal Justice. B.A., Olivet College, 2013; M.S., Wayne State University, 2019.

Brittany Turner, 2022
Director, Social Work Program; Assistant Professor of Social Work. B.A., Olivet College, 2015; M.S.W., University of Southern California, 2016; D.S.W., Capella University, 2022.

Nancy Van Hoozier, 1992
Chair, Health and Human Performance Department; Professor of Health and Human Performance. B.S., Fort Hays State University, 1985; M.Ed., University of Kansas, 1992; Ph.D., Grand Canyon University, 2021.

Gary Wertheimer, 1986
Professor of Art. B.A., Brooklyn College, 1974; M.F.A., University of Michigan, 1986.

Marco Wiedenhoeft, 2008
Professor of Physics and Mathematics. Diplom Physicist, Technische Universität, Berlin, 1997; Ph.D., Western Michigan University, 2003.

Arthur E. Williams, 1997
Professor of Theater. B.A., M.A., University of Maryland, 1977, 1979; Ph.D., Ohio State University, 1984.

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Associate Professor of Journalism and Mass Communication; Faculty Advisor for *The Echo*. B.S., University of Maryland, College Park, 1980; M.A., California State University, 2003.

John H. Wilterding, 1996; 2000
Professor of Biology and Chemistry. B.S., University of Wisconsin, Stevens Point, 1988; M.S., Ph.D., Michigan State University, 1992, 2000.

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Tiffany Abfalter, 2021
Grounds Tradesperson.

Suresh Acharya, 1999
Assistant Provost for Information Technology and Auxiliary Services. B.A., Olivet College, 1999.

Lisa Ash, 2018
Head Coach Cheer, Dance Stunt. B.A., Siena Heights University, 2015.

Delstene Atkinson, 2015
Special Assistant for Strategic Academic Initiatives. B.A., DePaul University, 1982.

Brad Baker, 2020
Assistant Director of Campus Safety. B.A., Olivet College, 2011.

Nicole Baker, 1996
Assistant Dean for Academic Records. B.A., Olivet College, 1995.

Cynthia Ballard, 2005
Housekeeper.

Priya Basnyat, 2021
Assistant Coordinator of Retention Initiatives and Housing Operations. B.A., Olivet College, 2000.

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Assistant Director of Admissions. B.A. Oakland University, 2017.

Monty Bishop, 2022
Assistant Director of Choral Activities. B.A., Albion College, 1980; M.A.T., Marygrove College 2001.

Brandon Brissette, 2009
Head Wrestling Coach. B.A., Wartburg College, 2005; M.A., Heidelberg College, 2008.

Paul Burkhardt, 2022
Provost. B.A., University of Arizona, 1991; M.A., University of Arizona, 1993; Ph.D., University of Arizona, 1999.

Donald Butts, 2022
Maintenance Utility.

Douglas Carter, 2018
Head Coach Men's and Women's Soccer. B.S., Roehampton Institute, 1992.

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Admissions Representative. B.A., Albion College, 2021.

Karen Chaney, 2008
Associate Provost and Dean of the College; Associate Professor of Religious Studies and Ethics. B.A., Michigan State University, 1980; M.Div., Harvard Divinity School, 1987; Ph.D., Graduate Theological Union, 2007.

Kar Man Chong, 2022
Admissions Representative. B.S., Great Lakes Christian College, 2010; M.S., Concordia University, 2013.

Lisa Collins, 2019
Graphic Designer and Brand Manager. B.A., Michigan State University, 1998.

David Curl, 2023
Housekeeping. B.A., Olivet College, 2022.

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Assistant Women's Basketball Coach. B.A., Olivet College, 2021.

Mark DeRuiter, 1992-2014; 2018
Director of Business Services/Interim CFO. B.B.A., Nazareth College, 1988; M.A., Reformed Theological Seminary, 2016.

Haley Diringer, 2019
Athletic Director. B.S., M.B.A., J.D., The University of Akron, 2015, 2018, 2018.

Jeremy Duby, 2013
Director of Bands. B.M., Wayne State University, 2004; M.M., Oakland University, 2010.

Tiffany Dusenbury, 2022
Housekeeper.

Debra K. Farmer, 1986
Business Office Specialist; Junior Accountant/Accounts Payable/Student Loan Processor.

Sharmen Fletcher, 2023
Housekeeping.

Suzanna Flood, 2022
Director of the Teaching Pathway. B.A., M.A., Olivet College, 1991, 1999.

Ryan Franklin, 2022
Admissions Representative. B.A., Olivet College, 2021.

Lisa Furman, 2011
Dean of Academic Quality and Innovation; Assistant Professor of Music and Education. B.M.E., Michigan State University, 1998; M.M.E., University of Michigan, 2008; Ph.D., University of Michigan, 2012.

Russell Gaston, 2023
Assistant Baseball Coach. B.S., Spring Arbor University, 2011.

Connor Gilbert, 2021
Website and Media Coordinator. B.A., Alma College, 2021.

Joshua Gillespie, 2019
Associate Dean of Student Life. B.A. Millikin University, 1991; M.A., Michigan State University, 1993.

Terri L. Glasgow, 2013
Director of Human Resources. B.S., Western Michigan University, 1981; J.D., Thomas M. Cooley Law School, 1993.

Shawn Hagadon, 2014
Student Account Specialist. A.A., Stenotype Institute, 2005.

Hunter Haley, 2022
Enrollment Communication Specialist. B.A., Western Michigan University, 2020.

Michaela Hamilton, 2021
Head Coach Softball. B.S., Troy University, 2018.

Samuel R. Hargraves II, 2019
Head Coach Men's Basketball. B.A., Calvin College, 1998; M.A., Central Michigan University, 2000.

Daniel Hayes, 2021
Coordinator of Recreational Programs and Assistant Hall Director. B.A., Olivet College, 2021.

Anthony Heisler, 2019
Housekeeper.

Brian Heisler, 1992
Maintenance Tradesperson.

Audrey Helfrich, 2022
Content Specialist. B.A., Olivet College, 2022.

Geoffrey M. Henson, 2002
Sports Information Director. B.A., Baldwin Wallace University, 2001.

Jenessa Hicks, 2018
Assistant Athletic Director. B.A., Olivet College, 2012.

Rhonda Hicks, 2023
Housekeeping.

Robin Hinman, 2022
Assistant Vice President for Advancement. A.B., Baker College, 1996; B.A., Siena Heights University, 2011.

Paul Hoffman, 2018
Maintenance Tradesperson.

Alisa Holmes, 2022
Administrative Assistant to the President.

Dylan Hunt, 2017
Assistant Football Coach. B.A., Olivet College 2017.

Libby Jean, 2006
Director of Student Services. B.A., M.A., Davenport University, 2000, 2008.

Anthony Jones, 2020
Assistant Wrestling Coach. B.A., Michigan State University, 2012.

Christopher Jones, 2021
Head Bowling Coach. A.A.S., Kellogg Community College, 1994.

Jennifer Joppie, 2019
Executive Assistant to the Provost. B.A., Michigan State University, 2007.

Michaela Kaliniak, 2022
Assistant Coach, Track and Field and Cross Country. B.A., Olivet College, 2019.

Tracy Katz, 2023
Mailroom Services Coordinator. B.A., Olivet College, 2023.

Cameron Lake, 2014
Information Technology Management Technician. B.S., Grand Valley State University, 2012.

Mekenzie Lamb, 2022
Admissions Representative. B.A., Olivet College, 2022.

Emily Lash, 2020
Major Gifts Officer. B.S., Central Michigan University, 2008.

Elizabeth Layton, 2023
Director of ESports. B.S., University of Montevallo, 2014: M.L.I.S., The University of Alabama, 2016.

Michael Lazusky, 2016
Director of Adult Professional and Graduate Admissions. B.S., M.Ed., Shippensburg University, 1994, 1995.

Richard Lehman, 2013
Financial Aid Advisor. B.A., Olivet College, 2012.

David Lewis, 2021
Academic Data Analyst. A.S., Springfield Technical Community College, 1989; A.S., New Hampshire Technical Community College, 2002; B.A., Olivet College, 2008.

Evan Lewis, 2023
Assistant Director of Bands. B.M.E., M.M.E., Central Michigan University, 1989, 1996.

Linda Logan, Ph.D., 1997
Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Todd Long, 2022
Dean of Student Life. B.A., University of South Carolina Upstate, 2008; M.Ed., Northeastern University, 2010; Ed.D. Benedictine University, 2020.

Chad Loveless, 2019
Assistant Men's Basketball Coach.

Robin Luckadoo Chadderon, 2022
Director of the Health and Wellness Center. B.S., Michigan State University, 1989; M.A., Spring Arbor University, 2021.

Karen Lutzke, 2010
Head Men's and Women's Track and Field and Cross-Country Coach. B.S., Michigan State University, 1985.

Bill Maas, 1989–1995; 2002
Head Men's and Women's Golf Coach; Student Athlete Academic Support Liaison. B.A., Olivet College, 1989.

Christopher Madill, 2021
Assistant Football Coach and Assistant Athletic Director. B.A., Olivet College, 2014; M.S., Ohio University, 2017.

Warren Maloney, 2013
Associate Head Football Coach; Football Defensive Coordinator. B.A., Franklin College, 1983.

Daustin Martin, 2023
Assistant Track and Field Coach. B.S., University of Wisconsin - Whitewater, 2022.

Michele McCauley, 2017
Executive Director of Communications and Marketing. B.A., M.A., Michigan State University, 1985, 1987.

Lloyd McPartlin, 2022
Assistant Vice President for Enrollment Management and Director of Admissions. B.S., Central Michigan University, 1996.

Kelsey McNair, 2022
Groundskeeper.

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Head Baseball Coach. B.S., Gannon University, 2018.

Jesse Meyer, 2021
ITS Systems/Help Desk Support.

Erica Moats, 2007
Assistant Director of Graduate Business Programs. B.A., Olivet College, 2017; M.B.A., Grand Canyon University, 2019.

Joel Moore, 2018
Director of Choral Activities. B.A., M.A., Western Michigan University, 1998, 2003.

Gabriel Murley, 2022
Head Men's Volleyball Coach. B.A., Siena Heights University, 2014.

Dan Musielewicz, 2012
Head Football Coach. B.S., Hillsdale College, 2005; M.A., Concordia University of Irvine, California, 2012.

Marjorie Newman, 2022
Director of Student Transitions and Academic Success. B.A., Howard University, 1990; M.S., Roosevelt University, 1994.

Ione Ormsbee, 2010
Housekeeper.

James Ormsbee, 2014
Supervisor of Housekeeping.

Justin Otis, 2012
Housekeeper.

Lori Otto, 2021
Director of Alumni Engagement. B.A., Western Michigan University, 2003.

Hunter Perry, 2023
Assistant Football Coach. B.S., Aquinas College, 2013.

Kathryn Perry, 2012
Associate Provost for Student Development. B.A., Western Michigan University, 2003; M.Ed., Ed.D., Grand Canyon University, 2008, 2022.

Sarah Peterson, 2017
Assistant Dean for Distance Education; Associate Professor of Writing. B.A., University of Michigan, 2011; M.A., University of Indianapolis, 2013.

Joseph Platek, 2022
Campus Safety Officer. B.A., Olivet College, 2021.

William Price, 2019
Campus Safety Officer. B.A., Michigan State University, 1987.

Brandon Ralston, 2022
Head Men's and Women's Tennis Coach. B.A., Alma College, 2021.

Douglas Reynolds, 2010
Maintenance Tradesperson.

Erik Richardson, 2022
Head Coach Swimming and Diving. B.S., University of Evansville, 2007.

Peter Sabiiti, 2021
Head Women's Basketball Coach., B.A., Aquinas College, 2014; M.A., Cornerstone University, 2020.

Michael Sailor, 2023
Director of Facilities Management

Matthew Schueller, 2023
Campus Safety Officer.
.

Jacob Schuler, 2004
Assistant Dean of Student Engagement; Blair Hall Director. B.F.A., Kansas State University, 2004.

Joey Shepherd, 2018
Director Student Support and Academic Accommodations. B.A., Berea College, 2014; M.A., Morehead State University, 2018.

Ryan Shockey, 2013
Vice President and Chief of Staff. B.S., Anderson University, 2006; M.A., Indiana Institute of Technology, 2009.

Cathy Smith, 2006
Executive Assistant for Advancement.

Javier Smith, 2023
Assistant Football Coach. B.A., Olivet College, 2015.

Daniel Sprague, 2023
Campus Safety Officer.

Craig Stanton, 2013
Maintenance Tradesperson.

Erica Stenberg, 2022
Assistant Director of Graduate, Transfer and Adult Admissions. B.A., Michigan State University, 2009; M.A., Bryn Mawr College, 2012.

Vicki Stouffer, 2021
Vice President for Advancement. B.A., Bowling Green State University, 1987; M.B.A., University of Findlay, 1999.

Leslie Sullivan, 2008
Registrar.

Savannah Sutton, 2022
Assistant Athletic Trainer. B.S., Western Carolina University, 2020.

Brianna Taylor, 2022
Head Athletic Trainer. B.S., Western Michigan University, 2015; M.S., California University of Pennsylvania, 2016.

Kwamise Taylor, 2022
Gospel Choir Director. B.M., Wayne State University, 1985; M.M., Oakland University, 2013.

Bailey Tyler, 2018
Financial Aid Specialist. B.A., Olivet College, 2017.

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Senior Accountant. B.B.A., Western Michigan University, 1993.

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