UNDERGRADUATE and GRADUATE
Catalog and Student Handbook
2017—2018

Cleary University is a member of and accredited by the
Higher Learning Commission
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http://www.ncahlc.org

For information on Cleary University's accreditation
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The contents of this catalog are subject to revision at any time. Cleary University reserves the right to change courses, policies, programs, services, and personnel as required.

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CLEARY UNIVERSITY

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

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

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

Mission
Our mission is to enrich students' lives through the knowledge, skills, and credentials that advance careers.

Vision
Cleary University will be America's foremost applied-business university.

Values
At Cleary University, we value

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

ENROLLMENT AND STUDENT PROFILE

Over 700 students attend Cleary University each year; approximately 41 percent attend part-time. The average age of Cleary students is 29 years, and women comprise about 52 percent of the student population. Additionally, the largest racial or ethnic group (72%) is self-identified as Caucasian.

CLEARY UNIVERSITY FACULTY

Cleary has 132 full-time and part-time faculty members who bring excellent academic credentials to the classroom. They also share valuable experience gained by working in business and industry, providing a real-world focus to classroom issues. The faculty to student ratio is 1:11.

CLEARY UNIVERSITY ACADEMIC PROGRAMS

OUR VALUE PROPOSITION

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

Tuition Policy
Cleary University believes in offering a fair value exchange to our students. To that end, Cleary includes most fees within tuition costs. Books and other learning materials are priced separately and are the responsibility of the student. Students can benefit from block pricing options.

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

Tuition Guarantee
The University guarantees that a tuition increase will not exceed 2.5% annually.

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

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

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

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

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

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

Center for Innovation and Entrepreneurship
The Center for Innovation and Entrepreneurship is Livingston County's premier entrepreneurial community. We are home to startup founders, established small business owners and innovative entrepreneurs. Cleary University believes that you learn business by doing business, not simply studying theory. The Center provides a real-world laboratory for real-world entrepreneurs to fine-tune and grow their respective business ventures. Students at Cleary University have access to these entrepreneurs to learn and study entrepreneurship in action.

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

Student Achievement
Key performance indicators (KPI), based on the 2015-16 academic year, provide evidence of student achievement and align with the University's mission to provide students with the knowledge skills, and credentials to advance their careers. The first KPI is from a survey of graduates to determine their employment status. Data was collected through multiple methods including phone calls, e-mails, and a review of LinkedIn.

2016 Placement/Employment Rate

Graduate Survey	Employment/Placement Rate	Response Rate
Annual 2016 Rates	97% (88% related to major)	95%

The second KPI, based on the fall semester performance, is a rate of the percentage of courses which were successfully completed. The percentage of successfully completed courses for the 2015 fall semester is 92.1%.

Graduation and Retention Rates

Cleary University measures graduation and retention rates (referred to as persistence) for all enrolled degree and certificate seeking students. Currently the annual rates are 48% (graduation rate) and 82% (persistence rate) respectively. Both rates are also reported annually on the University's Balanced Scorecard.

Institutional Learning Outcomes

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

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

ACADEMIC PROGRAMS

College of Undergraduate Studies/Traditional Program

Cleary University's traditional program, comprised of classes that meet prior to 6:00 p.m., is for students, including recent high school graduates, preparing for a professional career in business. Program structure, scheduling, career development coursework and technology integration are designed to meet the needs of students including the young-adult student. Students enroll in two full-time semesters. Integration of theory with business application is a focus of the program, while still enabling traditional-age students to experience a variety of co- and extra-curricular aspects of campus life.

College of Graduate, Adult, and Professional Studies

Non-Traditional Program

Most Non-Traditional Program students are mid-career, working adults. This program offers an innovative academic schedule and use of the Internet for some course delivery and provides students with an opportunity to complete their undergraduate degrees while juggling the demands of career and family. Cleary University's Non-Traditional Program offers two different undergraduate degree paths. Degree completion options are designed for immediate entry by qualified individuals. Cleary's Transfer majors are designed for individuals who have completed needed previous coursework, depending on the major selected. Students enroll in three semesters on a full- or part-time schedule.

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

Graduate Program

The Cleary MBA is intended for the experienced manager who is interested in and capable of advancing to the next level. The Graduate Program curriculum emphasizes business theory appropriate to the graduate level but also incorporates an applied problem-solving approach while covering a broad range of core business topics. A key feature of this program is an integrated capstone project which involves application of management theory that will be completed by the student during the three major courses. MBA majors do not require a specific undergraduate degree major.

Qualified international and domestic students, without work experience, may enroll in the MBA Global Leadership, MBA Health Care Leadership, or in the MBA Analytics, Technology, and Innovation programs. Practical training is required for all three programs. Students enrolled in the MBA program are expected to find jobs related to their field of study with corporate partners. Graduates of the programs will be job-ready as opportunities to apply what is learned in the classroom to the challenges that business leaders face every day.

Curricular Practical Training (CPT) is work authorization that allows F-1 international students to participate in paid/unpaid off-campus academic internships during their degree program. The purpose of CPT is academic (not just for employment purposes) and the internship is an integral part of a student's degree program. Students must possess an F-1 student status prior to applying for CPT. Additionally, students must properly maintain the F-1 status each semester. Guidelines specified by SEVIS for CPT will be strictly followed (http://ice.gov/sevis/practical-training)

International Programs

Students who are not citizens of the United States of America may be admitted to any program if they meet Cleary's admission requirements. All international students will be required to take classes on ground at one of our campus locations. Undergraduate students are allowed to work only on campus. The MBA programs have curricular practical training (CPT) built into the program. International students enrolled in the MBA program are expected to find jobs related to their field of study with corporate partners.

Cleary's International Program Office is located at 2793 Plymouth Road, Ann Arbor, MI 48105. The Provost and Chief Academic Officer/Dean of the College of Graduate, Adult, and Professional Studies, Dr. Lance Lewis, may be contacted at either internationalprograms@cleary.edu or (800) 686-1883.

Dual Enrollment Program

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

CLEARY UNIVERSITY DEGREE PROGRAMS

Cleary University offers the following degrees:

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

Graduate Degrees and Certificate

Analytics, Technology, and Innovation MBA
Global Leadership MBA
Health Care Leadership MBA
Graduate Certificate in Financial Planning

Undergraduate Degrees and Certificates

Accounting and Finance
- Accounting and Finance BBA
- Public Accounting BBA

Culinary and Hospitality
- Hospitality Management BBA
- Nutrition and Dietary Management BBA
- Tourism and Sport Hospitality Management BBA
- Culinary Management ABA
- Food Service Management ABA
- Hospitality Business Management ABA

Management
- Business Analytics BBA
- Business Analytics Certificate
- Business Leadership Certificate
- Business Management BBA
- Business ABA
- Entrepreneurship BBA
- Entrepreneurship Certificate
- Sports Promotion and Management BBA
- Executive Management BBA
- Health Care Management BBA
- Human Resource Management BBA
- Human Resource Management Certificate
- Information Security and Assurance BBA
- International Business Management BBA
- Intradisciplinary Business Studies BBA
- Project Management Certificate
- Supply Chain Management Certificate

Marketing
- Marketing BBA
- Digital Communication Certificate
- Marketing Certificate

ADMISSION REQUIREMENTS

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

Undergraduate Admission Requirements
Standard admission to an undergraduate degree program may be granted in one of the categories listed below by meeting the following requirements. Please note that admission to the University does not guarantee admission to programs that have specific entry requirements.

Traditional Students (students entering directly from high school)
1. Submit a completed on-line application with a nonrefundable $35.00 application fee
2. Submit a high school transcript indicating graduation with a minimum grade point average of 2.5 on a 4.0 scale, or a minimum SAT score of 1350 (2400-previous scale) or 990 (1600-new scale) or ACT equivalent score of 19**

Dual Enrollment Admission Criteria:
1. Must be a high school junior or senior
2. Must have a cumulative high school GPA of 3.0 or greater on a 4.0 scale
3. Must have a composite SAT of 1350 (2400-previous scale) or 990 (1600-new scale) or ACT equivalent score of 19**
3. Students who have not yet taken the ACT or SAT must submit PLAN or PSAT scores for individual consideration
4. Must have a high school counselor/school administrator recommendation and approval, as documented on a Cleary University Dual Enrollment Approval Form

Post-Traditional Students (students with 0-12 completed college credits)
1. Submit a completed on-line application form with a nonrefundable $35.00 application fee
2. Submit a high school transcript indicating graduation with a minimum grade point average of 2.0 on a 4.0 scale**
3. Submit a college transcript (official copy must be received no later than the first semester of enrollment), if applicable, with a minimum grade point average of 2.0 on a 4.0 scale**

Transfer Students (students with more than 12 completed college credits)
1. Submit a completed on-line application with a nonrefundable $35.00 application fee
2. Submit a college transcript (official copy must be received no later than the first semester of enrollment) with a minimum grade point average of 2.0 on a 4.0 scale**

Transfer Degree Completion Students
1. Submit a completed on-line application with a nonrefundable $35.00 application fee
2. For the degree completion programs, admission requires
    a. An awarded associate's degree (official transcript must be received no later than the first semester of enrollment) from a regionally accredited institution or a minimum of 60 semester (90 quarter) transfer credits that satisfy a credit distribution requirement
    b. A cumulative GPA of 2.5 or higher on a 4.0 scale** in transfer courses
    c. Submit a professional résumé indicating a minimum of two years management or professional experience

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

Appeal of Admission Denial for Undergraduate Program
Applicants denied admission may request reconsideration. Requests must be submitted in writing to the Director of Admissions and should include an explanation of the circumstances related to the reasons for denial. Review of the request and supporting documentation will be conducted by the appellate committee and will culminate in one of the following outcomes:

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

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

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

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

Appeal of Admission Denial for the Graduate Program
Applicants denied admission may request reconsideration. Requests must be submitted in writing to the Director of Admissions and should include an explanation of the circumstances related to the reasons for denial. Review of the request and supporting documentation will be conducted by the appellate committee and will culminate in one of the following outcomes:

- Admission denial is upheld
- Full admission is granted

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

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

Readmission for Veterans
Veterans returning after military leave to perform military service will be promptly readmitted at the same academic status achieved and at the same tuition rate when last in attendance at Cleary University, Please note that while the tuition rate will be retained, returning students will be responsible for obtaining their textbooks and other required learning materials. Current fees assessed to all incoming students will also apply. This readmission policy applies provided the absence does not exceed five years and the return date to Cleary University does not exceed nine months after being released from active duty. A copy of the discharge form (DD214) to the University Admissions Office is required for verification.

International Students

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

1. Proficiency in the English language by presenting official records showing a minimum score of 550 (PBT - paper-based test), 213 (CBT- computer-based test) or 70 (iBT - Internet-based test) on the Test of English as a Foreign Language (TOEFL), an overall band score of 6.5 (graduate students), 6.0 (undergraduate students) or higher on the IELTS (International English Language Testing System), Pearson Test of English (PTE) 59 or higher (graduate), 51 or higher (undergraduate) or a minimum score of 75 on the Michigan English Language Assessment Battery (MELAB), or successful completion of a basic English composition course (course number above 100) at an accredited college or university in the United States, with a grade of "C" or higher for undergraduate students; "B" or higher for graduate students
2. Evidence of financial resources adequate to sustain monetary obligations in the United States
3. The ability to secure the proper visa to stay in the United States
4. Submit an independent evaluation of student transcripts (for example, World Education Services)
5. Completion of all necessary forms (steps 1-7) available on our Web site-international admissions

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

Agreements with Other Institutions

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

- Lansing Community College
- Montcalm Community College
- Mott Community College
- Oakland Community College
- Schoolcraft College
- Washtenaw Community College

TECHNOLOGY REQUIREMENTS

All undergraduate and graduate students at Cleary University are required to have a computer that can connect to the Internet.

All students should check the class listings to determine if a class in their program of study has specific computer requirements. For example, some courses require that all of their students have a laptop computer. Others make strong recommendations about computers using particular operating systems.

If there are no specific computer requirements for the student's program of studies, the following requirements apply:

- Cleary University requires a laptop or desktop computer, though recommends students consider using a laptop they can take with them to classes that meet on campus.
- The computer may be any brand, running any operating system. Students will want to be sure the computer can run software they will use for homework (e.g., office applications).
- For students taking classes on campus, the computer must be able to connect to Cleary University's campus network and the Internet using Wi-Fi or a high-speed Ethernet connection. Computers should have an Ethernet cable and wireless card.
- The computer must be equipped with virus protection and firewall software, which needs to be installed and running prior to connecting the computer to the University network.
- All students that utilize Cleary University resources such as network, campus labs, etc., are expected to abide by the Cleary University Acceptable Use Policy.
- Tablets and Chromebooks: While students may rely on tablet devices (e.g., iPad), mobile phones, or Chromebooks as their primary computer, the student assumes responsibility for making sure they are able to complete program requirements using those devices.
- Note: Some course sections may be taught with the expectation that students use laptop computers in class (this is noted in the schedule of course listings), so a laptop may provide expanded instructional opportunities for students. Many students also meet in groups to work on class projects using laptops.

Academic Calendar

ACADEMIC YEAR CALENDAR					
Fall Semester	**2017-18**		**2018-19**		**2019-20**
Fall Semester A-Session	9/4-10/22/17		9/3-10/21/18		9/2-10/20/19
Session Break	10/23-10/29/17		10/22-10/28/18		10/21-10/27/19
Fall Semester B-Session	10/30-12/17/17		10/29-12/16/18		10/28-12/15/19
Semester Break	12/18/17-1/7/18		12/17/18-1/6/19		12/16/19-1/5/20
Spring Semester					
Spring Semester A-Session	1/8-2/25/18		1/7-2/24/19		1/6-2/23/20
Session Break	2/26-3/4/18		2/25-3/3/19		2/24-3/1/20
Spring Semester B-Session	3/5-4/22/18		3/4-4/21/19		3/2-4/19/20
Semester Break	4/23-4/29/18		4/22-4/28/19		4/20-4/26/20
Summer Semester					
Summer Semester A-Session	4/30-6/17/18		4/29-6/16/19		4/27-6/14/20
Session Break	6/18-6/24/18		6/17-6/23/19		6/15-6/21/20
Summer Semester B-Session	6/25-8/12/18		6/24-8/11/19		6/22-8/9/20
Semester Break	8/13-9/2/18		8/12-9/1/19		8/10-9/6/20
Commencement	**5/5/2018**		**5/4/2019**		**5/2/2020**

UNDERGRADUATE DEGREE and CERTIFICATE PROGRAMS

Associate's Degrees in Business

Program Description
The Associates Degree in Business (ABA) provides the broad skills necessary for today's business world. It is designed to enhance individual communication, critical thinking, and problem-solving skills vital to the business environment. It also prepares students for Cleary BBA baccalaureate degrees.

Program Learning Outcomes
Upon completion of this program, graduates will:

- Apply critical thinking skills in the integration of quantitative and qualitative information
- Demonstrate effective communication skills
- Understand the role of technology in business
- Understand how to collect data, and use various forms of information to aid in the running of a business
- Be familiar with word processing, spreadsheet, and presentation software to solve simple business issues and report these solutions in a manner consistent with good business practices

Program Requirements
(Residency requirement for an ABA is 19 credits)

Business (All courses required):.....32 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

BAC 1000 Foundations in Undergraduate Studies
ACC 2411 Principles of Accounting I
BAC 1010 Academic Communication, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Concentrations (optional): Select One in addition to the Business requirements.
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation).

Accounting/Finance (All courses required): .....13 credits

ACC 2412 Principles of Accounting II
ACC 2520 QuickBooks
ACC 2550 Introduction to Taxation
ACC 2801 Intermediate Accounting I

General Studies (Select four courses):.....11-12 credits

CAR 2000 Business Career Planning
FIN 1750 Personal Finance
HLW 1000 Personal Health and Wellness
HUM 1500 Art History and Culture
PSY 1100 Fundamentals of Psychology
PSY 2100 Abnormal Psychology
SOC 1100 Fundamentals of Sociology

Hospitality/Food Service (Select four courses): .....12 credits

CUL 1000 Introduction to Culinary Arts
CUL 1200 Culinary Fundamentals
CUL 1400 Bakery and Pastry Concepts
FSM 2000 Introduction to the Food Service Industry
FSM 2200 Food Service Management
HOS 1100 Food Safety and Sanitation
HOS 1400 Nutrition for Food Service

Management (Select four courses): .....11-12 credits

CAR 2000 Business Career Planning
HUM 2180 Cross-Cultural Communication
MGT 2200 Management Using Teams
PHL 2400 Business Ethics
PLS 1100 Geopolitical Foundations
PLS 2200 Federal Government and Business
PMG 2000 Project Management

Marketing/Communication (Select four courses):.....12 credits

COM 1000 Introduction to Communication Theory
COM 1500 Adobe Creative Suite Lab
COM 2400 Speech and Presentation Techniques
COM 2500 Multimedia Writing
COM 2510 Multimedia Design
ENG 1700 Business Writing
HUM 2180 Cross-Cultural Communication

Sports Promotion and Management (Select four courses): .....12 credits

COM 2400 Speech and Presentation Techniques
MGT 2200 Management Using Teams
MKT 2000 Digital Marketing
MKT 2500 Personal Selling
PMG 2000 Project Management
SEM 2000 Foundations in Sports Promotion and Management
SEM 2100 Sports Facility Management
SEM 2200 Sports Food and Beverage Management

Total Core and Concentration: .....43-45 credits

Electives:.....15-17 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total Credits Required:**.....60 credits**

ABA Culinary Management

Program Description
The associates in Culinary Management (ABA) degree provides the student with a grounded degree in culinary arts and food service management. Graduates of the culinary management program will receive a strong foundation of fundamental cooking techniques blended with business-focused courses to work in the industry as professional kitchen staff, cooks, sous chef, and assistant manager positions. Through a well-balanced curriculum, graduates are introduced to the fundamental concepts of food and beverage management, nutrition and food production.

Career Benefits
Degrees in culinary offer dynamic, exciting, and immediately impactful possibilities for study and employment. It prepares students for careers in numerous roles in a variety of organizations including hotels, restaurants, resorts, casinos, and cruise ships as well as prepare entrepreneurs for small business opportunities. The hands-on approach of the program enables students to learn by practicing and strategically applying your classroom lessons to resolve the daily challenges of an industry based in customer service. Graduates of the culinary program can work as line cooks, sous chefs, prep cooks, kitchen managers or supervisors as they gain the experience necessary to become executive chefs.

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

- Apply fundamental cooking techniques to a variety of fruits, vegetables, meats, and seafood with a comprehension of flavor profiles and potential applications.
- Interpret, effectively, the information necessary to manage food safety, cost controls and nutritional concepts as they apply to food service operations.
- Demonstrate a comprehension from general education and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret and communicate information effectively to manage organizational and financial situations in a food service operation.

ABA in Culinary Management Course Requirements

Major Courses (Cohort) ..... 36 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.

CUL 1000 Introduction to Culinary Arts
CUL 1200 Culinary Fundamentals
CUL 1300 Stocks, Sauces, and Starches
CUL 1400 Baking and Pastry Concepts
CUL 2500 Garde Manger and Charcuterie
CUL 2600 Meat, Poultry, and Seafood
CUL 2700 International Cuisine
CUL 2800 Culinary Externship
HOS 1100 Food Safety and Sanitation
HOS 1200 Recipes and Menu Planning
HOS 1300 Food and Beverage Controls
HOS 1400 Nutrition for Food Service

Core Courses ..... 26 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

BAC 1000 Foundations in Undergraduate Studies
ACC 2411 Principles of Accounting I
BAC 1010 Academic Communication, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Total Credits ..... 62 credits

ABA Food Service Management

Program Description
The associates in Food Service Management (ABA) degree provides the student with a well-rounded degree in food service management and hospitality. Graduates of the FSM program will receive a foundation of fundamental cooking techniques with business focused hospitality courses to work in the industry as supervisory managers, kitchen staff, cooks, and assistant manager positions. Through a well-balanced curriculum, graduates are introduced to the fundamental concepts of food and beverage management, business management, nutrition and food production.

Career Benefits
Degrees in food service offer relevant, exciting, and impactful possibilities for study and employment. Students are prepared for careers in numerous roles in a variety of organizations including restaurants, hotels, resorts, casinos, and cruise ships as well as entrepreneurs for small business opportunities. The program enables students to learn by practicing and strategically applying your classroom lessons to resolve the daily challenges of an industry based in customer service. Graduates of the food service management program can work in a variety of operations as food service managers, supervisors, cooks, dining room supervisors, servers, banquet and conference personnel or storeroom/receiving clerks as they gain the experience necessary to become food service administrators.

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

- Apply fundamental cooking techniques to a variety of foods.
- Interpret, effectively, the information necessary to manage food safety, cost controls and nutritional concepts as they apply to food service operations.
- Demonstrate a comprehension from general education and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret and communicate information effectively to manage organizational and financial situations in a food service operation

ABA in Food Service Management Course Requirements

Major Courses (Cohort) ..... 27 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.

CUL 1000 Introduction to Culinary Arts
CUL 1200 Culinary Fundamentals
FSM 2000 Introduction to the Food Service Industry
FSM 2200 Food Service Management
FSM 2800 Food Service Externship
HOS 1100 Food Safety and Sanitation
HOS 1200 Recipes and Menu Planning
HOS 1300 Food and Beverage Controls
HOS 1400 Nutrition for Food Service

Core Courses ..... 29 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

ACC 2411 Principles of Accounting I
BAC 1000 Foundations in Undergraduate Studies
BAC 1010 Academic Communication, Technology, and Success Essentials
COM 2400 Speech and Presentation Techniques
CAS 1500 Microsoft Office Applications
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

General Education and Elective Courses ..... 4 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total Credits……...60 credits

ABA Hospitality Business Management

Program Description
The associates in Hospitality Business Management (ABA) degree provides the student with a well-rounded degree in the hospitality industry. Graduates of the HBM program will receive business focused hospitality courses, fundamental cooking techniques with options for specialized hospitality electives. This ABA degree will help graduates to work in the industry as supervisory managers, Dining room managers, front-of-house operations, food service staff, and assistant manager positions. Through a well-balanced curriculum, graduates are introduced to the fundamental concepts of business management, entrepreneurship, nutrition, and food production.

Career Benefits
Degrees in hospitality offer dynamic, exciting, and immediately impactful possibilities for study and employment. Students are prepared for careers in numerous roles in a variety of organizations including hotels, restaurants, resorts, casinos, and cruise ships as well as entrepreneurs for small business opportunities. The program enables students to learn by practicing and strategically applying your classroom lessons to resolve the daily challenges of an industry based in customer service. Graduates of the hospitality program can work in a variety of operations as supervisors, cooks, dining room supervisors, servers, banquet and conference personnel or storeroom/receiving clerks as they gain the experience necessary to become hospitality administrators.

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

- Apply knife skills and fundamental cooking techniques to a variety of foods with a comprehension of flavor profiles and potential applications.
- Interpret, effectively, the information necessary to manage food safety, cost controls and nutritional concepts as they apply to hospitality operations.
- Demonstrate a comprehension from general education and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret and communicate information effectively to manage organizational and financial situations in a food service operation.

ABA Hospitality Business Management Course Requirements

Major Courses (Cohort) ..... 22 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.

CUL 1000 Introduction to Culinary Arts
CUL 1200 Culinary Fundamentals
HOS 1100 Food Safety and Sanitation
HOS 1200 Recipes and Menu Planning
HOS 1300 Food and Beverage Controls
HOS 1400 Nutrition for Food Service
HLW 1000 Personal Health and Wellness
HLW 1001 Nutrition Today

Core Courses ..... 35 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

ACC 2411 Principles of Accounting I
BAC 1000 Foundations in Undergraduate Studies
BAC 1010 Academic Communication, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
COM 2400 Speech and Presentation Techniques
ECO 2500 Macroeconomics
ENG 1600 Business Composition
ENT 1850 Entrepreneurship and the Small Business
FIN 2000 Introduction to Business Finance
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

General Education and Elective Courses ..... 3 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or prior learning documentation.

Total ..... 60 credits

UNDERGRADUATE DEGREES

BBA Accounting and Finance

Program Features
The Bachelor of Business Administration (BBA) degree in Accounting and Finance is designed to prepare students for careers in corporate finance and accounting. This program gives a strong foundation in financial and managerial accounting, and also areas of finance such as financial management, investments, portfolio management, financial institutions and international finance. In addition, the program includes courses in management, marketing, economics, statistics, operations management, business research, and international business. The curriculum is designed to prepare students for the CMA examination. Graduates of this program will be well prepared to meet the professional challenges faced by financial managers in a corporate business environment.

Career Benefits
Graduates from this program can work as corporate accountants, financial managers, controllers, credit managers, risk managers, and business consultants. Students who have an aptitude for international accounting and finance can work for multinational companies. Career opportunities in accounting and finance are projected to grow steadily in the next decade.

Professional Certification—Institute of Managerial Accountant's (IMA) Endorsement
The curriculum for the BBA in Corporate Finance and Accounting program is designed to prepare students for the Certified Management Accountant (CMA) exam, which is administered by the Institute of Management Accountant (IMA). The CMA designation is the advanced professional certification specifically designed to measure the accounting and financial management skills that drive business performance. Achieving the CMA credential demonstrates a mastery of financial planning, analysis, control, and decision support, as well as professional ethics. To become certified, an individual must pass both parts of the CMA exam, be a member of the Institute of Management Accountants, hold a bachelor's degree, and have two years of professional work experience in management accounting and/or financial management. Cleary University is currently the only school in Michigan to offer instructor-led courses using the IMA's CMA Learning System. To learn more about these courses, please visit http://www.cleary.edu/cma/. There are two parts to the exam:

Part 1 – Financial Planning, Performance, and Control
- Planning, budgeting, and forecasting
- Performance measurement
- Cost management
- Internal controls
- Professional ethics

Part 2 – Financial Decision Making
- Financial statement analysis
- Corporate finance
- Decision analysis and risk mgt.
- Investment decisions
- Professional ethics

Program Learning Outcomes
Upon completion of this degree, the graduate will be able to:
- Prepare and interpret financial statements for profit and nonprofit companies
- Apply advanced financial and cost accounting concepts
- Demonstrate accounting information systems and internal controls
- Compute the value of real and financial assets.
- Analyze and manage risk as a financial manager
- Explore the functions and operations of financial markets and institutions.

BBA in Accounting and Finance Course Requirements

Major Courses (Cohort) ..... 21 credits
No substitution. All courses must be taken at Cleary University.
- ACC 4150 Governmental/Nonprofit Accounting
- ACC 4700 Accounting Information Systems
- ACC 4720 Advanced Financial Accounting I
- ACC 4800 Internal Auditing
- FIN 4125 Investment and Portfolio Management
- FIN 4351 Financial Markets and Institutions
- FIN 4750 Advanced Corporate Finance

Core Courses ..... 41 credits
Courses may be taken at Cleary University or substitution permitted by transfer.
- ACC 3802 Intermediate Accounting II
- ACC 4400 Cost Accounting I
- ACC 4410 Cost Accounting II
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business Research and Communication
- ECO 3200 Managerial Economics
- FIN 4000 Financial Management
- LAW 3200 Business Ethics and Legal Issues
- MGT 4000 Management Skills Seminar
- MGT 4200 International Business
- MKT 4150 Interactive Marketing
- MTH 3440 Quantitative Business Analysis
- OPM 4000 Operations Management
- STR 4500 Strategic Management

Lower Division Requirements ..... 33 credits
Courses may be taken at Cleary University. Substitution permitted by Transfer or Prior Learning documentation.
- ACC 2411 Principles of Accounting I
- ACC 2412 Principles of Accounting II
- ACC 2801 Intermediate Accounting I
- BAC 1010 Academic Communications, Technology, and Success Essentials
- CAS 1500 Microsoft Office Applications
- ECO 2500 Macroeconomics
- ENG 1600 Business Composition
- FIN 2000 Introduction to Business Finance
- MKT 1500 Enterprise Marketing
- MTH 1800 Introduction to Business Statistics

Electives ..... 25 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation).

Total ..... 120 credits

BBA Business Analytics

Program Description
The Bachelor of Business Administration (BBA) in Business Analytics is a degree program designed to provide preparation in business strategies, information technology systems, and statistical and quantitative techniques. Coursework in the major includes the study business analysis, strategic data analytics, data analysis tools, and system design and development techniques which will prepare the student to be the go-to person to support organizations in making data-driven decisions and discoveries in the always-evolving field of data management. Core courses provide a comprehensive exposure to the foundation principles of business that are needed to manage functions common to any business enterprise.

Career Benefits
According to the U.S. Bureau of Labor Statistics, "Employment of management analysts – including business analysts –is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Demand for the services of these workers will grow as organizations continue to seek ways to improve efficiency and control costs."

Business analysts bring highly sought-after expertise to companies in almost every field. Evaluating and solving business challenges is the strong suit of these professionals; to accomplish this, they collect, review and analyze information so they can make sound recommendations.
In choosing a career in business and data analytics, your first job might be an entry- to mid-level position in a specialized area such as:

- Business Analyst
- Data Analyst
- Business Analytics Project Manager

Learning Outcomes

- Demonstrate a foundation of business skills in the areas of accounting and financial management, information technology, marketing, organizational and project management
- Explain the role of Business Analytics within organizations
- Describe the analytics framework, develop a unique analytics roadmap, and use analytics to make business decisions
- Apply decision support techniques, including decision trees, data modeling, and data mining
- Identify and employ techniques for analyzing, modeling, documenting, communicating, and validating system design
- Communicate relevant information and effectively train all users in an organization

BBA in Business Analytics Course Requirements

Major Courses (Cohort) ..... 30 credits
No substitution. All courses must be taken at Cleary University.

ACC 4700 Accounting Information Systems
ACC 4800 Internal Auditing
BDA 3500 Business Analysis I
BDA 3501 Business Analysis II
BDA 4000 Strategic Data Analytics
BDA 4010 Data Analytics Tools
BDA 4050 System Design Techniques
BDA 4060 System Development Techniques
HCM 4400 Health Care Informatics
MKT 4400 Marketing Metrics

Core Courses ..... 32 credits
Courses may be taken at Cleary University or substitution permitted by transfer.

ACC 3802 Intermediate Accounting II
ACC 4400 Cost Accounting I
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

Lower Division Requirements ..... 45 credits
Courses may be taken at Cleary University. Substitution permitted by Transfer or Prior Learning documentation.

ACC 2411 Principles of Accounting I
ACC 2412 Principles of Accounting II
ACC 2801 Intermediate Accounting I
BAC 1010 Academic Communication, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
COM 2400 Speech and Presentation Techniques
ENG 1600 Business Composition
ECO 2500 Macroeconomics
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics
PMG 2000 Project Management

Elective Credit ..... 13 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total Credits ..... 120 credits

BBA Business Management

Program Description
The Bachelor of Business Administration (BBA) degree in Business Management provides the student with a well-grounded degree in general management. The broad base of subjects covered in this degree program will allow students to head in many different directions as managers. This preparation is well suited for students who want a business degree or who are looking to further their management career.

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

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

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

Benchmarking our graduates to those from other business schools through the ETS Major Field Test demonstrates that our graduates are confident that they can compete successfully. Their employers receive high value through the management expertise of Cleary graduates.

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

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

BBA in Business Management Course Requirements

Major Courses (Cohort) ..... 15 credits
No substitution. All courses must be taken at Cleary University.
MGT 4120 Leadership and Teams
MGT 4250 Negotiations
MGT 4790 Management Policy
OPM 4000 Operations Management
STR 4500 Strategic Management

Business Core Courses ..... 40 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Lower Division Requirements ..... 28 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
ACC 2411 Principles of Accounting I
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Electives ..... 31 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Entrepreneurship

Program Description
The Bachelor of Business Administration (BBA) degree in Entrepreneurship provides the student with a well-rounded degree in entrepreneurship and business management. This preparation is well suited for the student who wants to open a new business, plans to enter into the management of an existing family business, or is currently managing a small business.

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

- Small Business Management
- Business Consulting
- Management Analysis
- Starting their own business

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

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

BBA in Entrepreneurship Course Requirements

Major Courses (Cohort) ..... 15 credits
No substitution. All courses must be taken at Cleary University.
ENT 4000 Entrepreneurship
ENT 4100 Marketing the New Business
ENT 4200 Technology Entrepreneurship
ENT 4300 New Business Finance
ENT 4500 Entrepreneurship Discovery

Business Core Courses ..... 40 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Lower Division Requirements ..... 33 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
ACC 2411 Principles of Accounting I
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
ENT 2000 Startup Seminar I
ENT 3000 Startup Seminar II
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Electives ..... 26 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Executive Management (Degree Completion)

Program Description
The Executive Management Bachelor of Business Administration (BBA) degree is a cohort program that the students can complete in either one year (enrolled full-time) or twenty months (enrolled ¾-time). The degree is for someone with significant work experience in a business, health care, governmental, or nonprofit organization who desires to complete a baccalaureate degree for both professional and personal advancement. Program emphasis is on the practical application of proven business management principles so that students not only gain the knowledge needed to succeed but also learn how to use this knowledge to make a significant and immediate difference in their companies. The pace of the program is rigorous, but the rewards are immeasurable in terms of broadening professional skill sets and enhancing career opportunities. Students who complete this program can apply the four graduate-level courses toward an MBA degree at Cleary University taking advantage of the undergraduate tuition rate.

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

Convenient Program Features
- Time and expense savings through transfer and work experience credits
- Course scheduling tailored to working adults
- Academic success promoted by faculty and advisor guidance
- Financial assistance and payment plan options

Program Learning Outcomes
Upon completion of the Executive Management BBA program, students will able to:
- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and ability to work effectively in teams
- Recognize ethical, legal, and social considerations in complex business situations
- Understand the global, economic, ethical, and legal environments of contemporary business
- Identify and practice the leadership and motivational traits and qualities necessary to accomplish organizational goals

BBA in Executive Management Course Requirements

Required Courses ..... 31 credits
Required courses, which include the foundation course, core subjects, and the project sequence, are completed at Cleary University in a cohort format in 12 months (3 semesters). No substitutions are permitted.

Core Subjects (28 credits)
- ACC 4012 Financial and Managerial Accounting
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business and Research Communication
- FIN 4000 Financial Management
- LAW 6050 Law and Ethics*
- MGT 3400 Managing Projects and Processes in Organizations
- MGT 6360 Management and Organizational Behavior*
- MGT 6750 Global Business*
- MKT 6050 Strategic Marketing Management*
- MTH 3440 Quantitative Business Analysis
- OPM 4000 Operations Management

BBA Project Sequence ..... 6 credits
- PJT 4910 Professional Project I
- PJT 4920 Professional Project II

Associate's Degree (see Note 1)..... 60 credits
Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses ..... 23 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Executive Management BBA Degree Total..... 120 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 60 transfer semester credits (90 quarter credits) that satisfy a credit distribution (CAS 1500, MTH 1800 required; ACC 2411, FIN 2000 recommended) requirement.

Note 2: Requires submission of a professional résumé.

*Note 3: Students must receive a B or higher grade in the graduate-level courses to be applied to the MBA degree.

BBA Health Care Management (Degree Completion)

Program Description
The Bachelor of Business Administration (BBA) in Health Care Management is a degree program designed to provide preparation for management in the health care industry. Courses in the major address current management issues and challenges confronting professionals in the health care field. Core courses provide a comprehensive exposure to the foundation principles of business.

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

Career Benefits
According to the U.S. Bureau of Labor Statistics, "Employment of medical and health services managers is expected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations." A combination of work experience in the health care field and strong business and management skills should lead to the best opportunities. Health care management employers can be any of the following:

- Clinics
- Dental practices
- Health insurance organizations
- Health care associations
- Hospitals
- Nursing homes
- Physician practices
- Mental health departments
- Rehabilitation centers
- Skilled nursing facilities
- Universities and research institutions
- Home health care organizations

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

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

BBA in Health Care Management Course Requirements

Major Courses ..... 15 credits
No substitution. All courses must be taken at Cleary University.
HCM 4000 Quality Management in Health Care
HCM 4100 Legal Issues in Health Care
HCM 4200 Health Care Business and Policy
HCM 4300 Marketing Health Care Services
HCM 4400 Health Care Informatics

Major Prerequisite Courses ..... 3 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
HCM 3000 Introduction to Health Care Management

Core Courses ..... 16 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
FIN 4000 Financial Management
MGT 3400 Managing Projects and Processes in Organizations
MTH 3440 Quantitative Business Analysis

BBA Project Sequence ..... 6 credits
No substitution. All courses must be taken at Cleary University.
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Associate's Degree or equivalent (see Note 1) ..... 60 credits
Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses ..... 20 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 60 transfer semester credits (90 quarter credits) that satisfy a credit distribution (CAS 1500, MTH 1800 required; ACC 2411, FIN 2000 recommended) requirement.

Note 2: Requires submission of a professional résumé.

BBA Hospitality Management

Program Description
The Hospitality Bachelor of Business Administration degree is delivered by combining innovative on-ground coursework with significant practical experience. The program enables students to complete an Associate degree in any of our hospitality associates programs along with their BBA degree.

This hands-on instructional education experience allows a student to complete two degrees in four years. Students have the opportunity to complete an externship that will further enable them to gain valuable hours of related work experience for credit. Industry recruiters are eager to employ Cleary graduates with this level of preparation and versatility

Career Benefits
Degrees in hospitality offer dynamic, exciting and immediately impactful possibilities for study and employment. It prepares students for careers in numerous roles in a variety of organizations including hotels, restaurants, resorts, casinos, and cruise ships as well as prepare entrepreneurs for small business opportunities.

The hands-on practical approach of the program enables students to learn by practicing and strategically applying the classroom lessons to resolve the daily challenges of an industry based in customer service.

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

- Apply respect for culturally diverse perspectives, ethical behavior, and the major concepts and values of the hospitality industry to address business challenges and opportunities.
- Interpret, effectively, the information necessary to manage food service, cost controls and other financial data to appropriate stakeholders.
- Demonstrate a comprehension from general education and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret, and communicate information to effectively manage organizational and financial situations in a food service operation.
- Apply major skills, concepts, and principles of hospitality management to facilitate professional processes within a variety of hospitality operations.

BBA in Hospitality Management Course Requirements

Major Courses (Cohort) ..... 30 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- HOS 2100 Introduction to the Hospitality Industry
- HOS 2200 Restaurant Operations
- HOS 2300 Dining Room Management
- HOS 3100 Private Events and Catering Management
- HOS 3200 Wine and Beverage Management
- HOS 3300 Meeting Customer Expectations for Hospitality
- HOS 4100 Human Resources for the Hospitality Industry
- HOS 4200 Resorts and Tourism
- HOS 4300 Hospitality Leadership
- HOS 4400 Hospitality Externship or elective

Business Core Courses ..... 25 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- ACC 4012 Financial and Managerial Accounting
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business Research and Communication
- FIN 4000 Financial Management
- LAW 3200 Business Ethics and Legal Issues
- MGT 4000 Management Skills Seminar
- MGT 4200 International Business
- MKT 4150 Interactive Marketing
- MTH 3440 Quantitative Business Analysis

Lower Division Requirements ..... 31 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
- ACC 2411 Principles of Accounting I
- BAC 1010 Academic Communication, Technology, and Success Essentials
- CAS 1500 Microsoft Office Applications
- ECO 2500 Macroeconomics
- ENG 1600 Business Composition
- ENT 1850 Entrepreneurship and the Small Business
- FIN 2000 Introduction to Business Finance
- MGT 1600 Introduction to Management
- MKT 1500 Enterprise Marketing
- MTH 1800 Introduction to Business Statistics

Hospitality Lower Division Requirements ..... 18 credits
Courses may be taken at Cleary University. Substitution permitted by transfer.
- CUL 1000 Introduction to Culinary Arts
- CUL 1200 Culinary Fundamentals
- HOS 1100 Food Safety and Sanitation
- HOS 1200 Recipes and Menu Planning
- HOS 1300 Food and Beverage Controls
- HOS 1400 Nutrition for Food Service

General Education and Elective Courses ..... 16 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or prior learning documentation.
Total ..... 120 credits

BBA Human Resource Management (Degree Completion)

Program Description
The field of human resource management encompasses various specialties, including compensation, recruiting, benefits administration, and labor relations. There is also a need for the generalist whose knowledge of human resource management covers a number of different human resource management functions. One of the most important career skills for all human resource management professionals is to have the necessary business knowledge, technology skills, interpersonal communications, and understanding of strategic processes to assist an organization in achieving its goals. Cleary's Bachelor of Business Administration (BBA) degree will prepare students to be effective human resource managers.

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

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

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

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

BBA in Human Resource Management Course Requirements

Major Courses ..... 15 credits
No substitution. All courses must be taken at Cleary University.
HRM 4210 Human Resource Management
HRM 4350 Human Resources Law
HRM 4500 Training and Development for Human Resource Professionals
HRM 4600 Compensation and Performance Management Systems
HRM 4700 Organizational Staffing Principles and Practices

Core Courses ..... 16 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
FIN 4000 Financial Management
MGT 3400 Managing Projects and Processes in Organizations
MTH 3440 Quantitative Business Analysis

BBA Project Sequence ..... 6 credits
No substitution. All courses must be taken at Cleary University.
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Associate's Degree or equivalent (see Note 1) ..... 60 credits
Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses ..... 23 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

Note 1: Requires a cumulative GPA of 2.5 or higher in an associate's degree, or a minimum of 60 transfer semester credits (90 quarter credits) that satisfy a credit distribution (CAS 1500, MTH 1800 required; ACC 2411, FIN 2000 recommended) requirement.

Note 2: Note 3: Requires submission of a professional résumé.

BBA Information Security and Assurance

Program Description
A degree in Information Security and Assurance provides students with a foundation of knowledge relevant to working in the area of information security and assurance. This program will provide students with business acumen as well as the technical, communication, problem solving and teaming skills, as they relate to the study of Information Security and Information Assurance. Courses will cover a broad spectrum of pertinent IS/IA base information, including voice and data network connectivity, cryptography, intrusion detection systems, data firewalls, malicious software, information operations and warfare, and denial of service attacks, regulations, law and governance.

Career Benefits
Graduates from this program can work as managers or consultants in the field of information security and assurance. Graduates working in this industry are needed to create, evaluate, and implement innovative solutions to protect critical data and prevent hackers from stealing information or causing problems or disruptions for databases, software programs, and computer networks. There is a growing demand for an expanded workforce in the area of information security and assurance. Employment growth in this area is expected to grow faster than that for many other occupations.

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

- Demonstrate foundational business skills in the areas of accounting and financial management, information technology, marketing, organizational and project management
- Recognize ethical, legal, and social considerations in complex business situations
- Recognize ethical, legal, and social considerations in information security situations
- Apply the principles of information security to networks and databases.
- Understand the Critical Security Controls necessary to protect information assets
- Analyze, interpret, and communicate information to effectively ensure information security across an organization.

BBA in Information Security and Assurance Course Requirements

Major Courses (Cohort) ..... 15 credits
No substitution. All courses must be taken at Cleary University.
ISA 3000 Database Security
ISA 3100 Security Script Programming
ISA 4000 Legal and Ethical Issues in Information Security
ISA 4100 Critical Security Controls I
ISA 4200 Critical Security Controls II

Core Courses ..... 40 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Lower Division Requirements ..... 31 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
ACC 2411 Principles of Accounting I
BAC 1010 Academic Communications, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Information Security and Assurance Lower Division Requirements ..... 9 credits
Courses may be taken at Cleary University. Substitution permitted by transfer
ISA 1500 Principles of Information Security and Assurance
ISA 2000 Perimeter Protection
ISA 2100 Advanced Network Security

Electives ..... 19 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
Total ..... 120 credit

BBA International Business Management

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

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

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

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

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

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

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

BBA in International Business Management Course Requirements

Major Courses (Cohort) ..... 15 credits
No substitution. All courses must be taken at Cleary University.
COM 4100 Global Business Communications
ECO 4410 International Economics, Finance, and Banking
MGT 4610 International Law and Risk Management
MGT 4710 Strategy and the Multinational Enterprise
MKT 4510 International Marketing

Core Courses ..... 40 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Lower Division Requirements ..... 34 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
ACC 2411 Principles of Accounting I
BAC 1010 Academic Communications, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MKT 2000 Digital Marketing
MTH 1800 Introduction to Business Statistics

Electives ..... 25 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Intradisciplinary Business Studies

Program Description
The Bachelor of Business Administration (BBA) degree in Intradisciplinary Business Studies prepares students for careers in business through a broad multidisciplinary business curriculum. This is meant for a student who is seeking knowledge of a variety of business disciplines rather than concentrating in one particular area of business. The advantage of this program is that students have flexibility in choosing their curriculum while at the same time obtaining a strong foundation in the general areas of business. Students should meet their advisor and discuss areas of concentration based on their aptitude and career interests.

Career Benefits
Students who select an Intradisciplinary Business Studies BBA will gain the necessary skillset for any future business leader including skills in business research, communication, critical thinking, problem-solving, and qualitative analysis. Graduates will have many career opportunities in the areas of accounting, entrepreneurship, finance, human resources, health care management, marketing, and management for non- and for-profit organizations and government.

Program Learning Outcomes
Upon completion of the BBA Interdisciplinary program, students will able to:

- Apply critical thinking to the research, analysis, and resolution of business problems
- Demonstrate effective communication skills and ability to work effectively in teams
- Gain a broad understanding of theory and application of general areas of business
- Specialize in any area of business of their choice and advance in their chosen careers

Intradisciplinary Business Studies BBA Course Requirements
Required Courses
Required courses, which include the foundation course, core subjects, and the project sequence, are completed at Cleary University. No substitutions are permitted.

Core Subjects ..... 31 credits
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
Nine courses from the upper division (3000 and 4000 level, two of which must be ACC 4012, ECO 3200, FIN 4000, or MTH 3400)

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Associate's Degree or Equivalent (see Note 1) **..... 60 credits**
Courses may be taken at Cleary University. Substitution permitted by transfer.

General Education and Elective Courses ..... 23 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

BBA Intradisciplinary Business Studies Degree Total ..... 120 credits

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

Note 2: Requires an interview with an advisor prior to entry into this program.

Note 3: Requires submission of a professional résumé.

BBA Marketing

Program Description
The Bachelor of Business Administration (BBA) degree in Marketing is designed to prepare students who are interested in developing, executing, and promoting products/services within any industry. The program includes foundational business courses in the areas of accounting and financial management, business law, economics, information technology, international business, statistics, and management. Major coursework focuses on developing marketing strategies, researching market demands, studying consumer behavior, analyzing marketing metrics, conducting marketing research, and promoting using social media.

Career Benefits
Organizations rely on skilled professionals to manage the process of developing and promoting products and services. A Cleary BBA in Marketing provides students with the knowledge to research the market demand for products/services and to develop strategies to market to consumers and organizations as well as analytical, communication, decision making, interpersonal and organizational skills. Graduates may receive positions in the areas of advertising/promotion, account coordination, communications, digital marketing, event marketing, market research, product branding, marketing management, sales management, and new business development within any industry.

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

- Demonstrate a foundation of business skills I the areas of accounting and financial management, information technology, marketing, organizational and project management
- Conduct environmental analyses by identifying industry trends, analyzing competitors, and researching the customer in order to evaluate and guide marketing strategies
- Conduct market research to collect data related to environmental scans, demand forecasts, market segmentation, and new product testing to guide/support marketing strategy development/selection
- Develop a market-product focus by setting marketing and e-Marketing objectives (based on market and product), segmenting the market, identifying target segment(s), and positioning the product, good, or service
- Develop marketing strategies to introduce a new product to a market based on product characteristics, pricing strategies, e-Marketing components, market information, and channel objectives
- Evaluate new technology for market development, customer retention, and customer relationship building

BBA in Marketing Course Requirements

Major Courses (Cohort) ..... 15 credits
No substitution. All courses must be taken at Cleary University.
MKT 4200 Market Intelligence
MKT 4340 Marketing Research and Relationship Marketing
MKT 4350 Social Media Theory and Practice
MKT 4400 Marketing Metrics
MKT 4800 Consumer Behavior

Business Core Courses ..... 40 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis
QTY 4320 Quality Management

BBA Project Sequence ..... 6 credits
PJT 4910 Professional Project I
PJT 4920 Professional Project II

Lower Division Requirements ..... 28 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
ACC 2411 Principles of Accounting I
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Electives ..... 31 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Nutrition and Dietary Business Management

Program Description
The Nutrition and Dietary Manager Bachelor of Business Administration degree is delivered by combining innovative on-ground coursework with significant practical experience. The program enables students to complete an Associate degree in any of our hospitality associates programs along with their BBA degree. Basic and advanced nutritional concepts are applied to food service operations with the business concepts necessary to be profitable.

This hands-on instructional education experience allows a student to complete two degrees in four years. Students have the opportunity to complete an externship that will further enable them to gain valuable hours of related work experience for credit. Industry recruiters are eager to employ Cleary graduates with this level of preparation and versatility.

Career Benefits
Degrees in hospitality nutrition and dietary management offer dynamic, exciting and immediately impactful possibilities for study and employment. It prepares students for careers in numerous roles in a variety of organizations including health and wellness, spas and resorts, assisted living facilities, education and institutional food service operations, hotels, restaurants, casinos, and cruise ships as well as prepare entrepreneurs for small business opportunities.
The hands-on practical approach of the program enables students to learn by practicing and strategically applying the classroom lessons to resolve the daily challenges of an industry based in customer service.

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

- Interpret, effectively, the information necessary to manage profitable nutrition based hospitality operations.
- Manage food service and customer-service oriented cost controls and nutritional concepts as they apply to different operations.
- Demonstrate hospitality business comprehension from general and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret and communicate information effectively to manage organizational and financial situations in a hospitality operation.
- Comprehend fundamental techniques basic to managing food service operations.
- Apply the program skills learned to improve business within the dietary management hospitality sector as a positive source of change.
- Apply respect for culturally diverse perspectives, ethical behavior, and the major concepts and values of the hospitality industry to address business challenges and opportunities.

BBA in Nutrition and Dietary Business Management Course Requirements

Major Courses (Cohort) ..... 25 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- CUL 3000 Nutritional Cuisine
- CUL 3200 Cooking for Special Diets
- HCM 3000 Introduction to Healthcare Management
- HLW 1000 Personal Health and Wellness
- HLW 1001 Nutrition Today
- HOS 3300 Meeting Customer Expectations for Hospitality
- HOS 4300 Hospitality Leadership
- NTR 2000 Nutrition for Sports, Exercise, and Weight Management
- NTR 3000 Science of Nutrition

Business Core Courses ..... 25 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- ACC 4012 Financial and Managerial Accounting
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business Research and Communication
- FIN 4000 Financial Management
- LAW 3200 Business Ethics and Legal Issues
- MGT 4000 Management Skills Seminar
- MGT 4200 International Business
- MKT 4150 Interactive Marketing
- MTH 3440 Quantitative Business Analysis

Lower Division Requirements ..... 34 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
- ACC 2411 Principles of Accounting I
- BAC 1010 Academic Communication, Technology, and Success Essentials
- CAS 1500 Microsoft Office Applications
- COM 2400 Speech and Presentation Techniques
- ECO 2500 Macroeconomics
- ENG 1600 Business Composition
- ENT 1850 Entrepreneurship and the Small Business
- FIN 2000 Introduction to Business Finance
- MGT 1600 Introduction to Management
- MKT 1500 Enterprise Marketing
- MTH 1800 Introduction to Business Statistics

Hospitality Lower Division Requirements ..... 18 credits
Courses may be taken at Cleary University. Substitution permitted by transfer
- CUL 1000 Introduction to Culinary Arts
- CUL 1200 Culinary Fundamentals
- HOS 1100 Food Safety and Sanitation
- HOS 1200 Recipes and Menu Planning
- HOS 1300 Food and Beverage Controls
- HOS 1400 Nutrition for Food Service

General Education and Elective Courses ..... 18 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Public Accounting

Program Description
The Bachelor of Business Administration (BBA) in Public Accounting combines an extensive accounting concentration with broad-based business applications. The curriculum for this degree has been designed for the student who wants to become a Certified Public Accountant (CPA). While students completing the requirements for this degree are eligible to sit for the Uniform CPA exam, an additional 30 semester hours (45 quarter credit hours) are needed to meet the state of Michigan's CPA licensing guidelines. A Cleary academic advisor can assist you in developing an academic plan to meet these requirements. This degree provides students with the business skills and accounting competencies required to succeed as a public accountant.

Career Benefits
Public accountants prepare financial statements, perform audits, and provide financial and tax advice to clients. This degree program prepares the graduate for a career as a public accountant, auditor, tax advisor, and business consultant. Career opportunities in accounting are abundant, with projections for jobs to grow steadily. An increase in the number of businesses, changing financial laws and regulations, and increased scrutiny of company finances will drive growth.

Professional Certification
The curriculum for the BBA in Public Accounting is closely aligned with the content of the Uniform Certified Public Accountant (CPA) exam. The CPA credential is a license issued by the State of Michigan that authorizes the holder to practice as a CPA in Michigan. There are four parts to the exam: Auditing and Attestation (AUD), Financial Accounting and Reporting (FAR), Regulation and Business Environment (REG), and Business Environment and Concepts (BEC). To become licensed in Michigan, an individual must pass all parts of the exam. Applicants must also have completed 150 semester hours (225 quarter credit hours) of college education and must fulfill work experience requirements.

Guidelines for CPA licensure in the State of Michigan can be found at:
http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35414_60647_35451-238412--,00.html
Students interested in becoming licensed as a CPA in a state other than Michigan should check the requirements for that state.

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

BBA in Public Accounting Course Requirements

Major Courses (Cohort) ..... 36 credits
No substitution. All courses must be taken at Cleary University.
- ACC 4050 Legal Issues for Public Accounting
- ACC 4150 Governmental/Nonprofit Accounting
- ACC 4550 Individual Taxation
- ACC 4650 Corporate Taxation
- ACC 4700 Accounting Information Systems
- ACC 4720 Advanced Financial Accounting I
- ACC 4750 Advanced Financial Accounting II
- ACC 4800 Internal Auditing
- ACC 4810 Advanced Auditing
- FIN 4125 Investment and Portfolio Management
- FIN 4351 Financial Markets and Institutions
- FIN 4750 Advanced Corporate Finance

Core Courses ..... 41 credits
Courses may be taken at Cleary University or substitution permitted by transfer.
- ACC 3802 Intermediate Accounting II
- ACC 4400 Cost Accounting I
- ACC 4410 Cost Accounting II
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business Research and Communication
- ECO 3200 Managerial Economics
- FIN 4000 Financial Management
- LAW 3200 Business Ethics and Legal Issues
- MGT 4000 Management Skills Seminar
- MGT 4200 International Business
- MKT 4150 Interactive Marketing
- MTH 3440 Quantitative Business Analysis
- OPM 4000 Operations Management
- STR 4500 Strategic Management

Lower Division Requirements ..... 33 credits
Courses may be taken at Cleary University. Substitution permitted by Transfer or Prior Learning documentation.
- ACC 2411 Principles of Accounting I
- ACC 2412 Principles of Accounting II
- ACC 2801 Intermediate Accounting I
- BAC 1010 Academic Communications, Technology, and Success Essentials
- CAS 1500 Microsoft Office Applications
- ECO 2500 Macroeconomics
- ENG 1600 Business Composition
- FIN 2000 Introduction to Business Finance
- MKT 1500 Enterprise Marketing
- MTH 1800 Introduction to Business Statistics

Electives ..... 10 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

Total ..... 120 credits

BBA Sports Promotion and Management

Program Description
The Bachelor of Business Administration (BBA) degree in Sports Promotion and Management is designed for students interested in becoming business leaders within the sports industry. The program provides students with a well-rounded business education in the areas of accounting and finance, business law, international business, management, and marketing. It also includes specific coursework that is focused on the management of sport/event facilities, food and beverage, marketing and promotion, sports law, sports analytics, and contract negotiations. In addition, students will participate in an internship or experiential learning experience to gain valuable, real-world experience.

Career Benefits
Sports Promotion and Management students gain knowledge and skills to apply business management and promotion concepts in the sports industry. Graduates may receive positions in management, marketing, sales, promotion, and accounting or finance within a variety of business settings including professional and amateur sports organizations, private and commercial sport fitness and recreation, sport event management, sports finance, front office management, and sports marketing or promotion.

Program Learning Outcomes

- Develop business competencies in the areas of accounting and finance, management, marketing, business law, and technology
- Analyze managerial problems that utilize quantitative reasoning and critical thinking within the global and diverse sector of sports
- Demonstrate knowledge of interpersonal, written, and oral communication competencies needed to function in amateur and profession sports arenas
- Evaluate leadership and ethical decision-making competencies based on standards set by the industry
- Gather data and assess results, employ problem-solving techniques, and use information literacy concepts related to sports
- Apply academic knowledge and develop professional competencies in a professional setting

BBA in Sports Promotion and Management Course Requirements

Major Courses ..... 15 credits

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

INT 3000 Internship
SEM 4100 Sports/Event Marketing, Promoting, and Public Relations
SEM 4200 Sports Financial Analytics
SEM 4400 Sports and Event Law
SEM 4500 Sports/Event Negotiations, Contracting, and Risk Management

Core Courses ..... 37 credits

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

ACC 4012 Financial and Managerial Accounting
BAC 1000 Foundations in Undergraduate Studies
BAC 3000 Business Research and Communication
BCS 4400 Technology and the Organization
ECO 3200 Managerial Economics
ENT 4050 Creativity and Innovation
FIN 4000 Financial Management
LAW 3200 Business Ethics and Legal Issues
MGT 3400 Managing Projects and Processes in Organizations
MGT 4000 Management Skills Seminar
MGT 4200 International Business
MKT 4150 Interactive Marketing
MTH 3440 Quantitative Business Analysis

Lower Division Requirements ..... 31 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.

ACC 2411 Principles of Accounting I
BAC 1010 Academic Communication, Technology, and Success Essentials
CAS 1500 Microsoft Office Applications
ECO 2500 Macroeconomics
ENG 1600 Business Composition
FIN 2000 Introduction to Business Finance
MGT 1500 Introduction to Business
MGT 1600 Introduction to Management
MKT 1500 Enterprise Marketing
MTH 1800 Introduction to Business Statistics

Sports Promotion and Management Lower Division Requirements ..... 9 credits

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

SEM 2000 Foundations in Sports Promotion and Management
SEM 2100 Sports Facility Management
SEM 2200 Sports Food and Beverage Management

General Education and Elective Courses ..... 28 credits

Courses may be taken at Cleary University. Substitution permitted by transfer or prior learning documentation.

Total Credits ..... 120 credits

BBA Tourism and Sport Hospitality Management

Program Description
The Tourism and Sport Hospitality Management Bachelor of Business Administration degree is delivered by combining innovative on-ground coursework with significant practical experience. The program enables students to complete an Associate degree in any of our hospitality associates programs along with their BBA degree. This degree allows students to specialize in the specific sector of the hospitality and sport industry to applying the business concepts necessary for success.

This hands-on instructional education experience allows a student to complete two degrees in four years. Students have the opportunity to complete an externship that will further enable them to gain valuable hours of related work experience for credit. Industry recruiters are eager to employ Cleary graduates with this level of preparation and versatility.

Career Benefits
A Tourism, Sport and Event Hospitality degree provides students with the opportunity to learn hospitality specific and general business knowledge to succeed in multiple industries. Professional and amateur sport franchises, nonprofit organizations, sports facilities and recreational sports groups, hospitality and other event facilities/venues, resorts, charitable and nonprofit organizations, local and destination management are some examples of graduate careers. This addition to the Cleary University program offerings is an ideal fit for students looking to combine highly focused classroom training with practical hands-on experience that translates into future employment opportunities

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

- Interpret, effectively, the information necessary to manage profitable hospitality operations.
- Manage hospitality, food service and customer-service oriented cost controls and nutritional concepts as they apply to different operations.
- Demonstrate hospitality business comprehension from general and professional courses to critically evaluate situations for an industry based in customer service.
- Analyze, interpret and communicate information effectively to manage organizational and financial situations in a hospitality operation.
- Comprehend fundamental techniques basic to managing food service operations.
- Apply the program skills learned to improve business within the tourism, sport and event hospitality sector as a positive source of change.
- Apply respect for culturally diverse perspectives, ethical behavior, and the major concepts and values of the hospitality industry to address business challenges and opportunities.

BBA in Tourism and Sport Hospitality Management Course Requirements

Major Courses ..... 30 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- HOS 3300 Meeting Customer Expectations for Hospitality
- HOS 4100 Human Resources for the Hospitality Industry
- HOS 4200 Resorts and Tourism
- HOS 4300 Hospitality Leadership
- SEM 4100 Sports/Event Marketing, Promotion, and Public Relations
- TSH 3000 Sustainable Tourism
- TSH 3100 Cultural and Sport Tourism
- TSH 3200 Event Management in Sport and Tourism
- TSH 4300 International Tourism
- TSH 4400 Tourism, Sport, Hospitality Externship

Business Core Courses..... 25 credits
Courses may be taken at Cleary University, or substitution is permitted by transfer.
- ACC 4012 Financial and Managerial Accounting
- BAC 1000 Foundations in Undergraduate Studies
- BAC 3000 Business Research and Communication
- FIN 4000 Financial Management
- LAW 3200 Business Ethics and Legal Issues
- MGT 4000 Management Skills Seminar
- MGT 4200 International Business
- MKT 4150 Interactive Marketing
- MTH 3440 Quantitative Business Analysis

Lower Division Requirements..... 38 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or Prior Learning documentation.
- ACC 2411 Principles of Accounting I
- BAC 1010 Academic Communication, Technology, and Success Essentials
- CAS 1500 Microsoft Office Applications
- COM 2400 Speech and Presentation Techniques
- ECO 2500 Macroeconomics
- ENG 1600 Business Composition
- ENT 1850 Entrepreneurship and the Small Business
- FIN 2000 Introduction to Business Finance
- HLW 1000 Personal Health and Wellness
- HLW 1001 Nutrition Today
- MGT 1600 Introduction to Management
- MKT 1500 Introduction to Marketing
- MTH 1800 Introduction to Business Statistics

Hospitality Lower Division Requirements ..... 12 credits
Courses may be taken at Cleary University. Substitution permitted by transfer.
- CUL 1000 Introduction to Culinary Arts
- CUL 1200 Culinary Fundamentals
- HOS 1200 Recipes and Menu Planning
- HOS 1300 Food and Beverage Cost Controls

General Education and Elective Courses ..... 15 credits
Courses may be taken at Cleary University. Substitution permitted by transfer or prior learning documentation.
Total Credits ..... 120 credits

Professional Projects

The Professional Project is conducted over a two-course sequence (PJT 4910 Professional Project I and PJT 4920 Professional Project II) and is required for most BBA degrees at Cleary University. Students work collaboratively with an instructor to complete an individualized project on a topic that focuses on the student's background experiences, academic major, and career interests.

In the PJT 4910 course, the student and the instructor engage in discussions regarding possible project topics. Upon selection of the topic, discussions shift to the mechanics of constructing the series of drafts that lead to the final paper. PJT 4920 builds upon the work completed in PJT 4910 and involves primary and secondary research, data analysis, development of recommendations and writing the final project report.

The project can be a personally rewarding component of a student's academic experiences providing an opportunity to apply business competencies to a living project of the student's choice. The Professional Project is typically taken during the last two semesters of the student's academic program and with the same instructor. A grade of C or higher is required in the first course to continue with the second course.

The topics for the Professional Project will vary but preference is given to topics that solve problems or make contributions to the student's employer. Projects may include:

- Projects related to work: Projects will involve process improvement, problem-solving related to the operations of a business, innovation, or implementation or development of new products.
- Projects related to managing a small business: Projects can include business plans and feasibility analyses.
- Projects related to starting new businesses: Projects will focus on developing prototypes, testing and validating business concepts.
- Projects related to marketing a product or service: Projects will be marketing audits following a prescribed outline, which will be provided by the mentor.
- Projects can also be customized to meet the specific needs of the student's employer.

BBA Academic Minors

Undergraduate students earning a BBA degree may also elect to complete an academic minor. Upon completion of the Business Core courses and prior to completing the BBA degree requirements, students may earn a minor by completing a sequence of three related major courses. For major/minor combinations which share requirements, course substitutions will be selected.

Minor in Business Management
MGT 4120 Leadership and Teams
MGT 4250 Negotiations
MGT 4790 Management Policy

Minor in Entrepreneurship
ENT 4000 Entrepreneurship
ENT 4100 Marketing and the New Business
ENT 4300 New Business Finance

Minor in Sports Promotion and Management (Select three courses)
SEM 4100 Sports/Event Marketing, Promotion, and Public Relations
SEM 4200 Sports Financial Analytics
SEM 4400 Sports and Event Law
SEM 4500 Sports/Event Negotiations, Contracts, and Risk Management

Minor in Marketing (Select three courses)
MKT 4200 Market Intelligence
MKT 4340 Marketing Research and Relationship Marketing
MKT 4350 Social Media Theory and Practice
MKT 4400 Marketing Metrics
MKT 4500 Consumer Behavior

UNDERGRADUATE CERTIFICATES

Business Analytics Certificate

Program Description
Students may choose to earn a certificate designed to provide preparation in business strategies, information technology systems, and statistical and quantitative techniques. Coursework includes the study of business analysis, strategic data analytics, data analysis tools, and system design and development techniques which will prepare the student to be the go-to person to support organizations in making data-driven decisions and discoveries in the always-evolving field of data management. Business analysts bring highly sought-after expertise to companies in almost every field. Evaluating and solving business challenges is the strong suit of these professionals; to accomplish this, they collect, review, and analyze information so they can make sound recommendations.

Business Analytics Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
BDA 3500 Business Analytics I
BDA 3501 Business Analytics II
BDA 4000 Strategic Data Analytics
BDA 4010 Data Analytics Tools
BDA 4050 System Design Techniques
BDA 4060 System Development Techniques

Business Leadership Certificate

Program Description
Today's challenging and complex business environment requires agility in execution as well as a thorough understanding of human and organizational dynamics. Additionally it requires an ability to have a deep understanding of how to develop and implement strategy to maximize your organization's ability to succeed in a complex operating environment. The objective of the program is to provide the student with both the "hard" and "soft" skills that are required of contemporary leaders.

Business Leadership Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
LED 4000 Leadership Skill Development
LED 6500 Survey of Global Leadership
MGT 4120 Leadership and Teams
MGT 4250 Negotiations
MGT 6360 Management and Organizational Behavior
STR 6060 Strategic Management

Digital Communication Certificate

Program Description
Students may specialize in coursework that emphasizes the writing, designing, and producing digital business communications and earn a Digital Communication certification. Coursework focuses on giving students hands-on experience in writing, designing, and producing communications for Web and social media including blogs, e-mails, search advertising, SEO, and analytics.

Digital Communication Certificate Courses (Select six COM/MKT courses) .. 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
COM 1500 Adobe Creative Suite Lab
COM 2500 Multimedia Writing
COM 2510 Multimedia Design
COM 3010 Communication in the Digital Age
COM 3020 Advertising, Promotions, and Public Relations
COM 4010 SEO Strategies and Metrics
COM 4100 Global Business Communications
MKT 2000 Digital Marketing
MKT 3000 Digital Marketing Practicum

Entrepreneurship Certificate

Program Description
Entrepreneurs identify needs, then organize and develop enterprises to fill those needs. They often operate in conditions of uncertainty and risk. They exist in the public sector and the private sector, within large corporations and in tiny startups, in complex technical industries and in simple shops. Entrepreneurs are problem solvers and managers of people, risk and possibility. The entrepreneurship certificate is designed to develop critical thinking, opportunity discovery and analysis, strategic management and implementation skills through experiential learning. Students will hone their skills by engaging with their own business ideas or topics that match closely with their industry of interest.

Entrepreneurship Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
ENT 1850 Entrepreneurship and the Small Business
ENT 4000 Entrepreneurship
ENT 4050 Creativity and Innovation
ENT 4100 Marketing the New Business
ENT 4200 Technology Entrepreneurship
ENT 4300 New Business Finance

Human Resource Management Certificate

Program Description
The field of human resource management includes various specializations including compensation, labor relations, benefit administration, talent management, organizational culture, and employee recruitment and retention. The Human Resource Certificate program provides the students with the skills necessary to enhance their current career or prepare for a future career in their organization's Human Resource department.

Human Resource Management Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
HRM 4210 Human Resource Management
HRM 4350 Human Resource Law
HRM 4500 Training and Development for Human Resource Management
HRM 4600 Compensation and Performance Management Systems
HRM 4700 Organizational Staffing Principles and Practices
MGT 6360 Management and Organizational Behavior

Marketing Certificate

Program Description
The Marketing Certificate program provides students the necessary knowledge and skills to establish a strong marketing presence in a digital world. Coursework focuses on core strategic marketing concepts used in market development and growth, market research, consumer behavior, marketing metrics and analytics, Internet marketing, and social media while learning the latest theories in digital, mobile, and social media marketing from industry professionals.

Marketing Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
MKT 4150 Interactive Marketing
MKT 4200 Market Intelligence
MKT 4340 Marketing Research and Relationship Marketing
MKT 4350 Social Media Theory and Practice
MKT 4400 Marketing Metrics
MKT 4800 Consumer Behavior

Project Management Certificate

Program Description
The Project Management certificate program provides working professionals with the skills required to successfully manage their organization's projects. The curriculum is in-depth and driven by best practices and industry standards and focuses on project planning, risk management, quality management, project cost and procurement, management of human capitol, and controlling and closing the project.

Project Management Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
PMG 3000 Project Planning
PMG 3010 Risk Management
PMG 3020 Project Cost and Procurement
PMG 3030 Human Resources in Project Management
PMG 3040 Controlling and Closing the Project
QTY 4320 Quality Management

Supply Chain Management Certificate

Program Description
The curriculum for the Supply Chain Management certificate program is in-depth and driven by best practices and industry standards. The program focuses on inventory and information management, distribution and transportation, global operations, supplier management, management of product variety, and e-supply chain management.

Supply Chain Management Certificate Courses ..... 18 credits

BAC 0900 Student Certificate Orientation and Resource Education (SCORE)
PMG 3010 Risk Management
SCM 3000 Principles of Inventory Management
SCM 3020 Supplier Management Strategies
SCM 3030 Planning and Control in Distribution
SCM 3040 Logistics and Supply Chain Management: Creating Value-Added Networks
SCM 3050 The Resilient Enterprise

College of Undergraduate Studies (Traditional Program)

Program Structure and Delivery
This method of course delivery is designed primarily for traditional-aged students who enter the University directly after completing high school. It is also beneficial for transfer students whose personal or professional schedules will not accommodate accelerated courses. Course delivery at the lower-division level consists of on-campus classes held during the daytime that are supplemented with carefully selected on-line components.

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

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

Student Life
A wide variety of cultural, social, and recreational activities exists in Livingston County and the surrounding region. On-campus housing is readily available, and affordable dining options are located both on campus and within easy walking distance of the university. Staff, faculty, and peer mentors assist new students in acclimating to life as a university student, and encourage them to explore co-curricular and extra-curricular Cleary student activities. .

Dual Enrolled High School Students*
1.Dual enrolled students are required to consult with a Cleary University academic advisor prior to registration.
2.This program applies only to Cleary University day classes (1000- and 2000-level courses held between the hours of 9:00 a.m. and 5:00 p.m.). Unless otherwise authorized, high school students are not permitted to enroll in the University's evening or fully on-line courses.
3.Only one Cleary University course may be taken per semester. Exceptions will be considered on a case-by-case basis.
4.Course grades will be calculated in accordance with the University's grading system. All academic policies apply. A student must earn at least a 2.0 in each Cleary University course to remain eligible for dual enrollment.

GRADUATE DEGREE PROGRAMS

MBA Analytics, Technology, and Innovation

Program Description
Technological advances have impacted our world, and the business world in particular--in fundamental ways--and the Business Analytics, Technology, and Innovation MBA is designed to prepare students for careers in these dynamic business fields. Massive amounts of data are being gathered and stored, from individual medical records to transportation data for large logistics providers. Moreover, ever faster computers and optimization methods have become available to transform this data into information for better decision-making. All this makes it possible to apply advanced analytical methods to business problems that were impossible ten or fifteen years ago.

Career Opportunities
The Bureau of Labor and Statistics projects job growth in business intelligence fields to be nearly three times the overall national average for job growth. Potential career opportunities include:

- Market research analyst
- Health care analytic manager
- Data analytic business consultant
- Management analysts

Source: Bureau of Labor Statistics
http://www.bls.gov/ooh/business-and-financial/management-analysts.htm

Program Learning Outcomes
Upon completion of this degree, the graduate will

- Identify, analyze, and solve real-world business problems
- Effectively communicate in a competitive business environment
- Appreciate the challenges facing businesses as well as recognize the importance of ethical principles
- Develop the analytical and managerial skills required to analyze data, address business problems, manage risk, and also identify and create new business opportunities
- Demonstrate basic skills in creative problem-solving innovation and human-centered 'design thinking'

MBA in Analytics, Technology, and Innovation Course Requirements

MBA Core Courses ..... 24 credits
ECO 6450 Managerial Economics
FIN 6050 Financial Management
LAW 6050 Law and Ethics or MBA 5010 Foundations in Graduate Studies II
MAC 6100 Financial and Managerial Accounting
MBA 5000 Foundations in Graduate Studies I or MBA 5010 Foundations in Graduate Studies II
MGT 6360 Management and Organizational Behavior
MKT 6050 Strategic Marketing Management
MTH 6250 Quantitative Managerial Analysis
STR 6060 Strategic Management

Major Courses ..... 9 credits
BDA 6300 Business Analytics
ENT 6500 Global Strategy and Innovation
MIT 6400 Management of Information Technology

Total..... 33 credit

MBA Global Leadership

Program Description
The Master of Business Administration in Global Leadership is a program designed for those interested in becoming leaders in their global organizations. Students will become proficient in the effective management of complex multinational organizations. Throughout the program, students learn to use critical thinking and problem-solving skills, assess ethical decision making in global environments, practice global management strategies and apply cross-cultural and business communication skills to international business situations.

Career Opportunities

- Import/export agent
- Translator
- Foreign currency investment advisor
- Foreign sales representative
- International management consultant

Source: Bureau of Labor Statistics
http://www.bls.gov/careeroutlook/2008/fall/art01.pdf

Program Learning Outcomes

- Demonstrate a broad-based knowledge of critical appreciation of the economic, cultural, ethical, and global business operations
- Make effective decision making by utilizing quantitative techniques and research methods relevant to global management environment
- Demonstrate a global mindset by understanding the global business community and by adopting conceptual tools to manage across cultures
- Communicate in a global environment with various constituencies across different business functions and cultures

MBA in Global Leadership Course Requirements

MBA Core Courses ..... 24 credits
ECO 6450 Managerial Economics
FIN 6050 Financial Management
LAW 6050 Law and Ethics or MBA 5010 Foundations in Graduate Studies II
MAC 6100 Financial and Managerial Accounting
MBA 5000 Foundations in Graduate Studies I or MBA 5010 Foundations in Graduate Studies II
MGT 6360 Management and Organizational Behavior
MKT 6050 Strategic Marketing Management
MTH 6250 Quantitative Managerial Analysis
STR 6060 Strategic Management

Major Courses ..... 9 credits
LED 6500 Survey of Global Leadership
MGT 6750 Global Business
OPM 6550 Global Operations Management

Total ..... 33 credits

MBA Health Care Leadership

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

Career Opportunities
According to the U.S. Bureau of Labor Statistics, "Employment of medical and health services managers is expected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations." A combination of work experience in the health care field and strong business and management skills should lead to the best opportunities. Health care management employers can be any of the following:

- Clinics
- Dental practices
- Health insurance organizations
- Health care associations
- Hospitals
- Nursing homes
- Physician practices
- Mental health departments
- Rehabilitation centers
- Skilled nursing facilities
- Universities and research institutions
- Home health care organizations

Health care leaders will be required for many disciplines, both clinical and non-clinical, and in many areas, including health information technology, finance, marketing, insurance, biotech, post-acute care, hospital systems, and ancillary services.

Program Learning Outcomes

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

MBA in Health Care Leadership Course Requirements

MBA Core Courses ..... 24 credits
ECO 6450 Managerial Economics
FIN 6050 Financial Management
LAW 6050 Law and Ethics or MBA 5010 Foundations in Graduate Studies II
MAC 6100 Financial and Managerial Accounting
MBA 5000 Foundations in Graduate Studies I or MBA 5010 Foundations in Graduate Studies II
MGT 6360 Management and Organizational Behavior
MKT 6050 Strategic Marketing Management
MTH 6250 Quantitative Managerial Analysis
STR 6060 Strategic Management

Major Courses ..... 9 credits
HCM 6040 Health Policy, Law, and Ethics
HCM 6150 Quality Management in Health Care
LED 6500 Survey of Global Leadership

Total..... 33 credit

Graduate Certificates

The Graduate Certificate program is intended for the person who has completed an undergraduate bachelor degree and wishes to enhance his or her professional credentials. Certificate courses are taken on-line.

Graduate Certificate in Financial Planning

Program Features

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

Career Benefits

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

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

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

Graduate Certificate in Financial Planning Course Requirements

Required Courses

CER 5000 Graduate Certificate Orientation .....0 cr.
FNP 6100 Investment Planning..... 3 cr.
FNP 6200 Insurance and Risk Management .....3 cr.
FNP 6300 Retirement and Employee Benefits Planning.....3 cr.
FNP 6400 Income Tax Planning.....3 cr.
FNP 6500 Estate Planning .....3 cr.
FNP 6600 Capstone Financial Plan Development Course .....3 cr.

Graduate Certificate in Analytics, Technology, and Innovation

Program Description
Technological advances have impacted our world, and the business world in particular--in fundamental ways--and the Business Analytics, Technology, and Innovation MBA certificate is designed to prepare students for careers in these dynamic business fields. Massive amounts of data are being gathered and stored, from individual medical records to transportation data for large logistics providers. Moreover, ever faster computers and optimization methods have become available to transform this data into information for better decision-making. All this makes it possible to apply advanced analytical methods to business problems that were impossible ten or fifteen years ago.

Required Courses
CER 5000 Graduate Certificate Orientation .....0 cr.
BDA 6300 Business Analytics ..... 3 cr.
ENT 6500 Global Strategy and Innovation .....3 cr.
MIT 6400 Management of Information Technology.....3 cr.

Graduate Certificate in Global Leadership

Program Description
The Graduate Certificate in Global Leadership is a program designed for those interested in becoming leaders in their global organizations. Students will become proficient in the effective management of complex multinational organizations. Throughout the program, students learn to use critical thinking and problem-solving skills, assess ethical decision making in global environments, practice global management strategies and apply cross-cultural and business communication skills to international business situations.

Required Courses
CER 5000 Graduate Certificate Orientation .....0 cr.
LED 6500 Survey of Global Leadership .....3 cr.
MGT 6750 Global Business.....3 cr.
OPM 6550 Operations Management..... 3 cr.

Graduate Certificate in Health Care Leadership

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

Required Courses
CER 5000 Graduate Certificate Orientation .....0 cr.
HCM 6040 Health, Policy, Law, and Ethics.....3 cr.
HCM 6150 Quality Management in Health Care ..... 3 cr.
HCM 6500 Survey of Global Leadership .....3 cr.

Cleary University
2016-17 Academic Year BBA/MBA Degrees

Degree Type	Entry				Delivery				
	Min Entry GPA	Entry Credits	Transfer Credit Allowed	Apply Prior Learning Credit	Delivery Format	Cohort	Student Credit Load	Program Completion In-Class Time*	Location
Executive Management BBA (Full-Time Degree Completion)	2.5	Associate Degree or Equivalent	Up to 83 Semester Credits	Yes	On-line	Yes	12 Credits/ Semester	3 Semesters/ 12 Months	On-line
Executive Management (3/4-Time Degree Completion)	2.5	Associate Degree or Equivalent	Up to 83 Semester Credits	Yes	On-line	Yes	9 Credits/ Semester	5 Semesters/ 20 Months	On-line
BBA HCM (Degree Completion)	2.5	Associate Degree or Equivalent	Up to 83 Semester Credits	Yes	On-line	Yes	9 Credits/ Semester	4 Semesters/ 16 Months	On-line
BBA HRM (Degree Completion)	2.5	Associate Degree or Equivalent	Up to 83 Semester Credits	Yes	On-line	Yes	9 Credits/ Semester	4 Semesters/ 16 Months	On-line
BBA (16 Majors)	2.0	Multiple Entry Options	Varies by Major (up to 95 credits)	Yes	Selected On-line or Blended	Major Only	Student Paced	Student Paced	Selected On-line Howell Detroit
MBA 2-YR Business Analytics, Technology, and Innovation, Health Care Leadership, or Global Leadership	2.5	Any Bachelor's Degree	Up to 9 Credits	NA	Blended	Yes	6 Credits/ Semester	5.5 Semesters/ 23 Months	Ann Arbor or On-line

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

PROFESSIONAL DEVELOPMENT

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

American Society for Quality Certification

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

Certified Management Accountant (CMA®)

CMA is the advanced professional certification specifically designed to measure the advanced accounting and financial management skills that drive business performance in today's complex and challenging business environment. The CMA is tailor-made for accounting and finance professionals at all levels, whether you want to enhance your value to your current organization, or expand your career potential. Earning the CMA will make you part of the network of more than 45,000 credentialed peers worldwide.

Cleary University offers an instructor-led CMA preparation course. The Wiley CMAexcel Learning System is used to teach the course which includes textbooks and on-line practice tests available 24/7. This approach combines printed materials and on-line components with the expertise of an instructor and the discipline of a classroom setting—either on-site or via WebEx. These instructor-led review courses will be delivered in two convenient courses, mirroring the two parts of the CMA exam.

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

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

Part 1 – Financial Reporting, Planning, Performance, and Control

- Planning, budgeting, and forecasting
- Performance measurement
- Cost management
- External financial reporting decisions
- Internal controls

Part 2 – Financial Decision Making

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

COURSE ABBREVIATIONS

ACC	Accounting
BAC	Baccalaureate Studies
BCS	Business Computer Systems
BDA	Business Data Analysis
CAR	Career Management
CAS	Computer Application Software
CER	Certificate Class
COM	Communications
CUL	Culinary Management
ECO	Economics
ENG	English
ENT	Entrepreneurship
FIN	Finance
FNP	Financial Planning
FSM	Food Service Management
HCM	Health Care Management
HLW	Health and Wellness
HOS	Hospitality Management
HRM	Human Resource Management
HUM	Humanities
INT	Internship
ISA	Information Security Assurance
LAN	Language
LAW	Law
LED	Leadership
MAC	Accounting (Graduate)
MBA	Master of Business Administration
MGT	Management
MIT	Management of Information Technology
MKT	Marketing
MTH	Mathematics
NTR	Nutrition
OPM	Operations Management
PHL	Philosophy
PJT	Directed Project
PLS	Political Science
PMG	Project Management
PSY	Psychology
QTY	Quality Management
SCM	Supply Chain Management
SEM	Sports Promotion and Management
SOC	Sociology
STR	Strategy
TSH	Tourism and Sport Hospitality

UNDERGRADUATE COURSE DESCRIPTIONS

(Course pre-requisites are shown in parentheses.)

ACC 2411 Principles of Accounting I ..... 4 cr.
This course examines the basic principles of accounting. Students work through the entire accounting cycle by analyzing and posting business transactions, recording journal entries, and preparing basic financial statements. Other topics include accounting systems and controls, internal control of cash receipts and payments, accounting for receivables, inventory cost flow, and current liabilities.

ACC 2412 Principles of Accounting II (ACC 2411)..... 4 cr.
The second semester of accounting principles examines accounting for long-term assets, long-term liabilities, stockholder's equity, accounting for dividends, earnings per share and business transactions, statement of cash flows, and financial statement analysis. Special emphasis will be placed on practical application of the accounting concepts.

ACC 2520 QuickBooks…… 2 cr.
This course examines how accounting transactions are completed using QuickBooks Pro software. Students will set up a new company, create a chart of accounts, enter transactions, prepare reports, and close out the accounting cycle. Intuit QuickBooks Pro software is required.

ACC 2550 Introduction to Taxation (ACC 2411)..... 3 cr.
This course provides a broad overview of Internal Revenue tax codes as applied to individuals and business entities, including payroll taxes. Students will study the fundamental skills related to individual and business taxation. The goal of this course is to provide students with a basic understanding of tax concepts.

ACC 2801 Intermediate Accounting I (ACC 2412)..... 4 cr.
Advanced financial reporting concepts are the focus of this course. Students perform an in-depth examination of financial statements, preparation, analysis, and reporting. Topics include income measurement and profitability analysis, time value of money concepts, accounting for cash, receivables, inventory, property, plant, equipment, and intangible assets.

ACC 3802 Intermediate Accounting II (ACC 2801)..... 4 cr.
Advanced financial reporting concepts are the focus of this course. Major topics include accounting for investments, current liabilities and contingencies, bonds and long-term notes, leases, income taxes, pensions, and shareholder's equity. This course also includes an in-depth study of the statement of cash flows.

ACC 4012 Financial and Managerial Accounting (ACC 2411) ..... 3 cr.
This course is an introduction to the preparation of financial statements for investors and managers and explores managerial accounting concepts used to support business decisions. Topics include income statement, balance sheet, cash flow statement, product costing methods, activity-based costing, cost-volume-profit analysis, standard costing, budget preparation, and relevant costs analysis.

ACC 4050 Legal Issues for Public Accounting ..... 3 cr.
Professional accountants must be able to recognize relevant legal issues and how they relate to accounting and auditing. This course is designed to familiarize students with the various legal topics that accountants encounter on a regular basis, and to prepare students for the business law topics of the CPA examination. Emphasis is placed on legal topics, including business organizations, contracts, debtor-creditor relationships, securities law and regulation, and the Uniform Commercial Code.

ACC 4150 Governmental/Nonprofit Accounting (ACC 2801)..... 3 cr.
In this course, students will study issues in municipal accounting, especially as relevant to city, state, and federal agencies with attention to bond financing, funds, and budgets. An overview of accounting for nonprofit organizations will also be presented. Microsoft Excel software is required for this class.

ACC 4400 Cost Accounting I (ACC 2801) ..... 3 cr.
This course covers the role of the management accountant in an organization. Emphasis is placed on planning and controlling operations and on supporting decision making. Specific topics include cost concepts, cost behavior, job-order and process costing systems, cost-volume-profit analysis, and variable costing. Microsoft Excel software is required.

ACC 4410 Cost Accounting II (ACC 4400) ..... 3 cr.
This course covers advanced cost concepts used to support management decision making. Specific topics include activity-based costing, profit planning, standard costing and performance evaluation, flexible budgets, relevant cost analysis, segment reporting, and capital budgeting decisions. Microsoft Excel software is required for this class.

ACC 4550 Individual Taxation (ACC 2411) ..... 3 cr.
The focus of this course is the study of personal federal income tax laws, forms, and reporting mechanisms, and their application to individual taxes. Topics to be covered will include income and loss realization and recognition, capital gains and losses, exemptions, rates, gross income items, deductions of business expenses, employee expenses, and itemized deductions.

ACC 4650 Corporate Taxation (ACC 2411) ..... 3 cr.
Anticipating and understanding the tax consequences and implications of corporate entities is an essential part of accounting practice. This course covers various corporate transactions beginning with the formation and operation of the corporation and proceeding to other advanced topics, such as: capital structure, earnings and profits, dividend distributions, stock redemptions, liquidations, and re-organizations. Focus is on the tax aspects of "S" corporations, including formation, operating activities, distributions, and termination of an "S" corporation. Emphasis is placed on developing the student's ability to identify and explain the tax consequences of various corporate transactions.

ACC 4700 Accounting Information Systems ..... 3 cr.
This course examines the design, operation, and control of accounting information systems. Emphasis is placed on transaction cycles and business processes, with a focus on the flow of financial transactions through the accounting information system. Internal control concepts and their application to the information systems are also considered. Microsoft Excel software is required for this class.

ACC 4720 Advanced Financial Accounting I (ACC 2801) ..... 3 cr.
This course provides an in-depth examination of accounting for business combinations. Emphasis is placed on direct acquisitions, preparation of consolidated financial statements, and miscellaneous topics related to business combinations. Microsoft Excel software is required for this class.

ACC 4750 Advanced Financial Accounting II (ACC 4750) ..... 3 cr.
This course covers international accounting issues and partnerships. The international accounting portion focuses on the international accounting environment and compares accounting principles of several countries. In the partnership portion, students examine the entire partnership cycle from formation to liquidation and study the unique accounting principles associated with partnerships. Microsoft Excel software is required for this class.

ACC 4800 Internal Auditing ..... 3 cr.
This course provides a broad overview of internal auditing theory and internal controls abd encompasses the various purposes of internal auditing. Additional topics include how to establish and review internal controls.

ACC 4810 Advanced Auditing (ACC 4800) ..... 3 cr.
This course is designed to deepen and broaden a student's conceptual understanding of internal and external auditing. Auditing expertise will be developed by building upon the knowledge gained in the first internal auditing course. This course will prepare students to analyze contemporary auditing and assurance issues. The course will also include an overview of fraud examination and forensic auditing.

BAC 0900 Student Certificate Orientation and Resource Education (SCORE) ..... 0 cr.
The SCORE orientation course will focus on the strategies, resources, and tools that assist students to succeed in their courses. Emphasis will be on learning how to navigate Moodle, Cleary's learning management system, on-line library resources, Cleary e-mail, and other on-line resources and tools. In an active collaborative setting, students will explore and discuss the development of academic preparedness, learning styles, time management, and course work strategies.

BAC 1000 Foundations in Undergraduate Studies ..... 1 cr.
This course prepares students to be successful in Cleary University's undergraduate academic programs. Students learn how to use Cleary's course management software, acquire a working knowledge of Cleary's electronic research tools, are introduced to the university's library services, and become familiar with Cleary's academic policies and protocols. Students are introduced to APA style, document formatting, and tools used to enhance the on-line and blended learning experience. This on-line course is supplemented by an on-campus workshop to ensure mastery of the learning objectives. Successful completion of this course is an undergraduate degree requirement.

BAC 1010 Academic Communication, Technology, and Success Essentials ..... 3 cr.
This course is designed for first-time and transfer students with fewer than 40 semester credits. Cleary's course technologies, electronic library, and research tools including the course management system (Moodle) are introduced. The academic skills required for college-level success are discussed, assessed, and practiced by setting personal, academic, and career goals. After course completion, students should gain the skills needed to become a successful learner.

BAC 3000 Business Research and Communication (upper division status) ..... 3 cr.
This course introduces the transfer student to academic research and resources as well as to business communications. Students learn how to use electronic resources to conduct research, analyze findings, and report results in formal academic written report. The research writing process is explained and used by students to write academic papers and business reports. Plagiarism and academic ethics are discussed, and students learn how to properly acknowledge research sources using APA format. Students learn to make effective formal presentations for local and remote audiences.

BBA 9999 Undergraduate Curricular Assessment ..... 0 cr.
This course is used to administer the end-of-program assessment for undergraduate students to measure learning outcomes in the core business topics. Scores on this test are used to assist the University with curriculum assessment and improvements, and are also used to award the Academic Excellence medallion to recipients. The course will also provide an opportunity for students to take a post-test related to critical thinking skills. This classroom also provides information on career services and commencement. This is a required course and is graded on a pass/fail basis.

BCS 4400 Technology and the Organization ..... 3 cr.
Today's competitive business environment requires managers at all levels to understand the role technology plays in the organization. By challenging the paradigm of how students currently view the role of technology in the organization, the student is moved to view technology as a tool to gain competitive advantages in the marketplace.

BDA 3500 Business Analysis I (MTH 4400) ..... 3 cr.
Students in this course will build a foundation for becoming a business analyst. Additionally, students will begin to learn techniques for gathering information and producing business solutions. Students will also learn techniques for to communicate and assess the solutions.

BDA 3501 Business Analysis II (BDA 3500) ..... 3 cr.
This course further develops students to assume the role of a business analyst. Students will continue using software tools to gather information and produce solutions for business stakeholders.

BDA 4000 Strategic Data Analytics (MTH 4400) ..... 3 cr.
This course gives students an introduction to data analytics. Students will be introduced to the analytics framework, developing a unique analytics roadmap, and using analytics to make business decisions to plan for change. An emphasis is placed on ensuring students have the knowledge to help companies complete effectively. Students will examine all aspects of the data analytics framework and will be introduced to analysis tools and analytic programming languages. Basic understanding of statistical concepts is highly recommended for this course.

BDA 4010 Data Analytics Tools (BDA 4000) ..... 3 cr.
This course is the second course in data analytics. Students will continue to examine the role analytics play in the business environment. In addition, students will get more advanced practice using the various tools within the data analytics industry. Students will also learn to create and use various decision support techniques including decision trees, data modeling, and data mining. A working knowledge of Excel is highly recommended for this course.

BDA 4050 System Design Techniques ..... 3 cr.
In this course, students will begin to examine the design and development process of collaborative business systems. Students will get practice designing business solutions by analyzing ideal designs and constraints to determine the best possible solution. A variety of techniques for modeling, documenting, communicating, and validating the system design will be examined. All activities within the Planning and Analysis phases of the systems development life cycle (SDLC) will be reviewed.

BDA 4060 System Development Techniques (BDA 4050) ..... 3 cr.
This course builds on the systems design work completed in the previous course (BDA 4050). Students will review all activities within the Design and Implementation phases of the systems development cycle (SDLC).

CAR 2000 Business Career Planning..... 2 cr.
This course will guide students through the processes of self-assessment, career exploration, and job-search strategies. Students will integrate information gained in the class to select a business major, set career goals, create a corresponding career path, and write targeted résumés. The use of the Internet and other technologies for career development will be emphasized.

CAR 2010 Career Exploration Independent Study..... 0.5-2 cr.
Students in this course develop an independent learning plan with their instructor to achieve outcomes in the area of career exploration. Topics may include: resume writing, on-line job search strategies, interview techniques, or career advancement negotiations. Students may only register for this course with the permission of their advisor and department chair.

CAS 1100 Google Applications for Business..... 2 cr.
There is a growing demand for business professionals to incorporate Google Applications in their daily lives and this course will prepare students to hit the ground running. Students will practice a variety of collaborative applications available through Google. Emphasis will be placed on how the Google applications are being used in virtual business team settings.

CAS 1500 Microsoft Office Applications ..... 3 cr.
This course offers an overview of the primary Microsoft Office Applications: Word, Excel, and PowerPoint. Students will focus on features that will be beneficial for future academic and professional endeavors. Access to Microsoft Word, Excel, and PowerPoint required (2013 recommended).

COM 1000 Introduction to Communication Theory..... 3 cr.
Course introduces students to communication theories and principles including the communication process, perception, verbal and nonverbal communication and listening. Students will examine the role of communication in interpersonal, small groups, public and organizations settings. The impact of new technologies and trends relating to the communication process will be explored.

COM 1500 Adobe Creative Suite Lab..... 3 cr.
Students and professionals will learn to design effective print, Web and digital communications in a computer lab setting. Students will be introduced to Adobe's Creative Suite including Adobe's InDesign, Illustrator, Dreamweaver, Photoshop and an overview of Flash. The course covers basic design layout; drawing and altering vector images; using color, gradient mesh, patterns, transparency, font types; enhancing and correcting digital photos, layer basics, masking, compositing and preparing files for the web or mobile.

COM 2400 Speech and Presentation Techniques..... 3 cr.
This course introduces oral presentation and the principles of effective public speaking. The main objective is to help students develop confidence as they learn, not only how to formulate their thoughts quickly, but also how to research and orally deliver a well-organized engaging speech. Speeches delivered during this course could include impromptu, elevator, sequence/demonstration, informational, and expository.

COM 2500 Multimedia Writing ..... 3 cr.
This course is designed to help students practice professional writing skills. Students will receive instruction and practice writing for multimedia communications such as blogs, e-mails, Web sites, social media networks, public relations, video, etc.

COM 2510 Multimedia Design (COM 1500) ..... 3 cr.
The course develops the skills needed to design and produce visual communications using software applications, design principles, Web content, and sound and video production. Students gain hands-on experience producing content for print, social media, Web and mobile platforms using software and technical equipment (both Windows and MAC platforms) commonly found in business environments.

COM 3010 Communication in the Digital Age ..... 3 cr.
Students will use case studies and personal observations to evaluate different digital media forms and practice. On-line consumer behavior and trends, as well as a communication using a global perspective, will be examined. Students will perform a digital media audit and debate the ethical, legal and social ramifications of digital media and business communications.

COM 3020 Advertising, Promotions, and Public Relations ..... 3 cr.
This course covers the applications of display and search advertising, and creating, influencing and managing on-line communities. Special focus will be on public relations and influencing the external and internal publics including the news media, internal and external customers and crisis management. Google Adwords, mobile and video advertised will be covered giving students the framework necessary to pass Google Adwords certification exams.

COM 4010 SEO Strategies and Metrics ..... 3 cr.
Students will gain an understanding of how search engines work and the strategies behind search engine optimization. In addition, students will learn the importance of Web metrics and gain exposure to hyperlink, web traffic and web server log analysis. Special focus will be given to Google Analytics and common metrics used in SEO, social media, mobile and on-line advertising.

COM 4100 Global Business Communications ..... 3 cr.
The course is designed to strengthen interpersonal, team building, and presentation skills within a global workplace. Students will learn to think globally and consider communication and/or cultural situations from different viewpoints and perspectives. Using case studies and ethical scenarios, students will discuss how communication models, processes, and techniques are being used in today's global companies. Students should use a global perspective to choose a communication strategy, create a message, coordinate with a group and deliver the message.

COM 4500 Public Relations Writing and Media Relations ..... 3 cr.
In this course, students develop essential skills for writing and distributing public relations materials through traditional and social media. Students create a wide range writing samples including basic news releases, pitch letters, backgrounders to more complex samples such as media kits, annual reports, and crisis responses. The course further explores mastering the techniques needed to reach a variety of audiences in today's digital age.

COM 4600 Public Relations Campaigns ..... 3 cr.
This course explores the process of planning and implementing public relations campaigns. Students will be introduced to the techniques and tools used to influence special publics including the news media, trade publications, advertising, local events and on-line communities. The course further examines events and situations that may threaten an organization's viability and the various methodologies to develop an effective crisis communication plan.

CUL 1000 Introduction to Culinary Arts ..... 3 cr.
This course introduces students to basic culinary terminology, equipment identification, knife skills and food and meal preparation through lectures and hands-on practice. Emphasis is given to safety, fundamental techniques, and presentation. Students become acquainted with identifying common quality fruits, vegetables, and herbs, learning industry standards for vegetable cuts and size as well as vegetable cooking techniques.

CUL 1200 Culinary Fundamentals ..... 3 cr.
Students complete a comprehensive program of breakfast and mid-day meal preparation. The course includes preparation of breakfast products and numerous egg dishes, as well as salad and sandwich preparation. Students are introduced to a variety of salad greens, basic dressings and a variety of hot and cold sandwiches. Emphasis is also placed on retention of basic sandwich ingredients, taste and preparation of luncheon service and plate presentation.

CUL 1300 Stocks, Sauces, and Starches..... 3 cr.
This course introduces the foundation for all cuisine which begins with the preparation of stocks such as beef, chicken, veal and fish. From there students will learn the "mother" sauces and the derivative "small" sauces. Preparation of consommés, soups and thickening agents is emphasized. Additional sauce proficiency is acquired while including cooking techniques for pasta, rice, grains, and legumes. Students will begin to learn plating presentations and the timing for finished dishes.

CUL 1400 Baking and Pastry Concepts..... 3 cr.
Students will be introduced to basic information, procedures and techniques necessary for understanding the application of the function of gluten, types of flours, and other baking ingredients are discussed. Production of breads, rolls, and a variety of other bakery products will be prepared. Each student participates in producing a variety of pastry and bread products that include but is not limited to; Yeast doughs, pate a choux, pies, cakes, custards and dessert sauces.

CUL 2500 Garde Manger and Charcuterie..... 3 cr.
Students are introduced to the organization and responsibilities of the "Garde Manger" department by applying techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of charcuterie products. Attention to detail in the production of pate's en crouts, terrines, hors d'oeuvres and classical garnishes is given.

CUL 2600 Meat, Poultry, and Seafood ..... 3 cr.
This course introduces students to the fabrication of meat and poultry for various industry operations. Emphasis is given to identification, portion control, and utilization of by-products. Attention is given to fundamental cooking techniques and finished presentations. Attention is also given to techniques and cooking concepts for fabricating fresh fish and seafood. Student's progress through economical and attractive plate presentations to refined high-quality dishes.

CUL 2700 International Cuisine..... 3 cr.
This course will reiterate the methods and cooking techniques from other courses as well as the cooking styles and traditional ingredients of international and ethnic cuisines. Students are introduced to classical world cuisines, diverse food cultures and a variety of food presentations.

CUL 2800 Culinary Externship..... 3 cr.
Students will apply skills learned through theory and hands-on application in the classroom to a practical and professional environment in which to gain applied experience in the food service industry.

CUL 3000 Nutritional Cuisine (CUL 1000 & CUL 1200 or equivalent)..... 3 cr.
Students will learn how healthy habits can be paired with nutritional concepts to develop healthy recipes and menus. Menu items will cover appetizers, side dishes, entrees, desserts and baked goods. Students will prepare menus in a lab setting to learn how to use more whole ingredients, sustainable foods, and substitution options for a healthier diet. The importance of seasonality, sourcing local products, considering organics while preserving flavor.

CUL 3200 Cooking for Special Diets (CUL 1000 & 1200 or equivalent)..... 3 cr.
This course will provide students with the skills needed to create wholesome, safe, and culinary inspired meals for customers. Dietary challenges of consumers such as diabetes, celiac disease, high cholesterol and the impact of allergens on modern cuisine are explored. Vegetarian and vegan diets, low-rat meals and preparing meals for sugar-free, lactose-free and gluten-free diets will be prepared in the lab.

ECO 2500 Macroeconomics..... 3 cr.
National and international economic policies have powerful and direct effects on business operations. Business fluctuations, inflation, unemployment, monetary and fiscal policies, and international trade are discussed in the course.

ECO 2600 Microeconomics (ECO 2500)..... 3 cr.
Focusing on the firm as the basic unit of the economy, this course explores supply and demand, market forces, cost and profit, and the different industry types within which firms operate.

ECO 3200 Managerial Economics (ECO 2500) ..... 3 cr.
This course provides a managerial viewpoint of macro- and microeconomic concepts that shape business environments. Macroeconomic topics include national accounts and income determination; monetary and fiscal policy; Federal Reserve System; and employment, inflation, and growth. Microeconomic topics include market structure, price theory, and supply and demand. The emphasis in this course is the business manager's viewpoint, building an understanding of the relationship of economic theory to management practice and decision making.

ECO 4410 International Economics, Finance, and Banking ..... 3 cr.
This course examines the international aspects of corporate finance and investing. Topics include balance of payments, international indebtedness, foreign exchange rates, risk, hedging, and interest arbitrage, international money and capital markets, policy coordination, and international banking & financing. The basic concepts and theories of comparative political and economic theory, political culture, ideology, globalization, government policy, the role of NGOs (nonprofit government organizations) and international economic development will be explored.

ENG 1010 Literacy Skills Development ..... 3 cr.
This course is designed to prepare students for college-level reading and writing. Topics covered include reading comprehension techniques, vocabulary development strategies, fundamental writing skills development, and other basic literacy proficiencies. Development of writing and grammar skills is addressed, emphasizing practice in punctuation, parts of speech, syntax, usage, and sentence construction.

ENG 1600 Business Composition (ENG 1010 or equivalent) ..... 3 cr.
Students will acquire writing skills necessary to prepare for advanced business courses. Students start at a fundamental level, beginning with an introduction to writing, moving on to writing strategies, and concluding with methods of development. This course presents writing as a means of exploring, developing, confirming, and communicating ideas. Students will apply the basic principles of language structure and become more familiar with APA documentation.

ENG 1700 Business Writing ..... 3 cr.
This course is a study of the theory and practice of communication as it relates to influencing attitude and behavioral change. The courses begins by presenting a historical overview of persuasive theory from its classical beginnings and progresses to analyzing persuasive strategies and their use by contemporary practitioners. Examples for analysis are taken from advertising, public relations, religion, sales, politics, and propaganda. Students will also practice writing letters, proposals, memos, technical reports, and intercultural messages.

ENT 1850 Entrepreneurship and the Small Business (MGT 1500) ..... 3 cr.
This course is a practical study of the processes and essential skills required for small and start-up businesses. Emphasis will be placed on the opportunities and problems faced by entrepreneurs in meeting competition, purchasing, selling, staffing, and financing an independent business. This course will prepare students for developing a business plan.

ENT 2000 Startup Seminar I (MGT 1500) ..... 2 cr.
This course is uniquely immersive educational experience designed to simulate the rigors of starting a business. Students also strengthen their capacity to explain and articulate ideas. The course culminates in a dynamic pitch presentation to a panel of experts.

ENT 3000 Startup Seminar II ..... 3 cr.
This course builds on the immersive educational experience provided in ENT 2000. Students rapidly simulate the development of companies that operate on a global scale. The course culminates in a dynamic pitch presentation to a panel of experts.

ENT 4000 Entrepreneurship ..... 3 cr.
Students will study the importance of entrepreneurship in the U.S. economy. They will also learn the steps for establishing a successful business start-up and for securing the necessary funding. To remain competitive, the start-up must operate more efficiently, while satisfying a constantly rising expectation of quality and service. This class explores strategic issues as the foundation for the survival and prosperity of the start-up business.

ENT 4050 Creativity and Innovation ..... 3 cr.
Creativity, innovation, and risk taking are essential to the success of the entrepreneur**.** This class will aid students in unlocking their inner potential and focus on "thinking outside the box". Students will also learn strategies for dealing with rejection and negativity.

ENT 4100 Marketing the New Business (ENT 4000) ..... 3 cr.
The class centers on designing an effective marketing plan for the start-up business. Students will isolate and create a written plan for a specific product, price, place, and promotion - the 4 Ps - for their businesses. This course introduces the elements of marketing research: problem definition, survey design, and statistical analysis to aid decision making. Examination of buyer behavior, motivation, and market potential estimating techniques will also be studied.

ENT 4200 Technology Entrepreneurship ..... 3 cr.
This course introduces the basics of high growth entrepreneurship in which technology is used to scale business ideas to capture large audiences. Students will explore important concepts such as resource gathering, minimum viable products, and A/B testing through practice. Students will work in teams to create, launch and validate tech-based business models with real potential customers

ENT 4300 New Business Finance (ACC 4012, FIN 4000) ..... 3 cr.
Financing the start-up business is a significant challenge. Students will receive foundation information regarding important concepts, issues, and tools needed to effectively finance and fiscally manage a business organization. Emphasis will be placed on establishing realistic start-up costs, financial planning and control, and cash flow analysis.

ENT 4500 Entrepreneurship Discovery ..... 3 cr.
The learning model for Entrepreneurship Discovery involves learning by doing. The experiential learning outcomes result from shadowing a successful entrepreneur within the student's community.
The interactive case studies and exercises, visits to the local business incubators, and attendance at local business development seminars enhance student learning. The student and the faculty mentor will custom design this course to meet the specific student needs.

FIN 1750 Personal Finance ..... 3 cr.
This course is an introduction to personal financial planning. Basics of stocks, bonds, annuities, 401(k) plans, mutual funds, and estate planning will be discussed.

FIN 2000 Introduction to Business Finance (CAS 1500) ..... 3 cr.
Students will understand financial terms, financial statements, and financial ratios, and how they affect the operations of a business corporation. This course is meant to be an introduction to finance and accounting for all students who may have budget and profit and loss responsibilities, and intend to contribute to the financial success of their companies. This is a basic finance course for students aspiring to be entrepreneurs and non-financial professionals.

FIN 4000 Financial Management (FIN 2000 and MTH 3440) ..... 3 cr.
Selected topics in both the financial and managerial aspects of financial management for business organizations are studied with the intention of providing a survey of important concepts, issues, tools, and vocabulary that administrators need to effectively manage a business organization. Students will learn how managers and investors use financial statements to meet their financial objectives. The goals of the financial manager, the trade-off between risk and return, and the time value of money will be explained. The application of these basic concepts to the valuation of bonds and stocks, capital budgeting problems, and the process for determining capital structure will also be emphasized.

FIN 4125 Investment and Portfolio Management ..... 3 cr.
Emphasis in this course is on understanding the financial markets, how securities are traded, the efficient market theory, and the valuation of stocks and bonds. Modern portfolio theories, investment performance under different risk scenarios, and derivative securities such as options and futures will also be discussed.

FIN 4351 Financial Markets and Institutions ..... 3 cr.
This course explores the role of financial institutions and markets in the business environment. Topics covered include: term structure of interest rates, interest rate theories, the role of the Federal Reserve systems in the economy, commercial banks, investment banks, insurance companies, government regulations of banking and non-banking industry.

FIN 4750 Advanced Corporate Finance (FIN 4010) ..... 3 cr.
This course studies the major decision-making areas of managerial finance and selected topics in financial theory. Topics introduced in Corporate Finance (FIN 401), such as the cost of capital, capital structure, and dividend policy, will be covered in more detail. Additional topics addressed in the course include lease financing, mergers and acquisitions, corporate reorganization, financial planning, and working capital management.

FSM 2000 Introduction to Food Service Industry ..... 3 cr.
This introductory course provides an overview of the latest trends, challenges, and opportunities in the food service industry. Addressing a number of sectors including food service, lodging, and tourism to examine the foundation needed for success in hospitality. Career planning, technology, and issues facing food service will be explored.

FSM 2200 Food Service Management (FSM 2200) ..... 3 cr.
This fundamental food service course shows students how to manage a successful foodservice operation through techniques, tools, and proper practices. Operational goals are discussed through management related topics. Increasing revenues, improving interpersonal skills, and other essential approaches to many different segments of the industry are examined.

FSM 2800 Food Service Externship ..... 3 cr.
Food Service Management students apply skills learned through theory and application in the classroom to a practical and professional environment in which to gain applicable experience in the food service industry. Course requirements include the development of an externship project with weekly assignments and participation in weekly discussions.

HCM 3000 Introduction to Health Care Management ..... 3 cr.
This course examines a wide variety of health care settings, from hospitals to nursing homes and clinics, and will provide an introduction to medical terminology and the important issues in health care management, including human resource practice and health policy. This course is designed for the student who has no relevant health care industry work experience and intends to earn a BBA in Health Care Management or MBA in Health Care Leadership. It also serves as an introduction to this field for students who may have an interest in Health Care Management.

HCM 4000 Quality Management in Heath Care (HCM 3000 or equivalent) ..... 3 cr.
This course surveys institutions, attitudes, and behaviors related to the quality of health care in the United States. Topics include quality planning, safety, benchmarking, clinical research, and data collection methodologies, with emphasis on Lean Six Sigma and Malcom Baldrige quality initiatives.

HCM 4100 Legal Issues in Health Care (HCM 4000) ..... .3 cr.
The focus of this course is on the regulatory environment of health care including HIPAA, COBRA, Medicaid, Medicare, medical malpractice, and health care reform measures, as well as ethical theory and practice applications for the health care profession. The student will analyze trends in public policy and politics, and use case studies that focus on regulatory and ethical issues that a health care professional will confront.

HCM 4200 Health Care Business and Policy (HCM 3000 or equivalent) ..... 3 cr.
Strongly current events driven, this class focuses on such topics as access to care, cost containment, health benefit plans, health economics, utilization review, disease management, information technology, medical technology, fraud and abuse, transparency of performance, pharmacology, and health care reform. The impact of these topics on the business of health care will be studied.

HCM 4300 Marketing Health Care Services (HCM 3000 or equivalent) ..... 3 cr.
This course studies the issues facing health care marketers, including e-health, direct-to-consumer marketing, legislative developments, health care ROI, customer-driven health care, competition, and database marketing. Students will learn about various aspects of marketing through case analyses, development of a health care business marketing plan, and active classroom discussions.

HCM 4400 Health Care Informatics (HCM 3000 or equivalent) ..... 3 cr.
This course provides the student with an understanding of health information technology and how it is designed to support clinical and managerial decision-making in health care. Emphasis will be placed on the collection, storage, retrieval, and communication of data, as well as information safeguards, ethical and legal issues, and patient safety and quality of care issues that relate to data storage and transmission. Electronic medical records and basic hardware and software concepts are addressed, including the impact this technology will have on patient care.

HLW 1000 Personal Health and Wellness ..... 3 cr.
Achieving optimal mental and physical health is the focus of this survey course. Special emphasis is placed upon the relationships among proper nutrition, fitness, and stress management. The highly interactive class sessions give students hands-on practice in acquiring the knowledge and skills that will promote a lifetime of wellness.

HLW 1001 Nutrition Today ..... 1 cr.
This course introduces students to basic nutritional concepts to achieve a healthier lifestyle or to incorporate into a fitness program. Students will begin the class setting personal fitness or nutritional goals and apply concepts throughout the course in efforts to reach his or her goal. Course topics include the basics of fueling your body, caloric expenditures versus intake, and Basal Metabolic Rate (BMR). Current nutritional and fitness on-line tools and apps will also be examined.

HOS 1100 Food Safety and Sanitation ..... 3 cr.
Students study the principles of bacteriology, sanitation, safety, personal hygiene, and health inspections to minimize the risk of food borne illness. The principles of HACCP, cleaning and maintaining of food service equipment, and the flow of food through food preparation areas are discussed.

HOS 1200 Recipes and Menu Planning ..... 3 cr.
This course develops skills frequently used in the food service industry. Areas of emphasis include recipe conversions, percentages and the concepts in developing a restaurant, and creating a menu. Building on this foundation the menu layout and design are developed including menu pricing.

HOS 1300 Food and Beverage Controls ..... 3 cr.
An introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food, beverage, labor and fixed costs. Students learn to create and interpret accurate records. Common percentages and formulas in food and beverage accounting are introduced.

HOS 1400 Nutrition for Food Service ..... 3 cr.
Basic food service nutritional concepts for healthy living and the eating trends of hospitality customers and clients are discussed and studied. Other nutritional requirements for demographics, various age, social groups and at-risk health groups are evaluated and those needs related to recipe and menu development. Discussion of current topics in the food service industry related to allergens, gluten, and special diets are covered.

HOS 2100 Introduction to the Hospitality Industry ..... 3 cr.
An introduction to the hospitality industry that includes food service, tourism, lodging, conventions and meetings. The course includes an overview of the recreation, gaming and entertainment aspects of the industry. Students can explore potential career paths while learning about the skills, challenges, and trends of the industry.

HOS 2200 Restaurant Operations ..... 3 cr.
The course encompasses the operations of all departments within a full-service restaurant. Major topics include organizational structure, methods of operations, guest service philosophy, and evaluation of human resources within the hospitality industry. Menu, kitchen, and design for different restaurant concepts are discussed.

HOS 2300 Dining Room Management ..... 3 cr.
Managing and training Front-of-the-House employees in the hospitality industry will be introduced. Included will be specific dining styles of service, customer service concepts, and human resource skills. Students discuss management topics and dining room leadership skills in the hospitality industry as well as useful technology tools.

HOS 3100 Private Events and Catering Management ..... 3 cr.
The course presents a broad overview of meeting, conference, convention, and exposition Industry. Using case studies the planning process for each type of event is analyzed and discussed in depth covering topics such as sponsorship, venues, staffing, outside contractors, and legal issues.

HOS 3200 Wine and Beverage Management ..... 3 cr.
Students receive an overview of the sale and service of alcoholic beverages. Major wine regions of the world are discussed in detail. The basics of beer, spirits, and wine making, fermentation, and wine label reading are focus areas for the course. Time is also spent on purchasing, health concerns, and the laws pertaining to alcoholic beverages.

HOS 3300 Meeting Customer Expectations for Hospitality ..... 3 cr.
Students study the concept of treating customers as guests. Guest services concepts with internal and external customers in the hospitality industry. Students develop problem-solving skills by addressing hypothetical situations. Students learn the difference in proven hospitality principles and business ethics.

HOS 4100 Human Resources for the Hospitality Industry ..... 3 cr.
This course provides an overview of the field of human resources as applied to the hospitality and food service industry. Recruiting, selecting, orienting, training, and retaining outstanding staff members as hospitality managers are covered. Increased competition, legal issues, rising labor costs, and customer expectations are discussed.

HOS 4200 Resorts and Tourism ..... 3 cr.
An expanded view of the major types of hospitality resorts are highlighted and discussed. Mountain-based, beaches, sports, and spas as well as the specialty operations of cruise ships and casinos are covered. This course introduces ecotourism and sustainable development concepts in the resort industry.

HOS 4300 Hospitality Leadership ..... 3 cr.
Focusing on the different roles of employees from beginning leaders, newly promoted supervisors, or graduates planning a career in the hospitality field, this course prepares students for goal setting and supervisory communications. Critical thinking concepts, social media communications; social media recruiting and evaluating on-the-job performance will be highlighted. Leadership behaviors, team building methods, and common mistakes in delegating and managing conflict in the workplace are covered.

HOS 4400 Hospitality Externship ..... 3 cr.
Hospitality students apply skills learned through theory and application in the classroom to a practical and professional environment in which to gain applicable experience in the hospitality industry. Course requirements include the development of an externship project with weekly assignments and participation in weekly discussions.

HRM 4210 Human Resource Management ..... 3 cr.
This course analyzes the systems and processes for providing and maintaining productive human resources in an organization. The strategic role of human resource management in enhancing organizational capabilities will be examined along with other human resource management functions including recruiting, selecting, and training employees. Additional topics include performance management, compensation, labor relations, and health and safety issues.

HRM 4350 Human Resources Law ..... 3 cr.
This course focuses on the ever-changing legal landscape of Human Resources and covers statutory and case law with emphasis on the Title VII Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act, Rehabilitation Act of 1973, National Labor Relations Act as amended, FLSA, minimum wage, overtime provisions, case law addressing harassment in the workplace, employment at will, conflict of interest, verbal contracts, and employee handbooks.

HRM 4500 Training and Development for Human Resource Professionals ..... 3 cr.
This course examines the role of training and development in enhancing the competencies and organizational value of employees and management staff. Students design training programs using needs assessment, writing training objectives, designing training delivery, and evaluating the results of training against best practices. E-learning and other technology enhancements in training methods for employees and managers are evaluated. Students explore career development systems and organizational succession planning aimed at increasing employee retention and satisfaction. Students work individually and in teams to complete projects that apply theories learned in the course.

HRM 4600 Compensation and Performance Management Systems ..... 3 cr.
This course analyzes the strategic components of pay structures and reward systems and their impact on a variety of organizational outcomes such as employee motivation and satisfaction, employee recruitment and retention, individual productivity, and organizational performance. Performance management systems are evaluated, including consideration of methods of appraisal, comparison of performance, evaluation systems, and the use of technology in performance rating. Performance feedback methods are examined, including the use of multi-raters and performance review systems.

HRM 4700 Organizational Staffing Principles and Practices..... 3 cr.
This course analyzes the strategic functions of organizational staffing as they relate to organizational planning, internal and external recruitment, technology-based recruitment, and retaining employees. Best practices in recruitment making use of technology are evaluated for securing qualified applicants. Students explore current techniques in employee selection, including development of selection criteria, attracting successful applicants, and applying an effective selection and hiring process. Theories learned in this course are applied through team project assignments.

HUM 1000 Arthur Secunda Art Appreciation..... 1 cr.
Students taking this course will gain an appreciation and knowledge of the artwork in the Arthur Secunda Museum at Cleary University. Upon completion, students will understand constructivist interpretation of art, the creativity and innovation connection between art and business, and the design techniques that made Secunda an internationally renowned artist. Students enrolled in this course will be required to spend some class time in the Museum galleries.

HUM 1500 Art History and Culture ..... 3 cr.
This survey course traces and examines intellectual development as expressed through the arts. Cultural and artistic traditions from the 1400s through present day will be explored, with emphasis on the effect that the arts, culture, and history have on each other.

HUM 2180 Cross-Cultural Communication..... 3 cr.
This is an introductory cross-cultural communication course. Business is increasingly global in nature, with international partnerships as a common feature. An understanding of cultural differences is a crucial element of success in this environment. Students examine cross-cultural concepts and theories and apply them to business scenarios.

HUM 2400 Survey of American History..... 3 cr.
This course examines the history of the United States from the colonial period to the present. It addresses American ideals and values and the institutions that have shaped the American experience. It provides both a historical and a cultural perspective.

HUM 2500 American Civil War and Reconstruction ..... 3 cr.
This course examines the cultural, economic, political, and military aspects of the American Civil War and Reconstruction, and the ongoing legacy of those events. Particular emphasis is given to examining and evaluating shifting cultural traditions regarding death, “contested” and “conflicted “ memory, civil rights, and racial attitudes.

HUM 2600 The Cold War and the Modern World..... 3 cr.
This course explores the history of the Cold War (1945-1991) and how its events continue to shape the post-Cold War world. It focuses on the global origins and events of the Cold War, the ideological rivalry between capitalism and communism, the response of the United States and the Soviet Union, and the impact on military, political and cultural policy viewpoints and policies up to the present day.

INT 3000 Internship ..... 3 cr.
This internship allows the student to learn directly from the work environment through a work placement on the University campus, or off-campus with a nonprofit, governmental, or business organization. Learning outcomes are based on a combination of the student’s degree program and professional goals and are individualized cooperatively through the Career Development Office, the host organization’s supervisor, and the student.

ISA 1500 Principles of Information Security and Assurance ..... 3 cr.
This course provides an overview of the economic, sociological, security and public safety threats to information assets, and career opportunities within the industry. The course also provides a foundation for understanding key issues associated with protecting information assets, determining levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

ISA 2000 Perimeter Protection..... 3 cr.
This course provides an examination of the techniques, tools, and technologies used to support the protection of an organization's electronic perimeter. The course will examine the evaluation, selection, deployment, and administration of firewall, virtual private network, intrusion detection and prevention systems, and other applications used to guard organizational information from external attacks.

ISA 2100 Advanced Network Security ..... 3 cr.
This course provides an understanding of terminology and types of networks. The course includes a concentrated overview of the tools, techniques, and technologies used in the protection of information assets within networks. This course provides a solid foundation in data communications and networking fundamentals and network security and technology.

ISA 3000 Database Security (ISA 2100) ..... 3 cr.
This courses provides an overview of the terminology and types of databases, and the principles and practices of implementing computer database security in modern businesses and industries, including identity management, database security principles, database auditing, encryption techniques, security implementation and database reliability.

ISA 3100 Security Script Programming (ISA 2100 & 3000)..... 3 cr.
This course provides an overview of programming and security scripting techniques. The course examines aspects of developing traditional computer software, and applying controls and measures to prevent the development of vulnerable code. The course examines scripting techniques used in support of ongoing technical security functions.

ISA 4000 Legal and Ethical Issues in Information Security..... 3 cr.
This course is an overview of important legal and ethical issues in information security. Students examine such issues as ethical hacking, human resource law and obligations; the value of cyber insurance, constitutional rights of individuals; the legal liability of security professionals and organizations; legal compliance; and ethical standards in the industry.

ISA 4100 Critical Security Controls I..... 3 cr.
This course is an overview of techniques and tools needed to plan, implement and audit Critical Security Controls as documented by the Center for Internet Security (CIS). These controls constitute a set of "best practices" and actions necessary for blocking cyber-attacks, and mitigating the damage from cyber-attacks.

ISA 4200 Critical Security Controls II (ISA 4100) ..... 3 cr.
This course is a continuation of the overview of techniques and tools needed to plan, implement and audit Critical Security Controls as documented by the Center for Internet Security (CIS). These controls constitute a set of "best practices: and actions necessary for blocking cyber-attacks, and mitigating the damage from cyber-attacks. The course includes a capstone project.

LAN 1990 World Languages..... 3 cr.
This course utilizes the highly acclaimed Rosetta Stone Learning System to enable students to achieve conversational mastery of a foreign language delivered on-line in the Moodle classroom. Students learn using a fully-interactive immersion process that asks the learner to indicate comprehension of the new language and provides immediate feedback. Students may select from the following languages: Arabic, Chinese (Mandarin), Dari, Dutch, Filipino (Tagalog), French, German, Greek, Hebrew, Hindi, Indonesian, Irish, Italian, Japanese, Korean, Latin, Pashto, Persian (Farsi), Polish, Portuguese (Brazil), Russian, Spanish (Latin America), Spanish (Spain), Swahili, Swedish, Turkish, Urdu, and Vietnamese. Additional requirements include a Windows 2.33 GHz or faster x86-compatible processor, or Mac Inter Core Duo 1.5 GHz or faster processor, 1 GB RAM or more, 1024 x 768 display resolution, high-speed Internet connection (at least 768 Kbps), Adobe Flash Player (current version), JavaScript enabled, Bandwidth-500kbps downnload and a USB headset with microphone. This course can be repeated to earn credit for an additional language or an additional level in the same language.

LAW 3200 Business Ethics and Legal Issues ..... 3 cr.
This course provides an understanding of the body of legal principles that governs the structure and conduct of business organizations. This survey course covers such topics as the legal environment of business, regulatory environments affecting business, business-to-business relationships, and business ethics and social responsibility.

LED 4000 Leadership and Skill Development ..... 3 cr.
Extraordinary business results are produced in organizations that have extraordinary leaders. This course guides participants in building their own foundation of leadership through the exploration of personal vision, values, and style. With this personal foundation, participants will learn new skills and behaviors that will enhance their ability to lead others effectively.

MGT 1500 Introduction to Business ..... 3 cr.
This course gives students an introduction to business and discusses the main areas of businesses of any size, the ways they interrelate to create the total organization.

MGT 1600 Introduction to Management ..... 3 cr.
The essential management functions and their application to business are surveyed, including planning, organizing, staffing, directing, and controlling.

MGT 2200 Management Using Teams (MGT 1600) ..... 3 cr.
Increasingly, the management of organizations requires the use of highly effective teams of employees for decision making. Organizational culture issues are explored, as are techniques for making sound decisions. Students apply these concepts by working on a team project.

MGT 3400 Managing Projects and Processes in Organizations ..... 3 cr.
(upper division status)
This course is designed to provide basic project management skills with a strong emphasis on issues and problems associated with delivering successful application projects. The course will address the particular issues encountered in handling projects and will offer students methods, techniques, and hands-on experience in dealing with successful project completion.

MGT 4000 Management Skills Seminar ..... 3 cr.
This course provides students with the tools to successfully inspire, empower, and develop people. Students will learn advanced skills in planning, organizing, leading, and controlling individuals and teams. Skill development topics such as meeting facilitation, communication, conflict management, and stress and time management will be studied. Current trends will be featured.

MGT 4120 Leadership and Teams ..... 3 cr.
This course will cover the leadership process and how it will influence the output of teams. The course will serve as a guideline for increasing the productivity and creativity of teams while at the same time decreasing conflict. Part of the focus will be on understanding, valuing, and maximizing the effectiveness of a diverse workforce.

MGT 4200 International Business ..... 3 cr.
This course stresses the synergy/connection between environment and culture, and the strategy and functions of business management. It further provides an overview of the functions of business in an international context. Basic economic principles are studied in international markets, including micro- and macroeconomics, fiscal and monetary policies, and banking. Factors affecting foreign trade and multinational business especially the various social, political, technical, and economic complexities of doing business in foreign countries are explored

MGT 4250 Negotiations ..... 3 cr.
This course will focus on the art and science of negotiations. Students will learn the nuances of assessment and preparation for negotiations as well as building trust and relationships. Strategies for improving creative thinking and influencing skills will be studied as well as strategies for dealing with various types of business negotiations.

MGT 4610 International Law and Risk Management ..... 3 cr.
The focus of this course is to provide the manager with the necessary skills to formulate and execute the best possible response to a wide range of emergencies and disasters. Students will apply proactive planning and strategy as well as the reactive steps for crisis management to secure the enterprise and maintain organizational continuity. All elements of country risk will be presented. Application of strategies will include development of a preparedness plan, assessment and mitigation, identification of factors that will ensure an organized crisis recovery, and development of an international continuity plan.

MGT 4710 Strategy and the Multinational Enterprise..... 3 cr.
This final integrative course focuses on the basic international business functions through strategic management principles and processes. Comprehensive case studies analyze global competition in a complex changing environment. Sustainability, competitive advantage, and strategy formulation and implementation are addressed. The role of government and its relationships with the multi-national business enterprise will be explored.

MGT 4790 Management Policy..... 3 cr.
This course provides the student with a comprehensive opportunity to exercise senior management business judgment in a complex case study environment, both individually and as a member of a senior management team. This course will integrate technical skills and management theories learned previously in the program. Written case studies will be used to focus on management policy and decision making.

MKT 1500 Enterprise Marketing..... 3 cr.
This course provides a survey of fundamental principles and practices of marketing. Conceptual issues and the implementation of marketing principles to specific private sector business situations will be covered. Classroom activities will focus on the fundamental aspects of marketing functions, theory, and strategy. These activities include the analysis of marketing opportunities, marketing research and forecasting, market segmentation, consumer behavior, product planning, pricing strategies, distribution planning, communication methods, ethical issues, and the role of marketing within business organizations.

MKT 2000 Digital Marketing (MKT 1500) ..... 3 cr.
This course examines the impact of the digital age has had on traditional marketing principles. Students will develop strategies to market to on-line customers using social media, content marketing, interactive marketing, search engine optimization, e-mail campaigns, and customer relationship management. Students will be exposed to Web site design, social media, e-mail software packages, and other digital tools.

MKT 2500 Personal Selling (MKT 1500) ..... 3 cr.
Personal selling in today's business climate focuses on the role of the salesperson as a consultant to customers, which involves building strong relationships that are based on professionalism and confidence. Students will understand the personal selling process, including prospecting, planning sales calls, giving presentations and demonstrations, negotiating, closing the sale, and following-up processes that ensure customer satisfaction and loyalty. Communicating with customers in organizational markets, strategic understanding of customer needs, and time management will also be addressed.

MKT 3000 Digital Marketing Practicum (MKT 2000) ..... 3 cr.
The Digital Marketing Practicum is an experiential learning based course where students serve as marketing consultants for an ongoing organization. Students will gain hands-on experience in advertising, social media marketing, mobile marketing, marketing communications, public relations, personal selling, etc. Each student will be a member of a team and participate in the marketing process based on their individual strengths and interests.

MKT 4150 Interactive Marketing (MKT 1500) ..... 3 cr.
This course explores how interactive marketing theories and activities attract, convert, and engage customers. Students will learn how marketers generate and convert customers using Web sites, on-line advertising, social media, interactive direct marketing, and content marketing as well as retaining customers by strengthening relationships and providing superior customer service.

MKT 4200 Market Intelligence ..... 3 cr.
This course outlines the process of acquiring and analyzing information to understand markets for both existing and potential customers. In addition, students will be introduced to methodologies that determine the current and future needs and preferences, attitudes, and behavior of the market and assess changes in the business environment that may affect the size and nature of the market in the future. Market intelligence techniques examined includes product testing, industry intelligence, Web-based product research, trade shows, channels, and qualitative methods (small focus groups and personal interviews).

MKT 4340 Marketing Research and Relationship Marketing (MTH 3440) ..... 3 cr.
Principles, approaches, and everyday utilization of marketing research in business to build customer loyalty and manage customer relationships are the foci of this course. Students will learn how to shape research questions around marketing issues, and to develop and implement a research design to address their research questions.

MKT 4350 Social Media Theory and Practice ..... 3 cr.
This course examines popular social networking channels including social media platforms, mobile, and video. Students will use case studies to evaluate social media theories and social media strategies. Additionally, students will actively develop content for media channels such as Facebook, Twitter, Instagram, etc.

MKT 4400 Marketing Metrics (MTH 3440) ..... 3 cr.
This course will introduce the student to useful and meaningful metrics that help marketers track how well their marketing objectives are being met. Metrics include customer retention, promotional and public relations, awareness levels, purchase-decision drivers, cost of customer acquisition, market share, and return on investment of marketing programs. Students will learn how to precisely define the kinds of results that they need to measure, how to assess the dollar value of a result, how to track actual results, and how to utilize this information to the firm's benefit.

MKT 4510 International Marketing ..... 3 cr.
In this course, students will examine cultural, economic, and political factors affecting marketing practices worldwide. The focus will include adapting marketing strategies of domestic marketers and making these unique to international markets. Marketing strategies of international firms and government policy will also be examined.

MKT 4800 Consumer Behavior ..... 3 cr.
This course examines psychological theory and its application to marketing. This theory focuses on consumer perceptions, attitudes, intentions, and behavior, and the effect on the marketing effort. Emphasis is placed on theoretical and practical implications, including professional selling.

MTH 1010 Math Skills Development ..... 2 cr.
This course is designed to prepare students for basic math competency. Topics covered include fundamental operations with whole numbers, fractions, decimals, percentages, proportions, graphs, and introductory algebraic skills.

MTH 1700 Elementary Algebra (MTH 1010) ..... 3 cr.
This course in algebra involves the use of numeric expression and a logical sequence of thought. Topics include real numbers, variable expressions, solving linear and quadratic equations, and inequalities. Emphasis is placed on real-world and business applications.

MTH 1800 Introduction to Business Statistics (MTH 1700 and CAS 1500) ..... 3 cr.
The ability of students to enhance their capacity to gather and analyze meaningful data using a variety of statistical techniques is essential to business success. Topics include graphical and numerical descriptive methods for describing data, such as frequency distributions, measures of central tendency, and dispersion. Microsoft Excel is required, including Excel Add-Ins.

MTH 3440 Quantitative Business Analysis (MTH 1800 and CAS 1500) ..... 3 cr.
This course provides a comprehensive coverage of the critical thinking skills used in statistical analysis. Areas of study include probability, random variables, discrete and continuous distributions, hypothesis testing, confidence intervals, correlation, and regression. Microsoft Excel is required, including Excel Add-Ins.

NTR 2000 Nutrition for Sports, Exercise, and Weight Management (HLW 1000) ..... 3 cr.
This advanced nutrition course teaches individuals how to combine nutrition and exercise choices for health and sports performance. High Intensity Interval Training and possible application to health and wellness are explored. Students discuss technology and trends in various applications and personal digital fitness measurement equipment. Current research and practical activities to explore personal health care and nutrition are incorporated.

NTR 3000 Science of Nutrition (HLW 1000) ..... 3 cr.
Nutritional concepts are explored in depth to examine the process of nutrition in the human body. Physical activity, food safety, nutrition in the life cycle as well as how nutrients, vitamins and phytochemicals work in the human body are discussed.

OPM 4000 Operations Management ..... 3 cr.
This course provides an overview of key operational issues and processes used in both service and manufacturing organizations. It also reviews the basic analytical methodologies and tools used to manage the production process. Using case studies, students will be exposed to a variety of business and industry models that illustrate the linkages between the inputs brought into the organization and the resultant products and/or services offered to customers.

PHL 1100 Logic and Problem Solving ..... 3 cr.
This course offers an introduction to the nature of logic and studies the role of language, emotions, and reasoning in arguments. It also examines the influence of fallacies as barriers to logic and the role of inductive and deductive reasoning. Students learn to analyze and debate current controversial issues objectively applying the principles and criteria of logical thought.

PHL 2400 Business Ethics ..... 3 cr.
Relying on case studies to illustrate the complex management issues involved, this course explores the ethical dilemmas that managers frequently face in daily business operations. Students develop a personal system of management values that includes ethical considerations in business decision making. Application is made to current ethical challenges facing business.

PJT 4910 Professional Project I ..... 3 cr.
This course allows a student to complete an individualized project on a topic selected and planned with an instructor. PJT 4910 is designed to complete five important goals: (1) identify the problem statement or topic, (2) write the problem (topic) description, (3) write the project plan, (4) begin the literature review, and, (5) plan and begin gathering information or data needed to support project development. Students must earn a final grade of C or better to move to PJT 4920.

PJT 4920 Professional Project II (PJT 4910 with a grade of C or higher) ..... 3 cr.
PJT 4920 builds upon the work completed in PJT 4910 and involves data analysis, evaluation of alternatives, development of recommendations, and writing the project report. PJT 4920 will address two important goals: (1) interpret and discuss the findings of the research, and (2) understand and apply recommendations and conclusions to the quantitative research. Successful completion of PJT 4920 requires a C grade or higher.

PLS 1100 Geopolitical Foundations ..... 3 cr.
This course introduces students to the geographical, political, and social forces that can affect economic activity. The focus is on issues that have not only global ramifications, but that also affect the average American family on a daily basis. Students leave this class with a heightened understanding of our increasingly interconnected world.

PLS 2200 Federal Government and Business ..... 3 cr.
This course concentrates on the principles and operations of the federal government with an emphasis on the U.S. Constitution and executive, legislative, and judicial branches. Political processes and the regulatory environment in which businesses operate are studied. Current events as they relate politically to the functioning of government are examined.

PMG 2000 Project Management ..... 3 cr.
This course introduces project management and draws from *A Guide to Project Management Body of Knowledge.* Topics include an overview of the phases of the project, the roles and responsibilities of the project management, the project plan, tools and techniques for managing projects, and the project closure process. Microsoft Project will be introduced and is required for this course.

PMG 3000 Project Planning..... 3 cr.
This course takes the participant through the basic aspects of initiating, scoping, and planning a project. Key concepts of setting up a project to be accepted by the customer, developing the project's scope of work, creating a work breakdown structure, estimating activity durations, generating a logic-driven schedule and resource planning will be explored.

PMG 3010 Risk Management ..... 3 cr.
Projects by their very nature have risks. Being successful with projects requires a comprehensive understanding of risk management. This course will discuss risk planning, risk identification, risk analysis, and the various types of risk responses.

PMG 3020 Project Cost and Procurement ..... 3 cr.
This course covers the various ways project managers estimate cost and create the budget necessary to manage the cost of the project. This course also covers the procurement process from the pre-bidding planning work, through the bidding process, to selecting a successful bidder, to administering the contract.

PMG 3030 Human Resources in Project Management..... 3 cr.
Project management is part science and part art form. A large part of the art form or softer side of project management has to do with managing the people on the project, from the project team to your customer, to the organization as a whole. This course will cover the various philosophies of human behavior, types of power and conflict resolution techniques, as well as communication requirements of a project.

PMG 3040 Controlling and Closing the Project ..... 3 cr.
The project manager is constantly balancing the various aspects of the project to bring it to a successful conclusion. Traditionally, a successful conclusion involves the project being completed on time, under budget, and with a satisfied customer, while maintaining a reasonable level of work.

PSY 1100 Fundamentals of Psychology..... 3 cr.
This course provides an overview of psychological development, learning, motivation, perception, personality, and other foundational elements key to understanding human behavior. Classic and modern theories of psychology are studied. Students are able to immediately apply what they learn to their personal and professional lives.

PSY 2100 Abnormal Psychology (PSY 1100) ..... 3 cr.
This course covers the fundamentals of psychology and abnormal behavior. The focus will be on personality disorders and their symptomatology, as well as exploration of the theories that underlie their development.

QTY 4320 Quality Management..... 3 cr.
This course will explore the interaction of quality theory and classic management theory. Students will learn how organizations use quality practices and policies in normal operations. Participants will familiarize themselves with the history and philosophy of quality and its practical application in business, industry, education, health care, and government. Different approaches to performance improvement, including models and standards, will be explored. Students will demonstrate the ability to apply these theories to improve organizational performance. The content of this course is based on materials for individuals preparing to take the ASQ Manager of Quality/Organizational Excellence Certification Examination.

SCM 3000 Principles of Inventory Management ..... 3 cr.
Inventories are prevalent everywhere in the commercial world, whether it is in retail stores, manufacturing facilities, government stockpile material, or even in your own household. This course examines basic mathematical techniques used to sufficiently manage inventories by using various computational methods and mathematical models. Such models discussed include EOQ model and extensions, power-of-two models, single and multi-period models, probabilistic lot sizing models, multi-echelon stochastic models, Laplace and Normal demand models, and the exact Poisson model.

SCM 3020 Supplier Management Strategies ..... 3 cr.
This course addresses the evolving role of the purchasing agent and discusses the future of customer-supplier relationships. Specifically, the course provides an overview of several basic supplier management issues including specifications, record keeping, site inspection, measurement assurance, supplier rating, communications, ship-to-stock versus just-in-time, and data evaluation.

SCM 3030 Planning and Control in Distribution ..... 3 cr.
To remain competitive in today's emerging global markets, companies can no longer depend on their own core strengths to drive marketplace leadership but must look to their supply chains for new avenues of cost reduction and innovation. Success in managing theses chains of channel trading partners requires a broad perspective of distribution and logistics management.

SCM 3040 Logistics and Supply Chain Management: Creating Value Added Networks ..... 3 cr.
In today's competitive global marketplace, there is pressure on organizations to find new ways to create and deliver value to customers. There is a growing recognition that it is through logistic efficiency and effective management of the supply chain that the twin goals of cost reduction and service enhancement can be achieved. This course focuses on tactics that organizations can implement to improve service and reduce expense.

SCM 3050 The Resilient Enterprise ..... 3 cr.
This course will demonstrate how companies can build flexibility throughout their supply chains, based on proven design principles and the right culture—balancing security, redundancy, and short-term profits. Additionally the course will show how investments in resilience and flexibility, not only reduce risk, but also create a competitive advantage in the increasingly volatile marketplace.

SEM 2000 Foundations in Sports Promotion and Management ..... 3 cr.
The purpose of this course is to introduce students to key concepts and terminology in sports management and promotion. Students will examine core management and promotion principles, explore career opportunities and discuss the unique challenges of the sports industry. The course offers hands-on experience in planning an event to introduce students to a potential business career in the sports industry.

SEM 2100 Sports Facility Management ..... 3 cr.
This course addresses the major elements of sporting event facility and event management including planning, financing, operating, marketing, implementation, and evaluation. Key components of an event management plan for a broad range of facilities and events including recreation, leisure, health and fitness and sports facilities and events will be addressed.

SEM 2200 Sports Food and Beverage Management ..... 3 cr.
This course covers all aspects of food and beverage management including terminology and standard practices. Students learn how food and beverage activities are a critical aspect of successful sporting and other event planning.

SEM 4100 Sports/Event Marketing, Promotion, and Public Relations ..... 3 cr.
This course explores the concepts and tools used to promote and market a successful event. An effective event marketing strategy, including timing and evaluation component, is developed. This course applies contemporary principals of strategic marketing to event management.

SEM 4200 Sports Financial Analytics (MTH 3440) ..... 3 cr.
Students will explore how data analytics can be used to improve financial performance and a competitive advantage in the sports industry. The course covers how revenue is generated using ticketing strategies, sponsorships, and merchandising along with using analytics to build customer relationships and fan engagement.

SEM 4400 Sports and Event Law ..... 3 cr.
Students will examine the legal issues surrounding and governing international sports and events. This course will dive into legal topics such as contracts, torts, labor/employment law, health and safety, intellectual property rights, social media concerns, and Title IX and gender issues.

SEM 4500 Sport/Event Negotiations, Contracts, and Risk Management ..... 3 cr.
Effective planning can and does reduce risk. Students learn how to prepare an RFP for an event to help select the best site for specific events. The most negotiable items during the contracting process, as well as the expectation of the site hosting the event, are identified.

SOC 1100 Fundamentals of Sociology ..... 3 cr.
This course explores factors that shape a society and influence group behavior. The effects of social systems and societal change upon the individual are examined. Understanding these dynamics furnishes students with valuable perspective as they advance in their degree program and enter the workforce.

STR 4500 Strategic Management..... 3 cr.
This course provides the student understand how businesses develop and execute strategy. The course covers issues such as the differentiation of strategy versus operational efficiency, strategic positioning, the role of disruptive innovation, the importance of rapid decision cycles and the concept of red-ocean and blue-ocean strategy.

TSH 3000 Sustainable Tourism..... 3 cr.
This course introduces students to the economic, sociocultural and environment impacts of tourism. It prepares students with exposure to industry and research developments that will increase their capacity as a successful tourism operation supervisor. There is an emphasis on the importance of sustainability, economic and environmental viability to support emerging tourism sectors.

TSH 3100 Cultural and Sport Tourism ..... 3 cr.
Students will learn about the demand for event tourism and the impact on specialized events . Students will learn about the creation, planning and development strategies for specific types of cultural events. Sport event tourism, festivals, art and entertainment venues are discussed.

TSH 3200 Event Management in Sport and Tourism..... 3 cr.
This course is designed to develop students skills in the specialized event and sporting event industry. Effective management of a successful event is studied from planning and development through to implementation and evaluation.

TSH 4300 International Tourism ..... 3 cr.
The purpose of this course is to explore the geographic knowledge and principles of the tourism industry in global destinations. Students will evaluate tourism demand and types of tourist attractions along with current trends. Issues such as climate change, recreational preferences and social impacts of tourism are discussed.

TSH 4400 Tourism, Sport, Hospitality Externship ..... 3 cr.
Tourism students apply skills learned through theory and application in the classroom to a practical and professional environment in which to gain applicable experience in the Tourism/Sport/Event industry. Course requirements include the development of an externship project with weekly assignments and participation in weekly discussions.

GRADUATE COURSE DESCRIPTIONS

(course pre-requisites shown in parentheses)

BDA 6300 Business Analytics ..... 3 cr.
This course provides students with an overview of business analytics software and how business analytics provide performance and competitive advantages to business through the use of data base queries, data mining, and predictive analytics. In addition, the course will focus on the use of data to find patterns of relationships between data elements, which can lead to actions by the organization to exploit business opportunities and solve problems.

CER 5000 Foundations in Graduate Certificate Studies ..... 0 cr.
The Cleary University graduate program places unique demands and expectations on the student. Students will become familiar with Cleary University's learning management system and on-line library. Successful completion of this course is required for continuation in the certificate program.

ECO 6450 Managerial Economics ..... 3 cr.
Micro- and macroeconomic theories are taught to help students understand the effect of these theories on the firm's goals. The student's ability to analyze the economic constraints within which the firm operates and the implication of government monetary and fiscal policies will be discussed in this course. Practical application of economic theory to business cases are integrated into the course.

ENT 6500 Global Strategy and Innovation..... 3 cr.
This course provides a framework for formulating corporate objectives, assessment of global markets opportunities, development of short and long-term strategies, and the coordination of the activities of the total enterprise. A strong emphasis is placed on the role of innovation in the global environment.

FIN 6050 Financial Management (MAC 6100) ..... 3 cr.
This course provides a foundation to financial management, which will enable students to understand and use financial information. Students will learn to apply risk and time value of money concepts in capital budgeting, capital structure, and lease financing. Topics such as dividend policies, risk management, and mergers and acquisitions also will be taught.

FNP 6100 Investment Planning..... 3 cr.
This course covers topics in the investment planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include investment theory, risk, return, quantitative analysis, portfolio management, asset pricing models, stock valuation, bond valuation, and trading strategies. Case studies will be used extensively in this course.

FNP 6200 Insurance and Risk Management..... 3 cr.
This course covers topics in the insurance planning and risk management section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include principles of risk and insurance; analysis and evaluation of risk exposure, property, casualty, and liability insurance; health, disability, and long-term care insurance; and life insurance. Case studies will be used extensively in this course.

FNP 6300 Retirement and Employee Benefits Planning ..... 3 cr.
This course covers topics in the retirement and employee benefits planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include social security, qualified retirement plans, group life insurance, group disability insurance, deferred compensation, and employee stock plans. Case studies will be used extensively in this course.

FNP 6400 Income Tax Planning ..... 3 cr.
This course covers topics in the income tax planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include income tax law fundamentals, income taxes of business entities, income taxation of trusts and estates, alternative minimum tax, and tax implications of charitable contributions and deductions. Case studies will be used extensively in this course.

FNP 6500 Estate Planning ..... 3 cr.
This course covers topics in the estate planning section of the educational requirement for the CERTIFIED FINANCIAL PLANNER™ examination. Topics include wills, trusts, gifting strategies, tax implications in estate planning, business and inter-family transfers, incapacity planning, postmortem techniques, charitable giving, use of life insurance in estate planning, and the role of fiduciaries. Case studies will be used to illustrate estate-planning principles.

FNP 6600 Capstone Financial Plan Development Course ..... 3 cr.
(FNP 6100-6500 or equivalent)
This is a capstone course and is to be taken by the student only after completion of FNP 6000, FNP 6100, FNP 6200, FNP 6300, FNP 6400, and FNP 6500 or equivalent. In this course, the student is required to demonstrate the ability to integrate and apply his or her knowledge of financial planning topics. This course prepares students not only with technical financial planning knowledge, but also with the skills to integrate, apply, and communicate this knowledge to their clients. Through this course, students will demonstrate their ability to apply the financial planning process to real-life situations, as well as their ability to communicate their planning recommendations to a client.

HCM 6040 Health Policy, Law, and Ethics ..... 3 cr.
This course provides an overview of factors that drive health care economics and policy. Issues covered in this course include the role of innovation in health care, the role of insurance companies, and the role of government in the financing of health. In addition, current legal and ethical issues are reviewed.

HCM 6150 Quality Management in Health Care ..... 3 cr.
This course will explore quality theories in health care, with particular emphasis on the Lean Six Sigma and the Malcolm Baldrige Quality Initiative, and the impact of quality improvement applications on health care systems. Different approaches to performance improvement, including models and standards, will be explored. Students will demonstrate an ability to apply these theories to improve health care organizational performance.

LAW 6050 Law and Ethics ..... 3 cr.
Law, ethics, and social responsibility often have important influences on business operations, and managers have the ability to influence them. Through this course, students will gain an understanding of basic business legal and regulatory principles; how federal, state, and local regulatory agencies work; how societal forces affect businesses; and how managers can take a proactive lead in the process.

LED 6500 Survey of Global Leadership ..... 3 cr.
This course will address various ways to demonstrate effective leadership. A survey of important theories will be the foundation of this course. The focus will be on leadership in dyads, groups, and strategically across hierarchical levels, as well as beyond organizational boundaries. Traditional approaches, as well as emerging approaches, such as transformational and values-based leadership, will be highlighted. Leadership will be considered in a global context, including how effective leadership practices can differ across cultures.

MAC 6100 Financial and Managerial Accounting ..... 3 cr.
This course introduces the fundamental concepts in financial accounting that are used to create corporate financial statements for external users. Major topics include accrual accounting, transaction analysis, construction of the balance sheet and income statement, and statement of cash flows. Students will then apply their knowledge of financial accounting to analyze and interpret financial statements.

MBA 5000 Foundations in Graduate Studies I ..... 0 cr.
The Cleary University MBA program places unique demands and expectations on the student. Computer and Internet technologies to help students learn more efficiently and effectively are emphasized. In addition to the content presented in this on-line course, students are also invited to an on-campus component of this course. Overall strategies for academic success, such as graduate-level approaches to secondary research, and writing at the graduate level are reviewed. This class familiarizes students with the University's learning management systems, graduate academic policies, on-line library, and other resources. Successful completion of this course is required for continuation in the MBA program.

MBA 5010 Foundations in Graduate Studies II ..... 3 cr.
This course prepares the student to be successful in Cleary University's graduate academic programs. Students learn how to utilize Cleary's course management software, acquire a working knowledge of Cleary's electronic research tools, and are introduced to the University's library services. In addition, students are familiarized with Cleary's academic policies and protocols.

MBA 9999 Graduate Curricular Assessment..... 0 cr.
This course is used to administer the end-of-program assessment for graduate students to measure learning outcomes in the core business topics. Scores on this test are used to assist the University with curriculum assessment and improvements, and are also used to award the Academic Excellence medallion to recipients. The course will also provide an opportunity for students to take a post-test related to critical thinking skills. This classroom also provides information on career services and commencement. This is a required course and is graded on a pass/fail basis.

MGT 6360 Management and Organizational Behavior ..... 3 cr.
This course focuses on the skills and techniques necessary to help organizations operate more effectively in today's fast-changing, competitive environment. An effective organization is one that fosters teamwork and partnerships, both internally and externally, with the goal of improving quality and productivity. From this perspective, organizational success requires attention to behavioral, structural, planning and human resource components. In addition to behavioral topics such as leadership and motivation, this course will also focus on key issues associated with organizational structure and planning, including systems thinking, change management, planning, control and service management. Human resource management topics such as recruitment, selection, employee training and development are also included.

MGT 6750 Global Business ..... 3 cr.
This course provides the student with the concepts and tools for evaluating and improving the operations of a global enterprise. Topics covered in this course include, but are not limited to, process analysis, queuing techniques, quality management, inventory management and supply chain management within the context of the global enterprise.

MIT 6400 Management of Information Technology ..... 3 cr.
This course provides a thorough understanding of the foundation of modern information systems and provides key insights into IT architecture, networks, databases and processes in a business context. Focus will be placed on current and emerging technologies and the latest IT trends such as the use of social media. Learners will also develop an understanding of how alignment between IT goals and organizational goals can be achieved and will develop an understanding of the tools and processes to achieve the alignment through identifying key components such as the stakeholders, and core business processes. Learners will gain insight into how to manage IT personnel within business organizations.

MKT 6050 Strategic Marketing Management ..... 3 cr.
This course prepares managers to deal with core domestic marketing issues in the consumer/industrial and private/public/nonprofit sectors, by providing a strategic way to think about the firm's products, services, and markets, including marketing strategy and implementation. Central to managing a business, marketing provides intelligence about customers, competitors, and the general business environment to ensure long-term viability of the enterprise.

MTH 6250 Quantitative Managerial Analysis ..... 3 cr.
This course uses case studies as a method to analyze data using descriptive statistics and basic inferential techniques such as hypothesis testing. Students will also learn to analyze relationships between variables through predictive modeling and time series analysis, design of experiments, and methods for quality improvement. Microsoft Excel access is required, including Excel Add-Ins.

OPM 6550 Global Operations Management (MTH 6250). ..... 3 cr.
The effective management of operations, processes, and systems of a business enterprise can provide a competitive advantage. This course addresses key operational issues in service and manufacturing organizations and their strategic and tactical implications. Basic concepts and issues, as well as how computer technology can provide powerful decision models that can assist in solving managerial problems in operations management, will be introduced. In addition, a particular emphasis is placed on the development and assessment of the critical work processes used to deliver products into the marketplace. Students examine how restructuring and improving business processes can increase overall organizational performance. Current applications of lean operating systems and Six Sigma will be studied.

PJT 5890 MBA Directed Study.....1-3 cr.
This is a directed study course that allows a student to complete an individual project on a selected topic, and is planned with an assigned graduate faculty member. Projects undertaken in this class may take the form of a literature synthesis, primary or secondary research, feasibility study, project implementation, or process improvement. Content can be customized to the student's interest. PJT 5890 may meet graduate degree academic requirements with permission of the student's academic advisor.

STR 6060 Strategic Management.....3 cr.
This course synthesizes and integrates the concepts and techniques developed in prior courses for developing business objectives and strategic plans. This course incorporates the external and internal events that influence strategic direction of the firm through the use of cases and computer simulation. An important element of this course is a course-long project in which students examine a specific industry from a strategic success perspective.

ACADEMIC SERVICES

Academic Advising

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

Academic Tutoring

Faculty and peer tutors are available for designated skills by scheduling an appointment. Contact information is available via Moodle in the Student Success Center classroom. Students are allotted 15 hours of tutoring per class per semester at no additional cost. Individualized computer-aided or multimedia campus-based and Web-based tutorials are also available.

Career Development

Career assistance is available to current students and alumni of the University. The mission of the Career Development department is to prepare students and alumni for professional career success by integrating career preparation and planning into the university experience. Students and alumni are guided and mentored through career-related exploration activities, events, courses and work experiences by Career Development staff, advisors, faculty, and deans. For more information, contact careerservices@cleary.edu or visit the Career Development page on the Cleary Web site.

Computer Labs

Computer labs are available during most weekdays and evening hours and on selected weekends. Copying machines are also available for student use.

Disability Resources

The Disability Resource Center works to ensure that all aspects of campus life—learning, working, and living—are universally accessible. The office facilitates access to resources, education, collaboration, and discourse in order to design positive and inclusive environments so people with disabilities gain a greater opportunity to achieve equity. Students can contact disabilityservices@cleary.edu to set up an appointment for documentation and accommodations.

Student Athletics

Cleary University reintroduced intercollegiate athletics in the fall of 2012 with cross country and golf for men and women. In just four years, the athletic offering has grown to include: baseball, softball, soccer, lacrosse, tennis, wrestling, and team dance. Cleary University is currently a member of the United States Collegiate Athletic Conference (USCAA). Cleary Athletics has produced national championship teams in men's golf (2015) and women's cross country (2016). Cleary athletes have been named to the USCAA National All-Academic Team. You can find more information about Cleary University Athletics at www.clearycougars.com.

Student Ombudsman

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

Student Organizations

We encourage students to join student organizations. These organizations provide career development, networking, and leadership opportunities. Co-curricular organization members meet and learn from industry leaders, build professional networks, explore career possibilities within an industry, and will learn industry-specific hot topics like new legislation, trends in employment, etiquette, tools, and technology. Clubs are student-directed with staff/faculty mentors. For more information about Student Organizations, please contact Career Development at careerservices@cleary.edu.

Student Portal

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

Technical Support

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

Title IX Coordinator

The Dean of the College of Undergraduate Studies serves as the Title IX Coordinator for the University. Questions or concerns may be directed to dmarkell@cleary.edu or 517.338.3048

University Library

To meet the needs of our students, all essential resources are available on-line, 24 hours a day via the Cleary On-line Library and other Web-based resources. The library Web site is an information portal, and a source for learning more about library resources and services, and for initiating project research. Links to additional library-related information are also located on the Moodle (Cleary's learning management system) landing page. To receive services without coming to campus, students may take advantage of the e-mail services provided by the Director of University Libraries.

On-line Databases and Research Resources

Subscription-based databases are essential components of the on-line libraries. After logging in to the library, students have access to business articles, reports, company information, legal information, market research reports, and full-text books. A partial list of the resources available to all Cleary students includes Proquest, Lexis/Nexis, Hoovers On-line, eBrary, and Marketresearch.com.

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

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

Cleary subscribes to NoodleTools and Turnitin. NoodleTools is an APA citation composer and note-taking utility, and research log utility. Turnitin is an originality checker used to help students identify what should and should not be cited.

Research Assistance

Students and faculty seeking research assistance may contact the University's librarian for help. Assistance is primarily available via e-mail or by phone. To request assistance via e-mail, send a message to the Cleary University Librarian at librarian@cleary.edu.

Reserve Materials

Books, articles, and other materials may be placed on reserve by faculty. The checkout period for reserve materials varies, so check with the librarian regarding due dates. Materials will only be on reserve during the semester in which the course is being offered.

ACADEMIC POLICIES

Curriculum Design

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

Faculty Teaching Methods

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

Quality Measurements

University faculty members have identified specific intended outcomes for the degree and for each course. The instructor teaching the course is expected to gather data that provides evidence that these outcomes are being met. These data are used to evaluate and grade students and to make improvements in the curriculum and in instructional methods. In addition to utilizing various assessment tools as a component of each course, BBA and MBA students are required to complete an end-of-program assessment (administered in a 9999 course) as a condition of graduation from the program. This test measures degree outcomes within the core courses. Outcomes, by major, are measured using an objective test within the final course of each major sequence.

Student Evaluation Feedback Surveys

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

Academic Calendar

The University follows an academic year, September through August, divided into three academic semesters. Fall, Spring, and Summer are each 15 weeks in length. Each 15-week semester has two seven-week sessions, separated by a one-week break. Classes are seven or fifteen weeks in length scheduled in one or both of the two sessions of a semester. Sessions begin six times each year: Fall (September and November), Spring (January and March), Summer (May and June). The calendar can be accessed from the Cleary Web site. The post-traditional and graduate students follow this calendar pattern. Traditional students follow an academic year, September through April, divided into two semesters, Fall and Spring. Specific semester dates, including breaks, are also available on the Cleary Web site as well as in this catalog.

Calendars and Schedules

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

Class Meeting Schedule

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

Class Attendance

Students are expected to attend all regularly-scheduled class meetings. This includes participation (completing a quiz within the Moodle classroom, posting to the discussion forum, or uploading an assignment) for all courses. To maximize learning, students should arrive on time and participate during the entire class meeting. Class attendance records are kept by the instructor and may be included as a criterion for the course grade. Instructors provide their individual policies on absence and grading in their class syllabus. Students enrolled in the on-ground MBA program will be required to sign in and if attendance is less than 33% of scheduled meetings, may fail the course.

Class Time

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

Official Academic Records

A permanent transcript contains identifying information, a complete record of all coursework, academic status, and degree(s) granted. Duplicate posting of the same or equivalent courses is not permitted. Additional records are maintained if the student has used financial aid or veterans' services. At the end of each semester, final grades are available through the Student Portal and recorded on the student's permanent transcript. Official transcripts and student copies may be obtained by contacting the Records Office. Fees and restrictions may apply.

Registration

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

Curriculum Selection

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

Change of Curriculum

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

Course Placement

Lower Division

New students entering Cleary University's lower division will be assessed for academic readiness with the use of the following tools: review of the student's academic record and personal interview.

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

Required or Elective Course Credit

Required Course Credit
Following a prescribed curriculum track for a major or program, students take classes on campus and/or via the Internet to complete required courses. The minimum number of required credits for each degree is stated in the residency requirement by degree. Courses in this category result in a letter grade and are computed in the student's grade point average.
Elective Course Credit
Elective courses may be completed through taking classes on campus or via the Internet. Students follow an academic plan worked out with an academic advisor and usually complete electives prior to completing the required courses prescribed for a curriculum. Courses in this category result in a letter grade and are computed in the student's grade point average.

Transfer Credit

In the transfer credit category, students may fill degree requirements using transfer credits earned for courses taken at another college or university. The maximum number of semester credits in this category that may be applied toward the MBA is 9 credits; the maximum number that may applied toward the BBA ranges up to 90 (depending on the program selected) credits. The maximum number of credits applied to an ABA is 38 credits. Credit in this category does not include a grade and does not count in the student's grade point average or toward the Cleary University residency requirement.

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

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

Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than— (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in item (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Prior Learning Credit

Cleary University recognizes that students gain knowledge and skills in a variety of ways. Examples include work settings, professional organizations, travel, avocations, leadership positions, volunteering, workplace training, military service, etc. When learning takes place in a non-traditional learning environment (not documented on a college transcript), and is equivalent to college-level learning, Cleary University offers several options for documentation of academic credit up to a maximum of 30 undergraduate credits. It is important to note that the emphasis for granting credit is on what is learned, rather than on what is experienced.

Prior learning options include:

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

University policy requires that undergraduate students who elect to earn credit by utilizing the prior learning options do so during the first two semesters. Students will work with their academic advisor to understand the prior learning process and how to construct and submit documentation for evaluation. Please note that students may not earn credit in a lower level course when credit has been earned in a superior course. Assessment fees for prior learning are included in tuition through the two semesters of each student's program. Late submissions are accepted for evaluation; however, fees and restrictions apply.

Directed Training

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

Evaluation of Directed Training may include:

- validation of hours
- credentials of the instructor
- organization-sponsored training
- type and format of instruction (lab, lecture, clinical)
- course outline or syllabus
- course requirements
- text and other related course materials
- assigned homework
- assessment experiences (exams, exit assessment, research papers)
- rigor of the course (at least college level)
- review of the selection process of students
- review of duplicated credit

Proficiency Portfolio

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

Proficiency Examinations

Cleary University Proficiency Exams are objective, computer-based tests focusing on the course outcomes listed on the course syllabus for many lower-division Cleary University courses. They are similar to a final exam for a course. Cleary Exam Preview Guides, which provide topics covered, study resources, credit value, number and type of test questions, and other relevant test information, are available for many of the Cleary exams via the Moodle classroom, *studentinfo* (Resources/Prior Learning Credit module). The Student Success Center staff administers exams by appointment. Upper division courses are excluded from this option.

CLEP and DANTES

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

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

Military Training or Experience

Cleary University recognizes college credit for military training and experience. Three semester credits are awarded for each year of active military service up to a maximum of 15 semester hours. To receive credit for military service, students should submit a copy of the discharge form (DD214). Should a review of a student's military training records indicate there is potential for greater credit award, then copies of the military training records and/or a copy of the transfer or discharge form (DD214) will be submitted to the American Council on Education, Department of Military Evaluations, for a credit recommendation.

Advanced Placement Program

Advanced Placement Program allows individuals, usually high school students, to demonstrate academic ability by taking an Advanced Placement Exam. Credit may be granted based on satisfactory scores (three or higher on a five-point scale) for more than 30 Advanced Placement Exams sponsored by The College Board. Students may request a copy of the exam results from The College Board, 45 Columbus Avenue, New York, NY 10023.

High School Articulation

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

Completing Program Requirements

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

Residency Requirement

In order to earn a degree from Cleary University, students must complete the residency requirement. For students enrolled in the MBA program, the residency requirement consists of a minimum of 24 course credits. The Cleary University BBA residency requirement is 30 course credits (37 course credits for BBA degree completion programs). All BBA students, without substitution or exception, must complete the required major courses for their selected major at Cleary University. ABA students must complete a minimum of 19 course credits to fulfill the residency requirements. Certificate requirements as listed in this catalog constitute the residency requirement for certificate options.

Second Degree Requirements

Individuals who have earned a baccalaureate degree, either from Cleary University or another regionally accredited institution, may earn a second baccalaureate degree by completing the degree requirements including core and major courses (credit hours required vary by major). Pre-requisite courses, including pre-major courses, for major courses also apply. Course substitutions or transfer will be permitted for core courses. For majors that share course requirements, course substitutions will be selected. Project courses, when required, will be required for both majors. A minimum of 21 hours is required to earn a second degree. Additionally, for Cleary alumni, the Cleary Alumni Grant may be used for courses taken and applied to a second degree. The second degree policy is not applicable to graduate degrees.

Second Major Requirements

Undergraduate students enrolled in upper division courses may elect to complete a second major. Students must declare their intent to earn a second major prior to completing degree requirements. Completion of the major courses for the first and second major for degrees sharing the same core courses and any required pre-requisite courses must be completed within three years of beginning the upper division course sequence to qualify for a second major. For majors where different core courses are required, completion of the unduplicated core courses will also be required. For majors that share course requirements, course substitutions will be selected. Project courses, when required, will be required for both majors. A second major is also available to graduate students. Graduate students may select one additional major by declaring their intent to their academic advisor prior to completing degree requirements for the first major.

Academic Minors

Refer to BBA Academic Minor for additional information.

Grading System

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

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

Grade Point Average

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

Grading Scale

Earned Grades	Description
A, A-	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in almost all areas.
B+, B, B-	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in most areas.
C+, C, C-	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.
D+, D, D-	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in most areas.
E (Academic Failure)	A grade assigned by the faculty indicating that even though the student made an effort in the class, minimum expectations were not met. The student must retake the course to fulfill degree requirements.
F	A failed grade is assigned by the faculty in a course indicating a failed grade when the courses are evaluated on a pass/fail basis. The course must be repeated to fulfill degree requirements.
P	A pass grade is either assigned by the faculty in a course indicating a pass grade when courses are evaluated on a pass/fail basis, or by the Academic Program Committee as a result of a grade appeal. The student receives credit for the course.
Unearned Grades	**Description**
AU	Audit. Indicates a registration to audit a course which is not for academic credit.
FW	Faculty Withdrawal. This grade is assigned by the faculty for a course in which the student has never attended, nor participated in the course.
I	Incomplete. A grade assigned by the faculty indicating that the student came just short of completing the course due to circumstances beyond his or her control and is given a grace period (not to exceed seven weeks) to finish the work without penalty.
IW	Institutional Withdrawal. The University withdrew the student from all classes because he/she did not attend any class and did not request a drop or withdrawal, or due to circumstances where the student was removed from class by the administration.
R	Repeated Course. Grade assigned by the Records Office when the course has been repeated to replace a previously earned grade.
W	Withdrawal. The student elected to withdraw from the course during the withdrawal period.

Honor Point Scale (effective Fall 2002 to present)

GradePercentHonor Points (unearned grades do not receive honor points)

A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.3
C	74-76%	2.0
C-	70-73%	1.7
D+	67-69%	1.3
D	64-66%	1.0
D-	60-63%	0.7
E	<60%	0.0
P	Pass	N/A
F	Fail	N/A

Academic Honors and Dean's List

Undergraduate academic honors printed on the diploma are computed based on all graded academic work completed at Cleary University. The calculation is carried out to the third decimal place and rounded to the second decimal place. In cases where all academic requirements have been met but the student has an outstanding financial obligation to the University, the diploma will be printed reflecting the date the student completed academic requirements. A bachelor's degree candidate who maintains a GPA of 3.5 or above is recognized as follows:

GPA	HONORS
3.50-3.69	cum laude
3.70-3.89	magna cum laude
3.90-4.00	summa cum laude

Students completing an ABA with a cumulative GPA of 3.50 or higher graduate 'With Honors.' Academic honors are not offered as part of the graduate program.

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

Academic Probation/Dismissal/Re-admission Policy

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

Should a student fall below the minimum GPA requirements, s/he will be placed on academic probation and assigned to work with his or her academic advisor on improvement efforts. The student will then have up to three semesters to raise his or her cumulative GPA to the acceptable level. The probation status will be noted on the student's academic transcript. Additionally, students will be placed on academic probation if their completion rate (hours completed/hours attempted) falls below 67% (for a more detailed explanation, refer to the Satisfactory Academic Progress Policy within the Financial Aid section of the catalog). The following definition of probation status will be followed:

- Academic Probation-1 denotes the first semester of academic probation
- Academic Probation-2 denotes the second semester of academic probation
- Academic Probation-3 denotes the third semester of academic probation (at this level a student may continue enrollment if progress has been made to increase his/her GPA, but falls just short of the minimum requirement to continue enrollment.
- Academic Probation-3 denotes the third/fourth and final semester of academic probation
- Academic Dismissal denotes that the student has been academically dismissed

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

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

Re-admission following Academic Dismissal. A student may apply for re-admission to the University by submitting an appeal to the chair of the Academic Re-admission Committee. This committee is chaired by the Assistant Provost, Academic Services. The purpose of the appeal letter is to convince the committee that the student is ready to return to the University (a description of how the conditions have changed or what is different at this point in time) and is prepared to be academically successful. Supporting documentation, such as an improvement intervention plan (developed with the assistance of an academic advisor) or other evidence of a temporary life experience (illness, divorce, family issues, and employment) or academic skill development should also be included with the appeal for re-admission.

The recommendation of the Academic Re-admission Committee is final. If re-admission status is granted, the student will be placed on academic probation (Academic Probation-1) for the first semester in which he or she is enrolled, and will be required to meet with an academic advisor to review the current degree requirements compared to those recorded on the student transcript and to develop an academic plan (including the number of courses to be taken per session).

Audit Policy

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

Newly admitted MBA students: A maximum of three undergraduate courses may be audited by newly admitted graduate students as preparation for MBA coursework. Under such circumstances and with the authorization of the assigned academic advisor, a tuition waiver may be approved for up to three of the following classes: ACC 4012; BAC 3000; ENG 1600; ENG 1700; ECO 3200; FIN 4000; MTH 1800; MTH 3440. Such a waiver, if approved, applies to tuition only, not to books or supplies.

Cohort Policies

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

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

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

Directed Study Policy

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

Dropping/Adding/Withdrawing Policy

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

Once the semester begins, a student may withdraw from classes through the final withdrawal date of each session (week six of the first session) or semester (week fourteen of the second session or 15-week semester) by contacting his or her academic advisor. A withdrawal form can be processed **after the first day of the semester**. Financial penalties apply (refer to the Financial Aid section of the catalog for percentage refunds by date). If a student withdraws from a class after the beginning of the semester, a grade of "W" (Withdrawal) will be recorded. A student who leaves the University during a semester or stops attending class without officially withdrawing will receive a failed grade (E) from the instructor of the course(s) in question. "W" grades may affect the student's future eligibility for financial aid.

Fresh Start Policy

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

Grade Appeal Policy

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

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

Grade Appeal Procedure

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

Outcome of the Grade Appeal Process

One of two possible outcomes applies:

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

Graduation Requirements

- A minimum of 60 credits is required for an ABA* with a minimum cumulative GPA of 2.0.
- A minimum of 120 credits is required for a BBA* with a minimum cumulative GPA of 2.0.
- A minimum of 33 credits is required for an MBA* with a minimum cumulative GPA of 3.0.
  *BBA and MBA require completion of a standardized examination (ABA may require completion of a selected standardized examination).

Incomplete Grade Policy

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

Should such circumstances occur, it is the responsibility of the student to notify the instructor. The incomplete grade (a temporary grade) will be issued at the discretion of the instructor. The student and the instructor will formulate a written plan intended to provide a clear statement of the remaining assignments and respective due dates. This plan will be submitted to the Records Office by the faculty member on or before the last date of the class. The timeline for completion will, however, be no later than seven weeks after the end date of the course. All incomplete grades will be converted to an “E” grade if not completed within the timeline established. Since the circumstances involving the Incomplete may affect the student’s overall academic progress, students are encouraged to contact their advisor to discuss any program-level issues.

Institutional Withdrawal Policy

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

Participation in Commencement and Graduation

Degrees are granted at the conclusion of each session. A student must meet all academic requirements for graduation, and all financial obligations with the University must be met prior to the degree being awarded. An application for graduation (available via the Student Portal) must be submitted to the Records Office by February 1st for May commencement ceremony. Students may apply for a degree only in the curriculum in which they are officially enrolled. Graduation application processing (called degree clearance) is completed within two weeks following the final session in which the student completes final degree requirements. This includes posting the degree to the student transcript and mailing a copy to the student. Diplomas are also distributed by mail. Applications submitted before the student has completed all degree requirements will be retained until requirements have been completed, and then will be processed.

Commencement refers to the ceremony held annually in May conducted to celebrate students' completion of degree programs. Degree (MBA, BBA, and ABA) recipients are eligible to participate in commencement. To participate in the ceremony the student must complete degree requirements in a session prior to the scheduled ceremony or be in good academic standing and enrolled in final required courses during the Summer semester. International students may participate in the ceremony closest to their degree completion date. Program requirements include taking the end-of-program assessment (administered in a 9999 course), as well as completing all coursework and all other credits required (transfer credits and prior learning credit) for the program. The Assistant Provost, Academic Services, determines that a student has completed program requirements. The GPA calculated for academic recognition at the commencement ceremony is based on all academic work completed to date. The final GPA based on all academic work and the appropriate honors will be printed on the transcript and the diploma.

Pre-requisite Policy

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

Repeated Courses

In an attempt to improve a grade previously earned or to enhance or refresh learning, a student may wish to repeat a course. The higher of the grades earned will contribute to the cumulative grade point average calculation. Any attempts to complete the same course remain a part of the student's record and are shown on the student transcript identified with an "R" (Repeat) grade next to the original grade. If a student fails a course on a second attempt, a review committee comprised of the student's academic advisor and the Assistant Provost, Academic Services, will review the relevant circumstances and determine if the student will be permitted to enroll in the course for the third time. A student will not be permitted to enroll in the same course more than three times. Current tuition rates apply to repeated courses.

Research Approval Policy

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

Cleary faculty and staff must also gain formal approval from their supervisors and from the Provost/Chief Academic Officer for any research project which uses Cleary employees or students or processes as part of any data collection. The faculty or staff member must present evidence that the research project follows the Institutional Review Board (IRB) policies and has received IRB approval at the degree-granting institution for a graduate degree project such as a thesis or dissertation. All other research projects must present evidence that provides for the protection of human subjects and addresses issues of voluntary participation and anonymity/confidentiality.

Right to Dismiss Policy

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

Satisfactory Progress Policy

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

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

Student Awards and Recognition

Academic Excellence Medallion

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

Students who score in the top 10% (90th percentile and above) in the graduating class will be awarded a **gold medallion;*
Students who score in the top 11% - 20% (80th to 89th percentile) range will receive a **silver medallion;*
Students who score in the top 21% - 30% (70th to 79th percentile) range will receive a **bronze medallion.*

Student Awards

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

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

*****Business Innovation Award*** *is presented to a student who has created or initiated an improvement to a business process or product within an existing company, organization, or conglomerate, either public or private, and may include nonprofit institutions.*

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

Study Abroad Policy

Students who wish to participate in Cleary University study abroad courses and programs enroll in these for regular university credit associated with that course/program, which is covered by existing academic regulations. Students should meet with their academic advisor to enroll in these programs. A student must be in good academic standing to participate in study abroad.

Students who wish to participate in external study abroad programs (those hosted by another institution or an external consortium or third party provider) must meet with an academic advisor to document any transferability of credits back to Cleary University and must abide by all policies and procedures established by Cleary and by the external program provider. A student must be in good academic standing to participate in external programs.

Students enrolling in Study Abroad must abide by the university's student Code of Conduct and abide by any additional behavioral policies instituted for that location or venue.

Faculty Expectations of Students

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

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

Student Expectations of Faculty

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

- Provide a current, complete, and accurate class syllabus posted one week prior to the class start. Include his/her name and contact information, specific requirements, and expectations for providing responses and assignment feedback.
- Answer e-mail/forum posts within 48 hours.
- Participate actively in discussion forums (minimum of four posts per week).
- Grade all student work within five business days of the due date and provide informative feedback, using rubrics and track-changes in MS Word.
- Use class time for meaningful, course-related activities.
- Arrive at least to class 15 minutes prior to the start of class.
- Provide reasonable assistance to students on an individual basis as may be necessary and appropriate.
- Notify students in the event of an absence or emergency and communicate the plan with the class to make up the missed class session.
- Dress in business or business casual attire (no jeans or sweatpants). Note that students may follow a more relaxed dress code, however, can be required to adhere to a higher expectation on days they are doing presentations.
- Submit grades through the Faculty Portal on time.
- Maintain class records for a minimum of sixteen weeks following the completion of the class.
- Review class evaluations and give due consideration to student feedback (available after the due date for submission of grades).
- Treat students with respect.

Faculty-Student Dispute Resolution Procedures

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

1. If a student or faculty member disagrees with the other's actions, comments, conduct, or decision (other than a final course grade*), the student or faculty member should first address his or her concern directly with the other party. Both parties are encouraged to discuss any classroom-related or academic disputes with each other in person, by phone, or by e-mail. All parties are expected to treat each other with respect.
2. If, after discussion, the student or the faculty member still disagrees and the issue remains unresolved, he/she may confer with the student's academic advisor. The academic advisor will take reasonable steps to assist in the resolution of the matter.
3. If, after consultation with the academic advisor, the student or faculty member believes the issue or dispute has not been resolved satisfactorily, the student or faculty member may submit a written and signed statement to the designated provost or dean. The statement should present a brief description of the specific problem and the desired outcome. The Provost/Dean will attempt to arrange a satisfactory resolution.
4. All disputes must comply with these procedural requirements. Anonymous complaints will not be acted upon.

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

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

Student Honor Code

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

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

Honor Code Statement

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

Types of Honor Code Violations

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

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

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

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

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

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

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

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

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

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

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

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

Cleary University's Policy on Reusing Work

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

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

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

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

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

Academic Consequences of Cheating or Plagiarism

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

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

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

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

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

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

UNIVERSITY POLICIES

Discrimination

Cleary University does not discriminate on the basis of religion, race, color, national and ethnic origin, sexual orientation, or any other legally protected status under Michigan or federal law in admission to its education programs or activities or in its employment. Inquiries concerning the application of Title IX and implementation of its regulations may be referred to the Title IX Coordinator, (Dean, College of Undergraduate Studies), or to the Office for Civil Rights, Cleveland Office, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611.

Family Educational Rights and Privacy Act

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

Technology Policies

Peer-to-Peer File Sharing Policy

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

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

Social Media Guidelines

Social network sites such as Facebook, Twitter, and YouTube are exciting channels to share knowledge and accomplishments, express creativity, and connect with others. Cleary University supports participation in these on-line communities to further our branding messages. This policy addresses best practice guidelines to help employees and students use these forums effectively, protect personal and professional reputation, and to adhere to University policies.

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

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

Vice President, Institutional Advancement.

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

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

- Be accurate. Ensure that all facts are collected prior to a post. Verify information with a reputable source. Cite and link your sources whenever possible; it is a great way to build community.
- Seek permission. Written permission from the Office of Institutional Advancement is required prior to creating a social media account or Web site on behalf of the University. Only the use of the official version of the Cleary University logo is permitted.
- Be timely. Assign an administrator who can regularly monitor postings and content.
- Monitor comments. While comments are welcomed and they are helpful in building credibility and community, it is advised that the site is set up to review and approve comments before they appear on the site. This allows timely response to comments as well as the ability to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Verify appropriateness. This can be accomplished by applying the publicity test. That is, is the content of the message acceptable for a face-to-face conversation, a telephone conversation, or another medium, or would it be appropriate for the message to be published in a newspaper or on a billboard (tomorrow or ten years from now)? If not, then the message would not be acceptable for a social networking site.

Students found to be in violation of these guidelines may be subject to disciplinary action, including, suspension or expulsion.

Student E-Mail Policy

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

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

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

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

Technology Acceptable Use Policy

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

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

1. Users may not use the University's computers, software, network, or Web site for purposes other than those intended by the University in pursuit of its educational mission. Reasonable personal use of these facilities is permitted. They may not be used to pursue the activities of any business or organization other than Cleary University.
2. All Users must respect the privacy and usage privileges of others, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
    - Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Users, whether on the Cleary University campus or elsewhere, or develop or retain programs for that purpose, without the authorization of the file owner or Chief Information Officer. Reasonable file copying (e.g., in back-ups) and password changes are permitted among the routine tasks of System Managers and of appropriately authorized Facility Staff.
    - Users shall not represent themselves electronically as others, either on the Cleary University campus or elsewhere, unless explicitly authorized to do so by those other Users. To be valid, such authorization of one User by another User must not circumvent established, system-specific policies defining eligibility for resource access.
    - Users shall not intentionally develop or retain programs that harass other Users, either on the Cleary University campus or elsewhere.
    - Users shall not obstruct or disrupt the use of any computing system or network by another person or entity, whose usage is protected by law, ordinance, regulations, or administrative ruling either on the University campus or elsewhere.
3. All Users must respect the integrity of computing systems and networks, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
    - Users shall not by any means attempt to infiltrate (e.g., gain access without proper authorization) a computing system or network, either on the Cleary University campus or elsewhere.
    - Users shall not attempt to damage or alter without proper authorization from the System Sponsor, either the hardware or the software components of a computing system or network, either on the Cleary University campus or elsewhere.
4. All users of Cleary University computers and networks also agree to comply with the terms of the Merit Network, Inc., acceptable use policy http://www.merit.edu/policies/acceptable_use.php
5. Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems. Illegal activities are strictly forbidden.
6. Users of the Internet on University-owned equipment are not permitted to locate, view, print, or download pornographic material, inappropriate files, or files dangerous to the integrity of the University's network, equipment, or software.
7. Users must adhere to copyright laws as may be applicable in the use of hardware and software and in the transmission of copyrighted text or files on the Internet or from other resources.
8. All software installed on University computers must have an appropriate license owned by Cleary University and provided to the ITD. Microsoft Office Suite is the software standard supported and provided by the University. The ITD must be notified before installing any other software on a University-owned computer. Student copies of software purchased for a class may only be installed in the student computing lab under the direction of the instructor.
9. Users may not change, add to, or in any way alter the operating system or software configuration on a University-owned computer.
10. Passwords are the property of the User and are not to be used by anyone else.
11. Users must use and are not allowed to circumvent University virus-scanning software.

12. Cleary e-mail Users may be asked by the ITD to discontinue using the cleary.edu address for subscriptions to a discussion forum or news group that causes large volumes of e-mail traffic on University servers.
13. All Users of Cleary University property are expected to take reasonable care to protect it from loss or damage. Intentional damage, misuse, or careless disregard for the safeguarding of University property is prohibited.
14. All students, faculty, and staff agree to comply with the acceptable use policies of Cleary University's vendors, partners, and affiliates.
15. All persons are expected to abide by the generally accepted rules of e-mail etiquette.

These include, but are not limited to, the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
- Do not reveal your personal address or phone number, or those of students or colleagues.
- Do not send an unsolicited e-mail that would be considered unwanted by a recipient.
- All e-mail is considered private, but e-mail messages may be used as evidence in the event of litigation arising out of possible illegal activities.

Telephone Usage

The use of telephones is necessarily restricted to business purposes. Personal use and incoming calls should be limited to emergencies and urgent matters. Personal long-distance calls charged to the University are not permitted. Additionally, the use of cell phones during class is prohibited.

Housing, Safety, and Security Policies

Crime Awareness and Campus Security Policy

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

Drug-Free Environment Statement

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

Standards of Conduct

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

Sanctions

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

Additional Assistance

Information about the health risks of alcohol consumption and illegal drug use may be obtained from your physician, local clinics, crisis centers, and the Michigan Office of Substance Abuse. Additionally, students may contact the University's licensed counselor for referral.

Fire Equipment and Fireworks

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

Firearms / Weapons

The possession or use of firearms on campus (to include look-a-likes) or other weapons, explosives or fireworks is forbidden. Violations may result in criminal prosecution and disciplinary action by the College, including immediate suspension pending disciplinary action.

Housing

All Cleary University students are required to live on campus if they fit all of the three criteria:

1. They are under the age of 23 at the time of move-in
2. They have 59 credits or less
3. Their parent's home address is 35 miles or more away from the Livingston campus

All students under the age of 23 on Fall Semester move-in day must either, complete a housing application to live on campus, or submit a request for a waiver.

Students requesting to live on-campus will receive accommodations based on the following criteria:

1. First priority - Students currently living in on-campus housing
2. Second priority - First-year students meeting the three-criteria above
3. Third priority - All remaining students meeting the three-criteria above
4. Fourth priority - All remaining students.

Inclement Weather and Emergencies

In the event of severe weather, the Cleary University Emergency Notification Systems, the Cleary University Web site (www.cleary.edu), local radio stations, and University staff will provide information about closings. Faculty members will contact students in the event of specific class cancellations.

Maintenance of Physical Plant Facilities with Security Considerations

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

Physical Violence, Vandalism, and Theft

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

Security on Campus

Security Services on Campus - Cleary University's personnel maintain a close working relationship with the local law enforcement agencies. The University will provide information on suspected criminal activity to the law enforcement agencies serving the campus on which the act occurs.

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

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

This information is compiled for all campuses. The University provides information regarding drug and/or alcohol abuse programs that are available. It will also disseminate its policies regarding the possession, sale, and use of alcoholic beverages on its campuses. A document will be distributed annually that lists all of these policies and criminal activities. The document will be available to all current students and employees. It will be available to all prospective student applicants and prospective employees upon request. The University reports crimes to the federal government annually. The table below lists the types of crimes required to be reported. The University has experienced no reportable crimes. You may review the most recent Annual Security Report and Crime Statistics on the University's Consumer Right-to-Know page (http://www.cleary.edu/consumer).

Sexual or Personal Harassment

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

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

University Property

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

UNDERGRADUATE AND GRADUATE FINANCIAL ASSISTANCE

More than 80% of Cleary students receive financial aid in the form of state and federal loans, grants, and scholarships. Financial aid eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). The code for Cleary University is **002246**.

Cleary University Grants and Scholarships

Applying for Cleary University Grants and Scholarships

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

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

Note: There is a limit of one academic grant and one athletic grant or scholarship per eligible student offered by Cleary University. This allows the University to optimize the number of students receiving grants and scholarships as well as to maintain cost benefits to all students. If students meet criteria for two separate Cleary scholarships, they may choose the larger of the two to be applied to their student account. Grants and scholarships awarded midyear will be prorated.

High School Juniors and Seniors

Business Professional Association Scholarship

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

Cleary University Undergraduate Admission Honors Scholarship

Current high school students with a 3.2 GPA or higher, and who meet criteria listed below, and who have affirmed leadership and service to Cleary University are eligible. The scholarship will be applied upon registration, which must be completed on or before May 15th. Annual renewals may be awarded up to three years, provided the appropriate GPA is maintained by level. The following are types of admission scholarships:

	Amount	GPA	SAT (2400)	SAT (1600)	ACT
Admissions Scholarship Level I	$7,500	3.7	1680+	1160	25
Admissions Scholarship Level II	$5,400	3.2	1560-1679	1050-1159	23

Cleary University Alumni Legacy Scholarship

Dependents (defined as being claimed on a parent's tax return) of Cleary University BBA, BS, or MBA graduates are eligible to receive a 20% grant toward tuition in a degree-seeking program. All students are expected to pay the remaining tuition and fees at the point of registration, or they may utilize the Cleary University installment plan. Students must maintain a 2.0 GPA and successfully complete the semester. Grants may be removed in cases where a student withdraws from or fails a class.

Cleary University Opportunity/Fostering Futures Matching Grant
Cleary University offers a 50% matching grant up to $2,000 annually for students eligible for the Michigan Educational Training Voucher (ETV) or the Fostering Futures program. A Michigan ETV scholarship may be $4,000 per year plus a Cleary Opportunity Matching grant of $2,000 would total $6,000 annually toward educational expenses at Cleary University. This scholarship is renewable annually provided the student satisfies the Satisfactory Academic Progress (SAP) requirements. Eligible students must:

- Be admitted to Cleary University
- Be registered full-time in a degree-seeking program
- File the Free Application for Federal Student Aid (FAFSA)
- Satisfy the requirements of the Michigan ETV (may be eligible if were placed in foster care)
- Provide a copy of the ETV or Fostering Futures award letter

An application and additional information for the ETV grant may be found at https://mietv.lssm.org

Patrick and Helen Jenks Cleary Scholarship
This is a $3,500 competitive scholarship awarded to a new undergraduate student enrolled full-time at Cleary University. Qualified applicants will provide documented evidence of community service, a high school transcript with a GPA of 2.5 or higher, a recommendation from a high school teacher or advisor/counselor, and an essay with the submission of their scholarship application.

Wilma Louise Cleary Memorial Scholarship
This is a $3,000 scholarship awarded annually to a new freshman enrolled full-time in a BBA degree program within Cleary's College of Undergraduate Studies. The award is based on scholarship (a GPA of 3.0 or higher is required) and demonstrated community service in that respective order. Qualified applicants will also submit letter(s) of recommendation from a high school principal, advisor, and/or counselor and an essay describing a personal outstanding initiative with the scholarship application no later than **May 30th**. This scholarship is not renewable.

Owen J. and Marie Cleary Scholarship
This is a $1,000 scholarship awarded annually to two students enrolled full-time in a BBA degree program within Cleary's College of Undergraduate Studies. The award is based on scholarship (a GPA of 3.0 or higher is required) and demonstrated community service in that respective order. Qualified applicants will also submit letter(s) of recommendation from a high school superintendent, principal, advisor/counselor, and/or employer/CEO and an essay summarizing Owen and Marie Cleary's role and contributions to Cleary University with the scholarship application no later than **May 30th.** This scholarship is renewable for one additional year provided that student reapplies, maintains a cumulative GPA of 3.0 or higher, and demonstrates continued financial need.

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

College Transfer Students

Admissions Transfer Scholarships
Competitive scholarships are awarded to transfer students who transfer with six or more semester hours who are first-time registrants enrolled full-time in an undergraduate degree program. Qualified applicants must also apply and register for first semester classes no later than three weeks before the start of the semester or session. Annual renewals may be awarded up to one year provided the appropriate GPA is maintained by level.

Admissions Transfer Scholarship Level	***Amount***	***GPA***
Level I	$6,000	3.5 and above
Level II	$3,000	3.0 – 3.49

Phi Theta Kappa Transfer Scholarship
Up to a $6,500 matching scholarship is awarded to members of Phi Theta Kappa graduating from a college or university within the preceding 12 months. Qualified applicants will submit a recommendation letter and a transcript to verify a GPA of 3.7 or higher.

Graduate Students and Cleary University Alumni

Cleary University Alumni Grant

Any Cleary University MBA or BBA graduate in good standing (both financially and academically) who has completed all requirements for his or her degree is eligible to receive a two-thirds tuition grant (67%) for additional classes of equal or lower degree level. All students are expected to pay the remaining tuition and fees at the point of registration, or they may elect to utilize the Cleary University installment plan. Students must maintain the appropriate minimum GPA (2.0 for undergraduate students and 3.0 for graduate students) and successfully complete the semester. To be in good standing financially, eligible students must not have an outstanding undergraduate balance. Alumni grants will be removed in cases where the student withdraws from or fails a class.

Cleary University Next Step Grant

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

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

MBA Merit Scholarships

The Cleary University MBA Merit Scholarship is available to first time Cleary students enrolled in a Cleary MBA program. Eligibility will be determined by Admissions staff based on:

- Official academic transcripts (GPA 3.0 or higher required)
- Essay and resume
- Letter of recommendation

Students may qualify for Academic (GPA) and Leadership levels in addition to an Early Merit Decision Scholarship if all application materials are received and approved by the early decision deadline to qualify for up to three scholarship amounts.

Early Admissions Award Scholarship ($1,200 applied $200 each semester)

Merit Scholarship candidates with a GPA of 3.0 or higher who have submitted all required application materials and earned admission to the College of Graduate, Adult, and Professional Studies in advance of the Early Admission Award deadline of at least 60 days prior to the semester start (Fall semester-June deadline, Spring semester-October deadline, Summer semester-February deadline).

Award Levels and Requirements-Part 1 and Part 2 (GPA 3.0 or higher is required)
Academic (GPA) and Leadership scholarships can be combined.

Part 1: Cumulative Undergraduate GPA		
Level	**Amount**	**Cumulative Undergraduate GPA**
Level 1	$1,200 ($200/semester)	3.00-3.30
Level 2	$2,100 ($350/semester)	3.31-3.60
Level 3	$3,000 ($500/semester)	3.61-4.00
Part 2: Leadership		
Level	**Amount**	**Leadership**
Level 1	$1,200 ($200/semester)	Minimum of two years professional experience and defined career aspirations
Level 2	$2,100 $350/semester)	Minimum of three years profession experience; two years campus or athletic leadership/captain, and budgetary/fiscal responsibilities
Level 3	$3,000 ($500/semester)	Minimum of five years management experience (people or processes), two years campus or athletic leadership/captain, incremental professional progression, entrepreneurial (business owner) experience, held a position at the director level or higher,

Provost's Scholarship
The Provost's Graduate Scholarship of $1,500 is awarded to two new students registering for Cleary's graduate program. Qualified applicants must have a cumulative GPA of 3.5 or higher, and submit a Scholarship Application that includes an essay.

Military and Veterans

75% Military Service Grant for Undergraduate Students
This grant is available to current active military or honorably discharged veterans after all other grants, scholarships, employer reimbursement, or VA benefits have been applied.

- Students are required to annually complete the Free Application for Federal Student Aid and accept any grants and/or scholarships for which they may be eligible.
- Honorably discharged veterans are required to provide a copy of their DD214
- Students can use the current generic scholarship application to apply and submit to the Financial Aid Office. The essay requirement is waived.
- Students are required to maintain a GPA of 2.0 or higher and successfully complete all classes to maintain eligibility.

50% Military Service Grant for Graduate Students
This grant is available to current active military or honorably discharged veterans after all other grants, scholarships, employer reimbursement, or VA benefits have been applied.

- Students are required to annually complete the Free Application for Federal Student Aid and accept any grants and/or scholarships for which they may be eligible.
- Honorably discharged veterans are required to provide a copy of their DD214.
- Students may use the current scholarship application to apply (essay requirement waived).
- Students are required to maintain a GPA of 3.0 or higher and successfully complete classes to maintain eligibility.

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

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

Cleary Partners

AmeriCorps Matching Education Award
Cleary University chooses to support students who participate in the AmeriCorps National and Community Service program demonstrating its commitment to the betterment of society. Cleary will match dollar-for-dollar the Segal AmeriCorps Education Award up to $4,725. To be eligible, students must apply for admission and provide documentation of AmeriCorps Segal Award eligibility. Once selected for the award, students are encouraged to enroll full-time to maximize award amounts. Awards will be divided equally over the number of semesters in a program of study. Students can receive up to two $4,725 awards if one is used for an undergraduate degree and the other for a graduate degree. Please refer to the Financial Aid section of the Cleary Web site or contact the Financial Aid Office for an application or for additional information.

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

Morse B. Barker Scholarship
Up to ten $1,500 scholarships are awarded annually by the Ann Arbor Area Community Foundation to a non-smoking, Washtenaw County resident, aged 18 to 30. The Ann Arbor Area Community Foundation selects the recipients. Applicants must complete a scholarship application provided by the Ann Arbor Area Community Foundation on-line at http://www.aaacf.org/scholarships/how-apply by **April 1st**.

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

To be eligible, the prospective student must apply to Cleary University and be granted admission; all standard Cleary University admissions requirements apply. Applicants must complete the Free Application for Financial Aid (FAFSA), designate Cleary University as their school of choice, and accept all other grants and scholarships for which they are eligible. After meeting these requirements, students will meet with an admissions representative or academic advisor to develop their academic plan and to register for classes. Grants are applied to tuition at the time of registration.

Organizations interested in obtaining information on becoming a Strategic Business Partner should contact the Admissions Office at admissions@cleary.edu or sbp@cleary.edu.

Endowed Scholarships for New and Continuing Students

Application deadline for Cleary University Scholarships is **May 30th unless otherwise noted.*

JILL D. ABRAHAM ALUMNI SCHOLARSHIP
One (1) $500 scholarship is awarded annually as funds are available. The student must be enrolled and starting in a Summer semester in a bachelor's degree program at the Livingston campus and maintain a 2.5 GPA to continue to qualify. *Application Deadline: **March 1**.*

ALUMNI ASSOCIATION ANNUAL ENDOWED SCHOLARSHIPS*

Livingston Campus Scholarship. One $500 scholarship is offered annually as funds are available to a student attending the Livingston campus. The student must demonstrate leadership ability and financial need. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program, with at least a 2.5 cumulative GPA.

Joyce Mutch Memorial Scholarship. One $500 scholarship is offered annually as funds are available to a student attending the Livingston campus. The student must demonstrate financial need, leadership ability, and a commitment to the community. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program with at least a 2.5 cumulative GPA.

Extension Site Scholarship. One $500 scholarship is offered annually as funds are available to a student attending an extension site. The student must demonstrate leadership ability and financial need. The new or continuing student must be degree-seeking and enrolled in a bachelor's degree program with at least 2.5 cumulative GPA.

LOREN BEUTLER ENDOWED SCHOLARSHIP*
One $750 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in a bachelor's degree program, with a minimum cumulative GPA of 3.0. The recipient should demonstrate leadership and service to the community. The scholarship is renewable for up to four academic years; however, the student must reapply each year and maintain a 3.0 GPA.

GIL BURSLEY SCHOLARSHIP*
At least one $500 scholarship is awarded annually as funds are available. Applicant must be a senior- level student, enrolled in a bachelor's degree program, with a 3.0 cumulative GPA. The student must be enrolled in nine or more credit hours per semester.

ROBERT AND BESS COOK ENDOWED SCHOLARSHIP*
One $1,000 scholarship is offered annually as funds are available. The scholarship is renewable for up to four academic years; however, the full- or part-time student must reapply each year, maintain a minimum 2.5 GPA, and demonstrate financial need.

FRIEDT SCHOLARSHIP*
One $750 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a bachelor's degree program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

RITA AND CHARLES GELMAN UNDERGRADUATE SCHOLARSHIP*
One $2,000 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a bachelor's degree program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

RITA AND CHARLES GELMAN GRADUATE SCHOLARSHIP*
One $2,000 scholarship is offered annually as funds are available. The new or continuing student must be degree-seeking and enrolled full-time in a Master of Business Administration program, with at least a 3.0 GPA. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

LLOYD AND MABEL JOHNSON ENDOWED SCHOLARSHIP*
One $500 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in a bachelor's degree program, holding a minimum 2.5 GPA. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

BETSY KANITZ ENDOWED SCHOLARSHIP*
One $1,000 scholarship is awarded annually as funds are available. The new or continuing student must be a Washtenaw County resident, enrolled full-time in a bachelor's degree program, with a minimum cumulative GPA of 2.5. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

KEY BANK ENDOWED SCHOLARSHIP*
One $1,000 scholarship is awarded annually as funds are available. The student must be a resident of Lenawee, Livingston, Monroe, or Washtenaw County attending Cleary University, with a minimum GPA of 2.0. The scholarship is renewable for up to four academic years; however, the student must reapply each year and be in good academic standing.

R.B. LYONS ENDOWED SCHOLARSHIP*
Two $500 scholarships are awarded annually as funds are available. Students must be enrolled full-time in a bachelor's degree program, holding a minimum GPA of 2.5. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

MARJORY CLEARY MCKENNY AND ARTHUR MCKENNY ENDOWED SCHOLARSHIP*
Two $2,000 scholarships are awarded annually as funds are available. The new or continuing students must be enrolled full-time in a bachelor's degree program and have a minimum GPA of 2.5. The scholarship is renewable; however, the student must reapply each year, maintain a 2.5 GPA, and demonstrate financial need.

PERRONE CHARITABLE FOUNDATION, INC. SCHOLARSHIP*
One $1,000 scholarship is awarded annually as funds are available. The new or continuing student must be enrolled full-time in an associate's or bachelor's degree program, with a minimum cumulative GPA of 2.5. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need. Preference is given to a student enrolled at the Livingston Campus.

DONNA B. AND JOSEPH L. RICHARDS ENDOWED SCHOLARSHIP*
One $500 scholarship is awarded annually as funds are available. A Livingston campus student/Livingston County resident must be enrolled full-time in a bachelor's degree program, with a minimum GPA of 2.5. The scholarship is renewable for up to four academic years. The student must reapply each yea, maintain a 2.5 GPA, and demonstrate financial need.

SULLIVAN ENDOWED SCHOLARSHIP*
One $2,000 scholarship is awarded annually as funds are available. Students must be enrolled full-time in a bachelor's degree program, with a minimum GPA of 3.0. The scholarship is renewable for up to four academic years; however, the student must reapply each year, maintain a 3.0 GPA, and demonstrate financial need.

JACK G. WILSON SCHOLARSHIP
One $500 scholarship is awarded annually to a Washtenaw County resident who attends the Ann Arbor campus and demonstrates financial need. The new or continuing student must be degree seeking and enrolled full-time or part-time in a bachelor's or master's degree program. The student must have a minimum 3.0 GPA. The scholarship is renewable; however, the student must reapply each year and maintain a 3.0 GPA.

State and Federal Grants

Federal Pell Grant
This grant is a federal award with an annual range from $598 to $5,815. The Pell Grant is paid in proportion to the number of credit hours in which an eligible student is enrolled. Full-time Pell Grant recipients may receive this grant for a maximum of five years. The Free Application for Federal Student Aid (FAFSA) is used to apply.

Federal Supplemental Educational Opportunity Grant (SEOG)
This federal grant is intended for undergraduate students with exceptional financial need. Awards are granted on a need basis. The award ranges from $375 to $4,000 (depending upon fund availability) with a stated application deadline of September 1st. Priority of funding is given to those who apply early using the Free Application for Federal Student Aid (FASFA).

Michigan Tuition Grant
This state grant is intended to provide students with the choice to attend a private, degree-granting, nonprofit, Michigan institution of higher learning. Eligibility is based on need as determined by the FAFSA and documented Michigan residency. Awards are granted in increments up to $1,512 with a stated application deadline of March 1st, and are restricted to tuition and fees. Priority funding is given to those who apply early. The Free Application for Federal Student Aid (FAFSA) is used to apply.

Michigan Competitive Scholarship
This award, based on both financial need and merit (qualifying American College Test score) and all eligibility requirements (half-time enrollment, Michigan resident, etc.), is available for use at Michigan public and private postsecondary colleges. Students may take the ACT after leaving high school if they have not had college experience. The test score remains on record for ten years. Awards are restricted to tuition and fees. Priority will be given to first year students who completed the Free Application for Federal Student Aid (FAFSA) by March 1st.

Tuition Incentive Program (TIP)
TIP is a high school completion program that offers to pay for the first two years of college for students who graduate from high school or complete their GED. This program assists students in two phases.

Phase I - TIP pays tuition and mandatory fees up to 80 semester or 120 term credits leading to an associate degree or certificate.

Phase II – TIP pays for tuition and fees not to exceed $500 per semester or $400 per term up to a maximum of $2,000 for credits earned in a four-year program at a Michigan, degree-granting college or university. Coursework must be completed within 30 months of completion of Phase I requirements.

For more detailed information or to check your eligibility contact: www.michigan.gov/mistudentaid/

Direct and Alternative Loans

William D. Ford Federal Direct Loans.

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

- **Direct Subsidized and Unsubsidized Loans -** Direct Subsidized Loans are for students with financial need, as determined by filing the FAFSA form. No interest is charged on a direct subsidized loan while enrolled in a degree-seeking program, registered at least half-time, and during grace and deferment periods. Direct Unsubsidized loans are not based on financial need. Hence interest is charged during all periods on an unsubsidized loan.
- **Direct PLUS Loans -** Direct PLUS Loans are low-interest loans available to parents of dependent students or for graduate students in need of additional funding to help pay for the student's educational expenses. Interest is charged on the Direct PLUS Loan during all periods.
- **Direct Consolidation Loans -** Direct Consolidation loans are loans for borrowers who have completed their studies and want to combine different eligible federal student loans into one Direct Consolidation loan.

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

Dependent Student - Annual Amount	**Subsidized + Unsubsidized**	**Total**
Freshman (0-29 credits)	$3,500 + $2,000*	$5,500*
Sophomore (30-59 credits)	$4,500 + $2,000*	$6,500*
Junior/Senior (60+ credits)	$5,500 + $2,000*	$7,500*
Independent Student - Annual Amount	**Subsidized + Unsubsidized**	**Total**
Freshman (0-29 credits)	$ 3,500 + $6,000*	$ 9,500*
Sophomore (30-59 credits)	$ 4,500 + $6,000*	$10,500*
Junior/ Senior (60+ credits)	$ 5,500 + $7,000*	$12,500*
Graduate Student	$ 20,500 Unsubsidized only*	$20,500*

*Loan limits may be subject to proration.

Student Status	**Subsidized + Unsubsidized Maximum Aggregate Loan Limits (Lifetime Loan Limits)**
Dependent Undergraduate	$31,000
Independent Undergraduate	$57,500
Graduate Student	$138,500

Alternative Loans

Private alternative loans are educational loans available to help students cover additional educational expenses over and above what regular financial aid may not cover. Students should always apply for federal financial aid by filing the Free Application for Federal Student Aid and taking out low-interest Federal Direct (Title IV) loans first before considering taking out alternative loans. Title IV loans may be more favorable than the terms and conditions of private alternative loans.

Due to federal regulations and a changing credit market, the University is unable to provide loan vendor recommendations. Students may wish to consult with their own banking institution as well as to investigate other options to compare rates and benefits best suited to their individual needs.

Financial Aid Policies

Financial Need Determination

Financial need is determined from the information provided on the Free Application for Federal Student Aid (FAFSA). A formula is used to determine Expected Family Contribution (EFC), which is the amount that the applicant and his or her family are expected to contribute toward education expenses. This EFC will be the same for all schools.

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

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

Cost of Attendance Budget
2016-2017 Federal Methodology Cost of Attendance.

Category	Commuter/On-line Undergraduate (2 semesters)	On Campus Undergraduate (2 semesters)	Commuter/On-line Undergraduate (3 semesters)	Commuter Graduate (3 semesters)
Tuition & Fees	$15,000	$15,000	$22,500	$16,560
Technology Fees	$ 200	$ 200	$ 200	$ 200
Books & Supplies	$ 1,404	$ 1,404	$ 2,106	$ 2,106
Personal	$ 1,722	$ 1,722	$ 2,583	$ 2,583
Transportation	$ 1,494	$ 834	$ 2,241	$ 2,241
Room & Board	$ 4,194*	$ 9,600	$ 6,291*	$ 6,291*
Loan Fees	$ 85	$ 85	$ 85	$ 100
Total	**$24,099**	**$28,845**	**$36,006**	**$30,081**

*Living expenses are based on State recommendations for 2015-16 (room/board without dorms)
**All students enrolled in a graduate program are considered independent

Cost of Attendance Budget
2016-2017 Federal Methodology Cost of Attendance.

Category	Commuter/On-line Traditional Undergraduate (Block Pricing) (2 semesters)	On-Campus Traditional Undergraduate (Block Pricing) (2 semesters)
Tuition & Fees	$17,500	$17,500
Personal	$ 1,722	$ 1,722
Books and Supplies	$ 1,404	$ 1,404
Transportation	$ 1,494	$ 834
Room & Board	$ 4,194*	$ 9,600
Loan Fees	$ 85	$ 85
Total	**$26399**	**$31,145**

*Living expenses are based on State recommendations for 2016-17 (room/board without dorms)
**All students enrolled in a graduate program are considered independent

Dependency Status Determination

Dependency status is the determination of who has the primary responsibility of contributing toward the student's educational expenses. Students are classified as either dependent or independent. Dependent students, usually under the age of 24, have access to parental support **and must** include parental information on their aid application. Students are independent if they meet one or more of the criteria below:

- are 24 years of age or older
- are married
- are enrolled in a graduate or professional program (beyond a bachelor's degree)
- have legal dependents, other than a spouse
- were wards of the court, in foster care from the age of thirteen
- are a legally emancipated minor as determined by a court
- are currently homeless or at risk of being homeless as determined by a high school counselor or assistance agency
- are veterans of the U.S. Armed Forces who served in active duty or are currently serving in the U.S. Armed Forces in active duty

Loan Default, Enrollment Status, and Disbursement Policy

Loan Default. Students found in default of any Title IV loans or owing a Title IV refund to any college will not be eligible to receive any aid funds. Official academic transcripts will not be released to students who are found to be in default of student loans.

Enrollment Status. To participate in most aid programs, students must enroll for a minimum of six credit hours per semester in a program leading to a degree. See enrollment classifications:

Classification	Credits Per Semester	
	Undergraduate	**Graduate**
Full-Time	12+ credit hours	6+ credit hours
¾ Time	9-11 credit hours	Not applicable
½ Time	6-8 credit hours	3-5 credit hours

After 60% of the semester has passed, no credit is available.

Disbursements. Aid funds are posted for an eligible student once per semester when the aid file is complete, but not more than 10 days prior to the applicable semester. Grants and scholarships for each semester are posted to the student account after the aid file is complete and the student is registered for classes. Loan proceeds are not posted to the student account until they are received from the student's lender.

It is the policy of the Financial Aid Department to divide awards into two equal parts to correspond to the two semesters of the regular academic year: Fall and Spring. When applicable, aid for students will be divided evenly among three semesters to include the Summer semester. The University will apply the following priorities when refunds must be made to Title IV (Federal) aid programs:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (SEOG)
6. Other federal sources
7. Michigan Tuition Grant/Michigan Competitive Scholarships (MTG/MCS)
8. Other state, private, or institutional aid
9. The student

Additional questions should be directed to the Financial Aid Office.

Satisfactory Academic Progress Policy

The United States Department of Education requires students receiving financial aid to maintain satisfactory academic progress. The policy, monitored by the University, is divided into three components:

1. Pace of progression
2. Hours attempted
3. Grade point average

A student must be making progress in all three areas to continue receiving financial aid.

Pace of Progression

Eligibility is based on a student's entire academic record, whether or not financial aid was given during any semester. Accountability begins with the student's start date (semester or session start date) at Cleary University and includes transfer hours from other institutions. According to federal regulation §668.16 (e)(ii)(B), enacted April 29, 1994, the time to complete the educational program length as a full-time student may not exceed more than 150% of the published length. This means that a four-year program must be completed by the sixth year (4 x 150% = 6). Total credits allowed for undergraduate studies would be no more than 180 credits (120 x 1.5).

Enrollment/Program Type	**Maximum Aid**
Full-time bachelor's degree students (180 credits)	12 semesters (6 years) at full time
Half-time students	24 semesters(12 years) at ½-time
Full-time associate's degree students (90 credits)	9 semesters (3 years) at full-time
Half-time students	12 semesters (6 years) at ½-time

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

Hours Attempted and Hours Completed

Effective September 1999, each new, continuing, or reactivating student must successfully complete 67% of the hours attempted during each evaluation period. Evaluation is conducted at the end of each payment period (semester). If by the end of the evaluation period the student has not successfully completed at least 67% of the hours for which he/she officially registered, financial aid for the following semester may be canceled. Examples of a 67% completion rate during a one-semester period would be:

- A student registered for 9 credits each semester must successfully complete at least 6 credits each semester.

For financial aid purposes, the following grades will be counted as unsatisfactory completion: I, E, F, W, and IW. Retaken classes are considered as attempted courses when determining completion rates. Classes that are taken a second time to improve the earned grade are only allowed to be paid with federal Title IV aid once beyond the initial class. Transfer credits from other institutions are also included in the attempted and completed count. Note: Incompletes (I) must be converted to a letter grade. The student's transcript will be reevaluated after an "I" grade is converted to a letter grade.

Grade Point Average

A student's cumulative grade point average (GPA), calculated from all classes taken and all grades received while attending Cleary University, may not drop below 2.0 for undergraduate students or 3.0 for graduate students for more than three consecutive semesters.

Loss of Financial Aid Eligibility

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

Financial Aid Warning

For the payment period following the initial period in which the student did not meet the Satisfactory Academic Progress (SAP) requirements, Cleary University will place the student on financial aid probation. This status will allow the student to receive aid for the probation period. If at the end of the probation period Cleary University determines that the student is again meeting the SAP requirements, the student may continue his or her financial aid eligibility. If it is determined that the student is still not meeting academic progress requirements, a SAP appeal process is available for one semester.

SAP Appeal and Academic Plan

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

1) Reasons why the student failed to meet the SAP requirements
2) How the student's circumstances have changed
3) How he or she will now be successful in meeting the SAP requirements

If the appeal is approved, then the student will be expected to meet with his or her academic advisor to create an Academic Plan. The Academic Plan will include the requirements and corresponding time line with an identified completion date, to ensure that the student is able to satisfy the SAP requirements. In cases where it is not possible for a student to raise his or her GPA and completion rate to acceptable levels within one additional payment period, the use of an Academic Plan may be used over multiple semesters for students who have been granted an appeal. Reinstatement of financial aid by the Financial Aid Office is dependent on receipt of a completed and signed (by both the student and the academic advisor) Academic Plan from the academic advisor to the Financial Aid Office.

Final Termination Status

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

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

Evidence of Attendance Policy for Financial Aid Purposes

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

- Discussion or participation in an on-ground or on-line classroom
- Completing a Moodle quiz
- Uploading an assignment in a Moodle classroom

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

Return of Title IV Funds

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

Schedule Changes: Changes to the student's schedule (drop/add or change to a different section of the same class) requires the completion a drop/add form through the academic advisor. **This must be done regardless of whether or not the student has attended the class(es) for which he or she was registered**.

Financial Aid Recipients: Students receiving financial aid (Title IV Funds) may receive a credit if a drop or withdrawal from all classes occurs before the completion of 60% of the semester. Credit is based on the date the completed drop/add form is received by the Business Office, **not** on the last date of class attendance. Therefore, it is important to complete and submit the drop/add form as soon as possible once the student's schedule has changed**. Failure to attend class does not change enrollment status or absolve the student from his or her financial or academic responsibilities.**

For classes not on the standard schedule, the return of Title IV funds will be computed using the Department of Education R2T4 approved software which calculates the number of days that have passed in the semester over the total number of days in the semester. The total number of days in the semester includes break time and weekends. A grade of "W" will be given for any class from which the student withdraws (note a withdrawal applies on or after the first day of the semester).

Refund Distribution as Prescribed by Federal Regulation for Title IV Funds

In most cases, withdrawing from a class(es) does ***not*** guarantee a cash refund of the monies paid to the student's account. The student may owe the government some of the money that was disbursed at the beginning of the semester. The funds must be returned in the following order of refund source priority.

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (SEOG)
6. Other federal sources
7. Michigan Tuition Grant/Michigan Competitive Scholarships (MTG/MCS)
8. Other state, private, or institutional aid
9. The student

Return of Title IV Funds

The chart below provides the Return of Title IV Funds Schedule for Cleary University financial aid students. Federal return of funds is prorated up to 60% of the program.

Semester Type	Total Number of Calendar Days in a Semester	At 60% of Semester
15 Week	105 days	Day 63 (no refund)
After 60% of the semester has passed, no credit is available.		

To determine the amount of aid that will be returned to the federal Title IV programs, the number of days from the semester start date to the withdrawal date will be calculated. That number will be the numerator and the total number of days in the semester will be the denominator. The result is the percentage of federal funds that Cleary University will apply to the student's account.

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

Note: Cleary's Institutional Refund Policy is different from and not related to Return of Title IV funds. For information about the Institutional Refund Policy, please contact the Business Office. The current Refund Policy for withdrawing during a semester (15 weeks):

Week of the Semester (not class start date)	Tuition Refund Percentage
Week One	90%
Week Two	50%
Week Three	50%
Week Four	25%
Week Five	25%
Weeks Six through Fifteen	0% (no refund)

It is important to note that the second session (second seven weeks of the fifteen week semester) classes are part of the fifteen week semester. No refund can be granted for second session classes after week five of the semester even if the withdrawal takes place prior to the class start date of the class.

Cleary Work-to-Learn Program

Cleary University's Work-to-Learn (WTL) program's intent is to assist with tuition costs by enabling students to work on campus. Available positions may be found on the Cleary Web site.

Students have the ability to earn a portion of their scholarship by working part time at the minimum hourly wage rate. The student has the option of receiving a payroll check, which is routed by direct deposit or having the amount of the payroll check credited to his or her Cleary account.

All undergraduate students are eligible to apply for the WTL program. Students must maintain a 2.0 or higher undergraduate or a 3.0 or higher graduate grade point average. Program eligibility could be in jeopardy when the total number of credits in which a student is enrolled per semester falls below the required per semester minimum. Please contact the Financial Aid Office for additional information.

A limited number of WTL positions exist. Qualified applicants will be selected based on successful completion of an interview and approval of the department supervisor. Available positions may be found on the Cleary Web site.

Work-Study Programs

Cleary University participates in the federal college work-study program and provides jobs for undergraduate and graduate students who have financial need as determined by filing the FAFSA form. This federal program allows students to gain much-needed experience, while at the same time earning wages to help pay for their education. Work-study wages are dependent upon the type of work and skill level needed for the position, and the current year funding level at the University. Wages are paid at the current minimum hourly wage rate for both on-campus and off-campus work-study students.

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

- Are only allowed to work part-time
- Are not allowed to work during the time they are scheduled to be in class
- Are required to maintain a 2.0 GPA
- Are required to have need in their financial aid budget, determined by filing the Free Application for Federal Student Aid at http://www.fafsa.gov/ .
- May refer to the Cleary Web site or contact the Career Services Office

Graduate Assistants (GA)

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

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

Graduate Assistants will be paid a stipend of $500/month, $250 per payroll period, pro-rated if the GA is not employed for the entire month. The GA will work an average of 24 hours per week for the University, either on or off campus. GA supervisors are responsible for ensuring performance expectations are met and for terminating the assistantship if they are not met.

Graduate Assistants will also receive a 75% graduate tuition scholarship for their Cleary University MBA program, provided the above standards and requirements have been met. Scholarships will not be applied to additional courses needed due to poor academic progress.

Veterans Educational Benefits

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

Certification Request

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

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

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

Benefit Payments and Enrollment

VA benefits are payable for approved courses and programs only. Restrictions apply to some courses and/or programs under some or all VA regulations. The Cleary University certifying official is required to report to Department of Veterans Affairs the complete details of enrollment and any other status changes. VA students must promptly notify Cleary's certifying official of any change in enrollment, including official and unofficial withdrawals. VA students who fail to successfully complete a course are required to notify the Department of Veterans Affairs of the last date of attendance. Failure to do so will result in Cleary reporting that the student never attended the course, unless there is evidence showing the last date of attendance.

Determination of Benefits and Contact Information

Cleary University cannot determine eligibility or payment of VA benefits, and the certifying official is not an employee of the Department of Veterans Affairs. VA students having questions concerning the type or amount of the VA benefits must direct them to the Department of Veterans Affairs.

Contact information: VA Regional Office, P.O Box 66830, St. Louis, MO 63166-6830 (888) 442-4551
General VA Information: http://www.gibill.va.gov Education forms: http://www.va.gov/vaforms.htm

ALUMNI ASSOCIATION

The Cleary University Alumni Association is an independent, not-for-profit organization incorporated in the State of Michigan. The Association exists to unite those persons who attended and received a degree from Cleary University. Membership is automatic upon graduation. The Alumni Association seeks to provide a connection between current students and alumni, and awards three scholarships annually from the Alumni Association Endowed Scholarship Fund. It also funds the Jill D. Abraham Endowed Scholarship and the Joyce Mutch Memorial Scholarship.

The Alumni Association hosts several networking opportunities each year. These events provide a great way to promote your business, to look for new employment, or just to meet new friends. Notices about the events are sent via e-mail through Cleary's Alumni LinkedIn page.

The Cleary University Connection is the University's magazine for Cleary alumni and friends and features Alumni events as well as University news and events.

Inquiries concerning the Alumni Association and its activities can be directed to alumni@cleary.edu.

CLEARY UNIVERSITY CAMPUS LOCATIONS

Livingston Campus
3750 Cleary Drive, Howell, MI 48843
Established in 1979, the Livingston Campus is located between Brighton and Howell, adjacent to Livingston County's professional and commercial corridor.

Ann Arbor Extension Site
2793 Plymouth Road, Ann Arbor, MI 48105
Cleary University's Washtenaw Campus is located in Ann Arbor's rapidly growing northeast section.

Detroit Extension Site
Considine Little Rock Family Center
8904 Woodward Avenue
Detroit, MI 48202

Flint Extension Site
Mott Community College
1401 East Court Street
MMB 1012
Flint, MI 48503

For driving directions to the above locations, consult the Cleary Web site.

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