2026-2027 UNIVERSITY CATALOG

V1.0

GENERAL INFORMATION 6
About Cleary University 6
The Cleary Mind™ 6
Academic Assessment. 8
UNIVERSITY CALENDARS 9
Traditional, Non-Traditional and Graduate Students 10
Undergraduate and Graduate Accelerated Students 11
ADMISSIONS 12
General, Undergraduate and Graduate Admissions Requirements 13
Transcript Submission Policy 13
Test Optional Admission. 14
Non-Discrimination Policy 14
Home-study Students. 14
Dual Enrollment Program 14
International Students 15
Admission Decision & Statuses 17
Student Statuses 18
FINANCIAL INFORMATION 19
Summary of Fees for 2025-2026 21
General Fees for 2025-2026 21
Refunds 24
Federal Methodology Cost of Attendance Estimation for 2025-2026 27
Veterans Educational Benefits. 28
Enrollment Classifications 29
Satisfactory Academic Progress (SAP) Policy 31

Finacial Aid Status and Eligibility 33
Financial Aid SAP Appeal and Academic Plan 34
Financial Aid Eligibility After Probation 34
Scholarship Terms & Conditions 35
Return of Institutional Aid Funds 38
STUDENT AFFAIRS 39
Resources 40
Student Academic Services 41
Athletics 41
Information Technology (IT) Services 41
Library Services and Online Library 46
Career Development 46
Residence Life and Student Housing 47
Study Abroad 48
Cleary University Alumni 49
Student Code of Conduct 49
Student Ombudsman 50
Title IX 51
Non-discrimination and Equal Opportunity 52
ACADEMIC POLICIES 53
Attendance and Academic Participation 54
Credit Hours and Types of Courses 60
Transfer of Credit and Prior Learning 62
Transferability of Credits 66
The Cleary Advantage Curriculum 66

Graduation Requirements 67
Graduation, Commencement & Degree Conferral 68
Program or Major Concentration Changes. 68
Grading System 69
Student Awards and Academic Achievement. 70
Academic Conduct Standards and Plagiarism 71
Student Records 73
ACADEMIC PROGRAMS 75
General Education Program. 76
Associate's Degree Programs. 78
Bachelor's Degree Programs 83
Master's Degree Programs. 100
Undergraduate Certificates 110
Graduate Certificates 113
COURSE DESCRIPTIONS 115
Undergraduate Course Descriptions. 116
Graduate Course Descriptions 151
CAMPUS FACILITIES AND MAPS 162
Campus Facilities 163
Cleary University Howell Campus Map 165
Glossary of Terms. 166
Addendum. 169

Cleary
COUGARS

About Us

Cleary University, an independent, not-for-profit, private, business arts university, creates a dynamic and challenging business school culture, deliberately designed to forge The Cleary Mind™ through the unique integration of business, philosophy, and literacy. Through active and engaged learning, undergraduate and graduate students are challenged to achieve a level of excellence that enables them to enter the business environment uniquely prepared to contribute as critical thinkers, problem solvers, communicators, and organizational leaders.

Mission

To provide a student-centered and inclusive professional education that equips students with employability skills to succeed in their career and life.

Vision

Inspiring students to dare to transform the status quo.

University Leadership and Personnel

Cleary University is governed and led by a dedicated team of trustees, administrators, and faculty committed to advancing the University's mission of academic excellence and student success. Because leadership rosters, faculty appointments, and departmental assignments are updated on an ongoing basis, the most current information is maintained on the University's website rather than reproduced in this catalog.

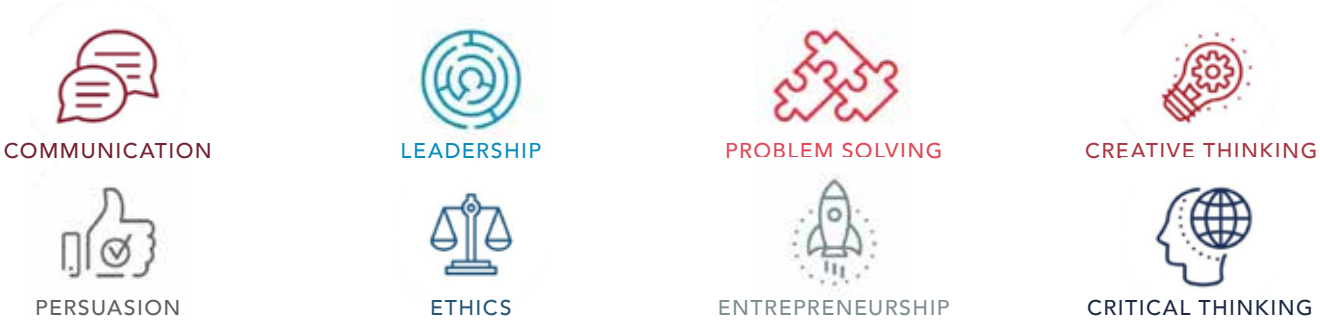
For up-to-date listings, please visit the following sections of the Cleary University website:

- **Board of Trustees**
- **Executive Leadership & University Staff**
- **Faculty Directory**

The Cleary Mind™

In the twenty-first century, there is less certainty about the landscape into which our students will graduate. Consequently, Cleary University is acutely aware that we are educating a generation for a world that is unknown and, indeed, will be shaped by those very students. This awareness has led us to reimagine teaching and learning that is cognizant of both subject discipline imperatives and wider educational gains and experiences. Cleary's approach focuses on learning gained in studying a wide range of different subject disciplines, which enables illumination of each subject through the lens of another discipline and greatly favors a breadth of interdisciplinary study.

The attributes of the Cleary Mind™ are eight distinct attributes through multidisciplinary lenses and provide compelling evidence to illuminate graduate attributes as ways of being, thinking, and acting.



The Eight Attributes of The Cleary Mind™

The Eight Attributes of the Cleary Mind are attributes, clearly defined statements about the transferable knowledge, characteristics, and abilities of Cleary graduates and, pertinently, used to secure employment. The attributes are not a list of skills to be mastered; rather, they encapsulate for both students and the wider community the characteristics that are designed to be transferable across and beyond all disciplines in which they have been developed. As critical-thinkers, problem-solvers, communicators, and management leaders, Cleary's graduates will be known for their curiosity, self-efficacy, appetite to continually learn new skills, and–through the transformation of the 'self'–uniquely able to contribute to the dynamic world of business.

This means that every Cleary graduate is unique and will leverage their own experiences, approaches, and voice through their degree the opportunities at Cleary University.

Graduates of the University, through the Cleary Business Arts Curriculum, will develop the following eight attributes of The Cleary Mind™:

- Critical Thinking: The objective analysis and evaluation of an issue in order to form a judgment.
- Creative Thinking: Ways to look at and solve problems from different perspectives.
- Problem Solving: The process of finding solutions to difficult or complex issues.
- Ethics: Moral principles that govern behavior or the conducting of an activity.
- Communication: The imparting or exchange of information, news, or knowledge.
- Persuasion: The action of selling someone to do or believe something.
- Leadership: The ability to lead people and organizations to a goal they/it would have not otherwise attained.
- Entrepreneurial Mindset: The mindset of creative business generation and economic return at any point in the economy.

Rationale

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

- A deliberate integration of philosophy and literacy within a business education
- Education that prepares the Cleary graduate to think – both spontaneously and methodically
- Education that ensures consistent quality control and cohesive structure
- Academic experiences that transcend the growing vocational, truncated approach to business education
- A logical and progressive pathway from enrollment to graduation

Values and Standards

At Cleary University, we value:

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

Academic Assessment

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

Assessment refers to the planning, data collection, analysis, and continuous improvement associated with assessing student learning outcomes related to academic programs at both undergraduate and graduate levels. Assessment also refers to decision making related to data analysis. Assessment is conducted at the course, program (e.g., BBA and MBA), and institutional level, and focuses on institutional and program outcomes as defined by the University and as required by our accrediting body, the Higher Learning Commission (HLC).

Cleary uses assessment to measure and continuously improve student learning. The assessment cycle begins with learning outcomes that describe what a student will learn through their program of study. Those outcomes are mapped to the program curriculum and learning experiences. An assessment plan details how data will be collected and used including both student learning results and other feedback on curricular effectiveness.

Accreditation and Other Recognitions

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

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
800-621-7440
www.hlcommission.org

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

Cleary University is recognized for veterans' training under the GI Bill® Bill for Veterans Educational Assistance .

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at VA.gov | Veterans Affairs.

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

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

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

Non-Discrimination and Equal Employment Opportunity Policy

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

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

UNIVERSITY CALENDARS

Traditional, Non-Traditional and Graduate Students

	2026 – 2027	2027 – 2028
FALL SEMESTER	August 24 – December 13, 2026	August 23 – December 12, 2027
Fall Semester – A Session	August 24 – October 18, 2026	August 23 – October 17, 2027
Fall Semester – B Session	October 19 – December 13, 2026	October 18 – December 12, 2027
Labor Day – No Classes	September 7, 2026	September 6, 2027
Thanksgiving Break – No Classes	November 25 – 27, 2026	November 24 – 26, 2027
Semester Break – No Classes	December 14, 2026 – January 3, 2027	December 13, 2027 – January 9, 2028

	2026 – 2027	2027 – 2028
SPRING SEMESTER	January 4 – May 2, 2027	January 10 – May 7, 2028
Spring Semester – A Session	January 4 – February 28, 2027	January 10 – March 5, 2028
Spring Semester – B Session	March 8 – May 2, 2027	March 13 – May 7, 2028
New Year's Day – No Classes	January 1, 2027	January 1, 2028
MLK Day – No Classes	January 18, 2027	January 17, 2028
Spring Break – No Classes	March 1 – 7, 2027	March 6 – 12, 2028
Semester Break – No Classes	May 3 – 9, 2027	May 8 – 14, 2028
Commencement Ceremony	May 2, 2027	TBA

	2026 – 2027	2027 – 2028
SUMMER SEMESTER	May 10 – August 15, 2027	May 15 – August 20, 2028
Summer Semester – A Session	May 10 – June 27, 2027	May 15 – July 2, 2028
Summer Semester – B Session	June 28 – August 15, 2027	July 3 – August 20, 2028
Memorial Day – No Classes	May 31, 2027	May 29, 2028
Independence Day – No Classes	July 4, 2027	July 4, 2028
Semester Break – No Classes	August 16 – 22, 2027	August 21 – 27, 2028

Undergraduate and Graduate Accelerated Students

	2026 – 2027	2027 – 2028
FALL SEMESTER	August 17 – December 20, 2026	August 16 – December 19, 2027
Fall Semester – A Session	August 17 – September 27, 2026	August 16 – September 26, 2027
Fall Semester – B Session	September 28 – November 8, 2026	September 27 – November 7, 2027
Fall Semester – C Session	November 9 – December 20, 2026	November 8 – December 19, 2027
Labor Day – No Classes	September 7, 2026	September 6, 2027
Thanksgiving Break – No Classes	November 25 – 27, 2026	November 24 – 26, 2027
Semester Break – No Classes	December 21, 2026 – January 3, 2027	December 20, 2027 – January 2, 2028

	2026 – 2027	2027 – 2028
SPRING SEMESTER	January 4 – May 9, 2027	January 3 – May 7, 2028
Spring Semester – A Session	January 4 – February 14, 2027	January 3 – February 13, 2028
Spring Semester – B Session	February 15 – March 28, 2027	February 14 – March 26, 2028
Spring Semester – C Session	March 29 – May 9, 2027	March 27 – May 7, 2028
New Year's Day – No Classes	January 1, 2027	January 1, 2028
MLK Day – No Classes	January 18, 2027	January 17, 2028
Semester Break – No Classes	May 10 – 16, 2027	May 8 – 14, 2028
Commencement Ceremony	May 2, 2027	TBA

	2026 – 2027	2027 – 2028
SUMMER SEMESTER	May 17 – August 8, 2027	May 15 – August 6, 2028
Summer Semester – A Session	May 17 – June 27, 2027	May 15 – June 25, 2028
Summer Semester – B Session	June 28 – August 8, 2027	June 26 – August 6, 2028
Memorial Day – No Classes	May 31, 2027	May 29, 2028
Independence Day – No Classes	July 4, 2027	July 4, 2028
Semester Break – No Classes	August 9 – 15, 2027	August 7 – 13, 2028

ADMISSIONS

General Admission Requirements

The University has the right to deny admission to any student who is in default on any Title IV loans, which include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, Perkins Loan, and/or PLUS Loan.

Specific programs may have additional admissions requirements. See details in the Academic Programs section of this catalog.

Undergraduate Admission Requirements

Cleary University welcomes undergraduate applicants whose academic backgrounds demonstrate readiness for college-level study and degree completion. Admission is offered on a rolling basis and considers official transcripts, standardized test scores (if available), extracurricular involvement, and the chosen program of study.

All undergraduate applicants, including those with home-school education, are evaluated using consistent admission standards and criteria. The review includes a comprehensive assessment of high school coursework and any available test scores.

Graduate Admissions Requirements

Cleary University welcomes graduate applicants who are prepared for the rigors of advanced academic study . To be considered for admission, all applicants must provide official documentation verifying completion of a bachelor's degree from an regionally accredited institution (or international equivalent).

Admission decisions are made on a rolling basis and consider undergraduate academic performance, professional experience, and the requirements of the specific graduate program. Additional materials, such as resumes, letters of recommendation, or personal statements, may be required based on program guidelines.

All applicants are evaluated using consistent admission standards.

Transcript Submission Policy

All students are required to submit official high school and/or college transcripts to Cleary University. Transcripts must be sent directly from the originating institution and become the property of the University.

Mailing Address: Cleary University Enrollment Office
3750 Cleary Drive
Howell, MI 48843

Email Address: admissions@cleary.edu

Students who have completed 6 or more college-level credits from an accredited institution are not required to submit high school transcripts.

All students are required to submit official high school and/or college transcripts to Cleary University. Transcripts must be sent directly from the originating institution and become the property of the University.

Students who enroll without submitting official college transcripts are responsible for avoiding duplication of courses that may later be awarded as transfer credit. All transfer credit must be posted no later than one semester prior to graduation.

Test Optional

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

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

Non-Discrimination Policy

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

Home-study Students

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

Dual Enrollment Program

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

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

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

This program applies only to Cleary University day classes (1000- and 2000-level courses held between the hours of 8:00 a.m. and 5:00 p.m. Eastern). Unless otherwise authorized, high school students are not permitted to enroll in the University's evening or fully online courses.

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

International Students

New International Students

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

Each checklist includes a list of required documents and the necessary steps to secure a visa to study in the United States. It is the student's responsibility to provide required documentation, as failure to do so can significantly delay the admissions process. Additionally, each checklist will explain what happens after the visa is received, highlight the steps that must be taken prior

These credits may be applied to a degree program as an elective.MLC students who are at the Advanced Level can start undergraduate studies while taking MLC classes by enrolling in select Bridge Program classes at Cleary as long as the students are provisionally admitted. This program allows international students to start earning credits towards their degree while attending MLC classes at the Advanced Level.All students must earn a 2.0 GPA or higher in Cleary courses taken, successfully pass the Advanced Level at MLC (no TOEFL or IELTS needed), and receive a letter of recommendation to enroll as a fully admitted student.

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

to arrival stateside, and provide some helpful tips for the first days on campus. Please print and use it as a tool to help guide you through the process. For further information, contact internationaladmissions@cleary.edu.

International Application Deadlines

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

International Students Living Outside the United States

International students who are living outside the United States and require an F-1 visa appointment are required to submit all application materials, be admitted, and submit their $500 deposit six weeks prior to the beginning of their first semester. This will allow enough time to request and receive an I-20, sit for a visa appointment prior to confirming attendance with their Admission's Advisor. International student applicants are required to complete the process to receive their visa at least one week prior to semester start date, if this step is not completed the I-20 will be updated and enrollment will be moved to the next available semester.

International Students Currently Living in the United States

F-1 students currently in the United States must submit all application materials, be admitted, and pay the deposit two weeks prior to the beginning of the semester they plan to enroll. This allows adequate time for application processing and completion of the transfer process in the Student and Exchange Visitor Program Information System (SEVIS).

Canadian Students Living Outside the United States

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

International Student Information

Any inquiries regarding the policies below should be directed to internationaladmissions@cleary.edu

Full-Time Enrollment Requirement

International students must be enrolled full-time (12 credits for undergraduates and 6 credits for graduates) during the fall and spring semesters. Dropping below full-time enrollment without prior authorization from the Designated School Official (DSO) may result in the loss of visa status.

Online Course Restrictions

Only one online course (up to 3 credits) may count toward full-time enrollment each semester. All other credits must be in-person to comply with federal regulations.

Reduced Course Load (RCL)

Students may request an RCL for academic, medical, or final semester reasons. Requests must be approved in advance by the DSO and documented accordingly.

Employment Regulations

- On-Campus Employment: Permitted up to 20 hours per week during the academic year and full-time during breaks.
- Off-Campus Employment: Requires authorization through Curricular Practical Training (CPT), Optional Practical Training (OPT). Unauthorized work is a violation of visa status.

Program Extension

Students must apply for a program extension prior to the expiration of their Form I-20/DS-2019 if more time is needed to complete their degree. Extensions must be based on valid academic or medical reasons.

Address and Contact Information Updates

Students must report any changes to their U.S. address, phone number, or legal name to records@cleary.edu within 10 days of the change, as required by SEVIS regulations.

Travel and Re-Entry

Students traveling outside the U.S. must have a valid visa, a valid passport, and a current travel signature (dated within 12 months) on their I-20/DS-2019 for re-entry.

Leave of Absence / Withdrawal

International students considering a leave of absence or withdrawal from the university must meet with the DSO before ceasing enrollment to discuss visa implications. Failure to do so may result in termination of SEVIS status.

Academic and Disciplinary Standing

Maintaining visa status requires good academic standing and compliance with university policies. Academic suspension (a temporary separation from enrollment) or academic dismissal (removal from the University due to continued unsatisfactory academic progress), as well as violations of the student code of conduct, may impact a student's immigration status.

Program Completion and Grace Period

- F-1 students have a 60-day grace period after program completion.

During this time, students may prepare to depart, apply for OPT, transfer schools, or begin a new program.

Admission Decision & Statuses

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

Early Admission

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

Special Admission

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

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

Provisional Admission

A student who is provisionally admitted is approved for enrollment for the first semester only. The student may have a limit set on the number of credits they may enroll in in the first semester, All provisionally admitted students must achieve a minimum GPA of 2.0 in the first semester to remain at the institution and to be considered admitted to the University.

Provisional admission may also be granted to students who do not meet all requirements at the time of application but demonstrate exceptional promise. For more information, please contact the Office of Admissions at 517-338-3330 or e-mail at admissions@cleary.edu. Students who are provisionally admitted will be required to earn a cumulative GPA of 2.0 or higher their first semester in order to be considered for full admission and registered the following semester.

Denied Admission

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

Admission Decision Appeal

Applicants denied admission may request reconsideration.

Requests must be submitted in writing to the Office of Admissions and should include an explanation of the circumstances related to the reasons for denial. The appeal letter should clearly express why the student struggled academically, what they have learned since that experience, and what they will do to increase their chances of academic success going forward. Review of the request and supporting documentation will be conducted by the Appeals 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 Appeals Committee are binding. Applicants who are denied admission may reapply for admission when all factors that initiated the denial have been corrected. Applicants granted provisional admission will be required to meet with an academic services specialist to develop an academic plan prior to being registered for classes.

Student Statuses

Full-Time Enrollment

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

Part-Time Enrollment

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

Non-Degree Seeking

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. Applicants for non-credit academic programs may be admitted without meeting Admissions requirements with special permission from the University but are not eligible for Title IV financial aid funds.

FINANCIAL INFORMATION

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

Basic Costs

The tuition and fees listed below are in effect for the 2025-2026 academic year. These are subject to change by executive approval.

Traditional Students

Cleary University recognizes Traditional Students as students who are a student athlete, living on campus, starting classes withing four years of graduating or finishing their high school program. Traditional students are always undergraduate students. Traditional students usually attend the University on a full-time basis.

Non-Traditional Students

Cleary University accepts the recommendation of the National Center of Education Statistics definition in regard to who a non-traditional student is. In that study, three separate metrics were utilized to determine student status: 1) enrollment patterns, 2) financial and family status, and 3) high school graduation status.

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

Students who have dependents other than a spouse, being a single parent, working full time while enrolled, or being financially independent from parents.

Students who delayed enrollment in postsecondary education by four years or more after high school.

Graduate

Students who meet the requirements to be admitted to a graduate program and are enrolled in graduate-level coursework.

Corporate

These students can be either undergraduate or graduate-level. The student is associated with one of Cleary University's Corporate partners.

Public Safety

Cleary University acknowledges the unique professional training and work dynamics of sworn police officers, firefighters, and other approved individuals in public safety and service. Students in this group have significant years of experience as a sworn officer, firefighter, or other approved individual in public safety and service.

Application Fee/Deposit

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

Summary of Fees

AREA	FEE AMOUNT
Enrollment Deposit	$150
Student Activity Fee	$350 per Semester
Technology Fee	$525 per Semester (Includes electronic access to all textbooks)
Late Payment Fee	$150
Non-Sufficient Funds	$50 per Occurrence (Includes credit card declines)
Payment Plan Fee	$150 per Semester
Prior Learning Assessment	$530 per Occurrence
Diploma Reorder	$35 per Occurrence
Graduation Fee	$125 Graduate, Undergraduate and Certificate (Assessed during the last semester of enrollment)
Transcript Request	$15 per Occurrence
Early College	Contact Admissions
Dual Enrollment Pricing per Credit Hour	Contact Admissions

General Fees

Parking Fee

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

Residence Halls

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

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

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

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

Campus Housing Fees

Students living in the North Complex are charged $5,150 per semester. Students living in the South Complex are charged $4,350 per semester.

Meal Plan Fee

All students living in university housing are required to participate in the meal plans. The 2025-2026 meal plan fee is $2,100 per semester, $4,200 per academic year. The meal plan includes 16 meals per week consisting of breakfast, lunch, and dinner Monday through Friday, with brunch served on Saturdays.

Campus Housing Cancellation Fees

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

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

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

Canceling housing after move-in: Students wishing to cancel their contract after moving into the residence halls will be charged the total price for room fees. The contract for student housing is a yearly contract (Fall and Spring semesters). The fees will be added to the student's financial account. Non-payment of the fees may result in a student registration hold or restriction on graduation.

Deposits and Reservations

New students who have submitted an enrollment deposit and turn in their Room and Board Agreement by the deadline are assigned rooms during the summer. The enrollment deposit is refundable and can be canceled by May 31st in writing.

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

Room Damage

Students agree to pay for damages, lost University property, or unnecessary service costs caused to university housing facilities during the academic year based upon the condition of the residence during monthly room check. Should a residence hall be destroyed or damaged sufficiently to prevent the use of the facility, in the event of a public emergency or other unforeseen occurrences beyond the control of the University which result in residents being displaced, the housing contract may be immediately terminated. In this event, the resident is responsible for charges up to the date of termination. The University shall not be liable for any expenses, damages, or loss that the student incurs for relocation or inconvenience as a result of such termination. We encourage residents to purchase renter's insurance as a protection for personal belongings.

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

Incidentals

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

Dining Card and Room Key Replacement

Students are responsible for their Cougar dining card and room key. If the card is damaged, lost, or stolen, it is the student's responsibility to contact the registrar's office immediately. Cleary University is not responsible for any unauthorized transactions. Students will be charged $25 for each replacement key card; this fee will be required to be submitted to the business office at the time of replacement. If a Physical Key is needed to be replaced, students will be charged $50. Students must contact Housing to set up a time to receive the new key for the room.

Payment Plans

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

A $150 late payment fee will be assessed when the minimum payment is not received by the due date. There is a $50 NSF Fee associated with every ocurrence check was received.

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

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

Payment Schedule

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

Enrollment Status Changes: Institutional & Federal Aid Requirements

If a student decides not to attend Cleary University, it is their obligation to properly withdraw.

Non-attendance of classes does not classify as an official withdrawal and does not relieve the student of their financial obligation or entitle the student to a refund.

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

Withdrawals

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

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

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

Non-Attendance/Non-Payment/Dismissal

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

Financial Aid Implications

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

Institutional aid is non-refundable. The student is responsible for any federal aid funds that must be returned due to insufficient academic participation.

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

Work-Study Programs

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

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

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

Refunds

Advance Housing Payment Refund

The advance housing payment will be refunded if the Housing Committee has received written notice of cancellation by May 31st for returning students and only if the housing committee approves a waiver for the student to live off campus.

Enrollment Deposit

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

Institutional Aid

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

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

Please visit studentaid.ed.gov/sa/fafsa to renew your FAFSA.

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

Refund Procedure

When a student's account is placed into a credit balance status, a refund will be issued. Depending on what puts the student into a credit balance will determine when the funds are refunded. All Title IV funds will be returned within fourteen days of placing the student's account into a credit balance. Institutional aid will be refunded 45 days after placing the student's account into a credit balance. Institutional aid will only be refunded if the student is in good standing with the University.

Non-Refundable Fees

All fees charged are non-refundable.

Class Withdrawal/Refunds/Tuition and Fee Liability Schedule

A student should reach out to their academic services specialist and other team members to discuss their upcoming course enrollment plans, including the impact of dropping or withdrawing from a course. It is the student's responsibility to initiate dropping or withdrawing from a course (including the completion of appropriate paperwork) in order to avoid its related financial responsibilities as described below.

A course dropped before the start date of the course is dropped with 100% refund of the associated tuition and fees (i.e., 100% of the tuition and related course fees applicable to the course will not be charged). The course will not be displayed on the student's transcript.

The Drop period with 100% refund begins on the first day of the semester (which is a Monday, Day 1) and ends one week later on the following Monday (Day 8) at 12:00 p.m. Eastern.

- During this Drop period, a student may drop a course with a 100% refund of associated tuition and fees. The course will not be displayed on the student's transcript.
- During this Drop period, if a student does not physically attend any of their scheduled on-campus classes for a course, does not physically attend any of their scheduled hybrid classes for a course, does not log into their hybrid or online classes for a course, and does not respond to contact attempts by University faculty and staff members, the student may be administratively dropped from the course with a 100% refund of associated tuition and fees.
- This drop period exists at the beginning of Session B or Session C during a semester only for those new students who begin their first Cleary course during that session.

The Withdrawal period with a 50% refund begins on Day 8 at 12:01 p.m. Eastern and ends one week later on the appropriate Monday (Day 15) at 12:00 p.m. Eastern.

- During this Withdrawal period, a student may withdraw from a course with a 50% refund of associated tuition and fees (i.e., 50% of the tuition and related course fees applicable to the course will not be charged). A "W" will be placed as the grade in the course and the "W" will be displayed on the student's transcript.

- During this Withdrawal period, if a student does not physically attend any of their scheduled on-campus classes for a course, does not physically attend any of their scheduled hybrid classes for a course, does not log into their hybrid or online classes for a course, and does not respond to contact attempts by University faculty and staff members, the student may be administratively withdrawn from the course with a 50% refund of associated tuition and fees.
- This withdrawal period exists at the beginning of Session B or Session C during a semester only for those new students who begin their first Cleary course during that session.

The Withdrawal period with no refund begins on Day 15 at 12:01 p.m. Eastern and ends on the first day of the last week of the semester or course session (which is Monday prior to the last day of the semester or course session) at 12:00 p.m. Eastern.

- During this Withdrawal period, a student may withdraw from a course with no refund of associated tuition and fees. A "W" will be placed as the grade in the course and the "W" will be displayed on the student's transcript.
- During this Withdrawal period, if a student does not physically attend any of their scheduled on-campus classes for a course, does not physically attend any of their scheduled hybrid classes for a course, does not log into their hybrid or online classes for a course, and does not respond to contact attempts by University faculty and staff members for a period of 3 weeks (for 6, 7, and 8 week courses) or 6 weeks (for 12, 16, or 18 week courses) since the student's last date of class attendance, class activity, or successful contact attempts, the student may be academically withdrawn from the course with no refund of associated tuition and fees.

Financial Aid

Financial aid eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA) at: https://studentaid.ed.gov/sa/fafsa. The school code for Cleary University is 002246.

State and Federal Grants

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

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

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

Cost of Attendance (-) SAI = 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, institutional and loan fees, books course materials, supplies and equipment, housing/food, miscellaneous and personal expenses and travel.

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.

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

Federal Methodology Cost of Attendance Estimation

	TRADITIONAL ON-CAMPUS	TRADITIONAL OFF-CAMPUS	NON-TRADITIONAL	GRADUATE	CORPORATE UNDERGRAD	CORPORATE GRADUATE	PUBLIC SAFETY UNDERGRAD	PUBLIC SAFETY GRADUATE
TUITION	$26,400	$26,400	$24,600	$22,284	$14,330	$20,535	$24,600	$22,284
LOAN FEES	$100	$100	$100	$150	$100	$150	$100	$150
INSTITUTIONAL FEES	$2,000	$2,000	$1,200	$1,800	$1,200	$1,800	$700	$1,425
SUPPLIES/ PERSONAL	$5,078	$5,078	$ 5,078	$6,354	$5,078	$6,354	$5,078	$6,354
ROOM/BOARD	$14,900	$12,709	$12,709	$2,500	$12,709	$16,947	$12,709	$16,947
TRAVEL	$2,000	$2,500	$2,500	$750	$750	$750	$2,500	$750
BUDGET	$50,478	$48,787	$46,187	$48,285	$35,917	$46,536	$45,687	$47,910

Housing and food expenses are based on projected institutional charges along with the 2023 Allowable Living Expense National Standards set forth by the IRS. Direct costs are averaged among all cost levels per student type. All students enrolled in a graduate program are considered independent.

Federal Aid Programs

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

Federal Pell Grant

This grant is a federal award with an annual range from $740 to $7,395 (amount based on 24-25 values). The Pell Grant is paid in proportion to the number of credit hours in which an eligible student is enrolled. Full-time Pell Grant recipients may receive this grant for a maximum of six years. The Free Application for Federal Student Aid (FAFSA) is used to apply.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Michigan Aid Programs

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

Michigan Tuition Grant (MTG)

This state grant is intended to provide students with the choice to attend a private, degree-granting, nonprofit, Michigan institution of higher learning. The MTG is no longer available to students who have not initiated (received a paid award) in academic year 2023-24 or prior.

Eligibility is based on need as determined by the FAFSA and documented Michigan residency. Awards are granted in increments up to $1,500 (amount estimated on 2024-2025 values) with a state application deadline of March 1st and are restricted to tuition and fees. Priority funding is given to those who apply early. The Free Application for Federal Student Aid (FAFSA) is used to apply. Continuing students must re-apply before the state deadline. Failure to do so may result in an adjustment or loss of scholarship funds.

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

Michigan Competitive Scholarship (MCS)

This award, based on both financial need and merit (qualifying American College Test score) and all eligibility requirements (half-time enrollment, Michigan resident, etc.), is available for use at Michigan public and private postsecondary colleges. Students may take the ACT after leaving high school if they have not had college experience. The test score remains on record for ten years.

Students receiving MCS must maintain a cumulative 2.0 GPA per academic year to continue to receive MCS. Awards are restricted to tuition and fees. Priority will be given to first-year students who completed the Free Application for Federal Student Aid (FAFSA) by March 1st. Continuing students must re-apply before the state deadline. Failure to do so may result in an adjustment or loss of scholarship funds.

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

Tuition Incentive Program (TIP)

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

At Cleary University:

Phase I – Phase I can be used towards associate's level classes for a total of $126 per credit hour (amount estimated on 2023-2024 values), up to 30 credits per academic year.

Phase II – Must have certificate, associate's degree, or 56 transferable semester credits.

Assistance is up to $500 per semester; maximum $2,000 over the program (amount estimated on 2023-2024 values).

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

For more detailed information or to check your eligibility contact: michigan.gov/mistudentaid

Loans

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

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

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 or the Montgomery veteran's benefits, 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 will complete the enrollment certification and submit it to the Department of Veterans Affairs.

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

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

VA Benefit Payments and Enrollment

VA benefits are payable for approved courses and programs only. Restrictions apply to some courses and/or programs under some or all VA regulations. The Cleary University certifying official is required to report to the 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 VA 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.html

Enrollment Classifications

CREDITS PER SEMESTER	FULL-TIME	¾ TIME	½ TIME
Undergraduate	12+ credit hours	9-11 credit hours	6+ credit hours
Graduate	6-8 credit hours	3-5 credit hours	-

William D. Ford Federal Direct Loans

Low-interest loans for students and parents are available to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. Interested students must complete the Free Application for Federal Student Aid (FAFSA). Loan recipients must complete a Master Promissory Note (MPN) and Entrance Counseling (EC).

Several types of William D. Ford Federal Direct Loans are available:

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

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

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

Parent of a Dependent Student

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

Dependent Student

GRADE LEVEL	ANNUAL TOTAL	ANNUAL SUBSIDIZED LOAN LIMIT
Freshman 0-29 Credits	$5,500	$3,500
Sophomore 30-59 Credits	$6,500	$4,500
Junior 60-89 Credits	$7,500	$5,500
Senior 90+ Credits	$7,500	$5,500

Independent Student

GRADE LEVEL	ANNUAL TOTAL	ANNUAL SUBSIDIZED LOAN LIMIT
Freshman 0-29 Credits	$9,500	$3,500
Sophomore 30-59 Credits	$10,500	$4,500
Junior 60-89 Credits	$12,500	$5,500
Senior 90+ Credits	$12,500	$5,500
Graduate or Professional	$20,500	n/a

Maximum Lifetime Loan Limits

SUBSIDIZED LOAN LIMIT	$23,000
Dependent Undergraduate	$31,000
Independent Undergraduate	$57,500
Graduate/Professional	$138,500
Senior 90+ Credits	$7,500

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. Additional information may be found at https://www.cleary.edu/finaid/references/ listed under Alternative Loan Sources.

Cleary University Aid Programs

Applying for Cleary University Grants and Scholarships

When applying for institutional aid, it is important to know that students compete for limited scholarship funding. In addition to admittance to Cleary University, a student must also submit official transcripts before merit-based aid will be processed. Since scholarships are based on academic achievement, the transcript provides evidence of previous academic achievement as well as a cumulative grade point average. It is important to submit this document as soon as possible to meet any deadlines and remain eligible. All Cleary University institutional aid is grade dependent. A student must be in good academic standing to continue to receive Cleary scholarships.

Satisfactory Academic Progress (SAP) Policy

The United States Department of Education, and many State of Michigan programs, require students receiving financial aid to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive federal and/or state financial aid funds. This policy has been developed and enforced to help ensure that students are succeeding academically while also minimizing student debt. SAP, which is monitored by the University, is divided into three components: 1) Pace of Progression, 2) Grade Point Average, and 3) Maximum Time Frame. A student must be making progress in all three areas to continue receiving financial aid. The standards are cumulative, and a student must meet the requirements of each component at the end of each term of enrollment to remain eligible for federal and/or state aid. Eligibility is based on a student's entire academic record whether financial aid was given or not during any term. Accountability begins with the student's start date (semester or session start date) at Cleary University and includes transfer hours from other institutions.

Financial Aid standards of academic progress apply only to financial aid eligibility, and not eligibility for continuation at the University, or readmission to the University. See Attendance and Performance for more information on academic eligibility requirements.

Policy Components

The components of SAP evaluation are explained below.

Pace of Progression

Pace is a measure of a student's progress toward completion of his or her program of study within the maximum timeframe. Students must successfully complete 67% of all credits attempted. Successful completion means that the student received one of the following grades: A, B, C, D, or P. Attempted credit hours include withdrawals (W, FW, FL) and Incompletes (I). Pace is determined by dividing the total number of credits successfully completed by the total number of credits attempted, and evaluation is completed at the end of each payment period (semester).

Example of Pace Calculation:
A student has attempted 48 credit hours and has successfully completed 42 credit hours due to withdrawing from 2 courses over their first 2 years at Cleary. The student's pace would be 87.5%, which is above 67%.

NOTE: All transfer credit hours that are accepted from other institutions will be counted as both attempted and completed hours.

Grade Point Average

Grade Point Average A student's cumulative grade point average (GPA) may not drop below a "C" equivalent, 2.0 for undergraduate students, or 3.0 for graduate students. Undergraduate students must have a cumulative GPA consistent with the requirements to graduate (2.0). This is defined as the end of the student's fourth semester. GPA evaluation is completed at the end of each payment period (semester). From Satisfactory Academic Progress (SAP) Policy section.

Students must meet Financial Aid standards of academic progress and remain in good Academic Standing to remain eligible for financial aid. Refer to the SAP Standards & Academic Standing section for more information.

Maximum Time Frame

A student must complete their program in no more than 150% of the published length of the educational program, as measured in credit hours attempted. Total credits allowed for undergraduate students with 120 credits required for graduation would be no more than 180 semester credits (120 x 1.5). See Academic Programs for the published length of your academic program. Total credits for graduate students with 33 credits required for graduation would be no more than 49 semester credits (33 x 1.5). All attempts of classes within a student's program will be counted in the maximum time frame calculation, regardless of if the class was successfully completed. All transfer credits accepted by the University will also be included in maximum time frame calculations. Students that have reached the maximum time frame for their program will no longer be eligible to receive federal and/or state financial aid.

SAP Evaluation and Academic Information

Below is a list of common academic situations that may affect SAP calculations.

Dropped Courses

Courses dropped within the add/drop period will not remain on your official transcript and are not included in the Pace or GPA calculations.

Withdrawal Grades (W or FW)

Courses with W or FW grades are included in hours attempted but not in hours completed.

Incomplete Grades (I)

Courses with Incomplete (I) grades will be counted as attempted but not completed.

Grade Changes

Grade changes completed after SAP evaluation will be reviewed at the next SAP evaluation, and the new grade will be used in calculations.

Repeat Courses

Cleary University understands that due to various circumstances, a student may need to repeat a course. Limitations exist as the total number of attempts a student may have to repeat a course.

- Undergraduate students may repeat a course two times (for a total of three attempts).
- Graduate students may repeat a course one time (for a total of two attempts).
- A Cleary course for which transfer credit or prior learning credit has been awarded may not be repeated.
- Withdrawals, incompletes, and courses repeated in an effort to earn a higher course grade are counted as attempts.

Requests for course repeats greater than the above number of attempts must be made in writing (including an explanation as to the circumstances for each unsuccessful attempt) to the appropriate Dean and Provost for their review and (if appropriate) approval.

If a course is repeated, credit hours for all attempts will be included in both the attempted and completed calculations for SAP evaluation. Only the most recent grade will be used in the GPA evaluation for SAP purposes. All course attempts will be recorded on a student's transcript.

Students should consult with the Financial Aid Office as to the financial implications of repeating a course. Likewise, students should consult with Academic Services the program implications and course scheduling of repeating a course.

Changes of Major/Program

If a student changes their major/program of study, only those credit hours that apply to the new major/program will be used when evaluating SAP status at the end of the payment period (semester).

SAP Appeal

Students placed on Financial Aid Suspension may submit a written appeal requesting reconsideration of eligibility for federal and/or state financial aid due to unusual or extenuating circumstances. Financial Aid Suspension impacts a student's eligibility for financial aid only and is separate from Academic Suspension or Academic Dismissal decisions issued by the University.

Examples of such circumstances may include the death of a family member, personal illness or injury, medical or mental health concerns, or other significant situations that negatively impacted academic performance.

Third-party documentation may be required to support the appeal. Examples of acceptable documentation may include a death certificate, physician's note, hospitalization records, military orders, or other relevant supporting materials.

Appeals must include:

A completed Satisfactory Academic Progress (SAP) Appeal form explaining:

- why the student failed to meet SAP requirements;
- what circumstances contributed to the academic difficulties;
- what has changed since that time; and
- how the student plans to successfully meet SAP standards moving forward.

Any required supporting documentation as outlined on the appeal form.

Appeals must be submitted to the Financial Aid Office by the end of the first week of the semester to be considered for that term. Students will be notified of the appeal decision through their Cleary University email account by the end of the second week of classes.

If an appeal is denied, the student will no longer be eligible for federal and/or state financial aid until SAP standards have been reestablished. Students remain responsible for any outstanding balances owed to Cleary University. All appeal decisions are final.

Failure to Meet SAP Standards

SAP reviews will be conducted at the end of each payment period (semester). Students not meeting SAP standards will be notified via their Cleary email account at the beginning of the following semester. If the student is missing any grades (this means that there is no grade reported for a class), their SAP evaluation and notification may be delayed. Notifications will include information on the student's SAP status and financial aid eligibility.

Financial Aid Status & Eligibility

Financial Aid Warning

For the payment period following the initial period in which the student did not meet SAP requirements, Cleary University will place the student on Financial Aid Warning for the next semester of enrollment. This status will allow the student to receive aid for one additional semester. If, at the end of the warning period, Cleary University determines that the student is again meeting academic progress standards, the student may continue his or her eligibility. Refer to the Satisfactory Academic Progress (SAP) Academic Standards & Academic Standing section about actions required by students who are not meeting SAP requirements.

Financial Aid Suspension

A student who is not meeting SAP requirements at the end of the term of Financial Aid Warning will be placed on Financial Aid Suspension. These students are no longer eligible for federal and/or state financial aid. Students will be notified via Cleary email account before the beginning of the next semester and will be eligible to appeal.

Financial Aid SAP Appeal & Academic Success Plan

SAP Appeal

Students placed on Financial Aid Suspension may submit a written appeal requesting reconsideration of eligibility for federal and/or state financial aid due to unusual or extenuating circumstances. Financial Aid Suspension impacts a student's eligibility for financial aid only and is separate from Academic Suspension or Academic Dismissal decisions issued by the University.

Examples of such circumstances may include the death of a family member, personal illness or injury, medical or mental health concerns, or other significant situations that negatively impacted academic performance.

Third-party documentation may be required to support the appeal. Examples of acceptable documentation may include a death certificate, physician's note, hospitalization records, military orders, or other relevant supporting materials.

Appeals must include:

1. A completed Satisfactory Academic Progress (SAP) Appeal form explaining: why the student failed to meet SAP requirements; what circumstances contributed to the academic difficulties; what has changed since that time; and how the student plans to successfully meet SAP standards moving forward.
2. Any required supporting documentation as outlined on the appeal form.

Appeals must be submitted to the Financial Aid Office by the end of the first week of the semester to be considered for that term. Students will be notified of the appeal decision through their Cleary University email account by the end of the second week of classes.

If an appeal is denied, the student will no longer be eligible for federal and/or state financial aid until SAP standards have been reestablished. Students remain responsible for any outstanding balances owed to Cleary University. All appeal decisions are final.

Financial Aid Probation

Students who have their appeal granted will need to also agree to the terms of their Academic Success Plan (ASP) will be placed on Financial Aid Probation. During the Financial Aid Probation period, students will continue to receive financial aid as long as they are meeting the conditions of the ASP. Students that do not follow the terms of their ASP will become ineligible for federal and/or state financial aid.

Academic Success Plan (ASP)

Students will be expected to meet with Academic Services to create an Academic Success Plan (ASP). The ASP will include the requirements and corresponding timeline with an identified completion date, to ensure that the student is able to satisfy SAP requirements. For those students that will be unable to bring their GPA or Pace up to standards within one payment period (semester), ASP's can be written as a plan that will be completed over the course of up to three semesters. Once the ASP is completed it will need to be submitted along with the appeal.

Financial Aid Eligibility After Probation

Financial Aid Reinstatement

A student will return to Good Standing and will have their financial aid eligibility reinstated when they are once again fulfilling SAP GPA and Pace requirements.

Financial Aid Suspension

Students who have not met SAP requirements or have not met the requirements of an approved appeal will no longer be eligible to receive Federal and/or State financial aid. They will be required to complete coursework at their own expense to bring their GPA and/or Pace to acceptable levels before being considered for future aid. A student does have the option to appeal once aid has been suspended. All appeal decisions are final.

The above policy is based on Title IV Federal Regulation §668.16(e)(ii)(B) through (D), Higher Education Act of 1965. Questions or requests for additional information regarding the SAP Policy can be directed to the Cleary University Financial Aid Office, 1-800-686-1883 ext: 5005, finaid@cleary.edu, https://www.cleary.edu/policies/satisfactory-academic-progress/

Scholarship Terms & Conditions

The following paragraphs describe the scholarship opportunities at Cleary University. Further details and current information about these scholarships are contained on the Cleary University website.

Admission Honors Scholarships

Eligible students are new, traditional, undergraduate students with a high school GPA of 3.0 or higher who start attendance at Cleary University the semester following high school graduation.

Admissions Transfer Scholarship

Eligible students are new, transferring students with at least 24 credits transferring that are applicable to an undergraduate degree.

Academic and Athletic Excellence (AAE)

Eligible students are new student-athletes. Awards are determined by the amount of the applicable Admissions Honor scholarship and the athletic award determined by the Director of Athletics.

The continued eligibility of AAE is dependent on the student-athlete's eligibility to play their designated sport and the continued GPA of the applicable Admissions Honor scholarship.

DECA Scholarship

Incoming freshmen who have participated in DECA must have a 2.5 GPA and have submitted a letter of recommendation from their high school advisor.

MBA Scholarship

Eligible students are new students enrolled in a Cleary MBA program.

Cleary University Alumni Legacy Scholarship

Children of Cleary University ABA, BBA, BS, MBA, or MS graduates are eligible to receive a grant toward tuition in a degree-seeking program.

Educational Training/Fostering Futures Matching Grant

Cleary University offers a matching grant for students eligible for the Michigan Educational Voucher (ETV) or the Fostering Futures Scholarship (FFS).

50% Military Service Grant for Undergraduate Students

This grant is available to veterans who have exhausted their VA benefits. The grant applies to tuition after all other state and/or federal grants, scholarships, or employer reimbursements have been awarded.

50% Military Service Grant for Graduate Students

This grant is available to veterans who have exhausted their VA benefits. The grant applies to tuition after all other state and/or federal grants, scholarships, or employer reimbursements have been awarded.

Yellow Ribbon Enhancement Program

Cleary University will match a percentage up to a maximum dollar amount 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 veteran's benefits.

Cleary University Alumni Grant

Any Cleary University ABA, BBA, BS, MBA, or MS graduate in good standing (both financially and academically) who has completed all requirements for their degree is eligible to receive a tuition grant for additional classes of equal or lower degree level upon approval from the Grant Committee.

Graduate Assistants

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

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

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

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

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

Disbursements

Federal Aid funds are posted for an eligible student when the aid file is complete, but not more than 10 days prior to the applicable semester for continuing students and not before 30 days after the start of class for new/reactivating/probationary students. State grants for each semester are posted to the student account after the aid file is complete, the student is registered for classes, and the institution receives funds from the state. Pell Grants and loan proceeds are not posted to the student account until they are received from the Department of Education. It is the policy of the Financial Aid Department to divide awards into two equal parts to correspond to the two semesters of the regular academic year: Fall and Spring for traditional students; Fall, Spring, and Summer for non-traditional students.

Financial Aid Termination Status

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

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

Evidence of Attendance Policy for Financial Aid Purposes

Evidence of attendance in enrolled classes is required for all University students.

Satisfactory evidence of attendance is defined as fulfilling at least one of the following:

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

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

Return of Title IV Funds

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

Federal Financial Aid Refunds – Return of Title IV Calculation

Financial Aid Recipients: Students receiving Federal Title IV funds (i.e., Federal Pell, SEOG, Direct, or PLUS loans) may receive a reduction or cancellation of financial aid if a drop or withdrawal (official or unofficial) from all classes occurs before completing 60% of the semester, or if a student does not successfully complete coursework equal to or greater than the coursework necessary for half-time enrollment. The Return of Title IV calculation is a federally mandated formula to determine how much of the Title IV funds are required to be returned to the federal government and how much was "earned" by the student at the time of withdrawal, or in the case of students receiving F or I grades, at the end of the semester. Financial aid adjustments will be based on a student's last date of attendance or class participation regardless of when a completed drop/add form is received by the Records Office, or grades are issued.

Official Withdraw: A student may withdraw after the drop/add period through the final withdrawal date of each session (Monday of the last week of the semester or course session at 12:00pm Eastern) by contacting Academic Services and starting the official withdraw process.

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

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

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

Refund Distribution as Prescribed by Federal Regulation for Title IV Funds

In most cases, withdrawing from a class(es) does not guarantee a cash refund of the monies paid on the student's account. The student may owe the government some of the money that was disbursed at the beginning of the semester. Funds returned to the federal government are used to reduce the outstanding balances in individual federal programs. Funds must be returned by the student or the school allocated in the following order of priority within 45 days:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans Federal Direct PLUS Loans Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG) Other federal sources

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

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

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

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

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

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

Return of Institutional Aid Funds

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

Institutional Aid Calculation

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

STUDENT AFFAIRS

Resources

The following list represents key resources and contact information for Cleary University and its various departments serving our students.

Admissions
800.686.1883 | admissions@cleary.edu
Questions about degrees and programs offered, application process, and enrollment assistance

Athletics
mballinger@cleary.edu
Questions about Cleary Athletics, sports, coaches, and athletic scholarships

Business Office
517.338.3320 | businessoffice@cleary.edu
Questions on tuition, statements, and payment plans

Career Development
800.686.1883 Ext. 1556 | careerservices@cleary.edu
Questions about career development, internships, career advice, and career course.

Counseling and Psychological Services
800.686.1883, Ext. 1455 | counseling@cleary.edu
Questions about confidential psychological consultation, short-term counseling, and information on a variety of student mental health issues

Financial Aid
517.338.3015 | finaid@cleary.edu
Questions about financial aid, scholarships, loans, and FAFSA

IT Support
517.338.3019 | support@cleary.edu
Questions about issues with University systems, email, student portal, and technical support

Accommodations Office
517.338.3068 | studentaccommodations@cleary.edu
Questions about access to resources, education, collaboration, and discourse for students who need accommodations

Student Academic Services
studentservices@cleary.edu
Questions about academic programs, course registrations, course withdrawal, academic concerns, leary University transcripts (including GPA), academic probation status, honors, graduation application, commencement, and FERPA

Student Clubs
studentlife@cleary.edu
Questions about student clubs, including DECA, Delta Sigma Pi, the National Society of Leadership and Success (NSLS), student engagement, student conduct, and spiritual counseling

Student Ombudsman
ombudsman@cleary.edu
Questions about impartial and neutral resources and mediation to help students, faculty, and staff resolve academic and non-academic concerns

University Library
librarian@cleary.edu
Questions about library resources and online databases

Student Resources
https://cleary.edu/academics/academic-student-support/
Questions about student support resources

Student Academic Services

Student Academic Services supports students from enrollment through degree completion by providing coordinated academic guidance, records management, and specialized student support services. The department ensures accurate academic planning, maintenance of official student records, and consistent application of academic policies in alignment with institutional standards, accreditation requirements, and federal and state regulations. Through proactive support, monitoring of academic progress, and collaboration across campus, Student Academic Services promotes student persistence, timely degree completion, and institutional compliance.

Appointments

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

Athletics

Overview of Athletics

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

More information on Cleary University athletics, including sports offered and team rosters, may be found at http://www.clearycougars.com.

Student-Athlete Eligibility

To retain student-athlete eligibility, student-athletes must meet the National Association of Intercollegiate Athletics (NAIA), Wolverine-Hoosier Athletic Conference (WHAC) and, if applicable, the American Collegiate Hockey Association (ACHA) standards. For further information,

student-athletes should refer to the PlayNAIA Eligibility Center (https://play.mynaia.org) and the Cleary University athletic department at clearycougars.com.

Information Technology (IT) Services

Overview of Services

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

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

IT Help Desk

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

You can contact IT via the Cleary Help Desk portal (https://cleary.jitbit.com/helpdesk), Cleary Technology Services email (support@cleary.edu), and the Cleary Technology Services phone (517-338-3019).

Student Email

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

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

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

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

Canvas

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

IT Resources Policy

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

IT Technical Requirements

Students at Cleary University will participate in online courses, create documents such as papers and presentations, and watch and record videos. All incoming and returning students are required to have access to a personal computing device that meets or exceeds the baseline specifications outlined below.

Cleary University specifies the following IT technical requirements to support each student's learning experience and environment. For any questions related to IT technical requirements, contact the IT Help Desk at support@cleary.edu.

REQUIREMENT	PC USERS	MAC USERS
Operating System (OS)	Windows 11 Note: Cleary recommends using the latest Windows version and security patches available.	macOS 15 (Sequoia) or newer. [Tahoe (26) or newer preferred].
Processor	Intel Core i5 / AMD Ryzen 5 (or newer)	Apple M-Series (M1, M2, or M3)
RAM Memory	16 GB	16 GB
Hard Drive Space Available	256 GB with 10.0 GB of available disk space	256 GB with 10.0 GB of available disk space
Audio Device	Headset or speakers (some courses require a microphone)	Headset or speakers (some courses require a microphone)
Display/Video Card	1024 x 768 screen resolution	Capable of 1280 X 800 resolution and 16 bit color
Internet Connection*	Download speed 20 Mbps*; Upload speed 5 Mbps	Download speed 20 Mbps*; Upload speed 5 Mbps
Business Productivity Applications (Word Processing, Spreadsheet, and Presentation)	Microsoft Office 365 (License provided using Cleary account)	Microsoft Office 365 (License provided using Cleary account)
Web Browser	Google Chrome, (Within 2 versions of current version)	Google Chrome, (Within 2 versions of current version)
Web Camera	Some courses require a webcam	Some courses require a webcam

** MBPS is Megabytes per second; Lower connection speeds may impact performance with viewing videos, live chats, and other areas within the student or faculty portal.*

A standard tablet (iPadOS or Android) should not serve as a student's sole computing device. Many academic software applications will not run on mobile operating systems.

Chromebooks should not serve as a student's sole computing device. ChromeOS does not support the installation of desktop-grade software required for many courses. Chromebooks managed by other organizations may not permit necessary access to Cleary applications to function.

Reporting Incidents

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

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

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

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

- Students who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to the process outlined in the Student Rights and Responsibilities: Student Code of Conduct, which provides for a range of sanctions including expulsion.
- Represented employees who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to the applicable collective bargaining agreements. Violation of the IT Resource Policy is a violation of University Policy.
- Non-represented employees who engage in any activity that violates the IT Resource Policy are subject to disciplinary action pursuant to university policy.
- In accordance with established University policies and practices, confirmation of inappropriate use of information technology resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Information Technology staff will work with other University offices or appropriate external agencies in the resolution of problems.

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

Related Policies and Forms

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

Technology Accessibility Policy

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

Cleary University has adopted the definition of "accessible" used by the U.S. Department of Education in resolutions with postsecondary institutions regarding civil rights complaints about the inaccessibility of their IT. "Accessible" means a person with a disability is "afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use." The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.

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

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

Web Content Accessibility Guidelines

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

The policy aligns with:

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

Social Media Guidelines

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

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

- Protect confidential and proprietary information by not posting information related to Cleary University, students, employees, or alumni. Students and employees are required to adhere to all applicable University privacy and confidentiality policies.
- Refrain from posting anything disparaging related to the University, any faculty or staff member, student, or another member of the school community (current or former). Particular concerns can be shared with the Office of the President.
- Refrain from using the Cleary University logo or any other University images or iconography on personal social media sites. The use of Cleary University's name to promote a product, cause, or political party or candidate is prohibited.
- Maintain transparency. The line between professional and personal business is sometimes blurred. Be thoughtful about the content of postings and potential audiences. Honesty is important with regard to identity. Posts should be clear that they are from an individual and not a representative of the University.
- Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, current students, etc.) and wall posts with the knowledge that what you publish online will be public for a long time.
- Refrain from reporting, speculating, discussing, or giving any opinions on university topics or personalities that could be considered sensitive, confidential, or disparaging.

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

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

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

Library Services and Online Library

Overview of Services

The Cleary Online Library is an information portal and a source for learning more about library resources and services and for initiating project research. To receive services without coming to campus, students may take advantage of the email services provided by the librarian. Send a message to librarian@cleary.edu. All essential library resources are available online, 24 hours a day via the Cleary Online Library.

Subscription-based databases are essential components of the online libraries. After logging into subscription databases, students have access to academic business articles, reports, company information, legal information, market research reports, and full-text books.

Students and faculty seeking research assistance may contact the librarian for assistance. Assistance is primarily available via email or by phone. To request assistance via email, send a message to librarian@cleary.edu.

Career Development

Overview of Services

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

- Career fairs, networking, workshops, and on-campus recruiting
- Mentoring, volunteering, and mock and informational interviewing opportunities
- Résumé, cover letter, thank you letter assistance and review
- Assistance with career and job search strategies
- Access to the Handshake career platform

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

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

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

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

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

To post an open position, send it to careerservices@cleary.edu or create an employer account on www.joinhandshake.com.

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

Residence Life and Student Housing

The Guiding Principles of Cleary University Residence Life

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

Build meaningful and life-changing relationships with fellow community members (including residents, resident assistants (RAs), and staff members) as you grow and learn together by following the Guiding Principles of Cleary University Residence Life.

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

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

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

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

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

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

A major part of the college experience is what happens outside of the classroom. Students will:

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

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

Student Housing Policy

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

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

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

Requirement: All full-time traditional students who reside outside a 25-mile radius of Cleary University, Howell, Michigan are required to live in student housing for two years.

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

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

Student Housing Contract Termination

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

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

Once a resident officially moves out of their student housing space, their housing scholarships will be removed.

Occupancy Status

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

Dining Services

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

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

Meal Plan

Cleary University requires all residential students to participate in a campus meal plan to promote student wellbeing and ensure equitable access to dining services. Students with a demonstrated medical, dietary, or religious stipulation may petition for a full meal plan exemption or a dietary exception with appropriate accommodations. Approval is not guaranteed, and charges remain in effect unless and until formal approval is granted. Contact DiningServices@cleary.edu for additional details.

Study Abroad

Overview of Services

Students who wish to apply for study abroad courses and programs may enroll for university credit covered by existing academic regulations. Cleary University partners with the International Student Exchange Program (ISEP), and students should meet with Student Academic Services

to apply for ISEP international placements, internships, and/or courses. Students must be in good academic standing to participate in study abroad and external programs. Students who participate in external study abroad programs (those hosted by another institution or an external consortium or third-party provider) must meet with Student Academic Services to document any transferability of credits back to Cleary University and must abide by all policies and procedures established by Cleary University and by the external program provider. Cleary University students participating in study abroad must abide by Cleary University's Student Code of Conduct and abide by any additional behavioral and academic policies instituted for that location, venue, or host country. Institutional aid is not available to those who participate in this program.

Cleary University Alumni

Get Involved

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

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

Even before you graduate, to maximize your networking opportunities, please follow the Cleary University LinkedIn page https://www.linkedin.com/school/cleary-university/. To stay up to date on the happenings at your alma mater, please "like" the Cleary University Facebook Page https://www.facebook.com/ClearyU/.

Stay connected by visiting https://cleary.edu/community/alumni-relations/ and completing the Alumni Information Update Form on the right side of the page. For questions, please email alumni@cleary.edu.

Stay Involved

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

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

Student Code of Conduct

Overview of the Policy

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

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

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

The Student Code applies at all locations of the University, including, but not limited to, Main Campus 3750 Cleary Dr., Howell, Michigan, and the Education Center located in Detroit, Michigan. This code also applies to all current students of the University regardless of their geographical and online location.

The Student Code of Conduct can be found at https://www.cleary.edu/student-life/student-handbook-policies/

Complaint Resolution Policy

Cleary University is committed to maintaining a respectful and responsive environment for students, faculty, and staff. This policy provides a clear process for addressing academic, administrative, or interpersonal concerns.

Complaint Resolution Procedure

1. Department-Level Resolution

Concerns should first be addressed directly with the individual or office involved. If unresolved, the matter may be elevated to the department leader, supervisor, or director.

- The University Ombudsman is available for confidential consultation during this stage.

2. Formal Complaint Submission

If the issue is not resolved or involves a broader policy concern, a formal complaint may be submitted through the University's complaint portal.

- The complaint will be reviewed and routed to the appropriate department.
- A written response is typically provided within 15 business days.

Ombudsman Support

The Ombudsman provides neutral, confidential support at any stage of the process and may assist with informal mediation or procedural guidance.

Non-Retaliation

Retaliation against individuals who raise concerns in good faith is strictly prohibited and may result in disciplinary action.

More Information

For procedures, timelines, and forms, visit: Cleary University's Ombudsman Office
(link: https://www.cleary.edu/student-life/student-ombudsman/)

Ombudsman

Overview of Services

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

Title IX

Overview of the Policy

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

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

The University's policy on Title IX is located in the Cleary University Student Handbook.

Contact information for Cleary University's Title IX Coordinators:

JULIE VARTOOGIAN – Vice President of Human Resources, Cleary University
3760 Cleary Drive
Howell, MI 48843
P: 517.338.3332 E: jvartoogian@cleary.edu

In addition, Cleary University advocates contacting the LACASA Center, a highly regarded Livingston County organization with specialized resources to immediately assist victims of domestic and/ or sexual violence. The contact information for LACASA includes a toll-free help line at 866.522.2725 and website at www.lacasacenter.org.

Non-Discrimination and Equal Opportunity

Overview of the Policy

In accordance with federal requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, there shall be no discrimination on the basis of disability in Cleary University's programs, operations and activities, in the hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students. The Student Disability Services Office has complete information on services available to students.

Cleary University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities.

This policy embraces all persons regardless of race, gender, color, sex (including gender identity), national origin, religion, age, sexual orientation, marital status, familial status, disability, arrest record, weight, qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans and other protected veterans, or any other characteristic protected by applicable federal or state law. It expressly forbids discrimination, sexual harassment or any form of harassment in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of university services, facilities and in the awarding of contracts.

This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment, or participating in an investigation of a complaint of discrimination or harassment.

Cleary University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. In furtherance of this policy, the University is also committed to promoting institutional diversity to achieve full equity in all areas of university life and service and in those private clubs and accommodations that are used by University personnel. No off-campus activities sponsored by or on behalf of Cleary University shall be held in private club facilities or accommodations which operate from an established policy barring membership or participation on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability or veteran status. Affirmative action procedures, measures and program may be used to the extent permitted by law to establish, monitor and implement affirmative action plans for all budgetary units and the University as a whole.

W3C/WCAG 2.0 and 2.1

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

For more information, please contact the ADA and 504 Compliance Officer at disabilityservices@cleary.edu.

ACADEMIC POLICIES

Attendance & Academic Participation

Students are expected to attend all regularly scheduled class meetings. This includes participation (see below) for all their registered courses. To maximize learning, students should arrive on time and participate during the entire class meeting. Class attendance records are kept by the faculty member and in Canvas and may be included as a criterion for the course grade.

The Attendance Policy requires that students demonstrate academic participation in the following ways:

- Physically attend any of their scheduled on-campus class meetings for a course
- Physically attend any of their scheduled hybrid class meeting for a course
- Submit required assignments (completing a quiz within the Canvas classroom, posting to the discussion forum, or uploading an assignment)
- Respond to contact attempts by University faculty and staff members

Students who do not actively engage by doing the aforementioned activities for a period of 3 weeks (for 6, 7, and 8 week courses) or 6 weeks (for 12, 16, or 18 week courses) may be administratively withdrawn from their course or courses.

Student Academic Services and University representatives will begin to contact students who are not active in their courses after 7 consecutive days to check-in and provide guidance.

Satisfactory Academic Progress (SAP) Academic Standards & Academic Standing

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

In alignment with the SAP policy outlined earlier in the catalog students must be making progress in terms of pace of progress, GPA, and maximum time frame to remain in good academic standing. Academic progress will be reviewed at the end of each semester and students who are not meeting one or more component of the SAP standards will have their academic standing modified per the following academic standing levels:

Academic Warning

A student who falls below academic standards (undergraduate cumulative GPA below 2.0 or graduate cumulative GPA below 3.0 or pace of progression below 67%) will be placed on academic warning. Students on academic warning must meet with Student Academic Services to complete an academic success plan.

Academic Probation

A student who has been previously placed on academic warning and who has not achieved the goal of their academic success plan and/or the required academic standards will be placed on Academic Probation. A student who is placed on academic probation will be removed from their classes and will not be able to re-enroll in classes at Cleary University until an appeal is submitted and approved (see the SAP Appeal section of the University Catalog for details).

Academic Suspension

A student who has been previously placed on academic probation and who has not achieved the goal of their academic success plan and/or the required academic standards will be placed on academic suspension. Students who have been suspended may lose all access to institutional aid (see Financial Aid Status and Eligibility section of this University Catalog). Students who have been dismissed will be unable to re-enroll in their program at Cleary University for a minimum of two semesters and will need to submit an appeal to return.

Suspension Appeal Process

Students who have been placed on Academic Suspension may submit an appeal to request continued enrollment at the University. Appeals must be submitted to the SAP Appeal Committee via email at appeals@cleary.edu no later than 12:00 p.m. on the first Friday of the following semester. The appeal must include the following:

An explanation of the extraordinary or extenuating circumstances that contributed to the student's unsatisfactory academic progress;

A detailed plan outlining the steps the student will take to improve their academic performance and academic standing; and

Supporting documentation or evidence, when applicable.

The SAP Appeal Committee will review each appeal and notify the student of its decision in writing. Decisions made by the Committee are final.

Academic Reinstatement

Students who have been academically dismissed from the University may apply for reinstatement after two semesters have elapsed following the dismissal. Reinstatement requires reapplication for admission and approval by the SAP Appeal Committee.

Incomplete Grade Policy

An Incomplete grade ("I") may be assigned when a student has been making satisfactory progress in a course but, due to exceptional circumstances beyond their control, is unable to complete the remaining work by the end of the course session.

Eligible Circumstances

Examples of qualifying situations include, but are not limited to:

- Serious illness, injury, or death in the student's immediate family
- Significant work-related scheduling conflicts beyond the student's control

While Cleary University recognizes that students balance academic, professional, and personal responsibilities, an incomplete is reserved for rare and severe disruptions that temporarily interrupt academic progress.

Student Responsibilities

To request an incomplete, students must:

- Be actively progressing in the course and have completed at least 50% of the total course points
- Submit a written request to your faculty member
- Submit the request to the course faculty member at least three days before the end of the course session

Faculty Responsibilities

- Review and determine whether an incomplete is appropriate based on the student's progress
- Communicate the decision to the student
- Submit the completed Incomplete Grade Request to the appropriate Dean

Completion Timeline

- Students granted an incomplete must finish all outstanding coursework within *two weeks* of the course end date

If a student does not complete the required work within the allowed timeframe, the final grade will be based on the work that was submitted.

Final Grade Appeal Policy

Purpose

The Final Grade Appeal Policy provides a formal process for students to request a review of a final course grade that they believe was assigned unfairly, in violation of stated academic standards, or contrary to University policy.

Scope

This policy applies exclusively to final course grades. Disputes over individual assignment or exam grades must be addressed directly with the course faculty member and are not subject to appeal beyond the course level.

Basis for Appeal

A final grade appeal must present documented evidence that the grade was assigned in a capricious, arbitrary, or inconsistent manner, including but not limited to:

- A clear and substantial deviation from the grading policies stated in the syllabus
- Unequal application of grading standards among students in the same course
- A demonstrable procedural or administrative error in grade calculation

Appeals that do not present evidence of capriciousness will not be reviewed. Disagreement with a faculty member's academic judgment or dissatisfaction with a grade, in the absence of evidence, is not grounds for appeal.

Leave of Absence (LOA) Policy

Cleary University permits eligible students to take a temporary Leave of Absence (LOA) due to personal, medical, professional, or other extenuating circumstances. An approved LOA allows students to pause their academic progress without withdrawing from the University.

Eligibility:

Students must be in good academic standing and have completed at least two consecutive semesters of enrollment at Cleary University prior to requesting leave.

Duration:

An LOA may be granted for up to one academic year (three consecutive semesters, including summer). Students who do not return by the approved return term must reapply for admission and are subject to current academic policies and degree requirements.

Process:

Students must first meet with Student Academic Services to discuss eligibility and academic impact. The LOA Request Form, available through the Advisor, must be submitted for review. Final decisions are made by the Office of the Registrar. Students will be notified in writing of the decision and, if approved, provided an official return date.

Drop/Add Period

The drop/add period begins on the first day of the students' semester (which is Monday, Day 1) and ends one week later on the following Monday (Day 8) at 12:00 pm Eastern. During this period, students may drop or add a course to their schedule, working closely with their admissions representative (for new students) or Student Academic Services (for continuing students). In addition, dual enrollment students must receive permission from the appropriate Dean to drop or add a course.

The drop/add period exists during the first week of the first session in which a student is enrolled in class. If the first class is in the Session A, the drop/add period is the first week of the Session. If the first class is in the Session B or Session C, then the drop/add period is in the first week of that session.

The drop/add period exists during the first week of the first session in which a student is enrolled in class. If the first class is in the Session A, the drop/add period is the first week of the Session. If the first class is in the Session B or Session C, then the drop/add period is in the first week of that session.

During this period, students may drop or add a course to their schedule, working closely with their admissions representative (for new students) or Student Academic Services (for continuing students). In addition, dual enrollment students must receive permission from the appropriate dean to drop or add a course.

Students should consult with a financial aid representative to understand the financial impact of adding a course. Student athletes should also consult with an athletic department representative to understand the impact of adding or dropping a course on their athletic eligibility.

If a student adds a course after the beginning of the semester, it is the student's responsibility to contact the faculty member of the added course to ensure that any work that was missed prior to the student adding the course is completed within a time period determined by the faculty member.

A course that is dropped during this period will not be displayed on the student's transcript and is not factored into any cumulative grade point average calculation.

A drop/add period exists during the first week of the Session B or Session C during a semester only for those new students who begin their first Cleary course during that session.

Withdrawal Period

The withdrawal period begins on Day 8 at 12:01 p.m. Eastern and ends on the first day of the last week of the semester or course session (which is Monday prior to the last day of the semester or course session) at 12:00 p.m. Eastern. During this period, students may withdraw from a course to their schedule, working closely with their admissions representative (for new students) or Student Academic Services (for continuing students).

Students should consult with a financial aid representative to understand the financial impact of withdrawing from a course. Student athletes should also consult with an athletic department representative to understand the impact of withdrawing from a course on their athletic eligibility.

A course that is withdrawn during this period will be displayed on the student's transcript and is not factored into any cumulative grade point average calculation.

During the Withdrawal period, if a student does not physically attend any of their scheduled on-campus classes for a course, does not physically attend any of their scheduled hybrid classes for a course, does not log into their hybrid or online classes for a course, and does not respond to contact attempts by University faculty and staff members for a period of 3 weeks (for 6, 7, and 8 week courses) or 6 weeks (for 12, 16, or 18 week courses) since the student's last date of class attendance, class activity, or successful contact attempts, the student may be administratively withdrawn from the course with no refund of associated tuition and fees.

International Students Status

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

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

Auditing a Course

Students may choose to audit a class. An audited class does not count for academic credit and a grade is not given for classes audited. Students auditing a class will be charged for the class based on the per credit cost of the class. Please see the Financial Services section for more information on course costs and fees.

Course Cancellations

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

Course Offerings

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

Faculty-Student Dispute Resolution Procedure

If either the student or the faculty member believes that a legitimate dispute or difference of opinion exists regarding a classroom issue other than grading, the following procedures are established for use by either party. Final grade appeals are handled under the Final Grade Appeal Policy.

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

If, after discussion, the student or the faculty member still disagrees and the issue remains unresolved, they may confer with Student Academic Services. Student Academic Services will take reasonable steps to assist in the resolution of the matter.

If, after consultation with Student Academic Services, 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 appropriate Dean. The statement should present a brief description of the specific problem and the desired outcome. The Dean will attempt to arrange a satisfactory resolution. All disputes must comply with these procedural requirements. Anonymous complaints will not be acted upon.

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

Family Educational Rights and Privacy Act (FERPA)

Cleary University complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Requests to inspect or review records should be addressed to the registrar, or to the appropriate administrator responsible for the record and will be honored within 45 days. Any student questioning the accuracy of any record may state his or her objection in writing to the University administrator responsible for the record, who will notify the student of his or her decision within 45 days of receiving the objection. A student dissatisfied with the administrator's decision may request a hearing pursuant to federal regulations at 34 C.F.R. Part 99. Students concerned with the University's compliance with FERPA have the right to file complaints with the U.S. Department of Education's Family Compliance Office.

FERPA further requires, again with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. One such exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interests, on a "need-to-know" basis, as determined by the administrator responsible for the file. A "school official" includes anyone employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); retired/emeritus faculty or staff; any person or company acting on behalf of the University (such as an attorney, auditor, or collection agent); any member of the Board of Trustees or other governance/advisory body; and any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University will also furnish information from education records to other agencies or institutions that have requested the

information, and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Other exceptions are described in the FERPA statute at 20 U.S.C. 1232g and regulations at 34 C.F.R. Part 99.

The University considers the following to be directory information: name, campus address, e-mail address, home address, telephone number, date and place of birth, academic fields of study, current enrollment (full or part time), dates of attendance, photographs, participation in recognized activities and sports, degrees and awards, weight and height of athletic team members, previous educational agencies or institutions attended, and other similar information. The University may publicize or respond to requests for such information at its discretion. However, the use of the records for commercial or political purposes is prohibited unless approved by the appropriate dean.

Currently enrolled students may request that directory information be withheld from disclosure by making a request, in writing, to the appropriate registrar. The University assumes that failure on the part of the student to specifically request the withholding of any directory information indicates approval of disclosure.

Verification of Student Identity for Online/Distance Learning

This policy applies to all credit-bearing distance education courses or programs offered by the Cleary University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that Cleary operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.

The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

The Azure Active Directory Single Sign-On system is a university authentication and security measure to ensure that accounts are managed more securely across university campuses. All students at Cleary University are provided an Azure ID for secure access to university systems, including for distance learning. New students claim their Azure ID through Cleary University's Identity Management system after providing their unique "Student ID" number and their date of birth. As part of this set-up, the Identity Management system requires that the student create two secure questions and answers to be used in the event that students need to change their password or reclaim their Azure ID.

Students are responsible for providing their complete and true identity information in any identification verification process. It is against university policy for a user to give someone his or her password or to allow others to use his or her account.

Cleary University uses Canvas as its learning management system. The Canvas system integrates with university authentication services to ensure appropriate and secure student access to courses and other Student Information Systems. All users of the University's learning management system are responsible for maintaining the security of Azure IDs and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

In addition, the University's Student Information System provides faculty members access to class rosters that may include student photos associated with their name and account. The Canvas learning management system also provides student photos associated with their account and this is visible in areas of the course including the discussion. Live audio and video of students

interacting in the course is also a feature of the learning management system. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

At this time there are no additional student fees associated with student verification. In the event any verification fee is needed, it will be posted on the course registration site to provide an advance alert to students.

Cleary University complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records.

The Provost's Office is responsible for developing and ensuring compliance with this policy in the University's various Schools and administrative units. The Provost's Office will inform Deans and administrative officers when changes to the policy are made.

Credit Hours and Types of Courses

Credit Hour

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

Prerequisite Courses

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

Core Courses

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

General Education Courses

General education courses are part of a student's education that contributes to the breadth of knowledge needed to be a more effective citizen of a complex and culturally diverse world. It supports the student with the skills and perspectives that will not always be gained from a specialized program of study and provides a basis for a common educational experience all students and graduates of the University can share. It is intended to help students become more broadly knowledgeable, adaptable, and capable in their many life roles. By graduation, students will have been given opportunities to develop their insight, creativity and intellectual curiosity, as well as analytical and critical skills.

Lower Division Courses

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

Upper Division Courses

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

Elective Courses

A course which is not required for a major or minor is considered an elective course. Many programs of study at Cleary University have the opportunity to take elective classes. Students should be aware of what classes are required for their major(s) and/or minor(s).

Blended Courses

Blended courses integrate in-person instruction with online asynchronous activities. Students attend physical classroom sessions–typically once per week–supplemented by weekly online coursework to reinforce learning.

Hybrid Courses

Hybrid courses are primarily remote, featuring scheduled synchronous virtual meetings via video conferencing. These sessions are recorded for accessibility, and courses include required asynchronous components, such as discussion boards and group projects.

Online Courses

Online courses are conducted entirely without in-person meetings. Instruction and student interaction occur through asynchronous platforms. To ensure student success, faculty provide virtual office hours and conduct at least one mandatory one-on-one meeting per term.

HyFlex Courses

HyFlex (Hybrid-Flexible) courses offer students a choice in how they participate each week: attending in person, joining synchronously online, or accessing recordings of class meetings asynchronously. This modality maximizes flexibility by broadcasting live classroom sessions to remote students.

Guided Study

A guided study (GS) class is one in which there are four or fewer students enrolled. Guided Study classes function similarly to other courses, though there may be revised expectations.

Academic Classification

Freshman	An undergraduate student is considered a freshman if their total credit hours are 30 or fewer credits.
Sophomore	An undergraduate student is considered a sophomore if their total credit hours are at or above 30 but fewer than 60 credits.
Junior	An undergraduate student is considered a junior if their total credit hours are at or above 60 but fewer than 90 credits.
Senior	An undergraduate student is considered a senior if their total credit hours are above 90 credits.
Graduate	A graduate student is a student who is enrolled in either a Master of Science or Master of Business Administration program.

Career Development

Internship

An internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment, often within a specific industry, often tying into their field of study. Internships can be as short as a week or as long as 12 months. They can be paid or unpaid. Throughout an internship, a student will develop a variety of soft skills, including communication skills, personal effectiveness, presentation skills, creative problem solving, and influencing skills. This "on-the-job" experience can be as valuable as anything learned in their studies. While not required for completing an internship, undergraduate students may earn academic credit for an internship by enrolling in the INT 0003 Internship course.

Externship

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

Transfer of Credit & Prior Learning

Cleary University recognizes that learning takes place in many forms and settings. In our commitment to supporting student mobility and honoring prior achievement, all previous academic coursework, professional certifications, military training, and other documented learning experiences are considered during the transfer credit evaluation process. Our goal is to ensure that students receive appropriate recognition for their past educational efforts, helping them build upon their achievements as they pursue their academic goals at Cleary University. The transcript and prior learning review process may take up to 4 weeks to be completed once official transcripts and documentation have been uploaded to a student's file.

The sections that follow provide an overview of the types of credit that will be reviewed and that can be awarded based on the varying types of prior learning.

For students enrolling at Cleary University, credits for courses or degrees completed at another institution are subject to approval by the Records Office and/or Program Dean. These courses or degrees must be similar in content and duration to those offered in the program for which the applicant has applied.

General Transfer Credit Guidelines

- To be eligible, credits must be earned at an institutionally accredited institution (recognized by the U.S. Department of Education) with a minimum grade of C- (2.0) for undergraduate courses or B- (3.0) for graduate courses.
- Only courses listed on official transcripts can be awarded as transfer credit.
- Grades of "Pass," "Credit," or similar may be considered if the sending institution confirms they meet Cleary's minimum grade requirements.
- Credit earned 10 or more years prior to the date of admission cannot be applied towards program or major concentration courses (unless the credit is approved through an existing articulation agreement).
- Cleary University is unable to promise acceptance of credits from any other institution until official transcripts have been submitted and reviewed.
- Transfer credit from non-institutionally accredited institutions is reviewed individually.
- Students who withdraw from Cleary University and return may upon their reenrollment forfeit previously earned transfer credits if there have been changes to their program's curriculum or requirements.
- Transfer credit is not calculated in the Cleary University grade-point-average (GPA).

International Transfer Credit

Students who earned college credit outside of the United States must have an official translation and evaluation performed by and education credential evaluator which is a member of the National Association of Credential Evaluation Services. Contact the Records Department or Admissions Advisor for additional information regarding acceptable translation agencies.

Michigan Transfer Agreement

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

- 1 course in English Composition and a second English Composition or a Communications course (6 Credits)
- 1 course in Mathematics from one of three pathways: College Algebra, Statistics, or Quantitative Reasoning (3 Credits)
- 2 courses in Social Sciences from two disciplines (6 Credits)
- 2 courses in Humanities and Fine Arts from two disciplines, excluding studio and performance (6 Credits)
- 2 courses in Natural Sciences from two disciplines, including one with laboratory experience (6 Credits)
- 1 elective course from any MTA category (3 Credits)

MTA CATEGORY	CREDITS	CLEARY GENERAL EDUCATION COURSE OPTIONS
English/Communications	6	· ENG 1000 English Composition (3 Credits) · ENG 1100 Discourse and Delivery (3 Credits) · COM 1400 Speech Communications (3 Credits) · COM 2200 Public Relations (3 Credits) · COM 2800 Organizational and Interpersonal Communication (3 Credits)
Humanities	6	· ART 1000 Sketching & Painting · ART 2000 Media Design · COM 1400 Speech Communications · HUM 2100 The Business of Art · PHL 1200 Critical Thinking in an Illogical World · PHL 1300 Know Thyself, Know Thy World · PHL 1500 The Right Decision
Social Sciences	6	· ECO 1000 Introduction to Macroeconomics · ECO 2000 Introduction to Microeconomics · HCM 2200 Community Population and Public Health · TCM 1000 The Cleary Mind: Introduction to Human Behavior & Leadership · PSY 1500 Introduction to Psychology
Natural Sciences	6	· SCI 1500 The Science of Well-Being · SCI 2500 Introduction to Global Climate Change (with lab) · NTR 2000 Nutrition for the Active Adult with Lab (3 Credits)
Mathematics	3	· QLR 1000 Data Foundations
Elective from MTA Category	3	Select one additional course from the above Domains that would satisfy one of the two required Cleary University General Education elective courses
TOTAL	30	

Credit by Examination

Credit by examination may be awarded for external exams such as DANTES Subject Standardized Tests (DSSTs), the College Level Examination Program (CLEP), Defense Language Proficiency Tests (DLPTs), Cambridge International, and other similar exams. To be eligible for credit, the exam must have been recommended for credit by an approved agency or recommended by Cleary faculty, and a minimum acceptable score must have been earned.

Advanced Placement

Cleary University participates in the Advanced Placement (AP) Program of the College Entrance Examination Board and grants either advanced credit, advanced placement, or both to students who have completed college-level studies while still in high school and have earned satisfactory scores on Advanced Placement examinations. Credit may be granted based on satisfactory scores (three or higher on a five-point scale) for Advanced Placement exams sponsored by The College Board. Official Score Reports from AP are required for review and awarding of AP credit.

Credit for Prior Learning

Cleary University also recognizes college-level learning acquired outside the traditional classroom. Each type of Prior Learning accepted are outlined in the sections that follow. All prior learning credits are subject to review and must align with the student's academic program.

Professional Learning (PL) Credit

Professional Learning (PL) credit is a form of prior learning known as professional learning is college level learning that is offered through workshops, seminars, certifications, or courses offered at non-institutionally accredited institutions or through professional organizations.

Professional Learning Credit may be awarded for prior learning acquired through military training, professional learning or licensure, non-college coursework, or work or life experience. Cleary has also established credit recommendations based on an internal review of the curriculum or training programs of certain organizations.

All professional learning is reviewed individually and is subject to approval by the Records Office and/or Program Dean.

Prior Learning General Guidelines

- Official documentation is required for credit to be reviewed and awarded. Official documentation is typically an official transcript sent directly from the source institution to Cleary University.
- Learning represented must be equivalent to college-level and not designated as developmental or remedial.
- Prior learning must be consistent with the current knowledge and skills taught in Cleary courses.
- Credits awarded in any combination of prior learning may not exceed 75 percent of the credits required in an undergraduate degree or 50 percent of a graduate degree.

Military Training or Experience

Cleary University recognizes college credit for military training and experience. Twelve semester credits are awarded for each year of active military service up to a maximum of 60 semester hours. To receive credit for military service, students are required to submit a copy of the discharge form (DD214). A total no more than 90 undergraduate military credits may be accepted as transfer credit from the Joint Services Transcripts.

Prior Learning Assessment (PLA) Portfolio

Prior learning assessment is the evaluation of knowledge and skills gained outside of traditional academic settings to determine if college-level credit may be awarded. To receive credit for Prior Learning students complete a PLA Portfolio. This portfolio is completed as part of a PLA course. To be eligible to register for the PLA Course students must provide a resume that will be reviewed by the Records Office and/or applicable Program Dean.

Minimum Requirements include:

- Work Experience: A minimum of 7 years of relevant professional experience in a field directly related to the course for which credit is being sought.
- Resume Submission: Provide a current resume detailing relevant work history, to be reviewed by the Records Office and/or appropriate Program Dean.
- Program Alignment: The prior learning must align with the learning outcomes of a course within the student's declared program of study.
- Documentation of Learning: Be prepared to submit supporting documentation (e.g., job descriptions, performance evaluations, certifications, work samples) that demonstrate college-level learning.

PLA Portfolio General Guidelines

- PLA Portfolio can be pursued for all undergraduate courses with the exception of LED 3010 and LED 4900, capstone courses, courses with specific technological requirements, internship courses, and courses considered to be required to complete the degree.
- Maximum of ten 3-credit hour courses can be awarded through PLA Portfolio.
- The learning experience integrated into the PLA Portfolio must have taken place following the student's graduation from high school.
- Credits earned through PLA Portfolio reviews are applied as transfer credit.
- Credits earned through PLA do not meet eligibility for Federal Financial Aid qualification.
- Credit awarded based on the PLA Portfolio review does not qualify a student for loan deferment.
- Credit earned through Portfolio review is not term-specific, and therefore may or may not be transcribed on a student's transcript within a given term.
- Credits earned through PLA are not guaranteed to transfer to another institution.

Recognized Industry Certifications

Cleary University reviews applicable industry certifications and may award undergraduate college credit for trainings and certifications that align with the curriculum within a program of study.

Credit by Examination

Credit by examination may be awarded for external exams such as DANTES Subject Standardized Tests (DSSTs), the College Level Examination Program (CLEP), Defense Language Proficiency Tests (DLPTs), Cambridge International, and other similar exams. To be eligible for credit, the exam must have been recommended for credit by an approved agency or recommended by Cleary faculty, and a minimum acceptable score must have been earned.

High School Articulation

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

Time Limitation of Credit Transfer

Credit earned 10 or more years prior to the date of admission cannot be applied towards major or specialization requirements or professional learning. However, it may be applied towards the fulfillment of many general education requirements and electives. To ensure student success, the general education areas of written communication and math may not always be fulfilled with credit earned 10 or more years prior to the date of admission; students may be required to take a current written communication and/or math course.

Non-Institutionally (Formerly Known as Non-Regionally) Accredited Transfer Policy

A total maximum of 60 transfer credits may be accepted in combination from all non-institutionally (formerly known as non-regionally) accredited (e.g., Certified Learning, ACE credits, POST, CLEP, DSST, International Baccalaureate).

Such course work will be reviewed for transfer credit based on an official transcript from the offering institution, as well as a syllabus for each course to be evaluated by the department or college faculty.

- Official transcripts should be provided directly from the sending institution to Admissions or the Office of the Registrar.
- Students may need to submit syllabi for each course for evaluation of credit.
- Transferability of course work will be determined by faculty in the appropriate discipline or college, and the credit awarded may be restricted both in number of units and in degree applicability.
- Such course work may be considered on a course-by-course basis if the institution's accrediting agency was recognized by both the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) at the time of attendance.
- Cleary requires a grade of C or better for credit for such course work.

Transferability of Credits

The transferability of credits earned at Cleary University is determined solely by the receiving institution. This includes credits from baccalaureate, master's, or certificate programs. If your credits, degree, diploma, or certificate are not accepted, you may be required to repeat coursework. To ensure your educational goals are met, you are encouraged to contact any institution you may wish to transfer to in advance to confirm whether your credits will be accepted.

Graduate Transfer Credit

Graduate courses completed at another institutionally accredited college or university may be transferred to Cleary University and applied toward a graduate degree program, provided that these criteria are met:

- The course earned graduate credit at the home institution and is comparable to Cleary University graduate level work.
- The student earned a grade of B- or higher in the course or minimum of 3.0 (or the equivalent, if another grading system were used).
- The course was not applied toward an undergraduate degree; and
- The Dean approved the acceptance of the transfer course(s).

Transfer credit applied to a graduate degree is not calculated in the Cleary University grade-point-average (GPA).

The Cleary Advantage Curriculum

Cleary University recognizes that some students achieving a measure of success in their bachelor's programs may wish to continue their studies into a master's program at Cleary. The Cleary Advantage curriculum will help such students accelerate their completion of both the bachelor's and master's programs.

"In addition, students participating in The Cleary Advantage curriculum must also earn an individual course grade of B- or higher in a graduate course in order for the course to fulfill the specific graduate course requirement. If a student fails to achieve an individual course grade of B- or higher in a graduate course (but passes the course with a C- or better), the course will count for the undergraduate course requirement but would not count for the graduate course requirement (which the course needing to be repeated once the student enrolls in the Cleary master's program)."

Students interested in participating in The Cleary Advantage curriculum should contact Student Academic Services before the start of their junior or senior-level coursework. This discussion will help students to determine their eligibility for The Cleary curriculum and to optimize their upcoming course schedules.

Graduation Requirements

Associate's Degree

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

- Complete at least 60 credit hours including courses required for general education requirements and all program requirements. This excludes courses below the 1000 level.
- Earn at least a 2.0 grade point average at Cleary University.
- Complete at least 15 credits in residency at Cleary University.
- Submit a Graduation Application.

Bachelor's Degree

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

- Complete at least 120 credit hours including courses required for general education requirements and all program requirements. This excludes courses below the 1000 level.
- Earn at least a 2.0 grade point average at Cleary University.
- Complete at least 30 credits in residency at Cleary University.
- Submit a Graduation Application.

Master's Degree

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

- Complete at least 30 graduate credit hours and all program requirements.
- Earn at least a 3.0 grade point average in their graduate work at Cleary University.
- Complete at least 24 graduate credits in residency at Cleary University.
- Submit a Graduation Application.

Additional Major Concentrations

Students may complete additional major concentrations within the same program, provided they successfully complete all major concentration requirements, including prerequisites.

- There must be a minimum of 15 distinct credits between the two major concentrations.
- All catalog requirements for both major concentrations must be met.
- All graduation requirements must be met for both degrees.

Second Graduate Degree

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

- All graduation requirements must be met for both degrees.
- Credits for the previously earned degree will be transferred into the second degree according to the transfer policy.

Residency Requirements

To be awarded a degree from Cleary University, students must complete a minimum number of credits in residence at Cleary. The required minimums are:

- 15 credits for an Associate's degree
- 30 credits for a Bachelor's degree
- 24 credits for a Master's degree

These credits must be earned through Cleary University courses and cannot be satisfied through transfer, prior learning, or examination credit.

Posthumous Degrees

Cleary University may award a posthumous degree if the deceased student has completed the following:

- At least 85% of credit hour requirements at a level commensurate with graduation requirements of that program and most requirements for the major; and
- Was actively enrolled within the year preceding the request for a posthumous degree.

A request for the conferral of a posthumous degree must be submitted in writing to the Dean of the academic program in which the student was enrolled. The Dean will review the student's academic record and determine whether to recommend the awarding of the degree to the Chief Academic Officer, who holds final authority for granting the posthumous degree.

Graduation, Commencement & Degree Conferral

Application for Graduation and Commencement Participation

To be eligible for degree conferral and to participate in commencement, students must:

- Meet all academic and program graduation requirements
- Submit a Graduation Application by the published deadline
- Pay all associated graduation fees

Degrees will not be awarded, nor will students be permitted to participate in commencement, without the timely submission of the application and payment of the graduation fee.

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

Program or Major Concentration Changes

Students who are considering changing their program and/or major concentration should contact Student Academic Services. The following should be considered when making changing a program or major concentration:

- Course offerings vary each semester so changing programs or major concentrations may impact the time to completion.
- Additional course work may be required depending on what courses have already been completed and the required courses of the new program.

Grading System

Final grades are issued at the end of each term, following a 4.0 grading system for all students:

GRADE	%	POINTS	EARNED / UNEARNED	DESCRIPTION
A	94-100%	4.0	Earned	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in almost all areas.
A-	90-93%	3.7	Earned	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in almost all areas.
B+	87-89%	3.3	Earned	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in most areas.
B	84-86%	3.0	Earned	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in most areas.
B-	80-83%	2.7	Earned	An earned grade assigned by the faculty indicating the student's work exceeded the minimum level of expectation in most areas.
C+	77-79%	2.3	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.
C	74-76%	2.0	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.
C-	70-73%	1.7	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in almost all areas.
D+	67-69%	1.3	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in most areas.
D	64-66%	1.0	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in most areas.
D-	60-63%	0.7	Earned	An earned grade assigned by the faculty indicating the student's work met the minimum level of expectation in most areas.
F	<60%	0.0	Earned	A grade assigned by the faculty indicating that even though the student made an effort in the class, minimum expectations were not met. The student must retake the course to fulfill degree requirements.
P	Pass	N/A	Earned	A grade assigned by a faculty indicating a passing grade when the course is 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.
FL	Fail	N/A	Earned	A grade assigned by a faculty indicating a failed grade when the course is evaluated on a pass/fail basis. The student must retake the course to fulfill degree requirements.
AU	Audit	N/A	Unearned	Indicates a registration to audit a course, which is not for academic credit.
I	Incomplete	N/A	Unearned	A grade assigned by the faculty indicating that the student came just short of completing the course due to circumstances beyond their control and is given a grace period to finish the work without penalty.

IW	Institutional Withdrawal	N/A	Unearned	The University withdrew the student from all classes because they 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	N/A	Unearned	Grade assigned by the Records Office when the course has been repeated to replace a previously earned grade.
W	Withdrawal	N/A	Unearned	The student elected to withdraw from the course during the withdrawal period.

GPA Calculation

Students may determine their grade point average by dividing the total number of grade points earned by the total number of institutional credit hours.

Grade Appeal Process

Step 1: Faculty Consultation

Within ten (10) business days of the posting of the final grade, the student must contact the course faculty member to discuss the grade and attempt informal resolution. No formal appeal will be considered without this initial step.

Step 2: Appeal to the Academic Dean

If the concern is not resolved, the student may submit a formal written appeal to the appropriate Dean. The appeal must include:

- A concise explanation of the basis for the appeal
- Documentation supporting the claim of capricious or inconsistent grading
- The remedy or resolution sought

The Dean will review the appeal, may consult with the faculty member & student, and will issue a written decision within ten (10) business days.

Student Awards & Academic Achievement

The University presents several awards at its Commencement Ceremony to honor those students whose achievements merit recognition throughout the University.

President's Award: Presented to an undergraduate or graduate student who has demonstrated overall excellence in teamwork, scholarship, communication and presentation skills, and integration and application of coursework into the business world.

Graduate Leadership Award: Presented to a graduate student who has demonstrated superior leadership in teamwork, scholarship, and communication and presentation skills in graduate-level coursework.

Business Innovation Award: Presented to an undergraduate or graduate student who created or initiated an improvement to a business process or product within an existing company, organization, or conglomerate, either public or private, and which may include nonprofit institutions.

Entrepreneurial Award: Presented to an undergraduate or graduate student who created or has planned a new product or business venture, or who has created or planned a new product or business venture within an existing company, organization, or conglomerate.

Dean's List

Undergraduate students who are enrolled full-time and have maintained a grade point average for the semester of 3.75 or higher. The Dean's List is compiled after final grades are posted at the end of each semester.

Undergraduate Honors

Undergraduate academic honors, as printed on the diploma, are determined based on all graded coursework completed at Cleary University. A bachelor's degree graduates who maintains a GPA of 3.5 or above is recognized as follows:

HONORS	CUM LAUDE	MAGNA CUM LAUDE	SUMMA CUM LAUDE
GPA	3.50 - 3.69	3.70 - 3.89	3.90 - 4.00

Students completing an associate's degree with a cumulative GPA of 3.50 or higher graduate "with honors."

Academic Conduct Standards & Plagiarism

Overview of the Policy

When a Cleary professor confers a grade on an assignment or for a course, or when the university awards a degree, the university is documenting that the student has met the targeted knowledge and skills. This documentation is used by employers and other educational institutions as a statement of what the student has achieved. Academic integrity is foundational to the value of that statement. When students violate academic integrity, they are attempting to claim achievements that they have not earned.

Cleary University (including students, faculty, and administration) has the important responsibility to uphold and protect academic integrity and therefore will not tolerate academic dishonesty of any kind. Academic dishonesty includes, but is not limited to cheating, plagiarism, unauthorized collaboration, unauthorized use of digital materials (including paraphrasing software), purchasing or copying materials written by someone else, inappropriate use of artificial intelligence, or falsifying information or documents or any other method of academic dishonesty. Intentionally assisting others in acts of academic dishonesty is also considered academic dishonesty.

Any cases of academic dishonesty will be reported to the appropriate Academic Dean and other personnel as the situation dictates. Confirmed dishonesty may result in penalties up to, and including, dismissal and denial of any financial reimbursement.

Definition of Intentional and Unintentional Plagiarism

Students are required to cite sources correctly according to the American Psychological Association (APA) 7.0 style in order to avoid plagiarism. APA is a standardized format for writing, research, and citation in use at Cleary University. Resources to assist students with proper citation formats include the Cleary University Library. Professors regularly monitor assignment submissions utilizing, but not limited to, plagiarism detection software. After a suspected incident of plagiarism, the professor of record will review the document in question and the plagiarism detection report to gauge the severity of the occurrence. The professor of record will then reach out to the student and convey their reservations about the document and allow the student to provide an explanation. After this explanation, the professor will make a determination on whether the occurrence was intentional or unintentional plagiarism.

Intentional plagiarism occurs when a student purposefully presents someone else's words, ideas, or other original materials as his or her own with no attempt at giving credit to the original author. In cases of intentional plagiarism, students will receive one of the following:

Strike 1: A zero on the assignment with no opportunity for a rewrite/ retake (First Occurrence).

Strike 2: F in the course in which the transgression occurred (Second Occurrence).

Strike 3: Academic dismissal from Cleary University (Third Occurrence).

Unintentional plagiarism occurs when a student uses someone else's words, ideas, or other original materials as their own and provides some attempt to give credit to the original author. Self-plagiarism occurs when a student resubmits their own previously written papers, projects, or discussion board responses from a previous course (taken at this or any other university) without prior permission from the faculty member. In cases of unintentional plagiarism, students will receive a warning and a zero for the assignment. The assignment may be resubmitted after

discussion on the unintentional plagiarism infraction with the faculty member. Both warnings and strikes are documented in the learning management system and noted as an "alert" for the student's assigned Student Academic Services Specialist.

The first step in an incident of plagiarism is a meeting with the faculty member and student.

Artificial Intelligence

Artificial Intelligence (AI) can be a powerful tool for academic and professional work. It can also be an opportunity for plagiarism as it can be considered someone else's words, ideas, or other original materials and not the students. Professors have the authority to determine how and when AI tools may be used in their classes. In all cases, AI use should be cited and documented. AI tools include the use of AI models such as ChatGTP, Claude, Gemini, and CoPilot. AI tools can also be embedded within applications such as Microsoft Word and Grammarly. It is the responsibility of the student to be aware of when tools become use of AI and must be documented, if AI is allowed at all. In general, any tool that helps a student write by suggesting words or sentences will be detected as AI. In some cases, grammar and writing tools that revise a student's own words can also become AI generated language. Using AI to identify opportunities to improve writing by identifying opportunities for improvement is materially different than allowing AI to do the writing or re-writing.

One of the downsides to AI writing and content creation is that it can lead to poor quality of content that lacks originality and meaning. AI can also hallucinate and falsify information, including research references and citations. AI works best for both quality and academic integrity when it is used as a tool to support the student's own thinking and creation, not as a substitute for the student's own efforts. Inherently, AI is not creative. It populates from extensive pre-existing content and draws from what words most commonly appear together. This is why AI writing can be detected. Any use of AI without citation at Cleary University will be considered plagiarism, and any use of AI not approved by faculty will also be considered a violation of academic integrity.

Penalties for Academic Dishonesty

Penalties for other forms of academic dishonesty not addressed specifically may include a strike one, two, or three as described under Intentional Plagiarism based on the severity of the occurrence as determined by the professor of record, the Academic Dean, and the Chief Academic Officer.. Cleary University employs a three-strike process for students found guilty of acts of academic dishonesty; however, a flagrant violation of academic integrity may involve immediate dismissal and denial of any financial reimbursements. A flagrant violation will be brought before an Academic Integrity Board composed of the appropriate Academic Dean, the Chief Academic Officer, and the Director of Financial Aid, and this Board will make the decision on disciplinary action.

Appeals Process

An appeal of a penalty for violation of Academic Conduct Standards & Plagiarism can be made on the basis of one or more of three items:

1. The university procedure was not followed in a way that compromised the review.
2. Significant new evidence that was not available during the review is available.
3. The penalties are excessive for the violation.

The appeal will not review the validity of the initial findings nor specify a new penalty. If the appeal is successful, the Academic Dean will review the case again.

Appeals should be sent to the Chief Academic Officer as a letter detailing basis for why the case should be reviewed.

The appeal should be submitted within ten (10) business days of the end of the semester in which the penalty was assessed. The Chief Academic Officer will issue a written decision within ten (10) business days on the appeal.

Student Records

Official Academic Records

A permanent transcript contains identifying information, a complete record of all coursework, academic status, and degree(s) granted.

Duplicate posting of the same or equivalent courses is not permitted. Additional records are maintained if the student has used financial aid or veterans' services (for a minimum of 3 years). At the end of each semester, final grades are available through the Student Portal and recorded on the student's permanent transcript. Official transcripts and student copies may be obtained by contacting the Registrar's Office. Fees and restrictions may apply.

Updating Student Information

Students may update their information by To update your personal information (such as name, address, phone number, or email), please send your request via email Academic Services. Be sure to include your full name, student ID number, and the specific changes you are requesting. Requests must come from your official university email account for verification purposes.

Procedure to Inspect Records and Privacy Policy

Cleary University's policy with regard to student records follows the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 USCS Section and 1232 g) and is set out in brief form as follows:

Students have the right to inspect their records; the institution will comply with the student's request for the information within 45 days after the request has been filed; confidential information pertaining to students will not be disclosed to any person, organization, or agency outside the University without the written authorization of the student, except: 1) in compliance with a court order; 2) when a parent or legal guardian of any student under 18 years of age may request to view the dependent's records; and 3) as included in directory information, which is public information.

Cleary University abides by the guidelines of the Family Education Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 7908).

Copy Refusal

Cleary University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in the following situations:

- The student lives within commuting distance of Cleary University.
- There is an unresolved disciplinary action against the student.
- The education record requested is an examination or set of standardized test questions.

Disclosure of Education Records

Cleary University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school in which the student seeks or intends to enroll, upon the student's request.
- To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and condition of the aid.
- To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the University.
- To accrediting organizations to carry out their functions.

- To parents of an eligible student who is claimed as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- To designated attorneys or legal consultants hired by the University.
- To individuals requesting directory information so designated by the University. The information may include name, date of graduation, major field of study, dates of enrollment, and participation in officially recognized activities (sports, degrees, and awards).
- As the result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to an alleged victim of that crime.
- To senior federal justice officials with a court order in a terrorist investigation.

Students may request that information not be provided to individuals by filing a written request with the Office of the Registrar.

Correction of Education Records

Students have the right to request the correction of education records they believe are inaccurate, misleading, or violate their privacy rights.

To initiate a correction, the student must submit a written request to the University Registrar, clearly identifying the specific part of the record to be amended and the reason for the request. Cleary University will review the request and, within a reasonable timeframe, either make the amendment or notify the student of its decision not to do so. If the request is denied, the student will be informed of the right to a formal hearing.

Upon receiving a written request for a hearing, the University will schedule it and provide advance notice of the date, time, and location. The hearing will be conducted by a neutral official. Students may present relevant evidence and be assisted by an advisor or attorney, provided prior notice is given at least two days before the hearing.

A written decision will be issued based solely on the evidence presented, summarizing the findings and rationale. If the outcome supports the student, the record will be amended, and the student will be notified in writing. If the decision upholds the original record, the student may submit a written statement of disagreement, which will be included in the education record and disclosed whenever the contested information is shared.

Official & Unofficial Transcripts

Students may request official or unofficial transcripts. Refer to the Cleary website to fill out the transcript order form. Official transcripts are completed by Parchment and are $15 per copy. Unofficial transcripts are provided free of charge.

ACADEMIC PROGRAMS

General Education Program

The general education program, included in all of the Associate and Bachelor level programs, contributes to the development of The Cleary Mind™, a self-actualized, self-authored business school graduate who is uniquely able to contribute to the dynamic world of business. Self-authorship, a skill possessed by all leaders, is an ability to construct knowledge in a contextual world, an ability to construct an internal identity separate from external influences, and an ability to engage in relationships without losing one's internal identity. The program also increases exposure to a wide range of concepts and disciplines that promote the development of the Cleary Mind attributes. Students should then be able to effectively:

- Prepare and deliver oral and written presentations to exchange information, news, or knowledge using appropriate technologies.
- Analyze evidence of issues, ideas, artifacts, and events before accepting or forming a judgment.
- Examine diverse perspectives and cultures as they relate to the individual, the community, and the global society.
- Examine external and internal influences that govern behavior or the conducting of an activity.
- Solve problems from different perspectives and find solutions to difficult or complex issues.

Upon completion of these goals, students have received the breadth of knowledge of our general education program.

General Education Associate Degree Requirements

- Written and Oral Communications (2 Courses, 6 Credits)
- Mathematics/Quantitative Reasoning (1 Course, 3 Credits)
- Arts/Humanities (2 Courses, 6 Credits)
- Social and Behavioral Science (2 Courses, 6 Credits)
- Natural Sciences (2 Courses, 6 Credits)
- Electives from any general education domain (1 Courses, 3 Credits)

General Education Bachelor Degree Requirements

- Written and Oral Communications (2 Courses, 6 Credits)
- Mathematics/Quantitative Reasoning (1 Course, 3 Credits)
- Arts/Humanities (3 Courses, 9 Credits)
- Social and Behavioral Science (2 Courses, 6 Credits)
- Natural Sciences (2 Courses, 6 Credits)
- Electives from any general education domain (2 Courses, 6 Credits)

GENERAL EDUCATION CATEGORY	CLEARY COURSE OPTIONS
Written and Oral Communications	· COM 1400 Speech Communications · COM 2800 Organizational and Interpersonal Communication · ENG 1000 English Composition · ENG 1100 Discourse and Delivery · ENG 1200 Creative Writing
Mathematics/Quantitative Reasoning	· QLR 1000 Data Foundations
Arts/Humanities	· ART 1000 Sketching and Painting · ART 2000 Media Design · HUM 2100 The Business of Art · COM 1400 Speech Communications · PHL 1200 Critical Thinking in an Illogical World · PHL 1300 Know Thyself, Know Thy World · PHL 1500 The Right Decision
Social and Behavioral Sciences	· ECO 1000 Introduction to Macroeconomics · ECO 2000 Introduction to Microeconomics · TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership · PSY 1500 Introduction to Psychology · PLA 3000: The Cleary Mind: Professional Experience and Prior Learning
Natural Sciences	· NTR 2000 Nutrition for the Active Adult with Lab · SCI 1500 The Science of Well-Being · SCI 2500 Introduction to Global Climate Change (with Lab)

Associate Degree Programs

Associate of Business Administration (ABA) In Accounting

The Associate of Business Administration (ABA) in Accounting program is designed to help students develop proficiency in communication and the technological skills needed to evaluate basic accounting problems, and to provide practice with commonly used accounting software. Students will also learn to identify, analyze, and appropriately handle ethical issues from a moral viewpoint and create solutions using critical thinking and problem-solving skills.

PROGRAM REQUIREMENTS	CREDITS
Cleary General Education (Required) · **Written and Oral Communications (2 Courses, 6 Credits)** · ENG 1000 English Composition (3 Credits) · ENG 1100 Discourse and Delivery (3 Credits) · **Arts/Humanities (2 Courses, 6 Credits)** · COM 1400 Speech Communications (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) · **Social and Behavioral Science (2 Courses, 6 Credits)** · ECO 1000 Introduction to Macroeconomics (3 Credits) · LAW 2900 Business Law (3 credits) · **Mathematics/Quantitative Reasoning (1 Course, 3 Credits)** · QLR 1000 Data Foundations (3 Credits) · **Natural Sciences (2 Courses, 6 Credits)** · SCI 1500 The Science of Well Being (3 Credits) · NTR 2000 Nutrition for the Active Adult with Lab (3 Credits) · TCM 1000 The Cleary Mind Professional Skills (3 credits)(2 Courses, 6 Credits)	30 Credit Hours
Business & The Cleary Mind Core Courses Complete a minimum of 24 lower division business credits (1000/2000) · BUS 1100 Introduction to Organizations (3 credits) · MIS 1000 Applied Business Tools (3 credits) · ECO 2000 Introduction to Microeconomics (3 credits) · HRM 2800 Introduction to Human Resources (3 credits) MKT 2200 Introduction to Marketing (3 credits) · OPM 2000 Operations Management (3 credits) Accounting Core Courses · ACC 1000 Introduction to Financial Accounting (3 credits) · ACC 2000 Introduction to Managerial Accounting (3 credits) · ACC 2700 Accounting Information Systems (3 Credits) · ACC 2805 Intermediate Financial Accounting I (3 Credits) · ACC 2905 Intermediate Financial Accounting II (3 Credits)	29 Credit Hours
Program Course (recommended) Recommended but Not Required for ABA · CAR 1050 Navigating Academic and Life Challenges	Remaining Credit Hours to Reach a Minimum of 60 Credit Hours

Associate of Business Administration (ABA) In Business Management

The Associate of Business Administration (ABA) in Business Management program 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 degrees.

PROGRAM REQUIREMENTS	CREDITS
Cleary General Education (Required) • **Written and Oral Communications (2 Courses, 6 Credits)** · ENG 1000 English Composition (3 Credits) · ENG 1100 Discourse and Delivery (3 Credits) • **Arts/Humanities (2 Courses, 6 Credits)** · COM 1400 Speech Communications (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) • **Social and Behavioral Science (2 Courses, 6 Credits)** · ECO 1000 Introduction to Macroeconomics (3 Credits) · LAW 2900 Business Law (3 credits) • **Mathematics/Quantitative Reasoning (1 Course, 3 Credits)** · QLR 1000 Data Foundations (3 Credits) • **Natural Sciences (2 Courses, 6 Credits)** · SCI 1500 The Science of Well Being (3 Credits) · NTR 2000 Nutrition for the Active Adult with Lab (3 Credits) · TCM 1000 The Cleary Mind Professional Skills (3 credits)(2 Courses, 6 Credits)	30 Credit Hours
Business Program Core (Required) Complete a minimum of 24 lower division business and accounting credits (1000/200). · CO 2000 Introduction to Microeconomics (3 credits) · ECON 1100 Introduction to Organizations (3 credits) · MIS 1000 Applied Business Tools (3 credits) · ACC 1000 Introduction to Financial Accounting (3 credits) · ACC 2000 Introduction to Managerial Accounting (3 credits) · HRM 2800 Introduction to Human Resources (3 credits) · MKT 2200 Introduction to Marketing (3 credits) · OPM 2000 Operations Management (3 credits)	24 Credit Hours
Program Course (recommended) Recommended but Not Required for ABA · CAR 1050 Navigating Academic and Life Challenges	1 Credit Hour
Electives Complete any undergraduate courses offered by the University.	Remaining Credit Hours to Reach a Minimum of 60 Credit Hours

Associate of Business Administration (ABA) in Technology

The Associate of Business Administration (ABA) in Technology program is designed to help students develop proficiency in communication and foundational technology skills needed to support modern business operations. Students will build an understanding of core information technology concepts, including systems, data structures, operating systems, and networking, while learning how these technologies function within organizational environments. The program emphasizes critical thinking, problem-solving, and ethical decision-making, preparing students to apply technology effectively in business settings and continue into bachelor's-level study in technology-focused business disciplines.

PROGRAM REQUIREMENTS	CREDITS
Cleary General Education (Required) · **Written and Oral Communications (2 Courses, 6 Credits)** · ENG 1000 English Composition (3 Credits) · ENG 1100 Discourse and Delivery (3 Credits) · **Arts/Humanities (2 Courses, 6 Credits)** · COM 1400 Speech Communications (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) · **Social and Behavioral Science (2 Courses, 6 Credits)** · ECO 1000 Introduction to Macroeconomics (3 Credits) · LAW 2900 Business Law (3 credits) · **Mathematics/Quantitative Reasoning (1 Course, 3 Credits)** · QLR 1000 Data Foundations (3 Credits) · **Natural Sciences (2 Courses, 6 Credits)** · SCI 1500 The Science of Well Being (3 Credits) · NTR 2000 Nutrition for the Active Adult with Lab (3 Credits) · TCM 1000 The Cleary Mind Professional Skills (3 credits)(2 Courses, 6 Credits)	30 Credit Hours
Program and Cleary Mind Core Courses (Select One of the Following Tracks) General Track (30 Credits) · MIS 1000 Applied Business Tools (3 credits) · BUS 1100 Introduction to Organizations (3 credits) · MIS 1000 Applied Business Tools (3 credits) · ITS 1500 Introduction to Information Technology (3 credits) · ITS 1610 Introduction to Python Programming (3 credits) · ITS 1710 Introduction to Data Structures (3 credits) · CIS 2100 Computer Operating Systems (3 credits) · CIS 2450 Fundamentals of Networking and Communications (3 credits) · Electives (Select 3, 1000/2000 level courses, 6 credits)	Minimum of 30 Credit Hours
Program Course (recommended) Recommended but Not Required for ABA · CAR 1050 Navigating Academic and Life Challenges	Remaining Credit Hours to Reach a Minimum of 60 Credit Hours

Associate of Science in Interdisciplinary Studies (ASIS)

The Associate of Science in Interdisciplinary Studies is a flexible, transfer-friendly degree program that provides a broad academic foundation for students with diverse educational goals. It is designed to develop individual communication, critical thinking, and problem-solving skills essential to success in today's dynamic and evolving workplace.

This program offers flexibility for students to explore multiple areas of study while maximizing the value of prior college coursework and life experience. It supports block credit transfer and is ideal for students with previous academic credit who are seeking a path to degree completion.

The AS in Interdisciplinary Studies also prepares students for Cleary University bachelor's degrees by building the foundational skills and knowledge necessary for continued academic and professional growth.

PROGRAM REQUIREMENTS	CREDITS
Cleary General Education (Required) • **Written and Oral Communications (2 Courses, 6 Credits)** · ENG 1000 English Composition (3 Credits) · ENG 1100 Discourse and Delivery (3 Credits) • **Arts/Humanities (2 Courses, 6 Credits)** · COM 1400 Speech Communications (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) • **Social and Behavioral Science (2 Courses, 6 Credits)** · ECO 1000 Introduction to Macroeconomics (3 Credits) · LAW 2900 Business Law (3 credits) • **Mathematics/Quantitative Reasoning (1 Course, 3 Credits)** · QLR 1000 Data Foundations (3 Credits) • **Natural Sciences (2 Courses, 6 Credits)** · SCI 1500 The Science of Well Being (3 Credits) · NTR 2000 Nutrition for the Active Adult with Lab (3 Credits) · TCM 1000 The Cleary Mind Professional Skills (3 credits)(2 Courses, 6 Credits)	30 Credit Hours

Program and Cleary Mind Core Courses (Select One of the Following Tracks) General Track (30 Credits) · MIS 1000 Applied Business Tools (3 credits) · Electives (Select 9, 1000/2000 level courses, 27 credits) OR Information Technology Track (30 Credits) · BUS 1100 Introduction to Organizations (3 credits) · MIS 1000 Applied Business Tools (3 credits) · ITS 1500 Introduction to Information Technology (3 credits) · ITS 1610 Introduction to Python Programming (3 credits) · ITS 1710 Introduction to Data Structures (3 credits) · CIS 2100 Computer Operating Systems (3 credits) · CIS 2450 Fundamentals of Networking and Communications (3 credits) · Electives (Select 3, 1000/2000 level courses, 6 credits) OR Healthcare Management Track (30 Credits) · BUS 1100 Introduction to Organizations (3 credits) · MIS 1000 Applied Business Tools (3 credits) · ACC 1000 Introduction to Financial Accounting (3 credits) · ACC 2000 Introduction to Managerial Accounting (3 credits) · HCM 1100 Introduction to Healthcare Management · HCM 2200 Community, Population, and Public Health (3 credits) · HCM 3200 Healthcare Insurance and Reimbursement Systems (3 credits) · Electives (Select 3, 1000/2000 level courses, 9 credits)	Minimum of 30 Credit Hours
Program Course (recommended) Recommended but Not Required for ABA · CAR 1050 Navigating Academic and Life Challenges	Remaining Credit Hours to Reach a Minimum of 60 Credit Hours

Bachelor's Degree Programs

The academic path at Cleary gives students the knowledge and understanding of the business landscape and ability to lead, think critically, make informed decisions, contribute, and prevail in a creative, imaginative, and multi-dimensional business environment. Guided by the University's strategic intent, a Cleary Mind Inside Every Business, The Business Arts Curriculum, a dynamic and challenging business school culture was deliberately designed to forge The Cleary Mind™ through the unique integration of 1) business courses (degree and major), 2) philosophy (proven to develop a student's ability to acquire the knowledge, abilities, and dispositions of a critical thinker), and 3) literacy (reading, writing, cultural, and technological literacy).

The learning goals, which have their origin in the core Business Arts curriculum are listed below:

- Students will be skilled in critical and creative thinking, problem solving, and decision making, as supported by the appropriate use of analytical and quantitative techniques.
- Students will be effective and persuasive communicators who can prepare and deliver oral and written presentations using appropriate technologies.
- Students will be able to articulate integrity and ethical behavior and the impact of culture and experience on one's world view and behavior.
- Students will be able to tackle strategic and organizational challenges with innovative and creative solutions.
- Students will acquire and apply business knowledge and concepts to effectively identify and provide solutions to complex problems within organizations.
- Students will be able to articulate internal identity separate from external influences.

Bachelor of Business Administration (BBA) in Accounting

The Accounting concentration within the Bachelor of Business Administration (BBA) in Accounting & Finance prepares students for professional careers in accounting across business, nonprofit, and public sectors. Students gain a strong foundation in financial, managerial, and cost accounting while developing advanced skills in auditing, taxation, analytics, and reporting. Emphasis is placed on applying accounting principles to real-world business decisions, ethical practice, and regulatory compliance.

This concentration equips graduates to pursue a range of professional roles–including accountant, auditor, tax specialist, and financial analyst–or continue their studies at the graduate level to prepare for the Certified Public Accountant (CPA) or Certified Management Accountant (CMA) credential.

Designed in alignment with industry and accreditation standards, the program reflects current trends in accounting education and evolving state licensure requirements. Whether students plan to work in corporate, nonprofit, or public accounting environments, this concentration develops the technical expertise, ethical grounding, and professional judgment necessary to succeed in a rapidly changing financial landscape.

Learning Outcomes

Graduates of the accounting program will be able to:

- Apply accounting principles, standards, and analytical techniques to prepare and analyze financial statements that support informed decision-making.
- Evaluate ethical, regulatory, and compliance considerations when analyzing accounting scenarios to ensure integrity and adherence to professional standards.
- Integrate managerial, cost, and audit data to develop insights that guide organizational performance and strategic planning.

PROGRAM REQUIREMENTS	CREDITS
Cleary General Education (Required) · Written and Oral Communications (2 Courses, 6 Credits) · Mathematics/Quantitative Reasoning (1 Course, 3 Credits) · Arts/Humanities (3 Courses, 9 Credits) · Social and Behavioral Science (2 Courses, 6 Credits) · Natural Sciences (2 Courses, 6 Credits) · Electives from any general education domain (2 Courses, 6 Credits)	36 Credit Hours
BBA Accounting Core · ACC 1000 Introduction to Financial Accounting · ACC 2000 Introduction to Managerial Accounting · ACC 2700 Accounting Information Systems · ACC 2805 Intermediate Financial Accounting I · ACC 2905 Intermediate Financial Accounting II · BUS 1100 Introduction to Organizations · BUS 3000 Emerging Business Technologies · BUS 3500 Strategic Management · CAR 1050 Navigating Academic and Life Challenges · CAR 3060 Navigating Future Career and Life Challenges · COM 3200 Organizational Communication in a Global Environment · DMA 4200 Data Analysis in Business · FIN 3000 Introduction to Corporate Finance · HRM 2800 Introduction to Human Resource Management · LAW 2900 Business Law · LED 4010 Leadership Theories and Applications · LED 4900 Leadership Seminar · MGT 3400 Managing Projects and Processes in Organizations · MGT 4071 Organizational Behavior · MIS 1000 Applied Business · PHL 4010 Culture of Ethics	63 Credit Hours
Accounting Major Concentration · ACC 3800 Auditing · ACC 4400 Cost Accounting · ACC 4410 Cost Accounting · ACC 4500 Taxation · ACC 4900 Advanced Financial Accounting	15 Credit Hours
Electives · Select from any 3000-level or higher undergraduate courses offerings	6 Credit Hours

Bachelor of Business Administration (BBA) in Business Management

This Bachelor of Business Administration (BBA) in Business Management prepares you to pursue a career in managing activities in a private, public, non-profit, or governmental organization. In addition to specific management and behavioral courses, course work also includes accounting, economics, information systems and statistics.

The one constant in today's career environment is unrelenting change – change catalyzed by economic, environmental and cultural transformations, global business, and technology. The Cleary Business Arts™ education and related degrees embrace the dynamic realities of change. This one-of-a-kind business education enables you to enter the business world uniquely prepared to think–with agility and flexibility–to encounter change and thrive.

A business degree can help you launch your career in several different industries, which can be a huge asset when seeking a job after graduation. Business and related subjects are among the most strategic fields of study at universities worldwide, particularly at graduate level. Business touches every aspect of modern human society, and professionals with a business degree are diverse and often highly paid, which is why business graduates remain in high demand globally. Degrees in business management provide you with a highly portable degree in general management. The broad base of subjects covered in this degree, and its concentrations, will enable you to control your path and then shift it when markets, economies, and industries evolve and change.

All business core courses acquaint you with various fields in business and help you learn to communicate, to interact, and to assume responsible positions in your chosen field. Cleary's Fixed and Flex Business Core gives you the opportunity to gain valuable work experience, professional opportunities, and participate in leadership development.

Cleary University also offers its BBA program to non-traditional students and adult learners (as described in the Admissions section of the University Catalog) striving to balance and achieve a variety of personal, professional, and educational goals. The University recognizes that non-traditional and adult learners may possess a wealth of professional knowledge gained through on the job experience, completion of professional training, and other personal experiences. These students have typically completed 45 to 90 credits through transfer credits and other professional and prior learning sources.

PROGRAM REQUIREMENTS	CREDITS
General Education · Written and Oral Communications (2 Courses, 6 Credits) · Mathematics/Quantitative Reasoning (1 Course, 3 Credits) · Arts/Humanities (3 Courses, 9 Credits) · Social and Behavioral Science (2 Courses, 6 Credits) · Natural Sciences (2 Courses, 6 Credits) · Electives from any general education domain (2 Courses, 6 Credits)	36 Credit Hours

Program Core Complete a minimum of 24 lower division program credits (1000/200). · ACC 1000 Introduction to Financial Accounting (3 Credits) · ACC 2000 Introduction to Managerial Accounting (3 Credits) · ECO 1000 Introduction to Macroeconomics (3 Credits) · ECO 2000 Introduction to Microeconomics (3 Credits) · HRM 2800 How We Work Together (3 Credits) · LAW 2900 Business Law (3 Credits) · MKT 2200 Introduction to Marketing (3 Credits) · OPM 2000 Operations Management (3 Credits)	51 Credit Hours
Complete a minimum of 30 upper division program credits (3000/4000) Business Core (Fixed 15 Credits) · BUS 3500 Strategic Management (3 Credits) · COM 3200 Organizational Communication in a Global Environment (3 Credits) · MGT 3400 Managing Projects and Processes in Organizations (3 Credits) · MGT 4071 Organizational Behavior (3 Credits) (Flex 15 Credits) · DMA 4200 Data Analysis in Business (3 Credits) · LED 4010 Leadership Theories and Applications (3 Credits) · MIS 1000 Applied Business Tools (3 Credits) · FIN 3000 Introduction to Corporate Finance (3 Credits) · BUS 3000 Emerging Business Technologies (3 Credits) · PHL 4010 Culture of Ethics (3 Credits)	
Major Concentration (Required) · Complete a minimum of 15 major concentration credits (3000/4000 level) within a major concentration	15 Credit Hours
Program Courses (Required) · CAR 1050 Navigating Academic and Life Challenges and CAR 3060 Navigating Future Career and Life Challenges (2.0 Credits) · LED 4900 Leadership Seminar (3 Credit)	6 Credit Hours
Electives · Complete any undergraduate courses offered by the University, of which at least 2 must be 3000 level or above.	Remaining Credit Hours to Reach a Minimum of 120 Credit Hours

^ Non-traditional and adult students take LED 3010 Leadership Applications and PLA 4900 Academic Portfolio Assessment instead of the two General Education Elective Courses.
^^ Non-traditional and adult students do not take the CAR 1000A through 1000D Career Fulfillment sequence.

BBA in Business Management Major Concentration Offerings:

- Artificial Intelligence
- Business Communications
- Cybersecurity Management
- Data Management & Analytics
- Digital Marketing
- Human Resource Management
- Management
- Organizational Leadership (no longer accepting new enrollments after Summer 2026)
- Project Management
- Sports Promotion and Management
- Supply Chain Management

Artificial Intelligence

Artificial Intelligence is transforming how organizations operate, compete, and create value. The Artificial Intelligence major concentration provides you with an in-depth understanding of how AI technologies can be applied within business environments to improve decision-making, efficiency, and innovation. You will learn how to evaluate AI tools, understand their capabilities and limitations, and apply them to solve real-world business problems across a variety of industries. A major concentration in Artificial Intelligence is designed to prepare you to effectively integrate and manage AI-driven solutions within organizational settings.The demand for professionals who understand how to apply AI in business contexts continues to grow rapidly, but they must be wellrounded. The program includes our Cleary Mind™ curriculum along with business and technology courses. Career opportunities across industries are expanding–from finance and healthcare to marketing and operations–as organizations seek professionals who can bridge the gap between emerging technologies and strategic business needs.

Required Courses (15 Credits)

The five required courses for Artificial Intelligence major concentration are:

- ITS 3065 Application and Integration of AI Cybersecurity
- ITS 4331 AI APIs and System Integration
- ITS 3061 Application and Integration of AI in IT Management and Data Analytics
- ITS 4800 Advanced Topics in AI

Business Communications

A major concentration in Business Communications is timeless and provides you with strong writing, speaking, and information technology skills. Students will discover quickly that the ability to effectively communicate information between employees and employers within a company, broadcast a company's intentions to the public, and communicate information between a company and its clients is in extremely high demand. As the world becomes more global, diverse, and inclusive, graduates with the skills to navigate these opportunities will find themselves to be irreplaceable assets.

Graduates specializing in Business Communications are able to pursue careers that meet the needs of the high-tech, global marketplace. Through practical application of the branches of business communications, including forays into advertising, media creation, and persuasive technique, among many others, students receive a well-rounded approach to becoming holistic communication professionals that can easily bridge the gap between corporate needs and public communications.

Required Courses (15 Credits)

The five required courses for the Business Communications major concentration are:

- COM 2200 Public Relations (3 Credits)
- COM 3500 Advanced Media Writing (3 Credits)
- COM 4200 Advanced Advertising Strategy (3 Credits)
- COM 4300 Design and Production (3 Credits)
- COM 4900 Business Communication Contexts (3 Credits)

Cybersecurity Management

The Cybersecurity Management major concentration is tailored for students who want to pursue a career defending organizational information technology systems. Students who complete the Cybersecurity Management major concentration will be transformed into knowledgeable, confident, and ethical leaders.

After enrolling in Cleary's Cybersecurity Management major concentration, you will be provided with a complete and thorough education of everything related to cyber security management and what goes into protecting information and technological assets of the organizations they work for. The coursework is designed for enthusiastic, hardworking individuals with a passion for making ethical business decisions in a cybersecure world.

Required Courses (15 Credits)

The five required courses for the Cybersecurity Management major concentration are:

- ITS 3050 Principles of Cybersecurity
- ITS 3150 Cybersecurity Compliance
- ITS 4150 Penetration Testing and Incident Response
- ITS 4550 Digital Forensics
- ITS 3065 Application and Integration of AI in Cybersecurity

The prerequisite course (or equivalent) for the Cybersecurity Management major concentration (which may be taken as part of the BBA in Business Management required courses or use elective courses) is:

- CIS 2100 Computer Operating Systems (3 Credits)

Data Management & Analytics

Data is a powerful asset that drives decision-making and competitive advantage in modern organizations. The Data Management & Analytics major concentration provides you with an in-depth understanding of how to collect, organize, analyze, and interpret data to support business strategy and operations. You will learn how to transform data into actionable insights, use analytical tools to evaluate performance, and communicate findings effectively to stakeholders. A major concentration in Data Management & Analytics is designed to prepare you to leverage data to inform decisions and improve organizational outcomes.The demand for professionals who can apply data in business contexts continues to grow, but they must be well-rounded. The program includes our Cleary Mind™ curriculum along with business and technology courses. Career opportunities across industries are expanding as organizations increasingly rely on data to guide strategy, optimize performance, and identify new opportunities, creating strong demand for professionals who can bridge data analysis and business decision-making.

Required Courses (15 Credits)

The five required courses for the Data Management and Analysis major concentration are:

- DMA 3200 Introduction to Data Analytics (3 Credits)
- DMA 4070 Analyze Data with SQL and R (3 Credits)
- DMA 4080 Analyze Data with Python (3 Credits)
- DMA 3600 Data-Driven Decisions (3 Credits)
- COM 4400 Strategic Communication of Data Analysis (3 Credits)

The prerequisite courses (or equivalents) for the Data Management and Analysis major concentration (which may be taken as part of the BBA in Business Management required courses or use elective courses) are:

- CIS 2100 Computer Operating Systems (3 Credits)
- QLR 1000 Data Foundations (3 Credits)

Digital Marketing

Marketing is essential to any product or service-providing organization. The Digital Marketing major concentration provides you with an in-depth understanding of marketing principles, advertising and persuasion, consumer behavior, and e-commerce. You will learn how to study human behavior and how to discover the needs and preferences of consumers and use this information to market a product or service effectively. A major concentration in Digital Marketing is designed to prepare you to develop, execute, and promote products/services within any industry.

The need for digital marketers in a world built on messaging in an instant has grown exponentially, but they will need to be well-rounded. The program includes foundational business courses in the areas of accounting and financial management, business law, economics, information technology, international business, statistics, and management. Career opportunities in all industries are readily available, from sports and entertainment all the way to industrial business-to-business transactions, quality marketing in the digital age will be essential.

Required Courses (15 Credits)

The five required courses for the Digital Marketing major concentration are:

- MKT 3360 Storytelling with Content Marketing (3 Credits)
- MKT 4350 Social Media and Practice (3 Credits)
- MKT 4355 Social Media Advertising (3 Credits)
- MKT 4360 Managing the Customer Relationship (3 Credits)
- MKT 4450 Marketing Metrics and Analytics for Decision Making (3 Credits)

Human Resource Management

Understand how the success of an organization is heavily dependent on the performance of its people and how we work together in business. The role of human resource management in an organization connects ethics and social responsibility to its impact on businesses and social environments in which people work together. The field of human resource management encompasses various specialties including compensation, recruiting, benefits administration, and labor relations. In addition to specializations, generalists with knowledge of human resource management and management functions are in high demand. One of the most important career skills for all human resource management professionals is to have the necessary business knowledge, technology skills, interpersonal communications, and understanding of strategic processes to assist an organization in achieving its goals. You will be prepared to be effective human resource managers.

Human resource professionals are always in demand and are on the frontline in terms of employee performance, training in satisfaction. The ability to help individuals while shaping corporate policy, strategic direction in a future-proof industry is invaluable. This is a skill set that is universally recognized and can provide immediate employment.

Required Courses (15 Credits)

The five required courses for the Human Resource Management major concentration are:

- HRM 4210 Human Resource Management (3 Credits)
- HRM 4500 Training and Development for Human Resource Professionals (3 Credits)
- HRM 4600 Compensation and Performance Management Systems (3 Credits)
- HRM 4700 Organizational Staffing Principles and Practices (3 Credits)
- HRM 4750 Diversity and Inclusion for HR Professionals (3 Credits)

Management

The Management concentration prepares students to think and act like effective decision-makers in today's complex business environment. Students learn how to plan strategically, solve problems, lead teams, and communicate decisions that drive organizational success. Through courses in management policy, negotiation, change and leadership, financial management, and decision communication, students build the critical thinking, interpersonal, and analytical skills needed to manage people, projects, and processes in any industry.

This concentration is designed for students seeking a versatile and career-relevant business pathway. It provides a strong foundation for individuals pursuing supervisory or managerial roles and serves as an ideal option for students who are still exploring their specific career interests. The Management concentration also offers a flexible platform for further specialization—serving as a valuable complement to other major concentrations or as a solid base for advanced study in areas such as leadership, strategy, or organizational development.

Required Courses (15 Credits)

The five required courses for the Management major concentration are:

- MGT 4790 Management Policy (3 Credits)
- BUS 4200 Successful Negotiation Skills (3 Credits)
- LED 4120 Change and Leadership (3 Credits)
- FIN 4000 Financial Management (3 Credits)
- MGT 4800 Managerial Problem Solving and Decision Communication (3 Credits)

Organizational Leadership

Organizational Leadership program is a specialized, business leadership experience that acknowledges the unique professional training and work dynamics of sworn police officers, firefighters, and other approved individuals in public safety and service with the academic study of multiculturalism and diversity, leadership principles, and organizational and management responses to policies, personnel, and the advancement of technology. The core components of the program use the backdrop of contemporary issues to analyze the historical, theoretical, and practical aspects of leadership within and among the various dynamic parts of the criminal justice system and the public service sector.

The knowledge, leadership skills, and critical thinking and problem-solving abilities gained during this program prepare individuals to become more competitive in the advancement to supervisory, management, and executive positions within public safety and service. This program is not intended for individuals seeking entry-level employment in the criminal justice system or public safety, rather it is designed to further develop an individual's ability to lead and effectively and safely serve an increasingly diverse and dynamic public.

Required Courses (30 Credits)

The required courses for the Organizational Leadership program are:

- PLA 4999 Prior Learning Assessment Portfolio (6 Credits)
- COM 3200 Organizational Communication in a Global Environment. (3 Credits)
- MGT 4071 Organizational Behavior (3 Credits)
- MGT 3400 Managing Projects and Processes in Organizations (3 Credits)
- MKT 3000 Transformational Marketing (3 Credits)
- LED 4120 Leading Organizational Change (3 Credits) or LED 6120 Leading Organizational Change (3 Credits) or CCL 6001 Foundations of Culture and Change I (3 Credits)
- LED 4130 Leading Effectively Across Differences (3 Credits) or LED 6130 Leading Effectively Across Differences (3 Credits) or CCL 6002 Foundations of Culture and Change II (3 Credits)
- LED 4550 Leadership and Ethics (3 Credits) or LED 6550 Leadership and Ethics (3 Credits) or CCL 6003 Change and Development Methods (3 Credits)
- LED 4900 Leadership Seminar (3 Credits)

The prerequisite course and other elements for the Organizational Leadership program are:

- PLA 4999 Prior Learning Assessment Portfolio (6 Credits)
- Significant years of experience as a sworn officer, firefighter, or other approved individual in public safety and service
- 60 or more semester credits earned through transfer credit evaluation and prior learning assessment (including public safety work/life experience, training, etc.) that fulfill the program requirements
- To be considered for Track A, which requires at least 30 semester credits to be completed at Cleary University and fulfill all degree requirements, a student would need:
    - 8 to 12 years of experience
    - 90 semester credits earned through transfer credit evaluation and prior learning assessment
- To be considered for Track B, which requires at least 57 semester credits to be completed at Cleary University and fulfill all degree requirements, a student would need:
    - 4 to 7 years of experience
    - 63 semester credits earned through transfer credit evaluation and prior learning assessment
    - Additional coursework beyond the 30 semester hours described as Required Coursework would need to be completed

Project Management

Project management is a set of processes, systems, tools, and techniques for effective planning and control of organizational initiatives, priorities, and projects. The use of project management skills and practices ensures successful completion of these mission critical initiatives with focused attention on the managerial oversight, organization-wide communications, and project control needed to complete projects on time and within budget. These skills are comprehensive and highly marketable in the world of modern business. The courses within the Project Management major concentration allow you to develop the skills necessary to be a strong project leader and contribute to the overall success of an organization. Each course within the major concentration builds on a foundation of project management knowledge that has been cultivated through real-world experiences by the faculty teaching the courses featuring world-class proprietary content and a full complement of Cleary-developed instructional materials.

Careers in project management reach into and enhance all areas of business. Along with a Project Management Professional (PMP®) certification from the Project Management Institute (PMI), career opportunities in project management are available in all sectors. From manufacturing and industrial sectors through the service industry and into marketing, communications and education, effective project management is in high demand.

Public Safety and Service students (i.e., sworn police officers, firefighters, and other approved individuals in public safety and service as described in the Organizational Leadership program) may pursue a major concentration in Project Management. These students may pursue an accelerated or standard pathway through their program depending on their background and number of credits earned through transfer credit evaluation and prior learning assessment.

Required Courses (15 Credits)

The five required courses for the Project Management major concentration are:

- PMG 3250 Project Initiation and Planning (3 Credits)
- PMG 3500 Principles of Project Management (3 Credits)
- PMG 3600 Project Management Tools and Techniques (3 Credits)
- PMG 4350 Project Execution (3 Credits)
- PMG 4450 Agile Project Management (3 Credits)

Sports Promotion and Management

The Sports Promotion and Management major concentration is designed for students interested in becoming business leaders within the sports industry. This 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 marketing and promotion, sports law, sports analytics, and contract negotiations. In addition, you can participate in an internship or experiential learning to gain valuable, real-world experience. Students will gain skills in business fundamentals and specific sports management disciplines in a learning environment that balances textbook theory with real-world business application. Through varied learning methodologies, including an internship, students are exposed to the legal, regulatory, marketing and operational aspects of sports venue management.

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 sports fitness and recreation, sports event management, sports finance, front office management, and sports marketing or promotion.

Required Courses (15 Credits)

The five required courses for the Sports Promotion and Management major concentration are:

- SEM 4100 Sports/Event Marketing, Promotion, and Public Relations (3 Credits)
- SEM 4200 Sports Financial Analytics (3 Credits)
- SEM 4400 Sports and Event Law (3 Credits)
- SEM 4500 Sport/Event Negotiations, Contracts, and Risk Management (3 Credits)
- SEM 4650 Sports Promotion Management Leadership Development (3 Credits)

Supply Chain Management

This major concentration spans all facets of a multicultural business environment. With the continuing globalization of industry, the practice of supply chain management has become a strategic and indispensable component for all firms, regardless of size. Even the smallest companies can contract with suppliers across the world to improve their standing in the crowded global marketplace. This major concentration offers an overview of issues that surround global supply chain management, a high-level discussion of how those issues will affect businesses of all types, and applications of supply chain theory to modern issues including the use Six Sigma techniques, data analytics specific to supply chain issues, and special attention paid to the future and growth opportunities within the industry.

Required Courses (15 Credits)

The five required courses for the Supply Chain Management major concentration are:

- SCM 3000 Supply Chain Strategy (3 Credits)
- SCM 4000 Supply Chain Management (3 Credits)
- SCM 4100 Logistics and Distribution (3 Credits)
- SCM 4400 Supply Chain Analytics (3 Credits)
- SCM 4500 Supply Chain Future, Adaptability & Resilience (3 Credits)

Accelerated Program Offerings:

Bachelor of Science in Business

Bachelor of Science in Business (BSB) prepares you to pursue a career in managing activities in a private, public, non-profit, or governmental organization. The BSB core includes courses in management, communications, marketing, and leadership. The one constant in today's career environment is unrelenting change – change catalyzed by economic, environmental and cultural transformations, global business, and technology. The Cleary Business Arts™ education and related degrees embrace the dynamic realities of change. This one-of-a-kind business education enables you to enter the business world uniquely prepared to think–with agility and flexibility–to encounter change and thrive.

A business degree can help you advance your career in several different industries, which can be a huge asset when seeking a job after graduation. Business and related subjects are among the most strategic fields of study at universities worldwide, particularly at graduate level. Business touches every aspect of modern human society, and professionals with a business degree are diverse and often highly paid, which is why business graduates remain in high demand globally. Degrees in business provide you with a highly portable degree in general management. The broad base of subjects covered in this degree, and its concentrations, will enable you to control your path and then shift it when markets, economies, and industries evolve and change.

All business core courses acquaint you with various fields in business and help you learn to communicate, to interact, and to assume responsible positions in your chosen field. Cleary's Fixed and Flex Business Core gives you the opportunity to gain valuable work experience, professional opportunities, and participate in leadership development.

The Cleary University BSB program is designed for non-traditional students and adult learners striving to balance and achieve a variety of personal, professional, and educational goals. The University recognizes that non-traditional and adult learners possess a wealth of professional knowledge gained through on the job experience, completion of professional training, and other personal experiences. These students have typically completed 30 to 90 credits through transfer credits and other professional and prior learning sources, significantly reducing the time to graduation.

This program is not intended for individuals seeking entry-level employment, rather it is designed to further develop an individual's ability to lead and effectively serve in an increasingly complicated and dynamic environment.

All courses are offered are six weeks in length and there are three distinct pathways. The pathway is determined during the student's first semester after a full review of their prior learning experience has been completed.

Advanced Pathway for students with a minimum of 90 Prior Learning or Transfer Credits at the time of enrollment.

Standard Pathway for students with at least 57 credits Prior Learning or Transfer Credits at the time of enrollment. Students in this pathway are required to complete a Portfolio course to demonstrate and earn credit for their prior experience.

Alternative Pathway for students with at least 30 Prior Learning or Transfer Credits at the time of enrollment. Students in this pathway are required to complete a Portfolio course to demonstrate and earn credit for their prior experience as well as elective courses to meet the total credit requirement for this degree.

Program Learning Objectives:

- Synthesize domain knowledge and functional skills in business management to solve complex problems.
- Improve integrated decision-making by anticipating the impact of business decisions across organizations.
- Explain how an organization creates value for its customers through its products, services, and/or business strategies.
- Propose appropriate tools and technology to enhance business efficiency and effectiveness.

PROGRAM REQUIREMENTS	CREDITS
General Education (Required) · PLA 3000 Prior Learning Assessment Portfolio I (3 credits) · PLA 4000 Prior Learning Assessment Portfolio II (3 credits) · Written and Oral Communications (6 credits) · Arts/Humanities (9 credits) · Natural Sciences (6 credits) · Mathematics/Quantitative Reasoning (3) · Social and Behavioral Science (6 credits)	36 Credit Hours
BSB Program Core · COM 3200 Organizational Communication in a Global Environment (3 credits) · MGT 4071 Organizational Behavior (3 credits) · MGT 3400 Managing Projects and Processes in Organizations (3 credits) · MKT 2200 Introduction to Marketing (3 credits) · LED 4900 Leadership Seminar (3 credits)	15 Credit Hours
Major Concentration Complete a minimum of 15 major concentration credits (3000/4000 level) within a major concentration	15 Credit Hours
Electives Complete any undergraduate courses offered by the University, of which at least 2 must be 3000 level or above.	Remaining Credit Hours to Reach a Minimum of 120 Credit Hours and Meet Program Requirements

Major Concentration Offerings

Cybersecurity Management

Cybersecurity Management is critical to protecting organizational data, systems, and operations in an increasingly digital world. The Cybersecurity Management major concentration provides you with an in-depth understanding of how to identify, assess, and manage cybersecurity risks within business environments. You will learn how to evaluate security strategies, understand threats and vulnerabilities, and implement policies and practices that safeguard organizational assets. A major concentration in Cybersecurity Management is designed to prepare you to oversee and support security initiatives within a variety of industries. The demand for professionals who can manage cybersecurity within a business context continues to grow, but they must be well-rounded. The program includes our Cleary Mind™ curriculum along with business and technology courses. Career opportunities across industries are expanding as organizations prioritize risk management, data protection, and regulatory compliance, creating strong demand for professionals who can bridge cybersecurity and business operations.

Required Courses (15 Credits)

Along with General Education the required courses courses for the Cybersecurity Management program are:

- ITS 3050 Principles of Cybersecurity
- ITS 3150 Cybersecurity Compliance
- ITS 4150 Penetration Testing and Incident Response
- ITS 4550 Digital Forensics
- ITS 3065 Application and Integration of AI in Cybersecurity

The prerequisite course (or equivalent) for the Cybersecurity Management major concentration is:

- CIS 2100 Computer Operating Systems (3 Credits)

Organizational Leadership

Organizational Leadership concentration is a specialized, business leadership experience that acknowledges the unique experience and training of working professionals in public safety and other public service careers as well as in business.

The core components of the program use the backdrop of contemporary issues to analyze the historical, theoretical, and practical aspects of leadership within and among the various dynamic parts of public and private organizations. The knowledge, leadership skills, and critical thinking and problem-solving abilities gained during this program prepare individuals to become more competitive in the advancement to supervisory, management, and executive positions.

The Organizational Leadership concentration allows students to begin advanced study towards an MBA in Executive Leadership or the MS in Culture, Change, and Leadership.

Required Courses (15 Credits)

- HRM 4210 Human Resource Management (3 Credits)
- LED 4120 Leading Organizational Change (3 Credits) or LED 6120 Leading Organizational Change (3 Credits)
  or CCL 6001 Foundations of Culture and Change I (3 Credits)
- LED 4130 Leading Effectively Across Differences (3 Credits) or LED 6130 Leading Effectively Across Differences (3 Credits)
  or CCL 6002 Foundations of Culture and Change II (3 Credits)
- LED 4550 Leadership and Ethics (3 Credits) or LED 6550 Leadership and Ethics (3 Credits)
  or CCL 6003 Change and Development Methods (3 Credits)
- LED 6250 Power and Leadership (3 Credits)
  or CCL 6004 Change and Development Leadership (3 Credits)

Project Management

Your skills as a project manager are highly marketable, and with a degree in Project Management from Cleary, graduates will have a clear advantage over other job candidates because you will gain real-world experience. The use of strong and ethical project management skills and practices helps businesses compete successfully in a highly competitive market. Cleary graduates possess the qualities, knowledge, expertise and leadership skills needed to complete projects with effective management, within budget, on time and with 100 percent satisfaction. The true strength of an exceptional project manager is the ability to make teams work at their best, and this is achievable, thanks to the attributes learned through The Cleary Mind. In addition, each course at Cleary builds on a foundation that has been cultivated through real world experiences brought by faculty with real world experience in project management.

Required Courses (15 Credits)

- PMG 3250 Project Initiation and Planning (3 Credits)
- PMG 3500 Principles of Project Management (3 Credits)
- PMG 3600 Project Management Tools and Techniques (3 Credits)
- PMG 4350 Project Execution (3 Credits)
- PMG 4450 Agile Project Management (3 Credits)

Bachelor of Science in Healthcare Management

The Bachelor of Science in Healthcare Management prepares students for rewarding careers in healthcare management. This curriculum prepares student to work in many facets of the healthcare environment, which require practical, in-depth knowledge of the U.S. healthcare system, areas such as community health, insurance and reimbursement systems, financial management, strategic planning, and quality management. Students will gain professional skills in communication, collaboration, problem-solving, and decision-making through individual and group projects, readying them to take on roles that enhance healthcare operations and improve organizational effectiveness.

Program Learning Objectives

- Analyze the U.S. healthcare system to identify effective organizations, structures, delivery modalities, and performances.
- Integrate the domains of accounting, finance, marketing, operations, management, and information technology to improve healthcare organizational and team performance.
- Evaluate the legal and ethical frameworks and policies that impact healthcare professionals and organizations.

PROGRAM REQUIREMENTS	CREDITS
General Education (Required) · Communication (2 Courses, 6 Credits) · Quantitative and Logical Reasoning (1 Course, 3 Credits) · Human Civilization, Legacy, and Creation (2 Courses, 6 Credits) · Social Systems and Behavioral Science (2 Courses, 6 Credits) · Perspectives on a Diverse World (1 Course, 3 Credits) · Observation and Analysis of the Natural and Physical World (2 Courses, 6 Credits) · Electives from any general education domain (2 Courses, 6 Credits)^	36 Credit Hours
Business Program Core (Required) Complete a minimum of 24 lower division program credits (1000/200). · TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) · ACC 1000 Introduction to Financial Accounting (3 Credits) · ACC 2000 Introduction to Managerial Accounting (3 Credits) · HRM 2800 Introduction to Human Resource Management (3 Credits) · LAW 2900 Business Law (3 Credits) · MKT 2200 Introduction to Marketing (3 Credits) · OPM 2000 Operations Management (3 Credits) Complete a minimum of 21 upper division program credits (3000/4000). · BUS 3500 Strategic Management (3 Credits) · HUM 3250 Cross-Cultural Diversity (3 Credits) · MGT 3400 Managing Projects and Processes in Organizations (3 Credits) · MGT 4071 Organizational Behavior (3 Credits) · DMA 4200 Data Analysis in Business (3 Credits) · PHL 4010 Culture of Ethics (3 Credits)	45 Credit Hours
Healthcare Management Core (Required) Complete a minimum of 30 program credits. · HCM 1100 Introduction to Healthcare Management (3 Credits) · HCM 2200 Community, Population, and Public Health (3 Credits) · HCM 3200 Healthcare Insurance and Reimbursement Systems (3 Credits) · HCM 3250 Healthcare Financial Management (3 Credits) · HCM 3260 Healthcare Information Systems and Technologies (3 Credits) · HCM 3270 Healthcare Operations Management (3 Credits) · HCM 4000 Quality Management in Healthcare (3 Credits) · HCM 4105 Legal and Ethical Issues in Healthcare (3 Credits) · HCM 4200 Healthcare Business and Policy (3 Credits) · HCM 4300 Marketing Healthcare Services (3 Credits)	30 Credit Hours

Program Courses (Required) · CAR 1050 Navigating Academic and Life Challenges (1 Credit)^^ · CAR 3060 Navigating Future Career and Life Challenges (2 Credits)^^ · HCM 4900 Capstone: Healthcare Management Project (3 Credits)	5 Credit Hours
Electives Complete any undergraduate courses offered by the University.	Remaining Credit Hours to Reach a Minimum of 120 Credit Hours

^ Non-traditional and adult students take LED 3010 Leadership Applications and PLA 4900 Academic Portfolio Assessment instead of the two General Education Elective Courses.
^^ Non-traditional and adult students do not take the CAR 1000A through 1000D Career Fulfillment sequence.

Bachelor of Science in Information Technology

The Bachelor of Science in Information Technology emphasizes development and application of a broad set of knowledge, skills, and abilities needed to succeed in the rapidly changing technology environment. The curriculum prepares students to work in all facets of information technology, including the ability to specialize with a major concentration in Cybersecurity Management, Data Analytics, and Information Technology Management. Graduates pursue careers in a wide range of business and organizational sectors, impacting their organization's creation, deployment, and evolution of technology solutions.

Learning Outcomes

The Learning Outcomes for the Bachelor of Science in Information Technology are:

- Analyze a complex computing problem and apply information technology principles and other relevant disciplines to identify solutions.
- Design, implement, and evaluate an information technology-based solution to meet a given set of requirements in the context of the program's discipline.
- Use systemic approaches to select, develop, apply, integrate, and administer secure information technologies to accomplish user goals.

PROGRAM REQUIREMENTS	CREDITS
General Education (Required) · Communication (2 Courses, 6 Credits) – ENG 1000 and ENG 1100 · Quantitative and Logical Reasoning (1 Course, 3 Credits) – QLR 1000 · Human Civilization, Legacy, and Creation (2 Courses, 6 Credits) – LAW 2900 and Choice · Social Systems and Behavioral Science (2 Courses, 6 Credits) – ECO 1000 and ECO 2000 · Perspectives on a Diverse World (1 Course, 3 Credits) – Choice · Observation and Analysis of the Natural and Physical World (2 Courses, 6 Credits) – · BUS 1100 Introduction to Organizations · Electives from any general education domain (2 Courses, 6 Credits)^ - COM 1400 and Choice	36 Credit Hours
Business and The Cleary Mind Core (Required) Complete a minimum of 18 program credits. · TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership (3 Credits) · PHL 1200 Critical Thinking in an Illogical World (3 Credits) · ACC 1000 Introduction to Financial Accounting (3 Credits) · MGT 3400 Managing Projects & Processes in Organizations (3 Credits) · DMA 4200 Data Analysis in Business (3 Credits) · MGT 4071 Organizational Behavior (3 Credits) · PHL 4010 Culture of Ethics (3 Credits)	21 Credit Hours

Information Technology Core (Required) Complete a minimum of 45 program credits. · ITS 1500 Fundamentals of Information Technology (3 Credits) · ITS 1610 Introduction to Python Programming (3 Credits) · ITS 1620 Introduction to UNIX/LINUX Programming (3 Credits) · ITS 1710 Fundamentals of Data Structures (3 Credits) · ITS 2710 Database Design and Implementation (3 Credits) · CIS 2250 Fundamentals of User Interface Design (3 Credits) · CIS 2100 Computer Operating Systems (3 Credits) · CIS 2450 Fundamentals of Networking and Communications (3 Credits) · CIS 3450 Network Structures and Administration (3 Credits) · ITS 4310 Systems Operations, Architecture, and Automation (3 Credits) · ITS 4320 Application Development (3 Credits) · PMG 3380 Management of Information Technology Projects (3 Credits) · CIS 3610 Introduction to Systems and Network Security (3 Credits) · ITS 4330 Strategic Integration of AI and Process Optimization (3 Credits)	42 Credit Hours
Major Concentration (Required) Complete a minimum of 15 major concentration credits (3000/4000) Information Technology Management · ITS 3910 Information Technology Management (3 Credits) · CIS 4550 Advanced Systems Operations and Automation (3 Credits) · ITS 4340 Advanced Enterprise Architecture and Integration (3 Credits) · PMG 4380 Agile and Scrum Project Management (3 Credits) · ITS 3061 Application and Integration of AI in IT Management and Data Analytics (3 Credits)	15 Credit Hours
Program Courses (Required) · CAR 1050 Navigating Academic and Life Challenges (1 Credit)^^ · CAR 3060 Navigating Future Career and Life Challenges (2 Credits) · ITS 4900 Capstone: Information Technology Project (3 Credits)	5 Credit Hours
Electives Complete any undergraduate courses offered by the University.	Remaining Credit Hours to Reach a Minimum of 120 Credit Hours

^ Non-traditional and adult students take LED 3010 Leadership Applications and PLA 4900 Academic Portfolio Assessment instead of the two General Education Elective Courses.

Master's Degree Programs

Master's Degree Learning Goals

Cleary's MBA and MS programs seek to develop students into leaders and understand the "why" and "how" in accomplishing business decisions in a global environment. Graduates of the Cleary master's degrees achieve these program goals through the following:

- Theory: Define and Apply theories related to business and industry and explain related terms and theories relevant to the concentration
- Data Analysis: Synthesize and Analyze data to manage risk and achieve desired business and industry outcomes
- Leadership: Expand leaders to drive and change through vision and inspiration in the global marketplace and to lead diverse teams to achieve desired outcomes
- Communication: Communicate effectively in a global environment with various constituencies and across business and industry verticals
- Ethics: Demonstrate and interpret ethical, legal, and regulatory implications regarding business and industry practices

Master of Business Administration

All MBA core courses acquaint you with various fields in business and help you learn to communicate, to interact, and to assume responsible positions in your chosen field.

PROGRAM REQUIREMENTS	CREDITS
MBA Core (Required) Complete a minimum of 24 credit hours of required and elective coursework for the MBA Core (Fixed 12) and MBA Core (Flex 12). MBA Core (Fixed 12) · ECO 6450 Managerial Economics (3 Credits) · MGT 6200 Organizational Adaptation (3 Credits) · MKT 6800 Strategic Customer Creation (3 Credits) · STR 6200 Strategic Operations (3 Credits) MBA Core (Flex 12) · MGT 6400 Collective Impact (3 Credits) or Elective · LAW 6500 Legal Thinking (3 Credits) or Elective · MKT 6100 Disruptive Marketing (3 Credits) or Elective · FIN 6300 Financial Viability (3 Credits) or Elective	24 Credit Hours
Major Concentration (Required) Complete a minimum of 9 major concentration credits within a major concentration discipline.	9 Credit Hours
Program Total	33 Credit Hours

MBA Major Concentrations

Cleary offers several major concentrations within its Master of Business Administration (MBA) program:

- Data Analytics
- Executive Leadership
- Healthcare Leadership
- Project Management
- Sports Leadership
- Strategic Leadership
- Women's Leadership

Data Analytics

Data Analytics major concentration prepares you to judge the quality of a corporate data system. Based on exploration of the data and an understanding of desired company outcomes, you will be able to recommend a course of action needed to wrangle the data into shape and extract key trends and information. Further, you will be able to assemble an effective team of professionals that can prioritize the tasks and projects needed to improve upon the data-driven decision making that will take the organization to the next level of success.

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, healthcare analytic manager, data analytic business consultant, management analyst, economist, and operations research analyst.

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

The Learning Outcomes for the Data Analytics major concentration are:

- 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, and manage risk.
- Identify and create new business opportunities.
- Demonstrate basic skills in creative problem-solving innovation and human-centered "design thinking."

Required Courses (9 Credits)

The three required courses for the Data Analytics major concentration are:

- BDA 6000 Modern Data Management (3 Credits)
- BDA 6100 Foundations of Business Analytics (3 Credits)
- BDA 6200 Effective Management of Projects (3 Credits)

The prerequisite course (or equivalent knowledge) for the Data Analytics major concentration is:

- BDA 5900 Statistics Immersion (3 Credits) or Equivalent

Healthcare Leadership

The Healthcare Leadership major concentration explores topics in privacy, data security, and HIPAA, the critical topics needed to thrive in the healthcare industry. Building upon the core MBA competencies, you will learn ethics, quality management, informatics, and healthcare technologies. These complex topics within healthcare policy will help you gain the opportunity to analyze these areas in the realms of cyber security, systems technology, and information security.

According to the U.S. Bureau of Labor Statistics, the employment of medical and health services managers is expected to grow much faster than the average for all occupations. A combination of work experience in the healthcare field and strong business and management skills should lead to the best opportunities. Healthcare management graduates can be employed in any of the following: Clinics, dental practices, health insurance organizations, healthcare associations, hospitals, nursing homes, physician practices, mental health departments, rehabilitation centers, skilled nursing facilities, universities, research institutions, and home healthcare organizations.

Healthcare 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.

The Learning Outcomes for the Healthcare Leadership major concentration are:

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

Required Courses (9 Credits)

The three required courses for the Healthcare Leadership major concentration are:

- HCM 6040 Health Policy, Law, and Ethics (3 Credits)
- HCM 6150 Quality Management in Healthcare (3 Credits)
- HCM 6200 Healthcare Technology and Analytics (3 Credits)

No prerequisite courses (or equivalents) are required for the Healthcare Leadership major concentration.

Executive Leadership

The Executive Leadership major concentration equips students with the skills, competencies, and capacities necessary for leading the next generation of effective, ethical, and socially responsible global corporations and communities. The program is designed for individuals looking to advance their organizational standing and maximize the potential of those working in industry, government, education, and nonprofit organization settings. The program leverages best practices and innovative leadership strategies to create a foundation for organizational and community change. Graduates create value for their organizations, demonstrate the ability to ethically inspire action and a shared vision in others, make effective decisions within fast-paced environments, improve organizational effectiveness and teamwork, and increase profitability.

Potential career opportunities include business executives and managers, directors and supervisors of non-profit organizations, consultants and coaches, and policy advisors; School administrators, principals, consultants, directors, and supervisors; Federal, state, local government administrators and policy makers; and Senior educational administrators in primary, secondary, and higher education settings, and faculty members at all levels.

Required Courses (9 Credits)

Students select three courses from the following list of four courses for the Executive Leadership major concentration are:

- LED 6130 Leading Across Differences (3 Credits)
- LED 6120 Change and Leadership (3 Credits)
- LED 6250 Power and Leadership (3 Credits)
- LED 6550 Leadership and Ethics (3 Credits)

No prerequisite courses (or equivalents) are required for the Executive Leadership major concentration.

Project Management

The Project Management major concentration is designed to supplement the core business curriculum with courses that are essential to a leadership role in project management. Learn what it takes to management projects from start to finish by developing project plans, evaluating performance, communicating effectively, managing a budget, and assembling the right team.

Virtually all industries offer positions in project management. From manufacturing to marketing, communications to construction, education to healthcare, and finance to pharmaceuticals, project managers are an integral part of every business sector because of the increasing demand for individuals who can manage and lead people and projects efficiently, productively and profitably.

Required Courses (9 Credits)

The three required courses for the Project Management major concentration are:

- PMG 6050 Project Management (3 Credits)
- PMG 6100 Project Metrics, Monitoring, and Control (3 Credits)
- PMG 6410 Agile Project Management (3 Credits) or PMG 6800 Project Risk and Quality Management (3 Credits)

No prerequisite courses (or equivalents) are required for the Project Management major concentration.

Sports Leadership

The Sports Leadership major concentration is tailored to those who have the drive, passion, and hunger needed to succeed in the competitive world of the sports industry. This major concentration is a strong choice for those who work hard and have an intense enthusiasm for furthering their knowledge of the business domain that occurs behind the scenes and off the field.

Required Courses (9 Credits)

The three required courses for the Sports Leadership major concentration are:

- SPO 6500 Leadership in K-12 and Community Sports Programs (3 Credits)
- SPO 6600 Leadership in Collegiate Sports Programs (3 Credits)
- SPO 6700 Leadership in Professional Sports Programs (3 Credits)

No prerequisite courses (or equivalents) are required for the Sports Leadership major concentration.

Strategic Leadership

One of the biggest challenges facing today's leaders is the need to position and enable organizations and people for adaptability in the face of increasingly dynamic and demanding environments. Leading your organization for adaptability focuses on how leaders can drive change through vision and inspiration and addresses how leaders may position organizations and the people within them to be adaptive in the face of complex challenges. The purpose of the Strategic Leadership major concentration is to prepare leaders for an unpredictable future that depends on disruption and strategy in order to pivot, shift, propel competition, and ultimately thrive in the global market.

The Strategic Leadership major concentration focuses on a unique leadership that cultivates critical thinking, ethical decision making, and the integration of core business decisions. You will learn how to transform your approach to leadership by cultivating a comprehensive set of skills and abilities, separating yourself from the competition. You can look for career opportunities as an administrative services manager, financial manager, operations service manager, plant manager, management analyst, business operation specialist, and sales account manager.

The Learning Outcomes for the Strategic Leadership major concentration are:

- Demonstrate a broad-based knowledge of critical appreciation of the economic, cultural, ethical, and global business operations.
- Exercise effective decision making by utilizing quantitative techniques and research methods relevant to the 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.

Required Courses (9 Credits)

The three required courses for the Strategic Leadership major concentration are:

- SDT 6000 Managing Disruptive Change (3 Credits)
- BUS 6000 Business Strategy and Game Theory (3 Credits)
- BUS 6100 Leading for Adaptability (3 Credits)

No prerequisite courses (or equivalents) are required for the Strategic Leadership major concentration.

Women's Leadership

The Women's Leadership major concentration is uniquely designed to provide male and female leaders with the tools to lead change and uncertainty. Its focus is on how leaders can unleash the potential of the organization to adjust and adapt in ways that successfully address the inclusive, global, and diverse needs of a shifting environment.

As one of Cleary's signature programs designed to prepare you for the demands of leadership, this program provides students with high-profile mentors and individual opportunities to apply their leadership skills through coaching and mentoring emerging leaders. We take this individual and experiential approach to ensure that our students possess a strong presence, develop exemplary negotiation and communication skills, and are uniquely able to stand firm through the storms of modern corporate America. This program involves service learning, an instructional method designed to enhance the learning experience through application. Our mentors are in place to guide you, shape you, and develop you into a robust, confident, assertive, highly skilled, and knowledgeable professional.

This program focuses on how women leaders can drive results through vision and inspiration and addresses how women leaders can strategically position organizations and the people within them to be malleable in the face of complex changes. This program provides a foundation for women's leadership development and exposes you to multiple dimensions of leadership through service learning and service to emerging leaders in your community. Career opportunities include chief administrative officer, chief information officer, director, chief executive officer, and executive director in banking, financial planning, automotive, government, education, and health services.

The Learning Outcomes for the Women's Leadership major concentration are:

- Lead your firm to embrace and support gender diversity. Communicate benefits of diversity to gain support for organizational change.
- Create a strategic vision and sharper decision making skills; experience growth through innovation and crisis management.
- Improve your leadership skills by learning different leadership styles for adaptation to individual, team, or corporate situations.
- Communicate with power: Develop executive presence through coaching of verbal and nonverbal skills.
- Build an authentic leadership style: Articulate your value proposition, gain confidence, and create a career strategy that supports your goal for working in a senior management role within your organization.
- Identify practices and attitudes that support a healthy work-life balance.

Required Courses (9 Credits)

The three required courses (including one course choice) for the Women's Leadership major concentration are:

- LED 6000 Women in Leadership (3 Credits)
- LED 6100 Executive Presence (3 Credits)
- LED 6200 Women's Leadership: Negotiation Skills (3 Credits) or LED 6300 Leadership: Giving and Receiving Feedback (3 Credits)

No prerequisite courses (or equivalents) are required for the Women's Leadership major concentration.

Master of Science in Culture, Change, and Leadership

The Master of Science in Culture, Change, and Leadership is a program designed for those interested in organizational culture and how cultural change can be developed, implemented, and evaluated. As one of our signature programs, this experience is uniquely designed to prepare you for a rapidly evolving workplace that requires you to fully immerse yourself in change leadership. You will learn how to develop and implement cultural change initiatives and the roles of leadership and group dynamics in facilitating cultural change. Throughout the program, you will use critical thinking and problem-solving skills and will apply research methods.

Opportunities abound in all types of industry for this degree, including healthcare, education, information technology, manufacturing, and sales. Every industry is subject to change in order to meet needs of market trends and customer interaction; a well-rounded individual versed in company culture, implementing change across an organization, and strong leadership qualities will be most successful. Graduates can look for opportunities in staff development, training and education, organizational management, human resource management, quality management, and change management. (Source: Bureau of Labor Statistics https://www.bls.gov/oes/2017/may/ oes113121.htm)

The Learning Outcomes for the MS in Culture, Change, and Leadership are:

- Assess organizational culture and identify needed changes.
- Analyze and critique case studies on organizational culture change initiatives.
- Develop, design, and implement cultural change initiatives.
- Measure the effectiveness of cultural change initiatives.
- Analyze the effect of leadership and group dynamics on organizational culture andcultural change.
- Apply research methodology appropriate for analyzing organizational culture.

PROGRAM REQUIREMENTS	CREDITS
Complete a minimum of 30 credit hours of required coursework. · CCL 6001 Fundamentals of Culture and Change I (3 Credits) · CCL 6002 Fundamentals of Culture and Change II (3 Credits) · CCL 6003 Change and Development Methods (3 Credits) · CCL 6004 Change and Development Leadership (3 Credits) · CCL 6005 Professional Development Residential Conference (3 Credits) · CCL 6006 Applied Research Methods (3 Credits) · CCL 6007 Designing and Implementing Change and Development Initiatives I (3 Credits) · CCL 6008 Designing and Implementing Change and Development Initiatives II (3 Credits) · CCL 6009 Professional Applied Research Project/Publication I (3 Credits) · CCL 6010 Professional Applied Research Project/Publication II (3 Credits)	30 Credit Hours
Program Total	30 Credit Hours

Master of Science in Human Resource Management

The Master of Science in Human Resource Management prepares you to become a strategic business professional with specialized expertise in leading and managing human capital talent in today's global marketplace. Taught by leading practitioners in human capital management, the program explores the principles of performance management and organizational behavior, introduces you to data-driven metrics and managerial decision making, and delves into business strategy and ethics to provide you with a significant competitive advantage to succeed in the fast-changing world of business.

Human resource professionals are employed in nearly every industry, and this program emphasizes systematic and strategic problem-solving skills that are essential to the human resource management professional. The MS in Human Resource Management aligns with the Society of Human Resource Management (SHRM) educational standards for human resource management professionals. Graduate students can prepare for and take the SHRM Certified Professional (CP) exam at the end of their program.

As one of our signature graduate programs, we focus on preparing future leaders in this field. Our diverse and highly talented students will obtain a comprehensive, contemporary foundation in human resource management, labor relations, performance management, and global leadership.

This degree allows human resource management professionals to act strategically as business leaders and gain a broad, global perspective. You can look for career opportunities as a labor relations director, organizational development director, human resource director, payroll manager, staffing manager, and benefits, training, and development manager.

The Learning Outcomes for the MS in Human Resource Management are:

- Evaluate practices concerning recruitment and selection, manage performance, maximize employee contribution, and manage learning processes.
- Utilize effective employment relations, resolve differences and gain commitment, motivate staff and reward contributions, and deliver equity and fairness.
- Discuss ethical implications of human resource management related situations and decisions and develop appropriate professional stances on these topics.
- 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.

PROGRAM REQUIREMENTS	CREDITS
Complete a minimum of 30 credit hours of required coursework. · HRM 6000 Foundations of Human Resources Management (3 Credits) · HRM 6210 Training and Employee Organizational Performance 3 Credits) · HRM 6350 Employment Law and Ethics (3 Credits) · HRM 6400 Human Resources Analytics (3 Credits) · HRM 6500 Conflict Management and Negotiation (3 Credits) · HRM 6600 Benefits, Compensation, and Resource Allocation (3 Credits) · HRM 6650 Recruitment and Retention Practices (3 Credits) · HRM 6700 Strategic Positioning and Planning (3 Credits) · HRM 6751 Diversity and Global Cultural Effectiveness (3 Credits) · HRM 6800 Organizational Leadership (3 Credits) · HRM 6901 Capstone: Strategic Human Resource Management (3 Credits) or HRM 7000 Meeting SHRM Competencies	33 Credit Hours
Program Total	33 Credit Hours

Master of Science in Management

The Master of Science in Management emphasizes development and application of a broad set of skills needed to succeed in the rapidly changing business environment. The curriculum prepares students to work in all facets of management, including human resource management, financial, marketing, and operations. Graduates pursue careers in manufacturing, healthcare, government, sports promotion, and service sectors.

Learning Outcomes

The Learning Outcomes for the Master of Science in Management are:

- Analyze current and future industry trends and their impact different types of organizations.
- Continuously improve decision-making techniques utilizing frameworks and business scenarios, broadening perspectives, and enhancing capabilities for application to organizational situations.
- Develop effective practices for recruiting, developing, managing, and retaining top talent.

PROGRAM REQUIREMENTS	CREDITS
MS in Management Core (Required) Complete a minimum of 21 credit hours of required courses · MGT 6200 Organizational Adaptation (3 Credits) · STR 6200 Strategic Operations (3 Credits) · HRM 6000 Foundations of Human Resources Management (3 Credits) · CCL 6001 Fundamentals of Culture and Change I (3 Credits) · BDA 6000 Modern Data Management (3 Credits) · PMG 6050 Project Management (3 Credits) · MGT 6905 Capstone: Strategic Management Project (3 Credits)	21 Credit Hours
Elective Courses Complete a minimum of 9 credits hours of Business and Management courses (outside of the above core courses) or open electives · Example elective courses include MGT 6400 Collective Impact, MKT 6100 Disruptive Marketing, LED 6130 Leading Across Differences, and FIN 6300 Financial Viability	9 Credit Hours
Program Total	30 Credit Hours

Undergraduate Certificates

Cleary University designed its certificates and degree programs so that they could work together as building blocks for your personalized success. Higher education calls these "stackable credentials," which means you can add certificates and programs to gain expertise in the most career-relevant skills, diversify your learning experience, and pursue personal interests.

Certificates consist of 15 credits and may be an extra credential housed and supported within a degree program. Our traditional, non-traditional, and adult students may take 5 key courses that are woven into your degree program, replacing your options and/or elective slots with no additional cost. Certificates can also be completed separate from a degree program as stepping stones to a degree program or built upon previous earned credentials.

Business Communications

The Undergraduate Certificate in Business Communications is a 15 credit-hour offering, targeting students from a wide variety of disciplines. These courses provide the needed knowledge to gain a foundation in business communications across key business communication domains, including advertising, media writing, design and production, and data analysis.

The Learning Outcomes for the Business Communications Undergraduate Certificate are:

- Develop professional quality oral, written, and visual communications that are coherent, technically sound, and appropriately adapted to specific audiences and contexts.
- Identify strategies for addressing the impact of various physical, cognitive, cultural, and social factors that shape communication across interpersonal, group, and organizational settings.
- Apply various tools and technology to the design, development, and dissemination of communication messages.
- Apply professional, ethical, and socially and culturally sensitive communication practices across interpersonal, group, organizational, and intercultural settings.

Required Courses (15 Credits)

The five required courses for the Business Communications Undergraduate Certificate are:

- COM 4200 Advanced Advertising Strategy (3 Credits)
- COM 3500 Advanced Media Writing (3 Credits)
- COM 4300 Design and Production (3 Credits)
- COM 4900 Business Communication Contexts (3 Credits)
- COM 4200 Strategic Communication of Data Analysis (3 Credits)

Cybersecurity Management

The Undergraduate Certificate in Cybersecurity Management advances your understanding of cyber threats, information assurance, and digital crime investigation, developing their knowledge, skills, and abilities to secure organizational data as information security experts in an information technology-dependent enterprise. Students interested in these courses should have a firm knowledge of basic computer skills and information security, including the ability to grasp and understand the controls and concepts needed to safeguard organizational data.

The Learning Outcomes for the Cybersecurity Management Undergraduate Certificate are:

- Identify cybersecurity analyst tools including data protection.
- Describe key compliance and threat intelligence topics important in today's cybersecurity landscape.
- Apply skills for incident responses and forensics with real-world cybersecurity case studies.
- Evaluate industry specific and open source security tools.

Required Courses (15 Credits)

The five required courses for the Cybersecurity Management Undergraduate Certificate are:

- ITS 3050 Introduction to Cybersecurity (3 Credits)
- ITS 3150 Introduction to Cybersecurity Tools & Cyber Attacks (3 Credits)
- ITS 4150 Penetration Testing (3 Credits)
- ITS 4250 Breach Response and Assessment (3 Credits)
- ITS 4550 Digital Forensics and Investigations (3 Credits)

The prerequisite course (or equivalent knowledge) for the Cybersecurity Management Undergraduate Certificate (which may be taken as part of the BBA in Business Management required courses or use elective courses) is:

- CIS 2100 Computer Operating Systems (3 Credits)

Data Management and Analysis

The Undergraduate Certificate in Data Management and Analysis is a 15 credit-hour stand-alone program designed for undergraduate students who are not majoring in Data Management and Analysis and would like to broaden their skills in data management and analysis. Students will learn the entire spectrum of data analytics and management including database concepts, communication of analytics, statistics, data mining, and Python and R programming. Students interested in these courses should have a firm knowledge of basic computing skills including the ability to grasp and understand new data processing and analytics concepts that relate to information systems.

The Learning Outcomes for the Data Management and Analysis Undergraduate Certificate are:

- Apply database programming using SQL.
- Utilize visualization and presentations to communicate the results of analytics.
- Analyze data using R and Python programming.
- Use statistical analysis in the decision-making process.

Required Courses (15 Credits)

The five required courses for the Data Management and Analysis Undergraduate Certificate are:

- DMA 3200 Introduction to Data Analytics (3 Credits)
- DMA 3600 Data-Driven Decisions (3 Credits)
- DMA 4070 Analyze Data with SQL and R (3 Credits)
- DMA 4080 Analyze Data with Python (3 Credits)
- COM 4400 Strategic Communication of Data Analysis (3 Credits)

The prerequisite courses (or equivalent knowledge) for the Data Management and Analysis Undergraduate Certificate (which may be taken as part of the BBA in Business Management required courses or use elective courses) are:

- CIS 2100 Computer Operating Systems (3 Credits)
- QLR 1000 Data Foundations (3 Credits)

Digital Marketing

The Undergraduate Certificate in Digital Marketing is a 15-credit hour offering that provides students with a working knowledge of digital marketing skills leading to the compilation of an effective digital marketing campaign. Students will obtain a working knowledge of the use of email, websites, social media, mobile marketing, video marketing and display advertising.

The Learning Outcomes for the Digital Marketing Undergraduate Certificate are:

- Apply current digital theory in the field of marketing.
- Explain the impact of global competition, market forces and other external factors on the success and failure of specific digital marketing initiatives.
- Use digital market research tools and predictive analytics tools.
- Demonstrate analytical and critical-thinking skills with direct application to business/marketing environments through technology.

Required Courses (15 Credits)

The five required courses for the Digital Marketing Undergraduate Certificate are:

- MKT 4350 Social Media and Practice (3 Credits)
- MKT 4355 Social Media Advertising (3 Credits)
- MKT 3360 Storytelling with Content Marketing (3 Credits)
- MKT 4360 Managing the Customer Relationship (3 Credits)
- MKT 4450 Marketing Metrics and Analytics for Decision-Making (3 Credits)

The prerequisite course (or equivalent knowledge) for the Digital Marketing Undergraduate Certificate (which may be taken as part of the BBA in Business Management required courses or use elective courses) is:

- MKT 2200 Introduction to Marketing (3 Credits)

Project Management

The Undergraduate Certificate in Project Management is a 15 credit-hour stand-alone program. In their work toward this certificate, students have the opportunity to analyze and apply theories and concepts associated with temporary endeavor undertaken to create a unique product, service, or result. The students use this opportunity to emphasize key project management knowledge areas with a more robust focus across project, program, and portfolio management. Additionally, the courses demonstrate the application and benefits of project planning, scheduling, monitoring, controlling, the earned value method, and project quality management in managing projects, programs, and portfolios.

The Learning Outcomes for the Project Management Undergraduate Certificate are:

- Apply management and leadership theories as they relate to project, program and portfolio management.
- Apply effective communication and research skills.
- Examine tools and techniques of initiating, planning, executing, monitoring, and closing projects.
- Demonstrate critical thinking skills for effective analysis and decision making.
- Demonstrate skills in project quality management.

Required Courses (15 Credits)

The five required courses for the Project Management Undergraduate Certificate are:

- PMG 3500 Principles of Project Management (3 Credits)
- PMG 3600 Project Management Tools and Techniques (3 Credits)
- PMG 3250 Project Initiation and Planning (3 Credits)
- PMG 4350 Project Execution (3 Credits)
- PMG 4450 Agile Project Management (3 Credits)

No prerequisite courses (or equivalents) are required for the Project Management Undergraduate Certificate.

Supply Chain Management

The Undergraduate Certificate in Supply Chain Management spans all facets of a multicultural business environment. With the continuing globalization of industry, the practice of supply chain management has become a strategic and indispensable component for all firms, regardless of size. Even the smallest companies can contract with suppliers across the world to improve their standing in the crowded global marketplace. This concentration offers an overview of issues that surround global supply chain management, a high-level discussion of how those issues will affect businesses of all types, and applications of supply chain theory to modern issues including the use Six Sigma techniques, data analytics specific to supply chain issues, and special attention paid to the future and growth opportunities within the industry.

The Learning Outcomes for the Supply Chain Management Undergraduate Certificate are:

- Identify issues surrounding global supply chain management.
- Evaluate the impact of supply chain theory on modern issues.
- Apply Six Sigma techniques and data analytics specific to supply chain issues.

Required Courses (15 Credits)

The five required courses for the Supply Chain Management Undergraduate Certificate are:

- SCM 3000 Supply Chain Strategy (3 Credits)
- SCM 4000 Supply Chain Management (3 Credits)
- SCM 4100 Logistics and Distribution (3 Credits)
- SCM 4400 Supply Chain Analytics (3 Credits)
- SCM 4500 Supply Chain Future, Adaptability & Resilience (3 Credits)

The prerequisite course (or equivalent knowledge) for the Supply Chain Management Undergraduate Certificate (which may be taken as part of the BBA in Business Management required courses or use elective courses) is:

- OPM 2000 Operations Management (3 Credits)

Graduate Certificates

Cleary University designed its Graduate Certificates and MBA program so that they could work together as building blocks for your personalized success. As stackable credentials, you can add certificates and programs to gain expertise in the most career-relevant skills, diversify your learning experience, and pursue personal interests.

The Graduate Certificates consist of 9 credits and may be an extra credential housed and supported within a degree program. Cleary's Graduate Certificates can also be completed separate from a degree program as stepping stones to a degree program or built upon previous earned credentials.

Analytical Efficiency

The Graduate Certificate in Analytical Efficiency is a 9 credit-hour stand-alone program designed for professionals desiring to broaden their skills in data management and analysis.

Required Courses (9 Credits)

The three required courses for the Analytical Efficiency Graduate Certificate are:

- BDA 6000 Modern Data Management (3 Credits)
- BDA 6100 Foundations of Business Analytics (3 Credits)
- BDA 6200 Effective Management of Projects (3 Credits)

If a student does not have prior undergraduate or graduate statistical coursework, BDA 5900 Statistics Immersion (3 credits) must also to be taken as part of the Graduate Certificate in Analytical Efficiency. Students who completed the Cleary University BBA in Business Management with a major concentration in Data Analysis and Management or the Cleary University MBA with a major concentration in Analytical Efficiency cannot enroll in the Graduate Certificate in Analytical Efficiency. All courses in the Graduate Certificate must be taken at Cleary University (i.e., transfer credit and prior learning assessments are not allowed).

Healthcare Leadership

The Graduate Certificate in Healthcare Leadership is a 9 credit-hour stand-alone program designed for professionals to explore critical topics needed to thrive in the healthcare industry.

Required Courses (9 Credits)

The three required courses for the Healthcare Leadership Graduate Certificate are:

- HCM 6040 Health Policy, Law, and Ethics (3 Credits)
- HCM 6150 Quality Management in Healthcare (3 Credits)
- HCM 6200 Healthcare Technology and Analytics (3 Credits)

Students who completed the Cleary University BBA in Business Management with a major concentration in Heath Care Management or the Cleary University MBA with a major concentration in Healthcare Leadership cannot enroll in the Graduate Certificate in Healthcare Leadership. All courses in the Graduate Certificate must be taken at Cleary University (i.e., transfer credit and prior learning assessments are not allowed).

Strategic Leadership

The Graduate Certificate in Strategic Leadership is a 9 credit-hour stand-alone program designed for professionals to delve into several leadership topics critical to personal and professional success as a strategic leader.

Required Courses (9 Credits)

The three required courses for the Strategic Leadership Graduate Certificate are:

- SDT 6000 Managing Disruptive Change (3 Credits)
- BUS 6000 Business Strategy and Game Theory (3 Credits)
- BUS 6100 Leading for Adaptability (3 Credits)

Students who completed the Cleary University MBA with a major concentration in Strategic Leadership cannot enroll in the Graduate Certificate in Strategic Leadership. All courses in the Graduate Certificate must be taken at Cleary University (i.e., transfer credit and prior learning assessments are not allowed).

Women's Leadership

The Graduate Certificate in Women's Leadership is a 9 credit-hour stand-alone program designed for professionals to focus on how leaders can unleash the potential of the organization to adjust and adapt in ways that successfully address the inclusive, global, and diverse needs of a shifting environment.

Required Courses (9 Credits)

The three required courses for the Women's Leadership Graduate Certificate are:

- LED 6000 Women in Leadership (3 Credits)
- LED 6100 Executive Presence (3 Credits)
- LED 6200 Women's Leadership: Negotiation Skills (3 Credits) OR LED 6300 Leadership: Giving and Receiving Feedback (3 Credits)

Students who completed the Cleary University MBA with a major concentration in Women's Leadership cannot enroll in the Graduate Certificate in Women's Leadership. All courses in the Graduate Certificate must be taken at Cleary University (i.e., transfer credit and prior learning assessments are not allowed).

COURSE DESCRIPTIONS

ACC 1000 Introduction to Financial Accounting

Explore and learn the basic principles of accounting by working through the entire accounting cycle. This includes accounting systems, controls, analyzing and posting business transactions, recording journal entries, and preparing basic financial statements. You will discover accounting history and Luca Pacioli– including the role of double-entry bookkeeping, the preparation of financial statements, and the evaluation of financial ratios and costs–in the thirteenth century economic renaissance of western civilization. Learn how accounting tools with wide applications add value beyond reporting what has already happened.

ACC 1100 Principles of Accounting and Economic Renaissance (3 Credits)

The second semester of accounting principles expands on material presented in ACC 1000 from the perspective of an accounting major. You will learn alternative methods of handling adjustments, discounts, and inventory issues as well as more complex situations related to long-term assets. You will be introduced to new financial accounting concepts related to partnerships, long term liabilities, accounting for investments, and the preparation of the statement of cash flows.

ACC 2000 Introduction to Managerial Accounting (ACC 1000, GE-QLR, 3 Credits)

Building on ACC 1000, you will learn to perform more complex management accounting and financial analysis, including the definition of cost objects, the evaluation of cost behavior, and the measurement of financial performance in a dynamic operations environment. Such skills are in high demand in business today. In cases and simulations during this course, you observe how the choices you make about what to measure and how to measure it have significant economic and ethical consequences for an organization, even to the point of determining business viability.

ACC 2700 Accounting Information Systems (ACC 1100, 3 Credits)

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 2805 Intermediate Accounting I (ACC 1100, 3 Credits)

Advanced financial reporting concepts are the focus of this course. You will perform an in-depth examination of financial statements, preparation, analysis, and reporting. Topics include income measurement and profitability analysis, time value of money concepts, accounting for cash, receivables, inventory, property, plant, equipment, and intangible assets.

ACC 2905 Intermediate Accounting II (ACC 2805, 3 Credits)

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

ACC 3800 Auditing (3 Credits)

This course provides an overview of both internal and external auditing theory. The course will cover internal controls, the various purposes of internal auditing, and how to establish and review internal controls. This course will prepare you to analyze contemporary auditing and assurance issues as well as examine the responsibilities of and independence issues faced by individuals and companies involved in internal and external audit and assurance roles.

ACC 4150 Governmental/Nonprofit Accounting (ACC 2805, 3 Credits)

In this course, you will study issues in municipal accounting, especially as relevant to city, state, and federal agencies, with attention to bond financing, funds, and budgets. An overview of accounting for nonprofit organizations will also be presented. Microsoft Excel software is required for this class.

ACC 4250 Accounting and Taxation for Nonprofit Organizations (3 Credits)

Learn how financial information is used to manage and make decisions in a nonprofit organization. Examine generally accepted accounting principles and practices specific to not-for-profit organizations, including structure and governance, legal requirements, financial reporting, budgeting, and tax filing.

ACC 4400 Cost Accounting I (ACC 1100, 3 Credits)

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 Credits)

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

ACC 4500 Taxation I (3 Credits)

The focus of this course provides an overview of the study of personal federal income tax laws, forms, and reporting mechanisms, and their application to individual taxes as well as to business entities. Topics to be covered will include income and loss realization and recognition, capital gains and losses, exemptions, rates, gross income items, deductions of business expenses, employee expenses, and itemized deductions as well as the tax consequences of accounting decisions as they relate to basic business entities.

ACC 4600 Taxation II (3 Credits)

The second course in the taxation series, designed for students who will be engaged in tax preparation activities and public accounting, this course revisits some of the more complex individual and business tax issues, including the introduction of estate and trusts returns as well as corporate and partnership taxation issues such as property and dividend distributions, stock redemptions, liquidations, and re-organizations. Emphasis is placed on developing the student's ability to identify and explain the tax consequences of various individual and business entity transactions.

ACC 4900 Advanced Financial Accounting (3 Credits)

This course provides an in-depth examination of accounting for business combinations, international accounting issues, and partnerships. Business combination places focus on direct acquisitions and preparation of consolidated financial statements. The international accounting portion focuses on the international accounting environment and compares accounting principles of several countries. In the partnership portion, you will examine the entire partnership cycle from formation to liquidation and study the unique accounting principles associated with partnerships. Microsoft Excel software is required for this class.

AMS 1050 Social Change in American Sports (GE-PDW, 3 Credits)

This course introduces students to issues around social change, identity, and politics in the world of sports and how sports affect society as a whole. The sociology of sport has emerged to become a significant sub-discipline of the discipline. Scholars have drawn on a wide range of theoretical perspectives to understand the enduring appeal of sporting practices, as well as the various processes of conflict, control, and power in and around sporting institutions. This course examines the main perspectives in the sociology of sport in order to better understand the complex, complementary, and contradictory relationship between sport and society.

ANT 1500 Introduction to Analytics (3 Credits)

This course introduces the basic concepts and applications of analytics. Topics include an overview of the historical development of analytics, an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, you should be able to demonstrate a basic under- standing of analytics for decision making in business.

ANT 2500 SQL I (3 Credits)

This course provides a comprehensive overview of the language of relational databases: Structured Query Language (SQL). You'll learn how to create SQL statements, including SELECT, DELETE, UPDATE, and INSERT. This course covers how to create and design tables, create stored procedures, use cursors and transactions to preserve data integrity, and create views for larger data sets.

ANT 2600 SQL II (ANT 2500, 3 Credits)

This course is a continuation of SQL I - The Language of Relational Databases: Structured Query Language (SQL). Topics covered include entity-relationship modeling, the relational model, and the SQL language: data retrieval statements, data manipulation, and data definition statements. All interactive reading problems involve the use of "live" SQL. Homework will be done using databases running in MySQL, which you will install on your computer. You will develop a real-world database project using MySQL during the course.

ART 1000 Sketching and Painting (GE-HCC, 3 Credits)

You will explore the foundations of line and form and the use of color through various sketching and painting media. Learn how to emphasize spatial organization and structure or focus on the principles and techniques of painting media.

ART 2000 Media Design (GE-HCC, 3 Credits)

Explore your creativity through the methods of design thinking and the process involved in translating that thinking into form. Content, meaning, form, typography, layout, structure, craft and process in graphic design, emphasizing conceptual analysis, visualization, and skillful making through the adept use of analog and digital tools will be studied.

BBA 3005 Emerging Topics in Business (1 Credit)

This course explores new and emerging business topics of interest to students and faculty. The topics explored may vary with each offering of the course, along with the course learning objectives, materials, and instructional modality. The course may be repeated if taken with different topics.

BUS 1100 Introduction to Organizations

This course provides students with a broad introduction to the world of organizations and the fundamentals of business. Students will examine the purpose, structure, and functions of organizations while exploring core business areas such as management, marketing, operations, human resources, and finance. The course also introduces the influence of external environments–including economic, legal, ethical, and global factors–on organizational decision-making. Through applied projects students gain a foundational understanding of how organizations operate and prepare for further study in business disciplines.

BUS 3000 Emerging Business Technologies

This course examines the disruptive technologies transforming modern business operations, strategy, and customer experience. Students will explore how innovations such as automation, artificial intelligence, connected devices, and data-driven decision-making are changing the way organizations create value and compete. Emphasis is placed on understanding the opportunities and challenges these disruptions present across industries and learning how to identify and apply appropriate technologies to improve business efficiency and effectiveness. Through analysis of real-world examples, students will develop the insight needed to evaluate and adapt to technological change in the evolving business landscape.

BUS 3500 Strategic Management (3 Credits)

Discover how strategy is all about effectively answering three questions: Where are we? Where do we want to go? How do we get there? Develop a multi-dimensional understanding of business strategy from the perspective of the executive manager or chief executive officer (CEO) – including how to develop an organization's internal capabilities to understand and meet its external opportunities and challenges. You will learn how to argue and persuade others of your strategic vision and execution approach. Opportunities will be provided to engage in projects with companies and strategic management practitioners.

BUS 4000 The Entrepreneurial Mindset (3 Credits)

Half of new business start-ups fail in five years. After ten years, only about a third of new business start-ups are still standing. Entrepreneurship is at a forty-year low in America. Yet, developing a sound entrepreneurial mindset is still good business and good for your career. Discover the palette of knowledge and skills required to think like a successful entrepreneur. Learn how to manage and live with risk. Understand the critical roles sufficient funding and profit play in business success. Explore ways to go it alone and how to use those skills to create and manage better teams. You might start a business, you might not–but an entrepreneurial mindset is highly valued anywhere business can be made better.

CAR 1000 A-D Career Fulfillment
(All four must be taken to earn the complete credit, 2 Credits Total, 0.5 Credits per Course)

The reality of the contemporary economy and job market is that you are likely to change jobs 10-12 times over the course of your career, so staying on a gratifying career track requires awareness and preparation. This course combines online study with one-on-one advising to examine market trends, careers and employment positions, personality and strengths assessments, and networking skills relevant to business degree options. Course activities are designed to enhance your awareness and understanding of self–your interests, personality, and values–enabling you to make more thoughtful, informed decisions about your major, career path, and ways to manage a satisfying professional life. Experience networking opportunities with industry professionals and join discussions on career expectations.

CAR 1050 Navigating Academic and Life Challenges (1 Credit)

Develop effective strategies for setting and achieving long-term and short-term goals. This course is designed to help students from any program use design thinking to develop an effective approach to finding their vocation after college and controlling their early college experience. Through written assignments, self-awareness, and individual mentoring, students will use design thinking to explore many of life's major challenges, such as pursuing a career they love and finding personal fulfillment.

CAR 3060 Navigating Future Career and Life Challenges (2 Credits)

This course is designed to help students who are nearing graduation prepare for their post-Cleary life. Through collaboration, individual work, and mentorship, students will combine their analysis of their personal strengths and current market trends to develop career readiness skills. This course serves as a foundation for lifelong career development and personal growth, empowering students to design and create a meaningful and fulfilling life.

CAS 1800 Business Technology Applications (GE-QLR, 3 Credits)

This course offers an overview of some of the most common office applications and best practices for using them in the contemporary workplace. You will focus on features that will be beneficial for future academic and professional endeavors. Access to Microsoft Office 365 and Google Suite is required.

CIS 1050 Data Science for Social Good (GE-PDW, 3 Credits)

This course is designed to inform aspiring data scientists in regard to machine learning, data science, and AI projects that have a social impact in a fair and equitable manner. Studying the work of governments and nonprofits, you will take on real-world problems in education, health, criminal justice, sustainability, public safety, workforce development, human services, transportation, economic development, international development, and more.

CIS 2100 Computer Operating Systems (3 Credits)

This course provides students with an in-depth understanding of the principles, architecture, and functionality of modern operating systems. The course covers core topics such as process management, memory allocation, file systems, and system security, with exploration of operating systems like Windows, Linux, and macOS. Students will be able to analyze and manage operating systems effectively, preparing them for roles in systems administration and software development.

CIS 2250 Fundamentals of User Interface Design (ITS 1500, 3 Credits)

This course introduces students to the principles and best practices of creating intuitive, attractive, and easy-to-use interfaces. It includes usability, accessibility, interaction design, and modern tools and techniques using prototyping. Students will understand the fundamentals of interface design, including those for web, mobile, and desktop that improve a user's experience.

CIS 2450 Fundamentals of Networking and Communications (ITS 1500, 3 Credits)

In this course students learn the principles and technologies that support data exchange in contemporary computer networks. It covers network topologies, protocols, hardware, IP addressing, and the OSI model, along with configuring and troubleshooting networks. This course will help students understand how networks operate and communicate, preparing them for network administration responsibilities.

CIS 3450 Network Structures and Administration (CIS 2450, 3 Credits)

This advanced networking course provides an in-depth understanding of network architectures, protocols, and management practices essential for modern IT environments. Students will learn to design, configure, and maintain networks, covering topics like LAN/WAN technologies, routing, switching, and network security. Students will learn the skills to administer complex network infrastructures and ensure their efficient and secure operation.

CIS 3610 Introduction to Systems and Network Security (CIS 2450, 3 Credits)

Students taking this course must have a working knowledge of securing information technology systems and networks from threats and vulnerabilities. It includes various topics, including cryptography, firewalls, intrusion detection, network protocols, and security best practices. This course will teach students how to understand the security risks and tools which can be used to protect systems and networks from attacks.

CIS 4550 Advanced Systems Operations and Automation (ITS 3910, 3 Credits)

This course delves further into operational management and automation of IT systems. It includes advanced tools such as orchestration, automating cloud infrastructure, containerization, and the CI/CD pipeline. Students will be able to automate system administration tasks, configure IT workflows, and size IT environments at scale using advanced automation tools and techniques.

CJM 1500 Introduction to Criminal Justice (GE-SBS, 3 Credits)

This course provides an introduction to the criminal justice system in the United States. The primary goal of this course is to develop a general understanding of crime and the criminal justice system in American society. The course will introduce you to the elements of the criminal justice system: police, courts, and corrections.

CJM 1600 Administration in Criminal Justice (GE-SBS, 3 Credits)

This course is an overview of administration within criminal justice agencies, including organizational units: their functions and their relatedness within criminal justice organizational structures. It also examines the administrative, legal, and managerial principles that guide criminal justice agencies and the employees who work within them.

CJM 2500 Human Resource Management in Criminal Justice (GE-SBS, 3 Credits)

This course will emphasize the importance of human resource management in criminal justice. The role of personnel management in a criminal justice organization is stressed throughout the course, including hiring, evaluation, employee development, and compensation. Legal and administrative aspects of human resource management are also part of the course.

CJM 3000 Crisis Management (3 Credits)

The course provides an overview of how to identify, respond to, manage, and mitigate critical events that occur in the criminal justice arena. Course topics include types and characteristics of crises, crisis planning, interagency collaboration and coordination on local, regional, state, and federal levels, resource allocation, and threat and risk identification, prevention, and management.

CJM 3100 Crisis Communication and Media Relations (3 Credits)

Communication during a crisis is a critical element in managing information and public perception, including the reputation of criminal justice agencies. This course introduces the importance of crisis management from the perspectives of communication and public relations. Course topics include developing communication plans and strategies, creating crisis communication teams, managing key information, addressing privacy concerns, creating and maintaining effective and positive media relations, and shaping public perception.

CJM 4000 Data Management and Evaluation in Criminal Justice (3 Credits)

This course focuses on simple data management strategies and basic analytical methods that can be used in criminal justice agencies. Emphasis is on using Excel for data management and analysis, including displaying data for use in reports and evaluations. This course will also cover basic components of program assessment and evaluation in criminal justice organizations.

CJM 4100 Ethics and Conflict Management in Criminal Justice (3 Credits)

This course examines ethical issues encountered in the criminal justice system with a focus on comparing and contrasting the principles of moral philosophy and ethical theory to the practices within criminal justice agencies. The course also examines challenges and conflicts between professional standards and individual and group behavior and strategies to address these conflicts.

COM 1400 Speech Communications (ENG 1000, GE-COM, 3 Credits)

Understand how it is increasingly important to foster productive dialog across disparate lines of business, education, religion, politics, and cultural diversity. Get comfortable and fluent in the art of speaking publicly, conversing, and listening as it relates to critical conversations held in business, government, social networks, and other social establishments. You will be challenged to identify flaws in assertions and unproductive approaches to communication. You will develop techniques to utilize communication styles that elicit meaning, abstract thinking, citizenship, clarity, organization, persuasion, research, teamwork, and cooperation.

COM 2200 Public Relations (GE-COM, 3 Credits)

A theoretical approach to the principles of the field of public relations in corporate, nonprofit, and agency applications. The role of public relations in the overall organizational communication structure is considered.

COM 2800 Organizational and Interpersonal Communication (GE-COM, 3 Credits)
This course is an overview of speech communication and interaction in a person-to-person and an organizational context. Interpersonal communication topics include concepts of perception, attraction, self-disclosure, listening, and conflict management through communication. Organizational communication topics include communication systems, networks, and barriers within organizational settings and cultures.

COM 3200 Organizational Communication in a Global Environment (3 Credits)
Discover the way in which technology continues to change perceptions of distance as multi-modes of media and communication emerge in everyday business practices. You will be challenged to dive into topics of business, communications, society, and cultures as they appear to merge into a single global, Internet-accessible marketplace. But is that what's really happening? Explore and examine how media and communication technology continue to impact these areas and shape how we perceive, consume, and participate in national and global business.

COM 3500 Advanced Media Writing (3 Credits)
This is an intensive writing course that exposes you to all types of media writing including news releases, brochures, speeches, newsletters, annual reports, case studies, advertising copy, memos, and crisis communication. You will hone your skills while producing writing samples for your professional portfolio.

COM 3600 Storytelling for Professional Communications (ENG 1100 or equivalent, 3 Credits)
This course introduces students to the concept, structure, and application of storytelling to support effective professional communications. Storytelling provides a compelling vehicle to conceptualize both the end goal and the journey audiences will experience through various types of print, digital, audio, and digital media. Students use a variety of structures and tools to plan and create compelling stories that then translate to a variety of communication channels.

COM 3650 Fundamentals of Media Production (COM 3600, 3 Credits)
This course introduces students to the basics of media production. Students will learn and use tools of electronic photography, video, audio production, and interactive media. Students apply these tools using storytelling techniques to create media elements.

COM 4200 Advanced Advertising Strategy (3 Credits)
Building on the ideas of the core COM courses, you will take on a brand and manage the advertisement of that brand in the design of messaging highlighting the importance of visual elements in communication and how to effectively incorporate visual elements into messages for various media platforms in a coherent, unified campaign.

COM 4300 Design and Production (3 Credits)
This project-based course builds a foundation for meaningful and effective visual communication. Areas of focus include: the formal elements and principles of design, visual problem solving, the creative process, and knowledge and skills for the production of visual works. You will utilize a variety of media, tools, and processes to effectively convey the appropriate message to the appropriate audience.

COM 4400 Strategic Communication of Data Analysis (3 Credits)
This course provides a comprehensive overview of communications data, from its acquisition through to its use in aiding investigations and enhancing operational decision making. You will learn the proper visualization techniques for data communication in terms of persuasiveness, clarity, accuracy, and audience.

COM 4600 Media Production Management (COM 3650 or Taken Concurrently, 3 Credits)
This course helps students apply management tools and techniques to media production environments. Pre-production, production, and post-production processes are explored from both a project and organizational basis. Students apply their business knowledge to the management of media budgets, supervision of personnel (including guild/union members), acquisition of permits, and project scheduling. Client relations and media distribution are also covered.

COM 4650 Applications of Media Production in Marketing and Social Media (COM 3650, 3 Credits)
This course allows students to further develop the media production skills to projects of increased sophistication to create integrated media campaigns. Students apply their production knowledge and skills in a variety of industries, culminating in an applied final project and presentation.

COM 4675 Gamified Media (COM 4650 or Taken Concurrently, 3 Credits)
This course allows students to use a range of media production tools and techniques to develop interactive interfaces for entertainment, informational, and educational gamified applications. Students apply their production knowledge and skills in a variety of industries, culminating in an applied final project and presentation.

COM 4900 Business Communication Contexts (3 Credits)
You and your instructor focus on current topics of concern to modern business in a course designed to activate prior concentration and core business course knowledge in scenarios where the "outcome" is dependent on your performance.

DMA 3200 Introduction to Data Analytics (3 Credits)
This course helps students gain essential analytical skills needed in data informed decision making. It includes core areas like data gathering, statistical analysis, visualization methods, and the use of basic programming languages and tools such as Excel to manipulate data. Students will be able to interpret data and convey solution-oriented findings.

DMA 3600 Data-Driven Decisions (DMA 3200, 3 Credits)
This course will empower you to make well-informed decisions in organizational contexts. Learn how to gather, analyze, and interpret the data you need, along with predictive models and visualization techniques that can power strategy. Data insights driven decision-making enables students to find various usages of data that will help them maximize operation efficiency, additive performance, and managerial excellence to ultimately solve real-world organizational challenges.

DMA 4070 Analyze Data with SQL and R (DMA 3200, 3 Credits)

In this course students will learn the power of combining SQL (Structured Query Language) for querying databases to fetch data, while also using a statistical programming language which acts as free software for each operation along with graphical capabilities. This course provides the core SQL commands for data extraction, modification, and management used in conjunction with R to perform complex analytical tasks including modeling, graphing, etc. Students will have the tools they need to make data-driven decisions and insights, including transforming, analyzing, and visualizing data in SQL and R.

DMA 4080 Analyze Data with Python (DMA 4070, 3 Credits)

This course provides students the skills needed to run data analysis via Python programming looking at different libraries like Pandas, NumPy, and Matplotlib for manipulating, statistical analysis, and visualizing. Topics include data cleaning, exploration and visualization techniques, and analyzing complex datasets using machine learning algorithms. Students will be able to analyze data and help decision-makers make better decisions using Python in an efficient way.

DMA 4200 Data Analysis in Business (3 Credits)

This course prepares you to understand data and business analytics and become a leader in these areas in business organizations. It will illustrate the processes of analytics by allowing you to apply business analytics algorithms and methodologies to real-world business datasets from finance, marketing, and operations. The use of examples and case studies places business analytics techniques in context and teaches you how to avoid the common pitfalls, emphasizing the importance of applying proper business analytics techniques.

ECO 1000 Introduction to Macroeconomics (GE-SBS, 3 Credits)

Explore the key ways the world has made and continues to make money through the flow of goods and services. Discover the history of purging, pursuing, and partitioning the non-existent free-market economy. From bartering and bondage to traditional, command, market, and mixed economic systems, you will assess the different ways business activities have been—and could be—organized and managed. You will address questions of how resources in the world are accessed, transformed, distributed, and used—and an ethical response to who benefits and who should benefit.

ECO 2000 Introduction to Microeconomics (GE-SBS, 3 Credits)

Microeconomics is the study of individual decision-making units, such as households, businesses, and markets within the economy. The emphasis will focus on how these groups make decisions regarding the allocation of their scarce resources and the interactions among these individuals and firms. Topics covered will include production costs, market structure, price maximization, labor markets, government regulation, and distribution of income.

ENG 1000 English Composition (GE-COM, 3 Credits)

English composition is the foundational course that will prepare entering students for college-level skills in writing, reading comprehension, and critical thinking through the application of grammar, tone, and audience. This application will stretch from academic research and writing through basic business communications and personal writing.

ENG 1100 Discourse and Delivery (ENG 1000, GE-COM, 3 Credits)

Explore the digital divide and discover how it is no longer defined only in terms of one's access to hardware and software. Assess a digital divide created by limited literacy skills (reading and writing) and a lack of cognitive skills needed to make effective use of communications-based technologies. Immerse yourself in the reading, writing, and critical-thinking practices necessary to communicate effectively through digital technologies. Embark on a comprehensive study of two key applications of knowledge: 1) cognitive proficiency–you'll refine foundational communication skills of everyday life at school, at home, and at work, and 2) technical proficiency– you'll explore and apply components of digital literacy, including a foundational knowledge of digital technology.

ENG 1200 Creative Writing (GE-COM, 3 Credits)

In this course, you will develop ideas and work habits as creative writers and storytellers. Knowing how to tell a successful story is both personally and professionally rewarding: fiction, life writing, journalism, film, television, games, multimedia projects, blogs, and even business proposals rely on narrative content. You will learn to identify the building blocks of good narrative and create their own dynamic fiction or nonfiction narratives.

ENT 4050 Creativity and Innovation (3 Credits)

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

FIN 1750 Personal Finance (3 Credits)

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 3000 Introduction to Corporate Finance

This course introduces the principles and practices of corporate finance that drive value creation and business decision-making. Students will explore how organizations manage financial resources to achieve strategic objectives, including topics such as the time value of money, risk and return, capital budgeting, cost of capital, and financial statement analysis. Emphasis is placed on understanding how financial decisions support organizational growth, profitability, and sustainability in a dynamic business environment.

FIN 4000 Financial Management (ACC 1000, 3 Credits)

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

FIN 4125 Investment and Portfolio Management (3 Credits)

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 Credits)

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

FIN 4750 Advanced Corporate Finance (FIN 4000, 3 Credits)

This course studies the major decision-making areas of managerial finance and selected topics in financial theory. Topics introduced in Financial Management (FIN 4000), such as the cost of capital, capital structure, and dividend policy, will be covered in more detail. Additional topics addressed in the course include lease financing, mergers and acquisitions, corporate reorganization, financial planning, and working capital management.

FIN 4800 International Finance (FIN 4000, 3 Credits)

Financial management of any firm involves acquisition of funds, investing of these funds in economically productive assets either domestic or foreign, currency risk management, and eventual reconversion of some of the productive assets into funds. This course concentrates on how decisions are made about international financial management in modern multinational enterprises. Students will discover and outline the management of these functions for firms operating in several countries.

HCM 1100 Introduction to Healthcare Management (3 Credits)

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

HCM 2200 Community, Population, and Public Health (HCM 1100, 3 Credits)

This course introduces students to the fundamental principles of public health, with a focus on the health of communities and populations. Topics include social determinants of health, health disparities, disease prevention, and the roles of public health systems in promoting well-being. Students will explore how policies, community resources, and cultural factors influence health outcomes and develop foundational skills for assessing and addressing public health challenges. This course emphasizes critical thinking and collaboration to foster a deeper understanding of health at the community level.

HCM 3200 Healthcare Insurance and Reimbursement Systems (HCM 3200, 3 Credits)

This course examines the structure, function, and impact of healthcare insurance and reimbursement systems in the United States. Students will explore key topics including private and public insurance models, payment methodologies, managed care, and the role of regulatory policies. Emphasis is placed on understanding how reimbursement systems influence healthcare delivery, financial management, and patient access to care. Case studies and real-world scenarios provide practical insights into navigating and managing these complex systems within healthcare organizations.

HCM 3250 Healthcare Financial Management (HCM 3200, 3 Credits)

This course provides an in-depth exploration of financial principles and practices specific to the healthcare industry. Students will examine topics such as budgeting, financial reporting, revenue cycle management, and cost control strategies in healthcare organizations. Emphasis is placed on understanding the unique financial challenges of healthcare systems, including reimbursement models, regulatory compliance, and resource allocation. Through case studies and practical applications, students will develop the analytical skills needed to make informed financial decisions in a dynamic healthcare environment.

HCM 3260 Healthcare Information Systems and Technologies (HCM 1100, 3 Credit)

This course explores the role of information systems and technologies in modern healthcare delivery and management. Students will examine topics such as electronic health records (EHRs), health informatics, data analytics, and cybersecurity in healthcare. Emphasis is placed on the integration of technology to improve patient outcomes, enhance operational efficiency, and support decision-making processes. Through case studies and hands-on activities, students will develop skills to assess, implement, and manage healthcare information systems in dynamic organizational settings.

HCM 3270 Healthcare Operations Management (HCM 3260, 3 Credits)

This course focuses on the principles and practices of operations management within healthcare organizations. Students will explore key areas such as process improvement, resource allocation, quality management, and patient flow optimization. Emphasis is placed on the application of operational strategies and analytical tools to enhance efficiency, reduce costs, and improve patient care. Through case studies and simulations, students will develop practical skills to address operational challenges and drive organizational success in the dynamic healthcare environment.

HCM 4000 Quality Management in Healthcare (HCM 1100 or equivalent, 3 Credits)

This course surveys institutions, attitudes, and behaviors related to the quality of healthcare in the United States. Topics include quality planning, safety, benchmarking, clinical research, and data collection methodologies, with emphasis on Lean Six Sigma and Malcolm Baldrige quality initiatives.

HCM 4100 Legal Issues in Healthcare (HCM 1100 or equivalent, 3 Credits)

The focus of this course is on the regulatory environment of healthcare, including HIPAA, COBRA, Medicaid, Medicare, medical malpractice, and healthcare reform measures as well as ethical theory and practice applications for the healthcare profession. You will analyze trends in public policy and politics and use case studies that focus on regulatory and ethical issues that a healthcare professional will confront.

HCM 4105 Legal and Ethical Issues in Healthcare (HCM 1100, 3 Credits)

The focus of this course is on the regulatory environment of healthcare, including HIPAA, COBRA, Medicaid, Medicare, medical malpractice, and healthcare reform measures as well as ethical theory and practice applications for the healthcare profession. You will analyze trends in public policy and politics and use case studies that focus on regulatory and ethical issues that a healthcare professional will confront.

HCM 4200 Healthcare Business and Policy (HCM 1100 or equivalent, 3 Credits)

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 healthcare reform. The impact of these topics on the business of healthcare will be studied.

HCM 4300 Marketing Healthcare Services (HCM 1100 or equivalent, 3 Credits)

This course studies the issues facing healthcare marketers including e-health, direct-to-consumer marketing, legislative developments, healthcare ROI, customer-driven healthcare, competition, and database marketing. You will learn about various aspects of marketing through case analyses, development of a healthcare business marketing plan, and active classroom discussions.

HCM 4400 Healthcare Informatics (HCM 1100 or equivalent, 3 Credits)

This course provides you with an understanding of health information technology and how it is designed to support clinical and managerial decision making in healthcare. Emphasis will be placed on the collection, storage, retrieval, and communication of data as well as information safeguards, ethical and legal issues, and patient safety and quality of care issues that relate to data storage and transmission. Electronic medical records and basic hardware and software concepts are addressed, including the impact this technology will have on patient care.

HCM 4900 Capstone: Healthcare Management Project (Taken in final semester, 3 Credits)

This course serves as the culminating experience for undergraduate students in healthcare management, integrating knowledge and skills acquired throughout the program. Students will work individually or in teams to develop and execute a comprehensive project addressing a real-world challenge in healthcare organizations, including strategic planning, quality improvement, or operational efficiency. Emphasis is placed on applying management theories, data analysis, and leadership principles to deliver actionable solutions. The course also includes opportunities for collaboration with industry professionals and a formal presentation of findings to peers, faculty, and industry stakeholders.

HLW 1000 Personal Health and Wellness (3 Credits)

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

HRM 2800 Introduction to Human Resource Management (GE-SBS, 3 Credits)

Understand how the success of an organization is heavily dependent on the performance of its people and how we work together in business. You will explore the role of human resource management in an organization. Argue and discover how ethics and social responsibility impact businesses and social environments in which people work toward both common and disparate goals.

HRM 4210 Human Resource Management (3 Credits)

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

HRM 4500 Training and Development for Human Resource Professionals (3 Credits)

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

HRM 4600 Compensation and Performance Management Systems (3 Credits)

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 Credits)

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

HRM 4750 Diversity and Inclusion for HR Professionals (3 Credits)

When it comes to the workplace, the human resource department has a great deal of responsibility in managing the overall diversity of the organization. In this course, you will explore the role of human resources in ensuring that all employee concerns are being met and that employee problems are solved when they arise within the contexts of fair, non-discriminatory initiatives that are aware of the need for diversity and inclusion.

HUM 2100 The Business of Art (GE-HCC, 3 Credits)

Business relies on art in various capacities: as a reflection of human experience, observation, introspection, and achievement; and to establish an identity and display value to the public. Explore the appreciation of art, the artful mind, and its application to business. You will explore the concepts of creativity, the importance of expression, visual communication, and how aesthetics, film, art, and design create value and an identity for the individual and for the corporation. You will explore the pursuit of intrinsic beauty and its relationship to automobiles, the biomedical industry, personal health, sales, and marketing.

HUM 2180 Cross-Cultural Communication (3 Credits)

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 2450 History of Enterprise and Civilization (GE-HCC, 3 Credits)

History is where ideas unfold. In this course, you will learn about the ideas that shaped civilizations from a unique business perspective. Studying business practices from ancient cuneiform tablets to the business practices of Greeks, Romans, Chinese, and African civilizations up through the explosion of capitalism in renaissance Europe and modern times, you will understand the underpinnings of our post-industrial age and will be able to learn what has stood the test of time.

INT 0003 Internship (3 Credits)

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

ITS 1500 Fundamentals of Information Technology (3 Credits)

An introductory course on information technology (IT) fundamentals, such as computer hardware, software, networking and data management. Students will get first-hand exposure to critical technologies, learn the role of IT in supporting organizational processes, and gain an appreciation of cybersecurity basics. The course sets the groundwork for additional IT courses and prepares students for professional fields that are driven by technology.

ITS 1610 Introduction of Python Programming (ITS 1500, 3 Credits)

An introductory course on the basics of coding in Python, a powerful general-purpose programming language. The course introduces students to writing, debugging, and analyzing Python scripts while covering fundamentals such as variables, control structures, functions, and data manipulation. Students will solve real problems and build the skills needed for more advanced programming challenges.

ITS 1620 Introduction to UNIX/LINUX Programming (ITS 1610, 3 Credits)

This course lays groundwork in UNIX/Linux programming. Navigating the internals of operating systems, students will be exposed to shell scripting, system utilities that come with operating systems in an abstract sense, plus file management and process control. To teach students how to develop fast, stable scripts and applications and prepare them for advanced system programming and administrative tasks.

ITS 1710 Fundamentals of Data Structures (ITS 1500, 3 Credits)

In this course, students are introduced to fundamental concepts and practical realization of organizing data in computer science. These include data structures such as arrays, linked lists, and stacks and queues with tree and graphs; principles of how they implemented; and principles on how to use them for computational problems. Students will learn how to choose and implement appropriate data structures that can give software applications the edge needed in performance and efficiency.

ITS 2710 Database Design and Implementation (ITS 1710, 3 Credits)

This course explores the principles of designing, building, and managing relational databases to efficiently store and retrieve data. Students will learn database modeling techniques, normalization, Structured Query Language (SQL), and the use of database management systems (DBMS). Students will design robust databases and develop queries to support real-world applications across various industries.

ITS 3050 Introduction to Cybersecurity (3 Credits)

This course gives you the background needed to understand basic Cybersecurity. You will learn the history of Cybersecurity, types and motives of cyberattacks to further your knowledge of current threats to organizations and individuals. Key terminology, basic system concepts and tools will be examined as an introduction to the cybersecurity field.

ITS 3061 Application and Integration of AI in IT Management and Data Analytics (ITS 4330, 3 Credits)

This course focuses on how Artificial Intelligence (AI) can enhance IT management and data analytics processes. Students will be introduced to AI solutions for network management, predictive analytics, system monitoring, and incident response as well as methods of integrating such technologies within prebuilt IT infrastructures data analysis workflows relevant to decision-making and organizational strategies. Students will learn to implement AI solutions using these tools for better integration management, operational efficiency, and innovation in IT departments.

ITS 3065 Application and Integration of AI in Cybersecurity (ITS 4330, 3 Credits)

This course focuses on Artificial Intelligence (AI) features to bolster security mechanisms and threat detection across modern IT ecosystems. Students will learn different types of AI technologies like machine learning, anomaly detection, and automated response systems used to recognize, prevent, and alleviate cyber threat risks. Students will be able to implement AI solutions into a cybersecurity infrastructures for enhancing system defense and response time against dynamic threats.

ITS 3150 Cybersecurity Compliance

This course focuses on penetration testing and penetration testing tools, along with cyber threat intelligence. You will also learn about incident response, what it means, the steps to take when an incident occurs, the proper way to document an incident, incident response test drills, and finally creating lessons learned/post-mortems from the incident. You will have a first look at scripting, along with a deep exploration of security vulnerability and threat intelligence.

ITS 3910 Information Technology Management (ITS 4310, 3 Credits)

This course takes an approach of how IT helps in the strategic aspects of an organization with a clear emulation that technology should comply with the organizational goals. Strategic areas will include IT governance, project management, systems integration and the management of IT Infrastructure, and security and data assets. Students will be prepared to lead and manage technology initiatives, drive innovation, and optimize IT operations to support organizational growth.

ITS 4150 Penetration Testing (ITS 3050 and ITS 3150, 3 Credits)

This course focuses on penetration testing and penetration testing tools, along with cyber threat intelligence. You will also learn about incident response, what it means, the steps to take when an incident occurs, the proper way to document an incident, incident response test drills, and finally creating lessons learned/post-mortems from the incident. You will have a first look at scripting, along with a deep exploration of security vulnerability and threat intelligence.

ITS 4250 Breach Response and Assessment (3 Credits)

In this course, you'll explore the different phases of penetration testing, how to gather data for your penetration test and popular penetration testing tools. Furthermore, you will learn the phases of an incident response, important documentation to collect, the components of an incident response policy, and the key steps in the forensic process and important data to collect.

ITS 4310 Systems Operations, Architecture, and Automation (CIS 2100, 3 Credits)

This course explores the handling, managing and automating the IT systems for a more efficient and reliable environment. Essential concepts of system monitoring, shell scripting for task automation, and tools such as PowerShell, Bash, and configuration management will be covered. This course helps students work with these tools, preparing them to streamline operational workflows and scale support for automated IT environments.

ITS 4320 Applications Development (ITS 1620, 3 Credits)

In this course, students learn how to design, build, and deploy software applications on various platforms. Focus is placed on programming languages, software development life cycles, frameworks, and effective practice to develop scalable and maintainable application. Students learn how to build functional, user-friendly apps, as well as grasp the nuances involved in putting together a software development process.

ITS 4330 Strategic Integration of AI and Process Optimization (ITS 4310, ITS 4320, 3 Credits)

This course focuses on the application of artificial intelligence (AI) to prevent IT challenges and improve IT systems. Along with the integration of AI components into business applications and IT infrastructure, students would also explore various AI technologies (e.g., machine learning, natural language processing, and computer vision). The course prepares students to apply AI techniques in a wide range of IT domains, for automation and better decision making, with improved overall system performance.

ITS 4331 AI APIs and System Integration (ITS 4330, 3 Credits)

This course focuses on optimizing the power of Artificial Intelligence (AI) with application programming interface (API) and integrating it into existing software platforms. They will investigate popular machine learning and non-machine learning APIs for natural language processing, image recognition, transcription. Students will learn to integrate APIs into systems in ways that automate processes or provide additional intelligence through automation as output. Students will be able to integrate AI APIs into applications and combine intelligent features with various technologies and platforms.

ITS 4340 Advanced Enterprise Architecture and Integration (ITS 3910, 3 Credits)

This course focuses on the design and build of complex enterprise-wide IT systems that align with business strategies to achieve operational efficiency in managing such systems. Students will examine tools, techniques, frameworks, and technologies to integrate disparate technologies within the organization including cloud computing, SOA, and ERP. Students will be able to guide the design and implementation of large-scale enterprise architectures that enable organizational transformation while securing innovation and architecting an enterprise for growth Intelligence.

ITS 4550 Digital Forensics (3 Credits)

This course provides students with an introduction to digital crime and investigations. You'll learn about information security threats, dangers, and risks that organizations face in the workplace as well as the ability to analyze potential vulnerabilities that can have an adverse impact on digital assets.

ITS 4570 Strategic Organizational Use of AI (ITS 4331, 3 Credits)

This course explores how Artificial Intelligence (AI) can drive innovation, efficiency, and competitive advantage within and across various industries. Students will examine emerging and evolving AI applications in areas such as operations, marketing, finance, and organizational decision-making. Emphasis is placed on developing strategies for AI integration, managing ethical considerations, and aligning AI initiatives with organizational goals.

ITS 4800 Advanced Topics in AI (ITS 4331, 3 Credits)

This course explores cutting-edge concepts and techniques in Artificial Intelligence (AI), building on foundational knowledge to tackle complex challenges for a variety of organizations. Students will delve into advanced topics such as deep learning, reinforcement learning, natural language processing, computer vision, and AI ethics, as well as other emergent developments. Students will have a comprehensive understanding of advanced AI methods and their real-world applications, preparing them for a variety of roles in AI-driven industries.

ITS 4900 Capstone: Information Technology Project (Taken in final semester, 3 Credits)

This course serves as the culminating experience for students in information technology, integrating knowledge and skills gained throughout their studies. Working individually or in teams, students will design, implement, and present a comprehensive IT project that addresses a real-world problem or opportunity. Emphasis is placed on project management, technical implementation, collaboration, and professional communication. The course concludes with a formal presentation of the project to peers, faculty, and industry stakeholders, showcasing the students' expertise and readiness for the IT field.

LAW 4050 Legal Issues for Public Accounting (3 Credits)

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

LAW 2900 Business Law (GE-SBS, 3 Credits)

This course provides an understanding of the body of legal principles that govern 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 3010 Leadership Applications (3 Credits)

Leadership Principles is designed to introduce new and aspiring leaders to the potential that they possess and that they can engender in others. This includes the ability to cultivate teams that perform at very high levels regardless of what industry you choose. The most versatile leaders are the ones who can mobilize others but that takes a personal commitment to growth, dealing with situational realities and challenges, self-assessments, and being able to effectively integrate feedback.

LED 4010 Leadership Theories and Applications (3 Credits)

The objective of this course is to focus on the basic principles of personal and interpersonal leadership that can be used in any life arena. You will explore variables that affect productivity, effectiveness, and efficiency and a variety of interpersonal skill sets. Emphasis will be placed on vision, goals and objectives, motivation, decision making, time management, power, team building, and conflict resolution. You will explore a variety of other topics, including developing your personal leadership style and organizational politics.

LED 4120 Change and Leadership (3 Credits)

In today's world, organizational resilience, adaptability, and agility gain new prominence. This course bridges theory with practice to implement, measure, and monitor sustainable change initiatives and help organizations achieve their objectives. In this class, we will examine how to facilitate change effectively. We will explore the issues and practices of organizational development to understand the skills and characteristics of effective change leaders in a variety of situations.

LED 4550 Leadership and Ethics (3 Credits)

As part of your personal development as an ethical, effective, and enduring leader, you'll expand your critical thinking skills to resolve ethical issues impacting modern organizations. This course provides an opportunity for you to apply the principles and practices of interpersonal, group, and leadership ethics to situations involving communication, exercise of influence, organizational citizenship, and social responsibility to your current and future roles within a variety of contexts and environments.

LED 4900 Leadership Seminar (3 Credits)

This final course serves as the culminating classroom experience for undergraduate students. LED 4900 is designed to integrate learning across all concentration courses and experiences, to promote critical thinking about major leadership issues, and to reflect on and celebrate each student's accomplishments.

MGT 1400 Conflict Resolution Skills (3 Credits)

Resolving conflict in a positive manner is a skill that can be developed and practiced. Being heard can be one of the most important goals of someone engaged in conflict. Knowing how to listen and deploy appropriate communication tactics is determinative of whether a conflict will have a positive or negative resolution. This course will equip you to surface issues within your professional or personal environments and successfully navigate challenging conversations with direct reports, peers, or supervisors where emotions run high and positive outcomes are critical.

MGT 3400 Managing Projects and Processes in Organizations (3 Credits)

This course is designed to provide basic project management skills with a strong emphasis on issues and problems associated with delivering successful application projects. The course will address the particular issues encountered in handling projects and will offer you methods, techniques, and hands-on experience in dealing with successful project completion.

MGT 4071 Organizational Behavior (3 Credits)

This course provides an overview of organizational theory and behavior by studying individual and group behaviors and how these behaviors interrelate with the organization's culture, structure, systems, and goals. Course topics include motivation and reward, conflict, power, leadership, decision making, organizational structure and culture, and organizational change and development.

MGT 4200 International Business (3 Credits)

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 4790 Management Policy (3 Credits)

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

MGT 4800 Managerial Problem Solving and Decision Communication

In this course, students develop the practical skills needed to analyze complex organizational problems and communicate effective managerial decisions. Emphasis is placed on applying structured problem- solving frameworks, evaluating alternatives through data and evidence, and crafting persuasive communications for diverse stakeholders. Students learn to translate analysis into action by delivering recommendations that are clear, ethical, and strategically aligned. Students strengthen their ability to think critically, decide confidently, and communicate with impact through active and problem-based learning.

MGT 4950 Discovering Leadership (3 Credits)

A leader is far more than a title or big salary. Leadership is the act of cultivating and activating lasting transformation within an organization. The first step for any emerging leader is to examine the characteristics of great and effective leaders who came before you– and their approach to nurturing an environment of curiosity and creation. Follow up by exploring your own critical values; discover what drives your visions of sustainable transformation of self; then apply your realization to a senior project involving the organization and leadership of multicultural and cross-disciplinary teams scalable to global proportions.

MIS 1000 Applied Business Tools

This course introduces the essential digital tools and professional practices used in today's business environment. Students will develop hands-on proficiency with core productivity software and cloud-based applications for communication, collaboration, data management, and document creation. Emphasis is placed on applying these tools to real business tasks–organizing information, creating professional reports, managing calendars and meetings, communicating effectively through email, and using AI tools responsibly and efficiently. Students will also explore digital file management and the principles of digital professionalism to prepare for success in academic and organizational settings.

MKT 2150 Marketing in a Digital World (3 Credits)

As technology has shifted, so has the customer decision buying process to a more customer-centered model. You'll examine a broad array of digital marketing strategies, such as search engine marketing, email marketing, social media, etc., while exploring the modern customer journey buying process. Learn how inbound and outbound marketing attracts, engages, and delights people while building customer value and initiating engagement. Practice connecting digital methodologies and frameworks with planning and implementation.

MKT 2200 Introduction to Marketing (GE-COM, 3 Credits)

Marketing is at the heart of every business: connecting organizations with customers, creating value, and driving growth. In this course, you will gain a foundational understanding of how marketing shapes customer perceptions, builds relationships, and influences business success. Through the study of market segmentation, consumer behavior, brand development, and sales communication, you will explore the full marketing cycle–from creating awareness to maintaining customer loyalty. Practical applications and real-world examples will prepare you to recognize opportunities, evaluate strategies, and communicate value in any business setting.

MKT 2300 Engaging Customers with Social Media and Video (3 Credits)

Any organization knows that effectively engaging with customers is a vital factor when it comes to overall business success. Discover how marketers engage and build communities using social media and video. You'll develop cohesive strategies that integrate social media and video into business practices and methodologies, implement strategies using best practices and techniques on relevant platforms and channels, and explore key analytics and measurements to understand performance.

MKT 3000 Transactional Marketing (3 Credits)

Out of sight, out of mind; out of mind, out of business. Today's successful marketer understands the critical mission of getting the product to customers and getting customers to the product. Explore and discover all the ways in which marketing is a continuous cycle of personal selling: of closing the sale, sealing the deal, of making something happen. Because at today's speed of wants and needs, if it's not happening, it's dead … and that includes after the sale. You'll learn techniques to build the value of existing customers every bit as much as you'll learn ways to build customer value.

MKT 3360 Storytelling with Content Marketing (MKT 2200, 3 Credits)

In the world of digital marketing, storytelling is used to build strong relationships with customers and develop a thriving loyalist community over time. Search engine optimization (SEO) is the process of getting your company and content found and shared online. Learn how to develop content creation and storytelling strategies as well as search engine optimization strategies to rank your content. Gain hands-on experience through creating a blog using content marketing and SEO best practices.

MKT 4300 Driving Traffic with Online Advertising (MKT 2200, 3 Credits)

Online advertising can help organizations reach new customers and increase brand awareness. Learn how to guide the strategic direction of the creation, planning, and buying of effective online advertising formats: display, social media, and mobile. You'll examine the different channels and formats and be exposed to industry leading tools.

MKT 4350 Social Media and Practice (MKT 2200, 3 Credits)

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 4355 Social Media Advertising (MKT 4350, 3 Credits)

This course explores the background and processes used to create paid advertising on social media. Through the work of a design team, you will learn how to develop paid ads consistent with overall ad campaigns and compliant with privacy policies. You will also learn about and use Meta Ads Manager to structure ad campaigns.

MKT 4360 Managing the Customer Relationship (MKT 2200, 3 Credits)

Sustaining a customer relationship will lead to customer satisfaction and loyalty resulting in increased profitability and a competitive advantage. Customer relationship management is the strategic practice of shifting from short-term customer transactions to a long-term relationship and satisfactory customer experience. Learn how to make strategic decisions and establish best practices that drive revenue and return on investment through user experiences. You'll explore how companies use email marketing, live chats, industry leading tools, and software to create and satisfy loyal customers.

MKT 4450 Marketing Metrics and Analytics for Decision Making (MKT 4355, 3 Credits)

Data is increasingly becoming critical to how companies compete in the marketplace. Therefore, there is a growing demand for marketers to collect, analyze, and report on digital data. You'll employ the skills to successfully measure marketing performances, customer engagement and user experiences, and campaign profitability. Explore key performance indicators and online metric principles to evaluate the performance of websites, social media campaigns, email marketing, and online advertising.

MTH 1750 Math for Business (GE-QLR, 3 Credits)

The business world, composed of employees, managers, and owners alike, needs knowledge of and skill in business mathematics. While technology is used for many calculations, it is important to understand the concepts behind mechanical computation. The purpose of this business mathematics course is to increase your knowledge of math and skill in performing computations as it applies to many aspects of the wider business world and to increase your viability and marketability as a well-rounded business professional.

MTH 2800 Applied Business Statistics (QLR 1000, GE-QLR, 4 Credits)

This course focuses on an overview of statistical skills and applications necessary for business and management success. Problem-solving and critical thinking skills are emphasized. Topics include data collection methods, organizing and displaying data, descriptive statistics, probability, and decision-making techniques. Microsoft Excel is required, including Excel Add-Ins.

NPA 2000 Nonprofit Management (3 Credits)

This course will examine the theory and practice of leadership and decision-making in the nonprofit sector. You will be exposed to core classic and contemporary theories on leadership, management, governance, and organizational effectiveness of nonprofit organizations.

NPA 3200 Nonprofit Strategy and Planning (3 Credits)

Nonprofit organizations are inherently collaborative. Arts administration students need to understand the concepts and theories of leadership, management, and followership in order to contribute effectively to the ever-changing and adaptive environment of these organizations. This course will explore the principles of nonprofit management theory and practice, organizational structure, organizational culture and communication, decision making and accountability, human resource management and volunteer administration, and ethics and social responsibility. Additionally, you will study the various approaches to conducting strategic planning using SWOT analysis as well as identification of strategic issues and the formulation of strategic plans.

NPA 4000 Grant Writing and Management (3 Credits)

The ability to secure funding through grant writing is essential for nonprofit organizations. This course covers strategy for aligning the needs of the nonprofit organization to available funding sources. Additionally, the course reviews how to identify a need for funding, source grant opportunities, mutual benefits between a nonprofit and a funder's mission, and the grant writing process.

NPA 4100 Policies, Practices, and Law (3 Credits)

Nonprofit administrators are required to work within current cultural, business, and legal environments. This course will discuss cultural policy, management, and legal issues that affect the arts, arts organizations, and artists. Topics include cultural policy, funding, advocacy, community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions, and employee relations. You will analyze contemporary and historical case studies to expose the cultural, legal, and business issues that frame nonprofit success in today's society.

NTR 2000 Nutrition for the Active Adult with Lab (GE-NPW, 3 Credits)

Nutrition is crucial to live an active and healthy life, including for those adults that engage in light to moderate exercise and participate in sports. In this course you will become familiar with the nutritional aspects of exercise and sports and apply them to your personal life. You will learn about topics such as energy needs, thermoregulation, fluid balance, and the role of micronutrients and supplements in exercise performance. This course includes a laboratory component, which is completed virtually.

OPM 2000 Operations Management (3 Credits)

Explore the variety of ways businesses and other organizations are set up to transform physical and human resources into products and services. Assess and prioritize operational challenges and best practices for moving from A to B and beyond. You will learn about the very creative and profitable ways companies have managed product and service production in the past and how they are doing it today. You will use game simulations to acquire operations experience setting up and running companies to manufacture computers, electric cars, bicycles, and films.

PHL 1200 Critical Thinking in an Illogical World (GE-QLR, 3 Credits)

This course will focus on the business world and society as a whole through the lens of logic and critical thinking. You will explore methods of logical, analytical, and critical thinking as they apply to day-to-day life. The course will also teach how to symbolize arguments into a formal language to analyze their validity. You will learn the skills necessary to identify and evaluate different kinds of arguments, distinguish good arguments from bad ones, and understand exactly what makes those arguments either good or bad.

PHL 1300 Know Thyself, Know Thy World (GE-HCC, 3 Credits)

Cognitive science argues that your sense of personal self develops through continuous encounters and mirroring with the cultural world you live in. You'll come to better understand how knowledge of self and others influences your experience in relation to people, business, and in and the world around us. In this launch course, discover various cultural perspectives, traditions, and understanding of being human within both the larger world and our own personal culture(s). You will continue to develop an understanding of how you were formed, what you can become, and what constitutes a healthy, well-lived life. You will build upon previous critical exploration (in The Cleary Mind: Introduction to Human Behavior and Leadership) of how the world is arranged, and what has influenced you, business, and people as resources of productivity in the modern world.

PHL 1500 The Right Decision (GE-HCC, 3 Credits)

Explore the concept of ethics by exploring your own personal values, choices, and behaviors–as well as those of different individuals and cultures–to understand the importance these ethical perspectives and actions are to the self and to business sustainability. Journey through a variety of ethical theories and their development, relative and situational ethics, value systems, and what is involved in securing a happy, good, and meaningful life and career.

PHL 2600 Regulations and Regulatory Agencies (3 Credits)

This course explores the philosophy, history, and context of regulations and regulatory agencies. You will study the complex regulatory environment surrounding how the regulatory environment continually adapts in an effort to safeguard against abuse and the protection of personal information. You will evaluate the role these regulatory agencies have on compliance within various industries, including healthcare, financial services, and human resources.

PHL 2900 The Philosophy of Technology (GE-HCC, 3 Credits)

Explore the use and development of technology from a developmental, practical, and ethical perspective. You will consider technological preoccupation and how technology has become increasingly vital to our daily and business lives as it's become ever present. Debate whether technology is inherently good or exists for its own sake. You will delve into the development and use of technology within the business world, from the assembly line and electronic communication to machines and automated systems to robots and AI. You will also explore the ethical impacts of technology, including privacy, security, and intellectual property rights.

PHL 3550 Military and Veteran Mental Wellness (3 Credits)

In this course, you will explore military and veteran culture including post-traumatic stress disorder, traumatic brain injury, suicidality and effects of psychological health on family and parenting. Students will assess the relationship between mental wellness and health outcomes. Specific attention will be paid to the concepts of diversity, reintegration, redeployment, healthcare navigation and ethics.

PHL 4000 Rhetoric: The Hyde Park Soapbox (3 Credits)

You will learn about the art of persuasive speaking and writing and the use of compositional techniques. Explore common fallacies found in arguments and other communications. Experience one-on-one interactions to simulate personal communication in various business settings. You'll participate as both giver and receiver of these interactions and will spend time analyzing each to ensure you communicate logically, non-fallaciously, and ethically in all situations. Your final project will be multiple, public soapbox orations (just like in London's Hyde Park) on both assigned topics and topics of your own choosing.

PHL 4010 Culture of Ethics

This course advances students' ability to navigate complex ethical challenges in contemporary business environments. Building upon foundational knowledge of ethical theory and organizational responsibility, students will evaluate and design strategies that address real-world dilemmas across industries. Emphasis is placed on integrating ethics into leadership decision-making, corporate governance, and long-term organizational strategy. Through case studies, applied projects, and analysis of emerging global issues, students will refine their ability to balance profitability, sustainability, and stakeholder trust.

PHL 4100 Measuring and Monitoring ESG Performance (3 Credits)

In this course, you are asked to examine emerging approaches for measuring and monitoring a firm's performance in realms such as environmental, social, and governance. You will apply this knowledge to current business situations where non-financial reporting is necessary and advantageous.

PHL 4200 Conducting Internal Investigations (3 Credits)

This course is a guide to conducting thorough and lawful internal investigations. You will examine legal ramifications, principles, and investigatory techniques involved in conducting these investigations. A broad range of investigations will be explored, such as theft, discrimination, threats, and sexual harassment.

PHL 4300 Enterprise Risk Management (3 Credits)

The purpose of this course is to understand the diverse collections of obstacles and potential dangers that businesses face and how risk management plans can be used to defy these hazards. You will employ both theoretical and practical risk management concepts to formulate ERM strategies in the areas of corporate compliance, policies, and procedures.

PHL 4600 NGOs and Consumer Advocates (3 Credits)

This course allows students to learn how to manage partnerships with communities, charity organizations, and special interest groups. Students learn ways to work with nonprofit groups to improve relations and develop community-targeted projects.

PHL 4010 Culture of Ethics (3 Credits)

Through the philosophical minds of Hobbes, Marx, Rousseau, Plato, and Locke, understand how laws and policies that govern a business make for more effective business leaders. Examine the formation of societies, relationships between societies and its members, the creation of social contracts, political theories, and questions about rights, justice, property, and liberty. You will conduct in-depth analysis of the laws and policies and argue their relationship to businesses, employees, consumers, advertisements, production, and distribution. You'll reverse-engineer the laws themselves, their creation, legitimacy and validity, and the relationship between laws and ethics. Evaluate laws, both domestic and international, to assess global regulations and the differences among nations and cultures.

PJT 4910 Professional Project I (3 Credits)

This course allows you to complete an individualized project on a topic selected and planned with an instructor. PJT 4910 is designed to complete five important goals: 1) Identify the problem statement or topic; 2) Write the problem (topic) description; 3) Write the project plan; 4) Begin the literature review; and 5) Plan and begin gathering information or data needed to support project development. You must earn a final grade of C or better to move to PJT 4920.

PJT 4920 Professional Project II (PJT 4910 with a grade of C or higher, 3 Credits)

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.

PLA 3000 The Cleary Mind™: Professional Experience and Prior Learning (3 Credits)

Adult learners bring valuable knowledge developed through work, military service, community involvement, and life experience. In this foundational social science course, students examine how professional identity, learning, and leadership develop through experience by drawing upon theories from psychology, sociology, adult learning, and organizational behavior. Students analyze their prior learning, evaluate personal and professional growth, and connect their experiences to academic and career goals while developing a foundation for an academic prior learning portfolio. Through reflective and applied learning, students become familiar with Cleary University's academic expectations, support resources, and The Cleary MindTM professional skills essential for continued academic and professional success.

PLA 4000 The Cleary Mind™: Prior Learning Portfolio

Building on the foundation established in PLA 3000, students develop and submit a comprehensive academic prior learning portfolio that documents college-level learning acquired through employment, military service, professional training, volunteer work, certifications, and other life experiences. Students organize previously earned academic credit, identify learning aligned with collegiate outcomes, and prepare evidence-based portfolio narratives supported by appropriate documentation. Working closely with faculty mentors, students refine written reflections, demonstrate achievement of learning outcomes, and prepare portfolios for institutional evaluation. Students may develop up to eight portfolio submissions during the course. To successfully complete the course, students must earn approval on at least one portfolio submitted for evaluation. This course is graded Pass/Fail. May be repeated to prepare and submit additional prior learning portfolios. Enrollment requires Academic Services approval.

PLS 2100 Fallacies in Free Will, Nature, and Nurture in Politics and Society (3 Credits)

Politics and sociology are intrinsically linked as politics and policies often seek to address social issues and humankind's placement in the world. In this course, you will explore these links and be challenged to look at the world through new political and sociological perspectives. You will also gain an understanding of the key aspects of political systems, both here in the United States and farther afield.

PLS 2150 Power and Governance (GE-PDW, 3 Credits)

This course will examine the influence of social forces on formal politics as well as politics in non-formal settings, emphasizing the institutions, processes, and mechanisms that shape the lives of citizens. We will survey major theoretical approaches and empirical investigations of key issues and debates in political sociology, their concomitant policy implications, and the impact on the populace including definitions of power, elites and decision making, social divisions in participation, and the role of economic interests in governance.

PLS 3500 Democracy in America (3 Credits)

Alexis de Tocqueville's Democracy in America is said to be the best book ever written on democracy and the best book ever written on America. This discussion-based course offers students an opportunity to read short selections from this famous book, written by a French aristocrat who visited the United States, including Michigan, in the 1830s. The book contains elements of sociology, business, psychology, political science, international relations and history, carrying real implications for current issues today including religion, divisive politics, public opinion, social media, race, gender, individualism and capitalism. If you liked watching Hamilton, you'll love this course!

PMG 2300 Project Risk and Issue Management (3 Credits)

You will learn about the principles of risk and issue management for projects. Through the use of case studies, you will focus on developing risk management plans that include risk identification, impact and severity analysis, assigning a risk rating, risk mitigation techniques, and project management risk monitoring.

PMG 2400 Quality Control in Project Management (3 Credits)

This course introduces the concepts of project quality management that involve all project team members in continuous improvement for the purpose of improving quality and reducing waste. You will examine Lean Six Sigma, business process reengineering, and effective communication techniques used to integrate the quality principles into the culture and activities of the organization.

PMG 3250 Project Initiation and Planning (3 Credits)

In this course, you'll learn the key roles and responsibilities of the project manager and project team. You'll also learn how to set project goals, key priorities, identify stakeholders, and more.

PMG 3380 Management of Information Technology Projects (CIS 3510, MGT 3400, 3 Credits)

This course covers the principles and practices to successfully plan, execute, and deliver IT projects. Students explore Agile and Waterfall project management, allocation of resources, risk management, and stakeholder communications. Students will learn approaches to initiate and complete information systems projects on time, within scope, and within budget.

PMG 3400 Project Leadership (3 Credits)

This course helps you develop the skills necessary to be a strong project leader. You will gain insights on understanding interpersonal behavior, managing conflicts, applying communication skills in various settings, relationship building, and problem solving and decision making in group settings. You will also understand the importance of diversity and cultural awareness within your project teams and throughout the organization.

PMG 3500 Principles of Project Management (3 Credits)

This course provides an introduction to the practices of project management. You will learn about the life cycle of a project from project initiation, planning, execution, and monitoring and controlling, to project closeout. Project management methods, skills, and techniques, including development of the project charter, scope definition, schedule buildout, budget establishment and tracking, risk and issue management, and project closeout will be covered.

PMG 3600 Project Management Tools and Techniques (PMG 3500 or equivalent, 3 Credits)

This course will introduce you to the use of project management tools and software to plan, design, and facilitate effective initiating, planning, executing, monitoring, controlling, and closing projects. While you can use a variety of software packages or combinations of software, they need to assess a variety of custom tools. Case studies are used throughout this course because the goal is to give students as much of a real-world feel as is possible. Upon completion of this course, you should be able to plan and manage a project using appropriate software applications.

PMG 4000 Principles of Project Management (3 Credits)

You will learn about the project management skills and techniques that are used during the project lifecycle. This course will allow you to plan a project, monitor and control the tasks and activities to complete a project, and manage diverse locally-based and long-distance-based resources using real-world case studies.

PMG 4100 Project Cost Control and Management (3 Credits)

This course focuses on project cost estimating, controlling, and reporting. Case studies of both pre-project and in-process estimating examine challenges experienced by project managers when estimating human and financial resources. You will learn to apply project management skills and techniques that help establish accurate cost estimates and how to control costs on projects. You will also learn about project procurement, contract management, and adhering to ethics and professional conduct when managing projects.

PMG 4200 Project Portfolio Management (3 Credits)

The principles around management of an organization's project portfolio (a collection of multiple projects running at once) are examined in this course. You will learn about the management of human and financial resources across a multitude of projects within an organization. Project prioritization and decision-making to align projects and resources to the goals of an organization are explored. You will learn about the project management skills and techniques needed to balance the requirements of multiple projects so that success of all projects can be achieved.

PMG 4300 Rescuing Troubled Projects (3 Credits)

This course examines how to recognize a troubled project and the steps involved in rescuing it. You will learn how to perform a project assessment, how to develop a project rescue plan, and, if the project is doomed for failure, how to develop a shutdown plan. Using real-world case studies, you will gain experience in managing troubled projects in a safe environment.

PMG 4350 Project Execution (3 Credits)

In this the PMG program capstone course, you will demonstrate what you learned throughout your project management courses by choosing a real-world project management situation and applying leadership, critical thinking, problem solving, and creativity skills to ensure a successful project outcome.

PMG 4380 Agile and Scrum Project Management (PMG 3380, 3 Credits)

This course introduces students to the Agile methodology and Scrum framework, specifically how they can be used to manage software development and IT projects. Through important topics including iterative development, sprint planning, daily stand-ups and retrospectives, the course stresses flexible, adaptive practice focused on delivering customer satisfaction with co-creative development solutions. Students will be prepared to lead Agile teams to implement Scrum practices and manage projects effectively in short order on rapidly changing projects.

PMG 4450 Agile Project Management (3 Credits)

In this course, you'll learn the Agile project management framework. The course contrasts Agile and Waterfall methodologies and discusses where Agile is most applicable and useful as a project management methodology.

PSC 1100 Physical Science (GE-NPW, 3 Credits)

The purpose of this course is to expand your understanding of methods of scientific inquiry by emphasizing the fundamental principles of two or more of the physical science disciplines of chemistry, physics, geoscience, and astronomy. This will be accomplished through practical application of the principles of the aforementioned disciplines in terms of business.

PSY 1500 Introduction to Psychology (GE-HCC, 3 Credits)

The course is designed to be an introduction to the science and application of psychology. The course will assist the student in the development of a foundation of basic knowledge in order to understand and apply specific areas of psychology in their professional lives. The course will survey introductory topics such as learning, memory, sensation and perception, personality, lifespan development, the physiological basis of behavior, stress, and health, psychological disorders, social psychology, and research methods.

PSY 2100 Forensic Psychology and Criminal Profiling (GE-SBS, 3 Credits)

This course is an introduction to the psychology of crime and examines various types of crimes, in terms of likely offender profile, victim profile, and situational elements. Within each type of crime, data are utilized to examine the characteristics of the most likely offender, and the circumstances under which the crime is most likely to be committed. Pertinent theories are examined, relating to both crimes and the offenders, by type of offense.

PSY 3000 The Psychology of Diversity (3 Credits)

This course examines and analyzes the topic of diversity. The course is designed to help students understand the social and cultural differences in our communities and provides tools for thinking about diversity and the psychology of diversity. This course provides a platform for students to think, discuss, and evaluate the moral implications of inequality and diversity's roles in reducing inequality, understanding intergroup conflict, and discrimination.

PSY 3500 History, Systems, and Philosophy of Military and First Responder Psychology (3 Credits)

This course highlights the current psychosocial research and literature relevant to the mental health of military and responder populations, including influences of culture, age, and stigma on utilization of mental health services. You will examine the personal, social, cultural and organizational forces that affect the psychology of military and first responder populations.

REL 1450 Spirituality and Christian Life (GE-PDW, 3 Credits)

The course is designed to give you a better understanding and integration of spirituality in your academic journey. Christian spirituality focuses on the life and teachings of Jesus Christ as the model and is a lens for theological reflection. This reflection will be paired with examining other religions and relevance of your personal spiritual journey in the context and challenges of contemporary times.

QLR 1000 Data Foundations (GE-QLR, 3 Credits)

In this entry-level course, you will learn how to understand, analyze and present data. This begins with a broad overview of the data analysis process and then developing each of the fundamental data analysis skills. We will begin data collection and then analyze data using key statistical concepts such as correlation, regression and clustering. This course begins the process of learning how to choose the best visualization for your data and to design effective visualizations.

SCI 1500 The Science of Well-Being (GE-NPW, 3 Credits)

In this course, you will address multiple aspects of well-being including the measurement of happiness, the effects of happiness on longevity and health, interventions that can promote happiness, the types of societies which experience more happiness, and the misconceptions of happiness that drive us. You will also analyze the history of well-being research, scientific theories of well-being, and put these concepts into practical application in your own life.

SCI 2500 Introduction to Global Climate Change (with Lab) (GE-PW, 3 Credits)

This course introduces scientific, economic, and ecological issues underlying the threat of global climate change and the institutions engaged in negotiating an international response and at the same time developing an integrated approach to analysis of climate change processes and assessment of proposed policy measures.

SCM 3000 Supply Chain Strategy (OPM 2000, 3 Credits)

Building on OPM 2000, you will delve into supply chain problems and analysis related to the design, planning, control, and improvement of scalable manufacturing and service operations. Through case studies and argumentation–especially of the current China-led Silk Road (an international supply chain arena for several thousand years, already)–you will examine the essential cooperative and risk/reward sharing activities orchestrated by effective supply chain management. Explore and understand the strategic management of traditional business functions across the inbound and outbound system flows of companies around the world. A key focus will be the power and competitive value of logistics for such companies as Apple, Amazon, GE, and Boeing.

SCM 4000 Supply Chain Management (3 Credits)

This course presents the basic principles of the core knowledge related to the field of supply chain management. It provides insight into the complex, cross-functional elements of demand and supply planning and execution. You will also have an understanding of the fundamental concepts of supply chain management. The functional areas of supply chain management are explored in an integrated view of procurement, manufacturing and operations management, transportation and logistics, inventory and warehousing, demand planning, scheduling, network design, collaboration and performance measurement.

SCM 4100 Logistics and Distribution (3 Credits)

Success within the global supply chain depends on logistics and distribution management. Utilizing alignment with business strategy, logistics, and distribution under a comprehensive ideological umbrella allows professionals to ensure customer value within the global pipeline. This course covers concepts of strategy, customer value, performance measures, risk management, and information flow within the logistics and distribution business professions specifically utilizing Six Sigma techniques.

SCM 4400 Supply Chain Analytics (3 Credits)

Supply chain analytics is the application of Six Sigma, leadership and management skills utilizing technology and software to perform analysis with supply chain data. Aspects of analysis include observation, data collection, data cleaning, research, statistical methods, open data sources, data visualization, and data presentation skills. This analysis's end goals are to support leadership decision-making, reduce organizational risk, gain supply chain channel insights, and align the organization towards business success within the dynamic global supply chain.

SCM 4500 Supply Chain Future, Adaptability and Resilience (3 Credits)

Operations strategy has played an increasingly important role in business' success. In this course, explore concepts and tools to build operations in a way that not only supports competitive strategy, but also allows new opportunities in the marketplace. Apply principles on how to build and evaluate the "operating system" of the firm to maximize value. This involves tailoring the firm's operational competencies, assets, and processes to a specific business strategy with change management.

SEM 2000 Foundations in Sports Promotion and Management (3 Credits)

The purpose of this course is to introduce you to key concepts and terminology in sports management and promotion. You will examine core management and promotion principles, explore career opportunities, and discuss the unique challenges of the sports industry. The course offers hands-on experience in planning an event to introduce students to a potential business career in the sports industry.

SEM 2100 Sports Facility Management (3 Credits)

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 Credits)

This course covers all aspects of food and beverage management, including terminology and standard practices. You will learn how food and beverage activities are critical aspects of successful sporting and other event planning.

SEM 4100 Sports/Event Marketing, Promotion, and Public Relations (3 Credits)

This course explores the concepts and tools used to promote and market a successful event. An effective event marketing strategy, including timing and evaluation components, is developed. This course applies contemporary principles of strategic marketing to event management.

SEM 4200 Sports Financial Analytics (STA 1000, 3 Credits)

You will explore how data analytics can be used to improve financial performance and a competitive advantage in the sports industry. The course covers how revenue is generated using ticketing strategies, sponsorships, and merchandising along with using analytics to build customer relationships and fan engagement.

SEM 4400 Sports and Event Law (3 Credits)

Examine the legal issues surrounding and governing international sports and events. This course will dive into legal topics such as contracts, torts, labor/employment law, health and safety, intellectual property rights, social media concerns, and Title IX and gender issues.

SEM 4500 Sports/Event Negotiations, Contracts, and Risk Management (3 Credits)

Effective planning can and does reduce risk. You learn how to prepare an RFP for an event to help select the best site for specific events. The most negotiable items during the contracting process, as well as the expectations of the site hosting the event, are identified.

SEM 4650 Sports Promotion Management Leadership Development (3 Credits)

This course is designed to give you an introduction to common leadership theories with which you can make your own definition of leadership within the world of athletics. Creating teamwork among athletes, organizations, and clients is something that a leader should be able to do well. You must be leaders, motivators, and organizers that should be able to inspire people to work together to reach shared goals and experience success as a team.

SOC 1500 Sociology of Sport and Physical Activity (GE-PDW, 3 Credits)

This course examines sports in American society. It will allow you to understand the reciprocal influences between sports and our culture, including social values, education, socialization, deviance, minority and female athletes, and the mass media and money. Sports is placed within the context of social institutions including the family, politics, economics, religion, and more.

STA 1000 Data Integration Toolbox No. 1 (QLR 1000, GE-QLR, 3 Credits)

Explore the role of data in the evolution of civilization and economies. Get your head around technology and the data pandemic. Through a series of case studies and investigative projects, discover the differences among data as information, knowledge, understanding, and currency. Learn how to leverage data to make decisions with a critical understanding of patterns–in events, populations, and processes–in the presence of uncertainty. Acquire the data integration techniques and tools, statistical methods, and modeling skills you need to analyze data, identify problems, create solutions, and communicate and sell your solutions to others.

STA 2000 Data Integration Toolbox No. 2 (STA 1000, GE-QLR, 3 Credits)

Building on STA 1000, further explore the application of data-integration tools in key business decision-making challenges: who are my customers and what do they want; where is there fraud; which companies are at risk for bankruptcy; which products are likely to fail; and what risks do you need to manage? Learn to apply algebraic, spreadsheet, graphical, and statistical models to help answer such questions in a variety of investigative settings. Discover the powerful and exciting principles of computer science, database management, and big data analytics that have supercharged the Data Integration Toolbox in recent years.

STR 3005 Professional Presentations (1 Credit)

Apply problem solving, communication, and technical knowledge to real life business scenarios. Using case studies, students will learn to analyze a situation, identify root causes of the problem, develop a plan, and professionally communicate their thoughts. Collegiate DECA is an international professional organization which prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, management and other business-related career fields. Students in this course will have the opportunity to utilize DECA course materials to practice professional business problem solving and presentation skills.

TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership (GE-SBS, 3 Credits)

Cognitive science argues that your sense of personal self develops through continuous encounters and mirroring with the cultural world you live in. You'll come to better understand how self-knowledge influences your experience in relation to people, business, and in life. In this launch course, discover the best understandings about what you are, how you were formed, what you can become, and what constitutes a healthy, well-lived life. Embark on a critical exploration of how the world is arranged, and how they have influenced you, business, and people as resources of productivity in the modern world.

BDA 5900 Statistics Immersion (3 Credits)

Decision makers of all types of organizations look to their data to improve upon the quality of their decisions. You will learn how to explore existing data sets and prepare the data for statistical analysis. You will also learn the basics of business statistics and how to find the hidden information within.

BDA 6000 Modern Data Management (3 Credits)

Extracting information from data is a vital and fundamental function of any successful organization. This course will provide you with an overview of historical and modern data systems with an emphasis on using one of the most dynamic and widely used database management systems in the world: MySQL. You will work with and wrangle data, create a database, and extract information using the Standard Query Language (SQL).

BDA 6100 Foundations of Business Analytics 3 Credits

Many organizations today are totally unaware of the hidden treasures that lie within their own data systems. This course will focus on the latest technologies used in mining the digital divide and extracting key pieces of information used in modern decision making. Using statistical methodologies of A/B and multivariate testing, diagnostic analysis, prediction calculations, and forecasting, you will learn how and when to use these various techniques to make the most informed and data-driven decisions.

BDA 6200 Effective Management of Projects (3 Credits)

Managing a project is a key skill for any business professional. Controlling the overall scope of a project to ensure that you remain within a specified budget and deliver the project on time will heavily influence your upward growth. Individuals who understand how to build a successful project team will most likely be called upon in the future to take on the most dynamic and critical projects within any corporate structure.

BUS 6000 Business Strategy and Game Theory (3 Credits)

Business is a high-stakes game where the difference between the right and the wrong strategy could be millions of dollars. In business, a "game" is a situation in which the best course of action depends on what others choose to do. Game theory is a form of strategic analysis that can be applied to a myriad of business settings. From this learning experience, you'll take away proven methods and strategies to pivot, shift, and propel competitive business decisions.

BUS 6100 Leading for Adaptability (3 Credits)

Today's leaders face an ever-changing and unpredictable future that depends on disruption. It is much harder for leaders to predict or anticipate the next step or initiative when they are experiencing rapid acceleration of change in markets, customers, and services. Leading for adaptability addresses the problems of business because it explores the deeply held beliefs and values that limit the ability to provoke new solutions to significant challenges. Leading for adaptability is not void of risks or weaknesses. Adaptability implies a change in how institutions operate, how decisions are made, how resources are spent, and how the business thrives in the global market. By default, this strategy is disruptive because it is bold, fast moving, courageous, and customer centric.

CCL 6001 Fundamentals of Culture and Change I (3 Credits)

This course is the first of two courses designed to provide leaders with an understanding of culture and how it is an essential area of knowledge for working in the global community. Culture and change dynamics are applied to analyze organizations and change initiatives within an organization. A working understanding of culture and a framework to explain cultural values are discussed and illustrated with cases.

CCL 6002 Fundamentals of Culture and Change II (3 Credits)

This course is the second of two courses designed to provide leaders with an understanding of organizational culture and its influence in groups, communities, corporations, and nations. Leadership and change dynamics are applied to analyze organizations and change initiatives. Cultural dilemmas and the resolution of cultural dilemmas are discussed and evaluated.

CCL 6003 Change and Development Methods (3 Credits)

This course develops change and development competence and leadership methods in contemporary global communities, corporations, and governments. Methods appropriate for diverse, changing contexts are learned and practiced in cases and a simulation. You will learn to assess the values and needs of change recipients and develop a change method appropriate for the socio-cultural context involved.

CCL 6004 Change and Development Leadership (3 Credits)

This course continues to develop change and development competence in contemporary global communities, corporations, and governments. Change and development leadership approaches will be analyzed and discussed in a culturally relative perspective. Cultural fit of the leadership approach with the socio-cultural context will be discussed. You will learn self-assessment methods in leadership.

CCL 6005 Professional Development Residential Conference (3 Credits)

This course includes presentations, professional development workshops, and a Residential Conference. The residential experience will focus on group dynamics and team-building exercises and applications. The workshop will feature speakers and presentations with perspectives and ideas relevant to CCL in our contemporary global community.

CCL 6006 Applied Research Methods (3 Credits)

Making sense of measurement and assessment in the CCL field is the focus. This course is a graduate-level, applied research methods course with a focus on culture, change, and leadership. Applications of research methods using practical cases and situations are the focus. You will learn how to identify relevant information from the "noise" in your environments, then develop appropriate methods to collect information and data. Relevant analytical methods will be discussed and evaluated.

CCL 6007 Designing and Implementing Change and Development Initiatives I (3 Credits)

This course focuses on creating synergy from diversity in change and development. Methods for reconciling cultural differences in change and development initiatives are applied. Plans for change design and implementation are developed. Approaches for evaluating success of change initiatives are discussed.

CCL 6008 Designing and Implementing Change and Development Initiatives II (3 Credits)

This is the second course in which the dynamics of cultural change are discussed. Competence in designing and implementing change is a goal. Methods for facilitating change and designing and implementing change is a goal. Methods for facilitating change and designing and implementing initiatives are applied.

CCL 6009 Professional Applied Research Project/Publication I (3 Credits)

You will design and conduct an applied research project in an area of your choice and/or create a research paper ready to be published in either an academic or practitioner publication. The applied research committee will include the supervising faculty member and, if appropriate, a field supervisor from the organization involved with the applied research project. The project and paper should reflect a holistic perspective and approach reflective of the program.

CCL 6010 Professional Applied Research Project/Publication II (3 Credits)

You will continue to complete an applied research project in an area of your choice and/or create a paper ready to be published in either an academic or practitioner publication. The project must be presented and defended to the faculty supervisor(s) and, as appropriate, the field supervisor during the last part of the class.

ECO 6450 Managerial Economics (3 Credits)

Micro- and macroeconomic theories will help you to understand their impact on an organization's goals. Your ability to analyze the economic constraints within which an organization operates and the implication of government monetary and fiscal policies will be discussed in this course. You will focus on practical application of economic theory to business cases.

FIN 6300 Financial Viability (3 Credits)

This course will prepare you to understand business viability (the long-term survival of a business and its ability to sustain profits over a period of time) through corporate policy and the tactics that increase the value of the corporation. Supporting topics to better understand and to successfully execute viability include understanding the external economic environment, identifying multiple and varied sources of incoming resources (cash) and outgoing liabilities (payment schedules). Cash flow rules. You will gain an understanding of what items are cash related and how they affect the balance sheet, income statement, and the profit/loss statements. Organizational viability is important not only for the business itself but also for the employees who work for the business and the community it serves. The content of this course will be equally relevant to you if you plan to specialize in a career in accounting or if you choose a more general, management/operations career path.

HCM 6040 Health Policy, Law, and Ethics (3 Credits)

The laws and regulations that govern healthcare change with every administration. As a result, it is often up to the healthcare manager to stay aware of the legal, financial, and ethical implications of their practice's policies. You will explore current dilemmas and future innovations in the healthcare field through legal and ethical lenses.

HCM 6150 Quality Management in Healthcare (3 Credits)

Quality management is the framework for both order and excellence in the healthcare management field. This learning experience will provide you with a multitude of quality frameworks to reference as you attack organizational detriments such as performance improvement, staffing, reporting, and medical errors.

HCM 6200 Healthcare Technology and Analytics (3 Credits)

The growth of technology in healthcare organizations widens the scope of efficiency and accuracy, but it also increases the opportunity for data security breaches. You will explore the rise of informatics in the healthcare field as well as the privacy and security concerns that come in their wake.

HRM 6000 Foundations of Human Resource Management (3 Credits)

Explore the role of human resource professionals as strategic partners who focus on the mission and goals of an organization. You will examine traditional topics, such as organizational effectiveness and development, workforce management, employee relations, and technology management. You will explore transformational topics such as HRM in a global context, diversity and inclusion, risk management, corporate social responsibility, and U.S. employment law. The course also includes an examination of talent acquisition, employee engagement and retention, learning and development, and total rewards in the context of the employee life cycle.

HRM 6210 Training and Employee Organizational Performance (3 Credits)

You will be offered a variety of management decisions that involve ongoing activities of employee evaluation and development associated to achieving the organization's goals. An understanding of performance management is required to meet ethical and statutory requirements. You will assess performance management systems within the context of the defined system metrics supporting the organization's goals, and you will assess the role of performance management in strengthening the organization through diversity and inclusion.

HRM 6350 Employment Law and Ethics (3 Credits)

Explore the laws that define and regulate multiple dimensions of the employer-employee relationship. You will review the compliance requirements for the organization. This includes ethical behavior, employment agreements, pay structures, personnel policies, equity, dispute resolution protocols, hiring practices, and discrimination policies. You will see how successful organizations leverage their understanding of legal and regulatory issues to guide and advise the organization.

HRM 6400 Human Resource Analytics (3 Credits)

Understanding the value of an organization's human capital is crucial to its continuing success. Human resource (HR) management metrics provide the tools for measuring value and for managing an organization's human resources. In this course, you will explore HR analytics and metrics as tools for organizational and employee performance improvement. These tools establish a foundation for the deployment of performance metrics as part of the recruitment, talent development, and retention of human capital talent. You will examine the power of analytics as part of an alignment of the HR strategy. You will also investigate the role of HRIS systems in working with internal business units such as information technology, finance, operations, and executive management.

HRM 6500 Conflict Management and Negotiation (3 Credits)

Negotiation and conflict management are core responsibilities of human resource (HR) professionals. HR Personnel taking a leadership role in conflict resolution support an understanding of employment law and regulatory compliance. For unionized organizations, the HR role in conflict resolution may be constrained by collective bargaining agreements, and HR Personnel may need to serve as a facilitator for employer/employee relationships. Students in this course will explore the challenges of conflict, dispute and work when developing skills to identify different types of conflict solutions. Students will engage in case study and real-world scenarios.

HRM 6600 Benefits, Compensation, and Resource Allocation (3 Credits)

An organization deploys compensation and benefits as part of its total rewards strategy to build relationships with employees and increase their engagement. At the same time, competitive pressures may result in the total rewards strategy becoming a cost issue for the organization. In this course, you explore both the technical and strategic aspects of overall compensation. Examine legally required and discretionary benefits at the individual and group levels as well as the societal implications of the total rewards strategy. With compensation and benefits representing the largest components of the human resource (HR) budget, you will explore the role of budgeting and resource allocation along with related processes within an organizational context.

HRM 6650 Recruitment and Retention Practices (3 Credits)

In today's organizations, human resource management (HRM) plays an important strategic role and increasingly contributes to an organization's competitiveness and global presence. Working with renown thought leaders, you will explore how more proactive and systemic human resource practices address strategic business challenges and opportunities throughout an organization. This may include talent acquisition and retention and innovation. You will build theory-based but strategic perspectives of HRM's organizational role and impact in creating a sustainable competitive advantage in a global economy.

HRM 6700 Strategic Positioning and Planning (3 Credits)

You will work with renowned thought leaders to explore business strategies and examine the cultural, capability, and talent requirements necessary to make a corporate strategy into a reality. You will learn how to forecast HR requirements and develop talent strategies. You'll investigate the ways a workforce can have a major impact on a firm's performance and learn how to identify who creates value in the firm and where and how they play this role. You'll emerge with a roadmap to create customer and business value through HR strategic planning.

HRM 6751 Diversity and Global Cultural Effectiveness (3 Credits)

The reality of a global workforce strengthens and challenges an organization because of its diversity in areas such as culture, social norms, practices, and beliefs. The human resource (HR) function works on behalf of the organization, its employees, and its leadership to achieve a unified and inclusive work environment by understanding and addressing the unique challenges of a globally diverse workforce. Working with renowned thought leaders, you will analyze the potential for building an integrated, globally diverse workforce that will effectively improve the organization's capacity and ability to thrive within a global landscape.

HRM 6800 Organizational Leadership (3 Credits)

Achieving measurable progress toward the organization's goals, or the degree to which the outcomes are achieved, is the meaning of organizational effectiveness. It is a key responsibility of human resource (HR) departments to plan for and support the organization's ability (both in terms of capacity and agility) to achieve the goals. HR has a leadership position building organizational effectiveness, since capacity is directly proportional to people and talent and agility is directly related to how well a team responds to the need for change. Working with renowned thought leaders, you will develop the skills to design and lead key organizational initiatives that both build its capacity and competitively position the organization for success.

HRM 6901 Capstone: Strategic Human Resource Management (3 Credits)

In this capstone, you will evaluate the human resource (HR) management function as a strategic partner due to its broad organizational impact and potential for strategically advancing the organization's business agenda. You will also evaluate how ethics and values align organizational strategies and drive organizational success by helping to create a competitive advantage. As a strategic partner, the HR management function is a part of the executive strategic planning team and can drive elements of the strategic plan. The capstone supports your understanding of strategic planning as a key process and can develop critical knowledge and tools for understanding the organizational challenges that the HR function supports.

HRM 7000 Meeting SHRM Competencies (3 Credits)

In this capstone course, you will evaluate the human resource (HR) content outlined in the SHRM Body of Competency and Knowledge (BoCK)®. The capstone challenges you to demonstrate proficiency in all SHRM competencies within the four SHRM Certified Professional modules: HR Competencies, People, Organization, and Workplace. Within each of these four professional modules, you will critically examine issues related to HR's strategic role and responsibilities in a global environment. The capstone content covers all the SHRM competencies.

LAW 6500 Legal Thinking (3 Credits)

Legal thinking is key to protecting yourself and your company from liability. This course sensitizes you to the importance of separating your personal values and interests from the safety and well-being of your company. As we investigate methods to evaluate risk and identify liability associated with your organization, you'll explore concepts of logic, critical analysis, and legal reasoning used to evaluate potential costs associated with the actions of employees, contractors, and the public. Most legal courses focus on the rules, but the rules change every day.

LED 6000 Women in Leadership (3 Credits)

This experience is designed to develop your ability to lead, influence, communicate, and persuade your co-workers, teams, and organization. You'll learn how to develop a coaching mindset and discover essential competencies for effective coaching. Adapt your style to leverage emotional intelligence to drive results, develop talent, and produce high performing employees. This experience will focus on how to overcome common challenges to coaching, and your mentor will help you to gather self-awareness and approach personal barriers to coaching and leadership.

LED 6100 Executive Presence (3 Credits)

This experience will focus on navigating the unique challenges female leaders face in the workplace at all levels. Not only will your mentors help you to determine your barriers to personal credibility, ability to build trust, and establish an executive presence, but they will also help you identify your strengths to form strategies that you can immediately apply to yourself, your team, and your organization.

LED 6120 Change and Leadership (3 Credits)

In today's world, organizational resilience, adaptability, and agility gain new prominence. This course bridges theory with practice to implement, measure, and monitor sustainable change initiatives and help organizations achieve their objectives. Students will explore concepts to lead change, and explore power dynamics, decision testing, and control systems.

LED 6130 Leading Effectively Across Differences (3 Credits)

This course gives students the theoretical and practical knowledge they need to lead more effectively multiple dimensions of difference such as race, ethnicity, and socio-economic status. Students will examine how their own experiences shape their ability to effectively lead across multiple dimensions of difference, including generational, racial, ethnic and gender differences, and they will discuss strategies to develop diversity leadership competency. Students will also consider diversity at the organizational and community levels, exploring the business case for diversity and inclusion initiatives as well as how organizations can identify and address disparities that exist internally and within their local communities.

LED 6200 Women's Leadership: Negotiation Skills (3 Credits)

This experience will help you understand the subtle messages of power and recognize and react to the organizational impact of diverse management styles. Not only will you learn why but also what you can do about gender perspectives on negotiations, team management, and leadership. You will learn research-driven approaches to perceptions, behaviors, stereotypes, and backlash that women uniquely face. You will then turn your knowledge into strategies and solutions. This learning experience is uniquely designed to develop you as an expert negotiator and is led by strong mentors who will help you challenge your assumptions, confront your fears, and turn obstacles into opportunities.

LED 6300 Leadership: Giving and Receiving Feedback (3 Credits)

Feedback is critical for leaders, and creating a culture of feedback is key to a team's success. The more successful a team is, the better an organization's bottom line. This learning experience focuses on the art of giving and receiving feedback. Your mentors will focus on the differing dimensions between male and female leaders and how they react to receiving criticism in their industry.

LED 6550 Leadership and Ethics (3 Credits)

This foundation course for the program fosters personal development as an ethical, effective and enduring leader. Course activities include: analyzing feedback from assessment instruments such as the leadership practices inventory, reflecting on personal leadership experiences and those of others, and considering case studies, and readings on ethics and leadership. Major assignments including analyzing data collected from interviews with leaders, writing a series of papers on effective, ethical, and enduring leadership; participating in a team presentation dealing with ethical challenges in organizations; creating a personal leadership credo and metaphor; and producing a final portfolio documenting the students leadership abilities, experiences, and goals.

MBA 9999 Graduate Curricular Assessment (0 Credits)

This course is used to administer the end-of-program assessment for graduate students to measure learning outcomes in the core business topics. Scores on this test are used to assist the University with curriculum assessment and improvements and are also used to award the Academic Excellence medallion to recipients. This class also provides information on career services, including a Graduate Career Survey, and commencement. This is a required course and is graded on a pass/fail basis.

MGT 6200 Organizational Adaptation (3 Credits)

Leaders struggle to keep their organizations alive in rapidly changing environments. This struggle to adapt and survive–the old notion of the survival of the fittest–is the essence of resilience and organizational health. Organizations adapt and survive over the long term by building capacities for resilience and delivery. Organizational health is determined by an organization's ability to align around a clear vision, strategy, and culture; and to execute and to renew focus in response to market trends. Discover how leaders learn from relationships and informal knowledge sharing. By applying these same learning techniques, leaders in any industry can recognize and seize opportunities to improve and sustain superior performance for their organization.

MGT 6400 Collective Impact (3 Credits)

Organizations exist with and within their communities and society. The reach and influence of any organization are expansive and always evolving. You will learn to identify the stakeholders of an organization and understand the incredible impact business has in community and society. Through the perspective of community involvement, service learning, and relationship building, you will learn the opportunities that exist to create and promote success within your organization and community.

MGT 6905 Capstone: Strategic Management Project (Taken in final semester, 3 Credits)

This course serves as the culminating experience for the Master of Science in Management program, requiring students to integrate and apply their knowledge to a real-world strategic management challenge. Working individually or in teams, students will develop a comprehensive strategic plan addressing complex organizational issues, incorporating tools and techniques learned throughout the program. Emphasis is placed on strategic decision-making, innovative problem-solving, and professional communication. The course includes opportunities for collaboration with industry professionals and a formal project presentation to peers, faculty, and industry stakeholders.

MKT 6100 Disruptive Marketing (3 Credits)

Disruptive marketing strategies can do the unexpected and reach uncharted business opportunities in a consumer driven marketplace. As consumers become more demanding and resilient to marketing messages, organizations must seek innovative products and service offerings that match the demands of emerging markets or fulfill the demands of customers who are unsatisfied by the current offering. In this course, you will explore how disruptive marketing is used by organizations to ultimately shift their business model and cause a market disruption.

MKT 6800 Strategic Customer Creation (3 Credits)

Identifying, growing, and developing potential customer relationships is a critical aspect of organizational strategy. You will focus first on creating opportunities for mutually beneficial relationships and partnerships. You will learn how to develop rapport in a business setting and
the value of listening to ensure you understand others' values, needs, priorities, and interests.

PMG 6050 Project Management (3 Credits)

This course introduces the tasks and challenges fundamental to project management. Topics include how to manage teams, schedules, risks, and resources to effectively achieve project objectives from time, cost, and quality perspectives. Case studies are incorporated into the course, allowing you to apply knowledge and skills associated with negotiating, selecting, initiating, planning, budgeting, scheduling, monitoring, controlling, and terminating a project. The implications of managing projects in an international setting are also assessed and ethical principles in managing projects are evaluated in this course.

PMG 6100 Project Metrics, Monitoring, and Control (PMG 6050, 3 Credits)

Selecting, evaluating, and communicating performance metrics plays a critical role in successful monitoring and control of projects. This course provides an in-depth discussion of project management metrics and Key Performance Indicators (KPIs), and it explores related topics such as value-based project management metrics, dashboards, and measurement-driven project management. The course discusses the role of metrics in effective monitoring and control of projects, and provides an overview of the most important considerations in proper use and communication of project performance metrics.

PMG 6410 Agile Project Management (PMG 6050, 3 Credits)

In this course, you'll examine the Agile approach to project management. Project managers increasingly use the Agile approach and utilize a Scrum framework for complex and team-centric projects. This course focuses on the fundamental and practical aspects of the Agile approach, highlighting the value of customer-focused adaptive planning and collaborative effort. Using course content, case studies and examples, this course teaches you practical industry-standard tools and techniques that will lead to better decision-making and desirable project outcomes using the Agile methodology.

PMG 6800 Project Risk and Quality Management (PMG 6050, 3 Credits)

This course provides students with an in-depth understanding of the procurement-and risk-management processes in projects. The course also helps students evaluate and synthesize concepts within the domains of contract management and risk management, and helps students identify and assess recommended practices in contract management and purchasing. Topics primarily include risk-management planning, risk identification, risk analysis, risk-response strategies, risk monitoring, and risk control. In addition, the course covers the project manager's responsibilities in identifying and obtaining resources from vendors, as well as the legal requirements and contracting processes involved.

SDT 6000 Managing Disruptive Change (3 Credits)

Disruptive strategy shifts focus from seeking consistency of leading an organization in order to cope with frequent change and uncertainty: a critical need in fluctuating markets and business environments. For most businesses, disruption is simultaneously the greatest threat and opportunity and while some leaders may attempt to embrace this risk as a tool to grow the business, others fall behind. This learning experience is designed to teach you a variety of methods to embrace and respond to disruptive change through innovation, balance, and strategic renewal.

SPO 6500 Leadership in K-12 and Community Sports Programs (3 Credits)

This course examines the unique leadership skills and strategies required to develop and manage sports programs at the K-12 and community levels. Students will explore topics such as program development, youth engagement, budgeting, and the role of sports in fostering community growth and education. Emphasis is placed on ethical leadership, collaboration with stakeholders, and creating inclusive, sustainable programs. Students will be equipped to lead and expand sports initiatives that positively impact youth and communities.

SPO 6600 Leadership in Collegiate Sports Programs (3 Credits)

This course explores the leadership and management principles essential for overseeing collegiate athletic programs. Students will examine areas such as program development, athlete recruitment, fostering student-athlete success, compliance with NCAA and athletic conference regulations, NIL (Name, Image, and Likeness) agreements, and program transfers/transfer portals. Emphasis is placed on strategic planning, ethical decision-making, staff development, and enhancing the reputation and competitiveness of collegiate sports teams. Students will be prepared to lead and manage diverse aspects of athletic departments at the collegiate level..

SPO 6700 Leadership in Professional Sports Programs (3 Credits)

This course delves into the leadership strategies and operational management required to oversee professional sports organizations. Students will explore topics such as team operations, talent acquisition, contract negotiations, branding, and revenue generation. Special attention is given to the role of leadership in navigating league policies, player relations, and the evolving landscape of professional sports, including NIL (Name, Image, and Likeness) agreements and global market expansion. Students will be equipped to lead and manage various facets of professional sports organizations.

SPO 6900 Supervised Graduate Assistantship (3 Credits)

The graduate assistantship is an opportunity for you to practically apply the advanced concepts in this concentration in an athletic leadership role. As a graduate assistant, students will gain the experience, supervised by industry professionals, and contacts necessary for success in the ever-changing world of sports.

STR 6200 Strategic Operations (3 Credits)

Do you believe you will be responsible for implementing a new strategy at some point in your career? This learning experience sensitizes you to the importance of aligning the company's model with the company's strategy as external forces evolve strategy and execution readjusts or the organization hits a wall. The course covers strategic decisions in sustainable business, technology, facilities, human resources, and other areas.

CAMPUS FACILITIES & MAPS

Campus Facilities

Cleary's campus sits on almost 40 acres in Howell, Michigan, with an extension site in Detroit. The facilities include administration and academic buildings, a wellness center, Cleary Commons, residence halls, and an athletic field supporting baseball, softball, soccer, and lacrosse.

The Chrysler Building is located at 3750 Cleary Drive and includes most student classrooms, academic personnel, the library and tutoring center, the computer lab, and the Cougar Den spirit shop. The building also houses the majority of the Secunda Art Museum along with museum space for traveling art pieces.

The Lyons Building is located at 3760 Cleary Drive and houses the majority of the administration, including admissions, financial aid, and the business office.

The Wellness Center is located at 955 Grand Oaks Drive and is home to Cleary athletics. This building houses the athletic administration offices as well as all coaches. The Center is home to our athletic training, weight room, wrestling facility, golf simulator, and gym for all students to use. Duncan Chiropractic is housed in this building for students, staff, and the community to utilize for their physical therapy and chiropractic needs. The Wellness Center hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

The Cougar hockey program launched in the Fall of 2019 and uses the 140 Ice Den located directly across from campus at 970 Grand Oaks, Drive, Howell. The Cougar bowling program utilizes the Howell Bowl-E-Drome, two miles off campus, and the Chemung Hills Golf Course, 2.5 miles from the Howell campus, is home to the men's and women's golf teams. In addition, men's and women's basketball launched in 2023 and will play all home contests at Lansing Community College.

The Cleary Commons houses student dining as well as classrooms and community event space. In addition, Cleary Commons is home to the 1,700 square foot Esports arena. Students can spread out in this 5,300 square foot atrium to study or meet up with friends.

The North and South Residence Halls are home to our almost 200 students living on campus. The North Residence Hall was completed in 2016 and features apartment style units, which include private bathrooms in each room, a full kitchen, and living space as well as a washer and dryer in each suite. The South Residence Hall was completed in 2018 and features two person rooms with a shared bathroom and a shared kitchenette. Study spaces are built into the lobbies of each floor to provide extra privacy for students or for study groups.

Lake Trust Stadium features state-of-the-art artificial turf to support Cleary baseball, softball, and soccer teams. This multi-use complex can seat 125 in stadium seating and an additional 200 in the bleachers behind home plate. It features a large outfield video board, two full dugouts for baseball and softball, and a large press box behind the home plate stadium seating. This field opened in Fall of 2018.

Our Detroit Education Center is located at 950 Selden St. Suite 135 Detroit, MI 48201. This location serves the Greater Detroit populations.

Inclement Weather and Emergencies

The University remains open during times of snow or other types of inclement weather in order to serve resident students as well as commuter students. If weather conditions become so severe as to render it hazardous for students to drive to campus, the most accurate and up-to-date information about the status of classes and campus services can be found on the following TV channels: Fox 2 Detroit, Local 4, and ABC 7, and on the following radio stations: WWJ 950 and WJR 750. Students, staff, and faculty will be notified of any delays or closings through Canvas and the Cleary website. Students are encouraged to check these sources frequently for updates, schedule changes, or closures.

For non-weather-related emergencies, staff, faculty, and students will be notified via a text message as well as through Canvas and on the website.

Security on Campus

For our internal community as well as visitors, there are blue emergency phones located around campus if you find yourself in an emergency situation. For all security and safety concerns, please contact George Horn at ghorn@cleary.edu. If there is an emergency, you are encouraged to directly call 911.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

This is a federal law requiring institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding area. Current and prospective students or employees have the right to obtain a copy of this information for the University. Students may view this information by accessing the federal government website at https://ope.ed.gov/campussafety/#/institution/search

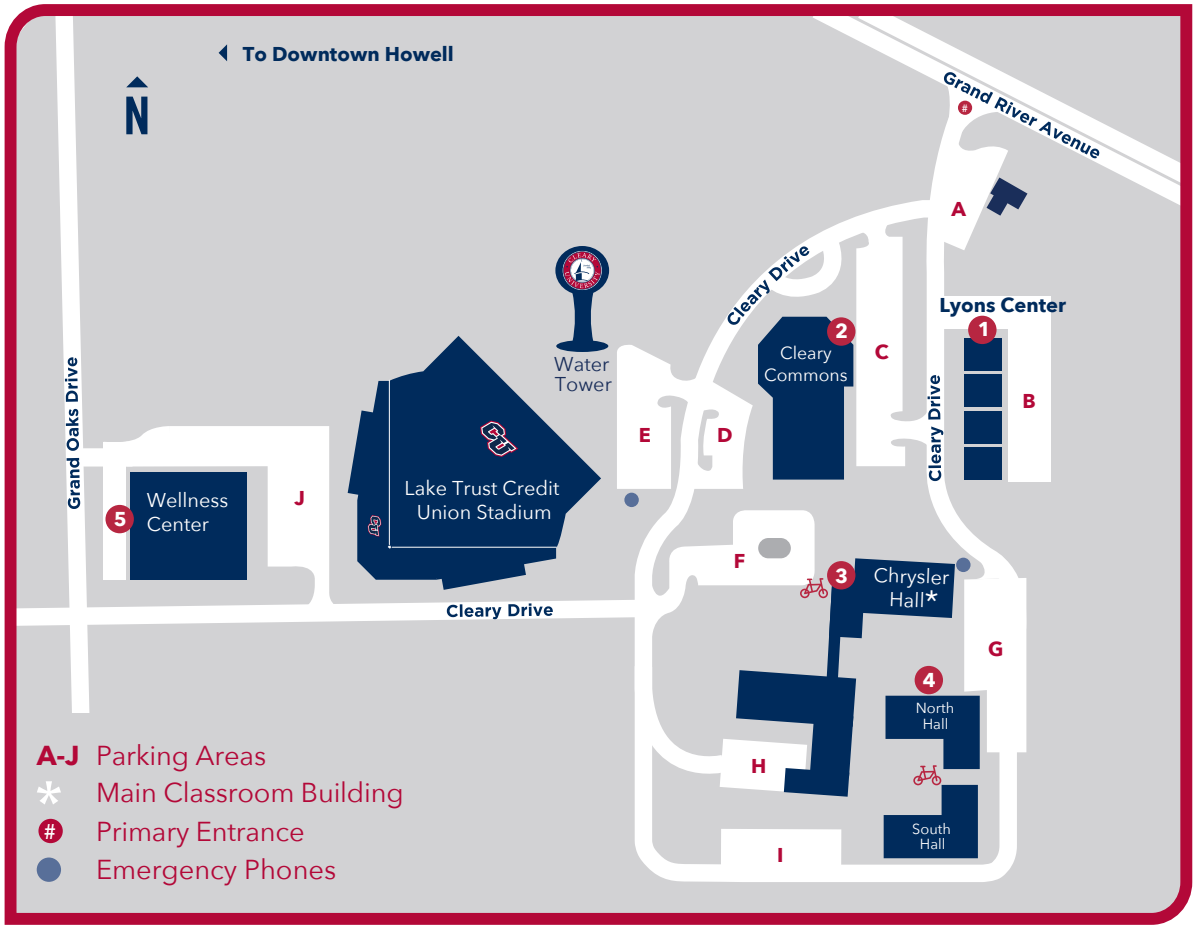
University Property

It is the expectation of all students, staff, faculty, and visitors to treat University property as if it were their own. Anyone violating University property will be held liable for damages up to the amount of the property value.

Physical Violence, Vandalism, and Theft

Cleary University is not liable for damage to any personal belongings of students, staff, faculty, or visitors under any circumstances including, but not limited to, windstorm, flood, hail, civil commotion, explosion, fire, smoke, and vehicle accident. Neither is Cleary University liable for loss or theft of personal belongings of students, staff, faculty, or visitors.

CLEARY UNIVERSITY CAMPUS MAP



1

LYONS CENTER

- ADMISSIONS
- ADVANCEMENT
- BUSINESS OFFICE
- FINANCIAL AID
- MARKETING AND COMMUNICATIONS

3

CHRYSLER HALL

- ACADEMIC OFFICES
- ARTHUR SECUNDA MUSEUM
- CAREER SERVICES
- CLASSROOMS
- COUGARS DEN – SPIRIT SHOP AND BOOKSTORE
- COUNSELING SERVICES
- IT SUPPORT
- OFFICE OF THE PRESIDENT
- OFFICE OF THE PROVOST

2

CLEARY COMMONS

- STUDENT DINING
- CLASSROOMS
- ESPORTS ARENA
- CLANCY'S CAFE
- STUDENT LIFE OFFICE

4

RESIDENCE HALLS

5

WELLNESS CENTER

- ATHLETIC DIRECTOR
- COACHES' OFFICES
- DEMONSTRATION KITCHEN
- GYM AND WORKOUT FACILITY
- ATHLETIC TRAINING
- WRESTLING CENTER
- GOLF TRAINING CENTER

MAIN CAMPUS
3750 Cleary Drive
Howell, MI 48843

DETROIT EDUCATION CENTER
950 Selden St., Ste. 135
Detroit, MI 48201

Glossary of Terms

Baccalaureate Degree: A Baccalaureate degree normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. This also includes bachelor's degrees in which the normal four years of work are completed in three years. At Cleary a baccalaureate degree requires a minimum of 120 credits, though individual programs can require a higher number of credits as determined appropriate.

Classification of Instructional Programs: A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010, and 2020. Updates/additions to CIP codes are made every ten years. The most current official CIP listing can be found here on the NCES website: https://nces.ed.gov/ipeds/cipcode/.

Degree: An award conferred as official recognition for the successful completion of a program of study (e.g., associate, bachelor's, master's).

Degree Program: A degree program is defined as a combination of courses and related activities formally organized for the attainment of broad educational objectives well-defined requirements that lead to an associate, bachelor's, or master's degree (e.g., ABA, BBA, MBA, and MS).

Graduate Degree: A graduate degree is a post-baccalaureate degree, which normally requires at least one but not more than two years of full-time equivalent graduate-level work. At Cleary a graduate degree requires a minimum of 30 or 33 credits, with individual programs having specific numbers of credits.

Graduate Certificate Program: A graduate certificate program is a post-baccalaureate program for students who hold bachelor's degrees, but do not have graduate program status. It is basically undergraduate and does not substitute for a master's degree. It is appropriate for students who have obtained an undergraduate or graduate degree in another area and who desire to change fields. Such a program serves mainly three groups of students: a) those who are changing fields and require the equivalent of the undergraduate program in a new discipline; b) those who wish to prepare themselves for entry into a graduate degree program; and c) those students who wish to develop skills or add a body of knowledge for personal development or career growth. Completion of a coherent prescribed set of courses will provide the student with an official Graduate Certificate appropriate to the program.

Graduate MBA Major Concentration: A graduate major concentration consists of 9 semester hours of specialized graduate-level coursework. Only the term, "graduate concentration", will be used to describe a series of designated courses within a graduate program. Other terms such as specialization, track, area of study, etc. are not interchangeable. The requirements and the curriculum for a concentration are determined by the faculty with the appropriate approval of the Academic Curriculum Committee and the Provost. There will be a notation on the final transcript that will identify the concentration. Concentrations will only be noted on the transcript at the completion of the degree.

Instructional Program: An instructional program is defined as a cohesive set of courses and related activities formally organized for the attainment of broad educational objectives well-defined requirements that lead to a degree, certificates, employment, or transfer. Instructional programs are systematically assessed on a cycle that ties course and program (undergraduate or graduate) learning outcomes (PLOs) to the Cleary Mind Attributes. Results of these assessments are used to continuously improve teaching and learning in academic programs.

Major: At Cleary University, the term "major" describes one of the three parts of an undergraduate curriculum (the other two parts being the Business Arts Core curriculum and elective courses). The major is a set of courses selected to provide an opportunity for a student to undertake in-depth study. A major for a baccalaureate degree usually requires 35 or more course hours of specialized study within the plan of study for the degree.

Major Concentration: An undergraduate major concentration is an approved set of courses within a major that define a specialty area or specific field of study (e.g., BBA in Business Management, with a major concentration in Digital Marketing). Only the term, "concentration", will be used to describe a series of designated courses within a major. Other terms - such as specialization, track, area of study, etc. - are not interchangeable. A completed concentration is displayed on a student's transcript, but not the diploma. A concentration must consist of 15 semester hours of coursework specified by the program.

Postsecondary Credential: A postsecondary credential is official documented credit that verifies an individual's qualification or competency in a specific skill. Credentials are earned and awarded by completing a program of study, successfully passing an assessment, or meeting specified requirements that verify competency.

Program: A program is a combination of learning experiences and related activities formally organized for the attainment of broad educational objectives and well-defined requirements that may or may not lead to a post-secondary credential. A program may refer to student service programs and administrative units, as well.

> **Program Category:** A summary of groups of related instructional programs designated by the first 2 digits of its appropriate Classification of Instructional Programs (CIP) code.
>
> **Program of Study:** A program of study consists of courses required to complete a specific degree, inclusive of required coursework within the major, concentration, and minor.
>
> **Program Specialty:** A specific instructional program that can be identified by a 6-digit Classification of Institutional Programs (CIP) Code.

Program with no Recognized Postsecondary Credential: Any formally organized program with stated educational objectives and well-defined completion requirements that does not lead to a recognized postsecondary credential.

Stackable Credential: Stackable credentials are part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs." More plainly, stackable credentials can be viewed as building blocks where each short-term credential that a person earns builds into a higher-level credential. Stacked Credentials are defined as:

- **Traditional or Progressive:** The 'traditional' or 'progressive' stackable credential follows a linear path where a student earns a short-term credential (e.g., certificate) and continues their education by pursuing a higher-level credential (e.g., associate's and/or bachelor's degree).
- **Supplemental or Value-Add:** Other types of stackable credentials do not follow a linear path, but still allow a student to enter and exit the higher education system as needed. A 'supplemental' stackable credential is when an individual may have already earned a bachelor's degree, then attends a bootcamp to learn additional skills to supplement their degree.
- **Independent:** An 'independent' stackable credential is when an individual accumulates multiple credentials but does not pursue a degree. In this case, an individual's certifications build on one another and the individual acquires skills that craft a path forward in their career, but they do not 'ladder' into a singular degree pathway. For example, an individual who earned certificates in Microsoft products and/or CISCO then pursues a career in information technology systems.

- **Professional Learning (PL) - Work-based Learning, Apprenticeships, and Employer-Sponsored Training:** Work-based learning, apprenticeships, and employer-sponsored training combines on-the-job training with formal educational instruction.
    - For example, stacked apprenticeships are shorter-term programs where individuals pursue a series of related apprenticeships to build on their skill set.
    - An individual participating in an industrial manufacturing technician apprenticeship program could learn how to operate production equipment, and then pursue additional manufacturing opportunities to learn more related skills.
    - Another example is employer-sponsored training, where an individual who is employed at a public relations firm, but does not have the skills to run Google ads on social media.
    - The employer could sponsor training for the individual to pursue a digital marketing certification.
- **Military Connected:** Members of the U.S. Armed Forces can receive credit for their military experiences and education, which can be applied toward their postsecondary credential or degree. Stackable credentials earned through military service can be building blocks for valuable non-degree certificates, certifications, and degrees.

Undergraduate Certificate Program: Undergraduate certificate programs provide a means for Cleary University to respond with a high degree of flexibility in meeting emerging needs. They may address professional development needs of students in a wide variety of areas. Certificates ordinarily include 15 credits.

Undergraduate certificate programs of study are intended to be housed and supported within existing academic units. Credit certificate programs typically will primarily consist of courses already present in the curriculum. Generally, courses required in credit certificate programs will apply to related degree programs in the supporting academic unit. Thus, credit certificate programs often perform a recruitment function, serving as stepping stones to participation in a degree program. Certificates may be posted to the student's transcript upon completion of their requirements.

University Catalog Addendum

The following list is a summary of the revisions (additions, corrections, and removals) from the Course Catalog 2025-2026 v.2 to the University Catalog v.3 2025-2026. All items listed below have been made to the relevant University Catalog sections to which they apply. Questions about any revisions to the University Catalog should be sent to University Registrar at records@cleary.edu.

General Transfer Credit Guidelines

- Minimum grade changed from to C to C- for undergraduate courses and B to B- for graduate courses

Michigan Transfer Agreement

- Updated section in alignment with the MTA to indicate that Cleary is now both a sending and receiving institution for MTA

Course Changes

- ACC 1000 title changed to Introduction to Financial Accounting
- ACC 2000 title changed to Introduction to Managerial Accounting
- ACC 2805 replaces ACC 2801
- ACC 2905 replaces ACC 2901
- BUS 1100 replaces BUS 1000
- BUS 3000 replaces BUS 3500
- CAR 3050 is replaced with CAR 3060 – credits changed from 1 to 2
- COM 1400 title changed to Speech Communications
- ECO 1000 title changed to Introduction to Macroeconomics
- ECO 2000 title changed to Introduction to Microeconomics
- HRM 2800 title changed to Introduction to Human Resources Management
- MIS 1000 Applied Business Tools added as a new course
- MKT 2200 title changed to Introduction to Marketing
- OPM 2000 title changed to Operations Management
- PHIL 4010 replaces PHIL 4900
- TCM 1000 title changed to The Cleary Mind: Introduction to Human Behavior and Leadership

BBA in Business Management Concentration No Longer Offered

- Business Ethics
- Business Leadership
- Media Production Management
- Nonprofit Management

BBA in Business Management New Concentration

- Management

BBA in Business Management Concentration offered in Accelerated Format

- Cybersecurity Management
- Organizational Leadership