

ADRIAN COLLEGE
Graduate Studies
2020-2021

Graduate Academic Catalog

Adrian College welcomes qualified students regardless of age, disability, ethnicity, gender, physical characteristics, race, religion, sexual orientation; further, it does not discriminate on the basis of these characteristics in the administration or educational policies, employment practices, admissions policies, scholarship and loan programs, athletic, or other College-administered programs or activities.

For more information, prospective students should contact the Office of Admissions.

All policies and programs described in this catalog are subject to change by the College at its discretion.

"Adrian College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education."

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Introduction to Adrian College

Educational Mission

Adrian College, a liberal arts college in the United Methodist tradition, is committed to the pursuit of truth and dignity of all people. Through active and creative learning in a supportive community, undergraduate and graduate students are challenged to achieve excellence in their academic, personal, and professional lives, and to contribute to a more socially just society.

Statement of Principles

The Foundation of Adrian College

Adrian College was founded as a Methodist institution. It is affiliated with the United Methodist Church. John Wesley, the founder of Methodism, espoused a Christian faith that embraced a social consciousness. In the nineteenth century, American Methodists founded many liberal arts colleges.

Asa Mahan, the first president of Oberlin College in Ohio, became the founding president of Adrian College in 1859. Like John Wesley, he opposed slavery and believed in what he called “the power of action.”

Although its students and faculty come from many religious backgrounds, the College encourages all members of the community to struggle with moral and spiritual value questions growing out of the College’s United Methodist heritage of commitment to Christian traditions and values, concern for peace and justice and an ecumenical understanding of human spiritual experience.

Because of its Methodist traditions, Adrian College has been open from its inception to men and women from all backgrounds. The College continues its commitment to creating a community that reflects human diversity. It is therefore actively inclusive, seeking to attract students, faculty and staff from segments of the population that have not been fully represented in higher education.

Ribbons of Excellence

In 1887 the graduating seniors at Adrian College presented a cane in the form of a shepherd’s crook to the officers of the junior class. Symbolic of leadership and carved with the Latin motto for “No victory without work,” the cane has been handed down every year by the graduating class. Each class has also attached a ribbon to the cane with the names of its graduates listed on the ribbon.

In 2007, the academic community at Adrian College adopted the idea of the ribbons to represent its standards of excellence. From the long-standing tradition of the ribbons attached to the shepherd’s crook at graduation, these new ribbons of excellence have been developed to support the College’s mission statement. Just as the Latin inscription on

the cane suggests, these ribbons of excellence cannot be achieved without hard work:

- Caring for humanity and the world
- Learning throughout a lifetime
- Thinking critically
- Crossing boundaries and disciplines
- Developing creativity

Caring for humanity and the world:

Making socially responsible decisions; providing service to local and global communities; interacting positively with persons of diverse cultures and backgrounds.

Learning throughout a lifetime:

Continuing to ask important questions; pursuing knowledge in each new age; remaining open to new learning experiences.

Thinking critically:

Developing critical habits of mind; exploring multiple points of view; raising thoughtful questions, identifying problems and solutions.

Crossing boundaries and disciplines:

Developing literacy in multiple fields; personifying the liberal arts experience; making connections across disciplines.

Developing creativity:

Engaging in creative arts; developing creative talents and skills; recognizing and employing figurative expression.



General Information

Accreditation

Adrian College is accredited by the Higher Learning Commission (Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (800) 621-7440; (312) 263-0456; Fax: (312) 263-7462), the University Senate of The United Methodist Church (Division of Higher Education, General Board of Higher Education and Ministry, PO Box 340007, 1001 Nineteenth Ave., South, Nashville, TN 37203-0007). Teacher Education certification programs are approved by the Michigan Department of Education (Michigan Department of Education, 608 W. Allegan, Lansing, MI 48933). Additionally, the Department of Teacher Education is nationally accredited by Council for the Accreditation of Educator Preparation (1140 19th Street NW Suite 400 Washington DC 20036; (202) 223-0077. The Social Work program is accredited through the Council on Social Work Education (Council on Social Work Education, 1725 Duke Street, Suite 500, Alexandria, Virginia 22314). Athletic Training is accredited through the Commission on Accreditation of Athletic Training Education (2201 Double Creek Drive #5006, Round Rock, TX 78664; (512) 733-9700.

Adrian's affiliations include membership in the Association of Independent Colleges and Universities of Michigan; the Michigan Colleges Alliance; the Michigan Academy of Science, Arts and Letters; the Council on Undergraduate Research; the National Association of Independent Colleges and Universities; The National Association of Schools and Colleges of the United Methodist Church; the American Council on Education; and the Council for Independent Colleges.

In 2018, Adrian College was approved by the Higher Learning Commission to offer programs fully online. Adrian is a member of the National Council of State Authorization Reciprocity Agreements (NC-SARA) and has been approved by the State of Michigan to participate in NC-SARA. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. (NC-SARA list of institutions in Michigan: www.nc-sara.org/states/MI).



The Campus

Adrian College is located in Adrian, Michigan, the county seat of Lenawee County in the southeastern part of the state. Adrian is a city of approximately 20,000 people, situated in the center of an agricultural, industrial and recreational area. State and U.S. highways and nearby expressways provide convenient access to the metropolitan areas of Detroit, Toledo, Chicago, Indianapolis, Cleveland and Pittsburgh. Both the Detroit and Toledo airports are within an hour's drive.

For nearly a century, the Adrian campus consisted of several brick buildings that fronted on Madison Street. In the mid-1950's, largely through the generosity of major benefactor Ray W. Herrick, development of a new and modern physical plant was begun.

Today the College extends over 100 acres in a west-side residential section of the Adrian community. The Adrian campus melts together its over 150 year history with its modern state of the art facilities. Almost all facilities on campus were renovated over the past decade. The original "college promenade" with its carefully groomed lawns and stately old trees now forms the eastern boundary of the main campus. A carillon tower on the east and a contemporary chapel on the west are familiar landmarks of the central mall. The main campus boundaries include Madison, Williams, Michigan and Charles Street, and connects the College with state highway M-34 to the south and business route U.S. 223 to the north. Finally, the 119-acre Walden West property study is located about 20 miles from campus.

System of Academic Governance

The governance system at Adrian is designed to ensure that issues related to effective operation of the College are based on consideration of all concerned points of view. Both strategic plans and immediate decisions and actions are weighed on the basis of academic soundness and fiscal responsibility, in accordance with the College's mission and purposes. In addition to the administration and Student Government, the six basic components of the system are the faculty, the collegia, the academic departments and a number of standing, advisory and ad hoc committees. Faculty meetings include both students and some administrators closely involved with academic programs. Six standing committees and several related committees report to the faculty: Academic Assessment, Academic Planning, Academic Policy, College Environment, Curriculum, and Faculty Life. Faculty decisions on the curriculum and academic programs are presented as recommendations to the President.

The 22 academic departments are organized according to traditional academic disciplines and are responsible for curriculum development, planning, academic standards and student relations within their areas of concern and expertise.

Collegia are interdisciplinary groups of the faculty organized according to four broad fields of interest: arts, letters and the humanities; social science and comparative cultures; applied arts; and the sciences and mathematics. The collegia coordinate the efforts of academic departments and faculty members with similar interests and concerns.

Various informal opportunities exist for faculty and student involvement in decision making. These include meetings of the President with interested constituents and a continuing discussion of campus issues.

History of the College

Adrian College evolved from a theological institute founded by the Wesleyan Methodist denomination at Leoni, Michigan, a small town east of Jackson, in 1845. In 1855 this institute united with the Leoni Seminary, a Methodist Protestant institution, to establish Michigan Union College. Legend states that members of the College became concerned about the environment at Leoni, which was nicknamed "Whiskey Town." In 1859 this concern, and other circumstances, made it advisable to relocate or close. In the same year, Dr. Asa Mahan, pastor of the Plymouth Congregational Church in Adrian and a well-known educator, was encouraged by citizens of the community to establish a college. Mahan had served as the first president of Oberlin College and, previously, as an officer of Lane Theological Seminary in Cincinnati, Ohio.

Dr. Mahan and his colleagues invited the officials and supporters of the closing Michigan Union College to join in establishing the new college at Adrian. After the invitation was accepted, the story says, the library holdings were loaded on an ox-cart in March 1859, and transported the 60 miles to the campus site on the west side of Adrian.

On March 28, 1859, Adrian College was chartered by the Michigan legislature as a degree-granting institution with Dr. Mahan as its first president. Through a series of consolidations and denomination unifications, the College has maintained its relationship with The United Methodist Church.

For almost 100 years, the campus consisted of several brick buildings stretching along Madison Street. Most of what is now the campus was woods and fields. In the mid-1950s, the College, encouraged by the generosity of Ray W. Herrick, embarked in a building program which created the basis for the present campus.

Today, when students walk in the area bounded on the east by Madison Street and edged by Downs Hall, Valade Hall, Cornelius House and Herrick Tower, one will walk on the same ground that students hurried across in 1859 as they rushed to classes, meals and social events. Now, however, instead of a row of brick buildings, the campus incorporates 150 acres, 15 academic and service buildings, 26 residence halls and units and nine major athletic facilities and fields.

The Articles of Association provide that the Board of Trustees shall consist of not more than 35 members, including three to six who are nominated by the Detroit and

West Michigan Conferences of The United Methodist Church. Three to six trustees are elected by the Adrian College Alumni Association, and the remaining 18-23 are elected by the board itself. Two faculty and two student representatives serve as non-voting associate trustees.

College Facilities

The Adrian College Chapel (1964) was a gift of Ray W. Herrick, a prominent benefactor of the College, in memory of his mother, Katherine Elizabeth Herrick. Used for weekly chapel services, seasonal services and other campus and community activities, the chapel seats a congregation of 1,000 and a choir of 110. It is also open daily for private worship. Notable features of the chapel include a 2,100 pipe organ and 16 custom-designed stained glass windows which depict the story of Christianity and the history of Methodism; the windows were created by the Willet Stained Glass Studios in Philadelphia.

The Adrian College Medical Clinic (2017) provides on campus medical support for students and surrounding community. This venue houses ProMedica physician offices, exam rooms, faculty offices, an academic conference room, x-ray facilities and a nurse lab. The Medical Clinic was designed to offer real-world experience for students who wish to pursue careers in the medical field.

The Adrian College Terrace (2011) provides a multi-level extension to the Caine Student Center. This outdoor living space is used by faculty, staff and students, offering a unique location for small and large events. Amenities include fire pits, a water feature, outdoor music and television. The space is known on campus as "The Terrace."

The Arrington Ice Arena (2007), named in honor of alumni Robyn Arrington and Harold Arrington, is the new home of Adrian College ice sports. Men's and women's intercollegiate hockey, men's club hockey, and women's synchronized skating have been added to the list of competitive sports on campus. This new venue also offers office space, a pro shop and concessions area as well as a variety of skating opportunities for students, faculty, staff, and the larger community. In 2012 the World of Wings (WoW) restaurant was added. Also field turf was added to the area in 2012 to allow for indoor soccer, lacrosse and other events.

The Campus Services Building (2014) houses central stores and the maintenance/plant department.

Caine Student Center (renovated 2004), named for Stanley P. Caine, sixteenth president of Adrian College (1989-2005) is the campus center and is open 24 hours a day. The building was previously known as Ridge Gymnasium. It provides information, services, and serves as an activity center for students, faculty, staff, alumni and other guests of the College. Services available on the main floor (also

known as Ridge Center Court) of Caine include Starbucks, Paws N Go convenience store, Zebe's grill, 110 South Madison Salon, student mailboxes, and a study space. The Student Business Services office also allows for payment of bills, and check cashing services. Located on the upper floor of Caine is the Arrington Bookstore, Student Life Offices, the Student Government Association, Campus Activities Network, and the Institute for Career Planning. Campus Safety welcomes visitors to the space, and is a 24/7 service to campus and is the campus "lost and found."

Commencement Plaza (2011) The Commencement Plaza is home to the Auguste Rodin "Thinker" located by Adrian College's historic Herrick Bell Tower landmark. In 2011, Adrian College began the new tradition of holding the Spring Commencement Ceremony at Commencement Plaza.

Dawson Auditorium (1962, renovated 2004) is the campus center for theatre, arts, music and lectures. The auditorium was named in honor of John Harper Dawson, alumnus and fourteenth president of Adrian College (1955-1978). The auditorium seats over 1,000 people. The Spencer Music Hall adjoins the facility.

Docking Stadium (2006) adjoining the Merillat Sport and Fitness Center, the stadium named after current President Jeffrey R. Docking, provides facilities for football, men's and women's soccer, men's and women's lacrosse, and the marching band. It also includes classroom and lab spaces for the Department of Exercise Science and Athletic Training.

Herrick Tower (1966) is a signature landmark of Adrian College. The 60-foot tower honors Ray W. Herrick, the generous benefactor whose gifts and commitment made possible much of the contemporary campus of Adrian College. The tower marks the location occupied for more than 100 years by South Hall, the first building erected on the campus (1859).

Ritchie Marketplace (1957, renovated 2006 and 2008) is the College dining center. The facility includes many stations: a grill, a Mongolian wok, a salad bar/deli, a pizza oven, a pasta bar, and an old fashioned ice cream parlor. Food is prepared in front of students. The facility includes a lounge area, a fireplace, and a private dining room. French doors open to a patio with outdoor seating. Named for Corley S. Ritchie, alumnus, teacher and business manager of the College

Sage Counseling Center (1985, renovated 2017), located in the Adrian College Medical Center, the office provides long and short term individual counseling, which focuses on current difficulties. A trained and licensed staff also offers support groups, presentations, and workshops each semester.

The Stanton Administration Building (1960, renovated 2007) honors Donald S. Stanton, fifteenth president of Adrian College (1978-1988), and his wife, Barbara. It houses the offices of the President, Vice President and Dean of Academic Affairs, Vice President for Business Affairs and CFO, and Vice President for Development. In addition it houses the following offices: Graduate Studies, Assistant Dean of Academic Affairs, Business, Registrar, Financial Aid Office, Development, Foundation Relations, and Alumni.

The Ward Admissions House (2005, renovated 2015) welcomes prospective students and their families to campus. Its reception center includes a fireplace built of bricks from the original South Hall. The Admissions House was named after Dr. Robert and Mrs. Joan Ward. Dr. Ward, a dedicated pastor to the United Methodist Churches in Michigan, served two terms on the Adrian College Board of Trustees from 1964-2004.

Academic Facilities

Baby Bulldog Center (2015) is a state licensed infant and toddler care center for faculty, staff and students affiliated with the Department of Teacher Education. Additionally, it serves as a site for early childhood education, psychology, and social work student learning and experience..

Downs Hall (1860, renovated 2010) houses the theatre department, and the Downs Studio Theatre. The only building remaining from Adrian's original campus, Downs is a Michigan historic site. The building, which formerly served as the College chapel, is named for Jordan Downs of Ohio, who contributed to its renovation.

The Goldsmith Center (1965, renovated 2008) houses the Department of Modern Languages and Cultures. The building was a gift of the family and friends of Allen L. Goldsmith, a distinguished industrialist and College trustee.

The Prielipp Greenhouse (1980, renovated 2014) is attached to Peelle Hall, and serves as an opportunity for classes and research in botany and biology. It includes a hydroponic garden. The original greenhouse was funded through the generosity of the Earl-Beth Foundation.

Jones Hall (1965, renovated 2014) houses a computer laboratory, classrooms and many departments including history, art history, political science, accountancy, business administration and economics, and geology. It also includes the Institute of Entrepreneurial Studies, and the Romney Institute for Law and Public Policy. The facility includes the 109 seat Charles and Shirley Baer Lecture Hall, and the Jane McCloskey Academic Services office. Jones Hall is named in honor and memory of Dr. Elmer M. Jones, a distinguished professor of chemistry from 1907-1940.

Mahan Hall (1965) houses the departments of Art and Interior Design. Mahan Hall is named for first President Asa Mahan who served from 1859-65, and again from 1867-71. It houses a new Mac Lab. The Gary and Margaret Valade Art Gallery is located here. Also, the Adrian Symphony Orchestra is an orchestra in residence and its administrative offices are housed in Mahan Hall.

The Merillat Sport & Fitness Center (1990, addition 2015) provides educational, recreation and fitness facilities for all Adrian College students, faculty members and staff. The main 80,000 square-foot complex includes a multi-sport forum for general recreational use with courts for basketball, volleyball and tennis, surrounded by a one-tenth mile indoor track. The center also contains two racquetball courts, an athletic training room, classrooms, a physiology laboratory and a dance studio, as well as a performance gymnasium which seats 1,300 persons and serves as home to the Bulldog basketball and volleyball teams. Offices of the exercise science, physical education and athletic training department faculty and athletic department coaches and administrators are also contained in the building. A 17,000 square foot addition houses a state of the art work out and conditioning space open to all members of the AC community. The Merillat Center is named for Orville and Ruth Merillat, civic and business leaders in the community of Adrian.

Rush Hall (1957, renovated 2008) bears the name of Dr. W. Albert Rush, alumnus and former dean of the College. The facility is the home of the Department of Communication Arts. The building offers students opportunities to mesh technology with the courses they take and includes AC's own WVAC radio station, and a Mac Lab.

Peelle Hall (1960, renovated 2014) contains laboratories and classrooms for the departments of biology, chemistry, biochemistry, environmental science, mathematics and physics. It includes a new 16,000 sq. ft addition; the 85 seat Wolf lecture hall (2010) and Bosio Math Lab (2006) are also located here. The building is named after esteemed biological professor Dr. Miles Peelle.

Robinson Observatory (1962) in Peelle Hall contains a six-inch telescope for the study of astronomy. It is named in honor of Herbert Robinson, a local industrialist and benefactor of the College.

Robinson Planetarium (1966 renovated 2011) in Peelle Hall is equipped with an SLI projector and seating for 66 persons. It also was a gift of Herbert Robinson.

Shipman Library (1963, renovated and expanded 2000) is open 24/7 and includes a complete line of academic information services. The renovated building is a large, attractive space with accommodations for individual and group study as well as leisure reading. It is named

in memory of Dorothy Middlebrook Shipman, a distinguished library director and friend to Adrian College students. The collection numbers more than 145,000 printed volumes, 15,000 e-books and 85,000 periodicals. Nearly 100 research databases are available, many with full text. The media collection includes more than 3,500 audio and video recordings. A reciprocal borrowing arrangement with nearby Siena Heights University provides access to additional resources. The library web page (www.adrian.edu/library) provides on- site and remote access to the collection. The library reference area contains 37 computers that are available for research. Shipman's interlibrary loan service allows students to borrow books, articles and other materials from college and university libraries nationwide. Two notable special collections are held at Shipman Library: the Piotrowski- Lemke Lincoln Collection and the Detroit Conference Methodist Historical Collection. The library is open to all members of campus, and the local community.

Spencer Music Hall (1974, renovated 2010) honors Dr. James H. Spencer, composer and director of music at the College for 44 years. The building adjoins Dawson Auditorium and includes a large rehearsal hall, music libraries, practice rooms, and instrument storage areas. The recent renovation by Dr. Spencer's daughter, Dr. Hildreth Spencer provides the music department a space to continue its outstanding work.

Valade Hall (1971, renovated 2007) was formerly North Hall and was rededicated in 2007 in honor of Gary and Margaret Valade. This hall is home to the departments of English, Philosophy/Religion, Psychology, Sociology/Criminal Justice, Social Work, and Teacher Education. It also includes the Richards Meditation Chapel, the Chaplain's Office, the Education Curriculum Center, Knight Auditorium (renovated 2008), and the Institutes for Study Abroad, Ethics and Education. The third floor is named MacNaughton Floor, honoring former psychology professor Dr. Norman MacNaughton and Dr. Douglas MacNaughton, his son, alumnus and professor emeritus in philosophy and religion. The facility was built on the site of Old North Hall and the North Hall Annex, which housed Union troops during the Civil War and occupied the location for more than 100 years.

Walden West Property (2016) is a 119-acre property featuring a rare Fen habitat. The land is part of a gift from Jim and Mary White, and is utilized by the natural sciences departments.

Admissions

Requirements and Procedures

Graduate Students

Admission to Adrian College Graduate Studies programs is selective. Each application is individually reviewed by graduate studies faculty and evaluated according to the merits of students' academic potential and credentials. Students must submit an application, a statement of purpose (requirements vary by program), official undergraduate transcripts, and three letters of recommendation. Upon review, prospective graduate students are notified through a letter of acceptance. Students pay a deposit (\$300). After deposit is paid, students may, with assistance their graduate studies faculty advisor, register for courses.

General Requirements

All prospective graduate students must meet the following requirements for consideration for admission to Adrian College Graduate Programs:

1. Completed application (<http://grad.adrian.edu/apply.php>)
2. Official Transcripts (Adrian College undergraduate students applying for admission into one of our graduate programs may submit an unofficial transcript).
3. Statement of Purpose (see programs of study for additional direction: <http://grad.adrian.edu/programs.php>)
4. Three Letters of Recommendation

Applications Process

Adrian College graduate programs start at different times during the academic calendar. Students must have completed their applications according to the following timeline:

- Fall Semester: Friday, 1st week of August
- Spring Semester: Friday, 3rd week of December
- May Term: Friday, 2nd week of April
- Summer Term: Friday, 2nd week of May

Graduate Pre-Admission Status

Pre-admission status may be granted to potential graduate students who have strong potential for academic success but 1) will not complete their undergraduate degrees by the graduate program start date, 2) require remedial coursework before beginning program coursework, or 3) have not met one of the admissions criteria. Permission is required from the Dean of Graduate Studies to grant this status to applicants. The following defines three kinds of applicants who may be eligible for admission under

- 1) **Incomplete Bachelor's Degrees**: Students who are close to completing their undergraduate degree but will not graduate with a bachelor's degree prior to the graduate program start date, have met all other admissions requirements, and have undergone the evaluation process for admission to a graduate program, may register as Graduate Pre-Admit Status students.
- 2) **Remedial Coursework**: Students who have met all admissions requirements and have undergone the evaluation process for admission to a graduate program, but lack prerequisite courses or content knowledge required by a graduate program, may be granted Graduate Pre-Admit Status. Students must complete the prerequisite coursework within two academic terms and maintain a GPA of 3.0 or higher in these courses before official admission into a graduate program may occur.
- 3) **Missing Admissions Criteria**: Students who do not meet one of the admissions criteria but who are nominated for admission by Adrian College faculty on a provisional basis, will be granted Graduate Pre-Admit Status. Students are admitted under this status for one academic term. If they earn a GPA of 3.0 or higher, students will be officially admitted into their graduate program.

Special Students

An individual who is not a candidate for a degree but wishes to take college courses may be admitted as a special student and should follow the procedure outlined on the special non-degree application form provided by the Office of Admissions.

Tuition Discount Program for Michigan Teachers

Michigan K-12 teachers and administrators are eligible to participate in the Michigan Teacher Tuition Discount Program. Michigan K-12 teachers and administrators are eligible for a tuition discount of 50%, or \$300 per credit hour, for up to 18 credit hours. Michigan K-12 teachers and administrators enroll as guest students until they complete their 18th credit hour, at which point they will be invited to apply to become master's program graduate students. This guest student period exempts Michigan K-12 teachers and administrators from program fees (although not course fees). After the 18th credit hour, the tuition rate is \$600 per credit hour. Eligibility is determined by Teacher Education faculty, the Office of Admissions, and the Dean of Graduate Studies. Applicants will use a separate application process. See grad.adrian.edu for more information.

Guest Students

Graduate Pre-Admit Status:

Students currently pursuing a graduate degree at another college or university may enroll in courses at Adrian College. Guest students must meet all course prerequisites, must be in good standing at their home college or university, and must have the written approval of the home institution for the specific courses to be taken. A guest student applicant must apply using the graduate application (<http://grad.adrian.edu/apply.php>) and receive written permission from the Dean of Graduate Studies for guest admission status (contact graduatestudies@adrian.edu for more information). to the Registrar's Office. No application fee is required.

Veterans

Adrian College welcomes applications from veterans who have a bachelor's degree from another accredited college or university. Along with application materials obtained from the Office of Admissions, veterans must submit proof of honorable discharge (DD-214) from the armed forces. Veterans may schedule an interview with the Office of Admissions before completing the application process. Once enrolled, veterans will work closely with the Registrar's Office on matters relating to veterans' affairs. For additional information on the Veteran's Administration policies for veterans seeking to enroll in graduate-level programs, visit: <https://www.vets.gov/education/gi-bill/higher-learning/>.

Online Students

Distance education, also called online learning, is an option for prospective students. Adrian College offers both hybrid programs—where a portion of the courses are taught online to provide a flexible learning platform for graduate students—as well as fully online programs. Resources for online students are available on our Graduate Student Orientation Blackboard Site.

For More Information: Students who would like more information about Adrian College may contact the Office of Admissions at 1-800-877-2246, apply.grad@adrian.edu,

the Office of Graduate Studies at graduatestudies@adrian.edu, or graduate program faculty via the contact information available at: <http://grad.adrian.edu/contact.php>.

Financial Information

Description of Charges

The fees and policies listed below were in effect for the 2020-2021 school year. These are subject to change by administrative action.

Enrollment Deposit

First-time students submit the Enrollment Deposit of \$300 to hold their place in the incoming graduate cohort. Enrollment Deposits must be paid prior to registering for classes and are credited toward the first semester's tuition costs.

Cost of Graduate Study

The cost of attending Adrian College is competitive with that of attending most independent colleges in the Midwest. Tuition for graduate students will be charged at a rate of \$600 (2020-2021 rates) per credit hour.

Special Course Fees

Some Adrian College courses such as Associate Teaching, Red Cross Life Saving, applied music classes, studio art courses and some other classes, require the payment of a special course fee. These fees vary from class to class and cover special materials or services associated with those individual courses.

The following HCA courses have a course fee of \$275 per credit hour:

- HCA541 Quality Management (3)
- HCA542 Marketing and Consumer Relations (3)
- HCA543 Finance and Accounting Principles (3)
- HCA544 Informatics and Analysis (3)
- HCA545 Managerial Economics (3)
- HCA546 Disruptive Strategy (3)

Course fees may be applied to additional graduate-level courses not listed here. Students taking individual studies (regular courses taught individually) are charged an additional fee.

Student Activity and Technology Fees

The Student Activity and Technology Fees helps defray the cost of the distance education software and infrastructure. campus activities presented at no charge to students, Guest students, special students, and students

enrolled in fewer than three semester hours are exempt from this fee.

Orientation Fees

All full-time first-year students must participate in virtual orientation and orientation sessions hosted by individual programs. Virtual orientation is available at bb.adrian.edu on the Graduate Student Orientation page.

Commencement Fee

All graduate students are assessed a Commencement Fee, due one semester or term before their graduation date. The fee covers the cost of the student's diploma and other costs associated with the College's graduation activities.

Summary of Fees for 2020-2021

Tuition (per credit hour)	\$600
Student Activity Fee	\$200
Facilities Fee	\$250
Technology Fee	\$525
Graduation Fee	\$50
Late Payment Fee	\$75
Individual Study (per credit hour)	\$200

Living Accommodations

Not all graduate programs require residency for students to complete their coursework. Distance education at Adrian College allows students to live and work anywhere in the world while they study. Graduate students who are residents of the City of Adrian while completing their master's degrees have many local housing options available to them, from local apartment complexes to renovated apartments in historic downtown Adrian.

The following programs are fully online and therefore do not have a residency or face-to-face requirement for graduate students:

Accountancy
Healthcare Administration
Higher Education Administration and Leadership
Sport Management
Teacher Education

Dining Facilities

The College offers a series of dining plan options to suit a variety of schedules and lifestyles. These plans provide varying levels of direct meals as well as Dining Dollars (debit purchasing capability which is built into our meal plan options). Graduate students wishing to purchase a meal plan option may choose between a traditional meal plan or a block meal plan. Please contact the Director of Housing by emailing the Director at housing@adrian.edu or calling 1-517-264-3861.

Payment of Accounts

Students may view their online account by logging into Net Classroom, and viewing Transaction History. Credit card payments for the tuition billing statement can be made through Net Classroom. Payments made by check or money order can be processed in the Student Business Services Center Cashiers Office.

The tuition account is the responsibility of the student. If the student has a credit balance the refund is provided to the student, not the person who paid the account. Any collection action that may be required to collect the debt will reflect upon the student.

The College uses adrian.edu email address to communicate with students. Please make sure students check their email during the summer and during breaks for important notices.

A \$75 monthly late payment fee will be assessed when the minimum payment is not received by the due date. No late fee will be applied if the outstanding balance is due to work study that will be applied to the student account. Visit <http://adrian.edu/campus-life/business-office/student-business-services/bill-payment-plans/> for payment plan options as well as withdraw, refund, tuition and fee adjustment policies.

Refunds

Class Withdrawals/Refunds, Tuition and Fee Adjustments (Tuition and Fee Liability)

Remember that you, the Student, are responsible for

- (a) knowing that you are registered for classes,
- (b) knowing the classes for which you are registered,
- (c) paying your billing statements in a timely fashion, and
- (d) understanding and following the correct procedures to withdraw from courses or credits.

The first day of classes, as scheduled by the College, shall be deemed to be the first day that classes are offered, as scheduled on the Academic Calendar.

The last day to DROP from or change classes without any tuition liability is the sixth day of classes (the "Add/Drop" deadline).

Students who wish to withdraw for the semester must complete an official Withdrawal Request Form, which can be obtained from the Dean of Graduate Studies. The form includes instruction on how to complete and submit the form for processing. A course change is defined as one or more course(s) switched for one or more course(s) of equal credits.

Students who enroll for class(es) after the semester start date or start attending class(es) after the semester start date and then withdraw from classes are still responsible to pay

tuition and fees in accordance with the Tuition & Fee Liability Schedule below.

The Tuition & Fee Liability Schedule is:

Liability Period	Tuition / Room and Board Ineligible for Refund	Tuition / Room and Board Eligible for Refund	Fees Ineligible for Refund
Through the Sixth Day of Classes (see "Add/Drop" Deadline)	0%	100%	0%
The Seventh Day of Classes through the Second Week of Classes	30%	70%	100%
Third Week	50%	50%	100%
Fourth Week	70%	30%	100%
After the Fourth Week	100%	0%	100%

During the 0% Ineligible for Refund period any refunds will be processed and charges removed for tuition and all fees. After the 0% Ineligible for Refund period tuition will be prorated according to the schedule, above, **and all fees are due in full.** After 100% Tuition Ineligible for Refund Students are liable for **tuition and all fees in full.** Students who register for courses and who do not file the appropriate Withdrawal Request Form or do not drop courses before the end of the Fourth Week of classes are liable for their full charges.

Withdrawals

IF YOU DECIDE NOT TO ATTEND ADRIAN COLLEGE IT IS YOUR OBLIGATION TO PROPERLY WITHDRAW. NON-ATTENDANCE OF CLASSES DOES NOT CLASSIFY AS AN OFFICIAL WITHDRAWAL AND DOES NOT RELIEVE THE STUDENT OF HIS OR HER FINANCIAL OBLIGATION OR ENTITLE THE STUDENT TO A REFUND.

All students who are withdrawing from the 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 Add/Drop deadline.

The process of withdrawing from Adrian College is a formal procedure which the Student has the responsibility to initiate. A "W" is recorded on the academic transcript. A student withdrawing shall be responsible for payment of tuition and fees in accordance with the Tuition & Fee Liability Schedule. The date recorded by the Registrar's

Office will be used as the official withdrawal date for tuition adjustment or refund purposes.

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

Non-attendance / Non-payment / Dismissal

Non-attendance of classes WILL NOT withdraw you from classes, nor will it relieve you of your financial obligation, or entitle you to a refund. Failure to appropriately withdraw from a course at Adrian College 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 & 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 attendance, but has no relationship to the institutional charges incurred by the Student.

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

Please see the Office of Financial Aid's website for more information.

Adrian College Statement of Student Responsibility

Adrian College Students, whether new, visiting, returning, or continuing, are responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in all official Adrian College publications including, but not limited to, the Course Catalog, Student Handbook, web site, and class schedules.

Semester Adjustments - May Term and Summer School

A student who is dismissed or who completely withdraws after the first day of class, and before the end of the Drop and Add period, will receive a 100 percent credit on tuition. No credit will be issued after the Drop and Add period.

Special Circumstances

In case of withdrawal due to extenuating circumstances, such as serious illness or accident, some variance may be

given to the regular withdrawal charges listed for tuition, room and board. Withdrawals of this nature should be reviewed fully with the Director of Student Business Services.

Special Fees

No refunds are made on course fees after the beginning of the semester.

Student Health Insurance

Students attending Adrian College are responsible for their own health insurance coverage as the College does not provide or sponsor a health insurance plan for students. It is strongly recommended that students verify they have such coverage through their parents'/guardians' insurance plan or purchase such coverage directly with an insurance carrier. Students may visit sis-inc.biz for available health insurance options.

Student Financial Aid

Philosophy of Financial Aid

A private college education involves a serious commitment of time and money, but the benefits of an Adrian College education make it a worthy investment. The cost of attending Adrian is often less than prospective students expect. Adrian College participates in all Federal financial aid programs.

Determining Eligibility for Financial Aid

In order to identify and/or receive financial assistance, students must complete the Free Application for Federal Student Aid (FAFSA), available on-line at www.fafsa.ed.gov.

The FAFSA is a need analysis form that must be submitted by March 1st to the Department of Education. This form must be filed every year. The processor will evaluate the information included on the FAFSA to determine the amount the family can reasonably contribute toward the student's educational costs. The difference between the cost of attending Adrian College and the amount of the family contribution is the student's eligibility for aid.

Once the FAFSA has been processed, Adrian's Office of Financial Aid will prepare a financial aid package for each applicant. The financial aid package may consist of one or more of the following types of financial aid:

1. Federal Aid Programs options
2. Low interest loans, which require repayment after the recipient graduates or ceases to be at least a half-time student

The financial aid package will be determined by the student's eligibility for each type of assistance.

Federal Aid Programs

Per the information provided by the Federal Student

Aid division of the Office of the U.S. Department of Education, “to qualify for federal student, you must meet certain requirements. Some of our general eligibility requirements are that you must demonstrate financial need (for most programs), be a U.S. citizen or eligible noncitizen, be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.” For additional information about federal aid program eligibility requirements visit: www.StudentAid.gov/eligibility. All of the following programs require filing the FAFSA.

The William D. Ford Federal Direct Loan (Direct Loan) Program

According to the U.S. Department of Education: “This is the largest federal student loan program” and includes “two types of Direct Loans that graduate and professional degree students may receive:

Direct Unsubsidized Loans—Eligible students may borrow up to \$20,500 per school year. Graduate and professional students enrolled in certain health professions programs may receive additional Direct Unsubsidized Loan amounts each academic year.

Direct PLUS Loans—Eligible graduate and professional degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan.”

Visit the Office of Financial Aid or contact the office at finaid@adrian.edu.

Other Funding Sources

- U.S. Department of Labor
www.careerinfonet.org/scholarshipsearch
- State Vocational Rehabilitation
www.ed.gov/svr and www.disability.gov

Private Financial Aid Loan Providers

Contact the Office of Financial Aid for options (finaid@adrian.edu).

Student Life

Student Life supports the College's mission by providing programs, services and advocacy that support student learning, growth and development in all facets of the College experience. Student Life is comprised of professional educators (administrative, health care, and support staff members) who direct and coordinate numerous functional areas. These functional areas include health services, counseling, residence and Greek life, multicultural programs, student activities, student conduct, leadership development, community service, and campus safety & security. Staff members also collaborate closely with the chaplain's office, academic services, physical plant, and faculty members.

Staff members work out of the Caine Student Center. In addition, staff members direct—with the support of student para-professionals—numerous student residential and Greek facilities that house over 1,400 students.

Student Life staff members have a number of constituents. However, students are our focus. We:

- Seek to house students in attractive, comfortable, clean, safe environments in collaboration with physical plant and campus safety.
- Provide mental and physical health care and education to support students in their academic and other learning goals. Build skills and attitudes that help students effectively apply academic learning.
- Develop opportunities for students to plan, implement, and improve activities and programs.
- Help students to move toward independence and to function effectively within groups.
- Expose students to various cultural traditions and experiences and help students to appreciate differences.
- Respond to student emergencies 24 hours a day, 365 days a year.

Counseling Services

Counseling Services are designed to help students gain an understanding of their life issues and leads to a resolution of their presenting problem(s). The Counseling Center is located in the Adrian College Medical Clinic and services are free to all registered Adrian College students. The Counseling Center is open Monday through Friday 9:00am-4:00pm during the fall and spring semesters. Students are seen weekdays by appointment between 9:00am-4:00pm by calling 517-265-5161 ext. 4214. Individual or multi-person counseling sessions are focused on helping students develop personal strategies, competencies and life skills that enhance their ability to be successful in their academic and personal growth and development. Some of the issues that are most

frequently presented by students are:

- Adjustment issues such as homesickness,
- Anxiety/Depression issues that often interfere with students ability to attend classes and complete assignments,
- Time management,
- Family issues,
- Financial issues,
- Roommate conflict,
- Partner issues-long distance relationships, break-ups,
- Grief work.

Students receive short-term counseling for current presenting problems. Referrals to other clinicians in the community are available. Counseling Services also offers support groups, as needed, presentations and workshops for various campus groups.

Counseling Services are staffed by qualified clinicians, experienced in working with college students. A variety of theoretical orientations and intervention styles are employed in keeping with the needs of individual students. All counseling conversations with students are covered by the ethical codes of confidentiality of the American Psychological Association.

Health Services

New students to the Adrian College campus are required to submit a Student Health & Medical History Record, Immunization History to the Health Center. Failure to supply this information may delay the registration process.

The Health Center is located in the Adrian College Medical Clinic. The Health Center is open fall and spring semesters Monday through Friday 9:00am - 4:30 pm. All visits are appointment only. Appointments can be made by calling 517-265-5161 ext. 4214. The Health Center is closed Saturday and Sunday. The Health Center is also closed during any holiday breaks that the residence halls are closed.

Services are available to ALL Adrian College students, including full-time, part-time and commuting students.

The Health Center provides:

- acute illness evaluation and treatment,
- screening evaluations and disease prevention such as blood pressure checks, weight and vision,
- first aid for minor injuries,
- referrals and coordination of care to off- campus health care consultants,
- health education on preventative health care and lifestyle issues including sexually transmitted infection education ,
- follow-up of emergency hospital visits
- loan of crutches, wheelchairs and other medical equipment ,
- seasonal Influenza vaccine

When a student is seen in the Health Center, there is no cost for the nurse practitioner visit. There may be charges for medications, immunizations and treatment supplies. These

charges may be paid for or charged to the student's account as a health service fee. Receipts for medications or immunizations can be requested by the student. The student is then responsible for submitting the request to their private medical insurance. Check with your insurance carrier regarding submission of these claims. The Health Center does not bill private insurance companies.

Confidentiality

All Health Services records are confidential. Safeguarding students' medical information is not only a legal requirement, but also an important ethical obligation. No one will have access to health records without the written consent of the student, including their parents/guardians, if the student is of legal age (18 years or older). Information from a student's health record will not be disclosed except in cases of extreme urgency where there is an obvious "need to know", such as in cases of injury to themselves or others or as required by law. Students have the right to access their personally identifiable medical files and have the right to correct or remove any inaccurate, irrelevant or out-of-date information.

Health Insurance

Students attending Adrian College are responsible for their own health insurance coverage, as the College does not provide health insurance coverage for students. It is highly recommended that students verify that they have coverage through their parent/guardian insurance plan or purchase such coverage directly from an insurance carrier. Students may visit sis-inc.biz for available health insurance options.

Residence Life

On campus living at Adrian College offers far more than just a place to sleep. There are several different living environments from which to select including substance-free housing, halls that remain open during semester breaks, student houses, and apartments for returning students. All living environments are tobacco-free and offer a variety of opportunities to explore a full range of activities and interests that develop practical skills. Graduate students interested in living on campus should contact the Housing office for more information.

Campus Safety

Campus Safety provides continuous 24-hour services designed to assist students in areas of safety and security. The department is comprised of the Director, Deputy Director, Captain, Lieutenants, and Student Officers.

Registration of Motor Vehicles

All motor vehicles possessed or used on campus must be registered every academic year; this includes guests and commuters.

Parking on College property is a privilege not a right. Vehicles can be registered online and picked up at

the Department of Campus Safety. You need a valid driver's license, student ID and vehicle registration (not proof of insurance). Any vehicle without a valid parking permit found in any lot where a valid permit is required, will be ticketed and is also subject to being immobilized, by the use of an immobilizing boot, or towed at the owner's expense. This includes but is not limited to, all unpaved or paved areas on campus where vehicles are NOT authorized to be driven, (i.e. on any lawn or grassy area, sidewalks and walkways).

- A vehicle registered by a faculty or staff member, which is operated by a son, daughter, or spouse of said faculty or staff member, who are eligible student drivers, must have and properly display a student permit. The operator of the vehicle must use the proper student lots.
- Students may register only one automobile.

Vehicle Registration Fee

The student vehicle fee is \$200 for the entire academic year.

Adrian College does not assume responsibility for the care, or protection, of any vehicle or its contents, while operated or parked on Campus property.

Motor Vehicle Registration expires when:

- As indicated on permit (by academic year)
- When ownership of vehicle changes.
- When the eligibility of motor vehicle privileges are revoked by disciplinary action.

If a registered vehicle is traded for another or a windshield is replaced, a new permit will be issued at \$5.00 additional cost, provided the remnants of the older permit are presented at Campus Safety.

The Adrian College window parking permit is to be completely affixed with its own adhesive and displayed at all times on the lower inside corner of windshield, driver's side. An expired permit must be removed before a new one is affixed. Permits must not be altered or defaced in any way. Tickets may be issued to vehicles displaying a permit incorrectly.

The Office of Student Activities is located in the Caine Student Center. Involvement in campus organizations, student activities and service opportunities provides balance to the academic experience for students at Adrian College.

Student Organizations and Leadership Programs

The Office of Student Activities is responsible for overseeing and assisting over 75 student organizations at Adrian College. The student organizations recognized by the Office of Student Activities represent cultural, religious, recreational, special interests, performance groups, student government, media activities, and academic honoraria. The Office of Student Activities publishes the "Student Organization and Advisors Guide," which contains policies, resources and other information for student leaders.

Caine Student Center

The Caine Student Center is the campus center and is open 24 hours a day. It serves as an information, services and activity center for students, staff, alumni and other guests of the College. Campus Safety, Student Business Services, The Bookstore, Student Government Association, Campus Activities Network, and Student Activities are located in the Student Center. Student Center staff members schedule activities and approve on-campus postings. Campus Safety is the campus “lost and found.”

Within the Student Center, students will find lounge areas, a computer station, meeting rooms, recreational space, coffee, food and a convenience store. Starting fall 2019, commuter students will have a designated lounge area equipped with lockers available for their convenience.

Commuter Information

The center for commuter activity is the Caine Student Center which provides a place to relax between classes. The Office of Student Activities is the source of information about campus events and activities. Commuters are strongly encouraged to join student organizations or participate in other leadership opportunities on campus.

Campus Activities Network (CAN)

The Campus Activities Network (CAN), located in the Caine Student Center, coordinates recreational, educational, cultural and social programs for Adrian College students. Working in cooperation with the Office of Student Activities and other student organizations, CAN sponsors a variety of quality programming for all students to enjoy. CAN hosts Sibs & Kids Weekend, coffeehouses, bands, magicians/illusionists, comedians, lectures, BINGO and many more exciting events. CAN members also have the opportunity to attend NACA, a professional student activities conference, where they discuss the latest research on programming, student activities and get the opportunity to view upcoming acts in the college entertainment business. Any Adrian College student can become a member of CAN.

Student Government Association (SGA)

Student Government Association (SGA), represents the student body and is the elected voice of the students. SGA recognizes the importance of advocating for student concerns in the process of decision making that affects the student population. SGA is a forum for student ideas; SGA representatives serve on campus committees in order to affect policies that concern students.

Student Government projects have included: community involvement, canned food drives, newsletter, increased computer and library hours, leadership days, national conference attendance, voter registration drive, appreciation week, multiple meal plans for students, Party Sober Night, enhanced student activities and the Student Center.

Graduate Student Advisory Council (GSAC)

The purpose of the Graduate Student Advisory Council (GSAC) is to establish equal representation for graduate

students on the Adrian College campus, to promote a sense of community between the different academic disciplines at the graduate level, and to address important issues of concern that affect graduate student well-being. Membership consists of one graduate student from each of the graduate programs. The council works with the Dean of Graduate Studies to survey students, identify goals to improve graduate student experience, and ensure effective communication across the graduate student population.

Academic Activities

Academic and Cultural Enrichment

The College offers many opportunities for intellectual and cultural enrichment outside the classroom.

Ribbons of Excellence Day

The annual event features student scholarly and creative activities of Adrian College students based on the standards of excellence or “ribbons” established in 2007 to support the College’s mission statement. The purpose of this day is to encourage students to engage in the acquisition of new knowledge outside the classroom and to act as a catalyst for student/faculty collaboration.

Lectureship Series

The college offers numerous opportunities to the Adrian College community to engage international and national experts on a variety of topics and subjects through lecture and film. In recent years, audiences have seen and heard speakers as varied as Jonah Lehrer, Temple Grandin, Christine Brennan, Kevin Michael Connolly, Meg Jay, Richard Rhodes, Paul Smith, Amy Roloff, Susannah Callahan, and Rupert Isaacson

Disabilities Awareness Week

Adrian College is one of the few colleges in Michigan dedicating a week to the study and recognition of issues of disability. Persons of national renown are part of the week as are community persons and agencies active in areas of disability.

Art Exhibits

The Valade Gallery located in Shipman Library presents at least seven exhibits each school year. These include the works of regionally and nationally-known artists, emerging artists, and Adrian College art faculty and students. The Heritage Room in Shipman Library also hosts exhibits, including art by regional artists and Adrian College students and alumni.

Musical Organizations

The Music Department presents several annual concerts, including the Showcase Concert in November, the Service of Lessons and Carols in December, and band and choir spring concerts in April. For further information on musical organizations and programs, please contact the Music Department.

Adrian College Choir

The Adrian College Choir is open to all students without audition. Music ranges in style from classical to contemporary. The choir performs several times a year and goes on an annual tour.

Pep Band

Band members may also choose to participate in pep band, which plays for basketball, hockey, and a variety of other team sporting events.

Adrian College Chamber Choir

Repertoire ranging in style from classic to contemporary. Performs in concert and in the community several times a year. Annual choir tour. Audition required.

Adrian Symphony Orchestra (ASO)

The Adrian Symphony Orchestra is the Professional Orchestra-in-Residence at Adrian College. The ASO performs a season which includes classical concerts, chamber music, Casual Classic concerts, pops and family concerts.

Adrian Student Symphony Orchestra (ASSO)

The Adrian Student Symphony Orchestra is open to all students without audition. Music selections focus primarily in classical genres. The ASSO performs several times per year.

Chamber Ensembles

Students may audition for any of the following chamber ensembles: Brass Quintet, Woodwind Quintet, Percussion Ensemble, String Ensemble, Trombone Quartet, Flute Ensemble, and Saxophone Quartet. Audition required.

Jazz Bands

The two jazz bands at Adrian College perform modern jazz and blues throughout the year at a variety of events on and off campus. Open to all qualified students.

Adrian Concert Band/ Marching Band

The band offers students the opportunity to march and play at football games in the fall, and play traditional band literature in the spring. The band also participates in the annual Homecoming Parade and the Intercollegiate Honors Band performance. Open to all qualified students

Telecommunication Activities

The Communications Art and Sciences Department is located in its own multi-purpose media production facility, Rush Hall. Students are provided with a variety of hands on learning opportunities. Some of these include the HD TV Studio, HD Field Production program, Digital Audio Production Lab, and the Adrian College’s student-run radio station, WVAC 107.9 FM. Student productions reach the public via WVAC, Audio Podcasting from our departmental website, Audio Streaming on the web, and Video Podcasting.

Theatre Activities

Adrian College Theatre stages four major productions each year, with at least one musical. Musicals and some other large-scale productions are usually presented in Dawson Auditorium, a traditional large-proscenium theatre. Other plays are presented in the more intimate 153-seat thrust-style theatre in Downs Hall (renovated 2010). Productions in recent years include Othello, RENT, The Pirates of Penzance, Once Upon a Mattress, A Midsummer Night’s Dream, Chicago, The Laramie Project, Titus Andronicus, and Little Women. Adrian College Theatre is an

active participant in the American College Theatre Festival and has received several awards recently for student written and produced plays, including invitations to perform

plays. Outstanding upper-class theatre students are given the opportunity to direct a part of the season and students who have distinguished themselves in classes and through participation in productions are invited to join the local chapter of Theta Alpha Phi, the national dramatic honorary society.

Religious Activities

The chaplain, the department of philosophy and religion, faculty, staff and students work together at Adrian in numerous curricular and extracurricular religious activities designed to help the campus and community develop sound Christian character. The Chaplain's Office seeks to offer programs, information and opportunities which nurture men and women in the experience and practice of personal and social holiness as defined by scripture and Christian theology.

Chapel

Chapel attendance is a rewarding experience for many members of the College community and occurs on each Wednesday at noon. Students, faculty and staff are invited to participate in the weekly chapel programs, which feature contemporary music, a relevant message, and prayer.

Student Religious Organizations and Activities

Several student religious groups meet on campus. Wesley Fellowship, a fellowship and study group affiliated with The United Methodist Church, is ecumenical in nature. The Catholic Student Association provides study and fellowship activities. Additional religious groups offer non-denominational Bible studies. The "Not for Sale" Anti-human trafficking organization, a chapel praise team, Brothers in Action and A.L.P.H.A. (African-American Leaders Promoting Higher Achievement) are vital contributors to student religious life.

Students who wish to register for Conscientious Objector status may do so through the Chaplain's Office.

The Religious Life Council serves as a forum where all religious groups on campus can come together to coordinate and discuss their activities and concerns. In this way it supports and promotes open communication and ecumenical dialogue on campus.

Church Participation

The churches of the City of Adrian are organized for worship and service. Students are welcome to attend all services and will find an atmosphere of genuine fellowship and many helpful contacts with pastors and members of the congregations.

The Ministry

For service in the ministry of any major denomination, a three-year graduate course at an approved theological seminary is required. The pre-seminary undergraduate program should include philosophy and religion. Pre-

ministerial students might consider a major in philosophy or religion or in such fields as history, sociology, social work, English or psychology. This, however, is not a requirement.

Academic Affairs

The Division of Academic Affairs houses the offices of the Vice President and Dean of Academic Affairs, Dean of Graduate Studies, the Assistant Dean of Academic Affairs, the Jane McCloskey Office of Academic Services, the Institute for Career Planning, the Office of Institutional Research and Assessment, Information Services and Blackboard Support Specialist, and the Office of the Registrar. 22 academic departments, including the library, are also housed in this division. Each office provides support to the institution's academic mission, the Ribbons of Excellence, enforces academic policies, and reviews policies and procedures for the academic structure of the college.

Office of Academic Affairs

The Office of Academic Affairs, located in the Stanton Administration Building, is under the leadership of the Vice President and Dean of Academic Affairs. The Assistant Dean of Academic Affairs is also located in this office. The Office of Academic Affairs is the nexus of all academic activities, policies, and program. Students may make an appointment by emailing academicaffairs@adrian.edu.

Office of Graduate Studies

The Office of Graduate Studies, under the leadership of the Dean of Graduate Studies and Institutional Advancement, is committed to the success of all graduate students and to supporting students interested in graduate study. Students may stop by in the Stanton Administration Building or make an appointment by emailing academicaffairs@adrian.edu.

The Jane McCloskey Office of Academic Services

The Jane McCloskey Office of Academic Services, named after the beloved former Director Jane McCloskey (1997-2011) is located in 205 Jones Hall, has a professional staff that supports students' academic success. Services include tutoring, support for students having disabilities, and special programs. All services are provided free of charge.

Hours: Monday- Friday 8:30am to 5:00pm

Tutoring Services

Adrian College provides trained tutors for most courses, in group and one-on-one settings, at no cost to students. Requests for tutoring can be made online by visiting the Adrian College website and clicking on "My Adrian," where the link for making a tutoring request is found. Requests for tutoring are best made at the beginning of a semester, though are accepted throughout the semester. Applications for serving as a paid tutor can be obtained from the Office of

Academic Services. Contact Academic Support Specialist and Tutor Coordinator, Jones 205I, extension 4094.

***Graduate students may apply to serve as tutors. A faculty recommendation is required. Contact the Tutoring Coordinator by emailing tutoringservices@adrian.edu.**

Services for Students with Disabilities

Support for students with disabilities is coordinated with the Accessibilities Services Specialist. Services include test proctoring, adaptive software, readers, mobility assistance, and others. Transportation for students with mobility issues may also be provided with a 24 hour notice of need. Students who would like to receive these services should provide the Accessibilities Services Specialist with written documentation from an appropriate, certified professional as soon as possible in order to ensure reasonable and appropriate adjustments are made early in the semester. **Contact Accessibilities Services Specialist, Jones 205G, extension 4093.**

The Institute For Career Planning

The Institute for Career Planning, located in the Caine Student Center, offers a wide array of services designed to help students choose a rewarding career and make the transition from college to graduate school and/or the professional world. Students are invited to focus their career goals via online career assessments provided by Career Planning and take advantage of individualized career coaching with the Career Planning staff. All students have access to the Institute's recruitment and career management system called Handshake, a powerful tool that links students with job and internship opportunities.

The following is a list of services offered through the Institute for Career Planning:

- Handshake, online database for jobs, internships, mentors and more
- Resume and cover letter review
- Internship assistance
- Interview preparation
- Networking assistance
- Graduate school preparation
- Job search assistance
- On and off-campus career-related events
- Career related programs
- Job shadowing
- Social media assistance
- Presentations
- Suit-a-Bulldog

Role of Career Planning

This office is the central coordinating facility for all internships conducted through the College. In cooperation with the faculty Internship Committee, the Career Planning staff establishes, administers and publicizes procedures governing the program. Any questions regarding the internship program should be directed to this institute.

The Office of Institutional Research and Assessment

The Office of Institutional Research, located in the Stanton Administration Building, is responsible for collecting and analyzing data about Adrian College. In addition the office submits and collects various surveys on campus and community life.

The Office of the Registrar

The Office of the Registrar, located in the Stanton Administration Building, supports students, faculty, and staff as students pursue their baccalaureate and graduate degrees. The office assists students in class registration and are the official source of academic policy information and academic records. For questions or additional information, contact the Registrar at registrar@adrian.edu.

Shipman Library

Shipman Library offers extensive resources and information to support student and faculty research. The library has computer labs, study rooms, conference rooms, and is overseen by two professional librarians. Librarians and resources are available in-person and online and the library is open during regular business hours and also on nights and weekends, offering extended hours during peak times such as the final exam period. Resources include the “Ask a Librarian” chat feature, numerous journal databases, inter-library loan, and a mobile application for iPhone and Android devices to expand student access.

The Kleinsmith Writing Center

Adrian College’s Writing Center, located in the Caine Student Center, is offered by the English Department. Trained consultants assist students with writing skills at any point during the writing process-not just final review. The Writing Center is open Monday through Friday, with limited hours on Sunday. Hours are posted at the Writing Center and provided to students through e-mail notification.

The Bosio Math Lab

The Mathematics Department provides mathematics tutoring in the Bosio Math Lab, named after former Professor Cindy Bosio. Trained tutors and Mathematics faculty provide assistance. The Math Lab is located in Peelle 215 and is open both semesters, Monday through Friday, with some evening hours available. Hours are posted at the Math Lab and provided to students through e-mail notification.

The Statistical Resource Center

The mission of the Statistics Resource Center reflects Adrian College’s Ribbons of Excellence by helping members of the Adrian College community think critically and creatively about numerical data. The purpose of the Statistics Resource Center is to assist students, faculty, and staff with the statistical treatment and interpretation of data. We provide assistance in the following areas:

- Design of experimental and survey research
- Statistical analysis and interpretation of data
- Statistical software programs for data analysis
- Computerized data collection for experimental and survey research

Please contact The Statistical Resource Center Coordinator (statresources@adrian.edu) to set up a meeting during the academic year.

Academic Policies and Programs

Adrian College is a liberal arts college with many career development resources. Adrian College's academic programs are designed to increase the student's understanding of the great areas of culture, to encourage exploration of individual interests and to provide depth of knowledge in one or more specific disciplines. The curriculum offers a foundation for professional and graduate training in many areas.

Sensitivity to the career needs of each student is also stressed. Departmental faculty members, together with the staff of the Institute of Career Planning, offer career counseling and other services to help students focus their vocational goals.

Students are expected to graduate under the departmental and curricular requirements published in the Adrian College Catalog in effect the year they matriculate. However, the right is reserved to change requirements for graduation at any time as a means of keeping pace with the educational, scientific and technological developments affecting various curricula. Though such changes may be applied to students already enrolled, every effort will be made to give them the benefit of the new educational program without imposing undue hardship.

Adrian College maintains a high standard of academic honesty. Dishonesty in assignments, examinations or other academic work is considered an extremely serious offense.

Requirements for graduation and the most important academic regulations are contained in this section. More information about administrative procedures appears in the Student Handbook, which is issued to all students each fall.

Degree Requirements

Degrees Offered

Adrian College is authorized by its Board of Trustees to grant the following degrees: Master of Arts, Master of Science Master of Education, Master of Business Administration, and post-baccalaureate certificates. Students in one of the master degree programs must make application for their degree during the first semester of their final year and must indicate the specific degree to be conferred. Students initiate the process for graduation and finalizing degree completion by emailing the Dean of Graduate Studies to request the web form.

Commencement Participation

It is the intention of the College that all students participating in a commencement exercise will have completed all requirements for their respective degrees prior to commencement.

Graduation Major and Professional Certification Areas

A student must select at least one major area of study in any one of the following academic programs:

A. Academic Degrees:

- Master of Art:
 - Criminal Justice
 - Higher Education Administration and Leadership
 - Sports Management
- Master of Business Administration:
 - Healthcare Administration
- Master of Education:
 - Curriculum, Instruction, and Assessment
- Master of Science:
 - Accountancy
 - Athletic Training

B. Certificates:

Post-Baccalaureate Certificate:

- Healthcare Administration
- Higher Education Institutional Effectiveness
- Higher Education Leadership

Grade Point Average (GPA)

To be eligible for graduation, a student must receive a cumulative grade point average of 3.00. Students may not have more than two courses with a grade of "C" or less. A student may not repeat a class more than once.

To compute a student's grade point average for a single semester, the academic points earned are divided by the number of semester hours attempted as if no repeats were taken. To compute the cumulative grade point average, the total academic points earned are divided by the total number of semester hours attempted.

In computing the grade point average, all semester hours attempted will be included for which a student has received the grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. No attempted hours will be counted for grades of NC, NG, W or I unless the I is not made up within the time limit.

A student receives 4.0 academic points per hour of course credit for a course in which a grade of A is earned, 3.7 points per credit hour for a grade of A-, 3.3 points for a B+, 3 points for a B, 2.7 points for a B-, 2.3 points for a C+, 2 points for a C, 1.7 points for a C-, 1.3 points for a D+, 1 point for a D, 0.7 for a D- and no points for grades of F, I, NC, NG or W.

Academic Progress and Course Auditing

All full-time graduate students are required to complete the degree in three years. All part-time graduate students are required to complete the degree in five years. Written appeals for extension of the time limit will be considered by the Academic Status Review Committee.

A limited number of auditors may be permitted in certain courses. Before auditing is permitted, approval of the department chair of the graduate program and the instructor of the course must be obtained. Individuals holding a

baccalaureate degree who wish to audit graduate courses but who have not previously taken work at Adrian College must make application as a guest student for such auditing through the Registrar's Office. No credit or grades will be given to a student auditing a course. Students should check the current catalog for current auditing fee charges.

Academic Policies

Thesis Continuation Policy

Students conducting thesis research or completing thesis projects after the completion of thesis research and/or graduate capstone courses must enroll in one credit hour or pay \$575 continuation fee for each academic term until the work is completed. These credits may not count toward degree completion.

Degree Completion and Graduation Policy

Students who have been provisionally accepted or accepted under special status into a graduate program (pre-admitted status, for example) must complete their undergraduate degree one semester prior to completion of their graduate program, unless permission by the Dean of Graduate Studies is granted.

Academic Integrity Policy

Consistent with Adrian College's mission statement and based on principles of integrity and honesty, Adrian College seeks to develop students who are scholars capable of working independently. This includes the ability to analyze, organize, express, and synthesize information in an original fashion. Any student who engages in behaviors that violate academic integrity and honesty can face disciplinary proceedings that may involve dismissal from Adrian College.

Students suspected of academic dishonesty may be subject to academic and/or administrative disciplinary procedures. In the first disciplinary procedure level, faculty members notify students of suspected dishonesty, meet with the students to discuss the infraction, and impose appropriate academic penalties if an academic integrity violation is determined (e.g., reduced or failing grade for project and/or class). The faculty member also has the authority to report the incident to the Office of Student Life for inclusion in the student's file. In the second procedural level, the Office of Student Life may apply administrative action in addition to or in the absence of academic disciplinary procedures. Contact the Dean of Students at x 3142 for more information.

Expectations for Academic Honesty

- No student shall intentionally or inadvertently present others' ideas as his/her own

- No student shall give or receive assistance on course assignments beyond the guidelines established by the professor.
- No student shall violate the academic and intellectual standards as established by the professor, professional association of the discipline, or other sanctioning bodies such as the state or federal government. It is a joint responsibility of faculty and students to create awareness and understanding of professional standards. Faculty have the duty to inform students of relevant professional standards, and students have the superseding duty to learn professional standards even in the absence of explicit instruction from the faculty.
- No student shall falsify or fabricate data, distort data through omission, or in any other way misrepresent data.
- No student shall engage in obstruction, defined as conduct that damages or destroys another person's work or hinders another in her/his academic endeavors.
- No student shall forge any person's signature.
- No student shall misrepresent his/her personal accomplishments nor misrepresent information about her/his Adrian College career.

General Definition of Academic Dishonesty

Academic dishonesty includes attempts to present as one's own work, that which is not; help others in efforts to present as their own work, that which is not; or prevent others from receiving appropriate academic credit.

Types of Academic Dishonesty

This list is not exhaustive and may be modified to reflect specific course requirements by a professor. Note: Seeking assistance from appropriate sources such as professors, a tutor, or an assistant in the College Writing Center or Math Department is NOT academically dishonest. Academic dishonesty includes:

- Obstruction: Any behaviors that would affect another's work or materials necessary to complete such work. For example, withholding reference materials; destroying or tampering with computer files, laboratory or studio work, library resources, or research projects. Obstruction also includes any action that interferes with the teaching efforts of faculty members by disrupting the classroom, interfering with their interactions with other students, or in any way impeding or disrupting faculty member's research projects.
- Misconduct in Research and Creative Efforts: Submission of work that the student knows to be inaccurate, including the fabrication, falsification, improper revision, selective reporting, or inappropriate concealing of data. Misconduct also includes a violation of human subjects standards including the failure to obtain IRB or equivalent approval before conducting research with human

subjects; and/or the release of information or data given in the expectation of confidentiality to the researcher, creative artists, etc.; and/or failure to adhere to any applicable federal, state, municipal, disciplinary or collegiate regulations, standards or rules for the protection of human or animal subjects, or the protocols of the study population.

- Cheating on Quizzes, Tests, or Examinations: Using or attempting to use any materials, including but not limited to notes, study aids, books or electronic devices not authorized by the instructor; copying off another student's work; allowing another student to copy off your own work; taking an exam (which includes tests and quizzes) for another student or allowing another person to take an exam in your place; providing or receiving any kind of unauthorized assistance in an examination, such as providing or receiving substantive information about test questions or materials, topics, or subjects covered by the test.
- Use of Prohibited Materials: Using prohibited materials or equipment for performances, rehearsals, or classics assignments. For example, using a hidden "cheat sheet" with text for a vocal repertoire, vocal jury, or junior/senior recital.
- False Submission: Submission as one's own, work that has been produced by another. For example, using another person's speech or presentation materials (e.g., a PowerPoint presentation created by another student or obtained from the Internet) or submission of work written or produced by another person (e.g., a paper acquired online, from other published sources, student organization files, or unattributed results generated by computer algorithm).
- Aiding and Abetting False Submissions: Providing papers or other academic work to fellow students. For example, providing a paper from student organization files, writing or researching a paper for another student, or completing an assignment for another student. In general, unauthorized collaboration on the production of any academic work without prior approval of the instructor is prohibited. When in doubt, students should consult with the course instructor.
- Multiple Submissions: Submission of the same work, in whole or substantial part, to more than one course without the explicit prior approval of all instructors currently involved. If work has been submitted in a prior course, either at Adrian or another institution, the student(s) must receive approval from the instructor(s) of the current course. If work is to be submitted to multiple courses in the same term, the student(s) must receive approval from the instructor of each course.
- The policy applies to resubmission of assignments for a course that is retaken for any reason.
- The multiple submissions rule is not intended to prevent students from building on or further

developing work begun in prior courses. Examples include the further development of an art object begun in a course such as Two Dimensional Design in a later studio art class, the expansion of a project begun in a research methods course for a capstone project, the ongoing development of a laboratory experiment, etc. In each of these cases, however, the instructor of the later course has the authority to determine to what degree the original work may be incorporated into the later work.

- Corrupted Files: Submitting an unreadable file known to be corrupted or intentionally corrupted. Claiming false grounds for requesting an extended deadline. For example, using an online site or application to corrupt the file in order to create delay and avoid deadlines (note that intentional data corruption is typically detectable).
- Fabrication: The use of invented, counterfeited or forged information, sources, or data in any assignment, test, paper, project, lab report, etc. Includes alteration or misleading omission of relevant data and dishonest reporting of research results, but does not apply to legitimate disagreement over the interpretation of findings, data, concepts, theories, etc.
- Plagiarism: Plagiarize – Webster's New Collegiate Dictionary defines plagiarism as: "to steal and pass off the ideas or words of another as one's own; to use a creative production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source."
- The act of submitting a paper, project, test, or other assignment signifies that the student affirms that the work is his/her own. The absence of any discernible attempt to give credit to your source will be taken as prima facie evidence of intent to plagiarize. In other words, if you have made no attempt to give credit to someone else, you have created a presumption of intentional plagiarism. Inadvertent plagiarism is sloppy scholarship and unacceptable, even if committed out of ignorance.
- Types of Plagiarism: Direct plagiarism is taking the exact words of an author without giving due credit. There should be a visual indication of using an author's exact words, such as quotation marks or block indentation, and there should be a proper citation of the author's work. Original Source: "To the extent that behavior problems occur in the classroom, teachers should question the students and conduct."

Registering for Classes

Prior to each semester currently enrolled students consult with their advisors through email communication to prepare their class schedules. During the advising period, students pre-register online and then meet with their advisor to complete registration. A late registration fee will be accessed to those students not registered by the end of the normal registration period. New graduate students follow

the advising process outlined in the Graduate Student Handbook available at grad.adrian.edu.

Graduate Student and Online Student Advising Process

Academic advising is the process in which students work with faculty and staff to create an Academic Plan that includes academic courses, explores research agendas, identifies field placement and professional internships opportunities, and investigates post-graduate career pathways.

As incoming students, graduate students will plan courses for their first semester via email in collaboration with their academic advisors. During their first semester, graduate students are responsible for course planning and selection via our Student Information System NetClassroom and are expected to confer with faculty advisors when making their academic plans.

After acceptance into a graduate program, graduate students must pay a deposit to the college to secure their spot in the program (\$300 to the Cashier's Office in Caine Student Center or via this link: <https://easypath.ecsi.net/adrian2/683/Epay?pId=683>)

Once the deposit is paid, graduate students will receive instructions from the Dean of Graduate Studies on how to develop academic plans and register for courses. The Dean will also communicate to the graduate student the name and contact information of their assigned faculty academic advisors.

Graduate students and academic advisors will develop a course schedule via email correspondence. In order to submit a schedule, graduate students must:

- Obtain their advisor's approval of their course selections. Advisors fill out the Advisor Course Approval Form and send the completed form to the Dean of Graduate Studies (graduatestudies@adrian.edu).
- New students will be registered for their courses by the Office of Graduate Studies. Returning students can register for courses using the Student Portal. Instructions on how to register can be found in the Graduate Student Handbook.

Graduate students and advisors will also develop a program plan to chart out courses and plan degree completion.

Class Load (Fall and Spring Semesters)

Any student enrolled for 9 or more credit hours is considered a full-time graduate student. Students who wish to take 19 hours must petition the Dean of Graduate Studies for approval prior to registration.

Class Schedule Changes (Add, Drop, Withdraw)

The first six days of each semester is the "Add/Drop" period. No courses may be added after that period. The "Withdrawal" ("W") period extends until seven class days after mid-semester grades are distributed. Schedule changes for open classes are processed by the academic advisor. For closed and "permission required" courses, a signed schedule change form must be submitted to the Registrar for processing.

Newly admitted students or students returning from the previous semester must register for classes no later than the second day of the semester.

Students may add or drop classes from their semester course schedule during the first six days of the fall or spring semester. For May and Summer terms, students may add or drop classes from their course schedule on the first two days of the term. Forms for this purpose are available on-line at the Registrar's Office webpage. The student's academic advisor must sign the form to approve all added or dropped courses. The instructor's signature is required for all added courses. The completed Schedule Change form must be returned to the Registrar's Office no later than the **sixth** day of the fall or spring semester.

A student desiring to withdraw from a course after the add-and-drop period must obtain signatures of both the instructor and the academic advisor. When the signed form is returned to the Registrar's office, a grade of W will be recorded on the permanent record. No withdrawal forms will be accepted by the Registrar's Office after 5 p.m. on the seventh class day after publication of mid-semester grades. Withdrawal from May and Summer classes is determined by the Office of the Registrar, please enquire to the office to determine the last date to withdraw. Students with severe illness or exceptional circumstances may petition the Academic Status Review Committee for late withdrawal.

Academic Status Policy

The Dean of Graduate Studies reviews the academic records of all students at the conclusion of each grading period. Students whose grade points fall below a 3.0 or whose number of hours earned indicate unsatisfactory progress are subject to special review by the Dean of Graduate Studies and the Academic Status Review Committee.

Students may be placed on academic warning, probation or suspension.

ACADEMIC WARNING is a notice to the student of substandard performance and carries no sanction.

ACADEMIC PROBATION is a formal notice indicating academic improvement must occur in the next semester at the level indicated or the student will be suspended from Adrian College.

SUSPENSION is a notice of immediate severance from the College. Students on suspension may not enroll during the subsequent semester, but may petition for readmission in the following semester. Appropriate notices which indicate

such academic status will be issued by the Vice President and Dean for Academic Affairs.

Enrollment Verification

Verification of enrollment or grade verification for financial aid purposes, Social Security benefits, loan deferments, good student insurance discounts or other reasons may be obtained from the Registrar's Office.

Class Attendance

Class attendance is an integral part of the educational experience. Individual instructors set the attendance requirements for their classes. The student is responsible for missed class work and for arranging with the instructor to make it up.

Grades

The grading system is as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NC, NG, I and W. (A plus or minus attached to a grade indicates achievement slightly above or below the grade level as described below.)

A - Indicates work of superior quality, showing originality, constructive thinking or special ability in handling the subject.

B - Indicates work distinctly above average in quality and thoroughness and marks a maximum fulfillment of the requirements of the course.

C - Indicates a faithful and creditable fulfillment of the requirements of the course to a minimum standard.

D - Indicates barely passing work.

F - Indicates failure.

NC - Indicates no credit; a final grade of C- or lower will result in no credit for the following courses only: ENGL 101 and MLCE 101-102. A final grade of D+ or lower will result in no credit for the following course only: Math 099.

NG - Indicates an allegation of academic dishonesty and only assigned as a final grade option. Students should contact the instructor of record for information.

I - Indicates incomplete work at the time the final grade is due. This grade is given only for absences from class or examination because of illness or other emergency during a considerable part of the semester or at the end of the semester and for laboratory experiments, internships or education field assignments scheduled for completion after the grading period. It is not given for work that is below passing or for failure to submit work on time through negligence. It is given only when the student intends to complete the course within the prescribed time limit. An "I" will be removed upon completion of the work specified by the instructor. All Incompletes must be resolved and reported to the Registrar's Office no later than the day on which final grades are due for the first regular semester following the assignment of the incomplete. Failure to remove the

incomplete by the specified time will result in computing the grade of the work not completed as an F.

W - Indicates withdrawal from class. This grade does not count in computing the grade point average and will not be accepted by the Registrar after 5 p.m. on the seventh class day after publication of mid- semester grades.

Dealing with Problems-Student Complaint Process

1. When a wrong grade was awarded – students should contact the instructor and request a review of the record.
2. When a grade is disputed – students should contact the instructor and request a review of the record. If not satisfied, the students should contact the department chair for further information.
3. When a "W" does not appear for a withdrawn course - students should contact the Registrar's Office.
4. When an added course does not appear on the grade report – students should contact the Registrar's Office.
5. When there is an error in the grade point average or credit hours – students should contact the Registrar.
6. When "NG" is awarded for suspicion of academic dishonesty students should contact the professor who awarded the mark.

Students may also visit My Adrian to submit a student complaint through an online form (adrian.edu/concerns-complaints/).

Part-Time Students

Part-time students are expected to satisfy the GPA standard for the number of semesters enrolled according to the Graduate Studies GPA policy.

Grade Change Policy

Any grade change, other than makeup of an "I" (Incomplete), must be made within 30 calendar days of the first day of classes in the next regular semester. A grade change must be reported in writing by the instructor. All grade changes are subject to review by the Academic Status Review Committee.

Grade Reports

Final grades are available online in the student database to students and advisors. Mid-semester grades are also available online.

Repeating Courses

Only courses in which a student has earned a grade of C-, D+, D, D-, F or NC may be repeated. When a course is repeated, both grades will appear on the permanent record, with the second grade indicated as a "repeat." To figure grade point average, the higher grade is selected. If the second grade is higher, the point differential between the old

and the new grade is added to the cumulative points. The hours attempted for the repeat are not counted a second time. Courses must be repeated at Adrian College. A student may not repeat a graduate-level course more than once.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Adrian College has established policies and procedures to protect the privacy of student records. This policy appears below. Included in this policy are the categories of information designated as “public information.” Students have the right to withhold directory information from the public. They may do this by notifying the Housing Office in writing as described in the policy.

The Family Educational Rights and Privacy Act Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the date the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person

or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a 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.

In its discretion the College may provide directory information without notice or prior consent. Directory information includes the following: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended by the student. Students may withhold directory information from the printed directory by notifying the Housing Office in writing within two weeks after the first day of class each semester.

Requests for non-disclosure will be honored by the College for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Housing Office.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

Public Information

This classification includes name, address, telephone number, dates of attendance, current enrollment status, courses elected, honors awarded and degree earned. Public information may be released without student consent upon request from an inquirer who has established identity and reasonable need for the information.

Restricted Information

This includes grades earned, financial arrangements between the student and the College and academic and disciplinary actions taken by appropriate committees. Restricted information may be released to persons outside the College only with the student’s written consent or under legal process. Such information may be released to authorized College personnel with the understanding that it will be used in an ethical and professional manner.

Privileged Information

All information obtained in confidence and having protected status under the law and common professional practice is considered privileged information. It may be released only upon written request of the student and with

the written consent of the College office in custody of the information, or under legal process. A Student Consent to Release Educational Records form is available in Student Business Services office.

Transcripts

It is the policy and practice of Adrian College that approval to release official college transcripts of student academic records requires that student financial obligations be satisfied or current. Student accounts that are enrolled for multiple payment options must be current through the most recent requested installment due date. For example; if a student is enrolled in a multiple payment plan and the account is current with two remaining installment payments due in the future, official transcripts for that student may be released.

A fee of \$10.00 is charged per transcript. However, upon graduation, one free official transcript is sent to each student. Requests for additional transcripts must be in writing and all charges of violations of the Student Code of Conduct must be resolved and all judicial sanctions must be completed before a diploma is granted or a transcript is issued. To request a transcript visit adrian.edu/academics/registrar/transcripts.

Transfer Credit

A maximum of 9 semester hours of graduate credit earned while enrolled at the graduate level over the previous five years at other approved institutions may be accepted for transfer to Adrian College. Acceptance of transfer credit must have written approval by the department chair to the Registrar. Transfer credits are only allowed for grades "B" (3.00 on a 4.00 scale) and higher.

Veteran Certification

The Registrar's Office certifies veterans under the G.I. Bill and its extensions. Changes in enrollment status or current address must be reported to the Registrar's Office. Changes regarding dependents should be sent directly to the Veteran's Administration office.

A complete record of classes taken and grades received is maintained in the Registrar's Office. Degree audits are also available to assist with program planning and course scheduling. Veterans on repeated probation may be advised to change curricula, repeat specific courses or take remedial courses. The Registrar's office must notify the Veterans' Administration if a veteran fails a course and must report his or her class attendance record in that course. Failure to achieve normal progress toward graduation may result in loss of certification.

Withdrawal from College

Students who desire to withdraw from the College must follow the procedure outlined below.

If for any reason after you have registered for and attended classes, you are unable to continue in school, you must officially withdraw from the College and follow the procedure outlined below:

1. Make an appointment with the Dean of Graduate Studies (graduatestudies@adrian.edu) for an exit interview.
2. At the time of the exit interview, you will be given a preliminary withdrawal form. You must then take this/communicate this form to the Financial Aid Office, Business Office, Student Affairs Office and Registrar's Office.
3. The last date to withdraw from the regular fall and spring semesters is the Friday of the week preceding final exams. For more information, consult with the Registrar's Office.

No student will be presumed to have officially withdrawn from the College until each of these steps has been completed in the order specified. Upon approved withdrawal from the College, grades of W with the withdrawal date will be recorded for the semester's courses on the permanent record. Failure to follow the withdrawal procedure will result in recording grades of F on the permanent record.

Academic Lectureships

Lectureships bring outstanding speakers from many areas to campus and add flavor and depth to the academic program. Endowed lectureships include:

The Dawson Lectureship

Funded by the John H. Dawson, Virginia Bates Dawson and Marsha Dawson Nelson Endowment Fund, this lectureship is designated for use by the teacher education department.

John Davis Modern American History Lectureship

Dr. Davis, professor emeritus, served the College's history department from 1961-1985. Upon his retirement, colleagues and friends established this fund.

Jean and Bob Lok Freligh Lectureship

This lectureship is funded by a donor in recognition of Jean and Bob Lok Freligh, local community members and supports of Adrian and Adrian College.

Edward C. DeMeritt Lectureship in Social Sciences

This lectureship is funded from the estate of Mr. DeMeritt, a Lenawee County businessman, investor and friend of the College.

Charles and Lena Beem Gillilan Lectureship in Business Administration

This prominent program was made possible by a bequest from Mr. Gillilan, a successful businessman in the rubber industry. Lena Beem Gillilan graduated from Adrian College in 1909. The lectureship brings to campus leading authorities in American free enterprise.

Allen L. Goldsmith Lectureship in Science

The Goldsmith Lectureship was funded by gifts from the family and friends of the late Mr. Goldsmith, distinguished Adrian industrialist and trustee of the College.

Edward and Mildred Meese Lectureship in Religion and Philosophy

This program was made possible by a gift from the estate of Mr. and Mrs. Meese of Lansing. Mr. Meese was an Associated Press telegrapher.

Mary A. Merritt Lectureship

Mary A. Merritt attended Adrian College from 1874 to 1878. On the 100th anniversary of her entry at Adrian, this lectureship was established in her name, in remembrance of the courage and high purpose that characterized her throughout her long life. Established by Anne Wood Murray of Washington, D.C., the lectureship sponsors guest lecturers in English and poetry.

Genevieve R. Oliver Lectureship in Art

This lectureship is funded from the estate of Mrs. Oliver, late owner of the Oliver Instrument Company of Adrian.

Mildred A. Smith Lectureship in the Humanities

This program is funded by a bequest from the estate of Mrs. Smith of Adrian.

J. Mabel Stephenson Memorial Lectureship

Funded by a gift from the family, this lectureship enables the College to benefit from the presence of outstanding individuals who are active leaders in the cause of Christian missions.

Institutes

Institutes integrate theoretical and practical learning designed to create distinctive learning opportunities. Institutes offer students an ability to dialogue, research and serve around timely topics of interest. Additionally, they offer opportunities for faculty, staff, alumna and the surrounding community to connect in meaningful ways such as: lecture series, advisory boards, workshops and trips abroad. The following are the current institutes. See each institute web page for further details; <http://adrian.edu/academics/institutes/>

Institute for Career Planning

Career Planning provides assistance in all phases of the career development process including self-assessment, decision making, career development, networking, job search and graduate study preparation. Our mission is to empower Adrian College students and alumni with the skills, knowledge and resources necessary for successful career development. The individualized services are offered throughout the year and utilize partnerships with Adrian College faculty, administrators, alumni and employers. The Institute for Career Planning also coordinates the Adrian College Internship Program.

Institute for Creativity

Everyone has a creative spark that can be nurtured and cultivated in a systematic way. A process for creative problem solving based on tenets and techniques of the Creative Education Foundation will be used to foster creativity across campus. The Institute plans to implement creativity in the curriculum and campus life to prepare students to be leaders in the world. Creativity is not limited to the performing and visual arts, but is vital in every discipline.

Institute for Cross Cultural Studies

The mission of the Institute for Cross-Cultural Studies is to provide opportunities for academic study, programs, and services designed to encourage cultural, academic, social, personal growth and understanding among the Adrian College community.

Institute for Education

The mission of the Institute for Education is to develop a collaborative model that brings "Best Practices" in teaching and learning to the Adrian College campus and the community. The Institute is apolitical, and strives to create an environment where the exchange of ideas and opinions are welcomed. The Institute for Education will support students as they develop to their fullest potential by equipping them with an education grounded in innovation, research, and practice of professional excellence.

Institute for Entrepreneurial Studies

The Institute strives to create and provide an academic environment (classes, seminars, lecturers and participation in various entrepreneurial activities) in which students will be exposed to the entrepreneurial environment. Entrepreneurship training calls for the development of multi-disciplinary and non-traditional business skills. We strive to help students develop the skills that will prepare them to deal with challenges of operating in a startup like business environment that favors initiative, creativity and risk-taking.

Institute for Ethics

The Institute for Ethics promotes conversations about ethics and raising awareness about the kinds of ethical problems common to the disciplines. It provides resources for the community through identifying the major ethical theories found in the professions, developing models of approaching ethical problems, and providing forums in which those issues can be discussed. The Institute is not an advocacy group for or on any particular side of moral issues.

Institute for Health Studies

The Adrian College Institute for Health Studies supports students planning any career in the healthcare industry. For many students, this means graduate or professional school in the health professions (medicine, dentistry, pharmacy and others). Through the Institute, students are assisted in career selection, experiential learning here and abroad, professional school preparation

and application, and training in various content areas relevant to future work in health care.

Institute for Sports Medicine

Sports Medicine is an area of medical practice and allied health concerned with the prevention and treatment of injuries and illness that occur in the physically active. The mission of the Institute for Sports Medicine is to:

- Inform: Provide education resources to youth organizations, high schools, college, athletes, coaches, parents, and the community.

- Influence: Through partnerships, bring health care providers, wellness professional and the community together to stimulate change.

- Inspire: Encourage youth organizations, high schools, colleges, athletes, coaches, and parents to expect and uphold high standard for the delivery of sports medicine in the community.

Institute for Study Abroad

Through the Institute, students may enrich their education by studying all over the world. The Institute offers traditional semester/year abroad options, as well as May/Summer term options, tours, internships, service learning, and faculty-led programs. The Institute helps students with choosing the right program, navigating the application process, and finding financial aid.

George Romney Institute for Law and Public Policy

The George Romney Institute for Law and Public Policy works to weave legal and public policy considerations into the academic fabric of Adrian College. Specifically, the Institute enhances pre-law and graduate opportunities for students, increases opportunities to study legal and policy issues, brings speakers to campus, promotes interdisciplinary exploration of law and public policy and explores the opportunities for practitioners and academics to work together on these issues.

Academic Calendar

Fall Semester 2020

August 24 - Classes Begin for all 15-Week and Term A Courses
August 25 - Last day to Register
August 25 – Last Day to Add or Drop a Term A Course
August 31 - Last day to Add or Drop a 15-Week Course
September 7 - Labor Day - No Classes
September 8 - Classes Resume (7:30 AM)
September 8 – Last day to Withdraw from a Term A Course
September 22 - Last day to report any grade changes from Spring, May or Summer 2020
October 14 – Alternative Schedule 1st 8 weeks Final Exam Week
October 14 - Classes Resume (7:30 AM)
October 19 - Last day of classes for Term A Courses
October 19 - Mid-Term Grades for 15-Week Courses Due (Noon)
October 19 – Term A Course Final Grades Due (Noon)
October 19 – Term B classes begin
October 20 – Last day to Add or Drop a Term B Course
October 23 - Last Day to Withdraw from a 15-Week Class
October 26-November 6 - Advising/Registration for Spring 2021
November 2 – Last Day to Withdraw from a Term B course
November 18- Last Day of Classes for 15-Week and Term B Courses
November 19-24 - Final Exam Week for 15-Week and Term B Courses
November 25- Winter Break Begins
December 9 - All Graduate Grades Due - Noon
December 16 - All incompletes Due from Spring, May and Summer 2020

Spring Semester 2021

January 11 - Classes Begin for all 15-Week and Term A Courses
January 12 - Last Day to Register
January 12 – Last Day to Add or Drop a Term A Course
January 18 - Martin Luther King Jr. Day - No Classes
January 19 - Classes Resume (7:30 AM)
January 21 - Last day to Add or Drop a 15-Week Course
January 25 – Last day to Withdraw from a Term A Course
February 9 - Last day to report any grade changes from Fall 2020
February 26 - Spring Break Begins (5:00 PM)
March 2 – Alternative Schedule 1st 8 weeks Final Exam Week
March 5 – Last day of classes for Term A Courses
March 5 – Term A Final Grades Due (Noon)
March 8 - Classes Resume (7:30 AM)
March 8 – Term B Classes Begin
March 9 – Last day to Add or Drop a Term B Course
March 10 - Mid-Term Grades Due (Noon)
March 17 - Last Day to Withdraw from a 15-Week Class
March 29 – Last day to Withdraw from a Term B Course
March 29-April 9 - Advising/Registration for Fall 2021
April 2 - Good Friday - No Classes
April 5 - Classes Resume (7:30 AM)
April 14 - Ribbons day
April 26-April 30 - Final Exam Week
April 30 – All Graduate Grades Due -
May 2 - Commencement
May 6 - All incompletes Due from Fall 2020

May Term 2021

May 5 - Classes Begin
May 6 - Last Day to Add or Drop a Class (4pm). Last day for Tuition Refund
May 19 - Last Day to Withdraw
May 31 - Memorial Day - No Classes
June 2 - Last day of Classes
June 4 - May Grades Due (Noon)

Summer Term 2021

June 9 - Classes Begin. Last Day to Register
June 10 - Last Day to Add or Drop a Class (4 PM). Last Day for a Tuition Refund
June 23 - Last Day to Withdraw
July 5 - 4th of July Holiday - No Classes
July 21 - Last day of Classes
July 23 - Summer Grades Due (Noon)

Courses of Instruction

The courses of study that follow are listed alphabetically by departments.

Course Numbers

A three-digit system is used for numbering courses. The first digit indicates the level of the course. Courses at the 500 level or higher are graduate level courses.

Common Terms

The following terms are common throughout the listing of courses, or may be helpful in navigating a student's plan of study.

Courses

The courses of instruction are broken into individual course units. Each course is approved by the entire Adrian College Faculty to meet any criteria set forth via the curricular process of the college. The faculty member for every class at Adrian College can waive any of the prerequisites or co-requisites to their course of instruction for the semester they are teaching the course.

Prerequisite

A course which is required to be passed before enrolling in the course desired.

Co-requisite

A course which must be taken in conjunction with another course. The co-requisite course must be completed either before or at the same time as the course desired.

Course Fees

Departments can attach fees to the courses to cover the expense of materials required for completing the course. These non-refundable fees are assessed after the open enrollment period for the semester.

Changes to Curricular Requirements

The curriculum of a department may change in the time that you are enrolled at Adrian College due to a number of reasons. Once the curricular changes are approved by the faculty, the department must work with the Registrar and students in a major to allow substitutions to courses that may not otherwise be taught.

Departmental Permission

When a course requires Departmental Permission it is an indication that the course is designed for Majors of that department only. Students must see the approval of the department chair in order to enroll in the course.

Course Substitution

A required course may be replaced with another course upon written approval of the department chair, submitted to the registrar, prior to registering for the substitute course.

Experiential Learning

When a department requires an experiential component to their major, the component must be approved before a student registers for or completes the experiential experience.

Course Waiver (no credit assigned)

A course waiver can be granted by a department chair, when submitting written reasons to the registrar. However, students receiving a course waiver will receive no credit hours for the waived course

Topics Courses: (1-4 credits)

In depth study of a special topics or theme reflecting a special or current topic of interest or reflecting specialized knowledge and experience of a given professor. At the department's discretion, students may repeat topics courses if the topic is different.

- Topics may be offered as electives; not major or minor requirements.
- After three offerings within a catalogue period, the Registrar's Office will contact the department for further curricular development.
- Students who want to retake a topics course for a grade change may only retake it if it is the identical topic and instructor with the permission of the instructor. (REV. 2013)

Credit Hour Policy

In accordance with federal regulations and mandates from the Higher Learning Commission in July 2013, Adrian College defines **one credit hour** as:

"A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, and studio work, and other academic work leading toward the award of credit hours." (Source: Federal Compliance Requirements for Institutions, June 2012, Higher Learning Commission: A Commission of the North Central Association)
- A. As the majority of courses at Adrian College fall within a 15 week, scheduled class block the following is adopted as our assumptions for course work:

- a. 1 credit hour course offered in a 15 week schedule consists of 1 hour/week of classroom instruction and 2 hours/week out of class work (3 hours/week x 15 weeks= 45 hours of student effort).
 - b. 2 credit hours courses offered in a 15 week schedule consists of 2 hours/week of classroom instruction and 4 hours/week of out of class work (6 hours/week x 15 weeks= 90 hours of student effort).
 - c. 3 credit hour courses offered in a 15 week schedule consists of 3 hours/week of classroom instruction and 6 hours/week of out of class work (9 hours/week x 15 weeks = 135 hours of student effort).
 - d. 4 credit hour courses offered in a 15 week schedule consists of 4 hours/week of classroom instruction and 8 hours/week of out of class work (12 hours/week x 15 weeks= 180 hours of student effort).
- B. As the majority of activities at Adrian College fall within a 15 week schedule class block, the following is adopted as our assumptions for these activities:
- a. Natural science labs are 2-3 hours of instruction, attached to a course.
 - b. Internships are assumed as 1 credit hour= 40 hours of work at the approved site.
 - c. Practicums are defined by the external accrediting bodies and information is found in the department's web pages.
 - d. Studios are defined as 3 hours of instruction, twice a week.
 - e. Undergraduate research follows the above assumptions for credit hours and student effort.
 - f. Allied health program clinical education experiences assume that one semester credit hour of clinical learning= a maximum requirement of 100 hours of clinical time.
- C. For courses or activities that fall outside of the 15 week course schedule, faculty are required to add the above equivalencies to their syllabus as a statement entitled: Credit hour policy compliance. The following courses and activities covered under this provision include:
- a. Courses offered over a condensed timeframe in any semester
 - b. Independent and individualized studies in any semester
 - c. May and summer terms courses –

May Term- 4 weeks

3 Credit Course: 9.375 contact hours per week, 18.6 hours assumed student effort

4 Credit Course: 12.5 contact hours per week, 25 hours assumed student effort

Summer Term- 6 weeks

3 Credit Course: 6.25 hours per week, 12.5 hours assumed student effort.

4 Credit Course: 8.3 hours per week, 16.6 hours assumed student effort.

Monitoring of C for compliance will occur through the Vice President and Dean of Academic Affairs office each semester.

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Accountancy

Mission Statement--To prepare our students to become versatile accounting professionals, capable of ascending to partner, principle, CFO or corporate treasurer positions.

The totally online Master of Science in Accounting program is designed for students who have developed a solid knowledge of accounting theory and application in their undergraduate accounting degree program.

During the program, students are strongly encouraged to participate in a CPA/CMA examination review course and sit for their professional examinations.

Certified Public Accountant (CPA) Licensing

The curriculum is offered in 4 (8-week) modules that mirror the four sections of the CPA exam. These modules are designed to cover the information included in each section of the CPA exam and incorporate a CPA review course. The state of Michigan and many other states require 150 hours of college/university credit hours to become a CPA. However, Michigan allows candidates to take the CPA exam after completion of the Bachelor's degree. therefore, students can take each part of the CPA exam after completing the applicable module.

Certified Management Accountant (CMA) Licensing

The Master of Science in Accounting will also benefit students who wish to enter the private accounting sector and obtain the designation of Certified Management Accountant (CMA). Relevant coursework that incorporates CMA review material is offered to assist students in passing the CMA exam.

The following charts outline courses that have been approved as transfer equivalencies. These courses may be taken at the undergraduate institution listed to be counted for graduate credits at Adrian College. Students are eligible to complete a maximum of 9 credit hours of transfer credit prior to beginning the Graduate program. The nine credit hours of transfer credit to be used at Adrian College must be taken in addition to the required course work for the undergraduate degree. For example, if a minimum of 124 hours are required for the B.B.A. Accounting degree, students must graduate with 133 hours of undergraduate course work.

Spring Arbor University Equivalencies Table

Course #	Course Name	AC Course #	Credits
ACCT 392	Organizational Taxation	ACCT 522	3
ACCT 404	Fund Accounting	ACCT 518	3
ACCT 443	Auditing Principles II	ACCT 512	3
ACCT 452	Accounting Theory	ACCT 517a-d	4

Hillsdale College Equivalencies Table

Course #	Course Name	AC Course #	Credits
ACC 393	Fraud Accounting	ACCT 515	3
ACC 317	Federal Income Tax II	ACCT 513	3

Master of Science in Accounting

(30 hours)

M.S. in Accountancy Core (15 hours)

ACCT501	Accounting Theory I (3)
ACCT502	Accounting Theory II (3)
ACCT511	Controllershship and Internal Auditing (3)
ACCT514	Advanced Accounting Systems and Controls (3)
ACCT522	Corporate Taxation (3)

All students must choose one of the tracks below:

- *Public Accounting*
- *Managerial Accounting*

Public Accounting Track (15 hours)

Choose 15 hours required from the following:

ACCT503	Evolution of Modern Accounting (3)
ACCT506	Advanced Business Law (3)
ACCT512	Advanced Auditing and Professional Ethics (3)
ACCT515	Fraud Examination (3)
ACCT516	Pass-Through Entities and Advanced Taxation (3)
ACCT517a	Professional Exam Review- CPA AUD (1)
ACCT517b	Professional Exam Review- CPA BEC (1)
ACCT517c	Professional Exam Review- CPA REG (1)
ACCT517d	Professional Exam Review- CPA FAR (1)
ACCT518	Advanced Accounting for Government and Non-Profit Organizations (3)
ACCT524	Tax Research
ACCT523	Leadership and Communication (3)
ACCT595	Master's Project/Thesis (1-3)

Managerial Accounting Track (15 hours)

Choose 15 hours required from the following:

ACCT503	Evolution of Modern Accounting (3)
ACCT506	Advanced Business Law (3)
ACCT515	Fraud Examination (3)
ACCT518	Advanced Accounting for Government and Non-Profit Organizations (3)
ACCT519a	Professional Exam Review- CPA Part 1 (1)
ACCT519b	Professional Exam Review- CPA Part 2 (1)
ACCT520	Advanced Analytics (3)
ACCT523	Leadership and Communication (3)
ACCT595	Master's Project/Thesis (1-3)
FIN510	Advanced Managerial Finance (3)
FIN513	Entrepreneurial Finance (3)

Criminal Justice

Mission Statement--To prepare our students to be competent, knowledgeable generalists in the criminal justice field while instilling values of social action, peace and justice, and inclusion.

The Master of Arts in Criminal Justice program will broaden and deepen its students' understanding of the criminal justice system through advanced analysis and research combined with extensive experiential learning opportunities. Our goal is to train students to become thoughtful, caring, inclusive and active professionals committed to fairness, human rights and constitutional remedies. This program will sharpen research and critical thinking skills and develop advanced knowledge in criminal justice content areas. The goals of this program include:

- To prepare students to be mature, competent and effective scholars and/or working professionals in the criminal justice field.
- To develop in students advanced understanding of criminal justice content areas such as criminal justice policy, law and society, criminal procedure, crime prevention, juvenile justice, policing and corrections.
- To promote and develop in students an understanding of multiple perspectives, conflicting values, and the role of advanced research-based knowledge and critical thinking in the criminal justice field.
- To prepare students for application to Ph.D. programs in Criminal Justice.

Before completion of the Master of Arts in Criminal Justice program students will:

- Demonstrate an understanding of how to function effectively and with advanced competence in criminal justice occupations and organizations.
- Demonstrate the ability to apply critical thinking skills to sophisticated criminal justice readings, produce publication-quality academic writing and deliver professional presentations.
- Demonstrate the ability to apply advanced theoretical frameworks to the criminal justice system and explain the multiple perspectives and value conflicts inherent in the history of the U.S. criminal justice system.
- Demonstrate the ability to analyze, formulate, and assess social policies.
- Demonstrate professional values and conduct such that the program faculty can recommend the student to employers, doctoral programs and law schools.

Master of Arts in Criminal Justice (33 hours)

Criminal Justice M.A. Core (12 hours)

SCJ500	Criminology and Prevention Policy (3)
SCJ503	Advanced Criminal Procedure and the Constitution (3)
SCJ525	Graduate Research Methods I: Methods of Data Collection (3)
SCJ575	Graduate Research Methods II: Methods of Data Analysis (3)

All students must choose one of the tracks below:

Thesis Option (21 hours)

Non-Thesis Option (21 hours)

Criminal Justice Thesis Option Core (3 hours)

SCJ599	Thesis Defense (3)
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Criminal Justice Thesis Option Electives (18 hours)

Choose 18 hours required from the following:

SCJ505	Advanced Homeland Security (3)
SCJ506	Advanced Community Policing (3)
SCJ509	Civil Liberties Seminar (3)
SCJ510	Legal Research Methods (3)
SCJ511	Crime and the Media (3)
SCJ512	Advanced Wrongful Conviction Seminar (3)
SCJ520	Advanced Corrections (3)
SCJ550	Advanced Topics in Criminal Justice (3)
SCJ560	Family Theories of Delinquency (3)
SCJ590	Graduate Practicum (1-3)

Criminal Justice Non-Thesis Option Core (1-6 hours)

SCJ595	Research Hours (1-3)*
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** Students are expected to complete a minimum of one credit hour of SCJ595, but may elect to complete a maximum of 6-credit hours*

Criminal Justice Thesis Option Electives (15-20 hours)

Choose 15-20 hours required from the following:

SCJ505	Advanced Homeland Security (3)
SCJ506	Advanced Community Policing (3)
SCJ509	Civil Liberties Seminar (3)
SCJ510	Legal Research Methods (3)
SCJ511	Crime and the Media (3)
SCJ512	Advanced Wrongful Conviction Seminar (3)
SCJ520	Advanced Corrections (3)
SCJ550	Advanced Topics in Criminal Justice (3)
SCJ560	Family Theories of Delinquency (3)
SCJ590	Graduate Practicum (1-3)

Athletic Training

Mission Statement—To deliver exceptional educational programming for the future success of athletic training graduates and the profession.

Athletic trainers are board certified allied health care professionals who specialize in preventing, recognizing, managing and rehabilitating injuries that result from physical activity. Students who want to become athletic trainers must earn a degree from an accredited athletic training curriculum and pass a comprehensive national exam administered by the Board of Certification.

For students interested in majoring in Athletic Training, years one and two comprise the Candidacy Phase, and then students apply to the Graduate Professional Phase. During the Professional Phase (years 3-5), students will complete the combined degree program concurrently, that is, by completing the degree requirements for the bachelor's and master's degrees at the same time. By the end of the fourth year, students will have earned a B.S. in Exercise Science / Pre-Athletic Training and an M.S. in Athletic Training after year five.

Master of Science in Athletic Training **Graduation Requirements**

- Completion of B.S. degree program in Exercise Science / Pre-Athletic Training from Adrian College.
- Completion of remaining credits of Athletic Training Graduate Core (see retention and probation criteria for more specific information)

Note: Students who have completed all undergraduate requirements for Exercise Science / Pre-Athletic Training who opt not to continue with the post-graduate portion of the program may earn a B.S. in Exercise Science/Pre-Athletic Training upon completion of the capstone course ESAT404.

Athletic Training Professional Phase & Graduate Application

After the Candidacy Phase (typically after the second year of study), students must apply to the graduate program through the athletic training program's application process, which is approved by the Adrian College Admission's Office.

Minimum Requirements for Admittance:

- Completed Graduate Program Application
- Minimum cumulative GPA of 2.75
- Minimum major GPA of 2.75
- Completion of the following courses with a grade of C or better: AT100, AT200, ESAT225, ESAT250, PSYC100, B AD282, the biology, physics and chemistry requirement (see pre-athletic training cognates)
- Interview with athletic training faculty
- Completed Retention Application
- Signed technical standards
- Proof of current CPR/BLS (or equivalent), certification
- Proof of first aid training
- Proof of immunization review
- Proof of blood-borne pathogen training
- Signed Communicable Disease Policy
- Proof of HIPAA/FERPA training

Professional Phase Retention:

Students will be evaluated each semester thereafter, and retention will be based on the following criteria. Students must:

- Maintain a minimum cumulative and major GPA of 2.75 as undergraduate students, and a 3.0 as graduate students
- Maintain a minimum GPA of 3.0 in graduate level coursework
- Complete all required coursework with a grade of C or better

Professional Phase Probation:

Prior to completing the B.S. in Exercise Science/Pre-Athletic Training, students who do not meet minimum retention criteria will be placed on probation, and will have a maximum one year from the original probation date (from the date of the first offense, only) to rectify the deficiency. If deficiencies are not corrected within the one- year period, the student may be dismissed from the athletic training program. Moreover, students who do not earn the minimum grade requirements in athletic training clinical skills courses (AT501-506) will not be allowed to move on to the subsequent clinical skills course.

- If students do not meet the minimum criteria at the time of completion of the B.S. in Exercise Science/Pre-Athletic Training, they will not be allowed to continue with the final year of master's level coursework.

Transfer Students:

Information regarding Adrian College's transfer policies can be found in the Academic Catalog, under the Admissions section. Students wishing to transfer into the Athletic Training program will be held to the Professional Phase retention/probation standards listed in this catalog. Students wishing to transfer into the Athletic Training program must do so during the Candidacy Phase (year 1 or 2). Students should be aware that certain coursework may not transfer. Transfer acceptance is contingent on space availability, and performance level in the stated criteria.

BS in Exercise Science / Pre-Athletic Training and M.S in Athletic Training

B.S. Requirements: Students must complete the Exercise Science/Pre-Athletic Training Core, Exercise Science/Pre-Athletic Training Cognates, and a minimum of 31 credits of the Athletic Training Graduate Core.

M.S. Requirements: Completion of the remainder of the Athletic Training Graduate Core.

Exercise Science/Pre-Athletic Training Core (31 hours)

AT100	Medical Terminology (2)
AT200	Pathology of Injury and Illness (3)
ESAT225	Human Anatomy (3)
ESAT250	Human Physiology (3)
ESAT300	Kinesiology (3)
ESAT311	Exercise Physiology (3)
ESAT350	Exercise Physiology Lab (1)
ESAT240	Introduction to Research (3)
AT300	Introduction to Pharmacology (3)
AT301	AT Seminar I (1)
AT302	AT Seminar II (1)
AT303	AT Seminar III (1)
AT304	AT Seminar IV (1)
ESAT312	Sport Nutrition (3)
or BIOL209	Human Nutrition (3)

Exercise Science/Pre-Athletic Training Cognates (20 hours)

BIOL101	Biology and Society (4)
or BIOL103	Plant Biology (4)
or BIOL104	Animal Biology (4)
CHEM101	The World of Chemistry (4)
or CHEM102	Kitchen Chemistry (4)
or CHEM105	General Chemistry (3)
and CHEM117	Introductory Chemistry Lab I (1)
HCA282	Health Clinic Operations (1)
PSYC100	General Psychology (3)
MATH115	Pre-Calculus Mathematics (4)
PHYS101	Introductory Physics (3)
PHYS103	Introductory Physics Lab (1)

Athletic Training Graduate Core (63 hours)

AT500	The Practicing Athletic Trainer (2)
AT501	AT Clinical Skills I (1)
AT502	AT Clinical Skills II (2)
AT503	AT Clinical Skills III (2)
AT504	AT Clinical Skills IV (2)
AT505	AT Clinical Skills V (2)
AT506	AT Clinical Skills VI (4)
AT510	Strength and Conditioning (3)
AT520	Research Methods (3)
AT521	Pre-Hospital Care I (1)
AT521-L	Pre-Hospital Care I Lab (1)
AT522	Pre-Hospital Care II (1)
AT522-L	Pre-Hospital Care II Lab (1)
AT530	Athletic Training Administration (3)
AT531	Examination and Diagnosis I (2)
AT531-L	Examination and Diagnosis I Lab (1)
AT532	Examination and Diagnosis II (2)
AT532-L	Examination and Diagnosis II Lab (1)
AT533	Examination and Diagnosis III (2)
AT533-L	Examination and Diagnosis III Lab (1)
AT540	Mental and Behavioral Health (3)
AT541	Therapeutic Interventions I (2)
AT541-L	Therapeutic Interventions I Lab (1)
AT542	Therapeutic Interventions II (2)
AT542-L	Therapeutic Interventions II Lab (1)
AT543	Therapeutic Interventions III (2)
AT543-L	Therapeutic Interventions III Lab (1)
AT550	Emergency Medical Services (5)
AT560	Exam Prep (1)
AT595	Capstone Course: AT Thesis I (4)
AT596	Capstone Course: AT Thesis II (4)

Health Care Administration

Mission Statement—To equip students with the expertise and experience to become a manager in the healthcare industry.

Master of Business Administration in Health Care Administration

The totally online 36 credit hour MBA in Healthcare Administration equips pre-professional majors at Adrian College and healthcare professionals in the field to manage services, employees, and facilities; to understand and implement the policies and regulations relevant to healthcare fields; to develop working knowledge of informatics and analysis, insurance industry processes, and quality management.

The MBA program is intended to provide advanced coursework for students interested in expanding their business knowledge, specifically in the health care industry. Case studies and practical scenarios will guide the theoretical investigation of topics.

This MBA in Healthcare Administration infuses the strength and practice of high functioning business practice and combines it with innovative strategies that are critical within a health industry in the midst of reform. This is accomplished through a partnership with Harvard Business School that combines extensive business research with practical application to enhance leadership skills to support industry change.

Graduate Certificate in Healthcare Administration

The HCA graduate Certificate is a component of the MBA in HCA and is intended to offer the health care leader foundational content to support their role as an industry leader. Courses can be used to complete the full MBA. The graduate Certificate is 15 credit hours, with courses offered in 8-week sessions and are online or hybrid.

Master of Business Administration in Health Care Administration (36 hours)

HCA541	Quality Management (3)
HCA542	Marketing and Consumer Relations (3)
HCA543	Finance and Accounting Principles (3)
HCA544	Informatics and Analysis (3)
HCA545	Managerial Economics (3)
HCA546	Disruptive Strategy (3)
HCA581	Health Systems and Policy Execution (3)
HCA582	Political Climate and Regulation (3)
HCA583	Insurance and Payor Sources (3)
HCA584	Human Resources and Operational Strategies (3)
HCA585	Applied Health Law and Ethical Practice (3)
HCA586	Research Methods and Thesis (3)

Graduate Certificate in Health Care Administration (15 hours)

HCA581	Health Systems and Policy Execution (3)
HCA582	Political Climate and Regulation (3)
HCA583	Insurance and Payor Sources (3)
HCA584	Human Resources and Operational Strategies (3)
HCA585	Applied Health Law and Ethical Practice (3)
HCA586	Research Methods and Thesis (3)

Select Healthcare Administration courses have additional course fees of \$275 per credit hour:

- HCA541 Quality Management (3)
- HCA543 Finance and Accounting Principles (3)
- HCA544 Informatics and Analysis (3)
- HCA545 Managerial Economics (3)
- HCA546 Disruptive Strategy (3)

Higher Education Administration and Leadership

Mission Statement—To promote ethical decision-making, with emphasis on how theory and best practice can be applied to timely topics and issues in the field, resulting in solutions-driven leadership that supports diversity, inclusion, and equity efforts in higher education.

Master of Arts in Higher Education Administration and Leadership

The totally online Master of Arts in Higher Education Administration and Leadership is designed for both recent graduates and established professionals who wish to pursue or advance a career in higher education. The 30-hour graduate program prepares students to become effective and ethical leaders in higher education who possess understanding of the history, contemporary landscape, and philosophical foundation of higher education in the United States. HAL graduates seek career advancement through mid-level leadership positions with an emphasis on academic affairs.

Graduate Certificate in Higher Education Leadership

The totally online 15-hour Post-Baccalaureate Certificate in Higher Education Leadership equips professionals with the knowledge of the history, policy and ethics, legal theories, financial management, and theories of leadership necessary to become effective higher education leaders.

Graduate Certificate in Higher Education Institutional Effectiveness

The totally online 15-hour Post-Baccalaureate Certificate in Higher Education Institutional Effectiveness equips higher education professionals with the skills, knowledge, and tools necessary to make data-driven decisions and conduct effective data governance. Students also obtain knowledge of retention, persistence, and completion theories and practices and develop understanding of effective institution-wide assessment systems.

Master of Arts in Higher Education Administration and Leadership (30 hours)

H.E. Administration & Leadership Core (18-21 hours)

HAL500	Foundations of Higher Education (3)
HAL501	Policy & Ethics in Higher Education (3)
HAL502	Administration and Leadership in Higher Education (3)
HAL503	Higher Education Governance (3)
HAL504	Institutional Effectiveness (3)

Choose 1-2 options required from the following:

HAL600	Capstone Research (3)
OR	
HAL601 and HAL602	Research Methods (3) Thesis Research (3)

H.E. Administration & Leadership Electives (9-12 hours)

HAL505	Legal Theories & Higher Education (3)
HAL506	Higher Education Finance (3)
HAL507	Retention, Persistence & Completion (3)
HAL508	Assessment (3)
HAL509	Distance Education (3)
HAL510	Theories of Student Learning and Development (3)
HAL511	Diverse Student Populations (3)

Graduate Certificate in Higher Education

Leadership

(15 hours)

HAL500	Foundations of Higher Education (3)
HAL501	Policy & Ethics in Higher Education (3)
HAL502	Administration and Leadership in Higher Education (3)
HAL505	Legal Theories & Higher Education (3)
HAL506	Higher Education Finance (3)

Graduate Certificate in Institutional

Effectiveness

(15 hours)

HAL500	Foundations of Higher Education (3)
HAL501	Policy & Ethics in Higher Education (3)
HAL504	Institutional Effectiveness (3)
HAL507	Retention, Persistence & Completion (3)
HAL508	Assessment (3)

Sport Management

Mission Statement—To guide the personal and professional growth of individual students in a supportive, student-centered learning environment that propels them into a successful sport management career.

The Master of Arts in Sport Management program can be completed in two years (nine credit hours per semester) for a total of 36 credit hours, and is offered as an in person, fully online, or a hybrid program.

In the program, students receive an education that is immediately applicable to sport management careers yet still driven by advances in theory. For students interested in being a leader in the sport management field, critically analyzing complex problems, and using theory and research to identify and solve issues for sport organizations, then the program at Adrian College is the best option.

This program provides stimulating learning experiences to future leaders in the sport industry. Students will acquire an understanding of profits as well as people, learning to function as change-leaders in their teams or organizations. Our instructors are scholars with real industry experience.

Most courses include internships, assistantships, and class projects that require the student to investigate a problem and attempt to solve it through critical thinking. The Sport Management graduate will be able to:

- Demonstrate knowledge of current problems, trends, and issues in sport management in general and specifically in niche sport markets.
- Demonstrate knowledge of the core concepts of socio-psychological aspects of sport, the marketing of sport, and such specific aspects as promotions, public relations, advertising and sales as they relate primarily to niche areas of the sport industry.
- Demonstrate ability to transfer theoretical knowledge into a practical application environment.
- Demonstrate knowledge and ability to create a marketing plan.
- Demonstrate knowledge of administration and leadership of sport facilities and events.
- Demonstrate knowledge of communication and relationship in relation to leadership.
- Understand and describe the need for continuing research in sport management.

Master of Arts in Sport Management

(36 hours)

Sport Management Core (18 hours)

SMGT510	Sport Administration (3)
SMGT511	Sport Ethics (3)
SMGT522	Sport Marketing (3)
SMGT523	Leadership and Communication (3)
SMGT531	Sport History (3)
SMGT569	Practicum (3)
or SMGT579	Thesis (3)

Sport Management Electives (18 hours)

Choose 18 hours required from the following:

SMGT512	Sport Sales (3)
SMGT521	Sport Law (3)
SMGT533	Sport and Gender (3)
SMGT535	Sport Issues (3)
SMGT536	Intercollegiate Athletics (3)
SMGT537	Youth Sports (3)
SMGT538	Sport in Film (3)
SMGT541	Facility and Event Management in Sport (3)
SMGT543	Advanced Coaching (3)
SMGT546	Sport Finance (3)
SMGT548	Sport Psychology (3)
SMGT550	Advanced Topics in Sport Management (3)

Teacher Education

Mission Statement—To cultivate inquiring, knowledgeable, and caring educational leaders who apply research-based practices and instructional/assessment strategies that lead to intercultural understanding and respect.

Master of Education in Curriculum, Instruction, and Assessment

The totally online Master of Education in Curriculum, Instruction, and Assessment program will introduce and cultivate the best research-based educational practices to strengthen candidate knowledge of curriculum, design instruction, assessment, mentoring, and coaching. Working in a world with rapid and constant technological development, graduate students will explore vital and relevant methods critical to the integration of current technology in the classroom.

This course of study complements the Adrian College's Ribbons of Excellence and is designed to introduce and cultivate research-based best practices in instructional and assessment strategies and methods. Completion of this program may position graduates for advancement in school districts leading to higher pay. In addition, this degree may ensure job security.

This program does not lead to the Michigan Teaching Certificate at the elementary, secondary, or K-12 level.

Master of Education in Curriculum, Instruction, and Assessment

(30 hours)

T ED Graduate Core (21 hours)

T ED571	IB- Beliefs and Values of PYP Classroom Practice (3)
T ED572	IB- The Written Curriculum (3)
T ED573	IB- The Taught Curriculum (3)
T ED574	IB- The Assessed Curriculum (3)
T ED575	IB- International Education Policy (3)
T ED576	IB- Research in Education (3)
T ED577	Project/Thesis Understanding the PYP from Analysis to Synthesis (3)

T ED Graduate Electives (9 hours)

Choose 12 hours required from the following:

T ED578	Comparative International Education (6) (Study Abroad Component)
T ED579	Assessment and Evaluation (3)
T ED580	School Law (3)
T ED581	Inquiry-Based Literacy Instruction (3)
T ED582	Urban Education (3)
T ED583	Second Language Teaching and Learning (3)
T ED584	Literacy in the Content Area (3)

Courses and Descriptions

The semesters listed after course descriptions indicate when courses are expected to be offered. Schedules are subject to change; students should confirm semester offerings with the department when planning degree programs.

Graduate Courses in Accountancy (ACCT)

ACCT501. Accounting Theory I (3).

An examination of theory and practices for income measurement, balance sheet reporting and disclosure. This course will focus on interpretation and application of GAAP, IFRS and SEC requirements. (Prerequisite: Graduate student status or permission of the Department).

ACCT502. Accounting Theory II (3).

An examination of theory and practices for Consolidated Financial Statement, Pensions, Leases, Financial Instruments and other advanced topics. This course will focus on interpretation and application of GAAP, IFRS and SEC requirements. (Prerequisite: Graduate student status or permission of the Department).

ACCT503. Evolution of Modern Accounting (3).

Study of the evolution of accounting theory from the mercantile method of accounting to the present day. It focuses primarily on US GAAP but also includes applicable IFRS. (Prerequisite: Graduate student status or permission of the Department).

ACCT506. Advanced Business Law (3).

Legal problems of business enterprises, including principals and agents, partnerships and corporations, and government regulation of business such as securities and antitrust; creditors' and debtors' rights including bankruptcy; Uniform Commercial Code. Other topics potentially include real and personal property laws, environmental law, consumer law, and trusts and estates. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT511. Controllershship and Internal Auditing (3).

Course examines the responsibilities and functions of the controller in the daily operations of a corporate setting. Topics will include study and analysis of internal control procedures, budget preparation, management of financial resources and liabilities, and reporting

requirements under the controllership responsibility. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT512. Advanced Auditing and Professional Ethics (3).

Course builds upon the fundamentals of the undergraduate auditing class, whereby students research case studies to analyze auditing procedures, financial statement assertions, and decision outcomes. Course focuses on the professional roles of auditors and the ethical implications of accountant and auditor decisions. Research and presentation are primary components of the course. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT514. Advanced Accounting Systems and Controls (3).

A study of Accounting Information Systems as it relates to system planning, analysis and design, implementation, operation and control. The course will also include information system security, data management concepts and auditing information technology. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT515. Fraud Examination (3).

Course studies procedures to detect and prevent fraud and embezzlement. Case studies exemplifying sound reporting of fraud and embezzlement. The roles of management and the professional responsibilities will be reviewed. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT516. Pass-Through Entities and Advanced Taxation (3).

Analyzes tax treatment off pass through entities including the treatment of partnership/s corporation distributions, withdrawal of an owner, dissolution, sales or exchanges. Other topics include gift, estate and trust taxation. (Prerequisite: Graduate student status or permission of the Department).

ACCT517a. Professional Exam Review- CPA AUD (1).

Detailed review of auditing concepts and procedures.

Topics include professional ethics, assessing risk, developing audit plan, obtaining evidence, forming conclusions and reporting. Designed for students who plan to take the AUD section of the CPA exam. (Prerequisite: Graduate student status or permission of the Department).

ACCT517b. Professional Exam Review- CPA BEC (1).

Detailed review of business environment concepts. Topics include governance, economics and analysis, financial

management, information technology and operations management. Designed for students that plan to take the BEC section of the CPA exam. (Prerequisite: Graduate student status or permission of the Department).

ACCT517c. Professional Exam Review- CPA REG (1).

Detailed review of professional responsibility, business law and federal taxation. Designed for students who plan to take the REG section of the CPA exam. (Prerequisite: Graduate student status or permission of the Department).

ACCT517d. Professional Exam Review- CPA FAR (1).

Detailed review of financial accounting and reporting standards. Topics include the conceptual framework, standards, financial reporting and governmental accounting. Designed for students who plan to take the FAR section of the CPA exam. (Prerequisite: Graduate student status or permission of the Department).

ACCT 518. Advanced Accounting for Government and Non-Profit Organizations (3).

Study of the specialized accounting and financial reporting activities for governmental and other non-profit organizations as required by GASB, FASB, and IFRS. Case studies, simulations and writing to learn are employed to facilitate understanding CAFR's and annual reports for governmental and other non-profits. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT519a. Professional Exam Review- CMA Part 1 (1).

Detailed review of managerial accounting topics of Financial Reporting, Planning, Performance, and Control. Designed for students who plan to take the CMA Exam Part 1. (Prerequisite: Graduate student status or permission of the Department).

ACCT519b. Professional Exam Review- CMA Part 2 (1).

Detailed review of managerial accounting topics associated with financial decision making. Designed for students who plan to take the CMA Exam Part 2. (Prerequisite: Graduate student status or permission of the Department).

ACCT520. Advanced Analytics (3).

Course emphasizes how financial statements are analyzed and interpreted, and results communicated. Models used by business analysts to reformat accounting information from the business-entity to an investor basis are studied. Their uses in establishing asset and business valuations and in financial planning and forecasting are also studied. (Prerequisite: Graduate

student status or permission of the Department.)
Offered once per academic year.

ACCT522. Corporate Taxation (3).

Analyzes tax treatment, tax planning and research techniques involving transactions between corporations and their shareholders; transfers to corporation; capital structure; dividends and other distributions; stock redemptions and liquidations. (Prerequisite: Graduate student status or permission of the Department).

ACCT523. Leadership and Communication (3).

Introduces students to the concept of leadership, explores leadership theory, and provides opportunities to develop leadership skills, relates leadership to ethics and values, and assist students in applying good leadership practice into their current and future roles and responsibilities. Cross listed with SAL 521. Students who have taken SAL 523 may not take this course for credit. (Prerequisite: Graduate student status or permission of the Department). Offered once per academic year.

ACCT524. Tax Research (2).

The course will develop foundational tax research knowledge and skills focusing on the importance and order of law, case law, commentary and treaties. Research will be performed using the professions leading tax research software. (Prerequisite: Graduate student status or permission of the Department).

ACCT550. Topics in Accountancy (1-3).

This course will discuss the current trends and issues in accountancy. The course may be repeated for credit with a different topic. (Prerequisite: Graduate student status or permission of the Department).

ACCT555. Experimental Course (1-6).

ACCT569. Practicum (3).

The student will do a supervised practical work experience in accountancy that will be closely supervised by a faculty member. The practicum can be taken any time upon completion of the first six credit hours or with instructor permission.

ACCT595. Master's Project/Thesis (1-3).

Students may choose to work on a thesis or project under the supervision of the faculty. The finished product provides clear evidence of originality, critical and independent thinking, and organization and format, as appropriate for the discipline. (Prerequisite: Graduate student status or permission of the Department)

Graduate Courses in Athletic Training (AT)

AT500. The Practicing Athletic Trainer (2).

Students will learn the legal and ethical standards of practice as well as the foundations of patient centered care, inter-professional collaboration, evidence based practice, quality improvement, health care informatics. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT501. AT Clinical Skills I (1).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT502. AT Clinical Skills II (2).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: AT501).

AT503. AT Clinical Skills III (2).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: AT502).

AT504. AT Clinical Skills IV (2).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: AT503).

AT505. AT Clinical Skills V (2).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: AT504).

AT506. AT Clinical Skills VI (4).

Students will be assigned to an approved clinical site and preceptor to gain practical clinical experience. Clinical skills previously taught will be assessed. (Prerequisite: AT505).

AT510. Strength and Conditioning (3).

This course integrates the application of scientific principles, concepts, and theories of exercise to improve the condition of the physically active. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT520. Research Methods (3).

Prepares students to utilize the best available evidence and

procedures to perform research and drive clinical practice. Emphasis will be placed on ethics, formulation of a research question, design, data collection, analysis and results presentation. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT521. Pre-Hospital Care I (1).

Students will learn to recognize and manage acute injuries and illnesses in order to provide optimal pre-hospital care. This course also covers basic emergency incident management and understanding of their role and responsibilities within the EMS system. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT521-L).

AT521-L. Pre-Hospital Care I Lab (1).

Students will learn and practice the clinical skills associated with AT521. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT521).

AT522. Pre-Hospital Care II (1).

Students will learn to recognize and manage acute injuries and illnesses in order to provide optimal pre-hospital care. This course also covers basic emergency incident management and understanding of their role and responsibilities within the EMS system. (Prerequisite: AT521 and AT521-L, Co-requisite: AT522-L).

AT522-L. Pre-Hospital Care II Lab (1).

Building on content learned in Pre-Hospital Care I Lab, students will learn and practice the clinical skills associated with AT522. (Prerequisite: AT521 and AT521-L, Co-requisite: AT522).

AT530. Athletic Training Administration (3).

Students will learn to set policies and perform administrative duties related to the management of physical, human, and financial resources in the delivery of health care services. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT531. Examination and Diagnosis I (2).

This course covers essential knowledge for performing a medical history and physical examination, establishing a plan of care, documentation, referral and return to activity considerations. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT531-L).

AT531-L. Examination and Diagnosis I Lab (1).

Students will learn and practice the clinical skills associated with AT531. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT531).

AT532. Examination and Diagnosis II (2).

Building on content learned in Examination & Diagnosis I, this course covers essential knowledge for performing a medical history and physical examination, establishing a plan of care, documentation, referral and return to activity

considerations. (Prerequisite: AT531 and AT531-L, Co-requisite: AT532-L).

AT532-L. Examination and Diagnosis II Lab (1).

Building on content learned in Examination & Diagnosis Lab I, students will learn and practice the clinical skills associated with AT532. (Prerequisite: AT531 and AT531-L, Co-requisite: AT532).

AT533. Examination and Diagnosis III (2).

Building on content learned in Examination & Diagnosis II, this course covers essential knowledge for performing a medical history and physical examination, establishing a plan of care, documentation, referral and return to activity considerations. (Prerequisite: AT532 and AT532-L, Co-requisite: AT533-L).

AT533-L. Examination and Diagnosis III Lab (1).

Building on content learned in Examination & Diagnosis Lab II, students will learn and practice the clinical skills associated with AT533. (Prerequisite: AT532 and AT532-L, Co-requisite: AT533).

AT540. Mental and Behavioral Health (3).

Introduction to the fundamentals of mental illness and psychiatric disorders, as well as factors that cause mental illness and influence patient outcomes. Students will learn to identify, refer, and give support to patients with such conditions. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT541. Therapeutic Interventions I (2).

The essential knowledge regarding treatment and rehabilitation of common injuries and illnesses in the physically active. Students will assess patients in order to establish a plan of care and implement a therapeutic intervention program. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT541-L).

AT541-L. Therapeutic Interventions I Lab (1).

Students will learn and practice the clinical skills associated with AT541. (Prerequisite: Entrance into the Graduate Program in Athletic Training, Co-requisite: AT541).

AT542. Therapeutic Interventions II (2).

The essential knowledge regarding treatment and rehabilitation of common injuries and illnesses in the physically active. Students will assess patients in order to establish a plan of care and implement a therapeutic intervention program. (Prerequisite: AT541 and

AT541-L, Co-requisite: AT542-L).

AT542-L. Therapeutic Interventions II Lab (1).

Students will learn and practice the clinical skills associated with AT542. (Prerequisite: AT541 and AT541-L, Co-requisite: AT542).

AT543. Therapeutic Interventions III (2).

The essential knowledge regarding treatment and rehabilitation of common injuries and illnesses in the physically active. Students will assess patients in order to establish a plan of care and implement a therapeutic intervention program. (Prerequisite: AT542 and AT542-L, Co-requisite: AT543-L).

AT543-L. Therapeutic Interventions III Lab (1).

Students will learn and practice the clinical skills associated with AT543 (Prerequisite: AT542 and AT542-L, Co-requisite: AT543).

AT550. Emergency Medical Services (5).

This course prepares students to perform as competent emergency medical services (EMS) providers. Emphasis is placed on roles and responsibilities of the EMS provider, scene management, triage, patient assessment and treatment of medical emergencies. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT551. Independent Study (1-3).

A program of supervised work in an area of special interest to the student. Graduate students may take up to three credits toward graduation. This course may be used as elective credit, but may not be used in place of required courses.

AT560. Exam Prep (1).

A preparation course for the athletic training Board of Certification Exam.

AT590. Advanced Topics in Athletic Training (1-3).

This course will cover contemporary topics in athletic training and related fields. (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT595. Capstone: Thesis I (4).

This is the first of two-course sequence. Under the direction of a faculty chair, students will design original research and begin writing a thesis manuscript (Prerequisite: Entrance into the Graduate Program in Athletic Training).

AT596. Capstone: Thesis II (4).

This is the second of a two-course sequence. Under the direction of a faculty chair, students will design and implement original research and complete a thesis manuscript. (Prerequisite: AT595).

Graduate Courses in Business Administration – Finance (FIN)

FIN510. Advanced Managerial Finance (3).

Advanced study of major decision-making areas of managerial finance. These include leasing, mergers and acquisitions, joint ventures, corporate reorganizations, financial planning, cost of capital, capital structure and business valuation issues. (Prerequisite: Graduate student status or permission of the Department).

FIN513. Entrepreneurial Finance (3).

This course studies how entrepreneurs obtain and use financial resources. Includes integration of financial matters into a business plan; identification of resources; financial analysis; business valuations; investor and financial institution relations. (Prerequisite: Graduate student status or permission of the Department).

Graduate Courses in Higher Education Administration and Leadership (HAL)

HAL500. Foundations of Higher Education (3).

The study of the history and philosophy of higher education. (Prerequisite: Graduate student status or permission of the Department).

HAL501. Policy & Ethics in Higher Education (3).

The study of policy issues in higher education and the ethical considerations driving them, including diversity, funding, affordability, government policy processes, and measuring and defining the “public good.” (Prerequisite: Graduate student status or permission of the Department).

HAL502. Administration & Leadership in Higher Education (3).

The study of research-based best practices in higher education administration and leadership. (Prerequisite: Graduate student status or permission of the Department).

HAL503. Higher Education Governance (3).

The study of shared governance structures and standards and study of responsibility of governing unites such as boards of trustees or regents, state offices, administrative leadership, and faculty. (Prerequisite: Graduate student status or permission of the Department).

HAL504. Institutional Effectiveness (3).

The study of institutional research, data governance, data-

driven decision making, theories of strategic planning, accreditation, and compliance. (Prerequisite: Graduate student status or permission of the Department).

HAL505. Legal Theories & Higher Education (3).

The study of the interplay between legal theories and higher education. (Prerequisite: Graduate student status or permission of the Department).

HAL506. Higher Education Finance (3).

The study of budget processes in colleges and universities including standards for financial reporting to governments and accrediting agencies. (Prerequisite: Graduate student status or permission of the Department).

HAL507. Retention, Persistence & Completion (3).

The study of retention, persistence, and completion through review of historical and emerging trends. Students investigate and construct models and strategies to monitor, report, and assessment purposes. (Prerequisite: Graduate student status or permission of the Department).

HAL508. Assessment (3).

The study of the history and methods of assessment. Students, through case study research, construct examples of student learning outcomes instruments and systems at course, program, and institutional levels. (Prerequisite: Graduate student status or permission of the Department).

HAL509. Distance Education (3).

Study of history, current research, and standards of teaching effectiveness in distance education. (Prerequisite: Graduate student status or permission of the Department).

HAL510. Theories of Student Learning & Development (3).

The study of how students learn and develop and how this knowledge can be used to support a productive learning environment for all students. (Prerequisite: Graduate student status or permission of the Department).

HAL511. Diverse Student Populations (3).

The study of the history of diversity and inclusion in higher education and the evolving needs for resources and adaptations for emerging needs from diverse student populations. (Prerequisite: Graduate student status or permission of the Department).

HAL550. Topics in Higher Education (1-3).

This course will discuss the current trends and issues in Higher Education. The course may be repeated for credit with a different topic. (Prerequisite: Graduate student status or permission of the Department).

HAL555. Experimental Course (1-6). HAL569.

Practicum (3).

The student will do a supervised practical work experience in a Higher Education that will be closely supervised by a faculty member. The practicum can be taken any time upon completion of the first 6 credit hours or with instructor permission.

HAL600. Capstone Research (3).

Students completing capstone projects construct, implement, and evaluate a project that addresses a contemporary program in higher education. Course may be completed as an embedded internship. (Prerequisite: Permission of the Department).

HAL601. Research Methods (3).

Students completing the thesis requirement learn how to formulate a hypothesis, to construct surveys, to conduct data collection methods, and prepare for data analysis. (Prerequisite: Permission of the Department).

HAL602. Thesis Research (3).

Students completing this requirement analyze data collected in Research Methods, write a research report, and present on findings in formal presentations. (Prerequisite: Permission of the Department).

Graduate Courses in Health Care Administration (HCA)

HCA541. Quality Management (3).

Students will learn to identify, analyze, design, and influence critical organizational processes as a means of achieving quality results. Content focuses on decision-making, implementation, organizational learning, and change management. (Prerequisite: Graduate student status or permission of the Department.)

HCA542. Marketing and Consumer Relations (3).

Course focuses on the influence of the marketplace and the marketing environment on marketing decision making, the determination of the organization's marketing mix, and the system for planning, strolling, and communicating to enhance performance. (Prerequisite: Graduate student status or permission of the Department.)

HCA543. Finance and Accounting Principles (3).

Course offers a foundation of accounting principles and a toolkit for making smart financial business decisions

using data as well as subjective industry integration. Communicate strategies for key internal and external stakeholders is emphasized. (Prerequisite: Graduate student status or permission of the Department.)

HCA544. Informatics and Analysis (3).

Course introduces methods to acquire, store, retrieve, and use data to enhance collaboration and analysis of information that supports quality business decisions. (Prerequisite: Graduate student status or permission of the Department.)

HCA545. Managerial Economics (3).

The course will include foundational economic principles and relate content to leadership strategy by understanding efficiency, effectiveness, value and behavior of the production and consumption of goods and services across an industry. (Prerequisite: Graduate student status or permission of the Department.)

HCA546. Disruptive Strategy (3).

Change will derail an organization. This course will support a manager's ability to use change as a lever to unlock innovation and create opportunities by understanding a business's full potential. (Prerequisite: Graduate student status or permission of the Department.)

HCA550. Topics in Health Care Administration (1-3).

This course will discuss the current trends and issues in Health Care Administration. The course may be repeated for credit with a different topic. (Prerequisite: Graduate student status or permission of the Department.)

HCA555. Experimental Course (1-6).

HCA569. Practicum (3).

The student will do a supervised practical work experience in a Health Care Administration that will be closely supervised by a faculty member. The practicum can be taken any time upon completion of the first 6 credit hours or with instructor permission.

HCA581. Health Systems and Policy Execution (3).

With the significant changes across the health industry, leaders must be aware of the entire organization that needs to integrate in order to function as a unit. This includes understanding, aligning, and integrating policies and practice. (Prerequisite: Graduate student status or permission of the Department.)

HCA582. Political Climate and Regulation (3).

Political issues influence many businesses and health care is no exception. Regulations must be followed but constant fluctuation is difficult and costly to manage. This course will investigate how to focus on key elements that reduce uncertainty. (Prerequisite: Graduate student status or permission of the Department.)

HCA583. Insurance and Payor Sources (3).

The insurance industry drives a significant portion of health care practice through funding options and payor designations. Health managers must have a firm grasp on this topic in order to maximize gains and align organizational strategy with practice. (Prerequisite: Graduate student status or permission of the Department.)

HCA584. Human Resources and Operational Strategies (3).

This course will focus on the operational decisions an organization uses to achieve a long-term competitive advantage. Discussion will include how and why operational strategy is important and incorporate an emphasis on maximizing human capital. (Prerequisite: Graduate student status or permission of the Department.)

HCA585. Applied Health Law and Ethical Practice (3).

This course will merge substantive principles, rules, and standards of legal and ethical practice with real situational dilemmas, tensions, and pressures that impact health care business decisions. (Prerequisite: Graduate student status or permission of the Department.)

HCA586. Research Methods and Thesis (3).

Through qualitative or quantitative inquiry, graduate students will select a topic, conduct a literature review, plan and implement unique research, and evaluate and analyze data. Outcomes may be published and should be of high quality. (Prerequisite: Completion of 21 credit hours of MBA courses).

**Graduate Courses in Sport Management
(SMGT)****SMGT510. Sport Administration (3).**

This course is an overview of the nature and scope of the sport industry. This course is also designed to expand the student's understanding of various leadership and management theories, research, and their application to sport organization and administration. (Prerequisite: Graduate student status or permission of the Department.)

SMGT511. Sport Ethics (3).

This course investigates moral and ethical issues in sport and judgments. This course will examine the concept of right and wrong behavior among athletes, coaches, spectators, as well as other ethical issues in sport such as cheating, sportsmanship, PED use and violence. (Prerequisite: Graduate student status or permission of the Department.)

SMGT512. Sport Sales (3).

The purpose of this course is to promote critical examination of theory and practical application with regard to sales and promotion in sport. With the development of an understanding of foundational concepts, students will be challenged to examine theory and practice a variety of sales strategies and promotional tools. (Prerequisite: Graduate student status or permission of the Department.)

SMGT521. Sport Law (3).

This course will examine legal issues including negligence, constitutional law, product liability, administrative law, and contract law as it applies to the sport industry. (Prerequisite: Graduate student status or permission of the Department.)

SMGT522. Sport Marketing (3).

This course is designed to introduce students to all aspects of planning, organizing, marketing, evaluating and conducting special and sport events. Specifically, this course will examine the difference of marketing organizations such as the NBA versus individual athletes or events. (Prerequisite: Graduate student status or permission of the Department.)

SMGT523. Leadership and Communication (3).

Introduces students to the concept of leadership, explores leadership theory and provides opportunities to develop leadership skills, relates leadership to ethics and values, and assists students in applying good leadership practice into their current and future roles and responsibilities. (Cross listed with ACCT523. Students who have taken ACCT523 may not take this course for credit.). (Prerequisites: Graduate student status or permission of Department)

SMGT531. Sports History (3).

This course examines the history of sports. Students will explore how athletic activities were transformed into spectator sports at the collegiate and professional level, and how sports reflected and informed issues such as race, class, and gender.

SMGT533. Sport and Gender (3).

An effort to understand the role of women in sport, this course is designed to study concepts about cultural, social-psychological and physiological considerations associated with gender and transgender participation in sport and physical activity.

SMGT535. Sport Issues (3).

This course examines contemporary issues in sport, focusing on the context in which sport administrators will function and the place that sport holds in society and as

a social phenomenon.

SMGT536. Intercollegiate Sport (3).

The intercollegiate athletics course will examine the development of athletics within American institutions of higher learning with an emphasis on prevailing issues affecting college athletics, including recruiting, realignment, pay for athletes, and reform.

SMGT537. Youth Sport (3).

This course will examine the development of youth athletics, little league to high school, within American institutions with an emphasis on the prevailing issues that underlie the developments and the major problems affecting youth athletics, including specialization and participation fees.

SMGT538. Sport in Film (3).

The course offers a critical examination of visual representations of sport in popular film. This course seeks to facilitate a deeper understanding on the ways in which social issues are represented in films related to sport.

SMGT541. Facility and Event Management in Sport (3).

This course is designed to develop an understanding of sport event management and sport facility management practices, policies, procedures, and the ways in which the two areas are interrelated in the sport marketplace.

SMGT543. Advanced Coaching (3).

This course is designed to cover various areas in coaching. The course will address each of the coaching competency areas as set by the National Association for Sport and Physical Education (NASPE).

SMGT546. Sport Finance (3).

This course teaches the financial skills necessary to sport managers. Students will examine financial strategies related to sport entities and organizations and will be introduced to current economic and financial issues that impact the sport industry.

SMGT548. Sport Psychology (3).

This course examines psychological theories and research related to sport and exercise behavior. The course is designed to introduce you to the field of sport and exercise psychology by providing an in-depth view of the major topics in the area.

SMGT550. Advanced Topics in Sport Management (3).

This course will discuss the current trends and issues of importance to the practitioner in sport administration and leadership in professional sports, intercollegiate sports, and youth sports.

The course may be repeated for credit with a different topic. SMGT555. Experimental Course (1-6)

SMGT569. Practicum (3).

The student will do a supervised practical work experience in a sport organization that will be closely supervised by a faculty member. The practicum can be taken any time upon completion of the first year courses or with instructor permission.

SMGT572. Thesis Preparation (3).

The student will implement thesis research proposal, and prepare and complete literature review and research design with appropriate methods so that the student will be in a position to successfully complete and defend the thesis in the following semester.

SMGT579. Thesis (3).

The student will do a supervised thesis demonstrating quality research, analysis and writing ability. The thesis is to be completed during their second year, demonstrating skill to merit an M.A. in Sport Administration and Leadership.

Graduate Courses in Criminal Justice (SCJ)

SCJ500. Criminology and Prevention Policy (3).

Advanced criminology and crime prevention readings are used to examine recent criminology and public policy. Participants learn policy dimensions of criminology theory and use critical thinking, research methods, and writing skills to create a timely research or program proposal. (Prerequisite: Admission to MA in Criminal Justice Program). Fall.

SCJ503. Advanced Criminal Procedure and the Constitution (3).

Using Supreme Court cases, this course examines the rights of those accused of crimes throughout the criminal justice process—from the onset of police investigation to an inmate's last legal appeal. Special attention given to the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments to the U.S. Constitution. (Prerequisites: SCJ500). Fall.

SCJ505. Advanced Topics in Homeland Security (3).

Focuses on issues such as foreign and domestic terrorism, cyber-crimes and other non-military threats against internal U.S. security. Will also explore the structure of international criminal organizations and how they are investigated and prosecuted. (Prerequisites: SCJ503 and SCJ504).

SCJ506. Advanced Community Policing (3).

Analysis of relationships between policing agencies community partnerships, community policing,

performance evaluation, police roles and discretion. Explores persistent problems, including: perception, attitudes, beliefs, values, demography, race and ethnicity issues, violence and collective behavior, special populations, media, and crime prevention. Focus on research-based policy articles on policing. (Prerequisites: SCJ503 and SCJ504). Spring.

SCJ509. Civil Liberties Seminar (3).

Focuses on an important historical or contemporary civil liberties issue, such as the rights to freedom of expression, assembly, privacy, due process of law, and others. Will explore tension between liberty and security inherent in our criminal justice system. Issues considered may vary by semester. Offered as needed.

SCJ510. Legal Research Methods (3).

Students will learn skills necessary to performing research-oriented tasks such as briefing court cases, preparing memos, and writing legal articles. Students will learn to locate court documents and to interpret and incorporate these documents into their research projects. Throughout, students will gain insight into judicial reasoning and decision-making. Offered as needed.

SCJ511. Crime and the Media (3).

Explores the portrayal of crime across several different forms of media, including music, television and film, the news and the Internet. Special attention is paid to the inaccurate portrayal of criminality and how this connects to theories of deviance.

SCJ512. Advanced Wrongful Conviction Seminar (3).

A deeper investigation and analysis of the causes of wrongful convictions explored in SCJ402. Students are required to conduct original research and write a course paper under the supervision of the instructor.

SCJ515. Advanced Death Penalty Seminar (3).

A deeper investigation and analysis of the legal, historical, and philosophical issues related to capital punishment in the United States. Students are required to conduct original research and write a course paper under the supervision of the instructor.

SCJ520. Advanced Corrections (3).

Analysis of theories and practice of correctional institutions, probation and parole. Focus on philosophical justifications for punishment, modes of correctional intervention, the impact of the incarcerative environment on the inmate and society, and issues of reentry. Exposure to social, political, economic, and organizational factors affecting correctional policies.

SCJ525. Graduate Research Methods 1: Methods of Data Collection (3).

Familiarizes graduate students with the mechanics, “best practices,” and strengths and weaknesses of data collection methods used in the social sciences. Discusses research design, measurement evaluation, and introductory data analysis. Students will research, evaluate, and discuss methodologies, draft their thesis proposal and literature review, and select a thesis committee chair.

SCJ550. Advanced Topics in Criminal Justice (3).

A seminar that examines a particular topic of interest to faculty and students not typically covered in other courses. Topics vary but will generally treat a particular issue relating to policing, corrections or legal studies (Prerequisites: SCJ503 and SCJ504). Spring.

SCJ555. Experimental Course (1-6).

SCJ560. Family Theories of Delinquency (3).

Graduate seminar focusing on understanding the ways in which family-level variables are associated with individual-level and societal-level crime and delinquency. Each week students will read theoretic and empirical works and meet to discuss them as a group.

SCJ575. Graduate Research Methods II: Methods of Data Analysis (3).

Familiarizes graduate students with the purpose and mechanics of quantitative and qualitative data analysis methods used in the social sciences. Discusses parameter estimation, inferential statistics, correlational and associative techniques, linear regression, graphic presentation of data, and analysis of qualitative data. Students receive hands-on experience using statistical processing software. (Prerequisite: SCJ525).

SCJ590. Advanced Practicum (3).

Field placement in a professional criminal justice situation working with a local court, law firm, police agency, a state probation, corrections, or parole agency, prisoner reentry, federal law enforcement agency, or an educational group influencing legislation - applies criminal justice knowledge to the practitioner setting and goals. (Prerequisite: Admission into the Graduate Program in Criminal Justice). Fall.

SCJ595. Research Hours (1-3).

Directed research and writing under faculty supervision. Can be repeated for up to a maximum of 6 credits.

SCJ599. Thesis Defense (3).

A thesis normally requires a minimum fifty page research project of publishable quality focusing on a relevant scholarly issue. This requires substantial research,

analysis, and writing. Students are expected to defend their thesis before their committee in the summer of their fifth year, demonstrating skill to merit an M.A. in Criminal Justice. (Prerequisite: SCJ575). Summer.

Graduate Courses in Teacher Education (TED)

T ED550. Topics in Education (1-3).

This course will discuss the current trends and issues in Teacher Education. The course may be repeated for credit with a different topic. (Prerequisite: Graduate student status or permission of the Department).

T ED555. Experimental Course (1-6).

T ED571. IB – Beliefs and Values of PYP: Classroom Practice (3).

Students will examine the international Baccalaureate Organization beliefs, values, and international-mindedness from the PYP perspective. Students will be introduced to the Primary Years Programme (PYP), in the International Baccalaureate, as a philosophy and framework to promote teaching and learning and international-mindedness. (Prerequisite: written departmental approval)

T ED572. IB – The Written Curriculum (3).

Students will explore what curriculum is; what we want to learn (knowledge, concepts, skills, attitudes, and action) via the written curriculum from the PYP perspective. Students will explore definitions of international-mindedness and will articulate their understandings of the behavior associated with the learner profile and the developing child. (Co-requisite: T ED571).

T ED573. IB – The Taught Curriculum (3).

Students will explore how students learn best; the connections between the written curriculum and classroom practice (why, what, and how to plan) via the taught curriculum from the PYP perspective. Students will explore how learners construct meaning including how understanding is acquired and what differentiates it from knowledge. (Co-requisite T ED571).

T ED574. IB – The Assessed Curriculum (3).

Students will explore how we will know what we have learned (assessing, recording, and reporting) via the assessed curriculum from the PYP perspective. Students will investigate the integral role of assessment and reporting for learning and teaching. (Co-requisite: T ED571).

T ED575. IB – International Education Policy (3).

Students will critically examine the implications of the historical, cultural, economic, social and political forces

that influence education policy from an international and global perspective. (Co-requisite: T ED571).

T ED576. IB – Research In Education (3).

Students will be introduced to various methods in educational research and will study an area of research methodology relevant to their proposed project or thesis. (Co-requisite: T ED571).

T ED577. Project / Thesis: Understanding the PYP from Analysis to Synthesis (3).

This project/thesis will focus on inquiry and school and community-based research into understanding learnings, curriculum development and pedagogy, assessment, teacher collegiality and leadership or international – mindedness, with reference to IB policy and practice. (Prerequisites: T ED571, T ED572, T ED573, T ED574, T ED575, T ED576, or instructor permission).

T ED578. Comparative International Education (6).

Students will examine the educational systems of selected nations with analysis of various social, historical, political and economic forces in relation to their effect on the establishment of education practices. Study Abroad Component. (Prerequisite: Admission into the T ED Graduate Program).

T ED579. Assessment and Evaluation (3).

Students will critically examine goals, objectives and testing techniques; creation of teacher-made tests and interpretation of standardized tests; recording and reporting test results; and the use of the test results in planning. (Prerequisite: Admission into the T ED Graduate Program).

T ED580. School Law (3).

Students will examine formal and informal legal dimensions of the American system of education. Students will become knowledgeable about the legal limits on teachers in daily school operations. (Prerequisite: Admission into the T ED Graduate Program).

T ED581. Inquiry – Based Reading Instruction (3).

Students will extend the concept of literacy teaching in elementary grades, focusing upon assessment-based instruction. Content includes wide range of literacy topics including classroom-based assessment, evaluation and instruction. Meets the Michigan reading requirements for certificate renewal and professional certificate. (Prerequisite: Admission into the T ED Graduate Program).

T ED582. Urban Education (3).

Students will combine theoretical study with first-hand observations of the urban school. Emphasis is on probing the uniqueness of the urban school subculture and its problems, the nature of the social forces that directly

impinge on its functioning and discernment of the basic similarities which characterize schools servicing socio-geographical populations. (Prerequisite: Admission into the T ED Graduate Program).

T ED583. Second Language Teaching and Learning (3).

Students will examine the methodology, materials and curricula appropriate for use with non-English speaking pupils and pupils who have learned or are learning English as a second language. (Prerequisite: Admission into the T ED Graduate Program).

T ED584. Literacy in the Content Area (3).

In this course, students will analyze the application of literacy instruction to all content areas; Determining the readability of instructional materials; determining the suitability of instructional materials for given students; recognizing the basic and unique literacy skills required in various content areas and evaluation of student abilities in using those skills; using various strategies for improving student literacy in the content area. (Prerequisites: T ED571, T ED572, T ED573, T ED574, T ED575, T ED576, T ED577).

Faculty, Administration, and Trustees

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Faculty

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Michael Allen (1986-2017)

Professor of Theatre

J. Gregg Arbaugh (1957-1986)

Professor of Physical Education

Bill Bachman (1981-2017)

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Jeffrey P. Berry (1985-2009)

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Henry W. Cetola (1979-2003)

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Robert J. Gillis (1956-1986)

Professor of Physical Education

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Professor of Geology

Judith Hammerle (1977-2008)

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Professor of History

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Thomas D. Nelson (1974-2008)

Professor of Psychology

Joseph B. Noffsinger (1967-1998)

Professor of Earth Science

Shirley M. Pipes Thomas (1979-1997)

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Robert A. Ploegstra (1965-1995)

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Betty L. Skillman (1970-2000)

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James O. Watson (1968-1996)

Professor of Mathematics

Craig A. Weatherby (1978-2015)

Professor of Biology

Milledge W. Weathers (1968-1991)

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John A. Weeks (1970-1998)

Professor of History

Richard E. Werstler (1965-1985)

Professor of Teacher Education

Ching-Kuei Wu (1965-1985)

Professor of Biology

Levon L. Yoder (1965-2009)

Professor of Physics

K.S. Xavier (1966-1993)

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Administration

Office of the President

Jeffrey R. Docking (2005)

President

B.A., Michigan State University; M.Div.,
Garrett- Evangelical Theological Seminary;
Ph.D., Boston University

Cindy A. Beaubien (1995)

Assistant to the President for Events and Special Projects
Ferris State University, Adrian College

Andrea R. Saylor (2005)

Chief of Staff, Office of the President; Assistant
Secretary to the Board of Trustees
B.A., Adrian College; M.Ed. University of Toledo

Office of Alumni Affairs

Jennifer Carlson (2018)

Director of Alumni Relations
B.A., Adrian College, M.A. Siena Heights University

Office of Chaplain and Church Relations

TBD

Division of Academic Affairs

Andrea R. Milner (2009)

Vice President and Dean of Academic Affairs
B.Ed., M.Ed., Ph.D., University of Toledo

Christine M. Knaggs (2016)

Dean of Graduate Studies and Institutional Effectiveness
Associate Professor of Teacher Education
A.B., Harvard College; M.Ed., Ph.D., University of
Toledo

Katie Rasmussen (2016)

Assistant Dean of Academic Affairs
Assistant Professor of Core
B.A., M.A., Ball State University; Ph.D., Wayne State
University

Christine S. Adams (2008)

Information Services Support
B.S., Central Michigan University

Marcia Jo Boynton (2008)

Director of the Institute for Health Studies

B.A., Wittenberg University; J.D., University of Akron
School of Law

David A. Cruse (1999)

Associate Librarian, Electronic Resources
Head Librarian
B.A., Indiana University; M.L.S., Indiana University

Janna D'Amico (2005)

Director of The Institute for Career Planning
B.A., Adrian College

Benjamin Ernst (2013)

Director of Academic Services
B.A., M.A., University of Michigan

Melissa Freshcorn (2009)

Executive Administrative Assistant
B.S., Ferris State University

Richard D. Geyer (1991)

Librarian, Reference Services
B.A., University of Minnesota; M.I.L.S., University of
Michigan

Amanda McGovern (2019)

Accessibility Services Specialist
B.A., M.S.W., University of Michigan

Dawn M. Milner (2019)

Teacher Certification Officer
B.Ed., M.Ed., University of Toledo
Ph.D., Mercer University

Stephen Mitchell (2016)

Assistant Director of Academic Services
B.A. Washburn University, MA Texas Tech University

Kristina Schweikert (2007)

Registrar
B.A., Tiffin University; M.A., Siena Heights University

Jessica Sword (2018)

Teacher Education Placement Coordinator
B.A., M.Ed., Siena Heights University

Hannah Warner (2017)

Assistant Registrar
B.A., Adrian College

Division of Business Affairs

Jerry Wright (2009)

Vice President for Business Affairs and CFO
B.A., Michigan State University; M.B.A., Loyola
University of Chicago

Matthew G. Armentrout (1998)

Facilities Coordinator
B.A., Adrian College

Jenna Blackburn (2018)

Technology Support Coordinator
B.S. Adrian College

Christina Corson (2019)

Director of Human Resources
B.S., Central Michigan University;
M.A., Siena Heights University

Sharon Burns (2018)

Controller
B.A. Spring Arbor University; M.A. Spring Arbor University

Andrew Claiborne (2008)

Support Specialist, Information Technology Services
A.A. Dutchess Community College; B.S., State University College at Old Westbury

Amber Curtis (2017)

Payroll Specialist

Rachelle M. Duffy (1995)

Director of Auxiliary Services/Bookstore Manager
B.A., Adrian College

DeAnne Lewin (2008)

Director of Conferences

Chris A. Momany (2016)

Event Tech Specialist
B.A., Adrian College

Jolene Nofzinger

Human Resources Assistant
B.S., Huntington University; M.S., Eastern Michigan University

Darin Seiler (2019)

Director of Information Technology Services
B.B.A. University of Toledo; M.B.A. University of Findlay

Chris Stiver (1996)

Director of Physical Plant Operations

Barbara Stundon (2018)

Director of Student Business Services
B.S. Mercy College

Raymond Lee Thomas (2010)

Support Specialist, Information Technology Services

Daniel Thompson (2015)

Blackbaud Data Base Assistant
B.A., Siena Heights University

Donna Ward (2014)

Director of Purchasing

Shelly White (2019)

Assistant Controller
B.B.A. Siena Heights University

Cindy J. Wingfield (2010)

AP Coordinator

Division of Development**James Mahony (2006)**

Vice President for Development
B.A., Adrian College; M.A. Bowling Green State University

Division of Enrollment

Frank J. Hribar (2010)

Vice President for Enrollment
B.A., M.A. Siena Heights University
D.B.A., Bilkent University

Mickey Alvarado

Marketing Specialist

Lesley Carson (2014)

Executive Assistant to Vice President for Enrollment
and Student Affairs

Sophie Cucci (2020)

Admissions Counselor
B.A. University of Michigan

Ben Gilsdorf (2020)

Financial Aid Counselor
B.A., St. Joseph College; B.M., Siena Heights
University

Blake Hairston (2017)

Admissions Counselor
B.B.A., Adrian College

Allison Hulshof (2013)

Administrative Assistant and Admissions Visit Coordinator
B.A., Siena Heights University

Brandi Jacek (2019)

Admissions Counselor
B.B.A. Adrian College

Kevin Johnson (2019)

Admissions Counselor
B.A. Adrian College

Lori Kosarue (2020)

Assistant Vice President of Enrollment
B.A., M.A., Siena Heights University

Bonnie Lynch (2015)

Admissions Counselor
B.A. Miami University; M.A. Siena Heights University

Stefanie Mineff (2014)

Financial Aid Counselor
M.A., Spring Arbor University

Jarrett Patterson (2015)

Admissions Counselor
B.B.A. Adrian College

Darrian Pitcher (2017)

Multimedia Coordinator

B.A., Adrian College

Hollie Smith (2014)

Creative Director/Marketing Director

Patrick Stewart (2015)

Sports Information Director
B.S., Ohio University

Stephanie Updike (2017)

Director of Admissions
B.A., Indiana University-Purdue

Joseph R. VanGeison (2012)

Assistant Vice President of Enrollment
B.B.A., M.A., Sport Administration and Leadership,
Adrian College

Kim Williams (1994)

Admissions Application Coordinator

Division of Recruitment & Enrollment

Athletics

Michael P. Duffy (1984)

Director of Athletics
B.A., B.B.A., Adrian College; M.S., United States Sports
Academy

Ali G. Alamdari (2008)

Women's Head Soccer Coach
B.A., M.A., Western Michigan University

Brett Asher

Head Coach Women's Lacrosse

Gary Aсталos (2016)

Men's Club Hockey Coach
B.B.A., Eastern Michigan University

Aaron Bain

Head Coach ACHA Division 2 Men's Ice Hockey

Ellen Barker

Head Coach Acrobatics and Tumbling

Kim Brown

Administrative Assistant

Seth Borton (2014)

Bass Fishing Head Coach
B.A., Siena Heights University

Ashley T. Carlson (2011)
Women's Head Synchronized Skate Coach
B.A., Miami University

Cliff Cushard
Head Coach Women's Wrestling

Nikki Czuhajewski
Head Figure Skating Coach

James I. Deere
(2007) Football Head
Coach B.A., Adrian
College

Zach Elbin (2019)
Head Coach Men's Tennis

Toby M. Ernst
(2007) Equipment
Manager B.A.,
Adrian College

Jamison M. Fetter (2004)
Head Athletic Trainer
B.S., Defiance College; M.S., Ohio University

Justin Fisher
Head Coach ACHA Division 3 Men's Ice Hockey

Casey Fitzpatrick
Head Coach Men's Volleyball

Brent Greenwood (2017)
Head Coach Club Baseball
B.A. Adrian College

Darrin Griewahn (2019)
Head Coach Men's Bowling and Women's Bowling

Hannah Griffin
Head Coach ACHA D1 Women's Hockey

Michael Hatfield (2020)
Head Coach Men's Soccer

Miranda Kiser
Head Coach Club Softball

Adam Krug (2014)
Men's Hockey
Coach B.A., Adrian
College

David Kwan (2012)
Women's Head Volleyball Coach B.A.,
M.S., York University

Kyle Lindsay (2017)
Head Coach Men's Basketball
B.A. Adrian College

Ashley Marinacci (2015)
Head Coach Softball

Barb Maynard
Administrative Assistant/Arrington Arena Office Manager

Ryan McDonald
Head Coach Men's Soccer

Kathleen S. Morris (1992)
Women's Head Basketball Coach
B.A., Muskingum College; M.S., Ohio University

Scott Morrison (2014)
Men's Head Lacrosse Coach

Jade Osterhout
Assistant Sports Information Director

Kourtney Ouellette
Head Coach Cheer/Dance

Michael Prang
Assistant Sports Information Director

Tylar Prater
Head Coach ACHA Division 2 Men's Ice Hockey

Jody Prime
Equestrian Coach

I. Craig Rainey (1990)
Head Baseball Coach and Associate Athletic Director
B.A., Adrian College

William Schindel Jr. (2016)
Men's and Women's Head Wrestling Coach
B.A., University of Mount Union

Meg Sharp (2009)
Assistant Athletic Trainer, Senior Women's Administrator
B.S., Grand Valley State University; M.S., Middle
Tennessee State University

Jennifer Six
Administrative Assistant—Merillat Center

Shawn Skelly (2018)
Head Coach NCAA Women's Hockey
B.A. Adrian College

Patrick Stewart
Sport Information Director

Jeremy Symington (2012)
Ice Arena Manager
B.S., St. Lawrence University

Brian Thill (2016)
Men's and Women's Track and Cross
Country Coach B.S., University of
Wisconsin-Stevens Point
M. Ed., Defiance College

Bart Thompson
Head Coach Men's Rowing and Women's Rowing

Richard Keith Uecker (2011)
Offensive Line
Coach B.S.,
Auburn
University

Brett Wetzel (2018)
Head Coach Men's Lacrosse

Ryan Williams (2013)
Head Golf Coach
B.A., University of Rochester

Division of Student Life

Melinda Schwyn (2013)
Dean of Student Affairs
B.A., Cleary University; M.A., Western Michigan
University

Wade Beitelshies (2012)
Director of Campus Safety
B.S., Eastern Michigan University

Bart Bradley (2013)
Safety Captain

Gabrielle Dixon (2015)
Resident Life Coordinator

Thomas Doney (2018)
Student Life Coordinator
B.A. Adrian College

Kaitlyn Goodson (2020) Director of
Housing
B.A. Michigan State University

Andy Lopez
Safety Captain

Emeritus Administrators

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Vice President Emeritus
Professor of English and Computer Information Systems

Douglas L. Boyse (1978-1999)
Registrar Emeritus

Stanley P. Caine (1988-2005)
President Emeritus

James A. Dodd (1964-1990)
Library Director Emeritus

O. Ioan Stepp (1973-1985)
Registrar Emeritus

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Chairman of the Board of Trustees

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President of the College

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Partner, PricewaterhouseCoopers Advisory Services, LLC

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Farmington Hills, Michigan
President, Suburban Ice

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Lafayette, Pennsylvania
Retired Divisional President, Becton Dickinson
& Company

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Dallas, Texas
Chairman of the Board, Craft-Barresi Consultants Ltd.

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Bloomfield Hills, Michigan
Senior VP Wealth Manager, Citi Group Global Markets,
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Netherlands

Chief Operating Officer, APM Terminals

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Birmingham, Michigan

Senior Pastor, Birmingham First United Methodist Church

Patrick D. Farver (2007)

Blissfield, Michigan

Chairman, Blissfield Manufacturing Co.

President, USA Sports

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Detroit, Michigan

Senior Pastor, Metropolitan United Methodist Church

Richard A. Gurdjian (1993 – 2007) - (2008)

Adrian, Michigan

President Gurdjian & Associates Financial Services, Inc.

David S. Hickman (1975)

Tecumseh, Michigan

Retired Chairman, of the Board United Bank & Trust

Erin Ibele (2016)

Toledo, Ohio

Retired Exec. VP & Corp. Secretary, Health Care Reit Inc.

James D. Kapnick (2008)

Adrian, Michigan

President/Co-owner Kapnick Insurance Group

Wayne D. Lancaster (2016)

Grosse Pointe Park, Michigan

Professor, Wayne State University School of Medicine

Charles McCallum (2018)

Benton Harbor, Michigan

President, The Extraordinary Berry

Russell F. McReynolds (2006)

Lansing, Michigan

Senior Pastor, The United Methodist Church

Kathryn M. Mohr (1996)

Tecumseh, Michigan

Attorney/Partner, Robison, Curphey & O'Connell

Travis W. Pearse, Jr. (2006)

Jackson, Michigan

President, Global Manufacturing & Assembly Corp.

Robert M. Ransom (2004)

Flushing, Michigan

Retired Judge, Genesee County Circuit Court

G. Curtiss Shaffer (2017)

Chicago, Illinois

Retired COO, Planned Property Management

Sarah E. Shumate (1986)

Miami, Florida

Retired Vice-President for Student Services, St. Thomas University

Marianna Staples (2017)

Dexter, Michigan

Retired Modern Languages Professor, Adrian College

Richard C. Sweebe (2012)

Memphis, Tennessee

President, Summit Holdings

Michael Uckele (2019)

Blissfield, Michigan

President, Uckele Health & Nutrition

Gina Valentino (2016)

Kansas City, Missouri

President, Hemisphere Marketing

Pamela Van Doren (2017)

Adrian, Michigan

Retired Development Director, Promedica Health Systems

Marsha M. Woolley (1994-2007, 2008)

Livonia, Michigan

Senior Pastor, Newburg United Methodist Church

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Davie, Florida

Financial Investor, Price Waterhouse Coopers LLC

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Adrian, Michigan

Faculty Trustee

Megan Abela

Adrian, Michigan

Adrian College Student

TBD

Adrian, Michigan

Adrian College Student

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Adrian, Michigan

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Grosse Point, Michigan

Retired Partner, Price Waterhouse

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Bloomfield Hills, Michigan

Retired Executive Vice President, Daimler Chrysler

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