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

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

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

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

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

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

The first Olivetians had a unique vision of higher education:
1. **Coeducational** — Olivet was the second (first by charter) coeducational college in the nation (Oberlin was first).
2. **Multiracial** — As noted in its first college catalog, Olivet opened its doors to all races. In fact, these visionary ideals, central to today’s concept of liberal arts, seemed so strange and risky to the state legislature that the college was forced to wait 13 years after classes began to be chartered by the state.
3. **Innovative** — Olivet required manual labor along with academic work.
4. **Service-Oriented** — When it was established, the founders of Olivet also developed the surrounding community with the expectation that part of the responsibility of the college was to provide service to the local and broader communities.
5. **Socially Responsible** — As progressive and humane individuals, the founders’ commitment to abolishing slavery resulted in a college opposing oppression, particularly that caused by race.

Today, Olivet's educational experience is embodied in *The Olivet Plan*. All activities at the college are designed to help students deepen their sense of responsibility to themselves and others, and engages students from the moment they walk on campus. Learning outcomes are assessed through a four-year portfolio process. Students work closely with a faculty mentor to create a portfolio of their best work. The portfolio, when coupled with the senior experience, is designed to facilitate the transition from student life into career, advanced degree pursuits and civic life.

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

Accreditation

Olivet College is accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. A copy of the most recent Institutional Annual Report and Institutional Evaluation Report are available in the Office of the President.

Questions about accreditation may also be directed to: The Higher Learning Commission of the North Central Association, 230 S. La Salle, Suite 7-500, Chicago, IL 60604.

Olivet College is also accredited by the Teacher Education Accreditation Council (TEAC). This is a nonprofit organization dedicated to improving academic degree programs for professional educators, who will teach and lead in schools, pre-K through grade 12. TEAC’s goal is to support the preparation of competent, caring and qualified professional educators. The council's primary work is accrediting undergraduate and graduate professional education programs in order to assure the public about the quality of college and university programs. The education program, not the college, school, department or other administrative unit of the institution, receives TEAC accreditation.

Questions about accreditation may also be directed to: Teacher Education Accreditation Council, One Dupont Circle NW, Suite 320, Washington, DC 20036.
Heritage, History and Purpose

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

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

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

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

Olivet, along with two other colleges, formed the Michigan Intercollegiate Athletic Association in 1888, the oldest intercollegiate athletic association in the nation. Olivet College sponsors many intercollegiate sports.

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

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

Charting the Course for Olivet College 2020 and Beyond

Throughout its history, the college community has remained dedicated to the primary objectives Olivet’s founders set out to achieve. Offering multiple areas of study, Olivet continues to meet and exceed the needs of students who attend the college. Under the leadership of current President Steven M. Corey, Ph.D., the college is working toward its vision, “Charting the Course for Olivet College 2020 and Beyond.” The multi-year plan involves input from all of the college’s constituents, including students, faculty, staff, alumni, administrators and trustees, to identify and implement key objectives in charting the course for the future of Olivet.
College Facilities

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

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

Special attention to education in music began in 1863, resulting in the creation of a Conservatory of Music in 1874. In 1888, the conservatory was housed in a building on the site of the present Congregational Church. At the turn of the 20th century, the Conservatory of Music stood alongside the college with a wide reputation for excellence. In 1899, a faculty member founded the Battle Creek Symphony Orchestra. The Upton Conservatory of Music was dedicated in 1974. Concerned with all aspects of the arts, Olivet College purchased and remodeled the movie theatre in downtown Olivet, known as The Oaks, in 1961 to house performing arts events. Always dedicated to improvement, the Performing Arts Department again remodeled The Oaks in 1989 and it served as a space for the performing arts until 2014.

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

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

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

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

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

Burrage Library
Burrage Library is located on the corner of College and Main streets. The original 19th century neo-Romanesque library building, Burrage Hall, was renovated and expanded in 1992, tripling its size and doubling its book storage capacity. The library currently contains over 90,000 books, 500 periodical subscriptions, access to a variety of online databases, as well as special collections and the Olivet College archives. The library provides students with library skills education, interlibrary loan services, individual attention, and a quiet place to study. Burrage Library is open throughout the academic year, with seating for 300 students.
Barker-Cawood Art Gallery
The Visual Arts Department maintains the Barker-Cawood Art Gallery in the Mott Academic Center and arranges shows for a number of students and guest artists throughout the year.

Commuter Lounge
The Commuter Lounge is located on the first floor of the Mott Academic Building and is a great place to go between classes, eat, meet other commuters, relax and do homework. The lounge is furnished with a sofa, chairs, tables, refrigerator and microwave, as well as lockers to store belongings.

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

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

Cutler Fitness Center
Housed in the Cutler Event Center, the fitness center opened in 2008 and includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to all faculty, staff and students. Hours of operation are available through the Athletic Office.

Cyber Café
This café is located in the lower level of the Burrage Library and features coffee drinks, snacks and lunch items.

Lester K. Kirk Center
The main floor of the Kirk Center houses the Chartwells food services office and dining hall. On the lower level are the Olivet College Bookstore, mailroom, media center and the Comet Café.

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

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

MacKay Gymnasium
The MacKay Gymnasium is an athletic building used for varsity and intramural athletics, recreation and physical education courses. The basketball court and MacKay stage are open for general student use when not otherwise scheduled for varsity, intramural, extramural or classroom activities.

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

Mott Convenience Center
This center is located on the second floor of the Mott building and is open Monday–Friday with a wide variety of beverages, snacks, and lunch items.
Kula Samba Theatre
This theatre is located in the lower level of the library next to the Cyber Café. The theatre is named after a 1973 Olivet College graduate who served as a nurse in Africa and who was executed in 1998 for fighting for the civil liberties of children. The theatre is open throughout the week and available for private functions.

Charles Stewart Mott Academic Center
The Charles Stewart Mott Academic Center is the academic heart of Olivet. In addition to numerous faculty offices and classrooms, the academic center houses the Academic Affairs Office, Betsy Dole Women’s and Gender Resource Center, Student Services, Planetarium and Beman Observatory, The Barker-Cawood Art Gallery, The Mott Auditorium, the Gruen and Speare Student Resource Center, the Office of Student Life and Campus Safety.

Frederick S. Upton Center
The Upton Center is an athletic building used for varsity and intramural athletics, recreation and physical education courses. The indoor swimming pool and basketball court are open for general student use when not otherwise scheduled for varsity, intramural, extramural or classroom activities. Please contact the Athletic Department for hours of operation.
The Olivet Plan

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

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

Along with college-wide studies and studies in their majors, students have the opportunity to participate in cross-disciplinary learning communities and attend events in our ongoing Lecture and Symposium Series, in which they benefit from the wisdom and experiences of regularly-scheduled outside speakers. All students complete a graduation-level portfolio, compiling their best work over their time at Olivet College. Students also are encouraged to participate in the Intensive Learning Term (ILT), during which time they enroll in only one intensive course. ILT allows students and faculty to pursue special projects on- and off-campus and travel courses free of conflicts with other course obligations.

Educational Outcomes, Portfolio and Seminar

Educational Outcomes

All Olivet College graduates are required to demonstrate their best work in the following six educational outcomes:

1) Reasoning and critical thinking in the discipline
2) Writing in the discipline
3) Oral presentation of information
4) Active role in a group project
5) Social responsibility as it relates to the major
6) Individual responsibility as it relates to the major

Additional program-specific educational outcomes are required by the various programs of study at the college. Exhibits illustrating the student’s best work in specific educational outcomes are compiled into a single volume by each student. The compilation of this portfolio of work is a graduation requirement for all students and is described more fully below.

Portfolio

The goal of the portfolio is to assist students in taking responsibility for their education through a process of self-assessment, educational planning and goal-setting, and through development of individual portfolios demonstrating learning, competency and achievement. In addition to exhibits illustrating the student’s best work in specific educational outcomes, the portfolio includes annual statements of mission and self-evaluations by the student, as well as a professional resume regularly updated over the course of study. Through developing the portfolio over their course of study, students develop a commitment to learning beyond individual courses and course grades. The program helps them to develop the ability to integrate learning from the full range of learning experiences, including involvement in both curricular and co-curricular activities.

Portfolios are evaluated regularly by faculty advisors over a student’s course of study. Final review of the portfolio occurs within the student’s senior year. Each student graduating from Olivet College must produce a portfolio demonstrating his or her best work in college-wide and program-specific educational outcomes. Formal validation of a student’s portfolio occurs as a student presents himself or herself for graduation.

Seminar

The portfolio compilation process is directed in seminar, a required course for all students. Beginning in the first year and continuing every semester until the student graduates, every student enrolls in a required, one semester hour seminar conducted by faculty advisors in his or her chosen field of study. The long-term involvement with a mentor and a cohort group allows students to establish the relationships that will help them succeed at Olivet and in the future. In these seminars, students compile a portfolio of their best work to date that addresses each of the six college-wide educational outcomes and any additional...
program-specific outcomes. Students also work with their advisor and participate in career and professional preparation activities. The portfolio serves to demonstrate that every student is progressing toward his or her educational goals.

**Liberal Arts Core Curriculum**

The Liberal Arts Core Curriculum at Olivet College consists of a sequence of required courses providing common learning and shared experiences for all undergraduates. It forms the foundation for a liberal arts education at the college. The courses of the Liberal Arts Core Curriculum link skills, orientations, and educational outcomes with Olivet’s academic vision of *Education for Individual and Social Responsibility*.

Core courses and program areas encompass the traditional disciplines of the liberal arts: Writing and Rhetoric I and II; Civilization Studies; Self and Community; Mathematics; Natural World; Creative Experience; and Global Diversity. Additionally, the core curriculum requires at least one course involving Service Learning and a Senior Experience course in the major, serving as a capstone course for the student. The various components of the Liberal Arts Core curriculum are described below.

### Liberal Arts Core Curriculum Requirements

(39-43 credit hours)

<table>
<thead>
<tr>
<th>Seminar (IDS 499)</th>
<th>Writing &amp; Rhetoric I &amp; II</th>
<th>Self &amp; Community</th>
<th>Civilization Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 111 &amp; 112</td>
<td>IDS 151</td>
<td>IDS 211</td>
<td></td>
</tr>
<tr>
<td>6 credits (2 courses)</td>
<td>3 credits</td>
<td>3 credits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creative Experience</th>
<th>Natural World</th>
<th>Global Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits (choose from menu)</td>
<td>3-4 credits (choose from menu)</td>
<td>6 credits (choose 2 courses from menu)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Service Learning</th>
<th>Senior Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 credits (required course depends upon major)</td>
<td>1 - 3 credits (recommended course depends upon major)</td>
<td>3 credits (required course depends upon major)</td>
</tr>
</tbody>
</table>

**Writing and Rhetoric I and II**

Developing effective writing and rhetorical skills is the main focus of these courses. Students at Olivet College must enroll in a writing course during each semester of study until the final course of the writing sequence, IDS 112 Writing and Rhetoric II, is satisfactorily completed. The Assistant Dean for Academic Records has been granted permission to implement and enforce this policy.

**Civilization Studies**

This course addresses the study of major ideals, events and personalities from recorded history. The examination of social institutions is designed to enhance student skills in political and social analysis and critical thinking in the context of the study of world civilizations.

**Self and Community**

In this course, students engage in self-evaluation and the process of socialization. The course content covers individual and social responsibility, ethical/moral character, spiritual/philosophical self-awareness, awareness of social identity groups, and the role of diversity in the world. This course assists students in becoming more sophisticated in thinking and awareness about themselves and the world.
Mathematics
Students successfully complete a course in mathematics, with a grade of C or higher, at the MTH 120 level or higher, or a course in another department which has a substantial quantitative component and has been pre-approved by Mathematics and Computer Science Department faculty. The particular course required depends upon the major field of study.

Natural World
Students complete a course in the natural or physical sciences engaging critical thinking via the scientific method, selected from a menu of courses.

Creative Experience
Students have the opportunity to participate in an experiential course, selected from a menu of courses, in one of the humanistic disciplines of literature, music, theatre or visual art.

Global Diversity
The college’s Global Diversity requirement reflects the Olivet commitment to provide a liberal arts education preparing students to effectively participate as responsible citizens in a global context. Students are able to choose any two courses from a menu of courses which allow them to explore diversity in a global context. These courses include cross-cultural studies, language studies, and immersion experiences in cultures beyond the predominant cultural environment of the United States, as well as explorations of diversity within our pluralistic society.

Service Learning
Olivet students will engage in a Service Learning project that addresses community needs while at the same time developing in them an ethic of individual and social responsibility. The Service Learning requirement combines first-hand community service experience with careful and extensive reflection on that experience. Each Service Learning course requires students to spend a minimum of 40 hours serving the needs of the community. Such service will be accompanied by reflection on that experience under the direction of faculty. Although community service is in itself a worthy activity, the main purpose of the Service Learning requirement is to enhance the student's learning by participating in an active, community-based pedagogy.

Senior Experience
The Senior Experience at Olivet College is a culminating educational experience required of every student. The focus of the Senior Experience involves capstone major courses and/or projects with the goal of preparing the student to make the transition to graduate school and/or a career in his or her chosen fields of study, as well as assist students in summarizing and synthesizing four years of undergraduate learning.

For more detailed discussion of specific aspects of the Liberal Arts Core Curriculum, please see the Degree Programs and Requirements section of this catalog.
College Traditions

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

Fall Semester

- **President's Opening Convocation** — the first convocation of the year in which the history and traditions of the college and the plans for the future are described.

- **Stand-Up** — a ceremony held at the beginning of each year at which students, faculty, staff and townspeople are introduced to one another.

- **Homecoming** — each fall, parents, friends and alumni are welcomed back to campus to celebrate Homecoming. Students participate by organizing and participating in the Homecoming court competition, Midnight Breakfast, alumni gatherings, Greek Open Houses, music, athletic events and much more.

Spring Semester

- **Pledging** — held each year from late January through early February at which time Greek societies recruit students to join their organizations. A traditional period of organizational learning, bonding and building of organizational spirit culminates with the presentation of the pledge class.

- **Founders’ Day** — a special day in February set aside to commemorate the founding of Olivet College in 1844.

- **Honors Convocation** — every spring, the college recognizes the achievements of our students.

- **Baccalaureate** — a special church service for the graduating class and family members, held each year in the Olivet Congregational Church.

- **Commencement** — a ceremony held each year in May to recognize graduating students.

Ongoing Traditions

- **Lecture and Symposium Series** — Olivet College provides an ongoing, thematically-based Lecture and Symposium Series to link the entire college as a learning community. This series explores the many dimensions of *Education for Individual and Social Responsibility*.

- **Service Day** — held twice a year, students, faculty and staff participate in service projects to benefit the school and surrounding communities.
Undergraduate Graduation Requirements

To graduate from Olivet College with a Bachelor of Arts (B.A.) degree, each student must complete a portfolio of his or her best work in the six college-wide educational outcomes, approved by the student’s portfolio committee (see Portfolio Graduation Requirement below). In addition, a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some majors have higher GPA requirements for graduation. The student must also complete all requirements for an academic major offered at the college and complete all required courses and coursework in the Liberal Arts Core Curriculum. Students may also choose to pursue a minor program of study. An academic minor represents an organized group of courses similar to those offered in a major. If students choose to pursue a minor in addition to their major, they must maintain a 2.00 GPA in all courses completed in the minor as well as all courses completed in the field of the major.

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

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

Major and Minor Degree Requirements

For specific course requirements for each academic degree program, please refer to information provided in the Academic Programs and Degree Requirements section of this catalog.

Liberal Arts Core Requirements

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

Portfolio Graduation Requirement

Compilation of a portfolio is a graduation requirement for all students. A student’s advisor of record and a non-department reviewer must review and approve the portfolio prior to graduation. Students are strongly encouraged to submit their portfolios for graduation validation at least one semester before their planned graduation date. The portfolio consists of a series of exhibits demonstrating the student’s best work in the six college-wide educational outcomes at Olivet College:

1) Reasoning and critical thinking in the discipline
2) Writing in the discipline
3) Oral presentation of information
4) Active role in a group project
5) Social responsibility as it relates to the major
6) Individual responsibility as it relates to the major

Demonstration of the student’s best work in additional program-specific educational outcomes is also required by the various degree programs at the college. Exhibits illustrating the student’s best work in the college-wide as well as program-specific educational outcomes are compiled into a single volume by each student. In addition to these exhibits, the portfolio also includes annual statements of mission and self-evaluations by the student, as well as a professional resume regularly updated over the course of study. Portfolio requirements are modified and individualized to account for transfer students’ unique needs and circumstances. For more information on the Portfolio requirement, please see the description within The Olivet Plan section of this catalog.
Admission, Financial Aid and Charges

Admission

Admission from High School
Admission to Olivet College is open to all students who have:

1) graduated from an accredited high school or equivalent;
2) earned a cumulative grade point average of at least 2.6;
3) earned an ACT score of at least 18 or a combined SAT score of at least 860-890; and
4) taken a concentration of study in college preparatory courses.

Students are encouraged to apply online at www.olivetcollege.edu. Paper applications are also available through the Admissions Office and, when submitted, must be accompanied by a non-refundable application fee of $25. The application fee is waived if the student applies online. Along with either an online or paper application, students must submit an official high school transcript and ACT or SAT test scores to the Office of Admissions, Olivet College, 320 S. Main St., Olivet, MI 49076. Applications are reviewed by the Admissions Office staff, and students are notified via letter of their admission status.

Students who meet the general admission requirements may submit unofficial transcripts to be considered for conditional admission. Students who are conditionally admitted can deposit and register for orientation but will be required to submit official transcripts prior to the end of the drop and add period of their first semester.

Upon receiving notice of acceptance for admission to Olivet College, a student must confirm his or her intention to enroll by paying a $175 confirmation deposit. One hundred dollars of this deposit is applied to first semester charges upon matriculation to the college, and $75 covers the cost of registration and orientation. This deposit is non-refundable.

Transfer Students
A student who is currently or was previously enrolled at another institution of higher education prior to applying for admission to Olivet College is considered a transfer student. This does not include those students who were dual enrolled during high school, who are subject to the admission requirements of new, incoming freshmen. Students who wish to transfer to Olivet College from another institution are encouraged to apply online at www.olivetcollege.edu. Paper applications are also available through the Admissions Office and, when submitted, must be accompanied by a non-refundable application fee of $25. The application fee is waived if the student applies online. Applications are reviewed by the Admissions Office staff and students are notified via letter of their admission status. Prospective transfer students must also provide official transcripts from all accredited institutions attended along with an official copy of their high school transcript and a copy of ACT or SAT scores. Admission decisions regarding transfer students will be made by the Admissions Office staff upon review of all required documents.

Credits may be transferred from another two- or four-year institution. Olivet is a signatory of the Michigan Transfer Agreement (MTA) and participates with the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement and the MACRAO Universal Transfer Agreement. Olivet will accept up to 62 semester hours from a two-year college and up to 90 semester hours from a four-year institution or a combination of two and four-year institutions toward graduation. There is no minimum number of completed credits required to transfer.

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

Students who have earned a degree of a liberal arts nature from a community college (associate degree in arts or arts and sciences) or who have satisfied the MACRAO Agreement but have not earned a degree will be considered as having completed the equivalent of Olivet’s Liberal Arts Core Curriculum requirements and are generally granted junior standing. Technical, vocational or remedial (developmental) courses are not accepted as transfer credit. No more than seven semester hours of physical education activity credit will be accepted toward graduation from Olivet.

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

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

Transfer Agreement—Kellogg Community College
Kellogg Community College and Olivet College have entered into a transfer agreement wherein Olivet will accept up to 62 semester hours of course credit from a Kellogg Community College graduate. In addition, Olivet will accept the associate of arts and the associate of science degree from Kellogg Community College with the provision that the terms of the MACRAO Articulation Agreement have been satisfied. The student’s course work will be treated as a unit, without challenging any passing grades earned during the degree pursuit.

Dual Degree Program—Kellogg Community College
Kellogg Community College and Olivet College have also entered into a formal dual degree agreement whereby students completing the academic requirements of the two cooperating institutions will be awarded an associate of arts degree from Kellogg Community College and a bachelor of arts degree from Olivet College. Students in the Dual Degree Program may be concurrently enrolled at both institutions while working toward their academic goals. To facilitate the transfer of credits between the two institutions and to reach an understanding regarding the administration of financial aid for students enrolled in the Dual Degree Program, the institutions have entered into a financial aid agreement. The institutions have also entered into an agreement to facilitate the transfer of students with the associate of applied science degree.

Partnership—Fanshawe College
Fanshawe College, of London, Ontario, and Olivet College have entered into a formal transfer agreement wherein Olivet College will accept up to 90 semester hours of course credit from a student who has earned the Insurance Diploma at Fanshawe College with the equivalent of a 2.0 or higher overall grade point average. Details of course equivalents are available in the Risk Management and Insurance Center.

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

Every student who attends Olivet College receives some form of internal financial assistance. Olivet students are awarded more than $9 million annually through grants and scholarships. These opportunities make it possible for talented students and their families to afford an Olivet College education.

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

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

Eligibility
In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and Olivet College regulations and policies affecting financial aid. Students may apply after Jan. 1 each year and all students are encouraged to apply no later than March 1.

The FAFSA form can be completed online at www.fafsa.gov.

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

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

Olivet College Grant/Scholarship Eligibility Requirements (Internal Aid) – Recipients of Olivet College grants and scholarships must be at least half-time, degree-seeking students. All scholarship amounts are for a full academic year and are divided between fall and spring semesters. Olivet College reserves the right to change each student’s internal aid award package each year. Every effort is made to provide students with the most beneficial internal award package. Olivet College internal aid programs are limited to 10 semesters.

Rights and Responsibilities
Olivet College reserves the right to change its scholarship and financial aid policies at any time. Written or verbal representations by anyone contradictory to the policies stated in the Olivet College Academic Catalog are not binding. The college uses olivetcollege.edu e-mail addresses as the primary communication method with students. Students are expected to check their e-mail on a regular basis for pertinent information. The following list of statements defines the rights assured, and the responsibilities required, of all students applying for and receiving financial aid while attending Olivet College during the academic year. Throughout this document “Internal Aid” refers to funds Olivet College provides in the form of grants and scholarships.

Annual Renewal of Financial Aid – Students who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility. The college reserves the right to limit the internal aid awarded to students who do not comply with the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.
Document Requirements – Students have the right to reject or accept any financial aid award. Students must sign and return a copy of their award letter indicating acceptance or rejection of their award within 10 business days from receipt of the letter. Absolutely no aid will be released to the student’s tuition account until the award letter is signed and returned to Student Services.

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

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

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

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

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

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

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

B. Students Completing Dual Majors
   Students completing more than one major (“dual majors”) should officially submit the portfolios for both majors to Student Services at the time of completion of the final coursework for the second degree program. This will ensure that federal financial aid continues for the duration of their academic program.

Important Note for Post-Baccalaureate Teacher Certification Students: Students who have completed a baccalaureate degree and return to complete teacher preparation certification are not eligible to receive federal grant assistance, but are eligible to receive federal loans, for this additional coursework.
Sources of Financial Aid

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

1. **Federal Pell Grant** — a maximum award of $5,775 for 2015-16 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).

2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** — additional aid for students who demonstrate exceptional financial need. The maximum award is $4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.

3. **Federal Perkins Loan** — a loan with a 5 percent interest rate. Repayment does not begin until nine months after the recipient leaves school. The maximum award is $5,500 per academic year. Funds for this program are limited.

4. **Federal Work-Study** — a program in which students are employed in part-time jobs on campus and are paid at least the federal minimum wage.

5. **Federal Direct Stafford Loan**
   - **Subsidized** — a low interest loan available to students who demonstrate financial need. The interest rate is determined annually by the U.S. Department of Education and is currently 4.66 percent. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting Student Services at www.olivetcollege.edu.
   - **Unsubsidized** — a low interest loan with a current interest rate of 4.66 percent similar to the Federal Direct Stafford Loan (subsidized). The difference between the loans is interest begins accruing on this unsubsidized loan while the student is still in school and the interest will compound quarterly.

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

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Subsidized</th>
<th>Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (0 – 23 semester hours)</td>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Sophomores (24 – 55 semester hours)</td>
<td>$4,500</td>
<td>$2,000</td>
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<tr>
<td>Juniors (56 – 87 semester hours)</td>
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<td>$2,000</td>
</tr>
<tr>
<td>Seniors (88 + semester hours)</td>
<td>$5,500</td>
<td>$2,000</td>
</tr>
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</table>

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** — a loan available to graduate students and to parents of dependent undergraduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.21 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

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

**State of Michigan Competitive Scholarship/Tuition Grants** — an estimated maximum award of $1,626 for 2015–16 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. Olivet College must be listed as a first choice on the FAFSA form.

Internal Aid
During a campus visit to Olivet College, you will have the opportunity to meet with a financial aid advisor and receive an individual tuition assessment. Please contact the Office of Admissions at 1-800-456-7189 to schedule your campus visit.

Students who wish to be considered for need-based financial aid from the college must submit the Free Application for Federal Student Aid (FAFSA) by March 1. This form is available online at www.fafsa.gov. The FAFSA helps the college determine a family’s eligibility for financial aid. Olivet has been highly successful in providing appropriate financial assistance to all admitted students.
Internal scholarships are typically awarded using merit-based criteria. For example, Olivet College has scholarship categories that recognize student excellence in academic achievement in high school/college, and involvement in service-based activities that provide important contributions to their communities. All applicants for admission are considered for merit-based scholarships. You can also visit scholarship websites, such as finaid.org and fastweb.com, to search for more scholarship opportunities.

The college awards the following internal aid:

**Other Institutional Financial Assistance**
There are three kinds of financial assistance available to students: scholarships, grants and loans. Scholarships and grants come in a variety of forms and do not require students and parents to repay any of these resources. Most educational loans require repayment within a specified time period after graduation.

Students can receive need-based monies. To be eligible to receive financial aid, students must complete and file the Free Application for Federal Student Aid (FAFSA) form by March 1. You can also go to Web sites such as finaid.org and fastweb.com to search for more scholarship opportunities.

**Board of Trustees Scholarship**
$13,000 per year awarded to our highest academic achievers based on cumulative high school GPA and standardized test scores. The ideal Board of Trustees Scholarship recipient holds a GPA of 3.8 and an average ACT score of 25 or better. The total value of this scholarship after four years is $52,000.

**Presidential Scholarship**
$11,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The ideal Presidential Scholarship recipient holds a GPA of 3.4 and an average ACT score of 22. The total value of this scholarship after four years is $44,000.

**Dean's Scholarship**
$10,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The ideal Dean's Scholarship recipient holds a GPA of 3.0 and an average ACT score of 20. The total value of this scholarship after four years is $40,000.

**Shipherd Scholarship**
This award is named after Father John Shipherd, founder of Olivet College. $8,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The total value of this scholarship after four years is $32,000.

**Global Citizen Honors Program Scholarships**
The Global Citizen Honors Program hosts an annual scholarship competition in late January for students with high academic credentials who are admitted to Olivet College. Students compete for various scholarship awards through an essay contest and interviews with Olivet College faculty and staff members. The scholarship program awards a top prize of a full-tuition scholarship to Olivet College and numerous $1,000 scholarships.

**Music Scholarship**
Prospective students can audition for up to $2,500 in annual scholarship awards. Year-to-year eligibility is determined by maintaining the scholarship criteria.

**Mission Grant**
The value of this award is based on each student's financial need. The award amount is committed for four years, provided there are no major changes in a family's financial circumstances or the student's enrollment status.

**Community Connection Grant**
The Community Connection Grant (CCG) offers area students an opportunity to attend Olivet at a significantly discounted rate. Available to any student meeting admissions requirements who has graduated from or currently resides in the following communities: Albion; Athens; Battle Creek Central, Battle Creek Lakeview; Battle Creek St. Philip; Bellevue; Charlotte; Climax-Scotts; Concord; Dewitt; East Lansing; Eaton Rapids; Grand Ledge; Harper Creek; Holt; Homer; Jackson Lumen Christi; Lakewood; Lansing Catholic Central; Lansing Eastern; Lansing Everett; Lansing Sexton; Maple valley; Marshall; Mason; Okemos;
Student Employment

Resident and Non-Resident Student - $1,000
Awarded to admitted students based on financial need and/or student qualifications. Students can apply for campus jobs via the Olivet College website beginning Aug. 1 at www.olivetcollege.edu.

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

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

Charges

Undergraduate Tuition and Fees
Full-time undergraduate study is charged on a block schedule for students who are registered for 12 to 17 semester hours, per semester. Full-time tuition for the 2015-16 academic year (fall and spring semesters) is $23,950. Other tuition charges and fees for study at Olivet College are listed below.

<table>
<thead>
<tr>
<th>Tuition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time study (1–11 hours per semester)</td>
</tr>
<tr>
<td>Overload (more than 17 hours per semester)</td>
</tr>
<tr>
<td>Fees:</td>
</tr>
<tr>
<td>Student Fee (6 semester hours or more)</td>
</tr>
<tr>
<td>Student Government Fee</td>
</tr>
</tbody>
</table>

Graduate Tuition
Tuition charges for the Master of Arts in Teaching Program are $425 per semester hour. Tuition charges for the Master of Business Administration in Insurance are $700 per semester hour.

Room and Board
Olivet College charges for housing and meals collectively (room and board). Residence halls have lounges, study areas, recreational areas, and laundry facilities. Student rooms are furnished with beds, desks, closets or wardrobes, chairs and dressers. Students furnish their own pillows, bedding, towels, study lamps and other personal items. Meals are served in the Kirk Center Dining Hall. Students are issued student ID cards to use for entrance into the dining hall. Student ID cards may also be used at the Comet Cafe and coffee carts on campus.

Charges for room and board for 2015-16:

| Residence Halls (double occupancy) | $8400 per academic year |
| Theme Houses (double occupancy) | $8400 per academic year |
| Gillette Student Village | $6200 per person per academic year |
| Long Apartments | $5775 per academic year |
| Commuter Meal Plan (for non-residents) | $1575 per academic year |
Student Health Insurance
All full-time students (12 or more semester hours) are required to carry medical insurance and must provide proof of coverage to avoid automatic enrollment in the plan offered at a charge through Olivet College. A Health Insurance Waiver must be completed online at www.studentinsurance.com/schools/MI/Olivet. Failure to complete the Health Insurance Waiver will result in the student being automatically enrolled in a medical insurance plan arranged by the College with an outside insurance provider. The premium for all students is $1631 for the entire academic year (Aug. 1 through July 31) and will be added to the student’s charges.

Student-athletes must meet the insurance requirements outlined above and complete a physical examination (performed by the team doctor) prior to being allowed to participate in athletic program practices or competitive events.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$700 - $1000 per year</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$900 - $1200 per year</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1000 - $2000 per year</td>
</tr>
</tbody>
</table>

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

- **Application Fee** — non-refundable, one-time only fee of $25 must accompany each application for admission to Olivet College (waived if applying online).
- **Audit Fee** — $120 per semester hour.
- **Confirmation Deposit** — payable upon receiving notice of admission, this $175 non-refundable fee confirms a student’s intent to attend Olivet College. Upon registration, $100 of the confirmation deposit will be applied toward tuition.
- **Cooperative Education Program Fee** — cooperative education programs are charged at the regular rate of tuition.
- **Credit for Life Experience Fee** — an evaluation fee of $50 is charged to students applying for credit under this program. Students are charged $220 per semester hour granted under this program.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **High School (Dual Enrolled) Students** — $110 per semester hour.
- **Laboratory Fee** — certain courses carry a small lab fee for materials used.
- **Late Registration Fee** — $75.
- **Private Music Lesson** — instruction fee of $450 per lesson in addition to tuition charges.
- **Room Buyout Fee** — $350.
- **Room Change Fee** — $50.
- **Returned Check Fee** — $25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; $5 per transcript if not currently enrolled.

Late Registration
Current students are required to register online during the designated registration period each semester. Students who fail to register during this period will be assessed a $75 late registration fee. New or returning students who wish to register after the payment due date will not be eligible to register until the following requirements are fulfilled:

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

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

Payment of Accounts
Approximately a month before the initial tuition bill is due each semester, students will receive a statement of account at their billing address as well as forms to complete if necessary regarding health insurance, outside sources of funding and payment plan options. Please see www.olivetcollege.edu for specific semester due dates. Students will be dropped from course registration if payment is not made by the specified due dates.

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

Payment Options
Olivet College accepts cash, checks, Visa, MasterCard, American Express, Discover and Olivet College-approved tuition payment plans. Credit card and e-check payments may be made online at https://my.olivetcollege.edu/ICS/. Students must create a PIN number to allow a parent or guardian to make online payments within this system.

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

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

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

International Students
Prospective students with immigrant status via issuance of a Federal I-9 are required to prepay all estimated charges pertaining to fall and spring term for their first year of attendance as a prerequisite to formal admittance to the college.

Accessing Financial Aid Funds for the Purchase of Textbooks
Student Services has worked with the Olivet College Bookstore to facilitate the purchase of textbooks at the beginning of each semester. This process applies only to students who have been awarded financial aid in excess of their charges for the semester, and thus have a balance to be refunded to the student. Eligible students will receive an email from Student Services prior to the beginning of each semester informing them of the amount available. Up to $600 of this balance, depending upon the individual aid award, will be available at the Bookstore through the end of the drop and add period to purchase textbooks.
Students should present their student IDs at the Bookstore to access these funds. The amount of the textbooks purchased will be deducted automatically from the balance in their student account. Students should contact Student Services at 269-749-7645 with any questions.

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

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

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

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

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

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

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

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

**Tuition and Fees** — Olivet College will adjust tuition and fees on the following basis:

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

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

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

**Financial Aid Adjustment Policy**

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

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

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the semester that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the semester, the student is considered to have earned 100 percent of the Federal Financial Aid funds for that semester and no Federal funds must be returned.
- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
  - Federal Unsubsidized Stafford Loan
  - Federal Subsidized Stafford Loan
  - Federal Perkins Loan
  - Federal Direct PLUS (Parent) Loan
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Other federal loan or grant assistance
- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
  - State aid – in accordance with state regulations
  - Private aid
  - Internal aid
  - The student

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

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

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

When a student applies and is accepted at Olivet College, he or she signs a Housing License Agreement. All returning students are required to submit a signed Housing Contract. Olivet College will make every effort to accommodate medical, financial, and mental health concerns. All full-time students who are married, with dependents, are 23 years of age, and/or live in Bellevue, Olivet, Marshall or Charlotte with their parent(s) or legal guardian(s) are eligible to live off campus. Returning students who do not register for a room, as required during the housing lottery, will be charged for room and board. If you have any housing questions, contact the housing director at 269-749-7611.

Transfer Students
Transfer students who have been living on their own, attending a community college and have advanced transfer status (62 credit hours or more) are eligible to live off campus.

Greek Housing Eligibility
Students desiring to live in a Greek house must fill out the Greek Housing Form available in the Housing Office and on myOlivet. To qualify to live in a Greek society house a student must meet all of the following criteria:

- be an active member of his or her society;
- be 21 years of age or have junior status;
- have a minimum cumulative grade point average of 2.0.

Eligibility only applies while living in a Greek house. If you falsify your Greek living status or if you choose to move out of the Greek house, room and board charges will be added to your student account.

Students under 21 years of age desiring to live in a Greek house must meet the following eligibility criteria:

- be an active member of his or her society
- be at least of sophomore status
- have a minimum cumulative grade point average of 2.5
- have no judicial violations 12 months prior to moving into the Greek house. If those 12 months fall after the start of a semester, a student will be eligible the following semester. He or she also must demonstrate responsible behavior prior to moving into the Greek house.

Eligibility only applies while living in a Greek house. If you falsify your Greek living status or if you choose to move out of the Greek house, room and board charges will be added to your student account. If a student’s cumulative grade point average falls below 2.5 and/or they incur a judicial violation (sexual assault, alcohol/drug violation, physical abuse or any other serious offense), he or she must move out of the Greek house immediately and return to the residence hall pending space availability. The student will also have his or her account billed the standard room and board rate.

Room Assignments and Contracts
Room assignments are for the full academic year and all residents are required to sign a Housing Contract. Any variance of this policy must have prior approval of the housing director. Room reservation for returning students is held during the spring semester. In order for returning students to participate in room reservation, a $100 room reservation prepayment or proper filing of financial aid forms are required. Students must also have their accounts cleared with the business office, and be registered for the fall semester. All first-year students are assigned rooms and roommates over the summer, and will be notified by mail.
Housing Options
There are four campus housing options available to students: residence halls, campus apartments, Greek society housing, and theme houses.

1. Residence Halls
Olivet College recognizes the residence halls as a living-learning environment. Residence life offers educational and social opportunities that promote personal growth, development, wellness and cultural diversity among residents. Olivet College operates three residence halls for students:

- **Blair Hall** - a men’s residence hall housing students in all classes. Blair was built in 1928 with an addition constructed in 1955. The hall offers common bathrooms, lounges and a computer lab.

- **Dole Hall** - a women’s residence hall housing students in all classes. Dole was built in 1931. In addition to single, double, triple and quadruple occupancy rooms, the hall offers common bathrooms, lounges, a kitchen and computer lab.

- **Shipherd Hall** - built in 1966, this residence hall houses primarily upper-division men and women. Shipherd is suite style, with four students sharing a living space, two bedrooms and a semi-private bath/shower facility. Shipherd is co-educational by wing or floor, with common lounges, a computer lab and a recreational room.

2. Campus Apartments
Residency requirements for Gillette Student Village and Long Apartments are based on seniority, a cumulative grade point average of at least 3.0 and no judicial record. Apartments are available for upper-division students only. Applications are available in the Housing Office and on my.olivetcollege.edu. The Gillette Student Village, located at 604 S. Main Street, opened in the fall of 2008. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities for each unit include a dishwasher, microwave, washer and dryer, cable television, and wireless internet access. Long Apartments are located at 312 Yale Street. There are 10 units with a single and double room in each. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless internet access.

3. Greek Society Housing
All Greek societies maintain a residence for its members. Students must meet the established criteria to be a Greek society resident (see Greek Housing Eligibility). The Greek societies of Olivet College are:

- **Adelphic Alpha Pi** — Located across from Shipherd Hall, was founded in 1862 and is open to the men of Olivet College. It is the brother organization to Sigma Beta. The fraternity motto is Semper Fidelis, always faithful.

- **Alpha Lambda Epsilon** — Founded in 1922 as a sorority, Alpha Lambda Epsilon reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is Bear Well the Torch. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha.

- **Alpha Phi Kappa** — Established in 1997 to promote better understanding between cultures and to endorse brotherhood among its membership.

- **Alpha Xi Omega “Elite”** — Founded as a club by the name of Elite in the 1970s and admitted to the Intersociety Council during the fall 1995 semester, Alpha Xi Omega works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness. They are the brother organization to Nu Gamma Xi.

- **Eta Psi Kappa** — Established in 2001 to promote unity of all women on campus, their motto is The Righteous Endure til Judgment.

- **Kappa Sigma Alpha** — Founded in 1922, Kappa Sigma Alpha is the cousin organization to Alpha Lambda Epsilon. The fraternity motto is Wisdom Conquers All.

- **Mu Omega Pi** — Established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality, their motto is Upholding the Standard of Perfection.
• **Nu Gamma Xi** — A sorority founded in 1997 by 12 women, they are the sisters of Alpha Xi Omega. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests.

• **Phi Alpha Pi** — Located across from Blair Hall and founded in 1847, it is the oldest society on campus. In 1861 Phi Alpha Pi, the brother organization to Soronian, became a literary society. The fraternity motto is *Progress, Truth and Friendship*.

• **Sigma Beta** — A literary sorority founded in 1907 by three Olivet College women, their house, located across from Blair Hall, was completed in 1963. Sigma Beta is the sister society to Adelphic Alpha Pi. Their motto is *Friends of the Best*.

• **Sorolian (Iota Kappa Omicron)** — The sister organization to Phi Alpha Pi, it is the oldest collegiate sorority in the continental United States. The sorority motto is *Strong in Love, Firm in Right*.

4. **Theme Houses**

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

• **The Brewer House** — This house, located at 412 Shipherd Street, opened in 1985. The primary goal of the house is to offer housing for academically driven students. The house offers residential space for nine men and women. Residents must have and maintain a cumulative grade point average of 3.5 with no judicial record.

• **Hosford House** — This house, located at 511 S. Main Street, opened in the winter of 1995. The primary goal of the house is to offer a home for female international and American students who are interested in global issues and academic scholarship. The house offers residential space for 10 women. Residents must have and maintain a cumulative grade point average of 3.0, an expressed interest in global studies, and no judicial record.
Academic Policies and Procedures

Academic Advising
Advising at Olivet College is coordinated and takes place within the departmental seminars. Each student is assigned a faculty advisor and joins a group of students with a common area of study. Through the seminar, the student learns how to successfully build a portfolio, engages in and benefits from peer advising, and develops relationships with professional mentors.

Academic Class Rank
A student’s academic class rank is determined as follows:
- Freshman  0-23 semester hours
- Sophomore  completed at least 24 semester hours
- Junior  completed at least 56 semester hours
- Senior  completed at least 88 semester hours

Academic Honors
Meritourous students are recognized by Olivet College in many ways:

- **Honors Convocation** — Each spring, an Honors Convocation is held to recognize superior achievement by individuals in all fields. For information regarding departmental honors available for students, please visit the Office of Academic Affairs.
- **Alumni Council Award** — Given to the returning student who exemplifies the model student and potential alumni in scholarship, leadership and service to Olivet College and the community, and who participates in social and extra-curricular activities.
- **The Donald A. Morris Awards** — Honors the top five seniors based on all baccalaureate college courses completed at Olivet College as well as the professors chosen by the five students as the most influential in their academic achievement.
- **President's Leadership Institute Fellow** — The President’s Leadership Institute is an advanced leadership development program that identifies, promotes, and develops leadership in top Olivet College students. Students who successfully complete the year-long PLI program are inducted as Fellows of the President’s Leadership Institute.
- **Dean’s List** — After the end of each semester, a Dean’s List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a minimum 3.5 GPA during that semester. The Dean’s List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.
- **President's List** — After the end of each semester, a President's List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a 4.0 GPA during that semester. The President's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.
- **Graduation Honors** — Students finishing all degree requirements by the May Commencement date will be eligible for honors recognition at the Commencement ceremony. Students who have completed 60 or more semester hours at Olivet College are eligible for graduation honors based upon their grade point average in coursework completed at Olivet College. Students who have completed less than 60 semester hours at Olivet College are also eligible for graduation honors; in these instances, the final grade point averages from all transfer institutions will be combined with the Olivet College grade point average in a weighted average to determine honors eligibility. The computed grade point average must be 3.50 or higher in all cases to qualify for graduation honors. Students must earn a minimum grade point average of 3.90 or higher to graduate *Summa Cum Laude*, 3.75–3.89 to graduate *Magna Cum Laude*, and 3.50–3.74 to graduate *Cum Laude*.

Academic Integrity Policy
Based on the Olivet College Compact, every student is required to participate “within a community built on trust, participation and a sense of pride” and each student must commit to “behaving and communicating with honesty and integrity.” Olivet College's Academic Integrity Policy encompasses these as well as the following Compact commitments: to be “responsible for my
own learning and personal development,” “responsible for contributing to the learning of others,” and “responsible for treating all people with respect.” Olivet believes academic dishonesty violates these commitments and in so doing causes serious harm to the campus community.

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

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

- copying on exams;
- unauthorized collaboration on an assignment then submitting individual copies of the assignment as your own individual work;
- using unauthorized notes, books, technological resources, conversions, study aides or information on an assignment or exam;
- allowing another to complete work and then submitting that work under your own name;
- soliciting or submitting another’s work as your own; or,
- unauthorized alteration of graded work and resubmitting it for a higher grade.

**Plagiarism** is the presentation of someone else’s words, ideas or data as your own work. When you submit work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. By placing your name on work submitted for credit, you certify the originality of all work not otherwise identified by appropriate documentation and citations. Plagiarism covers print and non-print sources and unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- direct, word-for-word replication of source material without attribution and/or quotation marks;
- borrowing words, ideas or data from a source or set of sources and blending this original material with your own without acknowledging the source(s);
- paraphrasing another’s argument and/or thinking without attribution; or,
- borrowing facts, statistics, or other illustrative materials that are not common knowledge without acknowledgment of the source(s).

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

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

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

- not doing your fair share; or,
- failure to provide promised materials or support.

**Sabotage** is characterized by actions that could result in harm to another’s grade, academic standing or professional standing or reputation. Examples of sabotage include, but are not limited to:

- tampering with another’s experiment or project;
- altering computer files, discs, notes, note cards; or,
- damaging or hiding resources, such as books, periodicals or computer files, programs or systems.
Misrepresentation is lying about any of the above or other academic matters. Examples of misrepresentation include, but are not limited to:

- unauthorized submission of a duplicate assignment for credit between two or more classes;
- providing misleading or false reasons for failure to complete course work; or,
- falsely claiming to have submitted work.

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

- allowing another to copy your work and submit it, in part or in its entirety, as his/her own.

Sanctions and Procedures
Olivet College faculty are responsible for assessing sanctions for acts of academic dishonesty that occur in courses they are teaching, and for notifying the Academic Performance Committee of those acts and the sanction levied. Olivet College faculty and staff are responsible for reporting to the Academic Performance Committee acts of academic dishonesty of which they become aware. Furthermore, students are strongly encouraged to report to the Academic Performance Committee acts of academic dishonesty of which they become aware.

The Academic Performance Committee is charged with inquiring into all reports of academic dishonesty. Based upon the committee’s findings, it will assess the following sanction(s), either singly or in combination:

1. an official written statement expressing disapproval of acts committed;
2. one year disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
3. one year college suspension; or,
4. college expulsion.

The Academic Performance Committee will keep records of all violations of the Academic Integrity Policy, of its subsequent inquiries, and of any sanctions that may result. The Academic Performance Committee will inform the complainant of the findings of the committee and will inform the student's academic advisor of any findings made and sanctions against the student. Students should be aware that the Academic Performance Committee may levy sanctions more severe than those imposed for a single act of dishonesty in an individual course as a result of serial or severe instances of academic dishonesty.

Accommodations
In compliance with the Americans with Disabilities Act, Olivet College provides classroom accommodations to students who have disabilities so as to enable them to work equitably toward academic success. Students receiving these accommodations are registered with the Academic Accommodations Coordinator in the Student Resource Center and have provided documentation of their needs.

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

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Score Required</th>
<th>Credit Awarded</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, History of</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>One Art History Course</td>
</tr>
<tr>
<td>Art, Studio—Drawing Portfolio*</td>
<td>3, 4 or 5</td>
<td>*Portfolio work must be evaluated before awarding credit</td>
<td>Art History Course</td>
</tr>
<tr>
<td>Art, Studio—General Portfolio*</td>
<td>3, 4 or 5</td>
<td>*Portfolio work must be evaluated before awarding credit</td>
<td>Art History Course</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4 or 5</td>
<td>6 s.h.</td>
<td>BIO 111 and 112</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3, 4 or 5</td>
<td>4 s.h.</td>
<td>MTH 151</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4 or 5</td>
<td>4 s.h.</td>
<td>MTH 152</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4 or 5</td>
<td>8 s.h.</td>
<td>CEM 151, 152, 153 and 154</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>Economics—Macroeconomics</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>ECO 202</td>
</tr>
<tr>
<td>Economics—Microeconomics</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>ECO 201</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>4 or 5</td>
<td>3 s.h.</td>
<td>IDS 111</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>4 or 5</td>
<td>3 s.h.</td>
<td>IDS 111</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>French Language</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>WRL 101, French</td>
</tr>
<tr>
<td>French Literature</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>WRL 101, French</td>
</tr>
<tr>
<td>German Language</td>
<td>3, 4 or 5</td>
<td>6 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>Government and Politics, U.S.</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>POS 201</td>
</tr>
<tr>
<td>Government and Politics, Comparative</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>POS Elective</td>
</tr>
<tr>
<td>History, European</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>HST Elective</td>
</tr>
<tr>
<td>History, U.S.</td>
<td>3, 4 or 5</td>
<td>6 s.h.</td>
<td>HST 201 and 202</td>
</tr>
<tr>
<td>History, World</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>HST 210</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>3, 4 or 5</td>
<td>4 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>Latin—Vergil</td>
<td>3, 4 or 5</td>
<td>4 s.h.</td>
<td>General Elective</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3, 4 or 5</td>
<td>6 s.h.</td>
<td>MUS 111, 112</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>4 s.h.</td>
<td>PHA 201</td>
</tr>
<tr>
<td>Physics B</td>
<td>4 or 5</td>
<td>8 s.h.</td>
<td>PHA 201 and 202</td>
</tr>
<tr>
<td>Physics C—Mechanics</td>
<td>3, 4 or 5</td>
<td>5 s.h.</td>
<td>PHA 251</td>
</tr>
<tr>
<td>Physics C—Electricity and Magnetism</td>
<td>3, 4 or 5</td>
<td>5 s.h.</td>
<td>PHA 252</td>
</tr>
<tr>
<td>Psychology</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>PSY 110</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>WRL 101, Spanish</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3, 4 or 5</td>
<td>3 s.h.</td>
<td>WRL 101, Spanish</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4 or 5</td>
<td>4 s.h.</td>
<td>MTH 232</td>
</tr>
</tbody>
</table>

### Athletic Eligibility

All student-athletes are required to meet the following three requirements in order to participate in intercollegiate athletics.

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

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

Students who have received a Satisfactory Academic Progress (SAP) Warning and/or who are on SAP Probation are not eligible to practice or compete in athletics during the semester(s) that they have received a warning and/or are on probation. Athletic eligibility will resume when satisfactory academic progress has been restored.
3. **Semester Hour Requirements by Residence Year** - In addition to the requirements to maintain good academic standing stated above, student-athletes must also meet the following semester hour requirements:

<table>
<thead>
<tr>
<th>First Year of Residence</th>
<th>Enrollment for a minimum of 12 semester hours each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of the Second Year of Residence</td>
<td>24 semester hours earned at Olivet College</td>
</tr>
<tr>
<td>Beginning of the Third Year of Residence</td>
<td>48 semester hours earned at Olivet College</td>
</tr>
<tr>
<td>Beginning of the Fourth Year of Residence</td>
<td>72 semester hours earned at Olivet College</td>
</tr>
<tr>
<td>Beginning of the Fifth Year of Residence</td>
<td>96 semester hours earned at Olivet College</td>
</tr>
</tbody>
</table>

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

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

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

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

**Additional Information Regarding Athletic Eligibility**

- A full-time load requirement of 12 hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Office of Academic Affairs prior to its acceptance.

- A student has the opportunity to complete all of their eligibility during any 10 full-time semesters (enrollment for a minimum of 12 hours) of attendance. However, under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.

- If a student drops out during the academic year for legitimate reasons (e.g., medical withdrawal) they will have the opportunity to appeal the standard athletic eligibility requirements if they have continued to maintain good academic standing (credits may be prorated). Students must make this appeal to the Faculty Athletic Representatives/Eligibility Certification Officers of the college.

- In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.

- A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at Olivet College provided he or she meets the other requirements stated above.

**Auditing Courses**

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

**Class Attendance**

Students are expected to be regular and punctual in their attendance of classes, laboratories and conferences. The college excuses absences from class only when caused by illness or injury, family emergency (which may include young, dependent children), unsafe driving conditions or participation in a college-sponsored activity. Makeup of work missed, even for excused absences, is the student's own responsibility. Students must attend class to be eligible for financial aid.
Commencement Eligibility
Commencement ceremonies are held annually in May. Graduates from the previous December, from May, and prospective graduates for the forthcoming August (with at least 112 semester hours completed by May and in good academic standing) are eligible to participate in these exercises. Students completing their student teaching, internship or practicum experiences by the forthcoming December who have completed all other graduation requirements by May can also participate in the May ceremony prior to earning his or her degree.

All graduates must have their portfolio validated and submitted by the published deadline for the year in order to participate in Commencement.

Competency with a past due balance will not be allowed to participate in the Commencement ceremony.

Competency Validation System
The Competency Validation System is a form of student assessment that awards credit to students when they demonstrate specific skills or outcomes that are attached to that credit. In a course that operates under the Competency Validation System (to be declared as such no later than the first day of class on the syllabus), each credit is a discrete unit that is assigned an individual transcript grade. Under the Competency Validation System, students may take advantage of the Credit Revalidation policy. This policy enables a student, at any time during their enrollment at the college, to improve a grade assigned to an already validated credit. Successful revalidation is dependent upon demonstration of improved outcomes attached to that credit.

Credit Revalidation applies to courses where student assessment is based on the Competency Validation System. Credit Revalidation enables a student to improve the grade of an already validated credit upon demonstration of improved outcomes attached to that credit. For revalidation to occur, the student is not required to re-enroll in the course in which the grade was originally earned, unless a grade of “NC” was received. The opportunity for revalidation is open to the student as long as they are in attendance at Olivet College. The review personnel (i.e., individual instructor, committee within the department) and the time frame within the academic year in which the review process may occur, will be determined by the department in which the credit was originally earned.

Cooperative Education
Cooperative Education is an optional academic program offered to students, that integrates classroom theory with practical work experience. Some majors require at least three semester hours of cooperative education work experience to earn a bachelor of arts degree. Participating students are employed off-campus with companies/organizations related to their career, or in a career-related on-campus job while completing their undergraduate course work. Students may earn 1 to 15 semester hours, dependent upon hours worked, and successful completion of their experience.

Credit for Life Experience
Students who can document college-level knowledge gained through paid employment, special training or volunteer experience prior to enrolling at Olivet College may apply for Credit for Life Experience. A maximum of 15 semester hours of credit may be awarded. Students must apply for this credit before earning 30 semester hours of credit at Olivet College. Students transferring to Olivet must apply for this credit during their first semester of enrollment. Application and fee information is available in the Office of Academic Affairs.

No more than 90 semester hours of credit toward the Olivet baccalaureate degree requirement of 120 semester hours may be accumulated by any combination of transfer credit, Advanced Placement credit, or Credit for Life Experience.

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

Withdrawal from Courses
After the drop and add Period, a student who has maintained a passing grade in a course can withdraw from any fall or spring course, including an ILT course, up to the last day of classes and receive a grade of “W.” A student who has not maintained a passing grade in a course, however, may withdraw and receive a grade of “W” only through the end of the ninth Monday of classes in any non-ILT course and through the end of the fifth business day of classes for any ILT course. After this date, students withdrawing from a course who have not maintained a passing grade will receive a course grade of “WF.”
NOTE: The last day for a student to add an ILT course is the first day of the ILT. An ILT course is considered a spring semester course. Therefore, in order for a student to drop an ILT course, he or she must do so within the first seven days of the spring semester.

**Full-Time Status**

An individual taking 12 or more semester hours of courses is considered full-time. A student taking 9 to 11 semester hours is considered to be enrolled at a three quarter-time status. A student taking 6 to 8 semester hours is enrolled on a half-time basis, and a student taking five semester hours or less is designated as having “special” status.

**Grades**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
<th>Special Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>AU Audit</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>CR Credit</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>I Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>NC No Credit</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>P Pass</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>R Repeat</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>W Withdraw</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>WF Withdraw Failing</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Special Designations:**

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

**CR (Credit)** — the grade of “CR” is recorded for all acceptable courses for which students transfer credit from another institution to Olivet and/or for credit earned by examination. No honor points will be assigned, and these grades will not be included in the calculation of the Olivet GPA. Grades for courses taken at other institutions under the Guest Semester Program (if approved in advance by the Assistant Dean for Academic Records) will be included in the calculation of the Olivet GPA.

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

**NC (No Credit)** — the grade of “NC” is an option in courses employing the Competency Validation System (see Competency Validation System). A grade of “NC” will be assigned to a credit in which a student did not demonstrate a minimum level of competency in specifically defined outcomes. A grade of “NC” will not be included in the calculation of the Olivet GPA. To receive validation for any credit graded “NC,” the student must re-enroll in the course and demonstrate competency in the outcomes in question.

**P (Pass)** — may be awarded as a matter of course for some classes or may be elected by a student with prior approval of the Academic Performance Committee. Requests should be submitted in writing to the Assistant Dean for Academic Records. Semester hours with a grade of “P” count toward graduation but are not included in the calculation of the grade point average.

**R (Repeat)** — students may retake a course to improve the original grade earned for the course. All courses attempted and grades received are recorded as part of a student’s permanent record and will appear on his or her official transcript. Only the highest grade earned for the course; however, will be calculated in a student’s overall grade point average. NOTE: The semester hours for repeated courses only count once toward a degree.
**W (Withdrew/Withdrawed Passing)** — students can withdraw from any fall or spring course, if they are passing, up to the last day of the semester. A grade of “W” will be recorded on the student’s transcript. Withdrawal requests must be filed in Student Services by the last day of classes. Withdrawn courses will count toward the number of semester hours attempted for a student. This will impact the academic pace ratio which may create difficulties in meeting the semester hour requirements of the SAP Policy (see Satisfactory Academic Progress).

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

**Grade Changes**

Students should verify any questionable grades with their professors as soon as possible after receiving their grade reports. Should the professor responsible for a grade be absent from the college and unavailable to initiate a grade change request, the student should contact the department chairperson. A faculty member who discovers that an error has been made in calculating or reporting a grade may initiate a grade change request. Such a request may be made only by the faculty member who submitted the grade originally and must be initiated in the Office of Academic Affairs no later than Sept. 30 for spring and summer grades and Jan. 31 for fall grades. Any extension of these deadlines must be approved in writing by the Academic Performance Committee.

The Office of Academic Affairs will notify the faculty member in writing when a grade change has occurred.

**Grade Appeals**

Course grade appeals are overseen by the Office of Academic Affairs. Students may submit a written grade appeal to contest a final grade no later than the first month into the following semester (Sept. 30 for spring and summer grades; Jan. 31 for fall grades), according to the following process:

1) The student must consult with the faculty member within 30 calendar days of the first day of the subsequent semester to discuss possible remedies. If no remedy is agreed to, the student then may appeal to the department chair. In the event the grade appeal process cannot be undertaken within thirty (30) calendar days of the first day of the subsequent semester, the Academic Performance Committee must approve an extension of the deadline.

2) The appeal to the chair must be in writing and submitted within the same thirty (30) calendar days. If no mutually agreeable remedy is determined, the student may appeal to the chief academic officer. The appeal to the chief academic officer shall also be made in writing within the same thirty (30) calendar days.

3) The chief academic officer has the option to appoint an *ad hoc* faculty advisory committee to review the matter. The committee shall consist of one individual appointed by the student, one individual appointed by the faculty member, and one faculty member appointed by the chief academic officer. The faculty member appointed by the chief academic officer shall serve as committee chair.

4) Within 10 working days of being appointed, the advisory committee shall meet to hear the student, the faculty member, and others it may wish to consult.

5) Within five working days of the hearing, the committee shall issue a written recommendation to the chief academic officer. The committee may make one of the following recommendations: to let the grade stand, or to change the grade. This recommendation must be accompanied by a recommended grade.

6) If the recommendation is to let the existing grade stand, no further action shall be taken.

7) If the recommendation is to change the grade, within five working days of receiving the recommendation from the advisory committee, the chief academic officer shall present the recommendation to the Academic Performance Committee for action.

8) The Academic Performance Committee may take one of two actions: to approve the recommendation of the advisory committee or to reject the recommendation of the advisory committee.

9) If the Academic Performance Committee approves the recommendation to change the grade, the chief academic officer shall instruct the Assistant Dean for Academic Records to effect the change.

10) If the Academic Performance Committee rejects the recommendation of the advisory committee, the chief academic officer shall review the case with the chair of the advisory committee and the Academic Performance Committee and make a final recommendation and notify the student. The outcome of this decision shall be communicated to the Assistant Dean for Academic Records for appropriate action.
Honors Opportunities

Global Citizen Honors Program — The Global Citizen Honors Program calls on its members to investigate complex, interdisciplinary global issues. The program requires its members to be involved not only with the problems they are investigating but with the world around them. It is designed for the student who wishes to continue demonstrating creativity and leadership within the framework of individual and social responsibility. Program members must complete a total of 24 semester hours of honors courses during their time in the program. Credits are earned through honors seminars, honors options, honors sections of liberal arts core curriculum courses, The Olivet Oxford Experience, and the completion of an honors thesis. Students may be admitted to the GCHP on their high school record or after they enter Olivet College. Application forms can be obtained from and submitted to the GCHP Office in Mott 212. Graduation from the program requires student involvement for a minimum of three semesters; satisfactory completion of 24 semester hours of honors coursework, maintenance of a 3.5 grade point average and upholding of The Olivet College Compact.

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

Departmental Honors Project — The Departmental Honors Project offers Olivet’s best students a chance to engage in serious scholarly effort under the guidance of a faculty/staff committee. A Departmental Honors Project is administered in four stages. The first two stages, establishing the basic structure of the project and securing approval from the Academic Performance Committee, should be completed by the end of the junior year. The latter stages, carrying out and evaluating the project, take place during the senior year. The project as a whole consists of six semester hours, three per semester in the senior year. Credit for the first semester’s work is provisional, contingent upon the project committee’s final evaluation in the spring.

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

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

Intensive Learning Term (ILT)
Intensive Learning Term (ILT) courses last approximately three weeks following the end of final examinations for the regular spring semester. Students enroll for only one course during this period. Although students are not required to enroll in an ILT course, both full- and part-time students are highly encouraged to do so.

The registration cost of ILT is included in spring semester fees. The semester hours for ILT courses are included in both the spring semester computation of fees and the determination of full-time academic status. ILT courses cost the same as other per-semester hour charges. All students enrolled for at least 12 semester hours including the ILT course have full-time status for the spring semester.

Registration for ILT is held during registration for the spring semester; there is no separate registration for ILT. After the end of the spring semester drop and add period, a student may petition to add an ILT course until the first day of the ILT. Students may switch to a different ILT course as late as the first day of ILT as long as they are already enrolled in another ILT course. Additionally, students may withdraw from an ILT course, without academic penalty, as late as the fifth business day of the ILT session.
Students living in residence halls who are enrolled in ILT must vacate their rooms by 7 p.m. on the last day of ILT. Students living in residence halls who withdraw during ILT must vacate their rooms within 48 hours of withdrawing. Students, including graduating seniors, living in the residence halls who are not enrolled in ILT must vacate their rooms by 7 p.m. on the last day of the final exam period for the regular spring semester session.

**International Baccalaureate (IB) Diploma and Test Credit Policy**

Students who have earned their International Baccalaureate (IB) diploma will be awarded 30 semester hours of Olivet College credit, effectively making them sophomores upon their matriculation to Olivet. In addition, students who take IB examinations will have the possibility of earning Olivet College credit based on their scores on the IB exams, similar to the credit acceptance policy with Advanced Placement exams. It is up to each department, in consultation with the Office of Academic Affairs, to determine what scores on IB exams students will need to earn to receive credit at Olivet College. Students are still required to earn a total of 120 semester hours to graduate from Olivet College.

**Learning Communities**

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

**Major Declaration**

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

**Minor Declaration**

Students interested in declaring a minor must formally do so no later than the second semester of the sophomore year. A minor may be chosen from either the academic catalog published during the year the student entered Olivet College or any year thereafter. Note, however, that the total academic program must be followed from only one academic catalog. Major/Minor Declaration forms are available in Student Services or on my.olivetcollege.edu. Completed forms should be submitted to Student Services.

**Personal Property Insurance**

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

**Participation in Co-Curricular Activities**

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

**Post-Matriculation Portfolio Completion Policy**

A student who has met all other graduation requirements, but who has not yet completed his or her portfolio (as evidenced by a signed Portfolio Certification Form in the student’s academic file) is not allowed to receive a degree nor is allowed to participate in the Commencement ceremony. Only a small number of students find themselves at graduation with incomplete portfolios. To assist those students in completing this requirement, a post-matriculation portfolio completion procedure is available. For more information regarding this policy, please contact the Office of Academic Affairs.
Modified Graduation Portfolio (*limited eligibility*)
As a compilation of a student’s self-identified “best work,” the portfolio provides a rich source of data necessary to answer the question, “Have we been effective in helping our graduates know, do, or be like what we say in our learning outcomes?”
Completion of the portfolio has benefits for both Olivet College and the prospective graduate. When a significant amount of time has passed since coursework was completed, however, the work a student produced in his or her classes has become too dated to give information that is useful in driving the improvement of the major program. However, even in such cases, the preparation of the portfolio remains a benefit to the individual student as well as a *de facto* requirement of graduation from Olivet College.
Students who began their matriculation at the college at least six years prior to the date of the request and who completed their last class at least two years prior to this time are eligible to complete a modified portfolio. For more information regarding this policy, please contact the Office of Academic Affairs.

Pre-Professional Preparation
The Career Services Network maintains current information on various graduate and professional schools and programs, entrance examinations and employment and licensing requirements. Students considering post-graduate or professional study in such fields as medicine, law, dentistry, veterinary medicine or the ministry are urged to make these plans known to their academic advisor as early as possible so appropriate majors and minors and co-curricular activities may be planned.

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

Registration
Students are required to register for classes online during registration each semester for courses in upcoming semester(s). Students who fail to register during the specified registration period will be assessed a late registration fee. Registration for both fall and spring semesters begins in late March. Adjustment periods are held separately for each semester. Please note registration of Intensive Learning Term (ILT) courses are included as part of spring semester registration. Summer registration also begins in late March.

Repeating Courses
No grade may be removed from the student’s permanent record; however, if a student wishes to raise his or her grade in a course, he or she may repeat any course at Olivet College. When a course is repeated, both grades will appear on the permanent record, with the second grade indicated as a “repeat.” To compute the grade point average, the higher grade is selected and the point differential between the old grade and the new grade is added to the cumulative points. The semester hours attempted for the repeat course are not counted a second time. IDS 499 Seminar may not be repeated.

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

Residence
“In residence” is interpreted as academic work completed on campus, in combined course programs, approved internships or through off-campus programs (including guest semesters) pre-approved by the chair of the major department, the student’s advisor, and the Academic Performance Committee. All students must be enrolled and complete the last 30 hours toward their degree in residence at Olivet College.

Satisfactory Academic Progress
Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student’s academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of aid eligibility over
summer months. The review will be completed by the Academic Performance Committee, a standing committee of Olivet College faculty members.

Acceptable academic progress toward one’s degree completion is measured using two standards: minimum cumulative grade point average and academic pace.

**Cumulative Grade Point Average (CGPA)**
The CGPA that must be maintained by each student to indicate acceptable academic progress is dependent upon his or her academic year and is provided in the table below:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Hours Earned</th>
<th>Cumulative Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Year</td>
<td>0 – 23</td>
<td>1.80</td>
</tr>
<tr>
<td>Sophomore Year</td>
<td>24 – 55</td>
<td>1.90</td>
</tr>
<tr>
<td>Junior Year</td>
<td>56 – 87</td>
<td>2.00</td>
</tr>
<tr>
<td>Senior Year</td>
<td>88 – higher</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Federal regulations require that all federal financial aid recipients are required to have earned and continue to maintain a 2.00 cumulative grade point average by the end of their sophomore year (i.e., the completion of 55 semester hours).

**Academic Pace**
Students’ academic progress will also be measured by assessing academic pace. Academic pace consists of the ratio of total number of semester hours earned relative to the total number of semester hours attempted. In order to maintain financial aid eligibility, students are required to show a pace of degree progression which will ensure that the student completes his or her academic program within the maximum timeframe allowed for the program. The maximum timeframe currently designated by the federal government is 150 percent of the published length of the academic program. The maximum time frame includes transfer coursework from all transfer institutions, and course equivalencies granted for Advanced Placement test scores.

The following table illustrates satisfactory academic pace:

<table>
<thead>
<tr>
<th>Pace of Degree Completion Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester Hours Earned</strong></td>
</tr>
<tr>
<td>12</td>
</tr>
</tbody>
</table>

A student is considered to be making Satisfactory Academic Progress providing he or she meets the qualifications listed in both the SAP Minimum GPA Scale and the Pace of Degree Completion Scale.
First time, full-time students who earned college credit prior to matriculation at Olivet College sometimes achieve sophomore status as defined by total semester hours before the end of their first academic year. This can be a disadvantage to the student under the expectations of the Satisfactory Academic Progress (SAP) Policy. In order to afford all first time, full-time students a full year as “freshmen” during which he or she can acclimate to the full-time college environment, any student who has earned advanced placement credit, who enters with college credits earned before high school graduation through dual enrollment or other similar arrangements, or who attended college in the summer prior to their freshman year may request that the Assistant Dean for Academic Records consider he or she as a freshman for purposes of administration of the SAP Policy through the end of their second semester at Olivet College.

Olivet College’s Satisfactory Academic Progress Policy protects the following Title IV financial aid programs: Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Perkins Loan, TEACH Grant, PLUS Loan, Grad PLUS Loan, and Federal Work Study.

The SAP Policy is applied to the following special categories of students as follows:

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

b) **Students Pursuing Second Bachelor's Degree.** Students who have already earned a bachelor’s degree and are seeking a second bachelor’s degree will be held to the maximum credit requirement for their first bachelor’s degree; however, only the hours from the first degree that count toward the second degree will be included in the maximum credit requirement for the second degree. These students will only receive financial assistance for required courses.

c) **Students Seeking Teacher Certification.** Students seeking post-bachelor teaching certification will be held to the maximum credit requirement for their first degree; however, only the hours from the first degree that count toward teaching certification will be included in the maximum credit requirement for certification. These students will only receive financial assistance for required courses.

**Failure to Maintain Satisfactory Academic Progress: Satisfactory Academic Progress (SAP) Warning, Probation, Suspension and Dismissal**

Students who do not meet the standards for both scales, as presented above, will be considered as not meeting satisfactory academic progress toward their degree and will risk losing their eligibility for federal financial aid funds.

Any student not meeting SAP standards will be notified by the Office of the Academic Dean regarding his or her financial aid and academic status. Notification will be sent via electronic mail to the student’s Olivet College e-mail address, as well as by a letter mailed via U.S. mail to his or her permanent home address on file with Student Services. All such notices will be considered delivered.

**Satisfactory Academic Progress (SAP) Warning**

Students not meeting SAP standards will automatically be assigned a SAP Warning status for a probationary semester. During this time, students will remain eligible for federal financial aid assistance. By the end of the probationary semester, students must meet the standards of the SAP Policy. If an individual fails to meet these standards, or fails to file a successful appeal as described below, ability to receive federal financial aid will cease until the SAP standards are restored by the individual.

**Appeal of SAP Warning**

After receiving the SAP Warning letter, a student has the option to file an appeal for reconsideration of the SAP Warning, which will include reconsideration of Title IV eligibility for Federal financial aid. If a student does not believe he or she will meet the standards of Satisfactory Academic Progress by the end of the probationary semester, the student must file a SAP Warning Appeal if he or she intends to continue studying at Olivet College for the subsequent term of enrollment. This appeal must be filed by the end of the drop and add period as stated in the student's letter regarding SAP Warning. Information about this appeal process will be provided to students along with the letter notifying them of their SAP Warning status. The appeal letter must include an explanation of circumstances that contributed to the student's failure to meet the minimum academic standards and state how he or she plans to improve performance. What has changed that will allow him or her to meet SAP standards at the next period of enrollment must be noted. Types of information that may be considered in an appeal may include, but are not limited to the following: incomplete grades in courses; extraordinary or unusual circumstances such as illness or death within the
family; student withdrawal after the drop and add period; change in academic program; or military obligations. Supporting documentation is helpful in reviewing these types of circumstances.

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

Satisfactory Academic Progress Probation
A successful appeal of the SAP Warning status will restore the student’s federal financial aid eligibility and will automatically place the student on SAP Probation. The following conditions constitute requirements of SAP Probation:

1) A SAP contract for improving academic performance through the Student Resource Center is required. This contract must be signed before the end of the drop and add period. This may include repeating classes, change of academic program, use of tutoring and peer assistance services, weekly meetings with an advisor to monitor progress and/or a reduction of course load. **Note:** A student who does not sign a contract with the Student Resource Center or who does not meet the expectations noted above throughout the semester for which he or she is on SAP Probation will run the risk of immediate administrative withdrawal from all courses and loss of subsequent federal financial aid eligibility.

2) Students on SAP Probation will be given a performance bond, which is a calculation of the grade point average required to be removed from SAP Probation. Failure to meet the performance bond will result in suspension for the subsequent semester.

Satisfactory Academic Progress Suspension
Students who do not achieve Satisfactory Academic Progress according to the terms of their SAP Contract will be suspended from the college. Notice of this suspension will be made to the student by the Office of Academic Affairs. Notification will be sent via electronic mail to a student’s Olivet College e-mail address, as well as a letter mailed via U.S. mail to his or her permanent, home address on file with Student Services. All such notices will be considered delivered.

Satisfactory Academic Progress (SAP) Reinstatement
Students who have been suspended from Olivet College can secure reinstatement in two ways:

1) **Submit an appeal, in writing, to the Office of Academic Affairs.** Information about this appeal process will be provided to students along with the letter notifying them of their suspension. The request for appeal should be submitted before the postmark deadline indicated on the suspension letter. The student will be required to represent himself or herself, in person, to the Academic Appeals Committee. Additional information regarding the criteria for appeal are identical to those for appeals of SAP Warning status.

2) Attend another educational institution to achieve SAP standards. Semester hours of academic coursework at the other institution(s) will not be calculated into the student's cumulative grade point average at Olivet College. Students who are suspended are not eligible for guest semester registration.

Students who are reinstated after serving a suspension will not be eligible for federal financial aid until they have met Olivet College's SAP standards. Olivet College has the right to set forth academic plans and standards for its students. A student’s progress will be continually monitored until he or she has met SAP standards. It is the student’s responsibility to request his or her records be reviewed if he or she believes they have reestablished the requirements needed for funding.

Academic Dismissal
A second suspension will result in dismissal from the college. Students who are dismissed are not eligible for re-admission.

Student Records
Information contained in student records kept by Olivet College is classified as follows:

**Public Information** — this classification includes name, address, telephone number, dates of attendance, current enrollment status, courses elected, honors, awards 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 classification includes grades earned, financial arrangements between the student and the college, and academic and disciplinary actions taken. Restricted information may be released to persons outside the college.
only with the student’s written consent or under legal process. Restricted information may be released to authorized college personnel as needed with the understanding it will be used in an ethical and professional manner.

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

**Study/Work Abroad**
Olivet College encourages students to pursue work or study in a foreign country. Foreign scholastic experiences are available through a wide variety of excellent programs abroad. While abroad, the student is able to pursue a course of study tailored to his or her area(s) of interest. Olivet College has a partnership with Study Abroad in Barcelona (SAB), an intensive Spanish language and cultural program offered in the summer at both the introductory and intermediate levels.

**Transfer Credit Restriction**
Enrolled students who have earned 62 semester hours of credit toward an Olivet College degree may not transfer in courses that are completed at a community college, two-year college or junior college after matriculation at Olivet College, except where such courses are pre-approved by the chair of the department, the student’s academic advisor and the Academic Performance Committee. Any such pre-approved courses must be taken as guest semester courses.

**Transcripts**
Official transcripts are maintained by Student Services on all academic work attempted at Olivet College. Students may request individual copies of their transcript or request that official copies of their transcript be mailed to other parties. Requests must be made in writing or online and bear the signature of the student. When ordering a transcript, students should include their current address, daytime telephone number, social security number, birth date, and years of attendance. Transcripts will not be released for students who have failed to meet their financial obligations to the college. Transcripts are free for enrolled students and $5 for students no longer enrolled at the college. All requests should be sent to Student Services.

**Tutorials**
A course listed and described in the Olivet College catalog may be taken by an individual student in a semester during which the class is not regularly offered or in cases of schedule conflicts within the semester the course is being offered upon approval of the instructor, academic advisor, appropriate department chair, and academic dean. Tutorial application forms are available from Student Services. Approval is granted if the student has earned a minimum grade point average of 2.0 at the time of registration and only if there is good reason for the student not taking the course at the regularly scheduled time. Tutorial requests must be submitted no later than the deadline to add a course for the semester.

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

**Withdrawal/Leave of Absence**
A student leaving campus for the remainder of a semester or before a degree is completed is asked to withdraw from Olivet College by completing a brief form available in Student Services. The following campus offices will be notified of this withdrawal: Student Services, Chartwells Food Service, Mailroom, and Housing. When a withdrawal is submitted in this formal manner during a semester, grades of “W” are recorded in all courses. A student who has withdrawn voluntarily must apply to the Office of Admissions for readmission.

**Medical Withdrawal** – A medical withdrawal is a complete withdrawal from all college classes in a designated semester. The paperwork to begin the medical withdrawal process is available in Student Services. A student may be eligible for a medical withdrawal if he or she experiences a serious medical condition that affects class attendance and/or participation during the semester designated. If a medical withdrawal is granted, a grade of W will be entered in all coursework. Students who receive a medical withdrawal are required to submit documentation from a doctor or treatment provider stating he or she is able to return to Olivet College prior to the start of the semester in which he or she wants to return. A review of academic records and the documentation of a readiness to return will take place before final decisions for readmission can be made. Students who are approved to return must apply to the Office of Admissions for readmission.
Student Life

Olivet College offers a wide range of activities, events, organizations and clubs for our students. The following are activities and events in which all students in good academic standing are welcome to participate.

Athletics
At Olivet College, intercollegiate athletics and other recreational activities are regarded as an integral part of a liberal arts education and all students are encouraged to participate in a variety of sport opportunities.

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

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

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

Intramural Activities
The intramural program provides competitive recreation among students. Seasonal sports include: co-ed volleyball, men’s and women’s basketball, men’s and women’s flag football, dodge ball, and various other activities. Contact the Office of Student Life for more information.

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

Campus Programs and Events
The Office of Student Life helps to bring a positive college experience to every student. Its mission is to integrate co-curricular programs, events and ideas with curricular experiences to enhance student learning. A wide range of programs, as well as clubs and organizations, are offered to assist students in their overall growth as individuals. Programs are offered in conjunction with Martin Luther King Jr. Day, Black History Month, Women’s History Month, National Coming Out Day, Hispanic Heritage Month, Greek Week, and others. Admission to most campus events is free to Olivet students; however, for some events there may be a minimal fee.

Clubs and Organizations
Olivet College supports a wide range of student organizations that make substantial contributions to social and academic life on campus. Each organization is responsible for submitting an operating constitution, registration and membership forms each semester, and is responsible for having a faculty or staff advisor. Registration does not imply college endorsement of the purposes of the organization. Participation in campus clubs and organizations is an excellent way for students to spend their time outside of the classroom. Olivet has a wide variety of student groups designed to provide students with opportunities to meet new people, develop close friendships, discuss common interests, debate issues and share future goals.

The Office of Student Life has current information regarding all active student clubs and organizations, as well as the policies and procedures that govern them. If an organization does not exist which meets your needs or interests, the staff will provide information and encouragement to start a new organization. They also will advise any group on planning programs, promoting activities, recruiting and retaining members, and developing budgets and bookkeeping procedures.
Community and Volunteer Service
Becoming involved in the Olivet College community is one way students can develop knowledge and enhance their learning while at Olivet. Through volunteer services and social action all students can identify and understand first-hand the civic and social challenges of our world, and act with others to make our society more livable, humane and just. Community service provides opportunities for leadership, making connections with others inside and outside of the college community and having fun. Programs are sponsored through academic and administrative departments, as well as the Office of Student Life, current clubs and organizations, Greek societies and various campus committees.

Greek Life
The Greek system at Olivet College is comprised of 11 social societies: four female, six male and one co-educational. All 11 societies, some of which are more than 100 years old, are local organizations founded at Olivet College. The Office of Student Life provides leadership advice, skills training and educational opportunities for the members of the Olivet College Greek Societies. The Office of Student Life also assists the Greek societies in meeting and maintaining accreditation standards, and ensures that policies and procedures are consistent with the Olivet College Vision, The Olivet Plan and The Olivet College Compact. For more information about Greek societies, please see the Housing section of this catalog.

All of Olive’s Greek societies are governed by the Intersociety Council (ISC). This governing organization consists of a president and seven vice presidents (each society having one ISC officer), as well as two voting representatives from each society (usually the president and vice president from each society house). The purpose of ISC is to foster unity within the Greek system at Olivet College. ISC provides a means for democratically considering and acting upon the unique problems, conditions and needs that arise from society life. In addition, ISC provides a forum for the exchange of ideas among all the societies.

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

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

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

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

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

Much of the worship activity on campus is centered around the Olivet Congregational Church, a community church located on campus next to the Burrage Library. The church, in the spirit of all Congregational churches, is non-creedal. Matters of Biblical interpretation and doctrine are left to the individual.

Other religious organizations and groups can be found on campus. Please contact the Office of Student Life for more information.
Campus Resources and Services

African American Cultural Center
The African American Cultural Center (AACC) exists to assist Olivet College in its mission of creating an inclusive and welcoming environment for African American students. The center is located in the basement of the Kirk Center and is overseen by the Office of Student Life. It promotes programs that facilitate the intellectual, cultural and social growth of the entire college community. The center assists with the coordination of educational activities and programs that inspire diversity and inclusion of all Olivet College students, and which are related to recruitment, enrollment, retention, and graduation.

Alcohol Education
Olivet College is one of hundreds of institutions nationwide requiring each member of his or her first year class, student organizations, Greeks and athletes to complete AlcoholEdu, a non-opinionated, science-based online course taken by hundreds of thousands of students each year across the country. Whether or not they consume alcohol, AlcoholEdu empowers students to make well-informed decisions and provides some simple strategies to help keep students and their friends safe. A log-in ID is provided, and students’ school e-mail addresses and personal passwords allow them to access the program. The deadline for completion of the AlcoholEdu Program is provided to students by the program director on an annual basis. All incoming freshmen must complete all parts of the AlcoholEdu Program to avoid a delay in accessing their final grades.

Campus Safety
Olivet College operates its own non-deputized Campus Safety Department, with personnel on duty 24-hours a day, 365 days a year. Campus Safety officers work very closely with the college community to enhance the protection of persons and property of Olivet College while providing basic safety services to all students, faculty, staff, and guests of the college. Success depends upon a true partnership between Campus Safety personnel and the diverse population of students, faculty and staff that comprise the college. To contact Campus Safety, from on campus, dial 7911. From off campus, dial (269) 749-7911.

Campus Safety provides the following services:

- crime prevention and safety programs;
- parking and traffic enforcement;
- criminal and non-criminal investigation;
- securing of campus buildings;
- arranging student medical transportation;
- 24-hour Campus Safety escorts on campus;
- assistance with minor motor vehicle problems;
- after-hour admittance to campus buildings for authorized students and Olivet College employees;
- event security.

Email Accounts
Students are provided email accounts—generally the first initial of the first name followed by the last name@olivetcollege.edu. For example, Jane Smith would be jsmith@olivetcollege.edu. Students are expected to monitor their Olivet College email accounts regularly.

Gruen and Speare Student Resource Center
The Student Resource Center provides students with academic advising, career planning, internship arrangements, test taking techniques, tutoring, writing assistance, and accommodations for students with learning disabilities.

Multicultural Education and Initiatives Office
The Multicultural Education and Initiatives Office coordinates educational activities and program initiatives related to the recruitment, enrollment, retention, and graduation of multicultural undergraduate students. The office is part of the Office of Student Life in Mott 208. It is dedicated to providing educational programs to help majority group students learn to become more accepting of cultural differences that exist on campus. Services and programs offered include:

- identity development workshops;
- resources regarding careers, internships, graduate and professional school, education abroad and job opportunities;
- assistance with questions on financial aid, scholarship and money management;
- advocacy service, when appropriate, for the needs of multicultural students as defined by the college;
- diversity training;
- conflict resolution and other interpersonal matters;
• mentoring;
• development of study skills, time management and test taking strategies;
• obtaining tutorial assistance;
• programs and activities that address campus climate issues, socio-cultural isolation and other non-academic topics;
• leadership training; and,
• program planning and development skills.

Wellness Services
Olivet College is committed to helping its students meet their physical and mental health needs. In an effort to provide comprehensive wellness services to our students, medical services are provided by Oaklawn Medical Group in Olivet, and mental health services are provided by Abbott Road Center for the Family. Any student who needs to see a medical provider may contact Oaklawn Medical Group directly at (269) 749-2131, which is located three blocks from campus. They also have the option of seeking help with the medical provider of their choice.

A student needing mental health services may contact Abbott Road Center for the Family, (517) 351-2590 or seek a medical provider of his or her choice. Abbott Road Center for the Family has an office on campus in the lower level of the library. If you need assistance making an appointment or need help with accessing medical or mental health services, please contact the Office of Student Life at (269) 749-7607. Students are always given the option to see their own primary care physician or counselor.

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

Betsy Dole Women’s and Gender Resource Center
The Betsy Dole Women’s and Gender Resource Center is located in Mott 111. The center offers curricular and co-curricular events to the campus community, including speakers, films, forums, workshops and other special activities. Activities and services are designed to help participants improve communication skills, develop their full potential, and gain better understanding of the life experiences across gender and culturally diverse populations. The Betsy Dole Women’s and Gender Resource Center is open to all community members.

Olivet College Alumni

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

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

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

Undergraduate

Arts and Humanities
English
Graphic Design
Journalism and Mass Communication
Music
  Concentration:
    Business
Religious Studies and Ethics
Visual Arts
  Concentrations:
    Biological Illustration
    Studio Arts
Visual Arts Dual Discipline
  Concentration:
    Business
    Pre-Art Therapy
Writing with Disciplinary Specialization

Business Administration
Accounting
Business Administration
  Concentrations:
    Finance
    General Business
    Management
    Marketing
Business Analysis in Insurance
Financial Planning
Insurance Claims Investigation
Insurance and Risk Management

Education
Secondary Education Certification Requirements
Chemistry
Health Education
Integrated Science
Mathematics
Physical Education

Health and Human Performance
Coaching
Exercise Science
Fitness Management
  Concentration:
    Business
Sports Psychology
Sports/Recreation Management
  Concentration:
    Business

Interdisciplinary Studies
Aerospace Science (Air Force ROTC)
Global Citizen Honors Program
Liberal Arts Core Curriculum
Individualized Major

Mathematics and Computer Science
Actuarial Science
Computer Science
Information Technology Management
Mathematics

Natural and Physical Sciences
Biochemistry
Biology
  Concentrations:
    Biomedical/Molecular Biology
    Ecology and Organismal Biology
    Pre-Medical Studies
Chemistry
Chemistry, Forensic Science
Environmental Science
Environmental Science, Environmental Education
Health Science

Social Science
Criminal Justice
  Concentrations:
    Corrections
    Law Enforcement
History
Political Science
Psychology
Social Studies
Sociology and Anthropology
Women’s and Gender Studies

Graduate
Education
Master of Arts in Teaching

Business Administration
Master of Business Administration in Insurance
Arts and Humanities

Gary Wertheimer, M.F.A., Division Head

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

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

Knowledge of other cultures is increasingly important in our interconnected, complex world, no matter whether one’s career focus is on business, education, service or the social sector. Olivet’s world languages program trains students not only in the language, but also in the richness and values of the target cultures. Courses are currently available in French, Spanish, Arabic, Biblical Greek, and Hebrew.

English

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

English Major

A Bachelor of Arts degree in English requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The English major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (36 semester hours)

Complete each of the following (33 semester hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 105</td>
<td>Text and Culture (3)</td>
</tr>
<tr>
<td>ENG 202</td>
<td>Cultural Theories of Representation: Early American Literature (3)</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Theories of Form: Early British Literature (3)</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Defining Literary Thinking: British Literature II (3)</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Reading and Interpretation: American Literature II (3)</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Advanced Composition (3)</td>
</tr>
<tr>
<td>ENG 301*</td>
<td>Transgressions and Transformations in 19th Century Thought (3)</td>
</tr>
<tr>
<td>ENG 302*</td>
<td>Transgressions and Transformations in 20th Century Thought (3)</td>
</tr>
<tr>
<td>ENG 303*</td>
<td>International Literatures (3)</td>
</tr>
<tr>
<td>ENG 401*</td>
<td>Ethnicities (3)</td>
</tr>
<tr>
<td>ENG 402*</td>
<td>Philosophical Literature (3)</td>
</tr>
<tr>
<td>ENG 404*</td>
<td>Studies in Literary Topics (3)</td>
</tr>
</tbody>
</table>

Complete 3 semester hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 145</td>
<td>Introduction to Creative Writing (3)</td>
</tr>
<tr>
<td>ENG 245</td>
<td>Fiction Writing I (3)</td>
</tr>
<tr>
<td>ENG 247</td>
<td>Poetry Writing I (3)</td>
</tr>
<tr>
<td>ENG 249</td>
<td>Creative Non-Fiction (3)</td>
</tr>
<tr>
<td>ENG 251</td>
<td>Travel Writing (3)</td>
</tr>
</tbody>
</table>

English Minor

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

Minor Courses (24 semester hours)

Complete each of the following (15 semester hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 202</td>
<td>Cultural Theories of Representation: Early American Literature (3)</td>
</tr>
<tr>
<td>ENG 203</td>
<td>Theories of Form: Early British Literature (3)</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Defining Literary Thinking: British Literature II (3)</td>
</tr>
<tr>
<td>ENG 205</td>
<td>Reading and Interpretation: American Literature II (3)</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Advanced Composition (3)</td>
</tr>
</tbody>
</table>

Complete 3 semester hour from the following:

<table>
<thead>
<tr>
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<th>Course Title</th>
</tr>
</thead>
<tbody>
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<td>ENG 145</td>
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<tr>
<td>ENG 247</td>
<td>Poetry Writing I (3)</td>
</tr>
<tr>
<td>ENG 249</td>
<td>Creative Non-Fiction (3)</td>
</tr>
</tbody>
</table>

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Complete 6 semester hours from the following:
ENG 301* Transgressions and Transformations in 19th Century Thought (3)
ENG 302* Transgressions and Transformations in 20th Century Thought (3)
ENG 303* International Literatures (3)

Graphic Design
The Arts and Humanities Department offers a Bachelor of Arts degree with a major in graphic design. The graphic design major prepares students in the technical and aesthetic aspects of art production for both print and electronic publications. Combining traditional studio skills with Macintosh computers and the current industry standard software Adobe Creative Suite, students are groomed in letter and type design, layout and art preparation, and computer generated solutions to graphic design challenges. Students graduating with this major can move directly into employment in the advertising, publishing and illustration fields. Alternatively, students may wish to further specialize by pursuing an advanced degree.

Graphic Design Major
A Bachelor of Arts degree in graphic design requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The graphic design major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (52 semester hours)
Complete each of the following:
ART 101  Image and Culture (3)
ART 105  Drawing Skills Lab (3)
ART 107  Visual Foundations (3)
ART 108  Introduction to Graphic Design (3)
ART 205  Portrait Sculpture: Fundamental (3)
ART 208* Layout and Typography I (3)
ART 209* Layout and Typography II (3)
ART 221  Sculpture: Fundamental (3)
ART 231  Printmaking: Fundamental (3)
ART 241  History of World Art II (3)
ART 242  Modern and Contemporary Art History (3)
ART 245  Figure Drawing: Fundamental (3)
ART 251  Painting: Fundamental (3)
ART 271  Biological Illustration: Fundamental (3)
ART 308* Electronic Publication and Web Design (3)
ART 408* Professional Preparation for Graphic Designers (1)
CS 116  Web Design and Development (3)
JMC 250* Photoshop (3)

Recommended Electives:
JMC 203 Public Speaking (3)
BUS 309* Principles of Marketing (3)
BUS 311* Advertising (3)

NOTE: An internship during or at the conclusion of the junior year is highly recommended.

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

Journalism and Mass Communication Major
A Bachelor of Arts degree in journalism and mass communication requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The journalism and mass communication major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

NOTE: The journalism and mass communication major requires students to have access to a laptop computer to be used in all classes and program offerings.

Major Courses (48 semester hours)
Complete each of the following (36 semester hours):
JMC 101  Introduction to Mass Communication (3)
JMC 105  Introduction to Oral Communication (3)
JMC 200* Basic Reporting (3)
JMC 210* Basic Reporting II (3)
JMC 250* Photoshop (3)
JMC 290* Practicum in Mass Communication (1–6) (3 semester hours required for major; additional hours do not count toward JMC electives for major)
JMC 300* Video Production (3)
JMC 310* Editing (3)
JMC 390* Internship (3)
JMC 400* Mass Communication Theories (3)
JMC 421* Mass Communication Law & Ethics (3)
IDS 499  JMC Seminar (one semester hour each semester)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Complete 12 semester hours from the following:
JMC 205* Broadcast Production (3)
JMC 230* Broadcast Writing and Announcing (3)
JMC 240 Photography and Visual Communication (3)
JMC 305* Public Design (3)
JMC 450* Special Topics in Media (3) (Topics can include: computer-assisted reporting; film studies; contemporary issues in mass communication; covering sports; publication editing and design; arts reporting and criticism. Special topics courses are taught by professionals in the field.)

Recommended Electives:
ART 108 Introduction to Graphic Design (3)
ART 208 Layout and Typography I (3)
ART 209 Layout and Typography II (3)
ART 308* Electronic Publication and Web Design (3)
BUS 309* Principles of Marketing (3)
BUS 311* Advertising (3)
BUS 321* Public Relations (3)
CS 110 Computer Information Systems (3)
CS 116 Web Design and Development (3)
HST 317* American Foreign Policy (3)
HST 319* The Modern Middle East (3)
MTH 232* Statistics (3)
PHL 102 Introduction to Ethics (3)
POS 201 American Government - National (3)
POS 202 American Government - State and Local (3)
POS 320* Legislative Branch (3)
POS 321* Judicial Branch (3)
SA 305* People, Resources and the World (3)

NOTES:
1. Internships may be taken for up to 15 semester hours of credit. Students are encouraged to take two or three smaller internships during his or her academic program, rather than taking all 15 semester hours in one internship.
2. JMC 290 (Practicum in Mass Communication) may be taken in radio, newspaper, broadcast media, literary magazine, research or video. Students may take this one semester hour course up to six times. A minimum of three semester hours is required for the journalism/mass communication major. Students are encouraged to take at least three semester hours in the medium of his or her intended career, although any combination of these practicums will satisfy the requirements for the major.

Journalism and Mass Communication Minor
The journalism and mass communication minor requires successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (27 semester hours)
Complete each of the following (18 semester hours):
JMC 101 Introduction to Mass Communication (3)
JMC 105 Introduction to Oral Communication (3)
JMC 200* Basic Reporting (3)
JMC 210* Basic Reporting II (3)
JMC 290* Practicum in Mass Communication (3) (3 semester hours required for minor; additional hours do not count toward JMC electives for minor)
JMC 390* Internship (3)

Complete 9 additional semester hours of JMC electives.

Music
The Arts and Humanities Department offers a Bachelor of Arts degree with a major or minor in music. The music program offers a curriculum leading to a Bachelor of Arts degree. Each of these instructional programs has been designed to help students prepare for specific career objectives and must be carefully followed through a four-year program. Persons planning to major or minor in music should examine these programs and, in consultation with a music faculty advisor, select the one that is most appropriate. All music majors have the option of selecting a business concentration to accompany his or her music major.

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

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

Students who would like to major in music must have a considerable background in music. In order to be a music major or minor at Olivet College, students must audition for the music faculty.

All music majors require the completion of the following portfolio requirements. Detailed information about the portfolio requirements for this major is available from the department. The portfolio must contain the following items:
1. Professional documents (résumé and other materials)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
2. Portfolio exhibits that demonstrate:
   • Ability to perform competently in the chosen area of vocal or instrumental music
   • Ability to perform in a large group ensemble
   • A written project in music history/theory
   • Knowledge of music literature and various musical styles
   • Ability to perform basic analysis of music compositions
   • Demonstration of aural skills
   • Piano proficiency

Music Major
A Bachelor of Arts degree in music requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The music major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (49 semester hours)
Complete each of the following courses (33 semester hours):
- MUS 111 Music Theory I (3)
- MUS 112* Music Theory II (3)
- MUS 113 Aural Skills I (1)
- MUS 114* Aural Skills II (1)
- MUS 141 Class Piano I (1)
- MUS 142 Class Piano II (1)
- MUS 211* Music Theory III (3)
- MUS 212* Music Theory IV (3)
- MUS 213* Aural Skills III (1)
- MUS 214* Aural Skills IV (1)
- MUS 221* Comprehensive Music History I (3)
- MUS 222* Comprehensive Music History II (3)
- MUS 321* Comprehensive Music History III (3)
- MUS 322* Comprehensive Music History IV (3)
- MUS 497* Senior Experience (3)

Private Lessons (8 semester hours)
MUS 118/218/318/418

Ensembles (8 semester hours)
MUS 150-450 College Choir (Vocalists)
MUS 160-460 Wind Ensemble (Instrumentalists)

Business Concentration (optional)
(27 semester hours)
Complete each of the following (27 semester hours):
- BUS 201 Principles of Accounting I (3)
- BUS 202 Principles of Accounting II (3)
- BUS 212 Business Law I (3)
- BUS 300 Principles of Management (3)
- BUS 309 Principles of Marketing (3)

BUS 316 Financial Management I (3)
BUS 490 Business Policy and Strategic Management (3)
ECO 201 Principles of Microeconomics (3)
ECO 202 Principles of Macroeconomics (3)

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

Minor Courses (27 semester hours)
Complete each of the following (13 semester hours):
- MUS 111 Music Theory I (3)
- MUS 112* Music Theory II (3)
- MUS 113 Aural Skills I (1)
- MUS 114* Aural Skills II (1)
- MUS 141 Class Piano I (1) (may be waived by passing Piano Proficiency)
- MUS 142* Class Piano II (1) (may be waived by passing Piano Proficiency)
- MUS 231 Introduction to Music and Computers (3)

Complete 2 from the following (6 semester hours):
- MUS 221* Comprehensive Music History I (3)
- MUS 222* Comprehensive Music History II (3)
- MUS 321* Comprehensive Music History III (3)
- MUS 322* Comprehensive Music History IV (3)

Complete at least 4 semester hours of MUS 118, 218*, 318*, 418* (Private Music Lessons).

Complete at least 4 semester hours of ensembles chosen from the following (may be repeated to meet the requirement):
- MUS 150-450 Choir (Vocalists) (1)
- MUS 160-460 Wind Ensemble (Instrumentalists) (1)

NOTES:
1. The student’s major ensemble and primary performing instrument/voice will be determined by consensus of the music faculty. The four semester hours of ensemble and four semester hours of private lessons must take place with these agreed-upon choices.
2. The student must successfully complete a piano proficiency examination before the minor will be awarded. This examination, administered by the piano faculty at a mutually convenient time, will test the student’s basic reading ability, knowledge of scales and arpeggios, ability to harmonize and transpose simple melodies, and further technical development. If keyboard skill development is necessary in order to pass the examination, students may enroll in MUS 141 (Class Piano I) and MUS 142 (Class Piano II).

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
3. Music Theory and Aural Skills courses (MUS 111/112 and 113/114) are sequences which require a grade of “C” or above in order to continue on to the next course in the sequence.

Religious Studies and Ethics

The Arts and Humanities Department offers a minor in religious studies and ethics. The religious studies and ethics program offers courses in a range of areas, including world religions, religion, ethics and society, theories and methods in the study of religion, scripture and its interpretation, and church history.

The program emphasizes critical thinking and writing in the area of religious studies and ethics. Students will gain a critical perspective on a variety of contemporary issues in these fields. This knowledge can provide an excellent enhancement to the content of one’s major field of study at Olivet, whether this be history, sociology and anthropology, or journalism. It can also round out professional training in the sciences or business.

Religious Studies and Ethics Minor

A minor in religious studies and ethics requires the successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (24 semester hours)

Complete each of the following (6 semester hours):
REL 101 Religion, Culture, and Society (3)
PHL 102 Introduction to Ethics (3)

Complete at least 3 semester hours from the following:
REL 260 World Religions I: Eastern Traditions (3)
REL 261 World Religions II: Western Traditions (3)

Complete 15 additional semester hours, with courses from at least three of the following areas:

Scripture and its Interpretation
REL 210 Introduction to the Old Testament/Hebrew Bible (3)
REL 211 Literature of the New Testament (3)
REL 315 Jesus, Politics and Ethics (3)
WGS 415 Women in the Bible* (3)

Church History
REL 220 History of Christianity I (3)

Religion, Ethics, and Society
PHL 360 Biomedical Ethics (3)
REL 306 Religions and Social Order/Disorder (3)
REL 330 Gender, Sexuality and Religion (3)

World Religions
REL 260 World Religions I: Eastern Traditions (3)
REL 261 World Religions II: Western Traditions (3)
REL 265* Earth-Based Religions and Spirituality (3)
REL 360 Islamic Tradition (3)

Specialized Courses
REL 290 Special Topics
REL 470 Independent Study (1-3)
REL 490 Advanced Topics (3)

Writing with Disciplinary Specialization

The Arts and Humanities Department offers a Bachelor of Arts degree with a writing major with disciplinary specialization. Students with a writing major are poised to enter a professional marketplace which recognizes the value of their specialized skill set; possible career tracks include advertising, public service, lobbying, corporate publication and journalism. The major also prepares interested students to begin graduate work. The writing major is designed so that students will have ample opportunity to either double major or pursue multiple minors and therefore be prepared for more specialized writing positions, such as science writing or computer/technical writing. Students pursuing a writing major are required to complete an internship as part of their training.

Writing Major with Disciplinary Specialization

A Bachelor of Arts degree in writing requires 120 semester hours with a minimum overall grade point average of 2.0, with a minimum major grade point average of 2.0.

The writing major with disciplinary specialization requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (39 semester hours)

Complete each of the following (25 semester hours)
ENG 240* Advanced Composition (3)
JMC 200* Basic Reporting I (3)
JMC 210* Basic Reporting II (3)
JMC 230* Broadcast Writing and Announcing (3)
JMC 290 Newspaper Practicum (1)
JMC 305* Publication Design (3)
JMC 310* Editing (3)
JMC 390* Internship (3)
JMC 421* Mass Communication Law and Ethics (3)

Complete 9 semester hours from the following:
ENG 245 Fiction Writing I (3)
ENG 247 Poetry Writing I (3)
ENG 249 Creative Non-Fiction Writing (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
ENG 251  Travel Writing (3)

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

Complete two courses from the following (2 semester hours):
JMC 290 Literary Journal Practicum (1)
JMC 290 Newspaper Practicum (1)
JMC 290 Broadcast/Video Practicum (1)

NOTE: Writing major students MUST complete his or her disciplinary specialization through:
- A second major, other than journalism and mass communication; or
- A minor, other than journalism and mass communication or writing.

Recommended Electives:
CS 116 Web Design and Development (3)
ENG 145 Introduction to Creative Writing (3)
JMC 240 Photography and Visual Communication (3)

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

Writing Minor Courses (27 semester hours)
Complete each of the following (16 semester hours)
ENG 240* Advanced Composition (3)
JMC 200* Basic Reporting I (3)
JMC 210* Basic Reporting II (3)
JMC 290 Newspaper Practicum (1)
JMC 305* Publication Design (3)
JMC 310* Editing (3)

Complete 3 semester hours from the following:
ENG 145 Introduction to Creative Writing (3)
ENG 249 Creative Non-Fiction Writing (3)
ENG 251 Travel Writing (3)

Complete 3 semester hours from the following:
ENG 245 Fiction Writing I (3)
ENG 247 Poetry Writing (3)

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

Complete two courses from the following (2 semester hours):
JMC 290 Literary Journal Practicum (1)
JMC 290 Newspaper Practicum (1)
JMC 290 Broadcast/Video Practicum (1)

Recommended Electives:
CS 116 Web Design and Development (3)
JMC 240 Photography and Visual Communication (3)
JMC 390 Internship (3)

Visual Arts
The Visual Arts Program is studio-oriented with an emphasis on drawing and an overall philosophy that focuses on realism. The faculty developed a drawing program which assumes no ability in the beginning student and aims to train her/him to draw figuratively at a professional level. Students entering the department may attain advanced placement relative to their artistic abilities.

Studio classes operate as ateliers (workshops) where the students are treated as responsible adult learners in a general atmosphere of individual attention and informal contact. As a teaching strategy, the instructor often works on his/her art alongside the students. A system of competency validation is employed to assess and grade students. Students also have the opportunity to improve upon most of the grades they have earned in the program by taking advantage of the Credit Revalidation policy.

Along with skill development, the program engages students in issues of character and responsibility through readings, writings and discussions. As seniors, students are required to develop a senior project that articulates, in image and word, the synthesis of their experiences at Olivet College and the relevance of the college’s academic vision of Education for Individual and Social Responsibility to their lives now and in the future.

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

Visual Arts Major
A Bachelor of Arts degree in visual arts requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The visual arts major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements. Please note at least one concentration in either studio arts or biological illustration must be selected with this major.

Major Courses
Complete each of the following (39 semester hours):
ART 101 Image and Culture (3)
ART 105 Drawing Skills Lab (3)
ART 107  Visual Foundations (3)
ART 108  Introduction to Graphic Design (3)
ART 205  Portrait Sculpture: Fundamental (3)
ART 221  Sculpture: Fundamental (3)
ART 231  Printmaking: Fundamental (3)
ART 240  History of World Art I (3)
ART 241  History of World Art II (3)
ART 242  Modern and Contemporary Art History (3)
ART 245  Figure Drawing: Fundamental (3)
ART 251  Painting: Fundamental (3)
ART 271  Biological Illustration: Fundamental (3)

Visual Arts Concentration (required) (9-12 semester hours)
All visual arts majors must select at least one of two visual arts concentrations listed below.

Biological Illustration
Biological illustration is a concentration offered jointly by the Visual Arts Program and Biology Program. The focus of this program is the specific application of visual/artistic skills towards biological/medical/scientific ends.

The student is trained to draw realistically and accurately as well as to master a variety of commercial design skills involving the reproduction of graphic materials.

These skills, along with biological course work, prepare the student to enter graduate programs leading to a master's degree in biological/medical/scientific illustration.

This highly specialized field of study leads to a rewarding career combining art and biology. Interested students should contact members of the Visual Arts Program and Biology Program.

Complete each of the following (9 semester hours):
ART 345*  Figure Drawing: Intermediate (3)
ART 371*  Biological Illustration: Intermediate (3)
ART 471*  Biological Illustration: Advanced (3)

Recommended Electives:
BIO 102  Biological Science (3)
BIO 150  Introductory Zoology (4)
BIO 202*  Comparative Vertebrate Biology (3)
BIO 211*  Anatomy and Physiology I (3)
BIO 212*  Anatomy and Physiology II (3)
BIO 307*  Physiology (3)

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

Complete each of the following (12 semester hours):
ART 200  Ceramics: Fundamental (3)
ART Studio  Advanced Level Studio (300–400 level classes in painting, sculpture, printmaking, or ceramics; students may choose any combination of upper division courses) (6)
ART 490  Advanced Independent Work (3)

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

Minor Courses (30 semester hours)
Complete each of the following:
ART 101  Image and Culture (3)
ART 105  Drawing Skills Lab (3)
ART 107  Visual Foundations (3)
ART 221  Sculpture: Fundamental (3)
ART 231  Printmaking: Fundamental (3)
ART 240  History of World Art I (3)
ART 241  History of World Art II (3)
ART 245  Figure Drawing: Fundamental (3)
ART 251  Painting: Fundamental (3)
ART 271  Biological Illustration: Fundamental (3)

Visual Arts Dual Discipline Major
A Bachelor of Arts degree in the visual arts dual discipline major requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The visual arts dual discipline major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements. Please note at least one concentration in either business or pre-art therapy must be selected with this major.

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

Major Courses (33 semester hours)
Complete each of the following:
ART 101  Image and Culture (3)
ART 105  Drawing Skills Lab (3)
ART 107  Visual Foundations (3)
ART 108  Introduction to Graphic Design (3)
ART 200  Ceramics: Fundamental (3)
ART 221  Sculpture: Fundamental (3)
ART 245  Figure Drawing: Fundamental (3)
ART 251  Painting: Fundamental (3)
ART 271  Biological Illustration: Fundamental (3)
ART 241  History of World Art II (3)
ART 242  Modern and Contemporary Art History (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Required Concentrations (9-12 semester hours)
All visual arts dual discipline majors must select at least one of two visual arts dual discipline concentrations listed below.

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

Business Concentration
Complete each of the following (21 semester hours):
CS 110  Computer Information Systems (3)
CS 116  Web Design and Development (3)
BUS 201 Principles of Accounting I (3)
BUS 202 Principles of Accounting II (3)
BUS 300 Principles of Management (3)
BUS 309 Principles of Marketing (3)
BUS 412 Small Business Development (3)

Recommended Electives:
BUS 200 Introduction to Business (3)
BUS 212 Business Law I (3)
BUS 311 Advertising (3)

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

Pre-Art Therapy Concentration
Complete each of the following (21 semester hours):
PSY 110  Introduction to Psychology (3)
PSY 120  Positive Psychology (3)
PSY 319  Personality Theories (3)
PSY 314  Development Across the Lifespan (3)
PSY 325  Abnormal Psychology (3)
PSY 420  Counseling and Psychotherapy (3)
PSY 490  Senior Seminar in Psychology (3)

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

Business Administration
Michael Oyster, M.S., Division Head

The Business Administration Department offers a Bachelor of Arts degree with majors in accounting, business administration, business analysis in insurance, insurance and risk management, and financial planning. The business administration major provides students with opportunities to concentrate in four areas of emphasis: marketing, management, finance and general business. A minor in business administration is also available.

The student must demonstrate competency in Microsoft Office programs (Excel, Access, PowerPoint, and Word) and the Internet usage. The student will demonstrate knowledge and applications of ethical business standards and commitment to diversity in the workplace. Students who wish to enroll in 300- and 400-level courses in business administration, economics, insurance and risk management, and financial planning must have a 3.0 or better cumulative grade point average and must maintain that average in order to continue to take 300-level and 400-level courses in the department. In addition a professional internship experience is highly recommended.

Business administration majors and minors are designed to combine a strong liberal arts education with courses and activities related to the nature and operation of for-profit and nonprofit organizations. Each course emphasizes a strategic management approach to decision making and problem solving. Students do not simply memorize jargon and facts, they develop strong analytical and group project skills by working with case studies of “real world” problems. We also encourage lifelong professional development and learning. In this way, students will be better equipped to adapt to rapidly changing business environments. The bottom line: our students will be prepared to make contributions in the business community or graduate school classroom.

Business students are urged to select a variety of non-business courses to develop a breadth of knowledge which will lead to flexibility in career decision making.

Business administration students majoring in this department are required to take a common group of courses which offer a broad view of the business world. Students then specialize in an area of concentration such as marketing, management, finance, or general business.

The business department also offers courses in economics to complement its degree offerings. Business students must earn a minimum grade of C in any course that is a prerequisite for major and minor courses.

Accounting

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

**Accounting Major**

A Bachelor of Arts degree in accounting requires 120 semester hours with a minimum overall grade point average of 3.0, and a minimum major grade point average of 3.0.

The accounting major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

**Major Core Courses (60 semester hours)**

Complete each of the following (54 semester hours):

- BUS 201 Principles of Accounting I (3)
- BUS 202* Principles of Accounting II (3)
- BUS 212 Business Law I (3)
- BUS 213* Business Law II (3)
- BUS 300* Principles of Management (3)
- BUS 301* Intermediate Financial Accounting (3)
- BUS 302* Intermediate Financial Accounting II (3)
- BUS 304* Cost Accounting (3)
- BUS 305* Accounting Information Systems (3)
- BUS 309* Principles of Marketing (3)
- BUS 316* Financial Management I (3)
- BUS 409* Auditing (3)
- BUS 411* Tax Accounting (3)
- BUS 490* Business Policy and Strategic Management (3)

- CS 110 Computer Information Systems (3)
- CS 210* Advanced Computer Information Systems (3)
- ECO 201 Principles of Microeconomics (3)
- ECO 202 Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

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

**Complete 3 semester hours from the following:**

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

**Complete 3 semester hours from the following:**

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

**Business Administration Major**

A Bachelor of Arts degree in business administration requires 120 semester hours with a minimum overall grade point average of 3.0, and a minimum major grade point average of 3.0.

The business administration major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

**NOTE:** All students concentrating in marketing, management, finance or general business must successfully complete each of the following courses.

**Major Core Courses (54 semester hours)**

Complete each of the following (30 semester hours):

- BUS 201 Principles of Accounting I (3)
- BUS 202* Principles of Accounting II (3)
- BUS 212 Business Law I (3)
- BUS 213* Business Law II (3)
- BUS 301* Intermediate Financial Accounting (3)
- BUS 302* Intermediate Financial Accounting II (3)
- BUS 304* Cost Accounting (3)
- BUS 305* Accounting Information Systems (3)
- BUS 309* Principles of Marketing (3)
- BUS 316* Financial Management I (3)
- CS 210* Advanced Computer Information Systems (3)
- ECO 201 Principles of Microeconomics (3)
- ECO 202 Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

Complete 3 semester hours from the following:

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

**Business Administration Concentrations (required)**

All business administration majors must select at least one of four business administration concentrations listed below.

**Finance Concentration**

Complete each of the following (15 semester hours):

- BUS 295* Financial Statement Analysis (3)
- BUS 317* Financial Management II (3)
- BUS 304* Cost Accounting (3)
- BUS 409* Auditing (3)
- ECO 401* Money, Credit, and Banking (3)

**General Business Concentration**

Complete 15 semester hours as follows:

Complete business administration core courses plus an additional 15 semester hours of 300- or 400-level business and economics courses that were not taken in the major or in any other business or insurance major, minor, or concentration. No more than 6 additional semester hours may be taken from the economics area.

- Recommended Elective:
  - BUS 403* Governmental Accounting (1)

** NOTE:** Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Management Concentration
Complete each of the following (15 semester hours):

FP 425  Employee Benefits (3)
BUS 405*  Production Management (3)
BUS 406*  Human Resources (3)
BUS 408*  Organizational Behavior (3)
BUS 412*  Small Business Management (3)

Marketing Concentration
Complete each of the following (15 semester hours):

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

NOTES:
1. Students planning to attend graduate school must complete the following courses: ECO 301 Intermediate Microeconomics, MTH 151 Calculus I, and MTH 152 Calculus II.
2. Fluency in a foreign language is highly recommended for all business administration students.

Business Administration Minor
The business administration minor requires successful completion of 27 semester hours as outlined below.

NOTE: This minor is not available in combination with any other business or insurance majors, minor, or concentrations.

Minor Courses (27 semester hours)
Complete each of the following:

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

Insurance and Risk Management
Carol Breed, J.D., Program Director

The Insurance and Risk Management (IRM) Program at Olivet College, created by the insurance industry in 1980, is considered one of the top risk management and insurance undergraduate education programs in the United States based on the following criteria: curriculum, faculty, co-curricular activities and industry involvement.

The majors are integrated with co-curricular activities of the Alpha Alpha chapter of Gamma Iota Sigma, which helps students to develop group collaboration, management and leadership skills, prepare for internship and employment interviews, and network with insurance and risk management professionals where they work. Small class sizes encourage maximum student/faculty interaction.

Course materials are developed by the risk management and insurance industry, are widely recognized and continuously updated, and also assist students in preparing for national exams leading to the AINS, ARM, AAI, AU, AIC, ASLI, ARE, CPCU, CIC, CRM professional designations. We emphasize individual and social responsibility throughout curriculum, and “uberrima fides” (utmost good faith) in all risk management and insurance courses.

We encourage students to keep up-to-date in current IRM issues and global risk management by reading current insurance periodicals such as the National Underwriter, Business Insurance, Best’s Review, Risk Management and a summer reading list.

Coursework emphasizes analytical and critical thinking, and the application of material to case studies and simulations, rather than memorization alone. IRM faculty are advised on curriculum and co-curricular activities by a committee of 40 professionals representing a cross-section of the risk management and insurance industry.

In addition to the course requirements, an internship is required and at least three internship credits must be earned before graduation. Students who wish to enroll in 300-level and 400-level IRM/FP classes, and must have a 3.0 or better cumulative grade point average to continue to take 300-level and 400-level IRM/FP classes, and must have a 3.0 or better cumulative grade point average to graduate from Olivet College with any of the program’s majors.

Business Analysis in Insurance

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

Business Analysis in Insurance Major

A Bachelor of Arts degree in business analysis in insurance requires 120 semester hours with a minimum overall grade point average of 3.0, and a minimum major grade point average of 3.0.

The business analysis in insurance major requires successful complete of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

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

59
### Major Courses (51-59 semester hours)

Complete each of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS 201</td>
<td>Principles of Accounting I</td>
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<td>BUS 202*</td>
<td>Principles of Accounting II</td>
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<td>BUS 300*</td>
<td>Principles of Management</td>
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<td>CS 130*</td>
<td>Principles of Computing</td>
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<tr>
<td>CS 240*</td>
<td>Computer Science II</td>
<td>4</td>
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<tr>
<td>CS 270*</td>
<td>Software Engineering</td>
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<tr>
<td>CS 350*</td>
<td>Database Programming</td>
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<tr>
<td>IDS 390*</td>
<td>Internship</td>
<td>3</td>
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<tr>
<td>IRM 221</td>
<td>Principles of Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>IRM 322*</td>
<td>Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>IRM 323*</td>
<td>Commercial Insurance</td>
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<tr>
<td>IRM 350*</td>
<td>Negotiations and Persuasive Presentations</td>
<td>3</td>
</tr>
<tr>
<td>IRM 480*</td>
<td>Project Management for Property and Casualty Insurance</td>
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<td>IRM 490*</td>
<td>Strategic Management of the Insurance Enterprise</td>
<td>3</td>
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<tr>
<td>MTH 109</td>
<td>College Algebra</td>
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<tr>
<td>MTH 150</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MTH 232</td>
<td>Statistics</td>
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### Financial Planning

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

### Financial Planning Major

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

The financial planning major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

### Major Courses (58 semester hours)

Complete each of the following (52 semester hours):

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<tr>
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<tbody>
<tr>
<td>BUS 201</td>
<td>Principles of Accounting I</td>
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<td>BUS 202*</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
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<td>BUS 490*</td>
<td>Business Policy and Strategic Management</td>
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<td>ECO 201</td>
<td>Principles of Microeconomics</td>
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<td>ECO 202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>CS 210*</td>
<td>Advanced Computer Information Systems</td>
<td>3</td>
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<tr>
<td>MTH 232</td>
<td>Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Insurance and Risk Management

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

### Insurance and Risk Management Major

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

The insurance and risk management major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

### Major Courses (58 semester hours)

Complete each of the following (52 semester hours):

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<td>Financial Management</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FP 200</td>
<td>Fundamentals of Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>FP 350*</td>
<td>Prospecting and Meeting Client Needs</td>
<td>3</td>
</tr>
<tr>
<td>IDS 390*</td>
<td>Internship</td>
<td>3</td>
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<tr>
<td>IRM 322*</td>
<td>Personal Insurance</td>
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<tr>
<td>IRM 323*</td>
<td>Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>IRM 454*</td>
<td>Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>MTH 232</td>
<td>Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTE:** Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Complete 6 semester hours from the following special interest tracks:

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

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

NOTES:
1. Membership in the Gamma Iota Sigma insurance and risk management fraternity is strongly recommended. The co-curricular activities of this student organization are a very significant and integral part of our educational process, providing a wide variety of learning opportunities outside of the classroom that help our students meet a large number of learning objectives and furnish portfolio exhibits which document the accomplishment of those objectives. Gamma Iota Sigma also sponsors the department seminar.
2. The IRM 330 Ethics and Presentations course meets the Service Learning requirement, and is recommended for insurance and risk management students.
3. If the student is planning to attend graduate school, ECO 301 Intermediate Microeconomics, MTH 151 Calculus I and MTH 152 Calculus II are recommended.
4. A foreign language is highly recommended for all business students.

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

This minor requires students to complete an internship with an insurance claims division. This internship provides students firsthand experience in claims investigation and provides employers with the opportunity to evaluate the knowledge and performance of Olivet students. Experts in the field of insurance state that this minor is in high demand and students completing the required credits would be invaluable to insurance companies.

This program could be offered to retired police officers as an avenue for a second career.

Insurance Claims Investigation Minor
The insurance claims investigation minor requires the successful completion of 28 semester hours as outlined below.

Minor Courses (28-30 semester hours)
Complete each of the following (25-27 semester hours):
IRM 221 Principles of Insurance and Risk Management (3)
IRM 322* Personal Insurance (3)
IRM 323* Commercial Insurance (3)
IRM 340* Insurance Claims Principles and Practices (3)
IRM 330* Ethics and Presentations (3)
CJ 280* Criminal Law & Jurisprudence (3)
CJ 360* Criminal Investigations (3)
CJ 430* Crime Scene Investigations (3)
IDS 390 Internship (1-3)

Complete 3 semester hours from the following:
CJ 110 Introduction to Criminal Justice (3)
CJ 111 Corrections, Punishment & Crime (3)

Education and Teacher Preparation Program
Lisa Furman, Ph.D., Director of Education

In May 2015, the Olivet College Board of Trustees approved a multi-year phase out of the Teacher Preparation Program. For further information, contact Dr. Lisa Furman, Director of Education.

Olivet College students who wish to enter the teaching profession must complete coursework in certifiable majors and minors, in addition to education courses meeting the Michigan State Board of Education requirements for teaching certification.

Available Teacher Preparation Program Majors and Minors
The Education Department collaborates with other departments on campus to offer Bachelor of Arts degrees with teacher certification in the majors and minors outlined below.

Secondary Certification Majors
Chemistry
Integrated Science
Mathematics
Physical Education (K-12)
Secondary Certification Minors
Chemistry
Health Education
Mathematics

Olivet College Teacher Preparation Program
Acceptance Requirements

During Freshman Year
1. Complete a Major/Minor Declaration Form. Students must submit a major/minor declaration form to Student Services during his or her first semester at Olivet College. The major declared must be a certifiable major according to Michigan State Board of Education requirements for teaching certification. (Note: This information may be amended or changed at any point during your academic career.)

By the End of Freshman Year
1. Submit two Assessments by Outside Teaching Professionals. Student must provide the department chair of their major area the contact information for two outside teaching professionals in the student’s intended teaching discipline. These individuals will be asked to provide an assessment of the student on the forms provided by the college.
2. Arrange for Assessment by Department Chair(s). Student must earn a favorable departmental assessment in his/her major, and where applicable, minor. Student must make a formal request in writing to the department chair(s) for the completion of this assessment. The department chair(s) or designee(s) will submit the completed assessment to the Education Department.

NOTE: It is highly recommended that students take and pass all three (3) components of the MTTC Professional Readiness Exam during his or her freshman year.

During Sophomore Year
1. Apply for Admission to the Teaching Preparation Program (TPP). Students must complete an application to the TPP during his or her first education class and submit the completed application to the Education Department.
2. Complete a Criminal Disclosure Form, available in the Education Department and submit the completed form to the Education Department.
3. Apply for student membership in a regional and/or national professional association relevant to his or her content area or to the education field. Students should consult with his or her department chair and/or advisor for an appropriate organization.
4. Complete Individual Development Plan (if necessary). If any of the assessments above are returned with marginal or unacceptable results, student must create an Individual Development Plan (IDP) in conjunction with their advisor or departmental designee. The template for this IDP will be provided to the student by the Education Department. The student’s progress with his or her IDP will be checked at pre-arranged and regular intervals by the appropriate faculty member(s) in the major, minor and/or Education departments. He or she will have one year following a negative department assessment to remediate problems raised in that assessment. Students who do not satisfy the terms of their IDP(s) cannot be admitted to the TPP.
5. Arrange Interview with Department Chair(s) (if necessary). If any of the assessments above are returned with marginal or unacceptable reviews, student must complete a preparedness interview with the chair of the major department and (where appropriate) the minor department and a representative of the Education Department. This interview must be scheduled in the first month of the student’s third semester (i.e., first semester of the sophomore year).

By the End of Sophomore Year
1. Complete ED 201, ED 202, and ED 203 with no grades lower than a B in each course. If a student fails to earn these grades, then he or she cannot be admitted to the TPP until he or she completes an IDP addressing specific deficiencies.
2. Complete IDS 112 with a C or higher. Complete MTH 120 (or other approved math proficiency course) with the grade of a C or higher, unless the mathematics course is a part of the major or minor.
3. Maintain a grade point average of 3.0 in the major and minor (where applicable), with no grades lower than a B in foundational courses (determined by individual departments). If a student fails to maintain this grade point average, then he or she cannot be admitted to the TPP until he or she completes an IDP addressing specific deficiencies.
4. Take and pass all three (3) components of the MTTC Professional Readiness Exam no later than the end of the sophomore year. If students do not pass a component of the Professional Readiness Exam, then he or she must design an IDP in conjunction with appropriate faculty member(s), following the procedures described in the IDP section above. Students have only three (3) attempts to pass all portions of the Professional Readiness Exam.
5. Students cannot have any serious judicial board or academic integrity violations and be admitted into the TPP.

NOTE: By the end of the sophomore year, students who have fulfilled the above requirements are officially admitted into Olivet College’s TPP and accepted as teacher candidates.

During Junior Year
1. Candidates are expected to continue to meet program standards; failure to do so may result in suspension from the TPP, additional IDPs, and/or dismissal from
the TPP. Students who are dismissed from the TPP must reapply.

2. Secondary teaching candidates should complete ED 302 during the fall semester and the teaching methods course appropriate to the major and/or minor.

3. Candidates within the TPP must take the MTTC subject area practice tests online after completion of ninety percent of their coursework and present the results to the appropriate department chair(s) and to the Education Department. If a student does not pass, he or she must design another IDP in conjunction with the appropriate faculty. There is a fee associated with this outside testing.

During Senior Year
1. Candidates are expected to continue to meet program standards; failure to do so may result in suspension from the TPP, additional IDPs, and/or dismissal from the TPP. Students who are dismissed from the TPP must reapply.

Teacher Candidate Professional Experience
First Semester, Senior Year
1. Complete all coursework in major(s) and minor(s).
2. Secondary teaching candidates must enroll in ED 402.
3. Begin work on the pre-professional portfolio.
4. Complete a second Criminal Disclosure Form, available in the Education Department and submit the completed form to the Education Department.
5. Provide evidence of certification in CPR/first aid.
6. Complete portfolio.
7. Request a senior audit through the Education Department.
8. Complete an Application to Student Teach.

Second Semester, Senior Year
1. Participate in 14-16 weeks of student teaching.
2. Complete the pre-professional portfolio while maintaining a 2.75 grade point average.

MTTC Subject Area Tests – Preparation and Requirements
All teacher preparation students at Olivet College MUST be approved by the Olivet College Education Department to take the subject area tests of the MTTC. The student must have been accepted into the Olivet College Teacher Preparation Program, and ninety percent of the required coursework in the major and minor must be completed for the subject test being taken, and the student must have attended at least one formal MTTC test preparation session. Once these requirements are met by the student, he or she must notify the Education Department certification officer via e-mail or in writing that he or she wishes to register for the MTTC subject area test, including the test date. This notification must occur at least one month prior to the requested test date.

Olivet College is not allowed to recommend a student for teacher certification until we have received evidence of passing scores in all MTTC major and minor tests for secondary candidates. A student may elect to postpone taking the appropriate certification tests until student teaching is completed. This will not affect graduation, but will delay certification.

Secondary Education Certification
All students seeking secondary education certification must complete the following courses for certification, along with the required courses in his or her major and/or minor.

Secondary Certification Courses
(28 semester hours)
Complete each of the following:
ED 201  Foundations of American Education (2)
ED 202  Psych of Human Development and Learning (2)
ED 203  Education of the Exceptional Learner (2)
ED 302*  Methods of Teaching Reading in the Secondary School (3)
ED 310*  Technology in the Classroom (2)
ED 402*  Secondary Methods (3)
ED 408*  Observation and Directed Teaching in the Secondary School (14)

NOTE: In addition to the courses listed above, teaching methods courses may also be required for majors and/or minors to be certified by the state of Michigan. These course requirements are listed with the major and/or minor course requirements.

Teacher Certification Majors and Minors

Chemistry Secondary Education Major
A Bachelor of Arts degree in chemistry secondary teaching requires 120 semester hours with a minimum overall grade point average of 2.75, and a minimum major grade point average of 3.00.

The chemistry major with secondary teaching certification requires successful completion of 44 semester hours in the major courses outlined below, a teachable minor, 28 semester hours of secondary certification courses, and specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (44 semester hours)
Complete each of the following:
CEM 151†  General Chemistry I (3)
CEM 152†  General Chemistry II (3)
CEM 153†  General Chemistry I Laboratory (1)
CEM 154†  General Chemistry II Laboratory (1)
CEM 221†  Analytical Chemistry (3)
CEM 223†  Analytical Chemistry Laboratory (2)
CEM 231†  Organic Chemistry I (3)
CEM 232†  Organic Chemistry II (3)

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

A Bachelor of Arts degree in integrated science secondary teaching requires 120 semester hours with a minimum overall grade point average of 2.75, and a minimum major grade point average of 3.00.

The integrated science major with secondary teaching certification requires successful completion of 58 semester hours in the major courses outlined below, 28 semester hours of secondary certification courses, and specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (58 semester hours)

Complete each of the following:

- BIO 105 Human Biology (3)
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 112 Principles of Biology - Organisms to Ecosystems (3)
- BIO 208 General Ecology (3)
- BIO 404* Genetics (3)
- BIO 406* Biostatistics (3)
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- CEM 221† Analytical Chemistry (3)
- CEM 223† Analytical Chemistry Laboratory (2)
- CEM 231† Organic Chemistry I (3)
- CEM 232† Organic Chemistry II (3)
- CEM 233† Organic Chemistry I Laboratory (2)
- CEM 234† Organic Chemistry II Laboratory (2)
- CEM 332* Biochemistry: Biomolecules and Metabolism (3)
- CEM 401* Physical Chemistry (3)
- MTH 151* Calculus I (4)
- SCI 103 Introductory Astronomy (3)
- SCI 105 Introductory Geology (3)
- SCI 201 Physical Geography (3)
- SCI 251* Nature, Technology and Humanity (3)
- PHA 201† College Physics I (3)
- PHA 202† College Physics II (3)
- PHA 203† College Physics I Laboratory (1)
- PHA 204† College Physics II Laboratory (1)

Mathematics Secondary Education Major

A Bachelor of Arts degree in mathematics secondary teaching requires 120 semester hours with a minimum overall grade point average of 2.75, and a minimum major grade point average of 3.00.

The mathematics major with secondary teaching certification requires successful completion of 33 semester hours in the major courses outlined below, a teachable minor, 28 semester hours of secondary certification courses, and specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Minor Courses (27 credit hours)

Complete each of the following:

- HWL 215 Human Sexuality (3)
- HWL 250 Nutrition (3)
- HWL 252 Substance Use and Abuse (3)
- HWL 307 Community Health (3)
- HWL 308 Administration and Methods in Health Education (3)
- HWL 309 Administration and Methods in Health Education II (3)
- PE 106 Principles & Foundations of Physical Education and Health (3)
- PE 112 Professional Rescuer (3)
- PE 310 Measurement and Evaluation in Health, Physical Education and Recreation (3)
Major Courses (33 semester hours)
Complete each of the following (30 semester hours):
ED 394* Methods of Teaching Mathematics (2)
MTH 151* Calculus I (4)
MTH 152* Calculus II (4)
MTH 232* Statistics (4)
MTH 242* Discrete Mathematics (3)
MTH 253* Calculus III (4)
MTH 315* Geometry (3)
MTH 320* Linear Algebra (3)
MTH 430* Abstract Algebra (3)

Complete 3 semester hours from the following:
MTH 402* Complex Analysis (3)
MTH 405* Advanced Calculus (3)

Mathematics Secondary Education Minor
The mathematics secondary teaching minor requires successful completion of 23 semester hours, as outlined below, with a minimum minor grade point average of 3.00.

Minor Courses (23 semester hours)
Complete each of the following:
ED 394   Methods of Teaching Mathematics (2)
MTH 151* Calculus I (4)
MTH 152* Calculus II (4)
MTH 232* Statistics (4)
MTH 242* Discrete Mathematics (3)
MTH 315* Geometry (3)
MTH 320* Linear Algebra (3)
MTH 430* Abstract Algebra (3)

Physical Education Secondary Major (K-12)
A Bachelor of Arts degree in physical education secondary teaching major requires 120 semester hours with a minimum overall grade point average of 2.75, and a minimum major grade point average of 3.00.

The physical education teaching major with secondary certification requires successful completion of 40 semester hours in the major courses outlined below, a teachable minor, 28 semester hours of secondary certification courses, and specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (40 semester hours)
Complete each of the following:
ED 305 Materials and Methods of Health and Physical Education (2)
HWL 250 Nutrition (3)
HWL 260* Human Anatomy (3)
PE 106 Principles and Foundations of Physical Education and Health (3)
PE 107 First Aid (2)
PE 210 K-12 Physical Education (2)
PE 211* Theory of Teaching Team Activities (2)
PE 214* Theory of Teaching Individual Activities (2)
PE 215* Theory of Teaching Tumbling, Stunts and Rhythms (2)
PE 217 Theory of Teaching Physical Fitness (3)
PE 301 Sports Psychology (3)
PE 305* Organization & Administration of PE (3)
PE 307* Principles and Techniques of Conditioning (3)
PE 320* Motor Learning (3)
HWL 240* Basic Athletic Training (3)

Complete 3 semester hours from the following:
PE 410* Sports Philosophy and Ethics (3)
PE 425* Sports Law (3)

Health and Human Performance
Nick Juday, M.A., Chair

Programs in Health and Human Performance are designed to prepare students for a wide variety of educational and other professional careers. Coursework in a major reflects a balance between courses designed to provide the fundamentals of instruction, skills pertinent to the profession, and an understanding of how the body functions during movement and exercise.

All Health and Human Performance majors require the completion of program-specific portfolio requirements. Detailed information about the portfolio requirements is available from the department.

The Health and Human Performance Department offers Bachelor of Arts degrees with majors in fitness management, sports/recreation management, sports psychology and exercise science. The department also offers minors in fitness management, sports/recreation management, sports psychology, and coaching.

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

Minor Courses (29 semester hours)
Complete each of the following (20 semester hours):
PE 204 Athletic Officiating (2)
PE 217 Theory of Teaching Physical Fitness (3)
PE 301 Sports Psychology (3)
PE 305* Organization & Administration of PE (3)
PE 307* Principles and Techniques of Conditioning (3)
PE 320* Motor Learning (3)
HWL 240* Basic Athletic Training (3)

Complete 3 semester hours from the following:
PE 410* Sports Philosophy and Ethics (3)
PE 425* Sports Law (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Complete 6 semester hours from the following:
PE 200  Theory of Coaching Basketball (3)
PE 201  Theory of Coaching Baseball (3)
PE 202  Theory of Coaching Football (3)
PE 203  Theory of Coaching Soccer (3)
PE 206  Theory of Coaching Swimming and Diving (3)
PE 208  Theory of Coaching Wrestling (3)

Recommended Electives:
HWL 250  Nutrition (3)
HWL 252  Substance Use and Abuse (3)
PE 401*  Kinesiology (3)
PE 405*  Exercise Physiology (3)

Exercise Science Major
A Bachelor of Arts degree in exercise science requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The exercise science major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (51 credit hours)
Complete each of the following:
BIO 111  Principles of Biology (3)
BIO 406*  Biostatistics (3)
HWL 250  Nutrition (3)
HWL 252  Substance Use and Abuse (3)
HWL 260*  Human Anatomy (3)
HWL 353  Stress Management (3)
IDS 390  Cooperative Education (3)
PE 112  Professional Rescuer (3)
PE 217  Theory of Teaching Physical Fitness (3)
PE 301  Sport Psychology (3)
PE 307  Principles and Techniques of Conditioning (3)
PE 320  Motor Learning (3)
PE 401*  Kinesiology (3)
PE 404  HHP Practicum (3)
PE 405*  Exercise Physiology (3)
PE 420*  Biomechanics (3)
SCI 111  Introduction to Chemistry (3)

PE 401*  Kinesiology (3)
PE 405*  Exercise Physiology (3)
PE 410*  Sports Philosophy and Ethics (3)
PE 425*  Sports Law (3)
SA 304*  Sport, Culture and Society (3)
IDS 390*  Cooperative Education (3)

Business Concentration (24 semester hours) (optional)
Complete each of the following:
BUS 200 Introduction to Business (3)
BUS 201 Principles of Accounting I (3)
IRM 221 Principles of Insurance (3)
BUS 300* Principles of Management (3)
BUS 309* Principles of Marketing (3)
BUS 311* Advertising (3)
BUS 408* Organizational Behavior (3)
ECO 201* Principles of Microeconomics (3)

Fitness Management Minor
The fitness management minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (29 semester hours)
Complete each of the following:
HWL 250  Nutrition (3)
HWL 252  Substance Use and Abuse (3)
HWL 260*  Human Anatomy (3)
HWL 354  Wellness Program Management (3)
PE 107  First Aid (2)
PE 217  Theory of Teaching Physical Fitness (3)
PE 307*  Principles and Techniques of Conditioning (3)
PE 401*  Kinesiology (3)
PE 405*  Exercise Physiology (3)
PE 425*  Sports Law (3)

Recommended Electives:
HWL 353  Stress Management (3)
IDS 390  Cooperative Education (3)
PE 301  Sport Psychology (3)
PE 410*  Sports Philosophy and Ethics (3)
SA 304  Sport, Culture and Society (3)
Sports Psychology Major
A Bachelor of Arts degree in sports psychology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The sports psychology major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (52 semester hours)
Complete each of the following:
- BIO 105 Human Biology (3)
- HWL 260* Human Anatomy (3)
- HWL 353 Stress Management (3)
- PE 217 Theory of Teaching Physical Fitness (3)
- PE 280* Social Psychology in Sport (3)
- PE 301 Sports Psychology (3)
- PE 320* Motor Learning (3)
- PE 401* Kinesiology (3)
- PE 404 Practicum (1)
- PE 405* Exercise Physiology (3)
- PE 410* Sports Philosophy and Ethics (3)
- PSY 110 Introduction to Psychology (3)
- PSY 325* Abnormal Psychology (3)
- PSY 420* Counseling and Psychotherapy (3)
- SA 304* Sport, Culture and Society (3)
- SA 330* Social Science Statistics (3)
- SA 390* Research Link (3)

Sports Psychology Minor
The sports psychology minor requires successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (27 credit hours)
Complete each of the following:
- HWL 260* Human Anatomy (3)
- HWL 353 Stress Management (3)
- PE 301 Sports Psychology (3)
- PE 320* Motor Learning (3)
- PE 404 HPP Practicum (3)
- PE 405* Exercise Physiology (3)
- PE 410* Sports Philosophy and Ethics (3)
- PSY 110 Introduction to Psychology (3)
- SA 304* Sport, Culture and Society (3)

Sports/Recreation Management Major
A Bachelor of Arts degree in sports/recreation management requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. There is also an optional business concentration for the sports recreation management major.

The sports/recreation management major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (43 semester hours)
Complete each of the following:
- HWL 252 Substance Use and Abuse (3)
- HWL 354 Wellness Program Management (3)
- IDS 390 Cooperative Education (3)
- PE 106 Principles and Foundations of Physical Education and Health (3)
- PE 107 First Aid (2)
- PE 204 Athletic Officiating (2)
- PE 301 Sports Psychology (3)
- PE 305* Organization & Administration of HPERS (3)
- PE 320* Motor Learning (3)
- PE 410* Sports Philosophy and Ethics (3)
- PE 425* Sports Law (3)
- REC 120 Introduction to Leisure Services and Administration (3)
- REC 250 Outdoor Recreation (3)
- REC 400* Leisure Activities for Special Populations (3)
- SA 304 Sport, Culture and Society (3)

Business Concentration (24 semester hours) (optional)
Complete each of the following:
- BUS 200 Introduction to Business (3)
- BUS 201 Principles of Accounting I (3)
- BUS 300* Principles of Management (3)
- BUS 309* Principles of Marketing (3)
- BUS 311* Advertising (3)
- BUS 408* Organizational Behavior (3)
- ECO 201* Principles of Microeconomics (3)
- IRM 221 Principles of Insurance (3)

Sports/Recreation Management Minor
The sports/recreation management minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (29 semester hours)
Complete each of the following:
- BUS 200 Introduction to Business (3)
- PE 107 First Aid (2)
- PE 301 Sports Psychology (3)
- PE 305* Organization and Administration of HPERS (3)
- PE 320* Motor Learning (3)
- PE 410* Sports Philosophy and Ethics (3)
- PE 425* Sports Law (3)
- REC 120 Introduction to Leisure Services and Administration (3)
- REC 400* Leisure Activities for Special Populations (3)
- SA 304 Sport, Culture and Society (3)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWL 252</td>
<td>Substance Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HWL 354</td>
<td>Wellness Program Management</td>
<td>3</td>
</tr>
<tr>
<td>IDS 390</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>PE 106</td>
<td>Principles and Foundations of Physical Education and Health</td>
<td>3</td>
</tr>
<tr>
<td>PE 204</td>
<td>Athletic Officiating</td>
<td>2</td>
</tr>
<tr>
<td>REC 250</td>
<td>Outdoor Recreation</td>
<td>3</td>
</tr>
</tbody>
</table>

Interdisciplinary Studies

Karen Chaney, Ph.D., Chair

Aerospace Science

Clair Stevens, J.D., Program Director

The Air Force ROTC Program allows Olivet College students to earn 24 Aerospace Science elective credits toward graduation through participation in an off-campus ROTC program. The first year of the program is viewed as an opportunity to explore the Air Force without further obligations. At the beginning of the second year, students wishing to continue with the program are expected to serve in the United States Air Force. After completion of the ROTC program, successful students enter into officer candidate school with an obligation to serve in the Air Force for four to ten years depending on the selected program. The ROTC program presents scholarship opportunities as well as summer programs. The physical fitness component of the program will be fulfilled at the Olivet College campus.

Global Citizens Honors Program

Matt Wait, J.D., Program Director

The Global Citizen Honors Program (GCHP) at Olivet College calls on its members to investigate global, interdisciplinary issues by inquiring into the theories and philosophical underpinnings of complex social issues. The program is experiential, requiring its members to be involved not only with the problems they are investigating but with each other and the world around them. GCHP is designed for the student who wishes to continue demonstrating creativity and leadership within the framework of Individual and Social Responsibility. GCHP has distinct academic experiences including: honors seminar, honors option courses, honors liberal arts core curriculum courses, The Olivet College Oxford University experience, and an honors project. There are also a host of co-curricular events and opportunities that, taken as a whole, provide a comprehensive and cutting-edge experience.

1. The Honors Class – Each semester has a new overarching theme. An example of a theme would be the presidential election, which would focus not only on the process of electing the leader of our country, but also the issues that shape the debate. Another theme could be Africa: understanding the past, comprehending the present and envisioning the future. Students would study the issues facing African nations. Students must complete three semesters of the Honors Class.

2. The Honors Option – Honors Option courses are taken from the traditional class offerings of the college. The Honors Option requires work above and beyond the traditional requirements for a course. Students must take at least nine semester hours of Honors Options courses (three, 3 semester hour courses).

3. Honors Sections – Students may enroll in honors sections of Writing and Rhetoric I and II, and Civilization Studies.

4. Olivet College Oxford University Experience – This four-week experience allows GCHP students to travel to Oxford University to study with their Olivet professor, and take a tutorial with an Oxford don.

5. The Honors Project - The Honors Project is a piece of original work completed by the student. Students receive six semester hours during his or her senior year for working on an Honors Project. The project topic is submitted in the second semester of the student's junior year and approved by the Honors Committee. The Honors Project is shared with the campus community near the end of the student’s final semester.

Official recognition of the GCHP includes designating the member as a graduate of the program on the member’s diploma and in the commencement program, as well as including the title of the member's departmental honors project on his or her final transcript.

Liberal Arts Core Curriculum

(41-43 semester hours)

Graduates from Olivet College require the successful completion of 41-43 semester hours as outlined below:

Liberal Arts Core Courses (12 semester hours)

Complete each of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 111</td>
<td>Writing and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>IDS 112*</td>
<td>Writing and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: C or higher in IDS 111.</td>
<td></td>
</tr>
<tr>
<td>IDS 151</td>
<td>Self and Community</td>
<td>3</td>
</tr>
<tr>
<td>IDS 211*</td>
<td>Civilization Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Creative Experience
Complete a minimum of 3 semester hours:
ART 105 Drawing Skills Laboratory (3)
ART 107 Visual Foundations (3)
ART 200 Studio Art Class, 200 level or above (3)
CS 116* Web Design and Development (3)
ENG 145 Introduction to Creative Writing (3)
ENG 215 Shakespeare Through Performance (3)
ENG 245 Fiction Writing I (3)
ENG 247 Poetry Writing I (3)
ENG 249 Creative Non-Fiction Writing (3)
ENG 251 Travel Writing (3)
ENG 300+ Fiction/Poetry Writing, 300-level or above (prerequisites vary - see catalog) (3)
JMC 203 Public Speaking (3)
JMC 240 Photography and Visual Communication (3)
JMC 305* Publication Design (3)
MUS 130 Keyboard Experiences (3)
MUS 150-2 Participation in Vocal Ensembles (College Choir, Chamber Singers, Women’s Chorale) (1)
MUS 160-5 Participation in Wind Ensembles (Wind or Chamber Ensemble, Athletic Band, Drum Line, Jazz Band) (1)
MUS 166* Opera and Musical Scenes Practicum (1) *Audition Required
MUS EXP Musical (1)
MUS 200+ Participation in Vocal/Wind Ensemble 200-level or above (1)
THR 111 Acting (3)
THR 121 Introduction to Dance (1)

Global Diversity
Complete a minimum of 6 semester hours:
ART 101 Image and Culture (3)
BUS 340* Global Marketing Perspectives (3)
BUS 484* International Marketing (3)
ENG 105 Text and Culture (3)
ENG 202 Cultural Theories of Representation: American Literature I (3)
ENG 230* Introduction to Film (3)
ENG 251 Travel Writing (3)
ENG 303* International Literatures (3)
GEO 210 World Geography (3)
HST 203 Sub-Saharan African History (3)
HST 204 African-American History (3)
HST 205 East Asian History (3)
HST 206 Latin American History (3)
JMC 101 Introduction to Mass Communication (3)
JMC 105 Introduction to Oral Communication (3)
JMC 400* Mass Communication Theory (3)
MUS 120 Music and Culture (3)
MUS 322* Comprehensive Music History IV (3)
PSY 225* Cross-Cultural Psychology (3)
REL 101 Religion, Culture, and Society (3)
REL 260 World Religions I: Eastern Traditions (3)
REL 261 World Religions II: Western Traditions (3)

Mathematics
Consult your academic program to select the proper mathematics course to fulfill this requirement.
Complete a minimum of 3 semester hours with: C or higher:
BIO 406* Biostatistics (3)
MTH 120 The Nature of Mathematics (4)
MTH 150* Pre-Calculus (4)
MTH 151* Calculus I (4)
MTH 232* Statistics (4)
PE 310* Measurement and Evaluation in Health, Physical Education and Recreation (3)
PSY 370* Statistics for Psychology (3)
SA 330* Social Science Statistics (3)

Natural World
Complete a minimum of 3 semester hours:
BIO 105 Human Biology (3)
BIO 111 Principles of Biology - Molecules to Cells (3)
BIO 112 Principles of Biology - Organisms to Ecosystems (3)
CEM 151 General Chemistry I and Lab (4)
PHA 201* College Physics I and Lab (4)
SCI 102 Biological Science (3)
SCI 103 Introductory Astronomy (3)
SCI 105 Introductory Geology (3)

NOTE: Depending upon topic and content, particular special topics, travel, and experiential (EXP) courses may fulfill the Global Diversity requirement. Please consult with the assistant dean for academic records for further information.
SCI 107  Environmental Science (3)  
SCI 111  Introduction to Chemistry (3)  
SCI 112  Introduction to Physics (3)  
SCI 210*  Physical and Earth Science for Elementary Teachers (3)  
SCI 251*  Nature, Technology and Humanity (3)  

**Portfolio Graduation Requirement**  
Compilation of a portfolio is a graduation requirement for all degree-seeking students. The portfolio consists of a series of exhibits demonstrating the student’s best work in the following six college-wide educational outcomes at Olivet College:

1. reasoning and critical thinking in the discipline;  
2. writing in the discipline;  
3. oral presentation of information;  
4. active role in a group project;  
5. social responsibility; and,  
6. individual responsibility.

Demonstration of the student’s best work in additional program-specific educational outcomes is also required by the various degree programs at the college. Exhibits illustrating the student’s best work in the college-wide as well as program-specific outcomes are compiled into a single volume by each student. In addition to these exhibits, the portfolio also includes annual statements of mission and self-evaluations by the student, as well as a professional résumé regularly updated over the course of study.

**Seminar**  
Complete 8 semester hours:  
IDS 499 (1 semester hour each semester)

**Senior Experience**  
Consult your academic program to select the proper senior experience course to fulfill this requirement.

**Complete a minimum of 3 semester hours:**  
BIO 406* Biostatistics (3)  
BIO 431* Molecular Biology Techniques (3)  
BUS 490* Business Policy and Strategic Management (3)  
CEM 420* Chemical Instrumentation (3)  
CEM 431* Molecular Biology Techniques (3)  
CJ 490* Senior Seminar in Criminal Justice (3)  
CS 470* Advanced Software Engineering (3)  
ECO 490* Managerial Economics (3)  
ED 407* Observation/Directed Teaching–Elementary (14)  
ED 408* Observation/Directed Teaching–Secondary (14)  
ED 409* Observation/Directed Teaching–Special Education (14)  
HST 403* Practicum (3)  
IDS 230 How to Change the World (3)  
IDS 399 Service Learning (1-3)  
IRM 330* Ethics & Presentations (3)  
JMC 305* Publication Design (3)  
JMC 310* Editing (3)  
PSY 403* Practicum (1-6)  
REC 400* Leisure Activities for Special Populations (3)  
SA 403* Practicum (1-6)  
SCI 302 Environmental Law (3)  
SCI 415 Service Learning in Science (1)  
SCI 416* Service Learning in Allied Health (3)  
WGS 342* Feminist/Womanist Theory II (3)

**NOTE:** Depending upon topic and content, particular special topics, travel, and EXP courses could fulfill the Service Learning requirement. Please consult with the assistant dean for academic records for more information.

**Individualized Major**  
An individualized major is designed by the student in consultation with his or her advisor. The proposed curriculum must contain at least 36 semester hours of which at least 18 semester hours must be 300-level courses or higher. The proposed curriculum must be approved by the Academic Performance Committee. For more information about individualized majors inquire with the assistant dean for academic records.
Mathematics and Computer Science

Janine Peters, M.A., Chair

The Mathematics and Computer Science Department offers programs that lead to majors in actuarial science and information technology management, majors and minors in mathematics, and majors and minors in computer science.

The first course in the mathematics program is MTH 151 (Calculus I). Placement into this course usually requires four years of high school college preparatory mathematics or the equivalent as a prerequisite. The department also offers a sequence of supplementary classes designed to help students fill any gaps in their secondary math preparation. These classes, numbered 100, 109 and 150, are designed to meet student needs for high school general math, high school algebra, and high school trigonometry. They do not count toward a major or minor in mathematics. NOTE: MTH 100, 109, and 120 may not be taken for credit by students who have completed MTH 151 or a higher course with a C or better.

Mathematics classes are generally small, making it possible for students to receive significant individual attention. In addition, math tutors are available in the Gruen and Speare Student Resource Center.

Actuarial Science Major

A Bachelor of Arts degree in actuarial science requires 120 semester hours with a minimum overall grade point average of 2.0 and a minimum major grade point average of 2.00.

The actuarial science major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about portfolio requirements.

Major Courses (58 semester hours)

Complete each of the following:

- CS 130 Principles of Computing (4)
- CS 140* Computer Science I (4)
- CS 240* Computer Science II (4)
- MTH 151* Calculus I (4)
- MTH 152* Calculus II (4)
- MTH 232* Statistics (4)
- MTH 241* Probability (3)
- MTH 253* Calculus III (4)
- MTH 320* Linear Algebra (3)
- MTH 354* Differential Equations (3)
- MTH 405* Advanced Calculus (3)
- BUS 201 Principles of Accounting I (3)
- BUS 202* Principles of Accounting II (3)
- BUS 316 Financial Management I (3)
- ECO 201 Principles of Microeconomics (3)
- ECO 202* Principles of Macroeconomics (3)
- IRM 221 Principles of Insurance and Risk Management (3)
- IRM 490 Strategic Management of Insurance Enterprise (3)

- IDS 390 Cooperative Education (1-3)

Computer Science

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

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

Computer Science Major

(Degree program on hold 2015-2016)

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

The computer science major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (48 semester hours)

Complete each of the following (40 semester hours):

- CS 130 Principles of Computing (4)
- CS 140* Computer Science I (4)
- CS 240* Computer Science II (4)
- CS 270* Software Engineering (3)
- CS 310* Seminar in Computer Ethics (1)
- CS 340* Data Structures & Algorithms (3)
- CS 350* Database Programming (3)
- CS 360* Computer Organization & Assembly Language (4)
- CS 412* Operating Systems (3)
- MTH 151* Calculus I (4)
- MTH 152* Calculus II (4)
- MTH 242* Discrete Mathematics (3)
- CS 150* Competition Programming (1-3)
- CS 380* Practicum in Programming Languages (1-3)
- CS 402* Computer Graphics (3)
- CS 408* Introduction to Cognitive Programming (3)
- CS 410* Intro to Network Programming (3)
- CS 418* Independent Study (1-3)
- CS 450* Special Topics in Computer Science (1-3)
- CS 470* Advanced Software Engineering (3)
Computer Science Minor

(Degree program on hold 2015-2016)
The computer science minor requires successful completion of 30 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (30 semester hours)
Complete each of the following (26 semester hours):
- CS 130* Principles of Computing (4)
- CS 140* Computer Science I (4)
- CS 240* Computer Science II (4)
- CS 270* Software Engineering (3)
- CS 310* Seminar in Computer Ethics (1)
- CS 350* Database Programming (3)
- MTH 151* Calculus I (4)
- CS 150* Competition Programming (1-3)
- CS 340* Data Structures & Algorithms (3)
- CS 360* Computer Organization & Assembly Language (4)
- CS 380* Practicum in Programming Languages (1-3)
- CS 402* Computer Graphics (3)
- CS 408* Intro to Cognitive Programming (3)
- CS 410* Intro to Network Programming (3)
- CS 412* Operating Systems (3)
- CS 418* Independent Study (1-3)
- CS 450* Special Topics in Computer Science (1-3)
- CS 470* Advanced Software Engineering (3)

Complete 4 semester hours from the following:
- CS 140* Computer Science I (4)
- CS 240* Computer Science II (4)
- MTH 151* Calculus I (4)
- CS 201 Principles of Accounting I (3)
- CS 202* Principles of Accounting II (3)
- CS 300* Principles of Management (3)
- CS 309* Principles of Marketing (3)
- CS 316* Financial Management I (3)
- CS 110 Computer Information Systems (3)
- CS 116 Web Design & Development (3)
- CS 140* Computer Science I (4)
- CS 210* Advanced Computer Information

Information Technology Management Major

(Degree program on hold 2015-2016)
A Bachelor of Arts degree in information technology management requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The information technology management major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (58 semester hours)
Complete each of the following:
- BUS 201 Principles of Accounting I (3)
- BUS 202* Principles of Accounting II (3)
- BUS 300* Principles of Management (3)
- BUS 309* Principles of Marketing (3)
- BUS 316* Financial Management I (3)
- CS 110 Computer Information Systems (3)
- CS 116 Web Design & Development (3)
- CS 140* Computer Science I (4)
- CS 210* Advanced Computer Information

Mathematics Major

A Bachelor of Arts degree in mathematics requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The mathematics major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (42 semester hours)
Complete each of the following (39 semester hours):
- CS 140* Computer Science I (4)
- MTH 253* Calculus III (4)
- MTH 402* Complex Analysis (3)
- MTH 405* Advanced Calculus (3)
- MTH 430* Abstract Algebra (3)

Complete 3 semester hours from the following:
- MTH 241* Probability (3)
- MTH 242* Discrete Mathematics (3)

Mathematics Minor

The mathematics minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (21 semester hours)
Complete each of the following (12 semester hours):
- MTH 151* Calculus I (4)
- MTH 152* Calculus II (4)
- MTH 253* Calculus III (4)

Complete 3 semester hours from the following:
- MTH 402* Complex Analysis (3)
- MTH 405* Advanced Calculus (3)
- MTH 430* Abstract Algebra (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Complete 6 additional semester hours of Mathematics at the 200 level or higher.

Natural and Physical Sciences

*John Wilterding, Ph.D., Chair*

The Natural and Physical Sciences Department offers programs that lead to a Bachelor of Arts degree. Degree programs include majors and minors in biochemistry; majors and minors in biology; biology majors with concentrations in biomedical/molecular biology, ecology and organismal biology, or pre-medical studies; majors and minors in chemistry; chemistry majors with a forensic science minor; majors and minors in environmental science; environmental science major with an environmental education concentration; and majors in health science.

Biochemistry Major

The biochemistry major provides education in inorganic, organic, biological, analytical and physical chemistries, and provides essential training for those wishing to enter medical professional school or graduate education in many of the sciences. Majors and minors in chemistry may apply their education to research, toxicology, biomedical studies, teaching and other areas. A major or minor in one of the chemistries can be paired with programs in biology or environmental science (see Biology, Science); the biochemistry major can be very useful in pre-medical studies.

A Bachelor of Arts degree in biochemistry requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The biochemistry major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

**Major Courses (47 semester hours)**

Complete each of the following (44 semester hours):

- BIO 111 Principles of Biology-Molecules to Cells (3)
- BIO 311* Pathophysiology (3)
- BIO 403* Environmental Health and Toxicology (3)
- BIO 401* Cell Biology (3)
- BIO 404* Genetics (3)
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- CEM 221* Analytical Chemistry I (3)
- CEM 223* Analytical Chemistry Lab (2)
- CEM 231† Organic Chemistry I (3)
- CEM 232† Organic Chemistry II (3)
- CEM 233† Organic Chemistry I Laboratory (2)
- CEM 234† Organic Chemistry II Laboratory (2)
- CEM 332* Biochemistry-Biomolecules and Metabolism (3)
- CEM 333* Biochemistry-Molecular Genetics and Biosynthesis (3)
- CEM 334* Biochemistry-Molecular Genetics and Biosynthesis (3)
- CEM 401* Physical Chemistry (3)
- CEM 431* Molecular Biology Techniques (3)

**Complete 3 semester hours from the following:**

- PHA 201* College Physics I (3)
- PHA 202* College Physics II (3)
- PHA 203* College Physics Lab I (1)
- PHA 204* College Physics Lab II (1)

**Biochemistry Minor**

The biochemistry minor requires successful completion of 31 semester hours as outlined below. This minor prepares a student taking biology with a pre-medical concentration with most of the prerequisites that many professional schools require.

The biochemistry minor requires the successful completion of 31 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

**Minor Courses (31 semester hours)**

Complete each of the following (27 semester hours):

- CEM 231† Organic Chemistry I (3)
- CEM 232† Organic Chemistry II (3)
- CEM 233† Organic Chemistry I Laboratory (2)
- CEM 234† Organic Chemistry II Laboratory (2)
- CEM 332* Biochemistry - Biomolecules and Metabolism (3)
- CEM 333* Biochemistry - Molecular Genetics and Biosynthesis (3)
- CEM 431* Molecular Biology Techniques (3)
- PHA 201* College Physics I (3)
- PHA 202* College Physics II (3)
- PHA 203* College Physics Lab I (1)
- PHA 204* College Physics Lab II (1)

**Complete 4 semester hours from the following:**

- MTH 150* Pre-Calculus (4)
- MTH 151* Calculus (4)

**NOTES:**

1. Some courses are not offered every year; students should check with their career advisor and watch for announcements concerning course offerings.
2. Students interested in pursuing a professional degree in dentistry, nursing, pharmacy, optometry, medicine, or veterinary medicine, or graduate study should consult a career advisor in the sciences as soon as possible. There are specific courses required or recommended for admission to graduate or professional school, including organic chemistry, biochemistry, physics and specific electives applicable to the area the student wishes to pursue. For information about pre-dental, pre-medical, pre-nursing, and pre-veterinary studies, see an academic advisor.
Biology

Leah R. Knapp, D.V.M., Program Director

The biology program at Olivet College is designed to introduce students to the major aspects of modern biology and its applications. A broad range of dynamic courses are offered including basic biological principles, ecological and natural sciences, and medically oriented classes. Students participate in hands-on experiences both in the laboratory and in the field, and have the opportunity to work with faculty on research and independent study projects. Course offerings are enhanced through use of the Kirkelldel Biological Preserve, a college-owned biological preserve containing a wide variety of habitats, located a few minutes from campus, as well as a large collection of natural history specimens, including many fossils, rocks and minerals, mollusk shells, mammals, birds, numerous live animals and insects.

The biology program provides a strong foundation for students interested in entering medical professional schools and graduate school. It also is a major component of the environmental science major and minor.

Biology Major

A Bachelor of Arts degree in biology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The biology major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

This major is for students who are interested in general biology or who are not interested in a specific concentration. Complementary minors include environmental science, chemistry, health and human performance, and areas of the social sciences, depending on the interests of the individual.

Major Courses (42 semester hours)

Complete each of the following (17 semester hours):

- BIO 111 Principles of Biology-Molecules to Cells (3)
- BIO 112 Principles of Biology-Organisms to Ecosystems (3)
- BIO 404* Genetics (3)
- CEM 151† General Chemistry I (3)
- CEM 152‡ General Chemistry II (3)
- CEM 153‡ General Chemistry Laboratory I (1)
- CEM 154‡ General Chemistry Laboratory II (1)

Complete 25 semester hours from the following (at least 6 semester hours at the 300-level or above):

- ART 271* Biological Illustration: Fundamental (3)
- BIO 150* Introductory Zoology (4)
- BIO 160* Introductory Botany (4)
- BIO 202* Comparative Vertebrate Biology (3)
- BIO 207* Microbiology (3)
- BIO 208 General Ecology (3)
- BIO 210* Entomology (3)
- BIO 211* Anatomy and Physiology I (3)
- BIO 212* Anatomy and Physiology II (3)
- BIO 216 Ornithology (3)
- BIO 305 Ethology (3)
- BIO 311* Pathophysiology (3)
- BIO 312* Parasitology (3)
- BIO 313* Plant Ecology (3)
- BIO 345* Fundamentals of Neuroscience (3)
- BIO 401* Cell Biology (3)
- BIO 402* Ecosystems Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- BIO 406* Biostatistics (3)
- BIO 415 Research in Biology (1–3)
- BIO 418 Independent Study (1–3)
- BIO 431 Molecular Biology Techniques (3)
- CEM 332* Biochemistry-Biomolecules and Metabolism (3)
- CEM 333* Biochemistry-Molecular Genetics and Biosynthesis (3)
- ED 322* Methods of Teaching Hands-On Science in the Elementary School (2)
- ED 396* Teaching Methods in Science [Secondary] (2)
- SA 307 Biocultural Ecology (3)
- SCI 350* Gender, Race and Science (3)
- SCI 410 Topics in Science (1–3)

NOTES:

1. Some courses are not offered every year; students should check with their career advisor and watch for announcements concerning course offerings.
2. Biology majors may take SCI 102 Biological Science but the credits will not count toward the biology major.
3. BIO 418 Independent Study is a course on a topic of interest to the student that is not offered in the catalog. A student must initiate the independent study paperwork by mid-term the semester prior to the course.
4. Credit may be awarded for internships done in the area of biology or a related field (environmental science, biochemistry, etc.).
5. Students interested in pursuing a professional degree in dentistry, nursing, pharmacy, optometry, medicine, or veterinary medicine, or graduate study should consult a career advisor in the sciences as soon as possible. There are specific courses required or recommended for admission to graduate or professional schools, including organic chemistry, biochemistry, physics and specific electives applicable to the area the student wishes to pursue.

Biology Major, Biomedical/Molecular Biology Concentration

This concentration is for students interested in careers in biomedical research, pharmacology, toxicology, molecular
biology, genetics and related areas. Complementary minors include chemistry and environmental science.

Major Courses (44 semester hours)

Complete each of the following (32 semester hours):

BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
BIO 401* Cell Biology (3)
BIO 404* Genetics (3)
BIO 406* Biostatistics (3)
BIO 431* Molecular Biology Techniques (3)
CEM 151† General Chemistry I (3)
CEM 152† General Chemistry II (3)
CEM 153† General Chemistry Laboratory I (1)
CEM 154† General Chemistry Laboratory II (1)
CEM 332* Biochemistry-Molecules and Metabolism (3)
CEM 333* Biochemistry-Molecular Genetics and Biosynthesis (3)

Complete 12 semester hours from the following:

BIO 207* Microbiology (3)
BIO 312* Parasitology (3)
BIO 313* Plant Ecology (3)
BIO 403* Environmental Health and Toxicology (3)
BIO 415 Research in Biology (1–3)
BIO 418 Independent Study (1–3)
CEM 231† Organic Chemistry I (3)
CEM 232† Organic Chemistry II (3)
CEM 233† Organic Chemistry Laboratory I (2)
CEM 234† Organic Chemistry Laboratory II (2)
SCI 410 Topics in Science (1–3)

Biology Major, Ecology and Organismal Biology Concentration

This concentration is for students with interest in field biology, zoology, botany, ecology and related areas. Complementary minors include environmental science, chemistry, and biochemistry.

Major Courses (43 semester hours)

Complete each of the following (28 semester hours):

BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
BIO 150* Introductory Zoology (4)
BIO 160* Introductory Botany (4)
BIO 208 General Ecology (3)
BIO 404* Genetics (3)
CEM 151† General Chemistry I (3)
CEM 152† General Chemistry II (3)
CEM 153† General Chemistry Laboratory I (1)

Complete 9 semester hours from the following:

BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
BIO 207* Microbiology (3)
BIO 211* Anatomy and Physiology I (3)
BIO 212* Anatomy and Physiology II (3)
BIO 311* Pathophysiology (3)
BIO 315 Research in Biology (1–3)
BIO 418 Independent Study (1–3)
CEM 231† Organic Chemistry I (3)
CEM 232† Organic Chemistry II (3)
CEM 233† Organic Chemistry Laboratory I (2)
CEM 234† Organic Chemistry Laboratory II (2)
SCI 410 Topics in Science (1–3)

Complete 15 semester hours from the following:

BIO 202* Comparative Vertebrate Biology (3)
BIO 207* Microbiology (3)
BIO 210* Entomology (3)
BIO 216 Ornithology (3)
BIO 305 Ethology (3)
BIO 311* Pathophysiology (3)
BIO 312* Parasitology (3)
BIO 315* Plant Ecology (3)
BIO 402* Ecosystem Ecology (3)
BIO 403* Environmental Health and Toxicology (3)
BIO 406* Biostatistics (3)
BIO 415 Research in Biology (1–3)
BIO 418 Independent Study (1–3)
CEM 231† Organic Chemistry I (3)
CEM 232† Organic Chemistry II (3)
CEM 233† Organic Chemistry Laboratory I (2)
CEM 234† Organic Chemistry Laboratory II (2)
SCI 410 Topics in Science (1–3)

Biology Major, Pre-Medical Studies Concentration

This concentration is for students interested in pursuing further education in human medicine, veterinary medicine, dentistry, physical therapy, and training as a physician’s assistant or other allied health fields. Complementary minors include chemistry, biochemistry, psychology and environmental science for those interested in environmental health.

Major Courses (41 semester hours)

Complete each of the following (32 semester hours):

BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
BIO 207* Microbiology (3)
BIO 211* Anatomy and Physiology I (3)
BIO 212* Anatomy and Physiology II (3)
BIO 311* Pathophysiology (3)
BIO 401* Cell Biology (3)
BIO 404* Genetics (3)
CEM 151† General Chemistry I (3)
CEM 152† General Chemistry II (3)
CEM 153† General Chemistry Laboratory I (1)
CEM 154† General Chemistry Laboratory II (1)

Complete 9 semester hours from the following:

BIO 202* Comparative Vertebrate Biology (3)
BIO 207* Microbiology (3)
BIO 210* Entomology (3)
BIO 216 Ornithology (3)
BIO 305 Ethology (3)
BIO 312* Parasitology (3)
BIO 313* Plant Ecology (3)
BIO 345* Fundamentals to Neuroscience (3)
BIO 403* Environmental Health and Toxicology (3)
BIO 406* Biostatistics (3)
BIO 415 Research in Biology (1–3)
BIO 418 Independent Study (1–3)
CEM 332* Biochemistry-Molecules and Metabolism (3)
CEM 333* Biochemistry-Molecular Genetics and Biosynthesis (3)
PE 401* Kinesiology (3)
SCI 350* Gender, Race and Science (3)
SCI 410 Topics in Science (1–3)

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

Minor Courses (29 semester hours)
Complete each of the following (17 semester hours):
- BIO 111 Principles of Biology-Molecules to Cells (3)
- BIO 112 Principles of Biology-Organisms to Ecosystems (3)
- BIO 150* Introductory Zoology (4)
- BIO 160* Introductory Botany (4)
- BIO 404 Genetics (3)

Complete 12 semester hours of biology electives, not including the courses above, with at least 6 semester hours at the 300-level or above.

Chemistry
Susanne M. Lewis, Ph.D., Program Director

The chemistry program provides education in inorganic, organic, biological, analytical and physical chemistries, and provides essential training for those wishing to enter medical professional school or graduate education in many of the sciences. Majors and minors in chemistry may apply their education to research, toxicology, biomedical studies, forensic science, teaching and other areas. A major or minor in chemistry can be paired with programs in biology, environmental science or biochemistry. The combined chemistry major with forensic science minor is excellent preparation for the student interested in pursuing a career in crime scene investigation.

Chemistry Major
A Bachelor of Arts degree in chemistry requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The chemistry major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (56 semester hours)
Complete each of the following (47 semester hours):
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- CEM 221† Analytical Chemistry (3)
- CEM 223† Analytical Chemistry Laboratory (2)
- CEM 231* Organic Chemistry I (3)
- CEM 232* Organic Chemistry II (3)
- CEM 233† Organic Chemistry I Laboratory (2)
- CEM 234† Organic Chemistry II Laboratory (2)
- CEM 301* Inorganic Chemistry (3)
- CEM 401* Physical Chemistry (3)
- CEM 420* Chemical Instrumentation (3)
- CEM 440* Topics in Chemistry (3)
- PHA 201*† College Physics I (3)
- PHA 202*† College Physics II (3)
- PHA 203*† College Physics Lab I (1)
- PHA 204*† College Physics Lab II (1)
- MTH 151* Calculus I (4)

Complete an additional 9 semester hours from any 300-level or above elective in chemistry.

NOTE: MTH 152 Calculus II (4) is strongly recommended.

Chemistry Major, Combined Forensic Science Minor
This unique major/minor combination allows students interested in pursuing a career in crime scene investigation to complete pertinent course work in both the sciences and criminal justice. The forensic science minor may only be pursued in combination with the chemistry major as described below; it may not be combined with any other major.

A Bachelor of Arts degree in chemistry with a combined forensic science minor requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The chemistry major/forensic science minor requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (56 semester hours)
Complete each of the following:
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- CEM 221† Analytical Chemistry (3)
- CEM 223† Analytical Chemistry Laboratory (2)
Forensic Science Minor (27 semester hours)
Complete each of the following:

- CS 110 Computer Information Systems (3)
- CJ 110 Introduction to Criminal Justice (3)
- CJ 280 Criminal Law and Jurisprudence (3)
- CJ 290 Criminal Procedures (3)
- CJ 360 Criminal Investigation (3)
- CJ 430 Crime Scene Investigation (3)
- BIO 105 Human Biology (3)
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 311 Pathophysiology (3)

NOTE: A Forensic Laboratory Internship is strongly recommended.

Chemistry Minor
The chemistry minor requires successful completion of 26 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (26 semester hours)
Complete each of the following:

- CEM 151 General Chemistry I (3)
- CEM 152 General Chemistry II (3)
- CEM 153 General Chemistry I Laboratory (1)
- CEM 154 General Chemistry II Laboratory (1)
- CEM 221 Analytical Chemistry (3)
- CEM 223 Analytical Chemistry Laboratory (2)
- CEM 231 Organic Chemistry I (3)
- CEM 232 Organic Chemistry II (3)
- CEM 233 Organic Chemistry I Laboratory (2)
- CEM 234 Organic Chemistry II Laboratory (2)
- CEM 301 Inorganic Chemistry (3)

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

Environmental Science

The environmental science major and minor are interdisciplinary programs designed to prepare students for a career in various aspects of environment and sustainability. They provide a broad-based educational background that is useful for anyone entering the environmental field, including the areas of conservation, research, administration, environmental education, government, industry and environmental health. They can readily be paired with a second major or a minor in areas such as biology, chemistry, biochemistry, business, or sociology/anthropology. It is strongly recommended that students participate in an internship or volunteer work in a related area.

Students may also opt for the environmental education concentration within the environmental science major. Environmental education has applications in the public and private sectors, in both for-profit and non-profit venues, including zoos, businesses, nature centers, environmental/outdoor education facilities, conservation organizations, and a variety of government agencies from national to local levels. This program is specifically designed to provide the science and environmental background and hands-on experience needed for graduates entering this growing field.

Environmental Science Major
A Bachelor of Arts degree in environmental science requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The environmental science major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (41 semester hours)
Complete each of the following (20 semester hours):
- BIO 208 General Ecology (3)
- BIO 406 Biostatistics (3)
- CEM 151 General Chemistry I (3)
- CEM 152 General Chemistry II (3)
- CEM 153 General Chemistry I Laboratory (1)
- CEM 154 General Chemistry II Laboratory (1)
- SCI 105 Introductory Geology (3)
- SCI 107 Environmental Science (3)

Complete 3 semester hours from the following:
- SA 305 People, Resources and the World (3)
- SA 307 Biocultural Ecology (3)
Complete at least one course from each group:

### Basic Biology (3-6 semester hours)
Complete at least 3 semester hours from the following:
- SCI 102 Biological Science (3)
- OR
- BIO 111 Principles of Biology-Molecules to Cells (3)
- AND
- BIO 112 Principles of Biology-Organisms to Ecosystems (3)

### Biological Diversity (3 semester hours)
- BIO 150* Introductory Zoology (4)
- BIO 160* Introductory Botany (4)
- BIO 210* Entomology (3)
- BIO 216 Ornithology (3)
- BIO 313* Plant Ecology (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- ECO 201* Principles of Microeconomics (3)
- ECO 202* Principles of Macroeconomics (3)
- ECO 315* Studies in Economic Problems - Environmental Economics (3)

### Economics (3 semester hours)
- SCI 102 Biological Science (3)
- OR
- BIO 111 Principles of Biology-Molecules to Cells (3)
- AND
- BIO 112 Principles of Biology-Organisms to Ecosystems (3)
- ECO 201* Principles of Microeconomics (3)
- ECO 202* Principles of Macroeconomics (3)
- ECO 315* Studies in Economic Problems - Environmental Economics (3)

### Environmental Ecology (3 semester hours)
- BIO 402* Ecosystem Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- SCI 107 Environmental Science (3)
- OR
- BIO 208 General Ecology (3)
- SCI 107 Environmental Science (3)

### Geography (3 semester hours)
- SCI 201 Intro to Physical Geography (3)
- OR
- GEO 202 North American Geography (3)
- POS 202 American Government - State and Local (3)

### Electives (3 semester hours)
- BIO 207* Microbiology (3)
- BIO 311* Pathophysiology (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- BIO 404* Genetics (3)
- BIO 415* Research in Biology (may be repeated) (1-3)
- CEM 151† General Chemistry I (3)
- CEM 152*† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154*† General Chemistry II Laboratory (1)
- POS 202 American Government - State and Local (3)
- SCI 105 Introductory Geology (3)
- SCI 201 Introduction to Physical Geography (3)
- SCI 302 Environmental Law (3)
- SA 305 People, Resources and the World (3)
- SA 307 Biocultural Ecology (3)

### Environmental Science Minor
The environmental science minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

### Minor Courses (24 semester hours)
Complete each of the following (6 semester hours):
- BIO 208 General Ecology (3)
- SCI 107 Environmental Science (3)

### Complete 3 semester hours from the following:
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 112 Principles of Biology - Organisms to Ecosystems (3)
- SCI 102 Biological Science (3)

### Complete 3 semester hours from the following:
- ECO 201* Principles of Microeconomics (3)
- ECO 202* Principles of Macroeconomics (3)
- ECO 315* Studies in Economic Problems - Environmental Economics (3)

### Complete 12 semester hours from the following:
- BIO 150* Introductory Zoology (4)
- BIO 160* Introductory Botany (4)
- BIO 207* Microbiology (3)
- BIO 210* Entomology (3)
- BIS 216 Ornithology (3)
- BIO 311* Pathophysiology (3)
- BIO 313* Plant Ecology (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- BIO 404* Genetics (3)
- BIO 406* Biostatistics (3)
- BIO 415* Research in Biology (1–3)
- BIO 418* Independent Study (1–3)
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- POS 202 American Government - State and Local (3)

### Environmental Science Major, with Environmental Education Concentration

#### Major Courses (46 semester hours)
Complete each of the following (28 semester hours):
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 112 Principles of Biology - Organisms to Ecosystems (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 406* Biostatistics (3)
- CEM 111* Introduction to Chemical Principles (3)
- CEM 113 Introduction to Chemical Principles Lab (1)
- SCI 201 Physical Geography (3)
- SCI 103 Introductory Astronomy (3)
- SCI 105 Introductory Geology (3)

### Environmental Science Minor
The environmental science minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

### Minor Courses (24 semester hours)
Complete each of the following (6 semester hours):
- BIO 208 General Ecology (3)
- SCI 107 Environmental Science (3)

### Complete 3 semester hours from the following:
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 112 Principles of Biology - Organisms to Ecosystems (3)
- SCI 102 Biological Science (3)

### Complete 3 semester hours from the following:
- ECO 201* Principles of Microeconomics (3)
- ECO 202* Principles of Macroeconomics (3)
- ECO 315* Studies in Economic Problems - Environmental Economics (3)

### Complete 12 semester hours from the following:
- BIO 150* Introductory Zoology (4)
- BIO 160* Introductory Botany (4)
- BIO 207* Microbiology (3)
- BIO 210* Entomology (3)
- BIS 216 Ornithology (3)
- BIO 311* Pathophysiology (3)
- BIO 313* Plant Ecology (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 403* Environmental Health and Toxicology (3)
- BIO 404* Genetics (3)
- BIO 406* Biostatistics (3)
- BIO 415* Research in Biology (1–3)
- BIO 418* Independent Study (1–3)
- CEM 151† General Chemistry I (3)
- CEM 152† General Chemistry II (3)
- CEM 153† General Chemistry I Laboratory (1)
- CEM 154† General Chemistry II Laboratory (1)
- POS 202 American Government - State and Local (3)

### Environmental Science Major, with Environmental Education Concentration

#### Major Courses (46 semester hours)
Complete each of the following (28 semester hours):
- BIO 111 Principles of Biology - Molecules to Cells (3)
- BIO 112 Principles of Biology - Organisms to Ecosystems (3)
- BIO 402* Ecosystem Ecology (3)
- BIO 406* Biostatistics (3)
- CEM 111* Introduction to Chemical Principles (3)
- CEM 113 Introduction to Chemical Principles Lab (1)
- SCI 201 Physical Geography (3)
- SCI 103 Introductory Astronomy (3)
- SCI 105 Introductory Geology (3)
SCI 107   Environmental Science (3)

Complete 3 semester hours from the following:
BIO 208   General Ecology (3)
BIO 209   Ecology for Pre-Service Teachers (3)

Complete 3 semester hours from the following:
BIO 418*  Independent Study – Internship in Environmental Education (3)
IDS 390*  Co-Operative Education in Environmental Education (3)

Complete 12 semester hours from the following:
BIO 150*  Introductory Zoology (4)
BIO 207*  Microbiology (3)
BIO 210*  Entomology (3)
BIO 216   Ornithology (3)
BIO 305   Ethology (3)
BIO 313*  Plant Ecology (3)
BIO 403*  Environmental Health and Toxicology (3)
ECO 315†  Studies in Economic Problems
          Environmental Economics (3)
ED 322*  Hands on Science for Elementary Teachers (2)
REC 250   Outdoor Recreation (3)
SCI 410   Topics in Science:  Field Botany (3)
SCI 251*  Nature, Technology and Humanity (3)

Recommended Elective:
PE 107    First Aid (2)

NOTES:
1. It is strongly recommended that students interested in environmental education become certified in first aid, first responder, wilderness first responder, emergency medical technician or other emergency medical training. This can be done through PE 107 at Olivet College or other training programs outside the college. Many environmental education employers require at least basic first aid training. Obtaining such certification can strengthen a graduate’s job application.
2. BIO 209 Ecology for Pre-Service Teachers is held at Pierce Cedar Creek Institute as a three week residential field-based course at the Institute near Hastings, Michigan. Costs involved include tuition and room and board. Students attending Pierce Cedar Creek Institute need to complete guest semester paperwork. The student pays tuition to Olivet College which includes the extra cost of the program at Pierce Cedar Creek.

Health Science
The health science major provides interdisciplinary education in biology, chemistry and psychology for those wishing to enter nursing school or a graduate program in the health sciences field. This degree program can be completed in 3 or 4 years depending on the goals of the student. Contact the department chair for detailed information on how to complete the program in 3 years.

Students wishing to be accepted into the health science program must demonstrate academic excellence in their first semester at Olivet College by earning an overall grade point average of 3.5 or higher with a minimum course grade of 3.0 in all required major classes.

Health Science Major
A Bachelor of Arts degree in health science requires 120 semester hours with a minimum overall grade point average of 3.5, and a minimum major grade point average of 3.0. The health science major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department chair for detailed information about the portfolio requirements.

Students interested in completing certification for a Certified Nursing Assistant Program should consult his or her academic advisor.

Major Courses (41 semester hours)
Complete each of the following:
BIO 111   Principles of Biology -Molecules to Cells (3)
BIO 207*  Microbiology (3)
BIO 211*  Anatomy and Physiology I (3)
BIO 212*  Anatomy and Physiology II (3)
BIO 311*  Pathophysiology (3)
BIO 406*  Biostatistics (3)
CEM 111†  Introduction to Chemical Principles (3)
CEM 113†  Introduction to Organic and Biochemistry (3)
CEM 211†  Introduction to Organic and Biochemistry Lab (1)
HWL 250   Nutrition (3)
PSY 110   Introduction to Psychology (3)
PSY 314*  Development Across the Lifespan (3)
PSY 430*  Health Psychology (3)
PSY 430*  Health Psychology (3)
SCI 416*  Service Learning in Allied Health (3)

Recommended Electives:
BIO 312*  Parasitology (3)
BIO 345†  Fundamentals of Neuroscience (3)
BIO 403*  Environmental Health and Toxicology (3)
BIO 404*  Genetics (3)
PSY 120   Positive Psychology (3)
PSY 270*  Social Psychology (3)
PSY 325*  Abnormal Psychology (3)
PSY 403*  Psychology Practicum (3)
SCI 360†  Biomedical Ethics (3)
SCI 410   Topics in Science:  Medical Terminology (1)
WRL 101   Introductory World Languages I (3)
WRL 102*  Introductory World Languages II (3)

NOTE:  Course numbers followed by an asterisk (*) have prerequisites.  Course numbers followed by a dagger (†) have corequisites.  See course descriptions for details.
Social Science  
_Cynthia Noyes, J.D., Chair_  

The Social Science Department offers programs that lead to a Bachelor of Arts degree in the areas of criminal justice, history, political science, psychology, social studies, sociology and anthropology, and women’s and gender studies. The department also offers courses in geography.

Criminal Justice  
_Regina Armstrong, Ph.D., Program Director_  

The criminal justice program at Olivet College enables graduates to pursue responsible careers in law enforcement and corrections, emphasizing crime prevention and the reduction of violence in our society. Students examine the causes of violence and crime, including moral and social processes, while taking into account the role of pathology, socialization, employment and community support.

A special focus of the major is the analysis of violent crime in terms of widespread racial and ethnic inequalities, lack of sound policies related to unemployment, and disruption of family and community life due to job migration. It also examines the lack of support systems for individuals and families facing poverty during challenging economic times.

In addition, the criminal justice program at Olivet College is one of few programs in the nation to offer a minor in forensic science. Students will complete coursework in chemistry, physics, biology, crime scene processing, criminal investigation and criminal law and police procedure (for more information about this minor, see Chemistry).

Typical careers related to the criminal justice major include working with the Federal Bureau of Investigation; the Bureau of Alcohol, Tobacco and Firearms; state crime labs; insurance companies; Friend of the Court; corrections; juvenile case work; probation/parole officers; justice administration; and other entry-level human service occupations. The major also provides a solid liberal arts foundation for those interested in graduate work in criminal justice, law, social work, criminal justice administration and related areas.

Criminal Justice Major  

A Bachelor of Arts degree in criminal justice requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The criminal justice major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

**NOTE:** Students in good standing, who have earned a minimum of 105 semester hours, are eligible to enroll in an approved law enforcement academy through the Michigan Commission on Law Enforcement Standards (MCOLES). Any student who attends an academy will be required to register as a guest student through Olivet College. Upon completion of the academy, the student will be required to send a final transcript to Olivet College. A total of 15 semester hours will be recorded onto the student’s Olivet College transcript toward degree completion (see Guest Semester for more information).

Choose one of the following two tracks:

**Corrections Track (36 semester hours)**

Complete each of the following:

- **CJ 111**  Corrections, Punishment, and Crime (3)
- **CJ 280**  Criminal Law and Jurisprudence (3)
- **CJ 285**  Legal Issues in Corrections (3)
- **CJ 290**  Criminal Procedures (3)
- **CJ 320**  Client Relations (3)
- **CJ 321**  Topics in Criminology (3)
- **CJ 330**  Juvenile Delinquency (3)
- **CJ 400**  Ethical and Moral Issues in Criminal Justice (3)
- **CJ 440**  Defense Tactics/Physical Training (3)
- **CJ 470**  Criminal Justice Internship (3-6)
- **CJ 490**  Senior Seminar in Criminal Justice (3)
- **SA 302**  Topics in Inequality: Race and Ethnicity or Gender (3)

**Law Enforcement Track (39 semester hours)**

Complete each of the following (33 semester hours):

- **CJ 110**  Introduction to Criminal Justice (3)
- **CJ 280**  Criminal Law and Jurisprudence (3)
- **CJ 290**  Criminal Procedures (3)
- **CJ 321**  Topics in Criminology (3)
- **CJ 340**  Police and Community (3)
- **CJ 400**  Ethical and Moral Issues in Criminal Justice (3)
- **CJ 430**  Crime Scene Investigations (3)
- **CJ 440**  Defense Tactics/Physical Training (3)
- **CJ 470**  Criminal Justice Internship (3-6)
- **CJ 490**  Senior Seminar in Criminal Justice (3)
- **SA 302**  Topics in Inequality: Race and Ethnicity or Gender (3)

Complete 6 semester hours from the following:

- **CJ 220**  Terrorism & Homeland Security (3)
- **CJ 230**  Police Operations (3)
- **CJ 330**  Juvenile Delinquency (3)
- **CJ 360**  Criminal Investigations (3)
- **CJ 370**  Police Administration (3)
- **CJ 410**  Medicolegal Death (3)

**NOTE:** Criminal justice students, especially those anticipating graduate studies, are strongly encouraged to take a statistics course.

**NOTE:** Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Criminal Justice Minor
The criminal justice minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (24 semester hours)
Complete each of the following (15 semester hours):

CJ 110  Introduction to Criminal Justice (3)
CJ 111  Corrections, Punishment, and Crime (3)
CJ 280*  Criminal Law and Jurisprudence (3)
CJ 330*  Juvenile Delinquency (3)
CJ 400*  Ethical and Moral Issues in Criminal Justice (3)

Complete 3 semester hours from the following:

CJ 321*  Topics in Criminology (3)
CJ 340*  Police and Community (3)
CJ 450*  Special Topic: Probation/Parole (3)

Complete 3 semester hours from the following:

CJ 285*  Legal Issues in Corrections (3)
CJ 360*  Criminal Investigations (3)
CJ 410*  Medicolegal Death (3)

History
The history major offers a variety of courses designed to provide students with an understanding of historical and political processes. Students pursuing history will study a variety of fields and be introduced to advanced research, writing and social science research methods. An understanding of history is fundamental to a liberal arts education. History provides excellent preparation for law school, government work, foreign service, and various service industries and institutions.

History Major
A Bachelor of Arts degree in history requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The history major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (42 semester hours)
Complete each of the following (21 semester hours):

HST 201 History of the United States I (3)
HST 202 History of the United States II (3)
HST 210 World History-Prehistory to 1500 (3)
HST 211 World History-1500 to Present (3)
SA 330* Social Science Statistics (3)
HST 403 Practicum (3)
HST 421* Senior Seminar (3)

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

Minor Courses (27 semester hours)
Complete each of the following (12 semester hours):

HST 201 History of the United States I (3)
HST 202 History of the United States II (3)
HST 210 World History-Prehistory to 1500 (3)
HST 211 World History-1500 to Present (3)

Complete 6 semester hours from the following:

HST 203 Sub-Saharan African History (3)
HST 204 African-American History (3)
HST 205 East Asian History (3)
HST 206 Latin American History (3)
HST 220 Michigan History (3)
HST 241 Michigan Copper and Iron Mining History (3)

Complete 9 semester hours from the following:

HST 302* Civil War and Reconstruction (3)
HST 303* Colonial America (3)
HST 304* America in the 20th Century (3)
HST 305* American Constitutional History (3)
HST 316* Russia Since the Bolshevik Revolution (3)
HST 317* American Foreign Policy in the 20th Century (3)
HST 319* The Modern Middle East (3)
HST 320* Ancient Greek and Roman History (3)
HST 341* American Women (3)
HST 350* Medieval History (3)
HST 351* Europe Since 1500 C.E. (3)
HST 375* Topics in History (3)
HST 403* Practicum (3)
HST 418* Independent Study (1–3)
HST 421* Senior Seminar (3)
HST 422* Readings in History (3)

Insurance Claims Investigation Minor
(see Business Administration Department)

Political Science
The political science minor offers a variety of courses designed to provide students with an understanding of historical and political processes. Students pursuing political science will study a variety of fields and be introduced to advanced research, writing and social science research methods.

An understanding of political science is fundamental to a liberal arts education. Political science provides excellent preparation for law school, government work, foreign service, and various service industries and institutions.

NOTE: Students interested in attending law school are encouraged to pursue a degree in any discipline in which they are interested.

Political Science Minor
The political science minor requires the successful completion of 24 semester hours as outlined below.

Minor Courses (24 semester hours)
Complete each of the following (9 semester hours):
HST 202 History of the United States II (3)
POS 201 American Government – National (3)
POS 202 American Government – State and Local (3)

Complete 15 semester hours from the following:
POS 305* The American Constitution (3)
POS 310* Michigan Government and Politics (3)
POS 316* Modern Russia (3)
POS 317* American Foreign Policy in the 20th Century (3)
POS 320* The Legislative Branch: The Working Congress (3)
POS 321* The Judicial Branch: The Supreme Court, Law, and The Legal Process (3)

Psychology
The psychology program provides opportunities for learning, service and career preparation for those interested in and committed to understanding and furthering people’s positive change and development. Students are encouraged to think critically about human behavior, to respect the complexity and diversity of individuals, and to explore the many applications of psychology essential to helping each other function in peace in an increasingly demanding and global society. Majors and minors will further explore three perspectives on positive change:

1. The problems perspective studies cause of and methods of assessing and treating individual problems;
2. The cognitive perspective studies how change is influenced by elementary processes of thinking, learning and motivation; and
3. The developmental perspective explores change as it occurs through the lifespan.

The psychology program at Olivet emphasizes career preparation in basic and applied social science fields such as counseling, clinical practice, child development, family studies, gerontology, rehabilitation, education, social work and health fields. In conjunction with other fields, psychology also supports preparation in business management, psychiatry, and art or music therapy.

Psychology Major
A Bachelor of Arts degree in psychology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The psychology major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (43 semester hours)
Complete each of the following (22 semester hours):
BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
PSY 110 Introduction to Psychology (3)
PSY 370* Statistics for Psychology (3)
PSY 390* Research Methods (4)
PSY 460* Historical and Philosophical Roots of Psychology (3)
PSY 490* Psychology Senior Seminar (3)

Complete 3 semester hours from each of the following four categories (12 semester hours):

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Brain and Behavior
PSY 305*  Cognition (3)
PSY 306*  Learning and Behavior (3)
PSY 345*  Introduction to Neuroscience (3)

Social and Developmental Psychology
PSY 215*  Sexuality and Gender Identity (3)
PSY 270*  Social Psychology (3)
PSY 314*  Development Across the Lifespan (3)
PSY 319*  Personality Theories (3)

Psychological Well-Being
PSY 120  Positive Psychology (3)
PSY 325*  Abnormal Psychology (3)
PSY 420*  Counseling and Psychotherapy (3)

Applied Psychology
CJ 321*  Topics in Criminology (3)
PSY 225*  Cross-Cultural Psychology (3)
PSY 235*  Intimate Relationships (3)
PSY 403*  Practicum in Psychology (1-6) (3 credits apply toward psychology minor degree requirements)
PSY 425*  Industrial/Organizational Psychology (3)
PSY 430*  Health Psychology (3)

Complete an additional 9 semester hours of psychology electives.

Recommended Electives
PSY 220*  Cinematic Portrayal of Psychology (3)
PSY 418*  Independent Study: Readings (3)
PSY 419*  Independent Research (3)
PSY 450*  Special Topics in Psychology (3)

Psychology Minor
The psychology minor requires successful completion of 25 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (25 semester hours)
Complete each of the following (13 semester hours):
PSY 110  Introduction to Psychology (3)
PSY 370*  Statistics for Psychology (3)
PSY 390*  Research Methods (4)
PSY 460*  Historical and Philosophical Roots of Psychology (3)

Complete 3 semester hours from each of the following four categories:

Brain and Behavior
PSY 305*  Cognition (3)
PSY 306*  Learning and Behavior (3)
PSY 345*  Introduction to Neuroscience (3)

Social and Developmental Psychology
PSY 215*  Sexuality and Gender Identity (3)
PSY 270*  Social Psychology (3)
PSY 314*  Development Across the Lifespan (3)
PSY 319*  Personality Theories (3)

Psychological Well-Being
PSY 120  Positive Psychology (3)
PSY 325*  Abnormal Psychology (3)
PSY 420*  Counseling and Psychotherapy (3)

Applied Psychology
CJ 321*  Topics in Criminology (3)
PSY 225*  Cross-Cultural Psychology (3)
PSY 235*  Intimate Relationships (3)
PSY 403*  Practicum in Psychology (1-6) (3 credits apply toward psychology minor degree requirements)
PSY 425*  Industrial/Organizational Psychology (3)
PSY 430*  Health Psychology (3)

Social Studies Major
A Bachelor of Arts degree in social studies requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The social studies major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (36 semester hours)
Complete each of the following (18 semester hours):
ECO 201*  Principles of Microeconomics (3)
ECO 202*  Principles of Macroeconomics (3)
HST 201 History of the United States I (3)
HST 202 History of the United States II (3)
POS 201 American Government-National (3)
POS 202 American Government-State and Local (3)

Complete 18 semester hours at the 300 or 400 level from the following disciplines:
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology and Anthropology

Sociology and Anthropology
The combined program in sociology and anthropology provides service learning and career preparation opportunities for those interested and committed to promoting peace, understanding and positive change in society. The program helps students learn to ask questions about their society and other societies around the world, to
think critically about answers to these questions, and to explore various opportunities for responsible, committed citizenship in an international community. Students receive a solid grounding in social theory in their first year. Majors and minors then apply these concepts in thematic courses, practicums and research experiences. In addition, majors and minors are exposed to issues in cultural pluralism and diversity through coursework in gender, ethnicity, social class, and in at least one course with a transnational focus.

The sociology and anthropology program emphasizes preparation for careers and graduate training in basic and applied social science fields such as social work, community relations, alternative dispute resolution, criminal justice, education, international relations and service, human resources and advocacy, as well as research and teaching.

Students in the sociology and anthropology program are required to complete 36 semester hours for a major and 21 semester hours for a minor. Students are strongly encouraged to pursue at least 4 semesters of another language in addition to their major studies. Students may minor in any subject, or, they may choose to elect a concentration in area studies. Suggested area studies are: social work, race and ethnicity, gender studies, biocultural studies, museum studies, economic studies and computer science. Students interested in ethnic art or ethnomusicology may wish to combine a sociology/anthropology minor with a major in art or music.

Sociology and Anthropology Major
A Bachelor of Arts degree in sociology and anthropology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0.

The sociology and anthropology major requires successful completion of the following courses in addition to specific portfolio objectives. Contact the department for detailed information about the portfolio requirements.

Major Courses (36 semester hours)
Complete each of the following (21 semester hours):
SA 200  Introduction to Sociology/Anthropology (3)
SA 300*  Conflict and Cooperation (3)
SA 330*  Social Science Statistics (3)
SA 340*  Applications in Sociology/Anthropology (3)
SA 350*  Workshop in Sociology/Anthropology (3)
SA 390*  Research Link (3)
SA 403*  Practicum (IDS 390 alternative) (3-6)

Complete 15 semester hours from the following:
SA 201*  Myth, Symbol and Meaning (3)
SA 203  Childhood and Culture (3)
SA 250  Special Topics in SA (3)
SA 302*  Topics in Inequality - Race and Ethnicity (3)
SA 302*  Topics in Inequality - Gender (3)
SA 304*  Sport, Culture and Society (3)
SA 305*  People, Resources and the World (3)
SA 306*  Religions and Social Order/Disorder (3)
SA 307*  Biocultural Ecology (3)
SA 309  Psychology of Gender (3)
SA 310  Generations: Aging in America (3)
SA 311  Unenclosing America (3)
SA 318*  Directed Readings (1-3)
SA 419*  Directed Advanced Research (1-6)
SA 450*  Advanced Special Topics (3)
SCI 350* Gender, Race and Science (3)

NOTES:
1. All classes at or above the level of SA 300 require the completion of IDS 112 with a grade of C or better.
2. Unless otherwise noted or modified, courses numbered at or above SA 300 require the successful completion of six hours of 200-level coursework in sociology/anthropology, psychology, gender studies or criminal justice, or, with permission of the instructor.
3. Only six semester hours of SA 403 (Practicum) may be applied to the major. In order to register, students must check with the department.
4. Courses in philosophy, religion, or women’s and gender studies with socio-cultural content may be considered as electives in sociology and anthropology upon approval from the chair of the Social Science Department.

Sociology and Anthropology Minor
The sociology and anthropology minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (21 semester hours)
Complete each of the following (9 semester hours):
SA 200  Introduction to Sociology/Anthropology (3)
SA 340*  Applications in Sociology/Anthropology (3)
SA 350  Workshop in Sociology/Anthropology (3)

Complete 12 semester hours from the following:
SA 201*  Myth, Symbol and Meaning (3)
SA 203  Childhood and Culture (3)
SA 250  Special Topics in SA (3)
SA 300  Conflict and Cooperation (3)
SA 302*  Topics in Inequality - Race and Ethnicity (3)
SA 302*  Topics in Inequality - Gender (3)
SA 304*  Sport, Culture and Society (3)
SA 305*  People, Resources and the World (3)
SA 306*  Religions and Social Order/Disorder (3)
SA 307*  Biocultural Ecology (3)
SA 309  Psychology of Gender (3)
SA 310  Generations: Aging in America (3)
SA 311  Unenclosing America (3)
SA 330*  Social Science Statistics (3)
SA 390*  Research Link (3)
SA 403*  Practicum (IDS 390 alternative) (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.
Women’s and Gender Studies

This program is intended to increase a student’s knowledge, interest and appreciation of needs, contributions, problems and aspirations of women – and also of the way that gender shapes the lives of both women and men. Women’s and gender studies will illuminate the subject matter of much of the rest of the curriculum from the perspective of women and gender. The courses within the minor emphasize cultural diversity and the varied experiences faced by women in the United States and the world. The interdisciplinary nature of the program provides an opportunity to examine a variety of theoretical/critical perspectives (e.g., historical, sociological, legal, psychological, ethnographic, scientific, political, aesthetic).

NOTE: Courses in philosophy, religion, or sociology/anthropology with gender-related content may be considered as electives in women’s and gender studies upon approval from the chair of the Social Sciences Department.

Women’s and Gender Studies Minor

The women’s and gender studies minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Minor Courses (21 semester hours)

Complete each of the following (12 semester hours):
- HST 341 American Women (3)
- WGS 201 Introduction to Women’s and Gender Studies (3)
- WGS 241 Feminist/Womanist Theory I (3)
- WGS 342 Feminist/Womanist Theory II (3)*

Complete 9 semester hours from the following:
- IDS 390* Cooperative Education (1-15)
- JMC 101 Introduction to Mass Communication (3)
- SA 302* Topics in Inequality – Gender (3)
- SA 304* Sport, Culture and Society (3)
- SA 309* Psychology of Gender (3)
- SA 350* Gender, Race and Science (3)
- WGS 220 Women in the Arts (3)
- WGS 255 Women, Health and Sports (3)
- WGS 311 Uncloseting America (3)
- WGS 330 Gender, Sexuality and Religion (3)
- WGS 370* Women in Business (3)
- WGS 399 Perspectives on Masculinity (3)
- WGS 403* Gay, Lesbian, Bisexual and Transgender Studies (3)
- WGS 415* Women in the Bible (3)
- WGS 450* Special Topics (3)

Graduate Programs

Master of Arts in Teaching Education

Lisa Furman, Ph.D., Director of Education

The Olivet College Master of Arts in Teaching (MAT) degree offers customized professional growth experiences. Research has found teacher quality to be a key determinant of student success. Training in the art of teaching requires that teachers improve and change their practices built on research-based learning. The Olivet College MAT program facilitates learning by having students complete a self-assessment tool, participate in learning communities, receive formal instruction, communicate electronically, work with peers and coaches, and engages in private study. The MAT program guides and supports teachers in action research projects, intended to encourage and document new learning. As a demonstration of their accomplishments, MAT students create professional portfolios as a prerequisite to receipt of their degrees.

The MAT program is designed for the classroom teacher. Flexible portfolio course requirements, core courses and an individualized final project allow participants an opportunity to address the needs of their particular classroom environment. Teaching strategies which facilitate individual growth and potential are presented and modeled.

The degree requires the completion of a minimum of 36 semester hours. All program requirements must be completed within five calendar years from the student’s first enrollment in the MAT program.

Program Outcomes

1) Demonstrate the ability to develop, implement and evaluate an Individualized Development Plan (IDP) based upon the successful completion of a professional portfolio.
2) Demonstrate the ability to construct, implement and evaluate a site-based action research project.
3) Demonstrate the ability to implement professional curriculum, instruction and assessment techniques through quality lesson design.
4) Demonstrate the ability to become part of a professional, building-based learning community which fosters peer accountability.
5) Demonstrate the ability to create a classroom-based environment that is conducive to continual improvement based upon reflective practice.
6) Demonstrate the ability to select and use technology to improve teaching and learning.
7) Demonstrate the ability to assess, diagnose and remediate student reading difficulties in a general education classroom.
Admissions Requirements
Students wishing to become candidates for the MAT program must:
1. submit an online application to Olivet College.
2. earn an appropriate bachelor’s degree from an accredited college or university.
3. show valid teaching certification.
4. successfully complete courses ED 470 and ED 471.
5. submit a letter of recommendation.
6. submit college transcripts to Olivet College.

NOTE: Admission to the MAT program requires that the candidate be working in an ongoing teaching assignment.

Transfer Credits
Students may petition to transfer up to 6 semester hours of graduate course work taken at other accredited colleges or universities to their program at Olivet College. Transfer work must be graduate level, completed within the past seven years, completed with a grade of at least a “B” (3.00) documented by official transcripts from the institution, and approved by the chair of the Education Program.

Academic Standards
Only grades of C (2.00) or higher will be counted toward the total number of credits required for the degree. An overall grade point average of “B” (3.00) is required for receiving the master’s degree. A grade of incomplete (I) may be assigned in portfolio seminars for students who need additional time to fulfill their professional development requirements. All incompletes must be completed in accordance with the college policy on incomplete grades.

Drop Period
A student wishing to drop a graduate class must notify the registrar in writing. Students may drop a graduate class with no financial penalty within the first 48 hours of the class start date. Courses dropped in this time period will not appear on a student’s transcript. Graduate students who drop a course will be refunded a percentage of tuition according to the following sliding scale:

<table>
<thead>
<tr>
<th>Date of Class Drop</th>
<th>Percent Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 48 hours of the first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>3 to 9 days after the date of the first class meeting</td>
<td>50%</td>
</tr>
<tr>
<td>10 or more days after the date of the first class meeting</td>
<td>0%</td>
</tr>
</tbody>
</table>

Financial Aid
Graduate students are able to use Federal Direct Unsubsidized Loans to help pay for their college expenses. If a student drops a class that was paid by federal funds, a calculation is required to determine if any of the funds must be returned to the lender, based on the drop date. Once the amount has been calculated for return, Olivet College will notify the student of any remaining balance. All excess federal financial aid is refunded to the student unless he or she specifically requests in writing that excess funds stay on his or her account. This refund will be disbursed once all the funds have been received from the lender and all tuition has been paid.

Grading Scale
Portfolio seminars are graded on a pass or fail basis. Core courses receive letter grades based on the following scale.

A 4.00  
B 3.00  
C 2.00  
D 1.00  
F 0.00

Completion of Degree Program
Students may graduate in May, August, or December. Commencement ceremonies are held in May for students who have completed or are within three semester hours of completing degree requirements. At the beginning of the semester in which a candidate plans to complete the MAT program, he/she must submit an “Application for Graduation” to the Office of Academic Affairs.

Master of Arts in Teaching Requirements
(36 semester hours)

Understanding and Analyzing the Research
Complete each of the following (18 semester hours):
ED 580 Building Learning Communities (3)  
ED 581 Creating Responsive Classrooms and Reflective Teaching (3)  
ED 582 Diagnosis and Treatment of Reading Disabilities and Differentiated Instruction (3)  
ED 583 Classrooms of the Future (3)  
ED 584 Content Knowledge and Student Learning (3)  
ED 585 Assessing Student Learning (3)

Applying the Research
Complete each of the following in numerical sequence (18 semester hours):
ED 470 Initial Portfolio Seminar (2)  
ED 471 Individualized Development Plan (1)  
ED 575 Strengthening Applications of Quality Lesson Design (3)  
ED 576 Collaborating for Accountability (3)  
ED 577 Selecting and Organizing Artifacts for the Portfolio (3)  
ED 578 Polishing the Professional Portfolio (3)  
ED 590 Final Project/Action Research (3)
Master of Business Administration in Insurance
Business Administration
*Michael Oyster, M.S., Division Head*

The Master of Business Administration (MBA) degree with a concentration in insurance was developed in response to interest from alumni and corporate employers. The goal is to provide a quality education for current insurance professionals that will lead to improvements in insurance industry practices and preserve the fundamental principle of “uberrima fides” (utmost good faith). This program utilizes blended distance learning technology (synchronous and asynchronous) that will allow students to see and speak with faculty online during classes. The program takes advantage of experts in the appropriate fields as adjunct faculty located throughout the United States as well as faculty at Olivet College.

A total of 48 credits must be completed within seven years to earn the degree. Each course is 3 credit hours. Students must earn a 3.0 or higher grade point average to continue in the program and to graduate with the MBA degree.

**Admission Requirements**

Students wishing to become candidates for the MBA program must:

1. have earned a 3.00 or higher (4.00 scale) overall grade point average in his or her undergraduate degree.
2. have an official four-year undergraduate degree transcript mailed directly to the Admissions Office at Olivet College from the granting institution.
3. have at least two years of professional experience in the field of insurance or risk management (after earning the undergraduate degree).
4. complete the Graduate Management Admissions Test (GMAT) earning a score of 500 or greater, and have official score sent directly to the Admissions Office at Olivet College. Go to www.mba.com/mba/thesmat to schedule the exam. The GMAT requirement is waived for persons holding the CPCU (Chartered Property Casualty Underwriter) designation.
5. have letters of recommendation mailed directly from two professionals or academics who can comment on his or her abilities, talent, and aptitude for graduate study to the Admissions Office at Olivet College.
6. submit an online application.
7. submit a résumé.

**Transfer Credits**

The maximum number of transfer credits accepted is 24. Credit may be granted for some CPCU courses administered by the American Institute for CPCUs, IIA courses administered by the Insurance Institute of America (AIAF, ARE, ARM, ASLI), and CLU/ChFC courses administered by the American College. A list of Institute courses pre-approved for transfer is available at web.olivetcollege.edu/insurance. Official transcripts from other educational institutions must be mailed directly to the Admissions Office for review and acceptance of courses.

**Course Delivery**

Delivery of the courses consists of a blended online approach featuring live, interactive video and audio, where students and faculty can see and talk to each other in real time, as well as the use of Blackboard software to post assignments, submit work, test, and participate in discussion threads. This will require access to a broadband or DSL Internet connection, Webcam, microphone and earphones. No required physical attendance at Olivet College is necessary.

**Drop Period**

A student wishing to drop a graduate class must notify the registrar in writing. Students may drop a graduate class with no financial penalty within the first 48 hours of the class start date. Courses dropped in this time period will not appear on a student’s transcript. Graduate students who drop a course will be refunded a percentage of tuition according to the following sliding scale:

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**Financial Aid**

Graduate students are able to use Federal Direct Unsubsidized Loans to help pay for their college expenses. If a student drops a class that was paid by federal funds, a calculation is required to determine if any of the funds must be returned to the lender, based on the drop date. Once the amount has been calculated for return, Olivet College will notify the student of any remaining balance. All excess federal financial aid is refunded to the student unless he or she specifically requests in writing that excess funds stay on his or her account. This refund will be disbursed once all the funds have been received from the lender and all tuition has been paid.
Grading Scale
Courses receive letter grades based on the following scale.
A  4.00
B  3.00
C  2.00
D  1.00
F  0.00

Completion of Degree Program
Students may graduate in May, August, or December.
Commencement ceremonies are held in May for students
who have completed or are within three semester hours of
completing degree requirements. At the beginning of the
semester in which a candidate plans to complete the MBA
program, he/she must submit an “Application for
Graduation” to the Office of Academic Affairs.

Course Schedule
Four eight-week terms will be offered each year. Each
online class meeting is tentatively scheduled one day per
week in the evening.

Master of Business Administration in
Insurance Requirements
(48 semester hours)

Complete each of the following (36 semester hours):
MBA 800  Insurance & Risk Management (3)
MBA 808  Management & Organizational
         Behavior (3)
MBA 809  Strategic Marketing (3)
MBA 810  Managerial Economics (3)
MBA 811  Corporate Accounting (3)
MBA 812  Business & Insurance Law (3)
MBA 820  Quantitative Analysis and Decision Making
         for Management (3)
MBA 828  Managing a Diverse Work Force (3)
MBA 830  Ethics & Leadership (3)
MBA 835  Property-Casualty Insurance Contracts (3)
MBA 840  Financial Management of Property-
          Casualty Insurers (3)
MBA 890  Strategic Management of Property-Casualty
          Insurers (3)

Complete 12 semester hours from the following:
MBA 802  Personal Financial Planning (3)
MBA 803  Global Insurance & Risk Management (3)
MBA 821  Advanced Spreadsheets & Databases (3)
MBA 844  Reinsurance Principles & Practices (3)
MBA 853  Employee Benefits (3)
MBA 854  Risk Assessment (3)
MBA 855  Risk Control (3)
MBA 856  Risk Financing (3)
MBA 863  Surplus Lines Insurance Operations (3)
MBA 882  Variable Topics (3)

Thesis Option
Six elective credits may be earned by completion of a thesis.

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

Aerospace Science (AS)
Aerospace Science Laboratory (ASL)
Biology (BIO)
Business Administration (BUS)
Chemistry (CEM)
Computer Science (CS)
Criminal Justice (CJ)
Economics (ECO)
Education (ED)
English (ENG)
Financial Planning (FP)
Geography (GEO)
Global Citizen Honors Program (HON)
Health/Wellness (HWL)
History (HST)
Insurance and Risk Management (IRM)
Interdisciplinary Studies (IDS)
Journalism and Mass Communication (JMC)
Mathematics (MTH)
Music (MUS)
Philosophy (PHL)
Physical Education (PE)
Physics (PHA)
Political Science (POS)
Psychology (PSY)
Recreation (REC)
Religious Studies and Ethics (REL)
Science (SCI)
Social Studies (SS)
Sociology and Anthropology (SA)
Theatre and Speech (THR)
Visual Arts (ART)
Women’s and Gender Studies (WGS)
World Languages (WRL)

GRADUATE COURSES

Master of Arts in Teaching (ED)
Master of Business Administration in Insurance (MBA)
Undergraduate Course Descriptions

Aerospace Science
Interdisciplinary Studies Department

AS 111  Foundations of the United States
Air Force I
Fall Semester. 1 semester hour.
Corequisite: ASL 111.
Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 112  Foundations of the United States
Air Force II
Spring Semester. 1 semester hour.
Corequisite: ASL 112.
Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 211  Evolution of the USAF and Space Power I
Fall Semester. 1 semester hour.
Corequisite: ASL 211.
Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 212  Evolution of the USAF and Space Power II
Spring Semester. 1 semester hour.
Corequisite: ASL 212.
Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 321  Air Force Leadership Studies I
Fall Semester. 3 semester hours.
Corequisite: ASL 321.
Communication, management and ethical skills for Air Force officers. Emphasizes standards and professionalism in the modern officer core; leadership laboratory.

AS 322  Air Force Leadership Studies II
Spring Semester. 3 semester hours.
Corequisite: ASL 322.
Leadership theory, traditional Air Force management functions and current practices. Emphasizes the application of leadership concepts by junior officers; leadership laboratory.

AS 421  National Security Affairs
Fall Semester. 3 semester hours.
Corequisite: ASL 421.
Formation and implementation of defense policy and strategy; Bureaucratic interplay and impact of nuclear technology; investigation of current defense issues; leadership laboratory.

AS 422  National Security Affairs and
Preparation for Active Duty
Spring Semester. 3 semester hours.
Corequisite: ASL 422.
Role of the professional officer in a democratic society. Global security issues; military justice and the laws of war; leadership laboratory.

AS 490  Independent Study
Summer Semester. 1-3 semester hours.
Independent reading and research on special topics.

Aerospace Science Laboratory
Interdisciplinary Studies Department

ASL 111  Foundations of the United States
Air Force I - Lab
Fall Semester. 1 semester hour.
Corequisite: AS 111.
Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skill and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF. The laboratory covers five major subject areas.

ASL 112  Foundations of the United States
Air Force II - Lab
Spring Semester. 1 semester hour.
Corequisite: AS 112.
Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skills and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF.

ASL 211  Evolution of the USAF and Space
Power I - Lab
Fall Semester. 1 semester hour.
Corequisite: AS 211.
The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer. The course continues and amplifies subject areas from the 100 year.

ASL 212  Evolution of the USAF and Space
Power II - Lab
Spring Semester. 1 semester hour.
Corequisite: AS 212.
The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer.
ASL 321  Air Force Leadership Studies I - Lab  
**Fall Semester. 1 semester hour.**  
**Corequisite: AS 321.**  
Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 322  Air Force Leadership Studies II - Lab  
**Spring Semester. 1 semester hour.**  
**Corequisite: AS 322.**  
Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 421  National Security Affairs Lab  
**Fall Semester. 1 semester hour.**  
**Corequisite: AS 421.**  
Cadets continue to exercise their leadership skills generally in higher-level corps leadership positions. The focus is on developing skills and knowledge that will be needed at their first duty station.

ASL 422  National Security Affairs and Preparation for Active Duty - Lab  
**Spring Semester. 1 semester hour.**  
**Corequisite: AS 422.**  
Cadets continue to exercise their leadership skills, generally in higher-level corps leadership positions.

Biology  
Natural and Physical Sciences Department

BIO 105  Human Biology  
**Fall and Spring Semesters. 3 semester hours.**  
*Satisfies Natural World requirement.*  
An introduction to the biology of the human body. Topics include overviews of the circulatory, digestive, respiratory, nervous, reproductive, excretory, and musculoskeletal systems. Hands-on laboratory activities give practical experience in understanding how the human body functions.

BIO 111  Principles of Biology - Molecules to Cells  
**Fall Semester. 3 semester hours.**  
*Satisfies Natural World requirement.*  
Life at the cellular level. Biological molecules, major cell structures and their functions, bacteria and viruses and their role in human health issues, disease, genetics and reproduction. Laboratory investigations provide hands-on experience in basic cell biology.

BIO 112  Principles of Biology - Organisms to Ecosystems  
**Spring Semester. 3 semester hours.**  
*Satisfies Natural World requirement.*  
Life at the organismal and population levels. Classical and population genetics, evolution, biological diversity and ecological principles. Human impact on other organisms and the environment. Laboratory investigations provide hands-on experience in basic organismal biology.

BIO 150  Introductory Zoology  
**Spring Semester, even years. 4 semester hours.**  
**Prerequisites: SCI 102, BIO 111 or BIO 112.**  
Basic zoological principles as illustrated by selected representatives of the animal kingdom. Topics include a survey of animal types with reference to taxonomy, morphology, ecological relationships and evolution. Laboratory exercises provide hands-on experience.

BIO 160  Introductory Botany  
**Fall Semester, even years. 4 semester hours.**  
**Prerequisites: SCI 102, BIO 111 or BIO 112.**  
Principles of plant biology. Functional significance of plant tissues and structures, life cycles, evolutionary patterns and photosynthesis. The aesthetic, economic and environmental significance of plants are discussed. Laboratory exercises provide hands-on experience.

BIO 202  Comparative Vertebrate Biology  
**Spring Semester, odd years. 3 semester hours.**  
**Prerequisites: BIO 150 or instructor permission.**  
Chordate types with emphasis on the structure of vertebrate animals and the evolution of vertebrate systems. Laboratory includes comparative dissections.

BIO 207  Microbiology  
**Spring Semester. 3 semester hours.**  
**Prerequisites: SCI 102, BIO 111 or BIO 112.**  
Microbial life, including bacteria, fungi, protists, and viruses. Basic structure and function, antimicrobial drugs, and the roles of microbes in ecology and disease. Includes laboratory exercises in handling and culturing microbes, and in microbial activity.

BIO 208  General Ecology  
**Fall Semester. 3 semester hours.**  
Interactions of living things with each other and their environment. Biogeochemical cycles, food webs, predator-prey relationships, competition, population growth, succession and human impact on natural ecosystems.

BIO 209  Ecology for Pre-Service Teachers  
**As announced. 3 semester hours.**  
Ecological concepts for pre-service teachers. Includes ecosystems, energy flow, evolution, population dynamics, community ecology, and human impacts on the environment. Content reflects National and Michigan Science Standards.

BIO 210  Entomology  
**As announced. 3 semester hours.**  
**Prerequisites: BIO 112, SCI 102 or instructor permission.**  
Morphology, ecology and diversity of insects. Insect evolution, behavior, metamorphosis and biological relationships to the environment are covered. Special attention is given to the importance of insects to humans.
BIO 211  Anatomy and Physiology I  
Fall Semester. 3 semester hours.  
Prerequisites: BIO 111, SCI 102 or equivalent.  
A study of the anatomy and physiology of the human body. Topics include the integumentary, skeletal, muscular and nervous systems.

BIO 212  Anatomy and Physiology II  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in BIO 211.  
A continuation of the study of the anatomy and physiology of the human body. Topics include the cardiovascular, respiratory, urinary, digestive, endocrine and reproductive systems.

BIO 216  Ornithology  
Fall Semester, even years. 3 semester hours.  
Avian life, including field identification, behavior, flight, reproduction and ecological importance of birds. Course includes extensive observation of birds in the field.

BIO 305  Ethology  
Intensive Learning Term, odd years. 3 semester hours.  
Animal behavior, in wild and domestic species. Territoriality, learning, courtship and sexual behavior, play and sociobiology. Includes observation of behavior in the field.

BIO 311  Pathophysiology  
Spring Semester, even years. 3 semester hours.  
Prerequisites: BIO 212 or instructor permission.  
General principles of mammalian disease with emphasis on human illness. Basic mechanisms of disease, immunity, healing, cancer, metabolic disorders and pharmacology. Common diseases of each of the major organ systems are discussed, including cause, effects and general approach to treatment.

BIO 312  Parasitology  
Fall Semester, even years. 3 semester hours.  
Prerequisites: BIO 111 or BIO 112; BIO 150 or BIO 311 recommended.  
A survey of animal parasites with emphasis placed on life histories, pathological effects, control measures and social and economic implications associated with parasites of vertebrate animals. Special attention is given to parasites of humans.

BIO 313  Plant Ecology  
Fall Semester, odd years. 3 semester hours.  
Prerequisites: BIO 112, BIO 208 or SCI 102.  
Ecological adaptations and characteristics of plants, plant and animal interrelationships, endangered plants, toxic and medicinal plants, and non-native plants. Course includes extensive study of plants in the field.

BIO 345  Introduction to Neuroscience  
Fall Semester, odd years. 3 semester hours.  
Cross listed with PSY 345.  
Prerequisites: PSY 110, BIO 111 or instructor permission.  
An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal “roots.”

BIO 401  Cell Biology  
Fall Semester. 3 semester hours.  
Prerequisites: BIO 111, CEM 152 and junior standing.  
Major topics in cell and molecular biology with an emphasis of biomolecular features and their physical and functional position within cells. Membrane dynamics, transporters, exo and endocytic pathways, and signal transduction are major themes. The course includes independent research, writing and presentation of an aspect of cell biology.

BIO 402  Ecosystem Ecology  
Intensive Learning Term, even years. 3 semester hours.  
Prerequisites: BIO 208 or instructor permission.  
An examination of the characteristics, flora and fauna of the major ecosystems of the world, including forest, wetland, desert, grassland, dune, tundra, reef and cave. The course includes discussion of human impact on these habitats as well as study of habitats in the field.

BIO 403  Environmental Health and Toxicology  
Spring Semester, odd years. 3 semester hours.  
Prerequisites: BIO 111 and BIO 112, SCI 107 or instructor permission.  
The interrelationship of environmental damage to the health of humans and other organisms. Topics include an introduction to the principles of toxicology and environmental epidemiology, and sources and medical effects of pollutants, climate change and toxic waste.

BIO 404  Genetics  
Spring Semester. 3 semester hours.  
Prerequisites: BIO 111 and junior standing.  
The major disciplines of genetics: molecular, Mendelian (classical) and population genetics. Topics include: gene theory, linkage, inheritance patterns, mutations and cancer, natural and artificial selection, genetic engineering and genetic disorders.

BIO 406  Biostatistics  
Fall Semester. 3 semester hours.  
Satisfies Mathematics Proficiency and Senior Experience requirements.  
Prerequisites: MTH 109 or equivalent, 12 semester hours of biology or other science, and junior standing.  
An introduction to the use of statistics for decision making in the biological sciences. Application of basic methods of descriptive and inferential statistics, formulation and testing of hypotheses, and experimental design are explored. Statistics software is used.
BIO 415  Research in Biology
Fall and Spring Semesters, by request. 1–3 semester hours.
Prerequisites: instructor permission.
Special investigations of specific biological problems.

BIO 418  Independent Study
Fall and Spring Semesters, by request. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research of special topics in biology including field experiences and internships.

BIO 431  Molecular Biology Techniques
Spring Semester. 3 semester hours.
Cross listed with CEM 431.
Satisfies Senior Experience requirement.
Prerequisites: C or higher in CEM 332 or 333.

An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

Business Administration
Business Administration Department

BUS 200  Introduction to Business
Fall and Spring Semesters. 3 semester hours.

Introduction to Business is an examination of the major functional areas of business administration including management, marketing, human resources, finance and accounting. Introduction to Business is designed for non-business administration majors.

BUS 201  Principles of Accounting I
Fall and Spring Semesters. 3 semester hours.

This is the introductory course in accounting with an emphasis on financial reporting for external users of financial statements. The course includes an examination of the recording of business transactions and the measurement of business income, assets, liabilities and equities.

BUS 202  Principles of Accounting II
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in BUS 201.

This course is an introduction to management accounting and the use of decision-making tools needed by managers in an organization. The course focuses on financial analysis, manufacturing cost flows, budgeting, and planning for long-term financing and investing activities.

BUS 212  Business Law I
Fall Semester. 3 semester hours.

Business Law I provides an introduction to the law and legal system in the U.S., as well as a thorough examination of the law of contracts and sales. The course includes the study of sales, contracts, bailment and Article II of the Uniform Commercial Code. Also included is the law of negotiable instruments, secured transactions and bankruptcy.

BUS 213  Business Law II
Spring Semester. 3 semester hours.
Prerequisites: C or higher in BUS 212.

Business Law II examines the law of business associations to include agency, partnerships, limited partnership, joint ventures and corporations including an overview of antitrust law and securities regulation. Business Law II includes law of human resources.

BUS 215  Personal Finance
Fall Semester. 3 semester hours.

Personal Finance introduces the knowledge and techniques associated with major financial planning problems encountered by individuals and families such as savings and investments, insurance, taxes, budgeting and major purchases, retirement and estate planning.

BUS 295  Financial Statement Analysis
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 202 and ECO 202.

Financial Statement Analysis is a study of the corporate financial statements. The study focuses on three major parts: (1) practical computer-generated problems that analyze the financial statements mathematically; (2) an in-depth study of the meaning of the data that is included in the financial statements; and (3) a study of data that might not be included in the financial statements. The objective entails the student being able to read in-between the lines and separate meaningful data from the corporate fluff that is commonly included in a corporate annual report.

BUS 300  Principles of Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: sophomore standing.

Management consists of an analysis of business activities designed to manage an organization to efficiently serve employees, customers and the community. Topics studied include planning, organizing, leading and controlling; the business environment, business institutions, government regulations, organizational structure, human resources and human behavior within the framework of the needs of a diverse world.

BUS 301  Intermediate Financial Accounting I
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 202.

This course is designed to provide an in depth examination of the theory underlying the accumulation of accounting data. It includes a review of Generally Accepted Accounting Principles (GAAP), factors affecting the
measurement and recognition of revenue, accounting for receivables, inventory, plant assets, intangibles and investments.

BUS 302  Intermediate Financial Accounting II
Spring Semester. 3 semester hours.
Prerequisites: C or higher in BUS 301.

This course is a continuation of BUS 301. Accounting principles and reporting requirements for long-term liabilities such as bonds, leases and pensions are studied. Other topics include taxes, owners’ equity, earnings per share calculations, comprehensive income and the treatment of accounting changes and errors.

BUS 304  Cost Accounting
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 202.

An intermediate managerial course focusing on the use of accounting data to plan and control operations and allocate resources. In addition, a framework for measuring managerial performance will be developed by analyzing cost-volume-profit relationships, budgeting, standard cost analysis and profit analysis.

BUS 305  Accounting Information Systems
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 302.

This is an introductory course in accounting information systems. It includes issues such as transaction processing cycles, the use and effects of computers and other relevant technology on accounting, database and file systems, internal accounting and administrative controls, and information technology audits. The course emphasizes use of common business software, which may include spreadsheets, flowcharting software, communications, general ledger and database management systems.

BUS 309  Principles of Marketing
Fall and Spring Semesters. 3 semester hours.
Prerequisites: sophomore standing.

Principles of Marketing is an introduction to the basic functions of marketing. The course includes topics such as consumer behavior, marketing research, marketing planning, physical distribution, selling, promotion, retailing, pricing, wholesaling, purchasing and e-commerce.

BUS 311  Advertising
Spring Semester. 3 semester hours.
Prerequisites: C or higher in BUS 309.

A comprehensive survey of basic principles and practices of advertising. Topics include: planning and advertising campaigns, creating advertisements and developing media plans.

BUS 312  Sales and Sales Management
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 309.

The sales and sales management process as it pertains to the marketing environment. Topics addressed include: the sales process, the steps in the sales process, the internal and external sales environment, recruitment and selection of sales persons, motivation, territory and quota management and design, sales forecasting, compensation, and appraisals. Includes case and group work.

BUS 315  Financial Markets and Institutions
Spring Semester. 3 semester hours.
Prerequisites: C or higher in BUS 202 and ECO 202.

Introduces financial markets and institutions, including a brief review of the financial system of the United States; emphasizes institutions, instruments and procedures for meeting the demand for funds by business (both short and long term), consumers, federal, state and local governments; considers international finance.

BUS 316  Financial Management
Fall and Spring Semesters. 3 semester hours.
Prerequisites: C or higher in BUS 202 and ECO 202.

This course is designed for the general business student and is intended to provide a theoretical and practical framework for corporate financial management. Most specifically this course will encourage each student to build a foundation of knowledge by examining: (a) financial decision making within the corporate framework; (b) the relationship between risk and return; (c) time value of money; and (d) capital budgeting.

BUS 321  Public Relations
Fall Semester. 3 semester hours.
Prerequisites: C or higher in BUS 309.

This course is an overview of the functions, practices and growing application of public relations in private industry and the public sector. Emphasis is placed on planning, writing and management functions, working with the media and developing effective public relations strategies. At the end of this course, students should be capable of performing the following public relations activities: analyzing public relations problems and opportunities; understanding and developing concise and targeted public relations messages; and understanding the terminology and theoretical concepts associated with public relations.

BUS 340  Global Marketing Perspectives
Intensive Learning Term. 3 semester hours.
Satisfies Global Diversity requirement.
Prerequisites: C or higher in BUS 309.

Global Marketing Perspectives is a hands-on class that will explore various aspects of marketing including retailing, e-commerce, personal selling and institutional marketing. The Global Marketing Perspectives class may include a trip so students can experience different marketing activities firsthand. Please contact the instructor the year before to get information about the trip, its cost and possible fund-raising opportunities. This course can be repeated.
BUS 399  Business Service Learning  
*Spring Semester. 3 semester hours.*  
Satisfies Service Learning requirement.  
The class integrates classroom learning with community service. Student achievement is assessed on related projects as an integral part of the curriculum. Service learning provides community applications for essential business education standards. The activities will help students learn about organizing and carrying out an event and help them develop valuable leadership skills through volunteering and/or event planning. The students will determine the event/project during the semester. Possible service projects include: event for the American Cancer Society, March of Dimes or Fountain Clinic.

BUS 403  Governmental Accounting  
*Spring Semester. 1 semester hour.*  
Prerequisite: BUS 302.  
This course is an introduction to government-wide and fund accounting financial statements for state and local governments. Included is an overview of current governmental accounting standards. Governmental units are the basic unit of study; however colleges/universities and healthcare organizations are briefly covered to illustrate application of accounting and financial reporting for all not-for-profit entities. Governmental accounting is a required course for those students who want to sit for the CPA exam.

BUS 405  Production/Operations Management  
*Spring Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 300.  
Examines the concepts, principles and techniques of production and operations management, and focuses on capacity, location, process, product, materials purchasing and scheduling of resources with an integrated systems approach that includes CIM (Computer Integrated Management), JIT (Just In Time) and MRP (Manufacturing Resource Planning).

BUS 406  Human Resources  
*Fall Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 300.  
This interactive course is a study in human resources. The overlying theme is that humans can be the greatest resource in any venture. This course will demonstrate that the success of a venture is directly related to its human resources.

BUS 407  Marketing Research  
*Spring Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 309 and MTH 232.  
The Marketing Research class includes methods for designing market research studies, methods of collecting data, problem formulation, sampling methods and techniques, data analysis and research reporting.

BUS 408  Organizational Behavior  
*Fall Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 300.  
Organizational Behavior includes a study of individual and group behavior in organizational settings and the processes and skills essential for the success of members of organizations. Also includes a study of the objectives, functions and organization of personnel programs, with a focus on the diverse culture of the workplace.

BUS 409  Auditing  
*Spring Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 302 and BUS 305.  
This course is a study of the auditing of business and non-business organizations including the roles, responsibilities, and regulation of auditors. It includes an examination of audit objectives/procedures, risk assessment, statistical sampling methods, evidence decisions, control evaluation, transaction cycle analysis, assurance and attestation services and types of audit reports. The ethical and legal responsibilities of auditors are also addressed.

BUS 411  Tax Accounting  
*As announced. 3 semester hours.*  
Prerequisites: C or higher in BUS 302.  
This course is an introductory-level study of taxation of individuals and other entities. The course focuses on concepts of income, deductions and credits that apply to all reporting entities, and emphasizes tax planning as well as tax compliance.

BUS 412  Small Business Development Seminar  
*Spring Semester. 3 semester hours.*  
Prerequisites: C or higher in BUS 201, 202, 300, and 309.  
This course examines, through the use of case studies, why some businesses are successful while others fail. Guest entrepreneurs will also be invited to speak, and their business ventures analyzed. The goal of this course is to take students through the actual process of initiating a business venture from the conceptualization phase to the preparation of a detailed business plan. Students are required to present the completed plans to the class.

BUS 418  Independent Study  
*As announced. 1–3 semester hours.*  
Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by Academic Performance Committee.  
Independent reading and research on special topics.

BUS 484  International Marketing  
*Spring Semester. 3 semester hours.*  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in BUS 309.  
Focuses on the international marketer’s sphere of operations, dwelling particularly on the uncontrollable environment variables in foreign markets and how they affect the task of international marketing management. Emphasis is placed on how the execution of product strategy, promotion strategy and distribution strategy is different from one country to another.
BUS 490  Business Policy and Strategic Management
Fall and Spring Semesters. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: C or higher in BUS 202, 300, 309, 316, ECO 202 and senior standing.

Business Policy and Strategic Management is a capstone course in solving the problems of advanced general management. The course develops the concepts and techniques of strategic management as well as providing an analytical approach in understanding and dealing with actual business world situations.

Chemistry
Natural and Physical Sciences Department

CEM 111  Introduction to Chemical Principles
Fall Semester. 3 semester hours.
Satisfies Natural World requirement.
Corequisite: CEM 113.

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

This course is a single semester survey of chemistry and is designed for students who seek experience in the chemical sciences. In addition to the more traditional inorganic approach (compounds without carbon), we will also be addressing general themes and concepts in organic and biochemistry. This course will be a mixture of lecture and in-class problem solving.

CEM 113  Introduction to Chemical Principles Laboratory
Fall Semester. 1 semester hour.
Corequisite: CEM 111.

This is the companion laboratory course to Introduction to Chemical Principles and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 151  General Chemistry I
Fall Semester. 3 semester hours.
Satisfies Natural World requirement.
Corequisite: CEM 153.
Prerequisites: C or higher in MTH 109, placement into MTH 150, or completion of two years of high school algebra.

Students examine the principles of chemistry beginning with the nomenclature, the chemical mole, stoichiometry, reactions and thermochemistry. Students will also study introductory quantum mechanical models of the atom and Lewis structures. In addition to developing problem solving skills in the lecture, the companion laboratory reinforces concepts studied in lecture, and emphasizes the analysis and interpretation of laboratory experiments through writing.

CEM 152  General Chemistry II
Spring Semester. 3 semester hours.
Satisfies Natural World requirement.
Corequisite: CEM 154.
Prerequisites: C or higher in CEM 151 and CEM 153.

Building on content studied in CEM 151, the course will be a mixture of lecture, independent and group learning activities with an emphasis on problem solving and practice of problem solving skills covering the critical concepts of molecular structure of compounds, molecular forces, equilibria, acid and bases chemistry, solubility and a primer to organic chemistry. This course is more difficult than the first, and even students with a strong high school background in chemistry will largely be unfamiliar with the depth of these topics. The laboratory emphasizes investigations which reinforce concepts studied in lecture, with an emphasis on scientific writing strategies and data analysis.

CEM 153  General Chemistry I Laboratory
Fall Semester. 1 semester hour.
Corequisite: CEM 151.

This is the companion laboratory course to General Chemistry I and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 154  General Chemistry II Laboratory
Spring Semester. 1 semester hour.
Corequisite: CEM 152.
Prerequisites: C or higher in CEM 151 and CEM 153.

This is the companion laboratory course to General Chemistry II and reinforces concepts studied in lecture. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 211  Introduction to Organic Biochemistry
Spring Semester. 3 semester hours.
Corequisite: CEM 213.
Prerequisites: C or higher in CEM 111 or CEM 151.

A study of major themes in organic chemistry and biochemistry including nomenclature, structure and reactions of various classes of organic molecules, a survey of bioorganic molecules and an introductory look at metabolic pathways. Students investigate the major themes of organic chemistry and biochemistry as they relate to allied health.

CEM 213  Introduction to Organic Biochemistry Laboratory
Spring Semester. 1 semester hour.
Corequisite: CEM 211.

This is the companion laboratory course to Introduction to Organic Biochemistry and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.
CEM 221  Analytical Chemistry  
Fall Semester, odd years. 3 semester hours.  
Corequisite: CEM 223.  
Prerequisites: C or higher in CEM 152 and CEM 154.  
Methods of expressing and determining concentration and composition information about chemical systems. The importance of chemical equilibria in governing the composition of chemical systems is emphasized. Topics include general equilibria, acid-base equilibria, solubility, reduction-oxidation and electrochemistry.

CEM 223  Analytical Chemistry Laboratory  
Fall Semester, odd years. 2 semester hours.  
Corequisite: CEM 221.  
Prerequisites: C or higher in CEM 152 and CEM 154.  
This is the companion laboratory course to Analytical Chemistry and emphasizes the collection, analysis and interpretation of quantitative data, using traditional titration and gravimetric techniques.

CEM 231  Organic Chemistry I  
Fall Semester. 3 semester hours.  
Corequisite: CEM 233.  
Prerequisites: C or higher in CEM 152 and CEM 154.  
This course introduces the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include nomenclature of saturated and unsaturated compounds, cyclic and acyclic compounds, stereochemistry, functional groups and equilibria.

CEM 232  Organic Chemistry II  
Spring Semester. 3 semester hours.  
Corequisite: CEM 234.  
Prerequisites: C or higher in CEM 231 and CEM 233.  
This course is the second half of a two-semester sequence designed to introduce the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include aromaticity, spectroscopy and reactions of alkenes, carbonyl compounds, and benzene rings.

CEM 233  Organic Chemistry I Laboratory  
Fall Semester. 2 semester hours.  
Corequisite: CEM 231.  
Prerequisites: C or higher in CEM 152 and CEM 154.  
This is the companion laboratory course to Organic Chemistry I and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 234  Organic Chemistry II Laboratory  
Spring Semester. 2 semester hours.  
Corequisite: CEM 232.  
Prerequisites: C or higher in CEM 231 and CEM 233.  
This is the companion laboratory course to Organic Chemistry II and reinforces concepts studied in the classroom. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 301  Inorganic Chemistry  
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in CEM 152 and CEM 154.  
Review of atomic structure, multi-electron atoms, the periodic table and periodicity, valence bond and molecular orbital approaches to bonding in inorganic molecules; acid-base chemistry; properties of the representative elements; coordination chemistry of the transition elements.

CEM 332  Biochemistry: Biomolecules and Metabolism  
As announced. 3 semester hours.  
Prerequisites: C or higher in CEM 231 and CEM 233.  
This course offers a detailed examination of biomolecules with an emphasis on amino acids, protein chemistry and enzyme kinetics. Students also explore themes in proteomics through exercises which utilize protein imaging software and databases. Principles in protein chemistry then serve as a reference point for the detailed study of major metabolic pathways such as glycolysis, krebs cycle, ETS, photosynthesis and fatty acid metabolism.

CEM 333  Biochemistry: Molecular Genetics and Biosyntheses  
As announced. 3 semester hours.  
Prerequisites: C or higher in CEM 231 and CEM 233.  
A continuation of the themes of metabolism, catabolism and protein chemistry as it relates to molecular genetics. Major themes include DNA and RNA structure and synthesis, protein synthesis, and functional aspects of genes and their regulation. Students will also examine fatty acid and carbohydrate biosynthetic pathways.

Bioinformatics is a unifying principle in a student project centered on a specific genetic disease. Students will work exclusively from primary source materials, and present a 10-minute talk and write a major paper on their topic.  
NOTE: CEM 332 Biochemistry: Biomolecules and Metabolism, and CEM 333 Biochemistry: Molecular Genetics and Biosyntheses are offered on a rotation basis. Consult with Natural and Physical Sciences Department faculty.

CEM 401  Physical Chemistry  
Spring Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in PHA 201, PHA 203 and MTH 151.  
This course aims to provide an understanding of selected aspects of physical chemistry including the kinetic molecular theory of gases, classical thermodynamics and an introduction to chemical kinetics.

CEM 418  Independent Study in Chemistry  
Fall and Spring Semesters, by request. 1-3 semester hours.  
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission, and approval of course outline by the Academic Performance Committee.  
Independent reading and research of special topics.
CEM 420  Chemical Instrumentation  
*Spring Semester, even years. 3 semester hours.*

Satisfies Senior Experience requirement,  
Prerequisites: C or higher in CEM 221 and 223.

Theory and practice of modern quantitative chemical analysis. Statistics, electronics, electrochemistry, spectrophotometry, and chromatography are discussed. State of the art instrumentation is utilized in the laboratory. The course relies heavily on laboratory work and further development of writing skills.

CEM 431  Molecular Biology Techniques  
*Spring Semester. 3 semester hours.*

Cross listed with BIO 431.  
Satisfies Senior Experience requirement,  
Prerequisites: C or higher in CEM 332 or 333.

An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

CEM 440  Topics in Chemistry  
*As announced. 1-3 semester hours.*  
Prerequisites: instructor permission.

Advanced specialized topics in chemistry and related areas. Topic titles may vary from semester to semester.

CEM 450  Independent Research in Chemistry  
*Fall and Spring Semesters, by request. 1-3 semester hours.*  
Prerequisites: departmental approval.

An independent research experience that includes preparation of a research proposal.

**Computer Science**

**Mathematics and Computer Science Department**

CS 110  Computer Information Systems  
*Fall and Spring Semesters. 3 semester hours.*

Introduction to computer information systems. Literacy, hardware and software concepts, history, social and ethical issues, elementary systems software and applications software such as word processor, spreadsheet, database, communications and graphics packages. Does not count toward a major or minor in Computer Science.

CS 116  Web Design and Development  
*Fall and Spring Semesters. 3 semester hours.*  
Satisfies Creative Experience requirement.

Students will learn basic HTML scripting, use of Web editors to create various styles of Web pages (single and multi-page sites, online forms, CSS, etc.), management of Web sites and use of animated Web programming. CS 116 does not count toward a major or minor in Computer Science.

CS 130  Principles of Computing  
*Fall Semester. 4 semester hours.*  
Prerequisites: MTH 109 or concurrent.

Students will learn to identify problems that programs can solve and how to design programs that solve problems. Program design involves a series of smaller skills, including information design, logic design, testing, and documentation. Improved skills in these areas should help with general problem solving even outside the programming paradigm.

CS 140  Computer Science I  
*Spring Semester. 4 semester hours.*  
Prerequisites: C or higher in MTH 150.

Introduction to algorithm development and structured programming using the C++ programming language. I/O, arithmetic and logic operations, selection and looping structures, subprograms, parameter passing techniques, strings, and one and two dimensional arrays.

CS 150  Competition Programming  
*Fall and Spring Semesters. 1 semester hour.*  
Prerequisites: C or higher in CS 130.

Students will learn how to compete successfully in a programming competition, create programming problems from start to finish, and how to plan a programming competition to be executed by the students as the final. Elements of problem design and implementation, and a selection of possible programming environments, will also be discussed.

CS 210  Advanced Computer Information Systems  
*Fall and Spring Semesters. 3 semester hours.*  
Prerequisites: CS 110 with C or higher or equivalent.

Students will gain an advanced level of competency in computer hardware, operating systems, and applications software such as word processor, spreadsheet, database, HTML, and presentation programs. CS 210 is designed to progress advanced students towards completion of Microsoft Office Applications Certification (MOS). Users will become familiar with all components of the Microsoft Office Suite. CS 210 does not count toward a major or minor in computer science.

CS 240  Computer Science II  
*Fall Semester. 4 semester hours.*  
Prerequisites: C or higher in CS 140.

Continuation of CS 140. Recursion, elementary searching and sorting techniques and intermediate data structures such as records, arrays of records, stacks, queues, linked lists and introduction to binary trees.

CS 270  Software Engineering  
*Spring Semester, odd years. 3 semester hours.*  
Prerequisites: C or higher in CS 240.

Introduction to software engineering as a discipline with an emphasis on design patterns. The course will cover the
stages of the software life cycle, requirements analysis, structured and object-oriented analysis and design methods. It also discusses verification/validation, quality assurance, testing methods, maintenance, documentation, project management and team structure.

CS 310  Seminar in Computer Ethics  
Fall Semester, even years. 1 semester hour.  
Prerequisites: C or higher in CS 140.  
Social, legal and ethical issues in computer science including privacy, piracy and responsibility.

CS 340  Data Structures & Algorithms  
Spring Semester, even years. 3 semester hours.  
Prerequisites: C or higher in CS 240.  
Advanced data structures including doubly linked lists, binary trees, binary search trees, heaps, B-trees, graphs, advanced searching and sorting techniques, and elementary algorithm analysis.

CS 350  Database Programming  
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in CS 240.  
Database design principles, relational data models, query languages and optimizations, transaction processing, recovery techniques. Object-oriented databases, distributed databases. Storage and access methods including indexing, hashing and range accesses.

CS 360  Computer Organization and Assembly Language  
Spring Semester, even years. 4 semester hours.  
Prerequisites: C or higher in CS 240.  
Logic circuits, digital components, data representation, register transfer, micro-operations, organization, design, machine language and micro code.

CS 380  Practicum in Programming Languages  
As announced. 1 semester hour.  
Prerequisites: C or higher in CS 240 or instructor permission.  
Examination of a paradigm and/or programming language such as C++, FORTRAN, LISP, Java, SQL, Scheme and Web programming and/or a methodology such as object oriented, functional or scientific programming. May be repeated for credit provided the subject matter is different.

CS 402  Computer Graphics  
Spring Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in CS 240.  
Introduction to computer graphics programming including lines, curves, windows, clipping, two and three dimensional transformations, projections and hidden line removal.

CS 408  Introduction to Cognitive Programming  
Spring Semester, even years. 3 semester hours.  
Prerequisites: C or higher in CS 340 or concurrent.  
Artificial intelligence, knowledge representation, inference methods, and expert system shells and programming.

CS 410  Introduction to Network Programming  
Fall Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in CS 340 or concurrent.  
Digital communication theory, network structures and components, switching techniques, network functions, layered network architectures, data link protocols, network control, and examples of LAN and WAN networks. Hardware and software support for networking.

CS 412  Operating Systems  
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in CS 360 or concurrent.  
Operating systems principles, including processes, concurrent processes, deadlock, storage, virtual storage, scheduling and distributed computing. Examples from MS-DOS, Windows, and UNIX-like operating systems.

CS 418  Independent Study in Computer Science  
As announced. 1–3 semester hours.  
Prerequisites: C or higher in CS 340, 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by the Academic Performance Committee.  
Independent reading and research in the field of Computer Science.

CS 450  Special Topics in Computer Science  
As announced. 1–3 semester hours.  
Prerequisites: instructor permission.  
Developed by individual faculty and approved by the department to meet the needs of the instructor’s special interest, student interest and/or a rapidly changing curriculum.

CS 470  Advanced Software Engineering  
Fall Semester, odd years. 3 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: C or higher in CS 270.  
Advanced topics in software engineering and design, including database support and web-based applications.

Criminal Justice  
Social Science Department

CJ 110  Introduction to Criminal Justice  
Spring and Fall Semesters. 3 semester hours.  
Introduction to Criminal Justice offers the first-year student a foundation to concepts of prevention, social justice, and the origins of crime (U.S. and globally).

CJ 111  Corrections, Punishment and Crime  
Fall and Spring Semesters. 3 semester hours.  
A historical overview of American correctional systems with an emphasis on punishment ideologies and their impact on probation, parole, imprisonment, and sentencing objectives.
CJ 220  Terrorism and Homeland Security  
Fall Semester. 3 semester hours.  
An introductory course in the social and political aspects and origins of international and domestic terrorism. Includes a historical review of the roots of terrorism worldwide and impacts on current conditions, as well as America’s response to 9/11, the Patriot Act and its impact on American society, and the overall homeland security strategy.

CJ 230  Police Operations  
Intensive Learning Term. 3 semester hours.  
Prerequisites: C or higher in CJ 110 or 111.  
An introduction to basic police tactics and procedures with a focus on street level interactions and daily activities of a police officer. The student will learn, through active participation, demonstrations and role playing, techniques and strategies to successfully address difficult people and situations. The student will also explore the moral and ethical responsibilities of power and authority as they interact with the citizens of their community.

CJ 280  Criminal Law & Jurisprudence  
Fall Semester. 3 semester hours.  
Prerequisites: C or higher in CJ 110 or 111.  
This course examines the history of criminal law and the elements of crime in our society and in Michigan.

CJ 285  Legal Issues in Corrections  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in CJ 110 or 111.  
Legal Issues provides the student with the basic understanding of legal issues surrounding the role of corrections personnel in the criminal justice field. Liability in the use of force, religious rights, medical care, and communication access are covered in depth.

CJ 290  Criminal Procedures  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in CJ 280.  
Building on the foundation of criminal law, this course provides a legal format of how the processing of crime must occur and the legal ramifications involved in crime control in Michigan.

CJ 320  Client Relations  
Intensive Learning Term. 3 semester hours.  
Satisfies Service Learning requirement.  
Prerequisites: C or higher in IDS 111 and CJ 110 or CJ 111.  
This course examines the impact and meaning of discrimination in the context of the criminal justice field. An in depth look at minorities in the prison system (prisoners and practitioners) will be addressed along with attitude formation and professional responsiveness by correctional personnel. In addition, this course will provide an opportunity to contribute to the greater community through volunteerism with at-risk youth in a non-profit organization.

CJ 321  Criminology  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: C or higher in IDS 112 and CJ 110, SA 201, or PSY 110, and junior standing.  
Psychological perspectives regarding violence and criminal behavior will be discussed. The interactions of social and psychological factors which influence or produce violent, antisocial, or other criminal behavior will be analyzed. Victimization theories, along with theories of criminal behavior, will be covered.

CJ 330  Juvenile Delinquency  
Spring and Summer Semesters. 3 semester hours.  
Prerequisites: C or higher in CJ 110 or 111.  
Violent crime among youth, including an analysis of the influence of socialization, economic conditions and the criminal justice system are addressed.

CJ 340  Police & Community  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in CJ 110 or 111.  
Compares differing systems of relationships between police and the communities they patrol.

CJ 360  Criminal Investigations  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: C or higher in CJ 280 and 290.  
This course offers students in the law enforcement track practical experience in writing tickets, police reports and warrants.

CJ 370  Police Administration  
Fall Semester. 3 semester hours.  
Prerequisites: C or higher in IDS 111 and CJ 110 or 111.  
An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

CJ 400  Ethical and Moral Issues  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: C or higher in CJ 280 and 290.  
Explores moral dilemmas associated with punishment, the death penalty, incarceration and the use of force.

CJ 410  Medicolegal Death  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in IDS 112 and junior standing.  
An introductory course designed to expose the student to proper methodology of a death investigation. The student will be exposed to various investigative tools, techniques and scientific knowledge required to ensure a proper investigation and will learn about the laws and statutes which guide their actions.
CJ 430  Crime Scene Investigation  
Fall Semester. 3 semester hours.  
Prerequisites: C or higher in CJ 280 and 290.  
Crime Scene Investigation provides students with foundations in fingerprinting analysis, the use of forensic science, and accident reconstruction.

CJ 440  Defense Tactics/Physical Training  
Intensive Learning Term. 3 semester hours.  
Prerequisites: junior standing and six semester hours of CJ with a C or higher.  
This course provides hands-on instruction to assist the student in performance of arrest and restraint, and to increase the margin of safety for both the law enforcement officer and the suspect. Physical training is included to prepare the student to pass the MCOLES and MCOTC physical tests.

CJ 450  Probation and Parole  
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in IDS 112 and CJ 110 or 111, and junior standing.  
An overview of the history and philosophical foundations of probation and parole in the United States will be discussed. A thorough examination of the pre-sentence investigation (PSI), standard conditions of supervision, and the recommendations commonly provided to the judge will be covered. Analysis of criminal behavior and the application of determinate and indeterminate sentencing will be applied by students through critical thinking skills administered within the PSI.

CJ 470  Criminal Justice Internship  
Fall, Spring and Summer Semesters. 3-6 semester hours.  
Prerequisites: junior standing and six semester hours of CJ, with a C or higher.  
The internship provides the student with practical experience at an assigned location with supervision by criminal justice practitioners.

CJ 490  Senior Seminar in Criminal Justice  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: C or higher in CJ 330 and 340 and senior standing.  
This course prepares the student for entry into the criminal justice system as a professional. Interviewing skills and a mock interview are used as learning tools to gain knowledge of the “real world.”

Economics  
Business Administration Department

ECO 201  Principles of Microeconomics  
Fall and Spring Semesters. 3 semester hours.  
Microeconomics is the study of elementary supply and demand, the production function, individual firm behavior, and institutional effects of government and labor business operations.

ECO 202  Principles of Macroeconomics  
Fall and Spring Semesters. 3 semester hours.  
This course examines economics from the aggregate perspective. National, regional and international issues, policies and effects will be explored. Topics include inflation, GDP, unemployment, recessions, growth and development, government strategies such as fiscal and monetary policy, international trade and trading blocks.

ECO 301  Intermediate Microeconomics  
Spring Semester. 3 semester hours.  
Prerequisites: ECO 201 and 202 and MTH 150, or instructor permission.  
Economic theory with emphasis on the theory of consumer behavior, the theory of the firm and factor pricing with emphasis on capital theory.

ECO 302  Intermediate Macroeconomics  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: ECO 201 and 202 or instructor permission.  
An examination of macroeconomics theory with particular emphasis on business cycles, economic growth and price instability. The interplay between theory and policy is analyzed.

ECO 315  Studies in Economic Problems:  
Variable Topics  
As announced. 3 semester hours.  
Prerequisites: ECO 201 and 202, or instructor permission.  
Selected area of concern not intensively covered in other courses. The focus of the course will be substantive as well as analytical. Topics may include poverty, the war industry, farm problems, misallocation of resources, welfare programs, unemployment, health and human services, urban economy, energy and environmental economics, and others. May be repeated for credit with a different topic.

ECO 401  Money, Credit and Banking  
Fall Semester. 3 semester hours.  
Prerequisites: ECO 201 and 202.  
Financial institutions and their role in the determination of interest rates and the volume of money and credit. Topics include commercial banking and the Federal Reserve System and methods and goals of monetary policy.

ECO 490  Managerial Economics  
Spring Semester. 3 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: ECO 301.  
The primary goal of this course is to provide a unifying theme of managerial decision making around the theory of the firm, to introduce an international dimension into managerial economics to reflect the globalization of tastes, production and distribution in today’s world, and to show how managerial decisions are actually made in the real world.
**Education**

**Education Department**

**ED 201**  **Foundations of American Education**

Fall and Spring Semesters. 2 semester hours.
Prerequisites: sophomore standing or instructor permission.

Introduction to American education and teaching as a profession. Practical and theoretical foundations on which educational practice rests in the United States. Emphasis on the roles and responsibilities of the classroom teacher. In addition, there is an emphasis on the philosophies of multicultural education.

**ED 202**  **Psychology of Human Development and Learning**

Fall and Spring Semesters. 2 semester hours.
Prerequisites: sophomore standing or instructor permission.

Application of the understandings, methods, and research of psychology to teaching and learning situations with an emphasis on the growing and changing nature of human development.

**ED 203**  **Education of the Exceptional Learner**

Fall and Spring Semesters. 2 semester hours.
Prerequisites: sophomore standing or instructor permission.

Historical perspective, legislation and litigation, psychological, academic, social and cognitive characteristics associated with specific handicapping conditions, assessment and intervention procedures, special education services and programming, the role of family and community and current issues related to special education.

**ED 260**  **Art Education: Foundation, Theory and Practice**

Spring Semester. 4 semester hours.
Prerequisites: ART 101, ART 105, ART 107, and ART 221 or instructor permission.

Theories of the development of art education in the United States including child development stages in relation to art education. Curriculum writing is presented within the framework of Michigan’s “Standards for the Preparation of Teachers of Visual Arts Education.” Mandatory participation in observing K-12 art classrooms included.

**ED 300**  **Methods of Teaching Reading in the Elementary School**

Fall Semester. 3 semester hours.
Prerequisites: admission to the Teacher Preparation Program.

Students will become aware of differing philosophies of reading instruction with the emphasis on the reading process; various approaches to the teaching of reading; instructional strategies and materials appropriate to a developmental reading program; and management of a classroom reading program.

**ED 301**  **Individual Reading Instruction in the Elementary School**

Spring Semester. 3 semester hours.
Prerequisites: ED 300; admission to the Teacher Preparation Program.

Students will develop a basic understanding of how to recognize and address common reading problems elementary age students may encounter. Standard assessment items and testing terminology and interpretation of test results will be explored. Differentiation of instruction and student grouping to fit individual student needs will be introduced.

**ED 302**  **Methods of Teaching Reading in the Secondary School**

Fall Semester. 3 semester hours.
Prerequisites: ED 201, 202 and 203; admission to the Teacher Preparation Program.

Strategies for increasing reading comprehension. Emphasis on interactions that occur among the teacher, students and text.

**ED 303**  **Diagnosis and Treatment of Reading Disabilities and Differentiated Instruction**

Spring Semester. 3 semester hours.
Prerequisites: ED 300 and 301; admission to the Teacher Preparation Program.

Students will develop a basic understanding of the nature and multiple causes of reading difficulties based on research in fluency, vocabulary, phonemic awareness, phonics, spelling, comprehension, language, and writing. Assessment principles and practices that inform and support literacy instruction are examined in depth. The focus is on best practice core instruction, prevention, intervention, and remediation of reading difficulties. This includes an analysis of strengths and weaknesses based on assessments with diagnosis and planned instruction in a practical setting.

**ED 304**  **Reading Strategies and Small Group Instruction**

Fall Semester. 4 semester hours.
Prerequisites: ED 300, admission to the Teacher Preparation Program.

Students will develop a comprehensive understanding of different reading strategies; implementing and reinforcing strategies; student grouping options; differentiated reading instruction; organizing and implementing assessments informing instruction; and effective communication for student progress.

**ED 305**  **Materials and Methods of Health and Physical Education**

Spring Semester. 2 semester hours.
Prerequisites: junior standing, admission to the Teacher Preparation Program.

A practical course designed to acquaint the prospective teacher with materials and methods employed in elementary and secondary schools. Instruction in graded games, stunts, rhythmical activities, relays and activities appropriate to various ages. A study of theories of teaching and learning. Attention to curriculum and program construction for elementary grades, junior high school and senior high school.

**ED 306**  **Managing the Writers’ Workshop**

Spring Semester. 3 semester hours.
Prerequisites: ED 300, admission to the Teacher Preparation Program.
Students will develop a comprehensive understanding of the fundamentals of the writing process, emphasizing teaching of the writing process, variety of writing genres, classroom management strategies, materials for organizing the writing workshop, and evaluation and assessment strategies.

ED 307 Exceptionalities in the Literacy Classroom
Spring Semester. 3 semester hours.
Prerequisites: ED 301, ED 303, admission to the Teacher Preparation Program.

Students will develop a comprehensive understanding of how to recognize and support students with various disabilities, effective literacy strategies adapting them for diverse student needs, differentiated instruction, and a variety of assessment and record keeping techniques appropriate for the exceptional student population.

ED 308 Linguistics for Teachers: Phonics, Phonemic Awareness, Word Study, Spelling, and Vocabulary Development
Fall Semester. 3 semester hours.
Prerequisites: admission to the Teacher Preparation Program.

Students will develop a comprehensive understanding of effective methods to teach phonemic awareness and phonics, age appropriate spelling instruction, the stages of literacy development, and how to implement methods in a classroom setting.

ED 309 Methods of Teaching Reading Using Children's Literature
Fall Semester. 3 semester hours.
Prerequisites: admission to the Teacher Preparation Program.

Students will develop a basic understanding of the structures of children’s literature with emphasis on how to choose texts appropriate for instruction and employ appropriate teaching methods using the texts, including the selection of texts representing multiple cultures. Research methods of organizing and managing a classroom library and fostering appreciation for reading in the classroom reading program will be examined.

ED 310 Technology in the Classroom
Fall and Spring Semesters. 2 semester hours.
Prerequisites: admission to the Teacher Preparation Program.

This course will introduce students to basic technology applications and techniques useful to integrate technology in the classroom. The course will address how to use technology to locate, evaluate and collect information from a variety of sources. Legal, ethical, cultural and societal issues related to technology use will be discussed. The National Teacher Technology Standards along with Michigan Technology Content Standards will provide the framework for understanding and exploration of the use of technology in education.

ED 311 Authentic Hands-On Literacy Practice
Spring Semester. 4 semester hours.
Prerequisites: ED 300, ED 301, ED 303, ED 304, ED 306, ED 307, ED 308, ED 309; admission to the Teacher Preparation Program.

Students will develop comprehensive understanding of literacy activities with focus on learning centers/work stations, daily authentic literary practice, and management techniques for student accountability. Extensive field work required for this course.

ED 320 Methods of Teaching Hands-On Math in the Elementary School
Fall Semester. 2 semester hours.
Prerequisites: sophomore standing, admission to the Teacher Preparation Program.

Current hands-on methods of teaching mathematics in the elementary school.

ED 322 Methods of Teaching Hands-On Science in the Elementary School
Spring Semester. 2 semester hours.
Prerequisites: sophomore standing; admission to the Teacher Preparation Program.

Current hands-on methods of teaching science in the elementary school.

ED 330 Art Education: Integration and Expansion
Fall Semester. 4 semester hours.
Prerequisites: ED 260 and admission to the Teacher Preparation Program.

Planning, organization and delivery of art content at an advanced level. Content includes cultural relativism, teaching multiculturalism, exploring the integration of other content areas in the art classroom and the four components of Discipline Based Art Education. Michigan and National Standards for Art Education are addressed. Off-campus directed teaching required.

ED 338 Instrumental Methods for Vocalists
Fall Semester, odd years. 2 semester hours.
Prerequisites: MUS 344 and admission to the Teacher Preparation Program.

This course acquaints pre-service vocal music teachers with the skills, methods and curricular sequences of instrumental music education.

ED 344 Elementary Music Methods
Fall Semester, odd years. 2 semester hours.
Prerequisites: admission to the Teacher Preparation Program.

Teaching music to elementary school students and the benefits of an activity-based instructional format. Includes participation with rhythmic, melodic and choral instruments.
ED 346 Secondary Vocal Music Methods
Fall Semester, odd years. 2 semester hours.
Prerequisites: junior standing or instructor permission; admission to the Teacher Preparation Program.

Materials and methods necessary for implementing a choral music program and succeeding in a choral teaching situation.

ED 348 Secondary Instrumental Music Methods
Fall Semester, even years. 2 semester hours.
Prerequisites: MUS 344 and admission to the Teacher Preparation Program.

This course examines issues related to the teaching of instrumental music. Special emphasis is given to program goals and curriculum development, instructional planning and materials and techniques designed for teaching musical concepts in the performance class.

ED 360 Art Education: Media, Methodology, Technology and Art Advocacy
Spring Semester. 4 semester hours.
Prerequisites: ED 260 and admission to the Teacher Preparation Program.

A variety of media, methodology and technology are covered. Issues of professional responsibility such as financing art in a school system, organizing the classroom, student competitions, continuing art education certification and the broader role of the art educator are also addressed. Off-campus field observation and directed teaching included.

ED 365 Methods of Teaching Language Arts
Fall Semester, odd years. 2 semester hours.
Prerequisites: junior standing and admission to the Teacher Preparation Program.

Practical exercises and theoretical background preparatory to secondary teaching in the language arts, literature, composition, speaking, listening and critical thinking.

ED 380 Methods of Teaching Students with Learning Disabilities
Fall Semester. 3 semester hours.
Prerequisites: ED 201, 202, 203, 310; admission to the Teacher Preparation Program.

This is the first part of a two-semester block that provides students with methods to select systems of instruction that will most likely ameliorate the effects of the learning disability. Students will obtain skills necessary to effectively assess instructional outcomes and how to use this data in the formulation of an ongoing instructional plan. Field experience is a significant part of this class.

ED 381 Methods of Teaching Students with Learning Disabilities II
Spring Semester. 3 semester hours.
Prerequisites: ED 201, 202, 203, 301, 380; admission to the Teacher Preparation Program.

This is the second part of a two-semester block that provides students with methods to select systems of instruction that will most likely ameliorate the effects of the learning disability. Students will obtain skills necessary to effectively assess instructional outcomes and how to use this data in the formulation of an ongoing instructional plan. Field experience is a significant part of this class.

ED 390 Behavior Management
Fall Semester. 3 semester hours.
Prerequisites: junior standing; PSY 314, ED 201, ED 202, and ED 203; admission to the Teacher Preparation Program.

Provides students with behavior management practices effective when working with students exhibiting challenging behaviors.

ED 391 Characteristics of Students with Learning Disabilities
Spring Semester. 3 semester hours.
Prerequisites: ED 201, 202, 203; admission to the Teacher Preparation Program.

This course looks at problems and issues specific to the area of learning disabilities. Students can expect to demonstrate understanding of learning problems including: reasoning, thinking, speaking, reading, writing, spelling and mathematics.

ED 393 Methods of Teaching Social Studies
Spring Semester. 2 semester hours.
Prerequisites: junior standing and admission to the Teacher Preparation Program.

A study of the methods and techniques of teaching the several disciplines that comprise the social studies area.

ED 394 Methods of Teaching Mathematics
Fall Semester. 2 semester hours.
Prerequisites: junior standing and admission to the Teacher Preparation Program.

Classroom management, instructional methods, and the application of learning theory to the development of mathematical abilities. Students will practice planning lessons at the level appropriate to the certification that they are seeking.

ED 396 Teaching Methods in Science
Fall Semester. 3 semester hours.
Prerequisites: ED 201, 202, 203, 310; admission to the Teacher Preparation Program.

The problems of teaching biology, chemistry, physics and general science are presented. Emphasis is on the resources available to the teacher with special attention given to the effective use of demonstrations and the laboratory.

ED 398 Methods of Teaching Students with Emotional Impairments I
Fall Semester. 3 semester hours.
Prerequisites: junior standing; PSY 314, PSY 325, ED 201, ED 202, ED 203, ED 390; admission to the Teacher Preparation Program.

Research-based understanding of theory and practice in providing appropriate educational supports and services to students with emotional behavioral disturbances. This is the first of two courses that examine the academic and social-
emotional needs of students with emotional or behavioral disorders. These courses combine structured review and discussion of research associated with prevention and intervention programming, teaching strategies and skills within the classroom, the school, and the community, with a reflective approach to learning about these issues.

**ED 399  Methods of Teaching Students with Emotional Impairments II**

*Spring Semester. 3 semester hours.*

**Prerequisites:** junior standing; PSY 314, PSY 325, ED 390, ED 398; admission to the Teacher Preparation Program.

- Research-based understanding of theory and practice in providing appropriate educational support and services to students with emotional behavioral disturbances. This is the second course that examines the academic and social-emotional needs of students with emotional or behavioral disorders. These courses combine structured review and discussion of research associated with prevention and intervention programming, teaching strategies and skills within the classroom, the school, and the community, with a reflective approach to learning about these issues.

**ED 401  Elementary Methods**

*Fall and Spring Semesters. 3 semester hours.*

**Prerequisites:** senior standing, completion of required 200- and 300-level courses, admission to the Teacher Preparation Program. Taken the semester prior to student teaching.

- Methods and techniques of teaching the elementary school curriculum with emphasis on the use of fundamental skills in presenting subject matter.

**ED 402  Secondary Methods**

*Fall and Spring Semesters. 3 semester hours.*

**Prerequisites:** senior standing, completion of required 200 and 300-level courses, admission to the Teacher Preparation Program. Taken the semester prior to student teaching.

- Methods and techniques that apply to the general approach of teaching subject matter in the secondary schools.

**ED 404  Evaluation and Assessment of Special Needs Students**

*Summer Session I. 4 semester hours.*

**Prerequisites:** junior standing; PSY 314, PSY 325, ED 380, ED 381, ED 390, ED 398, ED 399, and admission to the Teacher Preparation Program.

- Fundamentals of educational assessment with emphasis on different types of assessment measures and processes involving students with learning, behavioral and affective differences. Course is designed to provide the student knowledge and practices of assessment including standardized and alternative procedures, particularly as they relate to children and adolescents with learning, behavioral and affective differences. Emphasis is given to those types of assessment procedures that more readily involve special education.

**ED 405  Models of Special Education Services and Administration**

*Spring Semester. 3 semester hours.*

**Prerequisites:** junior standing; ED 380, ED 381, ED 390, ED 398, ED 399, and admission to the Teacher Preparation Program.

- Using effective school-based strategies and outside resources to meet the needs of special education students. Includes the legal basis for special education, change theory and collaboration, meeting student needs, utilizing programs, services, accommodations, modifications, data collection and outside resources to assist with access to the general curriculum. The focus will also be on the role of the teacher in processes used within the school: MET, IEP, discipline and legal remedies.

**ED 406  Classroom Interventions & Teacher Consultation**

*Intensive Learning Term. 2 semester hours.*

**Prerequisites:** junior standing; PSY 314, PSY 325, ED 380, ED 381, ED 390, 391, 398 and admission to the Teacher Preparation Program.

- Collaborating with others to employ universal design for learning to provide instruction for all students. This course includes universal design for learning, instructional theory, assisted technology and research-based methodology for lesson planning that accommodates individual differences. Effective collaboration and development of teacher consultation skills is covered.

**ED 407  Observation and Directed Teaching in the Elementary School**

*Fall and Spring Semesters. 14 semester hours.*

**Satisfies Service Learning and Senior Experience requirements.**

**Prerequisites:** senior standing; successful completion of all other Teacher Preparation Program course requirements for designated major and/or minor(s).

- Participation and classroom teaching under the supervision of a qualified teacher in state-approved public or private schools. The student teaching experience includes a 14-consecutive-week assignment teaching in a traditional classroom setting. The student teaches all areas of the curriculum for one grade level (elementary), or in his or her major and/or minor fields (secondary). Subject matter and classroom experiences are planned to meet the needs of individual students. In addition, students participate in a series of seminars held on campus.

**ED 408  Observation and Directed Teaching in the Secondary School**

*Fall and Spring Semesters. 14 semester hours.*

**Satisfies Service Learning and Senior Experience requirements.**

**Prerequisites:** senior standing; successful completion of all other Teacher Preparation Program course requirements for designated major and minor(s).

- Participation and classroom teaching under the supervision of a qualified teacher in state-approved public or private schools. The student teaching experience includes a 14-consecutive-week assignment teaching in a traditional classroom setting. The student teaches all areas of the
ED 409 Observation and Directed Instruction for Special Education
Fall and Spring Semesters. 14 semester hours.
Satisfies Service Learning and Senior Experience requirement.
Prerequisites: senior standing; successful completion of all other Teacher Preparation Program course requirements for designated major and minor(s).

Participation and classroom teaching under the supervision of a qualified teacher in a state-approved public or private school. The student teaching experience includes a 12-consecutive-week assignment teaching in an EI/LD classroom and/or with EI/LD students. The student will be expected to teach in either an elementary or secondary school setting. The student will be expected to fully participate on the multidisciplinary evaluation team and in the IEP process. Effective communication skills with students, parents, professionals and community agencies are also required for successful completion of this experience. Students will also participate in a series of seminars held on campus.

ED 418 Independent Study
As announced. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission, approval of the Academic Performance Committee, and admission to the Teacher Preparation Program.

Independent research and/or readings on special topics in education.

English
Arts and Humanities Department

ENG 105 Text and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Diversity requirement.

Introduction to fundamental techniques of literary analysis through the study of texts from a variety of world cultures. This course also introduces some of the issues surrounding the idea of culture, in particular how literature plays a role in how cultures are defined and understood. Text and Culture stresses the importance of writing in the learning process, and the course includes instruction in the writing process.

ENG 145 Introduction to Creative Writing
Fall Semester. 3 semester hours.
Satisfies Creative Experience requirement.

Guided assignments for beginning writers in drama, fiction and poetry. Features stressed are plot, point of view and imagery. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 202 Cultural Theories of Representation: American Literature I
Fall Semester. 3 semester hours.
Satisfies Global Diversity requirement.

This course explores the various literary creations of the “myths” behind American literature. It questions, explores, and eventually may demystify the historical and political reasons behind such creations.

ENG 203 Theories of Form: Early British Literature
Fall Semester. 3 semester hours.

The course introduces students to the relationship between the literary and the form through which it has been recorded and through which it represents its themes and concerns. It is a highly historically oriented course insofar as it perceives the form as continually changing.

ENG 204 Defining Literary Thinking: British Literature II
Spring Semester. 3 semester hours.

This course aims to introduce students to the chief terms in the practice of literary studies. The course addresses the question of how and why we read literature, not by providing an answer to the course title, but by considering the historical and cultural implications of reading. The course introduces students to the purpose and function of literary criticism as well as to an understanding of how we are everywhere interpreting, with special emphasis on Romantic, Victorian and Modernist texts.

ENG 205 Reading and Interpretation: American Literature II
Spring Semester. 3 semester hours.

This course covers basic reading in literary theory, the relationship between critical theory and literature, and the principles of evaluation, appreciation and understanding. American texts from the mid 19th-century to the present will serve as a point of departure for critical analysis.

ENG 215 Shakespeare through Performance
Spring Semester, odd years. 3 semester hours.
Satisfies Creative Experience requirement.

Students combine active learning, close reading and performance study to gain a greater understanding of Shakespearean drama and poetry. Like all Creative Experience courses, Shakespeare through Performance is a hands-on experience in which the student is actively engaged in the creative process.

ENG 220 The English Language
Spring Semester. 3 semester hours.

An overview of the major issues in the history of the English language, basic linguistics, and applied sociolinguistics. Topics covered include beginning linguistics, including phonology, phonetics, and orthography; principles of language variance and change; the historical development and migration of the English language; and issues in contemporary English usage.
ENG 230  Introduction to Film  
Fall Semester. 3 semester hours.  
Prerequisites: IDS 111 or concurrent.  
Satisfies Global Diversity requirement.  
Prepares students to be more astute, knowledgeable critics of film, centered on building a greater understanding of how film is made and works. While approaches to the class may vary one section may be organized historically, another by genre, and another by country. Introduction to Film stresses points of cultural differences and similarities with regard to filmmaking techniques and filmic content.

ENG 240  Advanced Composition  
Fall Semester. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
A writing workshop designed to help students improve their ability to write clear, unified and interesting prose and to refine their appreciation and understanding of the English language. The course stresses the writing process and how to apply writing strategies effectively to a range of writing tasks, including argumentation, analysis, and research-supported essays. Also addresses issues of style, grammar, mechanics and usage.

ENG 245  Fiction Writing I  
Spring Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 247  Poetry Writing I  
Fall Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Writing poetry of many types. Workshop setting with sharing students' works; attention to the poetic process. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 249  Creative Non-Fiction Writing  
Spring Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
An introductory course in creative writing which applies the literary qualities of fiction and poetry to non-fiction essays. Through journals, drafting, and revision, students will construct reflective essays on the lived experiences which have the most meaning for them.

ENG 251  Travel Writing  
Intensive Learning Term, even years. 3 semester hours.  
Satisfies Creative Experience and Global Diversity requirements.  
A travel-based, experiential course, studying various forms of travel writing with an emphasis on the writing process. In-class exercises, workshops, guided assignments, projects and presentations. Note: Travel may be required for the course involving expenses in addition to course tuition.

ENG 301  Transgressions and Transformations in 19th Century Thought  
Fall Semester, odd years. 3 semester hours.  
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].  
When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular conventions of those same movements. Much of 19th century thought arises because authors perceived current ideas as too limiting, too frustrating, too conservative. This course examines the conventions governing such thought. But it also looks at some of the criticism of the period, which may have helped (or not) create the conventions the authors sometimes opposed.

ENG 302  Transgressions and Transformations in 20th Century and Contemporary Thought  
Fall Semester, even years. 3 semester hours.  
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].  
When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular conventions of those same movements. Much of 20th century thought arises because authors perceived current ideas as too limiting, too frustrating, too conservative. This course examines the conventions governing such thought. But it also looks at some of the criticism of the period, which may have helped (or not) create the conventions the authors sometimes opposed.

ENG 303  International Literatures  
Spring Semester. 3 semester hours.  
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].  
Satisfies Global Diversity requirement.  
Appreciation of the rich tradition of international literature and understanding the culture in which a literature has emerged. Awareness of the impact and contribution of international literature to world society.

ENG 345  Fiction Writing II  
As announced. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ENG 243.  
Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 347  Poetry Writing II  
As announced. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ENG 247.  
Writing poetry of many types. Workshop setting with sharing students' works; attention to the poetic process.
Creative Experience courses offer hands-on experience—
students are actively engaged in the creative process.

ENG 350  Children's Literature
Fall Semester. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.
A study of important texts for children with attention to
the use of literature, including illustrated books, in
elementary teaching. Emphasis is on using literature to teach
subjects across the curriculum.

ENG 352  Adolescent Literature
Fall Semester. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.
A study of important texts for adolescents with
attention to the use of literature in secondary teaching.
Emphasis is on using literature to teach subjects across the
curriculum.

ENG 401  Ethnicities
Spring Semester. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: [ENG 105, ENG 240 and ONE of the following:
ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the
following: ENG 202, 203, 204 or 205].

Many writers of different ethnic roots have created
images of the individual's relationship to his/her community.
Indeed, much of the work of writers from various ethnic
groups, be they Asian American, Native American, Latino,
African American or others, grapples with the issue of
identity, whether self-identity or social and political identities
within society. This course will speculate on the following
questions: How do these writers determine who we are, that
is, how do they come to define their, and by extension, our
sense of “self”? How do they distinguish between the many
communities to which we all belong (our genders, families,
races, religions and ethnic backgrounds)? What effects do
these memberships have on their/our lives? In discussing
these works, we will examine the way writers work within
forms that often blur the distinction between reality and
fiction, between genres (are we dealing with an
autobiography or a social document, a history, a memoir, or
a novel?). We will also explore the dynamics of that blurring
and the social implications for society as a whole, for
the academic disciplines, and for the “imagined community” that
makes up our nation.

ENG 402  Philosophical Literature
Fall Semester, odd years. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: [ENG 105, ENG 240 and ONE of the following:
ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the
following: ENG 202, 203, 204 or 205].

This course explores key interpretations between
philosophy and literature. How is the literary a primary form
of knowing about the self and about subjectivity? Or is this a
statement that belongs only to philosophy? What are literary
critics to do with primarily philosophical texts, like those of
Derrida and Foucault, but also with authors such as
Whitman or Blake? Or is it, as postmodernism would like it,
that there are in fact no boundaries among disciplines, just
texts? The course explores these and other philosophical-
literary issues.

ENG 404  Studies in Literary Topics
Fall Semester, even years. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: [ENG 105, ENG 240 and ONE of the following:
ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the
following: ENG 202, 203, 204 or 205].
The exploration of a literary topic ordinarily outside the
scope of more traditional courses in literature. Topics might
include such subgenres of literature as the detective novel or
science fiction, or literary trends of current interest. Topics
will change every semester.

ENG 445  Fiction Writing III
Fall Semester. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: ENG 345.

Writing short stories, from the basics to the finer points.
In-class exercises, guided assignments and free projects.
Creative Experience courses offer hands on experience—
students are actively engaged in the creative process.

ENG 447  Poetry Writing III
As announced. 3 semester hours.
Satisfies Creative Experience requirement.
Prerequisites: ENG 347.

Writing poetry of many types. Workshop setting with
sharing students’ works, attention to the poetic process.
Creative Experience courses offer hands on experience—
students are actively engaged in the creative process.

Financial Planning
Business Administration Department

FP 200  Fundamentals of Financial Planning
Fall Semester. 3 semester hours.
This course provides an overview of the financial
planning process, including communication techniques,
ethics, risk tolerance, time-value-of-money concepts,
financial planning applications, regulatory issues, and the
legal and economic environment for financial planning. The
student will gain an understanding of the role and
responsibilities of a financial planner along with some
analytical skills to aid in financial decision-making. This
course will also help students prepare for the HS 300
national exam administered by the American College.

FP 323  Life Insurance
Fall Semester. 3 semester hours.
Prerequisites: 3.0 or higher GPA, IRM 221, FP 200,
MTH 232 and BUS 212 recommended.

This course describes how to determine an
individual's needs for economic security, the techniques
to provide for those needs and life insurance company
operations and regulation. Techniques to be studied will
include life insurance and annuities. This course will also
help students prepare for the HS 323 national examination administered by the American College.

**FP 324 PC Insurance Licensing**  
*Fall Semester. 1 semester hour.*  
**Prerequisites:** 3.0 or higher GPA, IRM 221 and FP 323.  
This course examines the Michigan Insurance Code as it relates to the general provision of insurance regulation and laws pertaining to life and health insurance. Topics include a review of statutes on licensing, unfair trade practices, and insurers’ authority to write business in the State of Michigan, and the Michigan Guarantee Fund. This course will also help students prepare for the State of Michigan Life and Health Insurance Agents Licensing Examination.

**FP 328 Investments**  
*Fall Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200.  
Covers various aspects of the principles of investments and their application to financial planning. Discusses risk analysis and risk and return computations. Looks at stocks, bonds, investment companies, options and futures contracts. Includes an extended discussion of tax issues in investing, as well as issues in the practice of portfolio management, including strategic and tactical asset allocation. Provides many examples of ethical and practical issues in managing a client’s portfolio. This course will also help students prepare for the HS 328 national exam administered by the American College.

**FP 350 Prospecting & Meeting Client Needs**  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200, FP 323 and IRM 221.  
This course offers an introduction to the life insurance sales career and the sales/planning process in the personal market. This course also examines industry proven methods for successfully identifying, selecting, and approaching prospects for financial products and services. The course will conclude with a simulated client presentation judged by professional financial planners. This course will also help students prepare for the FA 200 and FA 202 national exams administered by the American College.

**FP 351 Health and Long-Term Care Financing**  
*Spring Semester. 2 semester hours.*  
**Prerequisites:** 3.0 or higher GPA and FP 200.  
This course provides a thorough analysis of the alternatives available for senior clients to finance medical and long-term care, including private resources, government programs and private insurance. Emphasizes the need for care, the settings in which health care services are provided and the types of resources available to finance them. This course will also help students prepare for the HS 351 national exam administered by the American College.

**FP 421 Income Taxation**  
*Fall Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200.  
This course examines the federal income tax system with particular reference to the taxation of individuals. Covers such items as gross income, exclusions from gross income, deductions, tax credits, capital gains and losses, taxation of life insurance and annuities, income taxation of partners, partnerships, corporations, and shareholders. This course will also help students prepare for the HS 321 national exam administered by the American College.

**FP 425 Employee Benefits**  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200 and IRM 221.  
This course analyzes group insurance benefits including the governmental environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment and alternative funding methods. Covers the various private programs related to the economic problems of death, old age and disability. Discusses cafeteria plans. This course will also help students prepare for the HS 325 national exam administered by the American College.

**FP 426 Planning for Retirement**  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200.  
This course focuses on retirement planning for the business, the business owner, and the individual. Covers qualified plans, nonqualified plans, and IRAs; the second part deals with retirement needs for individual clients. Emphasizes the practical knowledge needed for choosing the best retirement plan and designing a plan that will meet a client’s needs. Discusses personal retirement planning and retirement distribution planning. This course will also help students prepare for the HS 326 national exam administered by the American College.

**FP 430 Fundamentals of Estate Planning**  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** 3.0 or higher GPA, FP 200.  
This course covers various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property. Provides a basic understanding of the estate and gift tax system, including strategies of estate planning. Discusses gratuitous transfers of property outright or with trusts, wills, and powers of appointment; use of the marital deduction; valuation of assets; and buy-sell agreements. Covers the client interview, fact-finding, ethical standards and development of personal estate plans. This course will also help students prepare for the HS 330 national exam administered by the American College.
French
Arts and Humanities Department
(see World Languages)

Geography
Social Science Department

GEO 201 Introduction to Physical Geography
Spring Semester. 3 semester hours.
Basic knowledge of the earth in relation to the physical environment. Climate, soil, solar energy, atmospheric pressure systems, weathering, glacial systems and coastal landforms.

GEO 202 North American Geography: United States and Canada
Fall Semester. 3 semester hours.
Prerequisites: GEO 201 recommended.
An overview and in-depth study of the United States and Canada.

GEO 203 European Geography
Spring Semester. 3 semester hours.
Prerequisites GEO 201 recommended.
A physical and cultural overview of modern day Europe. Environmental, political, social and economic patterns and how they are influenced by the physical environment. National and regional profiles are also covered.

GEO 210 World Geography
Fall Semester. 3 semester hours.
Satisfies Global Diversity requirement.
This course is an introduction to the human, cultural and physical geography of the world. Student analysis will go beyond finding locations on a map to instead understanding how and why different human and cultural landscapes are located where they are. Students will utilize a global perspective in order to compare the geographic realms in the contemporary political, social, cultural, and physical landscapes of the world through the complex interplay of these factors over time. Students will analyze contemporary issues and the complexity of resolving these issues through use of geographical, interdisciplinary knowledge.

Global Citizen Honors Program
Interdisciplinary Studies Department

HON 499 Honors Seminar
Fall and Spring Semesters. 3 semester hours.
As a component of the Global Citizen Honors Program, the seminar is intended to be interdisciplinary in nature and centered on a problem-solving approach to the issue(s) under consideration. Topics for honors seminars change each semester. Please consult the GCHP course offerings for further information.

Health/Wellness
Health and Human Performance Department

HWL 215 Human Sexuality
Intensive Learning Term. 3 semester hours.
Biological, behavioral, psychological and cultural dimensions of sexuality. Special attention is given to the implementation and instruction of human sexual education in the school setting.

HWL 240 Basic Athletic Training
Fall Semester. 3 semester hours.
Prerequisites: PE 107 and BIO 260.
For students pursuing careers in athletic training, sports medicine and physical therapy. The responsibilities of an athletic trainer, health care liability and basic components of an athletic training program. Basic concepts of sports injury recognition, management, and rehabilitation as well as issues in nutrition, drugs and professionalism.

HWL 250 Nutrition
Fall and Spring Semesters. 3 semester hours.
Identification, function and food sources of required nutrients. Mechanisms through which nutrients meet biological needs of humans. Applications of principles of normal nutrition to special issues (e.g., physical performance, obesity, pathology).

HWL 252 Substance Use and Abuse
Fall and Spring Semesters. 3 semester hours.
Physiological and pharmacological study of chemical substance effects on the human body, with emphasis on the common lifestyle drugs such as alcohol, nicotine, tranquilizers, and those used to enhance physical performance.

HWL 255 Women, Health and Sports
As announced. 2 semester hours
Cross listed with WGS 255.
A study of health practices and attitudes in women's sports. Special focus will be given to the unique physiology and anatomy of women, as well as health care utilization and advocacy. Topics include: consumer health awareness, health practices, consumer practices, aging, stress, cancer, drugs, mental health, and sexuality.

HWL 260 Human Anatomy
Fall and Spring Semesters. 3 semester hours.
Prerequisites: SCI 102, BIO 105 or BIO 111.
Major systems of the body and their functions. Course work involves the use of charts, models and slides, but no dissection.

HWL 300 Organization and Administration in Athletic Training
As announced. 3 semester hours.
Insight into the organization and administrative issues of athletic training. Topics include job placement, facility design and management, public relations and legal issues as they pertain to athletic training and the sports medicine setting.
HWL 307  Community Health  
*Spring Semester. 3 semester hours.  
Prerequisites: HWL 250 and PE 106.*

- Designed to cover general health content. Topics include health care, mental health, stress, healthy needs of individuals in community settings, communicable diseases and cancer, aging and death, consumer health, and current health and non-health conditions affecting the US and world communities.

HWL 308  Administration and Methods in Health Education  
*Fall Semester. 3 semester hours.  
Prerequisites: junior status.*

- Develop methodology, management, administrative and instructional skills needed to plan and implement a health education program within a school system.

HWL 309  Administration and Methods in Health Education II  
*Spring Semester. 3 semester hours.  
Prerequisites: HWL 308.*

- The continued development of methodology, management, administrative, and instructional skills needed to plan and implement a health education program within a school system.

HWL 353  Stress Management  
*Spring Semester. 3 semester hours.*

- Stress, sources of stress, the manner in which various psychological systems are involved and affected by stress, diseases that are associated with stress, and a variety of intervention strategies. Includes preventative health behaviors and behavior modification.

HWL 354  Wellness Program Management  
*Fall Semester. 3 semester hours.*

- Management of facilities and personnel, program development, budget preparation and application of public relations techniques.

HWL 355  Rehabilitation Techniques  
*As announced. 4 semester hours.  
Prerequisites: PE 107, BIO 206, BIO 307, HWL 240, and HWL 241. C average or higher required in prerequisites; could be taken concurrently.*

- Introduction to therapeutic exercise as it relates to the prevention and rehabilitation of athletic injuries. Lecture and laboratory exercises will involve selecting, developing and implementing appropriate rehabilitation programs for sports-related injuries.

HWL 400  Therapeutic Modalities  
*As announced. 4 semester hours.  
Prerequisites: PE 107, BIO 206, BIO 307, HWL 240, and HWL 241. C average or higher required in prerequisites.*

- Modalities available in helping nature heal injuries; theory and practice as to dosage, time and frequency of different modalities.

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History

Social Science Department

HST 201  History of the United States I  
*Fall Semester. 3 semester hours.*

- American history: founding of the colonies through the period of Reconstruction.

HST 202  History of the United States II  
*Spring Semester. 3 semester hours.*

- Continuation of HST 201. American history: 1877 to present.

HST 203  Sub-Saharan African History  
*Fall Semester, even years. 3 semester hours. Satisfies Global Diversity requirement.*

- An introduction to Sub-Saharan African history from 2000 BCE to the present. The regions of the West, East, Central and Southern Africa will be discussed, and set this history within an international context that emphasizes the Atlantic and Oceanic worlds, and the interplay with geography. We will also discuss the contemporary relevance of this history, specifically how this history shapes our world today and how we can use this knowledge to reshape our own ideas about Africa.

HST 204  African-American History  
*Spring Semester, even years. 3 semester hours. Satisfies Global Diversity requirement.*

- A survey of African-American history from the origins of the slave population, slave societies, Civil War, Reconstruction, Jim Crow, Harlem Renaissance, Civil Rights Movement, Black Power, to the election of Barack Obama.

HST 205  East Asian History  
*Fall Semester, odd years. 3 semester hours. Satisfies Global Diversity requirement.*


HST 206  Latin American History  
*Spring Semester, odd years. 3 semester hours. Satisfies Global Diversity requirement.*

- An introduction to Latin American history from 1400 to the present. We will discuss the regions of the Caribbean, Central America and South America, and set this history within an international context that emphasizes the Atlantic world and the U.S. We will also discuss the contemporary relevance of this history, specifically how this history shapes our world today and how we can use this knowledge to analyze solutions to current issues.

HST 210  World History: Prehistory to 1500  
*Fall Semester, even years. 3 semester hours.*

- A course designed to familiarize students with the multi-faceted nature of world history from Prehistory to 1500.
HST 211  World History: 1500 to Present  
Spring Semester, odd years. 3 semester hours.  
A course designed to familiarize students with the multi-faceted nature of world history from 1500 to the present.

HST 220  Michigan History  
Spring Semester, odd years. 3 semester hours.  
Political, social and cultural history of Michigan from aboriginal peoples of the area to the present.

HST 241  Michigan Copper and Iron Mining History  
Intensive Learning Term, even years. 3 semester hours.  
Charting the development of copper and iron mining in Michigan’s Upper Peninsula and the accompanying cultural, environmental, political, and economic ramifications.

HST 302  Civil War and Reconstruction  
Spring Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in IDS 112, HST 201 or instructor permission.  
The administrations of Buchanan, Lincoln, Johnson and Grant with regard to secession, Civil War and reunion.

HST 303  Colonial America  
Fall Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
The English Empire in North America, the interaction of cultures, and the development of the United States of America. Emphasis on the American Revolution.

HST 304  America in the 20th Century  
Spring Semester, even years. 3 semester hours.  
Prerequisites: C or higher in IDS 112, HST 202 or instructor permission.  
Changes in government, society and the economy since the end of World War I.

HST 305  American Constitutional History  
Fall Semester, odd years. 3 semester hours.  
Cross listed with POS 305.  
Prerequisites: C or higher in IDS 112 and three hours of American history or government.  
American constitutional development with emphasis on the 20th century.

HST 316  Modern Russia  
Fall Semester, even years. 3 semester hours.  
Cross listed with POS 316.  
Prerequisites: C or higher in IDS 112 and sophomore standing or permission of instructor.  
From the Romanovs through to the Bolshevik Revolution, the emergence of the Soviet Union as a world power, and the breakup of the Soviet Union.

HST 317  American Foreign Policy in the 20th Century  
Summer Semester, even years. 3 semester hours.  
Cross listed with POS 317.  
Prerequisites: C or higher in IDS 112, HST 202 or instructor permission.  
Emergence of the U.S. as a world power from 1898 to the present.

HST 319  The Modern Middle East  
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in IDS 112, sophomore standing or instructor permission.  
The Middle East from the 19th century to present. Islam and Islamic civilization, the impact of European control, independence movements of the early 20th century, Egyptian and Iranian Revolutions, and the Arab-Israeli dispute.

HST 320  Ancient Greek and Roman History  
Summer Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
Histories of Greece from the Bronze Age until 336 BCE and Rome from 753 BCE until 476 CE emphasizing political, intellectual, social, economic, and cultural themes. This survey will introduce the student to breakthrough thinking and action of Greece and Rome including revolutionary adaptations in the areas of literature, science, philosophy, art, governance, engineering, and law.

HST 341  American Women  
Spring Semester, even years. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
This course will cover gender through American political, social and cultural history including American women from pre-Columbian to women of various immigrant groups.

HST 350  Medieval History  
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
Political, social and economic changes from 450 to 1500.

HST 351  Europe Since 1500 C.E.  
Fall Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
A survey of disease, science, monarchies, nation-state competition, global economic integration, scientific discovery, and cultural development throughout Europe from 1500 to 2000 C.E.

HST 375  Topics in History  
As announced. 3 semester hours.  
Prerequisites: C or higher in IDS 112.  
These are courses developed by department faculty and approved by the department: (1) in the instructor’s special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs.
**Insurance and Risk Management**  
**Business Administration Department**

**IRM 221  Principles of Insurance & Risk Management**  
*Fall and Spring Semesters.* 3 semester hours.  
Prerequisites: BUS 212 recommended.  
An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance regulation, insurance carriers, reinsurance, marketing, underwriting and claims adjusting. This course includes examination of the Michigan Essential Insurance Act and how this law addresses the social responsibility of the insurance business and its attempt to address social injustice. This course will also help students prepare for the INS 21 national examination administered by the Insurance Institute of America.

**IRM 322  Personal Insurance**  
*Fall Semester.* 3 semester hours.  
Prerequisites: IRM 221, cumulative GPA 3.0; BUS 212 recommended.  
Designed to cover policy provisions and concepts common to various personal multiple-line property, casualty, life and health contracts. This course will also help students prepare for the INS 22 national examination administered by the Insurance Institute of America.

**IRM 323  Commercial Insurance**  
*Spring Semester.* 3 semester hours.  
Prerequisites: IRM 221, cumulative GPA 3.0.  
Designed to cover policy provisions, and concepts common to various commercial multiple-line property and casualty contracts. This course will also help students prepare for the INS 23 national examination administered by the Insurance Institute of America.

**IRM 324  PC Insurance Licensing**  
*Spring Semester.* 3 semester hours.  
Prerequisites: IRM 221, cumulative GPA 3.0.  
This course will prepare students to pass the Michigan PC Insurance Producers licensing exam. Areas to be reviewed include insurance basics such as contract law, basics of property and casualty insurance, personal lines, commercial lines insurance. This course will also analyze the Michigan Insurance Code as it relates to the general provisions of insurance regulation and laws pertaining to property and casualty insurance.

**IRM 330  Ethics and Presentations**  
*Spring Semester.* 3 semester hours.  
Satisfies Service Learning requirement.  
Prerequisites: IRM 221, cumulative GPA 3.0, junior standing or instructor approval; JMC 203 recommended.  
This course explores the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning with a major emphasis on oral presentation is designed to enhance skills in critical thinking and professional business communication. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment. The course culminates in presentations to groups outside of the Olivet College community.

**IRM 340  Insurance Claims Principles and Practices**  
*Fall Semester.* 3 semester hours.  
Prerequisites: IRM 221 and cumulative GPA 3.0.  
The course will introduce the student to the operations of professional claims handling. Two fundamental principles will be emphasized in all aspects of the class. They are customer service and utmost good faith. The course gives students the opportunity to build a strong foundation for effective investigative and litigation techniques. The student will also learn how to avoid costly lawsuits by practicing good-faith claims handling and effective communication and negotiation skills. A general claims overview will be followed with specific topic areas of Property and Liability claims handling.

**IRM 350  Negotiation and Persuasive Presentations**  
*Fall Semester.* 3 semester hours.  
Prerequisites: IRM 323, cumulative GPA 3.0.  
An examination of negotiating techniques, construction of a persuasive argument, assembly of information to support positions and proposals, use of spreadsheets and presentation software to create professional documents and presentations to support positions and proposals, such as the...
development of a new product or the sale of new insurance coverage to a risk manager or new exposure to an insurance/reinsurance underwriter.

**IRM 418  Independent Study**  
As Announced. 1 – 3 semester hours.  
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.  
Offered as announced. Independent readings and research on special topics.

**IRM 454  Risk Management**  
Fall Semester. 3 semester hours.  
Prerequisites: IRM 221, IRM 323, BUS 316, and MTH 232; cumulative GPA 3.0.  
This course examines the process of risk management for a private firm in-depth using many of the concepts and tools studied in other insurance courses. Topics include the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of forecasting, cash flow analysis and information systems in the risk management process. This course will incorporate the use of case studies and a risk management simulation “game” exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.

**IRM 480  Project Management for P&C Insurance**  
Spring Semester. 3 semester hours.  
Prerequisites: IRM 221, IRM 322, IRM 323, and MTH 232; cumulative GPA 3.0.  
This project management course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Case studies, active participation in team exercises, and practical information reinforce learning. At the end of the course, students will understand why project management requires a high degree of professionalism, reasoning and critical thinking, oral and written communication skills, and how to manage successful future projects. **NOTE:** Students are expected to integrate information from prior insurance, risk management, accounting, finance, mathematics, and computer science courses in order to successfully complete the class project.

**IRM 482  Studies in Insurance & Risk Management: Variable Topics**  
As announced. 3 semester hours.  
Prerequisites: IRM 221, 322, and 323; cumulative GPA 3.0; and senior standing or instructor permission.  
An examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other insurance topics where there is student interest or business community need. May be repeated for credit with a different topic.

**IRM 483  Agency Operations**  
Fall Semester. 3 semester hours.  
Prerequisites: IRM 221, cumulative GPA 3.0.  
This course is designed to cover the operational management of an insurance agency. It examines all aspects of management such as personnel, sales and marketing. Further topics are agency image, legal and ethical practices. This course will also help students prepare for the AAI 83 national examination administered by the Insurance Institute of America.

**IRM 490  Strategic Management of Insurance Enterprise**  
Spring Semester. 3 semester hours.  
Prerequisites: IRM 221, MTH 232, and cumulative GPA 3.0; IRM 322 and 323 recommended.  
Satisfies Senior Experience requirement.  
This course examines the strategic management of an insurance company with a focus on financial management, U.S. regulation, and an overview of operations in a global marketplace – including consideration of differences in culture, language, regulations, laws and political risks. The core operations of marketing, underwriting, reinsurance, ratemaking and claims adjusting are studied. This course will incorporate the use of an insurance company financial management simulation “game” exercise. This course will also help students prepare for the CPCU 520 national examination administered by the American Institute for Chartered Property Casualty Underwriters.

**Interdisciplinary Studies**

**Interdisciplinary Studies Department**

**IDS 101  College 101**  
Fall Semester. 1 semester hour.  
This course is designed with three goals: to help students set realistic expectations for college life; allow students to learn and practice academic skills using various tools to enable success; and support students as they become engaged, responsible members of our learning and living community.

**IDS 102  Strategies for Academic Success**  
Spring Semester. 1 semester hour.  
This course is designed to support and strengthen the development of effective work habits and to prepare students for an intensive college environment. Students taking this course will acquire essential skills needed for academic success.

**IDS 109  Foundations of Writing I**  
Fall and Spring Semesters. 3 semester hours.  
A course that assists in developing effective written communication and critical reading skills. The focus is on enhancing grammar and mechanics skills and building...
self-awareness are explored. To qualify for admission to these communication skills, both values-clarification and awareness of techniques for developing paragraphs and essays in various styles for the accomplishment of specific communication goals.

IDS 110 Foundations of Writing II  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: placement or a grade of C or higher in IDS 109.  
A course that assists in developing effective written communication and critical reading skills. The focus is on enhancing grammar and mechanics skills and building awareness of techniques for developing paragraphs and essays in various styles for the accomplishment of specific communication goals.

IDS 111 Writing and Rhetoric I  
Fall and Spring Semesters. 3 semester hours.  
Grammar, reading, writing and reasoning. In addition to these communication skills, both values-clarification and self-awareness are explored. To qualify for admission to Writing and Rhetoric I, students must demonstrate a command of basic reading and writing techniques.

IDS 112 Writing and Rhetoric II  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: C or higher in IDS 111.  
Grammar, reading, writing and reasoning. In addition to these communication skills, both values-clarification and self-awareness are explored. To qualify for admission to Writing and Rhetoric II, students must demonstrate a command of basic reading and writing techniques.

IDS 151 Self and Community  
Fall and Spring Semesters. 3 semester hours.  
A micro-community in the exploration of diverse points of view through small and large group dialogue. Through multiple pedagogies such as oral communication, writing, reading, listening and thinking, students will explore local and global connectors between individual and social responsibility in the context of “who am I?” and “who am I in the community?”.

IDS 211 Civilization Studies  
Fall and Spring Semesters. 3 semester hours.  
Prerequisites: sophomore standing.  
Training in research and geography with the study of major ideals, events and personalities from recorded history. The examination of social institutions is designed to enhance student skills in political analysis and critical thinking.

IDS 230 How to Change the World  
As announced. 3 semester hours.  
Satisfies Service Learning requirement.  
Offers an introduction to philanthropy and social entrepreneurship. Students will study the world of non-profits, the grant proposal process, solicit RFPs and award funds to area charities from grant funds received for that purpose. The exploration of case studies where social entrepreneurs changed society for the better will also be included.

IDS 390 Cooperative Education  
Fall and Spring Semesters, Intensive Learning Term and Summer. 1–15 semester hours.  
Prerequisites: completed 30 semester hours with a 2.25 or higher cumulative GPA. Students must arrange this experience with the appropriate department chairperson before registering for this course. A Cooperative Education Work Experience Application must be completed prior to beginning work.  
An optional academic experience integrating classroom theory with practical work experience. Participating students are employed off-campus with businesses/organizations related to their career choice, or in an on-campus experience while completing their undergraduate course work. Students must register and pay for internship credits in the same semester as they are working. Credits cannot be deferred to a later semester.

IDS 399 Service Learning  
Fall and Spring Semesters. 1-3 semester hours.  
Satisfies Service Learning requirement.  
Prerequisites: C or higher in IDS 151 and IDS 112.  
A service learning course that addresses community need and reinforces the college’s focus on Education for Individual and Social Responsibility. With approval from advisor, students must determine a hands-on service project for a specific community as part of registering for this course which must be completed during a semester. Prior to starting the service project, students are taught the definition of service learning, how service learning satisfies liberal arts core requirements, and how service learning differs from volunteerism.

IDS 498 Portfolio Workshop  
As announced. Non-credit course.  
The purpose of the Portfolio Workshop is to provide an opportunity for students who are no longer enrolled at the college but have completed all other graduation requirements to receive assistance in completing and validating their Portfolio. IDS 498 is a non-credit-bearing course that carries a fee equivalent of a half credit of tuition.

IDS 499 Seminar  
Fall and Spring Semesters. 1 semester hour.  
Students are required to take the seminar every semester they are enrolled at Olivet College. Each program or major has its own seminar and students must take the seminar of the major they have declared. Seminars meet every Wednesday of the semester. During that time, academic advising, portfolio development, program support and community building take place.

Journalism and Mass Communication  
Arts and Humanities Department

JMC 101 Introduction to Mass Communication  
Fall Semester. 3 semester hours.  
Satisfies Global Diversity requirement.  
Overview of mass communication roles in global society, exploring books, newspapers, magazines, radio,
television, film and new technologies. Emphasis on media literacy, impact and ethics.

**JMC 105  Introduction to Oral Communication**  
Fall and Spring Semesters. 3 semester hours.  
*Satisfies Global Diversity requirement.*  
- Purposes, functions and methods of oral communication. Practical application of both formal and informal oral communication.

**JMC 200  Basic Reporting**  
Spring Semester. 3 semester hours.  
*Prerequisites: IDS 111 or instructor permission.*  
- Observing, reporting and writing under deadline. Story types and structures, research, writing styles and interviewing, in addition to media law and ethics.

**JMC 203  Public Speaking**  
Fall and Spring Semesters. 3 semester hours.  
*Satisfies Creative Experience requirement.*  
- The study of oral communication in the public setting through understanding of the rhetorical skills of delivery, organization, language, and the application of this knowledge in presentation and evaluation of prepared informative and persuasive speeches.

**JMC 205  Broadcast Production**  
Spring Semester. 3 semester hours.  
*Prerequisites: JMC 101.*  
- Introduction to radio, television, Web and film broadcast production formats, techniques and equipment. Text and lab work.

**JMC 210  Basic Reporting II**  
Fall Semester. 3 semester hours.  
*Prerequisites: C or higher in IDS 111 and JMC 200.*  
- A continuation of Basic Reporting I, advancing professional writing skills in print and all other media, including beat reporting and investigative/critical thinking skills.

**JMC 230  Broadcast Writing and Announcing**  
Fall Semester. 3 semester hours.  
*Prerequisites: JMC 200.*  
- Instruction and critiques in the skills involved in writing and announcing in professional broadcast venues. Students will explore informational writing skills in a variety of professions, from news to public relations, incorporating research techniques, project coordination, collaborative work, deadlines, critical analysis, and oral presentations. Students will also be introduced to broadcast announcing techniques as well as broadcasting equipment.

**JMC 240  Photography and Visual Communication**  
Fall and Spring Semesters. 3 semester hours.  
*Satisfies Creative Experience requirement.*  
- Planning, taking, and editing photographs and visuals for mass communication. Includes the impact of photo and visual selection and layout as well as ethical decisions facing visual communicators. Students must provide materials and have a digital camera.

**JMC 250  Photoshop**  
Fall and Spring Semesters. 3 semester hours.  
*Cross listed with ART 250.*  
*Prerequisites: JMC 200 or instructor permission; pre-requisite waived for Graphic Design majors.*  
- Introduction to the functions, components, terminology, features and uses of Adobe Photoshop, focusing on the essential techniques and functions of the program. Course offers hands-on lectures, demonstrations and student projects. Students must have electronic storage media.

**JMC 290  Practicum in Mass Communication**  
Fall and Spring Semesters. 1–6 semester hours.  
*Prerequisites: Instructor permission.*  
- Guided practical on-campus experience in mass communication production. No more than six semester hours will count toward graduation for Journalism and Mass Communication majors.

**JMC 300  Video Production**  
Fall and Spring Semesters. 3 semester hours.  
*Prerequisites: JMC 101 or instructor permission.*  
- Introduction to digital videography and digital video editing skills and techniques. Students will receive classroom instruction and work individually or in teams to conceive, script, shoot and edit video projects related to journalism and mass communication.

**JMC 305  Publication Design**  
Fall Semester, even years. 3 semester hours.  
*Satisfies Service Learning and Creative Experience requirements.*  
*Prerequisites: JMC 200 or 290.*  
- Readings, discussions and practice in publication design, in print and online publications. Conceiving and executing finished layouts and graphics. Appropriate software exploration. ART 311 may substitute for this course.

**JMC 310  Editing**  
Fall Semester, odd years. 3 semester hours.  
*Satisfies Service Learning requirement.*  
*Prerequisites: JMC 200 or instructor permission.*  
- Critiquing and editing copy for print and broadcast. Focusing on accuracy (fact checking), grammar and layout.

**JMC 390  Internship**  
Fall, Spring and Summer Semesters. 3–15 semester hours.  
*Prerequisites: JMC 101 or chairperson permission.*  
- Professional experience with any appropriate communications-oriented organization. Proposed and initiated by student with approval from faculty adviser, department chair and prospective employer. Pass or Fail grade.
JMC 400  Mass Communication Theory  
Spring Semester, odd years. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: JMC 101, 200 and 300 or instructor permission.  

The study and analysis of theories and processes of mass communication. Lectures, research, presentations and projects will assist in learning how we communicate, motivate and advocate within our own society and within other cultures through mass media. Learn, analyze and test current theories and practices and apply that knowledge to prospective careers and endeavors.

JMC 418  Independent Study  
As announced. 3 semester hours.  
Prerequisites: JMC 101, 200 and 300 or instructor permission.  

Independent reading and research on some aspect of mass communication culminating in an individual project. Under the guidance of a journalism/mass communication instructor.

JMC 421  Mass Communication Law and Ethics  
Spring Semester, even years. 3 semester hours.  
Prerequisites: JMC 101, 200 and 300 or instructor permission.  

Lecture and research into mass communication law and ethics with emphasis on libel, privacy, free press, copyright, broadcast and advertising regulation, court systems, indecency and obscenity, as well as ethical standards.

JMC 450  Special Topics in Media  
As announced. 3 semester hours.  
Prerequisites: JMC 101, 200 and 300, or instructor permission.  

Courses developed by individual faculty members in order to: a) serve a specific student’s needs; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics will be announced in advance of course registration.

Mathematics  
Mathematics and Computer Science Department

MTH 100  Basic Mathematics  
Fall Semester. 3 semester hours.  
A developmental course which reviews operations with integers, fractions and decimals, percents, radicals and geometry. An introduction to algebra, rules of exponents, solutions of linear equations and graphing. NOTE: This course does not satisfy the Mathematics Proficiency requirement.

MTH 109  College Algebra  
Fall and Spring Semesters. 4 semester hours.  
Linear and quadratic equations, operations and equations involving polynomials, rational expressions, radicals, graphing equations, systems of equations and exponentials and logarithms. NOTE: This course does not satisfy the Mathematics Proficiency requirement; intended for students who need additional algebra in preparation for more advanced mathematics, science, or statistical courses.

MTH 120  The Nature of Mathematics  
Fall and Spring Semesters. 4 semester hours.  
Satisfies Mathematics Proficiency requirement with a grade of C or higher.  
A survey course for non-mathematics majors. Number theory, combinatorics, probability, statistics, geometry, mathematics history and mathematical modeling.

MTH 150  Precalculus  
Fall and Spring Semesters. 4 semester hours.  
Satisfies Mathematics Proficiency requirement with a grade of C or higher. Serves as prerequisite for many mathematics and science courses. Prerequisites: MTH 109 with a grade of C or higher or placement evaluation, or completion of two years of high school algebra.  

Theory and application of trigonometric functions and their graphs, trigonometric identities and equations, inverse trigonometric functions. Polynomial, rational, exponential and logarithmic functions with an introduction to limits.

MTH 151  Calculus I  
Fall and Spring Semesters. 4 semester hours.  
Satisfies Mathematics Proficiency requirement with a grade of C or higher.  
Prerequisites: MTH 150 with a grade of C or higher or placement evaluation.  

Limit theory, differentiation, curve sketching, maxima and minima, related rates, definite and indefinite integrals and area and volume applications.

MTH 152  Calculus II  
Fall and Spring Semesters. 4 semester hours.  
Prerequisites: MTH 151 with a grade of C or higher or instructor permission.  

Transcendental and hyperbolic functions, sequences and series, techniques of integration and polar coordinates.

MTH 232  Statistics  
Fall and Spring Semesters. 4 semester hours.  
Satisfies Mathematics Proficiency requirement with a grade of C or higher.  
Prerequisites: MTH 109 or completion of two years of high school algebra.  

Statistics and probability. Including measures of central tendency and dispersion, normal and binomial probability distributions, hypothesis testing, confidence intervals, correlation, regression and nonparametric tests. Statistical software introduction.

MTH 241  Probability  
Spring Semester, even years. 3 semester hours.  
Prerequisites: MTH 151 with a grade of C or higher or instructor permission.  

Sample spaces, counting techniques, random variables, discrete and continuous probability distributions, expectation and conditional probability.
MTH 242  Discrete Mathematics
Spring Semester, odd years. 3 semester hours.
Prerequisites: MTH 150 with a grade of C or higher.
Discrete and combinatorial mathematics including: sets and relations, symbolic logic and Boolean algebra, graphs, digraphs, trees and their applications and finite state machines.

MTH 253  Calculus III
Fall Semester. 4 semester hours.
Prerequisites: MTH 152 with a grade of C or higher or instructor permission.
Vector analysis, partial differentiation, multiple integration, Green’s Theorem and an introduction to differential equations.

MTH 315  Geometry
Fall Semester, even years. 3 semester hours.
Prerequisite: sophomore standing, MTH 151 with a grade of C or higher or instructor permission.
Euclidean and non-Euclidean geometry, rigid motion in the plane and modern topics such as fractals.

MTH 320  Linear Algebra
Spring Semester, even years. 3 semester hours.
Prerequisites: MTH 152 with a grade of C or higher.
Matrix algebra and its applications, determinants, vector spaces, linear transformations, orthogonality and eigenvalues.

MTH 354  Differential Equations
Spring Semester, odd years. 3 semester hours.
Prerequisites: MTH 253 with a grade of C or higher.
First order equations, linear second order equations, series solutions, systems of differential equations, higher order linear equations, numerical methods, applications, the Laplace Transform and an introduction to partial differential equations.

MTH 402  Complex Analysis
Spring Semester, odd years. 3 semester hours.
Prerequisites: MTH 253 with a grade of C or higher.
Complex functions, series representation, analytic and harmonic functions, complex differentiation and integration, residue theory and conformal mapping.

MTH 404  Math History
As announced. 2 semester hours.
Prerequisites: sophomore standing, MTH 151 or instructor permission.
History, development and significance of mathematical ideas.

MTH 405  Advanced Calculus
Spring Semester, even years. 3 semester hours.
Prerequisites: junior or senior standing, MTH 253 with a grade of C or higher, or instructor permission.
A rigorous topological approach to differential and integral calculus including Bolzano-Weierstrass and Heine-Borel Theorems, continuity, uniform continuity, and convergence and uniform convergence of series and functions.

MTH 418  Independent Study in Math
As announced. 1–3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.
Independent reading and research of special topics.

MTH 421  Seminar in Mathematics
As announced. 1–4 semester hours.
Prerequisites: instructor permission.
Research in varied areas of mathematics.

MTH 430  Abstract Algebra
Fall Semester, odd years. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: junior or senior standing, MTH 152 and 242 with a grade of C or higher.
Introduction to groups, rings, fields, congruence classes and unique factorization of polynomials.

Music
Arts and Humanities Department

MUS 111  Theory I
Fall Semester. 3 semester hours.
Corequisite: MUS 113.
Theory I is an introductory class to the technical elements of music. Basic elements of pitch, rhythm, melody, harmony and musical structure are explored in this class. This class will focus on the fundamental aspects of major and minor key signatures, simple triads and seventh chords, voice leading and basics of functional harmony.

MUS 112  Theory II
Spring Semester. 3 semester hours.
Corequisite: MUS 114.
Prerequisites: MUS 111 and 113.
All the elements of rhythm, melody, harmony and structure are studied in this class. This class will also explore aspects of harmonic progressions, seventh chords, modulations, secondary dominants and basic musical forms.

MUS 113  Aural Skills I
Fall Semester. 1 semester hour.
Corequisite: MUS 111.
This is an introductory course in the skills of sight singing and dictation, concentration upon simple diatonic melodies within the octave and basic rhythmic structures.

MUS 114  Aural Skills II
Spring Semester. 1 semester hour.
Co-requisite: MUS 112.
Prerequisites: MUS 111 and MUS 113.
Students will further develop their sight singing and dictation skills. Emphasis is given to minor keys and more complex rhythmic structures.
MUS 118/218/318/418 Private Lessons
Fall and Spring Semesters. 1 semester hour.
Prerequisites: audition for the Music Program; academic credit can only be earned by persons who are currently enrolled at Olivet College.

The student will take private lessons in his/her major instrument, voice or in musical composition.

MUS 120 Music and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Diversity requirement.

This course is a survey and analysis of global music that will examine the various aspects of music and culture in both western and non-western music, and in art music as well as selected popular culture music and folk music idioms. It will also include an investigation of musical terminology, the structure of music and the various instruments.

MUS 130 Keyboard Experiences
Fall and Spring Semesters. 3 semester hours.
Satisfies Creative Experience requirement.

Keyboard Experiences is a hands-on class in which the student is actively engaged in the creative process through playing the piano, listening to performances, giving an oral presentation, and reflecting on musical experiences through speaking and writing. It is designed to develop basic music reading skills as well as the technical ability to perform elementary repertoire pieces on the keyboard. This class is designed for those with no, or little, music background.

MUS 141 Piano Class I
Fall Semester. 1 semester hour.

This class will focus on principles and techniques of classical, folk and popular piano. This course is open to all students.

MUS 142 Piano Class II
Spring Semester. 1 semester hour.
Prerequisites: MUS 141 and instructor permission.

This class will focus on advanced principles and techniques of classical, folk and popular piano.

MUS 144 Woodwinds Methods
Fall semester. 2 semester hours.

This is an introductory class to the basic techniques of teaching woodwind and brass instruments. This class will emphasize development of basic performance skills and group rehearsal techniques.

MUS 145 Instrumental Methods
Fall Semester. 2 semester hours.

This is an introductory class to the basic techniques of teaching percussion instruments. This class will emphasize development of basic performance skills and group rehearsal techniques.

MUS 150/250/350/450 Olivet College Choir
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.

This choir is open to all students, faculty, staff and community members. This ensemble performs music of all historical periods and styles and performs throughout the academic year both on- and off-campus. The ability to read music is not mandatory, but basic singing ability is necessary.

MUS 151/251/351/451 Olivet College Chamber Singers
Fall and Spring semesters. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.
Prerequisites: Audition required.

Members of the Chamber Singers perform traditional music for chamber choirs as well as explore rarely performed music that requires a high level of technical and musical proficiency. The Chamber Singers perform at on- and off-campus events. This course is open to all students. Enrollment is subject to audition.

MUS 152/252/352/452 Olivet College Women's Chorale
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.
Prerequisites: Audition required.

Open to all women in the Olivet College community. This ensemble performs music of all historical periods and styles throughout the academic year both on and off campus. The ability to read music is not mandatory, but basic singing ability is necessary, and experience in this type of ensemble is preferred.

MUS 156 Vocal Pedagogy I
As announced. 1 semester hour.

Students will learn proper singing techniques and basic pedagogical methods of singing and teaching singing.

MUS 157 Diction and Repertoire Class
As announced. 2 semester hours.

This course will address the many intricacies and idiosyncrasies of the pronunciation of major European languages including Italian, German and French, as well as Latin. Students will become acquainted with the IPA system to help them learn foreign language pronunciation on their own. In addition, students will investigate the musical repertoire unique to their own voice as well as those of others.

MUS 160/260/360/460 Olivet College Wind Ensemble
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.
Prerequisites: Audition required.

The Olivet College Concert Band is an ensemble that offers wind players the opportunity to perform traditional band repertoire. This class is open to all students. Audition is necessary for seat placement.
MUS 161/261/361/461  Olivet College Chamber Ensembles
Fall and Spring Semesters. 1 semester hour. 
Satisfies one of three semester hours of Creative Experience requirement. 
Prerequisites: Audition required. 
The Olivet College Chamber Ensemble offers students and community members the opportunity to perform chamber music with a wide variety of instruments. Students will develop skills of balance, leadership, control and independence. This course will demand practice outside of class meetings. Enrollment is subject to audition.

MUS 163/263/363/463  Olivet College Athletic Band
Fall and Spring Semesters. 1 semester hour. 
Satisfies one of three semester hours of Creative Experience requirement. Prerequisites: Audition required. 
This group is made up of students and community members who desire to represent the college at gatherings, such as parades and sporting events, through music. This group will perform a wide variety of music, and work on marching routines and formations. There is an audition for placement.

MUS 164/264/364/464  Olivet College Drum Line
Fall and Spring Semesters. 1 semester hour. 
Satisfies one of three semester hours of Creative Experience requirement. Prerequisites: Audition required. 
This percussion group performs a wide variety of music written for drum line, and will represent the college at various gatherings, such as sporting events. Enrollment is subject to audition.

MUS 165/265/365/465  Olivet College Jazz Ensemble
Fall and Spring Semesters. 1 semester hour. 
Satisfies one of three semester hours of Creative Experience requirement. Prerequisites: Audition required. 
Members of the Olivet College Jazz Ensemble will explore the various styles and stages of development of jazz. It will focus on development of improvisation and jazz performance techniques. This course is open to all students and community members, and acceptance is subject to audition.

MUS 166/266/366/466  Opera and Musical Scenes Practicum
Fall and Spring Semesters (as announced). 1 semester hour. 
Satisfies one of three semester hours of Creative Experience requirement. Prerequisites: Audition required. 
In this course students will learn, rehearse and perform scenes from opera, operetta and musical theatre in fully staged performances. Students will also be responsible for costuming, sets, props and working together as the stage crew. There will be public performances.

MUS 202  Theory IV
Spring Semester. 3 semester hours. 
Prerequisites: MUS 211 and MUS 213. 
Corerequisite: MUS 214. 
This class will explore aspects of advanced composition and analyses techniques with an introduction to Set Theory, and other methods of contemporary music theory analyses. Elements of musical form will also be addressed.

MUS 211  Theory III
Fall Semester. 3 semester hours. 
Prerequisites: MUS 112 and MUS 114. 
Corerequisite: MUS 213. 
This class will focus on chromatic harmony, altered chords, advanced secondary harmony, modal mixture and simple musical forms, as well as set theory and atonal music.
MUS 211  Comprehensive Music History I  
*Fall Semester, odd years. 3 semester hours.*  
**Prerequisites:** MUS 112.  
This course will focus on music and literature from the Middle Ages and Renaissance through 1600. There is a strong emphasis on reading, listening, musical analysis, research and citing writing.

MUS 222  Comprehensive Music History II  
*Spring Semester, even years. 3 semester hours.*  
**Prerequisites:** MUS 112.  
This course will focus on music and literature from the Baroque and Classical periods. There is a strong emphasis on reading, listening, musical analysis, research and critical writing.

MUS 231  Introduction to Music and Computers  
*Spring Semester. 3 semester hours.*  
This course introduces students to the role of computers in the discipline of music. Topics include basic IBM and Macintosh personal computer skills, a thorough exploration of MIDI, music sequencing software, music publishing software and orchestration with electronic/digital instruments. Software to be examined may include, but is not limited to Score, Finale, Performer and Master Tracks Pro. Students will be required to spend time in the computer lab working on individual and group projects for presentation to the class and for a final public performance.

MUS 244  Brass Methods  
*Spring Semester. 2 semester hours.*  
**Prerequisites:** MUS 144.  
This class will explore techniques of teaching brass instruments. This class will emphasize development of performance skills and development of small and large group rehearsal techniques.

MUS 256  Vocal Pedagogy II  
*As announced. 2 semester hours.*  
**Prerequisites:** MUS 156.  
This is a continuation of MUS 156, in which students will work in small groups and individually in simulated voice studio teaching with colleagues and voice faculty members. There will also be an opportunity for students to work with a conductor of one of the choral ensembles to warm-up and practice teaching proper singing techniques.

MUS 311  Form and Analysis  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** MUS 212 or permission of the instructor.  
This course is an introduction to the analysis of musical form, beginning with structural elements and proceeding to the analysis of classical forms, from simple song forms to smaller compound forms such as Minuet and Rondo. Other more advanced forms to be examined include: Sonata Form, Theme and Variations and Fugue.

MUS 312  Introduction to Composition and Orchestration  
*Spring Semester. 3 semester hours.*  
**Prerequisites:** MUS 212 or permission of the instructor.  
An introduction to composition, students will be exposed to phrase structure, review aspects of harmony, counterpoint, and form in a variety of idioms through the composition of exercises and short compositions. Students will be required to compose musical works demonstrating a variety of techniques and skills. Principles of orchestration and instrumentation along with techniques in musical arrangements will be examined.

MUS 321  Comprehensive Music History III  
*Fall Semester, even years. 3 semester hours.*  
**Prerequisites:** MUS 112.  
This class will focus upon music and literature from the Romantic era (19th century) through the present day. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 322  Comprehensive Music History IV  
*Spring Semester, odd years. 3 semester hours.*  
**Satisfies Global Diversity requirement.**  
**Prerequisites:** MUS 112.  
This class will focus on ethnomusicology: music of the world’s people. Course will concentrate on non-western art music as well as various folk music idioms. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 367  Conducting I  
*Fall Semester. 2 semester hours.*  
**Prerequisites:** MUS 212 or permission of the instructor.  
This is an introductory class to basic elements of the techniques of conducting. The class will focus on basic conducting patterns, cueing, score reading, terminology, basic rehearsal techniques and stage presence. When appropriate, students will work in front of either a choral ensemble or instrumental ensemble at the college.

MUS 368  Conducting II  
*Spring Semester. 2 semester hours.*  
**Prerequisites:** MUS 212, MUS 367 or permission of the instructor.  
This is the continuation of MUS 367. The class will focus in the vocal and instrumental applications of the conducting techniques. Elements of balance, transposition, orchestration, interpretation and leadership are explored in this class. The students will be able to work directly with the college vocal and instrumental ensembles to practice their technique in actual rehearsal and performance situations.

MUS 480  Special Topics in Music History and Literature  
*As announced. 3 semester hours.*  
**Prerequisites:** MUS 212 or permission of the instructor.  
This provides an in-depth discussion of unique and timely issues in music history and literature, such as women in music, gender in music, music in the popular culture, the works of an individual composer (Bach, Beethoven, Richard
Wagner, etc.), or of a specific genre (opera, symphony, American musical theatre).

**MUS 497  Senior Experience**  
*Fall and Spring Semesters. 3 semester hours.*  
**Satisfies Senior Experience requirement.**  
This course will help the student in preparation for and performance of a Senior Recital or a Senior Music Project approved by the faculty and Music Program Director.

**MUS 498  Music Honors Course**  
*Fall Semester. 3 semester hours.*  
This course is one in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study.

**MUS 499  Music Honors Course**  
*Spring Semester. 3 semester hours.*  
This is the second course in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study. Meeting times with the faculty instructor/advisor will be arranged at a time convenient to both student and faculty. There is paperwork to be filed by the student for this course.

**Philosophy**  
**Arts and Humanities Department**

**PHL 101  Introduction to Philosophy**  
*Fall semester. 3 semester hours.*  
A study of the meaning, scope and history of philosophy from ancient to modern times. The major problems with which philosophy has concerned itself are surveyed, including such questions as: What is knowledge? How is truth established? What is the mind? Are ethics relative? Are human beings free?

**PHL 102  Introduction to Ethics**  
*Spring semester. 3 semester hours.*  
Discusses questions about right, virtue and happiness, including the question, “why be moral?” The work of contemporary philosophers will be examined along with the work of great philosophers of the Western tradition, including Plato, Aristotle, Aquinas, Hume, Kant and Mill. The course will also serve as an introduction to various religious approaches to ethics.

**PHL 290  Special Topics in Philosophy**  
*As announced. 3 semester hours.*  
Exploration of a special topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

**PHL 360  Biomedical Ethics**  
*Fall Semester, even years. 3 semester hours.*  
**Cross listed with SCI 360.**  
**Prerequisites:** PHL 102, an introductory course in the sciences, or permission of the instructor.  
A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

**PHL 490  Advanced Topics in Philosophy**  
*As announced. 3 semester hours.*  
**Prerequisites:** Permission of the instructor.  
Exploration of an advanced topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

**Physical Education**  
**Health and Human Performance Department**

**PE 101  Personal Fitness**  
*Fall and Spring Semesters. 1 semester hour.*  
The practical knowledge of, and means by which to attain and assess, the desired level of cardiovascular fitness, body composition, flexibility, muscular endurance and muscular strength.

**PE 102  Aerobics**  
*Fall and Spring Semesters. 1 semester hour.*  
An activity-oriented class with group exercise routines. Emphasis is placed on improving physical fitness. Assessment techniques will be introduced so that individual progress can be monitored.

**PE 103  Weight Training**  
*Fall and Spring Semesters. 1 semester hour.*  
Basic aspects of proper weight training principles and techniques through lecture and laboratory sessions.

**PE 104  Swimming**  
*Fall and Spring Semesters. 1 semester hour.*  
An activity-oriented class - basic swimming principles, stroke and conditioning techniques. Skill work, games, other water activities and lectures.

**PE 105  Pilates**  
*Fall and Spring Semesters. 1 semester hour.*  
An activity-based class with focus on the body’s core strength. Emphasis is placed on increasing flexibility while creating long and lean muscles.
PE 106  Principles and Foundations of Health, Physical Education, and Recreation
Fall and Spring Semesters. 3 semester hours.
An overview of historical, philosophical, sociological and psychological foundations of physical education and health. Topics include health and fitness promotion, lifestyle assessments, cardiovascular risk factors, lifestyle choices and professional competencies. Emphasis is placed on physical fitness and wellness, behavior and relationships, prevention and treatment of diseases/accidents/suicide, environmental issues, and health and legal aspects of physical education and health.

PE 107  First Aid
Fall and Spring Semesters. 2 semester hours.
The guidelines of the American Red Cross will be followed in providing certification in Standard First Aid, Cardiopulmonary Resuscitation (adult/child/infant), Automated External Defibrillators (AEDs) and preventing disease transmission. American Red Cross certification will be awarded to students completing the necessary requirements.

PE 108  Ballroom and Hustle
Fall and Spring Semesters. 1 semester hour.
This course is designed to teach two types of dancing, urban ballroom and hustle. Urban ballroom dancing is a couple or partner dance based on a four-step cha-cha. Hustle is a type of line dance done individually, but in a group. Dances are taught in a "step-by-step" instructional method. These dances are fun and provide a social way of doing gentle exercises that will enhance both the mind and the body.

PE 110  Lifeguard Training
Intensive Learning Term. 3 semester hours.
Prerequisites: proficient swimming skills and instructor permission.
Minimum skill training for a person to serve as a non-surf lifeguard. American Red Cross certification will be awarded to students completing the necessary requirements.

PE 111  Yoga
Fall and Spring Semesters. 1 semester hour.
An activity-based class designed to build the foundation of the beginning postures, alignment and breath awareness.

PE 112  Professional Rescuer
Intensive Learning Term. 3 semester hours.
Professional Rescuer meets the requirements for American Red Cross certification for individuals who have the job-related duty to respond in an emergency. The course will include instruction in Emergency Response, CPR for the professional rescuer, Automated External Defibrillator essentials, oxygen administration, and preventing disease transmission.

PE 115  Water Safety Instructor (WSI)
Spring Semester, odd years. 3 semester hours.
Prerequisites: water safety skills and demonstration of stroke capability.
Skills necessary for swimming instructor qualification. American Red Cross certification will be awarded to students completing the requirements.

PE 120  Scuba Diving
As announced. 3 semester hours.
Prerequisites: equipment rental.
Certification in open water scuba diving. National Aquatics Underwater Instruction (NAUI) certification will be awarded to students completing the requirements.

PE 121  Boxing
Fall and Spring Semesters. 1 semester hour.
This is an introductory course. This class requires no previous knowledge of boxing. Students will learn the basics of the sport of boxing. This class will teach no-contact, light contact and may have strictly controlled full contact sparring.

PE 122  Karate
Fall and Spring Semesters. 1 semester hour.
This is an introductory Karate course. This class requires no previous knowledge of martial arts or boxing. Students will learn the basics of self-defense traditional martial arts. This class will teach no-contact and light contact sparring only.

PE 200  Theory of Coaching Basketball
Intensive Learning Term, as announced. 3 semester hours.
Technical, tactical, functional, psychological and physiological aspects of basketball.

PE 201  Theory of Coaching Baseball
Intensive Learning Term, 3 semester hours.
Technical, tactical, functional, psychological and physiological aspects of baseball.

PE 202  Theory of Coaching Football
Intensive Learning Term, as announced. 3 semester hours.
Technical, tactical, functional, psychological and physiological aspects of football.

PE 203  Theory of Coaching Soccer
Intensive Learning Term, as announced. 3 semester hours.
Technical, tactical, functional, psychological and physiological aspects of soccer.

PE 204  Athletic Officiating
Fall Semester. 2 semester hours.
Procedures, techniques and ethics of officiating. Accommodates physical education teachers, coaches and those in recreational settings.

PE 206  Theory of Coaching Swimming and Diving
Intensive Learning Term, as announced. 3 semester hours.
Technical, tactical, functional, psychological and physiological aspects of swimming and diving.
PE 208  Theory of Coaching Wrestling

Intensive Learning Term, as announced. 3 semester hours.

Technical, tactical, functional, psychological and physiological aspects of wrestling.

PE 210  K-12 Physical Education

Fall and Spring Semesters. 2 semester hours.

The sequence and development of fundamental motor patterns including locomotor and non-locomotor skills for K-12 physical education students. Combines theory and technique to provide K-12 teachers with general knowledge of physical education activities.

PE 211  Theory of Teaching Team Activities

Fall and Spring Semesters. 2 semester hours.

Prerequisites: PE 210.

Fundamental techniques, instruction and strategies of team/group games.

PE 214  Theory of Teaching Individual Activities

Fall and Spring Semesters. 2 semester hours.

Prerequisites: PE 210.

Theory and applied techniques to provide teachers with general knowledge of physical education activities. Fundamental techniques and strategies of structured activities used in accepted physical education programs.

PE 215  Theory of Teaching Tumbling, Stunts and Rhythms

Spring Semester. 2 semester hours.

Prerequisites: PE 210.

Stunts, tumbling, and rhythmic fundamentals designed to be taught in approved physical education programs.

PE 217  Theory of Teaching Physical Fitness

Fall and Spring Semesters. 3 semester hours.

The benefits of the components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance, body composition and flexibility), instructional techniques necessary to develop the individual components of physical fitness.

PE 280  Social Psychology in Sport

Spring Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112.

This course is intended to develop student understanding of social psychology in sport as well as advance student’s knowledge of theory and practice in the psychological preparation of performance. It will provide an overview of the major social factors and theories affecting those participating in sport and exercise with particular attention given to coach-athlete relationships, team cohesion, group dynamics and motivational climate.

PE 305  Organization and Administration of Physical Education

Fall and Spring Semesters. 3 semester hours.

Prerequisites: junior standing or instructor permission.

Designed to give students insight into the administrative aspects of physical education, intramural and interscholastic sports.

PE 307  Principles and Techniques of Conditioning

Spring Semester. 3 semester hours.

Prerequisites: PE 217.

Conditioning techniques and the application of those principles. Includes the training to perform physical fitness testing, interpretation of test results, and writing exercise prescriptions for clients who wish to improve cardiovascular conditioning and/or strength conditioning.

PE 310  Measurement and Evaluation in Health, Physical Education and Recreation

Fall Semester. 3 semester hours.

Prerequisites: PE 217, MTH 109 or instructor permission.

Satisfies Mathematics Proficiency requirement.

Evaluation principles and techniques in the fields of Health, Physical Education and Recreation. Topics covered include criteria for selecting tests, descriptive, inferential and predictive statistical techniques and their applications; and tools for assessing health fitness, fundamental skills, sport skills, cognitive skills and psychological attitudes.

PE 320  Motor Learning

Spring Semester. 3 semester hours.

Prerequisites: Junior standing or instructor permission.

Psychological and neurological mechanisms involved in the acquisition of motor skills. Emphasis on designing classes and practices which optimize the acquisition of motor skills.

PE 400  Strength and Conditioning Instructor Training

As announced. 3 semester hours.

Prerequisites: PE 307.

Prepares students to sit for the certification exam (National Strength Conditioning Association). Examines proper techniques and training in the use of various types of weight training equipment. Combines theory and the application of training methods and regimens.

PE 401  Kinesiology

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in HWL 260 or C or higher in BIO 211 and 212, junior standing or instructor permission.

Applied anatomy and physics examining the specific functions of the musculoskeletal system and the physical laws which govern human motion.
PE 404  Practicum in Physical Education and Athletics  
Fall and Spring Semesters or Intensive Learning Term.  
1-2 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: junior standing.  
   Designed to allow the physical education major or minor to attain practical experience (hands-on) in teaching, coaching, and leadership skills prior to student teaching.

PE 405  Exercise Physiology  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: PE 217, junior standing or instructor permission.  
   In-depth examination of the physiological systems of the body, and their responses and adaptations to specific stresses placed on them during exercise.

PE 410  Sport Philosophy and Ethics  
Spring Semester. 3 semester hours.  
Prerequisites: PE 301, junior standing or instructor permission.  
   Understanding and application of ethical theory and principles of moral reasoning to the analysis of issues and dilemmas in physical education, leisure and sport.

PE 415  Exercise Psychology  
Fall Semester. 3 semester hours.  
Prerequisites: PE 280 and PE 301.  
   This course covers the psychological theories for predicting exercise behavior, understanding exercise behavior, mental and physical responses to exercise, and interventions for adhering to and increasing exercise.

PE 420  Biomechanics  
As announced. 3 semester hours.  
Prerequisites: PE 401.  
   Mechanical laws as they relate to the human body in motion, and the study of techniques as they relate to internal and external forces acting on the body during performance.

PE 425  Sports Law  
Fall Semester. 3 semester hours.  
Satisfies Senior Experience requirement.  
Prerequisites: PE 106, PE 305, junior standing or instructor permission.  
   Legal aspects in teaching, coaching and administrative physical education, recreation and athletic programs in secondary, post-secondary and community settings. The nature of the athletic system and the law pertaining to sport activities with an emphasis placed on prevention of lawsuits through planning, policy development and communication.

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Physics  
Natural and Physical Sciences Department

PH 201  College Physics I  
Fall Semester. 3 semester hours.  
Satisfies Natural World requirement.  
Prerequisites: C or higher in MTH 150.  
Corequisite: PHA 203.  
   This is an algebra-based course which provides a rigorous examination of the following physical phenomena and systems: 1) mechanics (forces, kinematics of motion, conservation of energy and momentum, collisions and rotational systems); and 2) selected topics from molecular physics and heat (physics of solids and fluids, thermal physics and thermodynamics).

PH 202  College Physics II  
Spring Semester. 3 semester hours.  
Corequisite: PHA 204.  
Prerequisites: C or higher in PHA 201 and 203.  
   A continuation of College Physics I. This course is algebra-based and provides a rigorous examination of the following physical phenomena and systems: 1) electricity and magnetism, 2) geometric optics, 3) light and color, and 4) selected topics from waves and sound.

PH 203  College Physics Laboratory I  
Fall Semester. 1 semester hour.  
Corequisite: PHA 201.  
Prerequisites: C or higher in MTH 150.  
   This is the companion laboratory course to College Physics I and reinforces concepts studied in lecture. Basic laboratory skills are developed. Students use modern instrumentation methods to explore and analyze scientific measurements. Students will be able to study quantitatively, and in detail, many of the mechanical systems presented in the lecture.

PH 204  College Physics Laboratory II  
Spring Semester. 1 semester hour.  
Prerequisites: C or higher in PHA 201 and 203.  
   This is the companion laboratory course to College Physics II and reinforces concepts studied in lecture. The topics of electricity and magnetism, electrical circuits and optics are explored. Physical phenomena are studied and measured at a more advanced level, including techniques currently employed in modern physics. A major goal of the course is to develop skills in the measurement of physical phenomena.

PH 251  Physics I  
As announced. 5 semester hours.  
Prerequisites: MTH 151 or equivalent.  
   The first of a two-course sequence for students of the quantitative sciences, mathematics or engineering. Mechanics, thermodynamics, waves, electricity and magnetism using applied Calculus.
PHA 252  Physics II
As announced. 5 semester hours.
Prerequisites: PHA 251.
Electromagnetic waves, optics, special relativity, elementary particles, quantum phenomena and atomic structure using applied Calculus.

Political Science
Social Science Department

POS 201  American Government — National
Fall Semester. 3 semester hours.
Fundamentals of the national government.

POS 202  American Government — State and Local
Spring Semester. 3 semester hours.
Fundamentals of state and local government.

POS 305 American Constitutional History
Fall semester, odd years. 3 semester hours.
Cross listed with HST 305.
Prerequisites: three semester hours of American history or government.
American constitutional development with emphasis on the 20th century.

POS 310 Michigan Government and Politics
Fall Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.
The structure and activity of public agencies in the executive branch, personnel management, budgeting, the judicial system, the legislative system, and the role of the public and private interests which inhabit the Michigan Capitol.

POS 316 Modern Russia
Fall semester, even years. 3 semester hours.
Cross listed with HST 316.
Prerequisites: sophomore standing.
From the Romanovs through to the Bolshevik Revolution, the emergence of the Soviet Union as a world power, and the breakup of the Soviet Union

POS 317 American Foreign Policy in the 20th Century
Fall Semester, odd years. 3 semester hours.
Cross listed with HST 317.
Prerequisites: HST 202 or instructor permission.
Emergence of the U.S. as a world power from 1898 to present.

POS 320 The Legislative Branch: The Working Congress
Fall Semester, odd years. 3 semester hours.
Prerequisites: POS 201 and 202.
Process and factors which comprise the legislative process. Including the media, interest groups, lobbyists, the party structure, the people and other influences.

POS 321 The Judicial Branch: the Supreme Court, Law, and the Legal Process
Spring Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.
Courts, litigation, the law as a body of information and specific issues of law. The relationship of the judiciary to the executive and legislative branches of the national government.

POS 330 Public Administration, the Courts, Law Enforcement and the Police
Spring Semester, even years. 3 semester hours.
Prerequisites: POS 201 and 202.
The structure and activity of public agencies, personnel management, budgeting, the judicial system, courts, litigation and the law.

POS 418 Independent Study
As announced. 1-3 semester hours.
Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.
Reading and research of special topics.

Psychology
Social Science Department

PSY 110 Introduction to Psychology
Fall and Spring Semesters. 3 semester hours.
This is a survey course introducing students to many of the discipline’s subfields (e.g., developmental, neuroscience, learning, cognition, social, abnormal) with an emphasis on psychology as a science.

PSY 120 Positive Psychology
Fall Semester, even years. 3 semester hours.
Positive psychology studies the nature of happiness and psychological well-being. Such topics discussed include happiness, life satisfaction, creativity, wellness, love, self-actualization, wisdom, character strengths and virtues.

PSY 215 Sexuality and Gender Identity
Intensive Learning Term, every third year. 3 semester hours.
Prerequisites: C or higher in PSY 110.
This course provides students an understanding of the societal and historical course of sexuality, the role sexuality plays in the development of one’s identity, the relationship between sexuality, ethnicity, race, and culture and the developmental course of sexuality from childhood through adulthood. Students also learn the distinction between biological sex and gender, the social construction of gender roles, and an understanding of one’s own gender identity.

PSY 220 Cinematic Portrayal of Psychology
Intensive Learning Term, every third year. 3 semester hours.
Prerequisites: C or higher in PSY 110.
This course surveys the ways psychology has been historically depicted in film. Students watch several films followed by discussions and an analysis of the accuracy of their psychological depictions.
PSY 225  Cross-Cultural Psychology
Intensive Learning Term, every third year. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in PSY 110.
This course investigates the role cultural factors play in influencing patterns of behavior. Specifically, students will learn about the diversity of human behavior in different cultural settings and countries. Travel to observe different cultures may be a part of the course.

PSY 235  Intimate Relationships
Fall semester, odd years. 3 semester hours.  
Prerequisites: C or higher in PSY 110.
The focus of the course is the study of adult friendships and heterosexual and same-sex romantic relationships. Students learn how psychologists scientifically study intimate relationships, why we are attracted to some people and not others, the differences between same-sex and heterosexual romantic relationships, why some relationships end while others persist, and how interpersonal communication, power, and jealousy affect intimate relationships.

PSY 270  Social Psychology
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in PSY 110.
Social psychology is the scientific study of how social situations influence the thoughts, feelings, and behaviors of individuals. Topics covered include attitude formation and change, conformity, aggression, pro-social behavior, interpersonal attraction, the formation and maintenance of relationships, group structure and dynamics, and social perception.

PSY 305  Cognition
Spring Semester, even years. 3 semester hours.  
Prerequisites: C or higher in both PSY 110 and IDS 112 and junior standing.
Students learn about mental processes we employ to perceive the world around us, the ways in which we attend to stimuli, what we remember and why we forget, as well as how language develops and how we go about solving problems and making decisions.

PSY 306  Learning and Behavior
Fall Semester, even years. 3 semester hours.  
Prerequisites: C or higher in both PSY 110 and IDS 112.
Students learn the basic principles of learning and behavior modification. Theories such as classical conditioning and operant conditioning are emphasized.

PSY 314  Development Across the Lifespan
Spring Semester. 3 semester hours.  
Prerequisites: C or higher in both PSY 110 and IDS 112 and junior standing.
This course focuses on the biopsychosocial development across the lifespan (from birth to death). Major theories in the field of developmental psychology are explored and students complete several applied projects.

PSY 319  Personality Theories
Spring Semester, odd years. 3 semester hours.  
Prerequisites: C or higher in both PSY 110 and IDS 112 and junior standing.
The course surveys various theoretical conceptions of personality and the different types of data upon which they are based. Each approach is evaluated critically in light of its ability to scientifically explain both the uniqueness of individual patterns of behavior and the personality characteristics common to all humans.

PSY 325  Abnormal Psychology
Fall Semester. 3 semester hours.  
Prerequisites: C or higher in both PSY 110 and IDS 112 and junior standing.
A survey of psychological disorders, with a special emphasis upon disorders of personality and affect, including depression, suicide and identity. Discussion includes biological, genetic and learned precursors, historically important views and theories.

PSY 345  Introduction to Neuroscience
Fall Semester, odd years. 3 semester hours.  
Cross listed with BIO 345.  
Prerequisites: PSY 110, BIO 111 or instructor permission.
An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal “roots.”

PSY 370  Statistics for Psychology
Spring Semester. 3 semester hours.  
Corequisite: PSY 390.  
Prerequisites: C or higher in PSY 110, IDS 112, and MTH 109 or equivalent, or instructor permission.  
Satisfies Mathematics Proficiency requirement.
Students learn how psychologists use statistics as a “tool” when conducting psychological research. The course focuses on both descriptive and inferential statistics as well as the logic underlying hypothesis testing. Students learn how to write APA “Results” sections similar to those published in psychology scholarly journals as well as learn how to use SPSS and interpret its output.

PSY 390  Research Methods
Spring Semester. 4 semester hours.  
Corequisite: PSY 370.  
Prerequisites: C or higher in PSY 110 and IDS 112.  
Students learn how to conduct research in psychology. Students will design their own study, collect data, and write a research report. Students will also present their research via posters.

PSY 403  Psychology Practicum
Fall and Spring Semesters. 1-6, with only 3 credits applying to psychology major requirements.  
Satisfies Service Learning requirement.
Prerequisites: PSY 110 with a C or higher, junior standing and instructor permission.

This course provides undergraduate psychology students the opportunity to gain hands-on experience working in clinical or research settings. At clinical settings, students will observe and assist in the provision of psychological services such as testing, teaching, counseling, and advising. Working under the supervision of a qualified professional, students will be given tasks that are within the scope of their abilities and training. This course will also expose students to professional issues and problems in the delivery of psychological services. Class time will primarily be spent discussing experiences, challenges, and personal and professional accomplishments related to the practicum.

**PSY 418 Independent Study: Readings**

*Fall and Spring Semesters. 3 semester hours.*

Prerequisites: C or higher in PSY 110 and IDS 112, 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Under direct supervision of a faculty mentor, students learn about a specific area of study in the field of psychology through primary source readings.

**PSY 419 Independent Research**

*Fall and Spring Semesters. 1–6 semester hours.*

Prerequisites: C or higher in PSY 110, PSY 330, PSY 390, and IDS 112, junior standing and instructor approval.

Students design and carry out their own research project under the supervision of a faculty mentor. Students fulfilling Honors Program/portfolio requirements are advised to take this class.

**PSY 420 Counseling and Psychotherapy**

*Spring Semester, odd years. 3 semester hours.*

Prerequisites: C or higher in PSY 110, PSY 325, and IDS 112 and junior standing.

A survey of individual and group counseling techniques and theories, including psychodynamic, humanistic, behavioral and cognitive therapies. Activities include discussions, demonstrations of methods, and applications to different ages, the developmentally disabled and cross-cultural counseling. Activities include discussion and demonstrations to understand techniques, treatment and practitioner ethics.

**PSY 425 Industrial/Organizational Psychology**

*Fall Semester, odd years. 3 semester hours.*

Prerequisites: C or higher in PSY 110, PSY 270, and IDS 112.

Industrial-organizational psychology is the scientific study of the workplace. Students learn how psychologists assist with issues of critical relevance to business, including talent management, coaching, personnel selection, training, worker productivity, job satisfaction, leadership, and group behavior within organizations.

**PSY 430 Health Psychology**

*Fall Semester, even years. 3 semester hours.*

Prerequisites: C or higher in PSY 110 and IDS 112.

Understanding the role psychological factors play in the prevention and treatment of illness is the focus of health psychology. Topics discussed include stress and coping and the psychological and behavioral aspects of physical and mental health.

**PSY 450 Special Topics in Psychology**

*As Announced. 1–3 semester hours.*

Prerequisites: PSY 110 with a grade of C or higher and instructor approval.

Courses developed by individual faculty members and approved by the department: (1) in the instructor’s special field of interest, (2) by student’s request, or (3) to meet rapidly changing curriculum and/or college needs.

**PSY 460 Historical and Philosophical Roots of Psychology**

*Spring Semester, even years. 3 semester hours.*

Prerequisites: C or higher in PSY 110 and IDS 112 and junior standing.

Students learn the history of psychology as well as contemporary issues in the field.

**PSY 490 Senior Seminar in Psychology**

*Fall Semester. 3 semester hours.*

Satisfies Senior Experience requirement.

Prerequisites: C or higher in PSY 390 and PSY 460 and senior standing. Must take during fall semester of graduation year.

This capstone course prepares students for graduate study and/or employment. Students also integrate their learning of psychology to date through assigned readings and discussions. Reflection on their undergraduate experience at Olivet College is also a central focus of the course.

**Recreation**

**Health and Human Performance Department**

**REC 120 Introduction to Leisure Services and Administration**

*Fall Semester. 3 semester hours.*

An overview of recreation definitions, theories, practices and organization. Principles and practices of program planning, implementation and evaluation will be combined with discussions of leadership styles and administrative duties. Community and school recreational programming and leadership are emphasized.

**REC 250 Outdoor Recreation - Wilderness/Commercial**

*Intensive Learning Term. 3 semester hours.*

Skills required to survive in, enjoy, and preserve our outdoor resources will be explored. Attention to trip preparation, equipment needs, packing efficiently, humans in nature and outdoor recreation/survival skills. Emphasis on outdoor recreational activities such as hiking, biking, camping, fishing, canoeing and backpacking.
REL 210 Introduction to the Old Testament/Hebrew Bible

This course explores the journey of Christianity from the earliest Christian communities through the Reformation to Christian life in contemporary times. Turning points of Christian history will be covered, as well as the varied beliefs of early Christians and the spread of the religion beyond the Roman Empire via conquest, conversion and monastic life.

REL 220 History of Christianity

This course explores the journey of Christianity from the earliest Christian communities through the Reformation to Christian life in contemporary times. Turning points of Christian history will be covered, as well as the varied beliefs of early Christians and the spread of the religion beyond the Roman Empire via conquest, conversion and monastic life.

REL 306 Religions and Social Order/Disorder

This course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

REL 315 Jesus, Politics & Ethics

This course explores the unique political and social circumstances of life in the time of Jesus and how the
teachings of Jesus challenged the dominant political powers and social mores. It examines the ethical and theological framework that undergirds these teachings and examines how they are expressed in contemporary Christian ethics.

**REL 330 Gender, Sexuality and Religion**  
*Spring Semester, even years. 3 semester hours.*  
*Satisfies Global Diversity requirement.*  
*Cross listed with WGS 330.*  

The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

**REL 360 Islamic Tradition**  
*As announced. 3 semester hours.*  
*Satisfies Global Diversity requirement.*  

A broad overview of the religion of Islam and Muslims. Includes a study of Islamic beliefs, rituals, sacred texts and sacred places, the history of Islam, its relationship with Christianity and other religions, as well as its modern challenges. The course will focus on the central figure of Muhammad the Prophet as well as later historical developments, such as the split between the two major sects of Islam, i.e., the Sunni and the Shi’a. The course will also explore issues of modern fundamentalism and reform.

**REL 470 Independent Study**  
*As announced. 1-3 semester hours.*  
*Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission and approval of Academic Performance Committee.*  

Independent reading or research on special topics in religious studies and ethics.

**REL 490 Advanced Topics in Religious Studies**  
*As announced. 3 semester hours.*  
*Prerequisites: Permission of the instructor.*  

Exploration of an advanced topic in religious studies that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

**Science**  
**Natural and Physical Sciences Department**

**SCI 102 Biological Science**  
*Fall and Spring Semesters. 3 semester hours.*  
*Satisfies Natural World requirement.*  

Introduction to the major concepts of biology at the cellular, organismal and population levels. Topics include the basics of cell structure and function, physiology, genetics, biological diversity and ecological and evolutionary principles. Emphasis is given to the place of humans in the biological world. SCI 102 does not count towards biology major or secondary integrated science major.

**SCI 103 Introductory Astronomy**  
*Fall and Spring Semesters. 3 semester hours.*  
*Satisfies Natural World requirement.*  

An introduction to modern astronomy. Topics include stars, constellations, galaxies, planetary systems and cosmology. Laboratory experiences incorporate the use of the planetarium and Beman Observatory.

**SCI 105 Introductory Geology**  
*Fall Semester. 3 semester hours.*  
*Satisfies Natural World requirement.*  

An introduction to science through geology: the study of the composition and structure of the earth, the geologic processes affecting the earth’s crusts and interior, and the major principles and theories of the discipline. Laboratory includes examination of rocks and minerals and the interpretation of geological maps.

**SCI 107 Environmental Science**  
*Fall and Spring Semesters. 3 semester hours.*  
*Satisfies Natural World requirement.*  

A survey of the major environmental issues of today, including pollution, toxic and solid waste, endangered species, habitat destruction and global warming. The course includes scientific, political, social and economic aspects of these issues and emphasizes problem-solving and solutions on a global, national and individual level. Field trips and laboratory exercises are an important part of the learning process.

**SCI 111 Introduction to Chemistry**  
*As announced. 3 semester hours.*  
*Satisfies Natural World requirement.*  

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

**SCI 112 Introduction to Physics**  
*Spring Semester. 3 semester hours.*  
*Satisfies Natural World requirement.*  

A single semester survey of physics designed for students who seek experience in the physical sciences. It provides study of major themes in physics including mechanics, electromagnetism, optics, waves and thermodynamics. The course is a mix of lecture, in-class laboratory exercises and demonstrations, and is particularly designed to prepare the elementary science teacher.

**SCI 201 Physical Geography**  
*Spring Semester. 3 semester hours.*  

Basic knowledge of the earth in relation to the physical environment. Climate, soil, solar energy, atmospheric pressure systems, weathering, glacial systems and coastal landforms.
SCI 210    Physical and Earth Science for Elementary Teachers
Fall and Spring Semesters. 4 semester hours.
Satisfies Natural World requirement.
Prerequisites: C or higher in MTH 120 or equivalent.
This course covers major unifying concepts in the physical and earth sciences. Topics include major themes in physics and earth/space, including matter, mechanics, electromagnetism, optics, waves and energy, with an emphasis on cross-disciplinary interrelationships. Applications of physics to earthquakes, weather and implications for technology and society are addressed. The course emphasizes open-ended scientific investigation and is designed to prepare the elementary science teacher.

SCI 251   Nature, Technology and Humanity
Fall and Spring Semesters. 3 semester hours.
Satisfies Natural World requirement.
Prerequisites: C or higher in IDS 112.
A thematic look at the relationship among nature, technology and our everyday lives. Topics explored include contemporary health and environmental issues from a personal, local and global viewpoint. Emphasis is on critical analysis of information and application of knowledge to solutions for real world problems.

SCI 302 Environmental Law
As announced. 3 semester hours.
Satisfies Service Learning requirement.
An introduction to laws, regulations, rules and statutes that pertain to the environment and how and why many of these laws came into effect. The object is to give the student a basic understanding of environmental law. The student will get a basic introduction to the judicial system of the United States and to the International Courts. Students will also consider the effect that the controversy surrounding environmental issues has on the law and society.

SCI 350 Gender, Race and Science
As announced, odd years. 3 semester hours.
Satisfies Global Diversity requirement.
Prerequisites: BIO 111 and 112, and IDS 111 and 112.
The impact of science on societal perceptions of race and gender, and the impact the social constructs of race and gender have on scientists and the conduct of science. Historical and modern treatments of gender and race by the scientific community as well as the experiences of women and other underrepresented groups in the sciences.

SCI 360 Biomedical Ethics
Fall Semester, even years. 3 semester hours.
Cross listed with PHL 360.
Prerequisites: PHL 102, an introductory course in the sciences, or permission of the instructor.
A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

SCI 410 Topics in Science
As announced. 1–3 semester hours.
Variable topics course focusing on current issues in science.

SCI 415 Service Learning in Science
Fall and Spring Semesters. 1 semester hour.
Satisfies Service Learning requirement.
The purpose of this course is to deliver a more coherent and meaningful service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirement of service learning, the course offers students a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences. The course allows for active engagement, feedback and oversight with the instructor.

SCI 416 Service Learning in Allied Health
Fall, Spring and Summer Semesters. 3 semester hours.
Satisfies Service Learning requirement.
Prerequisites: approval from the Health Science program director.
The purpose of this class is to deliver a meaningful allied health service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirements to service, the course offers a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences with their chosen service activity.

Social Studies
Social Science Department

SS 300 Social Studies for Elementary Teachers
Fall Semester. 3 semester hours.
An interdisciplinary course comprising selected topics in economics, geography, history, civics and government integrated into an overview of the structure of respective disciplines, and designed to provide solid content background and resources for elementary school teachers. The course is a framework for understanding the development of history and its impact on the larger community, the development of individual rights and societal structures, and concepts that explain human needs and wants and their relationship to their environment.
Sociology and Anthropology
Social Science Department

SA 200  Introduction to Theory in Sociology/Anthropology
Fall Semester. 3 semester hours.
Introduction to historic and current theory in Sociology/Anthropology. Students will also begin to inquire into how theory applies to social justice by applying theory to various areas of concern within society.

SA 201  Myth, Symbol and Meaning
Intensive Learning Term, odd years. 3 semester hours. Satisfies Global Diversity requirement.
Students will be expected to develop awareness of: 1) The message below the medium and the effect on society/culture. 2) How manipulation of symbols affects individuals, society and culture. 3) How myths and rituals provide infrastructure and support for society/culture.

SA 203  Childhood and Culture
Spring Semester, even years. 3 semester hours.
Students will assess how children become members of particular societies and cultures and the effect of society and culture (and subculture) on children.

SA 250  Special Topics in Sociology/Anthropology
As announced. 1-3 semester hours.
Introductory level courses developed by department faculty and approved by the department: (1) in the instructor’s special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some classes may require travel and have associated fees/costs for which the student is responsible.

SA 300  Conflict and Cooperation
Fall Semester, even years. 3 semester hours.
Prerequisites: sophomore status, C or higher in IDS 112; no prior Sociology/Anthropology coursework required.
Course is practice based. Focus is on managing and resolving conflicts between groups. Students learn how to facilitate dialogue groups in the course of the semester. This course is highly recommended for education and business students.

SA 302  Topics in Inequality: Gender
Spring Semester. 3 semester hours. Satisfies Global Diversity requirement.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Course explores causes of cultural and social inequality that are gender-based. Students will study the effect of inequality on individuals, societies and cultures. (Students may take both sections of SA 302).

SA 304  Sport, Culture and Society
Spring Semester. 3 semester hours. Satisfies Global Diversity requirement.
Prerequisites: C or higher in IDS 112.
Cross-listed with REL 306.
Intercultural study of the role of sport in societies. This class is a recommended elective for the HHP Department.

SA 305  People, Resources and the World
Spring Semester, odd years. 3 semester hours. Satisfies Global Diversity requirement.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Micro and macro explorations of resource-related issues including development, environment, health and social justice.

SA 306  Religions and Social Order/Disorder
Spring Semester, odd years. 3 semester hours. Cross listed with REL 306. Satisfies Global Diversity requirement.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

SA 307  Biocultural Ecology
Fall Semester. odd years. 3 semester hours. Satisfies Global Diversity requirement.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Focus on reciprocal relations between and influences on cultures, societies and the environment.

SA 309  Psychology of Gender
Spring Semester, odd years. 3 semester hours. Satisfies Global Diversity requirement.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.
Students will explore the connection between sex-based differences in men and women, and the way in which that
psychology affects their behavior in social and cultural settings across cultural lines.

SA 310  Generations: Aging in America
Fall Semester, odd years. 3 semester hours.
Prerequisites: IDS 112 with C or higher, six semester hours of 200-level coursework in sociology/anthropology, psychology, gender studies, criminal justice or instructor permission.

Students will examine social, political and economic issues affecting North America’s aging population in the context of family relationships.

SA 311  Uncloseting America
Spring Semester, odd years. 3 semester hours.
Satisfies Global Diversity requirement.
Cross listed with WGS 311.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.

Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a “queer” lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

SA 330  Social Science Statistics
Spring Semester. 3 semester hours.
Satisfies Mathematics Proficiency requirement with a grade of C or higher.
Prerequisites: C or higher in IDS 112 and junior status or instructor permission.

Introduction to statistics and appropriate statistical software in the field of social sciences.

SA 340  Application of Sociological and Anthropological Theory
Spring Semester, even years. 3 semester hours.
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.

Students will revisit theory in Sociology/Anthropology, focusing on how that theory gets applied in social institutions.

SA 350  Workshop in Sociology and Anthropology
Fall Semester. 3 semester hours.
Satisfies Senior Experience requirement.
Prerequisites: IDS 112 with C or higher and six semester hours in Sociology/Anthropology above 200 level.

This is a seminar class which analyzes current ethical and theoretical issues in the social sciences. Topic is developed by Social Science faculty each academic year.

SA 390  Research Link
Spring Semester. 3 credit hours.
Prerequisites: IDS 112 with C or higher, senior status and nine semester hours of work in Sociology/Anthropology above 200-level.

Students develop a research project based on an issue in which they have an interest in pursuing. This will build off of research which originates in Department Seminar beginning with the second year of study. Students also meet in a group to discuss technique and methodology. Papers will be presented and defended before a panel at the end of the semester.

SA 403  Practicum
Arranged with instructor. 1-6 semester hours.
Satisfies Service Learning requirement.
Prerequisites: IDS 112 with C or higher, junior status, and six semester hours of work in SA above the 200-level.

Practicum encompasses internships or service entailing practical application of the skill and knowledge learned in the course of a student’s study. Off-campus internships and internships for more than 6 credit hours may be registered as IDS 390 Cooperative Education Internship.

SA 418  Directed Readings
Arranged with instructor. 1-6 semester hours.
Prerequisites: Sophomore standing with nine semester hours of work in major above 200 level and a GPA of 3.0 or higher in major.

A program of coordinated and selected readings between student(s) and faculty member(s).

SA 419  Directed Advanced Research
Arranged with instructor. 1-6 semester hours.
Prerequisites: IDS 112 with C or higher, junior status with nine semester hours of work in major above 200 level and a GPA of 3.0 or higher in major.

Program of research designed and implemented under the guidance of/or in coordination with faculty members. At completion, the student presents his or her findings in a scholar’s lecture.

SA 450  Advanced Topics in Sociology and Anthropology
As Announced. 1-3 semester hours.
Prerequisites: Sophomore standing with nine semester hours of work in a Social Science major above 200 level or permission of instructor.

Courses developed by department faculty and approved by the department: (1) in the instructor’s special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some topics may require further prerequisites. Some classes may require travel and have associated fees/costs for which the student is responsible.

Spanish
Arts and Humanities Department
(see World Languages)
Theatre
Arts and Humanities Department

THR 106  Theatre and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Diversity requirement.
Theatre as entertainment and a reflection of
depth as well as theatrical production and history.

THR 111  Acting
Fall and Spring Semesters. 3 semester hours.
Satisfies Creative Experience requirement.
Voice and movement skills. Relaxation, trust,
discipline, criticism and artistic freedom.

THR 121  Introduction to Dance
Fall and Spring Semesters. 1 semester hour.
Satisfies one of three semester hours of Creative Experience requirement.
Basic dance steps, routines and techniques used in
theatrical and musical presentations. Tap, jazz, ballet and
modern dance may be included as they relate to stage
performances.

THR 202  Survey of Dramatic Literature
Spring Semester. 3 semester hours.
Plays throughout history and from around the world,
the societies they reflect and their meanings for us today.

THR 205  Oral Interpretation of Literature
Spring Semester. 3 semester hours.
Analyzing and performing classical and
contemporary literature in the oral tradition.

THR 206  Creative Drama In The Classroom
Intensive Learning Term, odd years. 3 semester hours.
Theatrical techniques used for classroom teaching.
Imagination, sensory awareness, movement, mime, oral
interpretation of literature and improvisation. Helping
young children be creative through self-expression, use
critical thinking and promote social growth.

THR 220  Women in the Arts
Spring Semester, even years. 3 semester hours.
Cross listed with ART 220, MUS 220, and WGS 220.
Satisfies Global Diversity requirement.
Women in the Arts explores the role of women in
performing arts, visual arts and literature. Historical and
contemporary personalities will be examined in terms of their
contributions, and the evolution of roles will be addressed in
terms of socio-cultural changes.

Visual Arts
Arts and Humanities Department

ART 101  Image and Culture
Fall and Spring Semesters. 3 semester hours.
Satisfies Global Diversity requirement.
Art appreciation course divided into three areas: an
introduction to the principles of organization and elements
of design, a thematic study of how those concepts have been
applied across times and cultures to communicate specific
meaning, and student (group) developed thematic research
and class presentations of non-Western art forms.

ART 105  Drawing Skills Laboratory
Fall and Spring Semesters. 3 semester hours.
Satisfies Creative Experience requirement.
An introductory drawing class with a focus on
traditional drawing techniques that include line quality,
proportion and shape gauging and one-and two-point
perspective.

ART 107  Visual Foundations
Fall and Spring Semesters. 3 semester hours.
Satisfies Creative Experience requirement.
A two-dimensional design course that focuses on
traditional elements such as composition, value and color.
Students choose subject matter that reflects their personal
and political/social interests. Ceramic forms are created
using pinch, coil and slab techniques.

ART 108  Introduction to Graphic Design
Fall Semester. 3 semester hours.
This course will provide a basic overview of the many
processes involved in gathering and arranging written and
visual messages and graphic elements to produce high
quality, professional documents for printed communications.
It will provide a hands-on experience using Macintosh
computers and the current industry standard software Adobe
Creative Suite CS6.

ART 200  Ceramics: Fundamental
Fall and Spring Semesters. 3 semester hours.
Satisfies Creative Experience requirement.
Introductory ceramics class that includes traditional
hand building, wheel work, firing and glazing.

ART 205  Portrait Sculpture: Fundamental
Fall Semester. 3 semester hours.
Satisfies Creative Experience requirement.
Traditional portrait sculpture where students model in
clay from a live model. Attention is paid to skeletal/muscle
anatomy and proportion. Clay heads are then cast into
plaster through a waste-mold process.

ART 208  Layout and Typography
Fall Semester. 3 semester hours.
Prerequisite: ART 108.
This course involves understanding the various stages of
developing layouts for print. A focus on the organization of
visual information: type, photographs and graphic elements
will be emphasized through the creation of specific visual communication exercises. Students will be exposed to current design issues and be expected to expand their understanding of formal design principles, type as imagery, creative brainstorming, critical thinking, presentation, and craftsmanship.

**ART 209  Layout and Typography II**

*Spring Semester. 3 semester hours.*  
*Prerequisite: ART 208.*  

This course further develops the skills introduced in ART 208 Layout & Typography I and continues to explore the interaction of text and image. Students will be guided to be more independent in their use of fundamental components of graphic communication design and problem solving.

**ART 220  Women in the Arts**

*Spring Semester, even years. 3 semester hours.*  
*Cross listed with MUS 220, THR 220, and WGS 220.*  
*Satisfies Global Diversity requirement.*  

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

**ART 221  Sculpture: Fundamental**

*Fall and Spring Semesters. 3 semester hours.*  
*Satisfies Creative Experience requirement.*  

Basic sculpture class that engages students in traditional bar-relief (clay) and carving (plaster). Students choose subject matter that reflects their personal interests.

**ART 231  Printmaking: Fundamental**

*Fall Semester. 3 semester hours.*  
*Satisfies Creative Experience requirement.*  

Basic printmaking where students explore one medium (woodcut, intaglio, serigraphy or lithography). Personal responses are developed to an assigned technique and subject matter through sketches and trial proofs that are then used to create the final print. Four prints in editions will be accomplished over the course of the semester.

**ART 240  History of World Art I**

*Fall Semester, odd years. 3 semester hours.*  

Survey of art, architecture and craft from prehistory to medieval Europe through illustrated discussions and readings. The relationships between art, craft, culture and environment is explored from cultures around the world, including Chinese, Japanese, Native American, Oceanic and Sub-Saharan Africa art.

**ART 242  Modern and Contemporary Art History**

*Spring Semester. 3 semester hours.*  

Survey of modern and contemporary art, architecture and design through illustrated discussions and readings. Modern movements and styles and their relationships are explored from late 19th century European art through the 20th century to America. Also included are works of African American, Native American, Hispanic American and women artists, as well as art from China, Japan, Central and South America, India and Africa.

**ART 243  Art and Culture of Tuscany**

*Intensive Learning Term, odd years. 3 semester hours.*  
*Satisfies Global Diversity requirement.*  

Two weeks of travel through Tuscany, Umbria and the Marches regions of Italy, including the cities of Florence, Siena, Assisi and Urbino. In addition to viewing the art, participants are expected to open themselves up to the language, cuisine and customs of the area. One week of in-class preparation included.

**ART 245  Figure Drawing: Fundamental**

*Spring Semester. 3 semester hours.*  
*Satisfies Creative Experience requirement.*  

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

**ART 250  Photoshop**

*Fall and Spring Semesters. 3 semester hours.*  
*Cross listed with ART 250.*  
*Prerequisites: JMC 200 or instructor permission; pre-requisite waived for Graphic Design majors.*  

Introduction to the functions, components, terminology, features and uses of Adobe Photoshop, focusing on the essential techniques and functions of the program. Course offers hands-on lectures, demonstrations and student projects. Students must have electronic storage media.

**ART 251  Painting: Fundamental**

*Fall and Spring Semesters, odd years. 3 semester hours.*  
*Satisfies Creative Experience requirement.*  

Fundamental problems in painting. Still life format is utilized to develop a technological command of the oil medium. In-depth work with the principles of organization focuses each assignment.

**ART 271  Biological Illustration: Fundamental**

*Fall and Spring Semesters. 3 semester hours.*  
*Satisfies Creative Experience requirement.*  

Traditional drawing course with emphasis on rendering light on form. Subjects progress from simple geometric shapes to more complex still life.
ART 300  Ceramics: Intermediate  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 209 or permission of instructor.  
Students enhance skills learned at the 200 level with additional processes and materials introduced. While both hand building and wheel throwing abilities are expected to increase, students may begin to determine what areas of clay interest them most. Students focus on developing skill at wheel thrown ceramics and continuing glaze and decorating techniques.

ART 305  Portrait Sculpture: Intermediate  
Fall Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 205 or permission of instructor.  
Students further pursue their interest in the portrait genre while developing a personal form vocabulary as they work from a live model.

ART 308  Electronic Publication and Web Design  
Fall Semester. 3 semester hours.  
Prerequisite: ART 209.  
The first half of this course provides introduction instruction for the digital publication for e-books, electronic articles, magazines, newsletters, and other forms of online communications. The course will focus on applying good design with the technical skills needed to define content, metadata required for search engines, etc. The second half of this course will introduce students to the fundamental principles, theory, and concepts of web site design and creation.

ART 321  Sculpture: Intermediate  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 221 or permission of instructor.  
Students, in consultation with the instructor, choose their own subject matter from observable forms and engage in more sophisticated materials such as stone, wood and metal.

ART 331  Printmaking: Intermediate  
Fall Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 231 or permission of instructor.  
Students explore a second medium (woodcut, intaglio, serigraphy or lithography) or further technically develop a previous medium in which they have worked. Four prints in editions will be accomplished over the course of the semester.

ART 345  Figure Drawing: Intermediate  
Spring Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 245 or permission of instructor.  
Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

ART 351  Painting: Intermediate  
Fall and odd Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 251 or permission of instructor.  
Intermediate problems in painting using the still life format to develop a technological command of the oil medium. In-depth work with the principles of organization and elements of design focuses each assignment.

ART 371  Biological Illustration: Intermediate  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 271 or permission of instructor.  
Traditional rendering class with emphasis on close observation and accurate description of natural forms in wash, colored pencil, water color and pen and ink.

ART 381  Visual Arts Service Learning  
Fall and Spring Semesters. 1 semester hour.  
Satisfies Service Learning requirement.  
Prerequisites: junior standing and ART 209 or 371; or any other 300-level student course or above in painting, sculpture, ceramics or printmaking.  
A service learning course that addresses an art-related community need and reinforces the college’s focus on Education for Individual and Social Responsibility. Students, with the approval of the course instructor, arrange to fulfill the college’s service learning requirement working at a venue where they provide art-related support under the direction of an on-site supervisor. A minimum of 40 hours of verifiable service is required; students that do not complete the minimum number of hours cannot pass the course.

ART 400  Ceramics: Advanced  
Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 300 or permission of instructor.  
Students consult with the instructor to decide on projects in hand building and/or wheel throwing. Frequent conferences follow with students keeping a detailed log of hours, processes and work accomplished. Appreciation of the diverse history of ceramics across many cultures would be evidenced by research and writing.

ART 405  Portrait Sculpture: Advanced  
Fall Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 305 or permission of instructor.  
Students work from a live model and are expected to be self-directed in their approach to portrait sculpture. They may choose to work in a highly representational manner or they may investigate alternative ways to interpret the human form.

ART 408  Professional Preparation for Graphic Designers  
Fall Semester. 1 semester hour.  
Prerequisite: ART 308.  
This course provides the essential skills and instruction required for setting up and managing a graphic design
Students will be guided through everything from how to present your portfolio, find work, and market themselves, to an introduction into registering a company name, billing and accounting systems, and how to get started in setting up their own corporation. Students will have the opportunity to create a business plan, learn how to respond to a Request For Proposal (RFP), test-drive accounting software, create a budget, and customize their own business forms.

**ART 421  Sculpture: Advanced**  
*Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 321 or permission of instructor.*  
Students, in consultation with the instructor, determine their projects and are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects (from highly representational to non-objective) and the materials selected to house their ideas.

**ART 431  Printmaking: Advanced**  
*Fall Semester. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 331 or permission of instructor.*  
Students develop technical mastery over one medium (woodcut, intaglio, serigraphy or lithography). They are expected to be self-directed, to explore personal subject matter and issues of personal style (from highly representational to non-objective). Five prints in editions will be accomplished.

**ART 445  Figure Drawing: Advanced**  
*Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 345 or permission of instructor.*  
Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion, however, students are encouraged to explore and expand their personal attitude toward figure drawing.

**ART 451  Painting: Advanced**  
*Intensive Learning Term, Fall and odd Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART or permission of instructor.*  
Advanced problems in oil painting where students are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects, and the materials they select to house their ideas.

**ART 471  Biological Illustration: Advanced**  
*Fall and Spring Semesters. 3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: ART 371 or permission of instructor.*  
Traditional rendering class with emphasis on close observation and accurate description of natural forms. Media is expanded to include gouache and colored pencil.

**ART 490  Advanced Independent Work**  
*Fall and Spring Semesters. 2-3 semester hours.  
Satisfies Creative Experience requirement.  
Prerequisites: 9 semester hours in one studio discipline (200, 300 and 400-level courses).*  
Students develop their own ideas and manner of communication in the studio discipline of their choice (painting, sculpture, printmaking or ceramics). Work from this course may be incorporated in the student’s senior project which is a graduation requirement and forms the hub of their senior exhibition.

**Women’s and Gender Studies**  
*Social Science Department*

**WGS 201  Introduction to Women’s and Gender Studies**  
*Fall Semester, even years. 3 semester hours.  
Satisfies Global Diversity requirement.*  
Interdisciplinary course examining the cultural meaning given to gender. This course will explore the conditions and events that affect women’s lives. Emphasis on women’s roles in, and perspectives on, education, economics, politics, law, religion and health care. Will include a review of women in the arts and feminist philosophy.

**WGS 220  Women in the Arts**  
*Spring Semester, odd years. 3 semester hours.  
Cross listed with ART 220, MUS 220, and THR 220.  
Satisfies Global Diversity requirement.*  
Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

**WGS 241  Feminist / Womanist Theory I**  
*Fall Semester, odd years. 3 semester hours.*  
Interdisciplinary course that races the historical emergence of feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. Along with the focus on the U.S., the course incorporates international perspectives on women and feminism.

**WGS 255  Women, Health and Sports**  
*As announced. 3 semester hours.  
Cross listed with HWL 255.*  
A study of health practices and attitudes in women’s sports. Special focus will be given to the unique physiology and anatomy of women, as well as health care utilization and advocacy. Topics include: consumer health awareness, health practices, consumer practices, aging, stress, cancer, drugs, mental health, and sexuality.
WGS 311  Uncloseting America  
*Spring Semester, odd years. 3 semester hours.*  
Cross listed with SA 311.  
Satisfies Global Diversity requirement.  
Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.  
Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a “queer” lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

WGS 330  Gender, Sexuality and Religion  
*Spring Semester, even years. 3 semester hours.*  
Cross listed with REL 330.  
Satisfies Global Diversity requirement.  
The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

WGS 342  Feminist / Womanist Theory II  
*As announced. 3 semester hours.*  
Satisfies Global Diversity and Service Learning requirements.  
Prerequisites: IDS 112 or permission of instructor.  
Interdisciplinary course that reviews contemporary feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. A service learning placement is required at the SIREN/Eaton Shelter in Charlotte or at a mutually agreed upon placement. This work helps to connect the theory of feminist and womanist work to the lives of real people.

WGS 370  Women and Business  
*As announced. 3 semester hours.*  
Prerequisites: IDS 112 or permission of instructor.  
The course will examine how women communicate in business, gender role development, managing work and family, networking and mentoring, trends in self-employment, women working abroad and other issues concerning women in the workplace.

WGS 399  Perspectives on Masculinity  
*Fall Semester, even years. 3 semester hours.*  
Examination of the construction of masculinity in sports, family, work and other social relationships, showing how it affects and is affected by people, institutions and society. Masculinity is defined and described in this course as a social concept that impacts everyone, both socially and personally. The course will assist students in understanding how masculinity as a social construction is related to the development of individuals.

WGS 403  Gay, Lesbian, Bisexual and Transgender Studies  
*As announced. 3 semester hours.*  
Prerequisites: WGS / SA 311 or permission of instructor.  
GLBT (Gay, Lesbian, Bisexual and Transgender) Studies is designed to provide students with a survey of the interdisciplinary study of sexual orientation and gender identity, with attention to race, ethnicity, and class. We will examine the theories, methods, and major issues of this field, focusing on the complex interdisciplinary influences at work in the development of the theory and research in GLBT Studies.

WGS 415  Women in the Bible  
*As Announced. 3 semester hours.*  
Satisfies Global Diversity requirement.  
Prerequisites: IDS 112 or permission of instructor.  
This course is a critical analysis of women figures in biblical texts and contexts, using historical, anthropological, sociological, feminist/womanist, literary, and theological methodologies.

WGS 450  Special Topics  
*As announced. 3 semester hours.*  
Prerequisites: IDS 112 or permission of instructor.  
Courses developed by individual faculty members in order to: a) serve a specific student’s needs; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics will be announced in advance of course registration.

World Languages  
Arts and Humanities Department

WRL 101  Introductory World Languages I  
*Fall and Spring Semesters. 3 semester hours.*  
Satisfies Global Diversity requirement.  
In introductory language courses, students learn the basic concepts of a foreign language. Practical vocabulary, pronunciation, and grammar are emphasized so that the student is able to achieve one of the primary goals of the course – meaningful communication in the language. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 102  Introductory World Languages II  
*Fall and Spring Semesters. 3 semester hours.*  
Satisfies Global Diversity requirement.  
Prerequisites: WRL 101 in same language, or placement equivalent.  
Continuation of WRL 101. The approach continues to integrate cultural study while students are exposed to the four basic language skills: reading, speaking, listening and writing. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.
WRL 201  Intermediate World Languages I  
Fall Semester. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in WRL 102 in same language or placement equivalent.  
A continuation of first-year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 202  Intermediate World Languages II  
Spring Semester. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in WRL 201 in same language or placement equivalent.  
A continuation of WRL 201. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 301  Advanced World Languages I  
Fall Semester. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in WRL 202 in same language or placement equivalent.  
A continuation of second year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 302  Advanced World Languages II  
Spring Semester. 3 semester hours.  
Satisfies Global Diversity requirement.  
Prerequisites: C or higher in WRL 301 in same language or placement equivalent.  
A continuation of WRL 301. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 420  Independent Study in World Languages (Readings)  
Fall and Spring Semesters. 1-6 semester hours.  
Prerequisite: WRL 202.  
The student has the opportunity and responsibility for setting up a program of coordinated and selected readings with faculty members. A written proposal must be submitted by the student.

WRL 450  Special Topics in World Languages  
As announced. 1-3 semester hours.  
Prerequisites: Permission of instructor.  
Course developed by individual instructor and/or students.

Graduate Course Descriptions

Master of Arts in Teaching  
Education Department

ED 470  Initial Portfolio Seminar  
2 semester hours.  
Corequisite: ED 471.  
In the initial Portfolio Seminar, students will develop a comprehensive set of case study materials about their classrooms. In class, students will develop assessment rubrics to guide analysis of their portfolio materials. Using peer review, and in consultation with their coaches and course faculty, each student will use the assessment rubrics to analyze their own portfolios and develop an individualized development plan to be carried out in ED 471.

ED 471  IDP  
1 semester hour.  
Corequisite: ED 470.  
Students will carry out their IDP developed in ED 470. Participants in the courses will spend at least 15 additional hours in professional development activities such as workshops, in-services, seminars or additional classes, working with coaches, administrators and course faculty.

ED 575  Strengthening Applications of Quality Lesson Design  
3 semester hours.  
Students will write a philosophy of teaching, work on one IDP goal, and strengthen their ability to use quality lesson design to improve their teaching. Through individualized professional development options with accompanying reflections, applications in the classroom, and peer review, they will improve competence in their selected goal. In class, students will strengthen and apply their knowledge of quality lesson design as they teach each other what they have learned about that goal. Students can expect to participate in an additional 24 hours of professional development options outside of class as prerequisite to completion of the course.
ED 576  Collaborating for Accountability
3 semester hours.

Students work on a second IDP goal. In class students continue the process of collecting and analyzing data for their working portfolio with specific attention to the role of peer support and coaching as they assess in-depth both their own teaching and student learning. Peer support and coaching will increase not only their comprehension but also their options for applying what the information suggests about their teaching and learning. Students can expect to participate in an additional 30 hours of professional development options outside of class as prerequisite to completion of the course.

ED 577  Selecting and Organizing Artifacts for the Portfolio
3 semester hours.

Students work on a third IDP goal. In class, students will build the criteria for the final selection of artifacts and create a template for organizing an exemplary professional portfolio. Application of metacognitive processes will professionalize their ability to assess the status of their development as educators. Students can expect to participate in an additional 30 hours of professional development options outside of class as prerequisite to completion of the course.

ED 578  Polishing the Professional Portfolio and Planning the Action Research Project
3 semester hours.

Students will identify the IDP goal that will serve as the basis for their final project (ED 590) and solicit volunteers to serve on their faculty advisory committee. They will review and refine their comprehension of the action research process, select a topic for their project, and under the guidance of their committee, construct a proposal and action plan for how they will complete the research for that project. Final products from this course will include: 1) completion of their professional portfolio; and 2) design of their final research project. Students can expect to participate in an additional 15 hours of professional development options outside of class that are directly related to their action research as prerequisite to completion of the course.

ED 580  Building Learning Communities
3 semester hours.

Provides investigation on topics including cooperative learning, teaming, and constructing learning communities within the classroom, school, community and with parents.

ED 581  Creating Responsive Classrooms and Reflective Teaching
3 semester hours.

A course that is designed to help teachers understand the power of reflection as an aid in teaching, learning, assessment, and personal and professional growth. The course is also designed to help teachers create an environment that is conducive to teaching and learning for all students.

ED 582  Diagnosis and Treatment of Reading Disabilities and Differentiated Instruction
3 semester hours.

A course that examines the nature and multiple causes of reading difficulties based on research in fluency, vocabulary, phonemic awareness, phonics, spelling comprehension, language and writing. The course identifies assessment principles and practices that inform and support literacy instruction. Focus is placed on best practice core instruction, prevention, intervention and remediation of reading difficulties. An analysis of strengths and weaknesses based on assessments with diagnosis and planned instruction in a practical setting is included.

ED 583  Classrooms for the Future
3 semester hours.

Explores the use of instructional technology in the classroom. Includes topics such as information literacy, living with the information explosion, restructuring, reform and school improvement for the future.

ED 584  Content Knowledge and Student Learning
3 semester hours.

A course designed to provide breadth and depth of understanding in content and curriculum of educational programs and how they relate to student achievement. Special topics may include constructivist classrooms, thematic instruction, as well as the learning process and its application in a variety of settings with students of diverse cultural, ethnic, racial, linguistic, and socioeconomic backgrounds.

ED 585  Assessing Student Learning
3 semester hours.

An exploration of a variety of instructional assessment measures. Traditional norm referenced testing, as well as alternative assessment (performances, portfolios) will be discussed. Special attention is devoted to the construction of classroom assessments that add to the information provided by traditional testing.

ED 590  Final Project/Action Research
3 semester hours.

The Final Project/Action Research is completed on an independent study basis with periodic seminars scheduled to share progress on student plans. Arrangements are made for presentation of final projects and portfolios to MAT students and others.

**Master of Business Administration in Insurance**

**Business Administration Department**

MBA 800  Insurance & Risk Management
3 semester hours.

An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance
regulation, insurance carriers, and overview of insurance operations such as reinsurance, marketing, underwriting, and claims adjusting.

MBA 802  Personal Financial Planning  
3 semester hours.  
This course examines individual and family financial planning, including needs analysis, wealth accumulation, and retirement planning. Needs include basic personal lines property-liability insurance, individual life, health and disability insurance.

MBA 803  Global Insurance & Risk Management  
3 semester hours.  
Prerequisites: MBA 800.  
The study of the major challenges and cross functional issues facing managers in insurance and risk management businesses with activities and interests around the world.

MBA 808  Management & Organizational Behavior  
3 semester hours.  
The principles of management and administrative theory are learned in case study and lecture formats. Students understand issues involved with managing large organizations. They also develop an appreciation for other management and organizational issues including planning, human behavior, organizational structure, interpersonal skills, and related topics.

MBA 809  Strategic Marketing  
3 semester hours.  
The study of strategic marketing decisions and the tools to make more informed decisions. A focus on the management of risk and allocation of scarce company resources in the search for a competitive advantage in the marketplace.

MBA 810  Managerial Economics  
3 semester hours.  
A study of the effects of fiscal and monetary policies on economic performance; how to interpret both domestic and international economic indicators; an emphasis on issues of demand and supply, and various forms of equilibrium conditions; the relationship between market structure and firm performance; and issues relating to transaction costs, managerial incentive conflicts, and the economic value of information.

MBA 811  Corporate Accounting  
3 semester hours.  
Use of accounting data as a management tool and how to evaluate financial statements; issues of profit planning and budgeting, and working capital management; application of the capital asset and option pricing models to corporate financial decisions; how risk determines the required rate of return. Students make value maximizing capital budgeting decisions under uncertainty.

MBA 812  Business & Insurance Law  
3 semester hours.  
A study of the legal framework for business decision making, principles of general business law, contracts and agency, application to insurance and risk management, historical legal development in the insurance industry.

MBA 820  Quantitative Analysis and Decision Making for Management  
3 semester hours.  
The study of the application of quantitative tools to analyze data using a variety of software, including spreadsheets and specialized statistical and simulation packages, to conduct and present applied business research and evaluate the quality of research of others.

MBA 821  Advanced Spreadsheets & Databases  
3 semester hours.  
Prerequisites: a basic spreadsheet and database course.  
The study of advanced spreadsheet and database functions. Functions include: advanced queries, custom forms, custom reports and graphs, relationships, macros, application code in visual basic, database management, multiple worksheets, scenarios and data table management.

MBA 828  Managing a Diverse Workforce  
3 semester hours.  
Prerequisites: MBA 800.  
Examines the research and practical implementation of current diversity issues, from management, psychological and legal perspectives. Surveys US laws, heightens the awareness of diversity issues, and studies management approaches to leveraging diversity in the workplace.

MBA 830  Ethics & Leadership  
3 semester hours.  
Prerequisites: MBA 800.  
An exploration of the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning is designed to enhance skills in critical thinking. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment.

MBA 835  Property-Casualty Insurance Contracts  
3 semester hours.  
Prerequisites: MBA 800, 812.  
The examination and analysis of common property-casualty insurance contracts, underwriting considerations, and application to loss scenarios.

MBA 840  Financial Management of Property Casualty Insurers  
3 semester hours.  
Prerequisites: MBA 800, 811.  
The application of theories and methodologies acquired in financial management of the specific needs of property-casualty insurance companies. Students analyze insurer financial statements, learn how to use financial data to evaluate the performance of property-casualty insurance
companies, construct strategies designed to avoid insolvency, ensure adequate reserving, and meet the future capital needs of the insurance company.

**MBA 844  Reinsurance Principles & Practices**  
3 semester hours.  
*Prerequisites: MBA 800.*  
An introduction to reinsurance, and an examination of the types of reinsurance and reinsurance program design, reinsurance placement process, common reinsurance treaty clauses, quota share treaties, surplus share treaties, property per risk excess of loss treaties, casualty excess of loss treaties, catastrophe reinsurance, aggregate excess of loss treaties, reinsurance audits, reinsurance regulation, reinsurance aspects of the NAIC annual statement, and reserves.

**MBA 853  Employee Benefits**  
3 semester hours.  
*Prerequisites: MBA 800.*  
An in-depth study of employee benefit plans such as group insurance and pensions with special consideration given to financing and current issues.

**MBA 854  Risk Assessment**  
3 semester hours.  
*Prerequisites: MBA 800.*  
The examination the process of risk management for a private firm, in-depth, with a focus on the identification and analysis of loss exposures, examination of alternatives to traditional insurance, and the use of forecasting and cash flow analysis to make the risk management decision.

**MBA 855  Risk Control**  
3 semester hours.  
*Prerequisites: MBA 854.*  
A study of the framework of risk control, crisis management planning, controlling fire losses, protecting the health potential of personnel, safer and more productive workplaces, rehabilitation management, controlling losses, motivating and monitoring risk control activities, and system safety.

**MBA 856  Risk Financing**  
3 semester hours.  
*Prerequisites: MBA 854.*  
A study of insurance as a risk financing technique, excess and umbrella liability, reinsurance and risk financing, captives, self-insurance, retrospectively rated plans, finite and integrated risk insurance plans, and capital market products.

**MBA 863  Surplus Lines Insurance Operations**  
3 semester hours.  
*Prerequisites: MBA 800.*  
The examination of the fundamentals of surplus lines insurance operations, insurance regulation, surplus lines insurance marketing, new product and program development, underwriting, ratemaking, claims functions, reinsurance, financial analysis of insurers and intermediaries, and insurance cycles and the surplus lines market.

**MBA 882  Variable Topics**  
3 semester hours.  
The examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other insurance topics where there is student interest in or business community need. May be repeated for credit with a different topic.

**MBA 890  Strategic Management of Property Casualty Insurers**  
3 semester hours.  
An integrative course in strategic planning and setting of policies, using concepts and skills developed in earlier courses. Taken in the last semester of the student’s program.
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**Steven M. Corey, Ph.D., 2010**
President. B.S., California State University at Fresno; M.S., Arizona State University; M.B.A., Cumberland University; Ph.D., University of Arizona.

**Suresh Acharya, 1999**
Assistant Vice President for Technology. B.A., Olivet College, 1999.

**Karen Chaney, Ph.D., 2008**
Associate Dean for Academic Affairs; Chair, Liberal Arts Core Program; Assistant Professor of Religious Studies and Ethics. B.A., Michigan State University, 1980; M.Div., Harvard Divinity School, 1987; Ph.D., Graduate Theological Union, 2007.

**Maria G. Davis, Ph.D., 1994**
Provost and Dean of the College; Professor of Biology. B.S., Siena Heights College, 1983; M.S., Bowling Green State University, 1985; Ph.D., Michigan State University, 1989.

**William “B. J.” Hull, 2012**

**Linda Logan, Ph.D., 1997**
Vice President and Dean of Student Life; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

**Jackie M. Looser, 2014**

**Barbara A. Spencer, 1998**
Executive Assistant to the President.

**Shannon Tiernan, 2002**
Assistant Vice President for Marketing and Communications. B.S., Michigan State University, 1999.
Facility

Regina Armstrong, 2006
Assistant Professor of Criminal Justice. B.S., M.S., Ferris State University, 1997, 2006; Ph.D., Capella University, 2015.

Laura A. Barlond-Maas, 1988
Associate Professor of English. B.A., Olivet College, 1988; M.A., Vermont College of Norwich University, 1994.

Ross Bohms, 2008
Assistant Professor of Mathematics. B.A., Olivet College, 1971; M.A., Michigan State University, 1975.

Carol A. Breed, 2001

Dustin Byrd, 2008

Karen Chaney, 2008
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Director of Service Learning and Campus Ministries; Assistant Professor of Interdisciplinary Studies; B.A., Olivet College, 1975; M.Div./M.Min., Earlham School of Religion, 2007.

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Associate Professor of Biology. B.S., University of California, Davis, 1977; M.A., University of California, Berkeley; 1983; Ph.D., Michigan State University, 1996.

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Director of Education; Assistant Professor of Music and Education. B.M., Michigan State University, 1998; M.M.E., University of Michigan, 2008; Ph.D., University of Michigan, 2012.

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Director of Institutional Research; Professor of Psychology. B.A., University of Illinois at Chicago Circle, 1970; M.A., Ph.D., University of Illinois, 1971, 1978.

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Professor of Humanities. B.A., Hope College, 1987; M.F.A., Western Michigan University, 1990; Ph.D., Michigan State University, 1999.

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Assistant Professor of Insurance and Risk Management. B.A., Michigan State University, 1987; M.B.A., Kaplan University, 2014.

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Chair, Health and Human Performance Department; Associate Professor of Health and Human Performance. B.A., Manchester of Indiana College, 1996; M.A., Western Michigan University, 2000.

Ramona Kime, 1994; 2010
Associate Professor of Music. B.A., Olivet College, 1980; Ph.D., University of Oklahoma, 1998.

Leah R. Knapp, 1990
Professor of Biology; B.S., Cook College at Rutgers University, 1981; D.V.M., Michigan State University, 1986.

Craig Korpela, 2000; 2010
Assistant Professor of History and Political Science. B.A., University of Michigan, 1984; M.A., Oakland University, 1990; Ph.D., Western Michigan University, 2010.

Susanne M. Lewis, 2004
Associate Professor of Chemistry. B.S., Regis College, 1996; Ph.D., University of New Hampshire, 2004.

Nicole Magie, 2013
Assistant Professor of Sociology and Anthropology, Archivist. B.A., Ball State University, 1999; M.A., New Mexico State University, 2004; Ph.D., Michigan State University, 2014.
John Moore, 2014
Assistant Professor of Psychology. B.S., M.S., University of Derby, 2001, 2005; M.S., Ph.D., Loughborough University, 2006, 2009.

Samantha Myers, 2008
Assistant Professor of Humanities. B.A., Western Michigan University, 2003; M.A., Indiana State University, 2006.

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Assistant Professor of Insurance and Risk Management. B.S., High Point University; M.S., American College, 2000.

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Coordinator of Academic Accommodations. B.S., Central Michigan University, 1974; M.S., American College, 1986.

Cynthia Noyes, 1995
Chair, Social Science Department; Professor of Sociology/Anthropology; Director of the Betsy Dole Women’s and Gender Resource Center. B.A., University of Illinois, Urbana, 1978; J.D., University of New Hampshire School of Law, 1984.

Michael Oyster, 2012
Division Head, Business Administration Department; Assistant Professor of Business Administration. B.A., Olivet College, 1977; M.S., Purdue University, 1992.

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Assistant Professor of Health and Human Performance. B.A., Western Michigan University, 2003; M.Ed., Grand Canyon University, 2008.

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Chair, Mathematics and Computer Science Department; Associate Professor of Mathematics and Computer Science. B.S., Lawrence University, 1986; M.A., Wayne State University, 1988.

Phil Reed, 2003
Associate Professor of Criminal Justice; Director of Campus Safety. B.A., Hope College, 1977; M.P.A., Western Michigan University, 2001.

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Associate Professor of Education. B.S., M.A., Eastern Michigan University, 1968, 1972; Ph.D., Michigan State University, 1980.

Sue Settle, 2006
Assistant Professor of Education. B.A., M.A., Michigan State University, 1972, 1979.

Michael Sherzer, 2010
Assistant Professor of Criminal Justice; Director of Judicial Affairs. B.S., Northern Michigan University, 1984; M.P.A., Western Michigan University, 1996; FBI National Academy, 2004.

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Associate Professor of Health and Human Performance. B.S., Fort Hays State University, 1985; M.Ed., University of Kansas, 1992.

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Associate Professor of Interdisciplinary Studies; Director, Global Citizens Honors Program; B.A., Olivet College, 1999; J.D., Michigan State University, 2003.

Marcus Wasilevich, 2011
Assistant Professor of Biology. B.A., B.S., Hope College, 1996; Ph.D., Tulane University, 2011.

Gary Wertheimer, 1986
Division Head, Arts and Humanities Department; Professor of Art. B.A., Brooklyn College, 1974; M.F.A., University of Michigan, 1986.

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Assistant Professor of Physics and Mathematics. Diplom Physicist, Technische Universität, Berlin, 1997; Ph.D., Western Michigan University, 2003.

Arthur E. Williams, 1997
Professor of Theater. B.A., M.A., University of Maryland, 1977, 1979; Ph.D., Ohio State University, 1984.

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Associate Professor of Journalism and Mass Communication; Faculty Advisor for The Echo. B.S., University of Maryland, College Park, 1980; M.A., California State University, 2003.

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Associate Professor of Interdisciplinary Studies; Faculty Academic Advisor to Athletics. B.S., M.A., Ph.D., Michigan State University, 1975, 1978, 1996.

John H. Wilterding, 1996; 2000
Chair, Natural and Physical Sciences Department; Professor of Biology and Chemistry. B.S., University of Wisconsin, Stevens Point, 1988; M.S., Ph.D., Michigan State University, 1992, 2000.
Emeriti Faculty

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Joel J. Epstein, 1968–1999
Professor Emeritus of History. B.A., Queens College; M.A., University of Michigan; Ph.D., Rutgers University.

Professor Emeritus of Biology. B.A., Kalamazoo College; M.A., University of Kansas; Ph.D., Michigan State University; Sc.D. (Hon.), Olivet College.


Jare T. Klein, 1968-2003
Head Wrestling Coach Emeritus; Professor of Health, Physical Education, Recreation and Sport. B.S., M.A., Western Michigan University.

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Professor Emeritus of Civilization Studies. B.A., Kalamazoo College; M.A., Western Michigan University.

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Professor Emeritus of Art. B.S., Illinois Institute of Technology; M.F.A., University of Hartford.

Professor Emerita of English. B.A., Yankton College; M.A., Ph.D., Emory University.

Clair Stevens, 2009

Arthur R. Stevens, 1956–1982
Professor Emeritus of Political Science. A.B., Tufts University; M.A., Fletcher School of Law and Diplomacy; Ph.D., Michigan State University; Sc.D. (Hon.), Olivet College.

Donald E. Walker, 1965–2009
Professor Emeritus of History. A.B., Indiana University; M.A., University of South Dakota; Ph.D., Michigan State University.

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Assistant Vice President for Development. B.A., DePaul University, 1982.

Jeri Jo Attwell, 2001
Physical Plant Housekeeper.

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Campus Safety Officer. B.A., Olivet College, 2011.

Nicole Baker, 1996

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Physical Plant Maintenance Tradesperson.

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Administrative Assistant; Teacher Certification Officer, Education Program.

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Regional Director of Development. B.A., Lakeland University, 2005.

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Head Men’s Soccer Coach. B.A., University of Buffalo, 2010.

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Bookstore and Mailroom Manager.
Chris Coles, 2012  
Head Men’s Basketball Coach. B.S., Miami University of Ohio, 2006.

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Assistant Athletic Trainer. B.S., Lock Haven University, 2006.

Brent Cork, 2014  

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Head Men’s and Women’s Swimming and Diving Coach. B.A., College of Wooster, 2008; M.S., University of Tennessee, 2011.

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Head Men’s and Women’s Tennis Coach. B.A., Spring Arbor University, 2012.

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Director of Bands. B.M., Wayne State University, 2004; M.M., Oakland University, 2010.

Judy M. Fales, 1992  

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Business Office Specialist; Junior Accountant/Accounts Payable/Student Loan Processor.

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Director of Major and Planned Gifts. B.A., Olivet College, 1980.

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Chartwells Dining Services.

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System and Network Technician.

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Information Technology Management Technician. B.S.,
Grand Valley State University, 2012.

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Richard Lehman, 2013
High School Program Developer, Risk Management

Justin Linzy, 2014
Head Men's and Women’s Track and Field Coach. B.A.,
Ohio Northern University, 2010; M.Ed., Muskingum
University, 2014.

Karen Lutzke, 2010
Head Women's Cross Country Coach; Associate Women's
Track and Field Coach. B.S., Michigan State University,
1985.

Academic Counselor; Head Women’s Golf Coach;

Chris Madill, 2014.

Ted Mahan, 2006
Head Baseball Coach. B.A., M.A., University of Michigan,

Warren Maloney, 2013
Associate Head Football Coach. B.A., Franklin College,
1983.

Ben Marciniak-Jennings, 2004
Director, Chartwells Dining Service.

Kimberly McGowan, 2015
Head Women's Soccer Coach. M.S., Georgia State
University, 2013.

Mary Anne McMullen, 2000
Executive Assistant to the Provost. B.A., Olivet College,

Jason Meadows, 2003
Associate Dean for Student Life; Shipherd Hall Director.
B.A., Olivet College, 2003; M.A., Spring Arbor University,
2006.

Andrew Merchant, 2014

Megan Merchant, 2012
Director of Volleyball; Head Women’s Volleyball Coach.

Brandon Meyers, 2013
Chemistry Laboratory Assistant. B.S. Florida International
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Greg Miller, 2012
Campus Safety Officer.

Kelsey Miller, 2013

Erica Moats, 2007
Information Technology Services Coordinator.

Lincoln Morris, 2015
Interim Dean of Enrollment. M.S., Illinois State University,
1996.

Dan Musielewicz, 2012
Assistant Football Coach. B.S., Hillsdale College, 2005; M.A.,
Concordia University of Irvine, California, 2012.

Ione Ormsbee, 2010
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James Ormsbee, 2014
Physical Plant Housekeeper.

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Physical Plant Housekeeper.

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Administrative Assistant Insurance and Risk Management

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Head Football Coach. B.S., California University of

Douglas Reynolds, 2010
Physical Plant Maintenance Tradesperson.

James Reynolds, 2014

Brad Rumsey, 2012

Jacob Schuler, 2004
Assistant Dean for Student Life; Blair Hall Director. B.A.,
Kansas State University, 2004.
Frank Schumacher, 2015
Director of Facilities.

Ryan Shockey, 2013
Interim Athletic Director, Head Athletic Trainer. B.S., Anderson University, 2006; M.A., Indiana Institute of Technology, 2009.

Barbara J. Smith, 1989

Cathy Smith, 2006
Data Application Specialist for Enrollment Management.

Larry Smith, 2005

Bruce Snyder, 2003

Craig Stanton, 2013
Physical Plant Maintenance Tradesperson.

Jared Stratz, 2014
Academic Enrollment Specialist. B.S., Calvin College, 2012.

Leslie Sullivan, 2008
Registrar.

Blake Thornton, 2015
Groundsperson. B.S., Heidelberg University, 2011.

Maria VanArman, 2009
Financial Aid Officer.

Sarah Vanden Heuvel, 2008
Assistant Director of Student Services. B.A., Olivet College, 2008.

Michelle Wallenberg, 2012
Administrative Assistant for Advancement.

Karine M. Walters, 2010

Tamyra S. Walters, 1990
Director of Event Coordination; Physical Plant Manager. B.A., Olivet College, 1980.

Lisa Webb, 1997

Lauren Weikel, 2013
Assistant Athletic Trainer. B.S., Lock Haven University, 2012.

Nicole Wickham, 2015

Jennifer Willis, 2014

Kathi L. Wireman, 1998
Physical Plant Housekeeper.

Joy Wiseman, 2013
Regional Director of Development. B.A., Western Michigan University, 1982.

Tom Wyman, 2014