

## **General Information**

### **Overview**

Siena Heights University is a Catholic, coeducational, liberal arts university offering associate's, bachelor's and master's degrees. The University was founded in 1919 by the Adrian Dominican Congregation. In addition to the main campus in Adrian, Siena Heights operates degree completion programs across southern Michigan in Battle Creek, Benton Harbor, Dearborn, Jackson, Kalamazoo, Lansing, Monroe, and Metro Detroit as well as a Totally Online program. The university offers graduate programs in Adrian, Battle Creek, Lansing, Metro Detroit and also totally online Leadership degrees.

This University Catalog contains information pertaining to academic programs leading to associates, bachelors (baccalaureate), and master's degrees.

### **History of Siena Heights University**

A Catholic liberal arts institution founded in 1919 by the Adrian Dominican Sisters, Siena Heights was originally named St. Joseph College, and enrolled many of the graduates of neighboring St. Joseph Academy, founded some years earlier by the Adrian Dominicans. In 1939, St. Joseph College was renamed Siena Heights College, in honor of Catherine of Siena, a 14th century Italian Dominican who dedicated her life to a quest for truth and social responsibility, and in recognition of the College's location on the highest land in the surrounding area. In 1997, the Board of Trustees voted to change the institution's name again, effective July 1, 1998; Siena Heights University was chosen as a more accurate reflection of the kind of institution Siena Heights is today.

Throughout its history, Siena Heights has built a proud tradition of innovative response to changing social needs. Originally a college for women who intended to become teachers, Siena Heights broadened its offerings over the years and by the 1950s was recognized as one of the nation's ten best liberal arts colleges for women.

In 1957, in addition to undergraduate studies, Siena Heights University initiated a Division of Graduate Studies, which was approved by the North Central Association of Colleges and Schools in 1963. During the late 1960s, Siena Heights became coeducational and expanded its curriculum to include programs in business and human services. In the 1970s Siena Heights took a leading role in providing opportunities for adult students by offering evening and weekend classes and opening degree-completion centers in Southfield, Michigan, and Toledo, Ohio.

In 2000, Siena Heights established three colleges to deliver its academic programs: the College of Arts and Sciences (CAS), the College for Professional Studies (CPS), and the Graduate College.

Today Siena Heights continues its long tradition of integrating liberal arts and career education. The student's total development as an intellectually, socially, and spiritually responsible human being is the basis of Siena Heights University's educational philosophy. The University provides an education that will help students create meaning in their lives and inspire others by their aspirations and achievements. Siena Heights believes that caring people are the key to creating peace and justice in the world.

### **Philosophy**

Siena Heights is a private, post-secondary institution which seeks to identify and respond to the educational needs of people at varying stages of their lives. The University believes that education in contemporary society should be based upon clearly defined goals.

Since Siena Heights has developed within the framework of Catholicism as lived out in the Adrian Dominican tradition, it believes that individual educational goals should grow out of an encounter with the values which are a part of this tradition. Specifically, these are the values of the reflective life, the free exploration of ultimate questions, the imperative to witness one's values to the world, the concern for justice in human relationships, and participation in

communal celebration. Inherent in these values is the acceptance of the authenticity of other traditions and their experiences of God. The University is also committed to the idea that goals must develop in light of career possibilities and the realities of society.

## **Mission Statement**

The mission of Siena Heights, a Catholic university founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

## **Student Goals**

In light of its mission statement, Siena Heights has devised a set of specific educational goals. The University:

1. Provides for the development of skills necessary for individual survival and success in postindustrial society. These are the skills of conflict resolution, forecasting, systemic thinking, creative management, information usage, problem solving, decision-making, group facilitation, leadership, and independent learning.
2. Commits itself to challenge each of its students to expand his or her abilities in the primary realms of communication (reading, writing, listening, and speaking) and in the computational area.
3. Provides encounters in which its students will be asked to examine the assumptions upon which they are basing their lives.
4. Maintains a process through which students will explore career options and clarify their own career expectations.
5. Provides encounters with moral dilemmas for its students in the hope that these may lead to greater ethical sensitivity.
6. Believes that each graduate should have mastered a variety of challenges which require the use of skills gained in his or her educational program.
7. Endeavors to provide in-depth educational programs in selected disciplines and professions. The University believes that each in-depth program should be characterized by statements of outcomes which should characterize a graduate of that particular program.
8. Believes in the education of the total person and will adjust its curriculum to provide for the developmental needs of its students.

## **Institutional Goals**

In light of its Mission Statement, Siena Heights has devised a set of specific institutional goals. In order to maintain institutional viability, the University:

1. Places emphasis on quality instruction and maintains a standard of excellence. The University commits itself to utilizing periodic program and faculty evaluation in developing high quality instruction.
2. Strives to locate highly qualified faculty or staff members for each position as it becomes available.
3. Intends to be an experimenting institution. It seeks continually to deliver education more effectively through the creative employment of new teaching styles and learning environments.
4. Identifies the personnel needs of local and regional communities and prepares the professionals and paraprofessionals needed in these areas.
5. Seeks to gain national attention for its educational approaches so that it might make an institutional impact upon the continuing national debate about the nature and purposes of contemporary post-secondary education.
6. Epitomizes in its own structure and practices a society in which each individual involved may have maximum opportunities both for personal growth and for participation in the life of the University community.
7. Is an "enabling" institution which seeks to develop cooperative arrangements with a wide variety of individuals and institutions in the interest of creating effective learning encounters and environments.

## Student Development Philosophy

In support of its Mission Statement, educational goals, and institutional goals, Siena Heights strives to develop and enhance the following skills throughout each student's curricular and co-curricular experiences:

### Build Intellect

- Nurture an on-going curiosity and foster a commitment to life-long learning
- Seek truth through strategic, purposeful and thoughtful analysis
- Discover and succeed in your academic field of study
  - Enrichment of the Liberal Arts
  - Graduate from Siena Heights University

### Explore Identity

- Explore personal spirituality within an inclusive Dominican community
  - Explore each individual's spirituality
  - Develop self-confidence and self-respect
- Establish effective interpersonal communication
  - Build healthy relationships
- Prepare for a career reflecting one's unique place in the world
- Find and value personal passions
  - Curricular and co-curricular interests
  - Apply diverse interests in finding your career path

### Discover Creativity

- Contribute to the ongoing expansion of culture and knowledge
- Develop and apply critical thinking skills to create innovative solutions
- Discover unique modes of personal expression
- Develop solution building skills for their professional and private lives

### Develop Leadership

- Develop a personal code of ethics and values
- Learn to lead with confidence, conviction and by example
- Realize the courage to take responsibility of one's actions
- Mentor and model positive personal behaviors for others

### Nurture Citizenship

- Become aware of civic and social issues and the impact they have on individuals, groups, communities and cultures
- Understand your position of privilege and champion the rights and dignity of all
- Advance a sustainable community based on environmental , technological and economic factors

## Associations

Siena Heights University holds membership in the Association of Catholic Colleges and Universities (ACCU), the Michigan Independent Colleges and Universities (MICU), the Michigan Colleges Alliance (MCA), the Council of Independent Colleges (CIC), the Council for Opportunity in Education (COE), the Association of Governing Boards (AGB), the National Association of College and University Business Officers (NACUBO), the Council for the Accreditation of Educator Preparation (CAEP), Directors and Representatives of Teacher Education Preparation (DARTEP), the Michigan Association of Colleges for Teacher Education (MACTE), the National Association of

Intercollegiate Athletics (NAIA), and the Wolverine Hoosier Athletic Association (WHAC), the Council on Social Work Education (CSWE), and the American Association of Colleges of Nursing (AACN).

## **Accreditation**

Siena Heights University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) at 230 S. LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1441, [www.ncahlc.org](http://www.ncahlc.org), the Council on Social Work Education (CSWE), the Commission on Collegiate Nursing Education (CCNE), and the Teacher Education Accreditation Council (TEAC)/Council of the Accreditation of Educator Preparation (CAEP). Additionally, the Michigan Board of Nursing has approved the Siena Heights University Nursing Programs.

Siena Heights University is authorized to prepare students for teacher certification in Michigan and other states. Upon request, students may review University accreditation at the office of the Vice President of Academic Affairs, Sacred Heart Hall, Room 202, on the Adrian Campus.

Siena Heights University offers online degree completion to students across the United States. Each state has specific "state authorization" policies to follow in order to offer online learning to state residents. Siena Heights University monitors individual state authorization policies, and obtains appropriate approvals, as defined by those policies. In most states with a few exceptions, Siena Heights University is currently authorized, licensed, registered, exempt or not subject to approval. Students can view Siena Heights University's current authorization status by state at <https://www.sienaheights.edu/shu-global/online-learning-program/state-authorization/>

It is the policy of Siena Heights University not to discriminate on the basis of race, color, national origin, age, disability, sex, religion or sexual orientation.

## **Catalog Policy**

Undergraduate students are obligated to fulfill the requirements of the catalog that was in force at the time of their first registration. Undergraduate readmitted students who return after a period of one session or more must complete the degree requirements listed in the current catalog at the time of readmission. The readmitted student may not be entitled to complete a program that is no longer offered by the University. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Graduate students are expected to be familiar with, and to follow, the program requirements and policies described in this catalog. Graduate students are obligated to fulfill the requirements of the catalog that was in force at the time of their first registration. However, readmitted students who return after a period of two years or more must complete the degree requirements listed in the current catalog at the time of readmission. Students who have been reinstated following suspension must complete the degree requirements listed in the current catalog at the time of readmission. The readmitted student may not be entitled to complete a program that is no longer offered by the university. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

The provisions of this catalog are to be considered directive in character and not as an irrevocable contract between the student and the university. The university reserves the right to make changes that seem necessary or desirable, including course and program cancellations.

## **Access to Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Note: Because these rights are transferred to eligible students, Siena Heights University allows students to complete a *FERPA Release of Information* form which permits parents access to their records. The following points are direct quotes from the legislation.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information as per below. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory information is defined by FERPA as the following: Student's Name, address, telephone number, student e-mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, photograph, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information as defined by the University which would not generally be considered harmful to the student, or an invasion of privacy if disclosed.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Family Policy Compliance Office: U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520

This policy may be found in its entirety at: <http://www.sienaheights.edu/academics/registrar-office/>

## **Academic Calendar**

Academic Calendar for the 2024-2025 Academic Year

**All dates subject to change**

A more detailed calendar can be found at [sienaheights.edu](http://sienaheights.edu) - Academic Calendar

Summer 2024

|                                   | Summer Session | Summer 7-week-1 Session | Summer 7-week-2 Session |
|-----------------------------------|----------------|-------------------------|-------------------------|
| 1st Day of Class                  | 5/6/2024       | 5/6/2024                | 7/1/2024                |
| Add/Drop Deadline                 | 5/10/2024      | 5/10/2024               | 7/5/2024                |
| Last Day to Withdrawal From Class | 7/8/2024       | 6/4/2024                | 7/30/2024               |
| Last Day of Session               | 8/18/2024      | 6/23/2024               | 8/18/2024               |

Fall 2024

|                                   | Fall Session     | Fall 7-Week-1 Session | Fall 7-Week-2 Session |
|-----------------------------------|------------------|-----------------------|-----------------------|
| 1st Day of Class                  | 8/26/2024        | 8/26/2024             | 10/21/2024            |
| Add/Drop Deadline                 | 8/30/2024        | 8/30/2024             | 10/25/2024            |
| Labor Day Observed                | 9/2/2024         |                       |                       |
| Last Day to Withdrawal From Class | 10/30/2024       | 9/24/2024             | 11/19/2024            |
| Thanksgiving Holiday              | 11/27-11/29/2024 |                       |                       |
| Last Day of Session               | 12/13/2024       | 10/13/2024            | 12/8/2024             |

Winter 2025

|                                   | Winter Session | Winter 7-Week-1 Session | Winter 7-Week-2 Session |
|-----------------------------------|----------------|-------------------------|-------------------------|
| 1st Day of Class                  | 1/6/2025       | 1/6/2025                | 3/10/2025               |
| Add/Drop Deadline                 | 1/10/2025      | 1/10/2025               | 3/14/2025               |
| Winter Break                      | 3/3-3/9/2025   |                         |                         |
| Last Day to Withdrawal From Class | 3/17/2025      | 2/4/2025                | 4/8/2025                |
| Last Day of Session               | 5/2/2025       | 2/23/2025               | 4/27/2025               |

**Admission**

Siena Heights admits students who have the intellectual ability and self-motivation to accept the challenge of working toward their academic goals in an atmosphere of support and freedom. In addition to academic records, evidence of the ability to benefit from the opportunities and resources available at Siena Heights is considered. Siena Heights University follows a "rolling admissions" procedure. This means that qualified students receive admissions decisions as they complete the formal application process by submitting the online application and all supporting data.

## **First-Time Freshmen**

1. Complete and submit the online *Undergraduate Application for Admission*
2. Request an official secondary school transcript (or official GED certificate)
3. If applicable, request official college transcript(s) for all Dual Enrollment coursework taken.
4. If applicable, submit official Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) test results.

*Note: Because Siena is a Test-Optional institution, official SAT or ACT score results are accepted, but are not required for admission to the University. Some academic and athletic programs, however, require SAT or ACT results to determine program eligibility.*

## **Transfer Students**

1. Complete and submit the online *Undergraduate Application for Admission*
2. Request official transcripts from all colleges and postsecondary institutions attended
3. Transfer students with less than 60 credits must submit an official final secondary school transcript (or official GED certificate with date of graduation). Transfer students with 60 or more transfer credits are not required to submit a secondary school transcript or GED certificate.
4. If applicable, submit official Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) test results.
5. Transfer students who hold certificate(s) of training, licensure, and/or registry should submit appropriate documents, including work experience verification, for evaluation.

## **Graduate College Students**

1. Complete and submit the online *Graduate College Application for Admission*
2. Request official college transcript(s) from all previously-attended institutions of higher learning
3. Provide a current professional resume
4. Complete required Personal Statement/Professional Goal Statement (details available in the application checklist after application has been submitted)
5. Submit completed Criminal Conviction Disclosure Form
6. For teachers, provide a copy of the teacher's certificate
7. For counseling applicants, an interview is required with the Program Director

## **Readmission Students**

1. Former students seeking readmission to Siena Heights University following a period of non-attendance for one or more sessions are required to complete the online *Application for Readmission*.
2. Final decisions regarding readmission are made after approval is received from designated administrative departments that may include, but are not limited to, the Office of the Registrar, Office of Residence Life, Financial Aid Office, and the Office of Student Accounts.
3. Official transcripts of all college coursework attempted since the student last attended Siena Heights University must be submitted, along with any additional requested information, prior to a readmission decision.

4. If readmitted, the student will be bound by the requirements of the catalog governing at the time of readmission, and not by any previous catalog.

## **International Students**

Siena Heights University is authorized under U.S. federal law to enroll non-immigrant applicants. International applicants are subject to all requirements for admission to their chosen undergraduate and graduate program.

### **Immigration Requirements for requesting an I-20**

Under the Student and Exchange Visitor Information System (SEVIS), Siena Heights University is authorized under federal law to enroll non-immigrant students. Applicants planning to attend Siena Heights University on a F1 student visa must also submit the following documentation in order to receive an I-20:

1. A completed Request for I-20 packet. The forms may be obtained from the Office of International Studies.
2. An affidavit of support assuring financial coverage of a minimum of one year's tuition and living expenses. The appropriate figures for this may be obtained from the Office of International Studies. Statements must be dated within three months.
3. If the document provided is from a financial sponsor, a signed affidavit of support letter must accompany the bank statement.
4. Deposit with Siena Heights University \$2,000 before an I-20 letter of support and admission letter can be issued, if applicable.
5. Complete the I-20 application form and sign the international student agreement.
6. Copies of previous I-20s from other institutions, if applicable.
7. A copy of a valid passport. Valid passports must also be provided for any dependents.
8. Proof of valid health insurance. (All international students MUST provide evidence of insurance or purchase insurance through the Office of International Studies).
9. A self-reported health record.

### **F-1 Visa Process**

In order to be awarded an F-1 international student visa, an international student must first be accepted by Siena Heights University and issued a valid I-20 document from this institution. The student must then pay a SEVIS fee (I-901) of \$350.00 to Homeland Security (the payment may be made on-line; information for making the payment is included with the Siena Heights I-20 and letter of acceptance). Then, with a printed receipt of SEVIS fee payment, the international student must contact a United States Consulate in his or her country to make a visa interview appointment. There may be an additional fee payable to the United States Consulate for this appointment; consular officials will provide this information by phone. At this point, the international student has:

1. A valid I-20 Form from Siena Heights University.
2. A letter of acceptance/admission to Siena Heights University.
3. A receipt for the SEVIS ("Student and Exchange Visitor Information System") fee payment.
4. A paid appointment receipt for a visa interview with United States consular officials in a United States Consulate abroad.
5. An original bank statement (the same admissions procedure bank statement on file with Siena Heights University demonstrating financial solvency) showing that the student or student sponsor has the required amount of money on deposit.

### **Undergraduate International Student Admission**

**Undergraduate international applicants must submit the following:**

1. A completed application form. Apply at [www.sienaheights.edu](http://www.sienaheights.edu)
2. An official secondary school (high school) transcript which includes date of graduation. Transcripts typically include grades 9 through 12 or 13 depending on the applicant's home country educational system. An English translated copy must accompany the official transcript, where applicable.
3. International Transfer Students are any student who has been accepted and has enrolled in another institution with the intent of pursuing a Post-Secondary degree. This can be an institution that grants 2-year Associate Degrees or 4-year Undergraduate Baccalaureate Degree. For transfer credit, official transcripts from each institution previously attended must be provided. One of the following international transcript evaluation services for equivalency must evaluate international transcripts:
  - a. World Education Services ([www.WES.org](http://www.WES.org))
  - b. Education Credential Evaluators ([www.ECE.org](http://www.ECE.org))

The application and procedure for the official credential evaluation can be found at their respective websites.

4. Evidence of English proficiency is required for ALL students applying for the Undergraduate Program at Siena Heights University. ANY of the following can be submitted as evidence of English proficiency
  - a. (TOEFL) minimum score of 525 (PBT - Paper Based Test) or 195 (CBT - Computer Based Test) or 71 (IBT - Internet Based Test) or equivalency to assure proficiency in the English language. Scores must be sent directly to Siena Heights University from ETS, Princeton, New Jersey.
  - b. For English proficiency, students can also be evaluated upon arrival to Siena Heights University. Students who do not successfully pass the English Proficiency test will be required to take ESL prior to registering for academic courses. Students applying for the ESL program are not required to provide TOEFL scores and will be evaluated for English proficiency upon arrival.
  - c. If available, student can submit SAT or ACT scores as evidence of English proficiency.
5. Students that meet the following criteria can be exempt from the English Language Test requirement.
  - a. Students that have come from an English speaking country
  - b. Students whose primary education was in English
  - c. Students who are transferring from a College/University in the United States or another English speaking country having completed the minimum requirements for admission to the College for Professional Studies.

## Graduate International Student Admission

### International graduate applicant must submit the following:

1. A completed graduate application form. Apply at [www.sienaheights.edu](http://www.sienaheights.edu)
2. A degree that is equivalent to a baccalaureate degree from an accredited college or university in the United States. International transcripts must be evaluated for demonstrating the baccalaureate degree equivalency.
3. Applicants who come from an English speaking country **MUST** take the TOEFL exam. This will provide the university an opportunity to examine the applicant's comprehension of the English language.
4. Applicants whose native language is not English must provide evidence of proficiency in the English language according to the following minimum scores:

#### English Placement Test Concordance Table\*\*

| TOEFL-IBT           | IELTS   | MELAB  | EPT                    |
|---------------------|---|--|------------------------|
| Internet Based Test | International English Learning Testing System | Michigan English Language Assessment Battery | English Placement Test |
| 76-82               | 6.5   | 76-77  | 85                     |

**\*\*Scores must be less than two years old from the first day of class at the proposed session of entry in order to be valid\*\***

5. If the scores on the English test are acceptable, but indicate the need for further English study, an English as a Second Language Placement Test (EPT) will be required upon arrival at the university. Based on the ESL EPT results, applicants may be required to enroll in non-credit ESL courses prior to beginning a full course of study.
6. In addition to English test results; applicants will be required to submit a writing sample upon arrival at the university. Writing samples will be reviewed by the Graduate College and the applicant cleared for enrollment prior to enrolling in a full course of study.
7. May be required to remediate any deficiencies in previous college work by completing undergraduate courses at Siena Heights University.
8. All international applicants will be required to enroll in GRS 598 Foundations Of Professional Writing And Research a three (3) credit-hour course during their first sub-session. GRS 598 is a prerequisite to the research class (CMH 602, LDR 602, or TED 602).

## Enrollment Deposit – College of Arts & Science and Graduate College

To accept and secure an offer of admission from Siena Heights University, an Enrollment Deposit of \$200 for residential students (\$100 Tuition Prepayment and \$100 Housing Security Deposit) or \$100 for commuter students (Tuition Prepayment, only), must be sent to the Office of Undergraduate Admissions. Graduate students must also submit a deposit of \$50, which is an advanced payment for admission.

## Guest Students

Students enrolled at other colleges and universities who seek admission as guest students at Siena Heights University, or individuals who plan to audit a class, must submit a guest application to the Registrar's Office. Guest students are not guaranteed admission to Siena Heights University, may register for no more than 8 credit hours, and are not eligible for Financial Aid.

## Michigan Transfer Agreement

Siena Heights University participates in the Michigan Transfer Agreement (MTA). This agreement provides for a more seamless transfer environment for students from community colleges to upper level higher education institutions in the State of Michigan. This agreement has a direct impact on all Michigan community colleges. The MTA requires a minimum of 30 semester hours of college-level credit which will fulfill most, if not all, of the lower-division general education requirements at Siena Heights University. These 30 semester hours must include:

1. One course is **English Composition**
2. A second course in **English Composition** or one course in **Communications**
3. Two courses in **Social Sciences** (*from two different academic disciplines*)
4. Two courses in **Natural Sciences** including one with laboratory experience (*from two different academic disciplines*)
5. Two courses in **Humanities** or **Fine Arts** (*from two different academic disciplines; studio and performance classes are not eligible*)
6. One course in **College Algebra, Statistics** or **Quantitative Reasoning**

Each course used to complete MTA requirements must be completed with a grade of 2.0 or higher.

More information about the Michigan Transfer Agreement can be reviewed at <https://www.macrao.org/michigan-transfer-agreement>

Siena Heights University accepts up to 90 credit hours in transfer work with the grade of 2.0 or better. Associate degrees from accredited institutions will be accepted in total to Siena Heights. The Siena Heights University Registrar and the appropriate academic department will determine what courses will be used for the University's majors and minors.

## **Financial Aid & Student Accounts**

The primary purpose of Siena Heights University's financial aid program is to provide assistance to accepted students who, without such aid, would be unable to attend Siena Heights University. An award package is offered after a student has fulfilled the following:

1. Acceptance for admission to Siena Heights University
2. Completion of the Free Application for Federal Student Aid (FAFSA)
3. If you are selected for verification, students and their FAFSA contributors must submit the required documentation before financial aid can be awarded

If you need to request a federal tax transcript you can do so by calling 1-800-908-9946 or going to the IRS website at [www.irs.gov](http://www.irs.gov).

Students should complete their file by March 1 to be given priority consideration for the following academic year. Files completed after that date will be considered late applications and will be awarded aid in the order in which the applications were completed.

Note: Filing a completed Free Application for Federal Student Aid (FAFSA) form allows the Financial Aid Office to determine the maximum amount of assistance for which a student is eligible.

## **Eligibility**

To receive federal student aid, you must meet certain requirements. You must:

1. Be a U.S. citizen or eligible noncitizen.
2. Have a valid Social Security Number.
3. Have a high school diploma or a General Education Development (GED) Certificate.
4. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.

Note: you must not owe a refund on a federal grant, be in default on a federal student loan and you must demonstrate financial need (except for unsubsidized loans).

## **Financial Aid Census Date Policy**

In accordance with federal regulations, the Office of Financial Aid will recalculate federal, state, and institutional student aid awards based on the enrollment status as of the Census Date, which is typically after the second week of class in a given semester. All students in full session courses and/or sub-session 1 (first module) courses fall under the first Census Date. The second Census Date is typically two weeks after the start of sub-session 2 (second module). Students who have courses that occur only within sub-session 2 fall under the second Census Date.

All federal, state, and institutional aid will be based upon the Census Date enrollment status.

After Census Date, students cannot request changes to the Federal Pell Grant. Changes to Federal Direct Subsidized, Unsubsidized, and PLUS loan programs are allowed if a student wishes to decrease or decline loan(s) or increase a loan, if all other eligibility requirements are met. Eligibility for federal programs may be affected by schedule changes after the Census Date for students in courses starting after Census Date or those who have had FAFSA information or corrections submitted after the Census Date.

If you add credits after the census date, you may not be eligible to receive additional financial aid.

## **Federal Return of Title IV Funds Policy**

The Office of Financial Aid is required by the Higher Education Act of 1965, as amended in 1998, to determine the amount of financial aid that a student "earned" for an academic semester when the student does not complete at least one course within that semester. When the "earned" aid is less than the disbursed aid, the institution and student are responsible for returning the "unearned" disbursed funds to the appropriate agency.

## General Information

- Any student who does not complete at least one course within an academic semester for which financial aid is received, or could have been received, will be reviewed for a Return of Title IV Funds calculation. This includes students who drop, officially or unofficially withdraw, are dismissed or take a leave of absence during a semester.
- The U.S. Department of Education (ED) also requires Siena Heights University to perform a Return of Title IV Funds calculation for any student enrolled in multiple parts of a term who ceases attendance during the first part of the term, unless the student provides written confirmation of future attendance for the second part of the term courses.
- The Federal Return of Title IV Funds policy determines the amount of aid earned by dividing the number of calendar days up to the withdrawal date by the total number of calendar days in the enrollment period.

## The Calculation

- The Return of Title IV Funds is based on the premise that students "earn" financial aid for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have "earned" 40 percent of his or her aid.
- **Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.**

The "unearned" portion of aid is refunded to the appropriate programs in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- TEACH Grant Funds

## Calculating "Earned" Institutional Aid

- Siena Heights University uses the results from the Federal Return of Title IV calculation to determine the amount of earned institutional aid a student is eligible to receive.
  - Example: If a student earned 50% of their federal aid (as determined by the federal calculation), the institutional scholarships and grants will also be reduced to 50%.

## Cost of Attendance/Student Budgets

The Financial Aid department calculates budgets for every student who applies for aid in order to determine a student's need. The cost of attendance includes the current rate of tuition, housing, and food as well as an estimation of costs of books, transportation, and personal expenses.

When a student completes the FAFSA, the federal government determines the amount that a student has available from their own/family's resources to help pay for college expenses. This is called the Student Aid Index (SAI).

We use the SAI to determine how much financial aid students are able to receive by using the following formula:

Cost of Attendance (COA)

- Student Aid Index (SAI)

= Financial Need

The total amount of need based financial aid a student receives cannot exceed their Financial Need and the total amount of aid from all programs and resources cannot exceed the Cost of Attendance/Student Budget.

Siena Heights University administers student financial assistance in compliance with all applicable state and federal regulations as well as those pertaining to non-discrimination on the basis of sex, race, color, religion, age, handicap, national or ethnic origin.

## **Tuition and Fees for the 2024-2025 Academic Year**

### **UNDERGRADUATE—COLLEGE OF ARTS AND SCIENCES (ADRIAN CAMPUS)**

Siena Heights University educational expenses for the College of Arts and Sciences include tuition, fees, housing and food. The College of Arts and Sciences at Siena Heights is a residential campus, and students must live in on-campus housing unless they meet off-campus residency requirements.

#### **Total Direct Costs:**

- Full-Time Tuition per Year: \$29,500
- Mandatory Fees (Technology, Student Service, Compliance): \$1,278
- Total Tuition and Mandatory Fees: \$30,778
- Housing (double occupancy) and Food (19 meal plan): \$13,530
- **Total Estimated Direct Cost: \$44,308**

### **UNDERGRADUATE—SHU GLOBAL (ONLINE AND OFF-SITE LOCATIONS)**

#### **Tuition Per Credit Hour: (Effective May 2024):**

- SHU Global Undergraduate: \$550
- Theological Studies (all sites): \$300
- Nursing RN to BSN: \$365

#### **Prior Learning Credit (All Sites):**

- \$192 Per Credit Hour plus \$575 per Petition

#### **Fees:**

- Compliance Fee: (all sites) \$36 per session
- Technology Fee: (all sites) \$300 per session
- Student Service Fee: (all sites) \$90 per session
- International Student Support Fee: \$100 per session
- Deferred Payment Fee: \$300 per session or \$150 per sub-session

## **GRADUATE COLLEGE**

**Tuition Per Credit Hour:** (Effective May 2024)—New Enrollee Academic Year 2024

- Leadership, Teacher Ed., Clinical Mental Health: \$680
- MBA Program: \$765
- MSN Program: \$680

**Audit Course:**

- Leadership, Teacher Ed., Clinical Mental Health: \$680 per course
- MBA Program: \$765 per course
- MSN Program: \$680 per course
- Prior Learning Credit: \$227 per credit hour plus \$680 per petition

**Fees:**

- Compliance Fee: (all sites) \$36 per session
- Technology Fee: (all sites) \$300 per session
- Student Service Fee: (all sites) \$90 per session
- International Student Support Fee: \$100 per session
- Deferred Payment Fee: \$300 per session or \$150 per sub-session

**Required Deposits:**

- International Student Deposit: \$2,000 per year

Siena Heights University reserves the right to make changes in tuition and fees, payment plans, examinations, housing and food rates, and in other areas without prior notice.

## **Graduate Assistantships**

To qualify for a graduate assistantship, the student must be fully admitted as a degree-seeking student in an SHU Graduate College program at the time of appointment.

## **Graduate Athletic Scholarships**

Graduate athletic scholarships are awarded based on the recommendation of the individual program's head coach in coordination with the Office of Financial Aid. Graduate athletic scholarship amounts are determined by the percentage of the student's undergraduate athletic scholarship towards the student's final year of undergraduate tuition charges. The determined calculated percentage will be discounted from the graduate college tuition charges. Student's must maintain athletic eligibility, satisfactory academic progress, and must be registered as a full-time student.

## **Academic Scholarships: Full-Time Adrian Campus Undergraduate Students Only (College of Arts & Sciences)**

### **Trustee Tuition Scholarship**

Siena Heights University's most selective scholarship. To be eligible, applicants must possess a minimum GPA of 3.5 or higher and partake in a campus interview. The scholarship is renewable for up to four years provided students maintain satisfactory academic progress and minimum cumulative Siena GPA of 3.2 or higher.

### **Presidential and Dean Scholarships**

The Presidential and Dean Scholarships are for highly qualified first-time freshmen who possess a minimum GPA of 3.5 or higher. Students must also partake in a campus interview. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 3.0 or higher.

### **Honor Scholarship**

This award is for highly qualified first-time freshmen who have earned a 3.25 GPA, and are actively involved in high school and community co-curricular activities. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 2.8 or higher.

### **Transfer Scholarship**

This award is for students who have a minimum cumulative GPA of 2.75 from the college(s) they are transferring from. This scholarship is renewable provided students maintain satisfactory academic progress.

### **Phi Theta Kappa**

This award is for members of Phi Theta Kappa transferring to Siena Heights University with a minimum 3.5 GPA. Official transcripts are required. This award is renewable provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 3.5 or higher.

### **International Student Scholarship**

International high school senior students with a 3.0 cumulative GPA or higher. Recipients must meet all admissions requirements for SHU. Applicants must have their transcripts evaluated by an authorized credential evaluation service such as WES, AACRAO, or ECE and provide equivalency on a 4.0 GPA scale. Students who have been involved in community service projects are encouraged to apply. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA and be in good standing with SEVP and University requirements for International Students. ESL (English as a Second Language) students are not eligible for scholarships.

### **International Transfer Student Scholarship**

Transfer students from two- or four-year colleges or universities with a 2.75 cumulative GPA or higher. Recipients must meet SHU's requirements for admission. Applicants must have their transcripts evaluated by an authorized credential evaluation service such as WES, AACRAO, or ECE and provide a course-by-course equivalency on a 4.0 GPA scale. This scholarship is renewable for up to four years provided students maintain satisfactory academic progress and a minimum cumulative Siena GPA of 2.5 or higher. ESL (English as a Second Language) students are not eligible for scholarships.

### **Athletic Scholarships/Grant**

The Saints compete in the National Associate of Intercollegiate Athletics (NAIA) and offer athletic scholarships in 12 men's, 13 women's, and 3 Coed sports. Athletic scholarships and grants are awarded based on the recommendation of the individual sports head coach and in coordination with other gift assistance programs by the Office of Student Financial Services. The award is renewable over four years provided students maintain athletic eligibility, full-time status, satisfactory academic progress and continue to participate in the program.

### **Fine Arts Scholarships**

Siena Heights offers scholarships in the following performing arts:

- Art (including art history, art education, graphic design, & studio art),
- Music (including marching band, orchestra, choir),
- Theatre (including musical theater).

Scholarships are based on student auditions or portfolio reviews. Awards are determined by the directors of the individual programs and are communicated to the Office of Financial Aid. These scholarships are renewable over four years provided students maintain satisfactory academic progress, continues participation or maintains their major for which the award was given.

## **Campus Ministry Scholarship**

The Campus Ministry Scholars Program prepares leaders for church and society, leaders who are theologically grounded, community minded and religiously committed. Scholarship recipients will be in a position to work with the student body in building the campus faith community. Graduates of this program will be well-prepared for service and leadership at their own parish or church. Campus Ministry Scholarship awards are determined by the Campus Ministry Department and communicated to the Office of Financial Aid. This award is renewable provided students continue their involvement in the Campus Ministry program and maintains satisfactory academic progress.

## **Endowed Scholarships**

Through generous gifts from family, friends and alumni of Siena Heights University, various scholarship programs have been established. The awarding Individual contributors fund many academic scholarships provided by Siena Heights University. If a specific donor provides your scholarship, you will be notified during the year and given an opportunity to meet the donor.

Note: Academic scholarships and grants provided by the University are renewable annually provided the recipient is continuously enrolled as a full-time student on the CAS Adrian campus and maintains the minimum GPA required for each particular scholarship.

## **Grants: Full-Time Undergraduate Students (College of Arts and Sciences)**

### **Siena Grant**

These grants may be awarded to students who demonstrate financial need. Grants are awarded for one academic year. Renewal is contingent upon current funding levels and the student's annual submission of the FAFSA, evidence of need, maintaining satisfactory progress and remaining in attendance for the full period for which the grant is awarded.

### **Opportunity Grant**

Preference will be given to those students that file a FAFSA. Students who file the FAFSA will be considered for this non-need-based award. This award is renewable for up to four years. Renewal is contingent upon current funding levels and maintaining satisfactory progress.

### **Legacy Grant**

High school seniors or transfer students who are the children, grandchildren, or sibling of a current Siena Heights student or Siena Heights alumnus will be considered for this award. This award is renewable provided the student is making satisfactory academic progress.

## **Federal Aid Programs**

### **Federal Supplemental Educational Opportunity Grants (FSEOG) Program**

The FSEOG may be awarded to full-time undergraduates whose FAFSA form indicates exceptional financial need. Awards are based on funds available at the time of application. Award amounts are limited and vary.

### **Federal College Work Study**

The federal government supports employment for students showing financial need.

Awards are based on funds available at the time of application. This program encourages community service work and work related to each student's course of study, where applicable. Students are responsible for securing employment and perform job duties according to the position description. The number of hours a student may work each week is determined by the amount of the work study award. Assigned work hours may not conflict with class attendance or scheduled examinations. Failure to perform assigned duties satisfactorily may result in job termination. Work study earnings can be applied to session charges or paid directly to students according to the Student Pay Schedule established by Human Resources. Students may only have one work study position at a time.

## **Full and Part-time Students – Undergraduate Students (College of Arts & Sciences and College for Professional Studies)**

### **Adrian Dominican Tuition Grant**

The Adrian Dominican Tuition Grant is a recognition award for nieces/nephews or grandnieces/nephews of current members of the Adrian Dominican Congregation. Verification of relationship by the aunt is expected. A completed Free Application for Federal Student Aid (FAFSA) is required for all tuition remission applicants. The FAFSA must be filed by May 1<sup>st</sup> of each year to ensure summer, fall, and winter sessions tuition remission benefits. Failure to meet this filing deadline will result in loss of eligibility of tuition remission for all three sessions. Eligible students may be awarded grants which could range between \$250 and \$1,000 per year, depending on the number of courses for which the student will enroll.

### **Catholic Grant**

These grants may be awarded to students that graduated from a Catholic high school or who are a currently practicing Catholic. Grants are awarded for one academic year. Renewal is contingent upon current funding levels and the student's annual submission of the FAFSA, maintaining satisfactory progress and remaining in attendance for the full period for which the grant is awarded.

### **Federal Pell Grants**

Federal Pell Grants are awarded to undergraduate students who have exceptional financial need and do not have a prior Bachelor's degree. Students apply using the FAFSA and can receive no more than 12 sessions or the equivalent (roughly six years). The amount of this grant is determined by the Federal Government and can change yearly based on funding levels and calculated financial need from the FAFSA.

### **Michigan Tuition Grant and Competitive Scholarships**

Michigan residency of one year is required for all state aid programs. Assistance from each program is renewable for up to 10 sessions. The Tuition Grant and Scholarship Programs are need-based programs, and a student may not receive

assistance from both sources during the same session. Both programs require filing the FAFSA, having the results sent to the state of Michigan and completing the state residency questions on the FAFSA. Students must also list Siena Heights as the first school choice on the FAFSA to be considered

## **Outside Aid**

Students may receive educational financial assistance from a variety of sources. Federal regulations requires that if a student receives the award because of postsecondary enrollment (for example, a scholarship from a local social club that requires a student to be attending a postsecondary school), it counts as estimated financial assistance when determining a student's overall financial aid eligibility. Estimated financial assistance includes any educational benefits paid because of enrollment in postsecondary education. This includes but may not be limited to Federal grants and loans, institutional grants and scholarships, State financial aid programs, outside scholarships, employer reimbursement of employee's tuition, waivers of tuition, federal work study funds, assistantships, AmeriCorps funds (except when packaging Direct Subsidized loans) and private student loans.

## **Outside Scholarships**

An outside scholarship is any scholarship not awarded by the government or the school, such as a scholarship provided by a private sector company, high school or community foundation. Outside scholarships are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "over award situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education. Students are required to report any outside scholarships to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

## **Employer Payments or Reimbursements**

Employer tuition assistance includes a variety of employer-sponsored programs to help employees and their dependents pay for college. In many cases the funds received from these programs may be excluded from income and hence tax-free. Employer reimbursements or payments are considered resources, meaning that they may reduce a student's financial aid package dollar for dollar. Schools often do not have a choice in the matter. Federal rules concerning "overaward situations" require the school to reduce the financial aid package when the sum of financial aid from all sources exceeds the school's cost of education.

Students are required to report any outside employer reimbursement or payments to the school's financial aid office. If a student fails to report an outside scholarship, they may be required to repay the school or the government all or part of their need-based financial aid package.

## **Veteran's Benefits**

The State Approving Agency (SAA) has authorized Siena Heights University to aid students who are able to apply Veteran and Other Eligible Dependent benefits to obtain a Siena Heights education.

Students wishing to utilize their benefits must disclose their intent, prior to each session, at the Registrar's Office.

Military & Veteran's Checklist

## **Title 38 Compliance Policy**

Siena Heights University Title 38 United States Code Section 3678(e) Compliance Policy addresses the requirements of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code. This policy provides

all eligible students entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits ease of enrollment and attendance without penalties of fees or denial of access. The policy further addresses credit balance refund processing upon actual credit balance establishment to the student in a timely manner.

A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. Certificate of eligibility as titled may also include a "statement of benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or VAF 28-1905 form for chapter 31 authorization purposes).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Siena Heights University complies with the Veterans Benefits and Transaction Act of 2018, Section 3678 of title 38, United States Code that provides any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- Ninety (90) days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Siena Heights University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Siena Heights University credit balance refunds to students are processed within 14 days from the date that a credit balance is established. Refund verification and release to students, regardless of fund source, will commence at the time the student account credit balance is actual. Verified refunds will disburse to students via their designed refund preference with Siena Heights University's contracted refund partner.

The following actions are required of the covered individual:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the course of education
- Submit a written request to use such entitlement
- Provide additional information necessary to the proper certification of enrollment by the educational institution
- In the event that there is a difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement, the University may require additional payment or impose a fee for the amount of the difference.

## **Student Loan Programs**

All loans are OPTIONAL and may be DECLINED. Loan funds are disbursed directly to the University in at least two payments during the loan period. The Financial Aid Office notifies students when loan funds are received.

### **Federal Subsidized Stafford Loan**

Undergraduate students who demonstrate financial need (based on their FAFSA results) may be eligible for a Federal Direct Subsidized Loan. Interest is paid by the federal government during eligible in-school, grace and deferment periods. The subsidized loan does NOT accrue interest while the student is enrolled at least half-time. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The Financial Aid

Office will notify students, who are eligible to borrow a Subsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level and financial need.

## **Federal Unsubsidized Stafford Loan**

The unsubsidized loan is NOT based on financial need. The student is responsible for paying the interest, which begins accruing as soon as the loan is disbursed. There is a 6-month grace period after graduation or dropping below half-time before repayment is required. The unsubsidized loan DOES accrue interest while the student is in school. Students can make interest payments or let the interest capitalize. The Financial Aid Office will notify students, who are eligible to borrow an Unsubsidized Stafford Loan, of their maximum eligibility. Maximum loan amounts are based on grade level, dependency status and financial need.

## **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal PLUS program allows parents to borrow up to the cost of attendance minus estimated financial aid for the academic year for each dependent student enrolled at least half time. The borrower has the option of beginning repayment on the PLUS loan either 60 days after the loan is fully disbursed or wait until six months after the dependent student on whose behalf the parent borrowed ceases to be enrolled on at least a half-time basis. The University determines maximum eligibility. The parent applicant will need to complete a Parent PLUS application and PLUS direct loan master promissory note yearly at [Studentaid.gov](http://Studentaid.gov).

## **Loan Entrance/Exit Interviews**

First time Federal Direct Student Loan borrowers at Siena Heights must complete the online Loan Entrance Counseling before loan funds can be disbursed. Completion of the Loan Entrance Counseling is a federal requirement that discusses your rights and responsibilities as a Federal Direct Student Loan borrower. Please complete the online entrance counseling at [Studentaid.gov](http://Studentaid.gov). We encourage you to print the confirmation page for your records. Once you have completed the online entrance counseling, we will receive an automated confirmation.

If you withdraw from Siena Heights prior to the completion of your program it is important that you contact the following offices: Financial Aid, Registrar, and your program advisor. This is to ensure that the school can provide you with the appropriate exit counseling.

Exit Counseling occurs during a student's expected year of graduation, at the time a student leaves school, or drops below half time enrollment status. Exit Counseling can be completed by logging onto the [Studentaid.gov](http://Studentaid.gov) website.

## **Student Loan Deferment Processing**

Siena Heights University submits information on all attending students to the National Student Clearinghouse (NSC). This information is submitted by Siena Heights to the NSC four (4) times for Fall and Winter sessions, and three (3) times for Summer session. All lending agencies pull down this information from the NSC, as needed, to service their lenders. Siena Heights does not supply this information directly to lending agencies. The lending agencies use this information to determine whether or not a student should begin repayment of their loan.

Students may be informed by their lender that they are going into repayment of their loan(s) for any of the following reasons:

1. They have used up their grace period.
2. They are no longer enrolled at an institution of higher education.
3. Their name missed the first submission of the session because they registered after the date of the first submission by Siena Heights to the NSC.

If any of the above circumstances happens, the student should call their lender to either make arrangements for payment, or to ask for a deferment form. Many lending agencies have this form on their web site. The student should complete the information on the form that is required by the lender and forward it to the Registrar's Office for completion. The form must have a fax number, e-mail address, or mailing address to return the form to the lender. The Registrar's Office will send this deferment to the lender.

## **Financial Aid Satisfactory Academic Progress Policy - All Colleges**

The Higher Education Act of 1976, as amended, requires Siena Heights University to develop and apply a consistent and reasonable standard of academic progress for all students who receive federal financial aid in order for those students to continue to receive such assistance. This standard must contain all elements specified in the regulations and must be at least as strict as the academic standards of the University used for all students.

The established guidelines (based on federal regulations) for evaluating a student's progress take into consideration cumulative Siena Heights grade point average and the number of credit hours attempted and completed.

The Financial Aid Office at Siena Heights University reviews student's satisfactory academic progress status at the end of each session, to include summer, fall, and winter.

In order to maintain satisfactory academic progress (to be in good standing academically) a student must do two things:

1. Qualitative Measure – Maintain a 2.0 cumulative GPA (undergraduate students), or a 3.0 cumulative GPA (graduate students); and
2. Quantitative Measure – Successfully complete (i.e., pass) 67% of the credit hours attempted.

*Maximum Timeframe (150% Rule)*

Students are not permitted to receive federal student aid for a period no longer than 150 percent of the published length of the program.

*Grade point averages* are calculated by dividing total quality points by quality hours. Hours for courses for which grades of CR, NC, UW or W are excluded from the hours attempted to obtain *quality hours*.

*Hours successfully completed* includes all credit hours attached to course grades of A, B, C, D, and CR. *Hours attempted* includes those successfully completed as well as those attached to courses in which grades of E, I, IP, W, NC and UW were assigned.

*Failure to achieve satisfactory academic progress* will result in Financial Aid warning, probation, or suspension and will affect eligibility for financial aid.

## **Financial Aid Satisfactory Academic Progress Warning**

If it is determined that a student has not met the Satisfactory Academic Progress requirements, students will be placed on a financial aid *warning* and be allowed one additional session with which to meet SAP requirements in order to remain eligible for financial aid.

## **Financial Aid Satisfactory Academic Progress Suspension**

Students who do not meet satisfactory Financial Aid academic progress requirements at the end of the financial aid warning period will be placed on a financial aid *suspension* and will not be eligible for financial aid without appealing.

## **Financial Aid Satisfactory Academic Progress Academic Plan & Appeal Procedure**

Any student denied financial aid due to the policy may appeal to the Office of Financial Aid. An appeal application and instructions will be included with the SAP notification letter from the Office of Financial Aid. Students wishing to appeal will be required to submit a formal letter explaining why he or she is not currently making Satisfactory Academic Progress. The letter should also include the student's plan to sufficiently improve their academic status. Students will also be required to meet with their academic advisor to review their academic plan and sign off on the student's appeal application. Appeal applications should be submitted to the Office of Financial Aid prior to the start of term and must be submitted prior to the end of the second week of the term for which they are applying. After an application for appeal is received, the student will be notified in writing of the results of the Satisfactory Academic Progress Appeal. *Reinstatement of aid for a subsequent period will be determined on an individual basis.*

Students who do not meet the terms of Financial Aid satisfactory academic progress, and who either elect not to file an appeal, or who failed to meet the terms of their financial aid academic plan will be required to meet the Financial Aid Satisfactory Academic Progress standards before regaining eligibility for financial aid.

### **Financial Aid Satisfactory Academic Progress Probation**

Students will be assigned this status if they fail to meet satisfactory academic progress but successfully appeal. Students will be permitted to receive financial aid for one additional term with continued eligibility to be reviewed and determined at the term's end. Students on SAP financial aid probation are monitored for improvements and are required to adhere to their terms and conditions of probation.

### **Incompletes, Withdrawals, Failures and Repetitions**

Classes graded with failure ("E"), "incomplete", "no credit", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Repeated courses will count toward academic progress.

### **Transfer Credit, Siena Heights Credit Hours and Academic Program**

When determining if a student is within the requirements of Siena Heights' Satisfactory Academic Progress policy, the Financial Aid Office will consider credit hours that are accepted by the Registrar's Office as transfer credit or that were taken at Siena Heights, and that are applicable to the student's academic program. The number of transfer credit hours accepted will be used to calculate a student's remaining eligibility according to the maximum timeframe standard (150% rule) and will be included in the quantitative calculation which includes number of credits attempted and completed. Transfer credit grades are not considered in a student's GPA. The GPA used for Satisfactory Academic Progress policy only considers classes taken at Siena.

### **Student Accounts Information**

Tuition, Fees, Housing and Food charge details are available on Siena's website under Student Accounts via Tuition and Fee Rates, Fee Schedule.

Course and fees statements are available on the MySiena student portal upon registration. Payment options are available and outlined within "Financial Agreements" that are provided each session on the Student Accounts page on Siena's website.

Tuition and Housing Refund Policies establish the amount you will be charged for the session if you drop or withdraw. Students who drop or withdraw from individual classes after the first week of class without completely withdrawing from Siena Heights University will not receive monetary credit for any charges. Add/Drops that will not change the total number of enrolled hours need to be completed on the same Add/Drop form on the same calendar day.

If a student withdraws completely from Siena Heights University, the payment agreement made at the time of registration is still in effect, subject to the following schedule for refund of tuition. Housing refunds are independent of

the tuition refund schedule and are published on Siena's website under Residence Life Policies/Housing Refunds. Fees such as Technology, Student Service, Activity, Compliance, and Course Fees are non-refundable.

The percentage refund of charges for a complete withdrawal from Siena Heights University is determined by the following refund chart.

| REFUND PERCENTS       |                  |      |      |      |      |      |      |      |
|-----------------------|------------------|------|------|------|------|------|------|------|
|                       | Weeks in Session |      |      |      |      |      |      |      |
| Refund at End of Week | 15               | 10   | 8    | 7    | 6    | 5    | 4    | 3    |
| 1                     | 100%             | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| 2                     | 90%              | 80%  | 70%  | 70%  | 70%  | 60%  | 50%  | 0%   |
| 3                     | 80%              | 70%  | 60%  | 60%  | 50%  | 0%   | 0%   | 0%   |
| 4                     | 70%              | 60%  | 50%  | 0%   | 0%   | 0%   | 0%   | 0%   |
| 5                     | 0%               | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   |
| 6                     | 0%               | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   |
| 7                     | 0%               | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   |
| 8                     | 0%               | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   |

Refund of Tuition and Housing charges are a different calculation than the Return to Title IV calculation. The Return of Title IV Funds Policy calculates how much Federal financial aid you are eligible to keep. Therefore, all calculations must be completed before you will know your final account balance.

Unresolved accounts after the end of the appropriate payment deadline will be assessed a deferred payment fee as itemized in the Tuition and Fees schedule. Settlement of a student's account includes either payment in full or use of a university-endorsed payment plan. Students who have not satisfied all payment requirements by the end of the add/drop period may be administratively dropped from courses for non-payment and their account referred to a collection agency.

A financial hold will be placed on the academic records of present and former students who have an outstanding account balance with the University. Some financial holds will restrict individuals from registering for classes until the financial obligation has been paid in full.

If the balance is paid with cash, cashiers or certified check, or credit card, the financial hold will be lifted within 24 business hours. If a balance is paid with a personal check, the financial hold will remain on the account for seven business days or until notification is provided that the funds have cleared the bank.

It is each student's responsibility to stay informed of all registration and fee payment deadlines. Payment deadlines are posted on the Student Financial Services website ([https://mysiena.sienaheights.edu/ics/Departments\\_and\\_Offices/Student\\_Financial\\_Services/Default\\_Page.jnz](https://mysiena.sienaheights.edu/ics/Departments_and_Offices/Student_Financial_Services/Default_Page.jnz)). The "Financial Agreement" provided each session on the Student Accounts page of Siena's website also provides payment due dates.

Financial holds do not restrict currently enrolled students from accessing the Siena network of student activities. Some financial holds will restrict individuals from future registration until the financial obligation has been paid in full.

Grant and scholarship dollars received during the calendar year which exceed your costs for tuition, fees, and books may need to be reported as income on your Federal Income Tax return. Please consult with your tax preparer or [www.irs.gov](http://www.irs.gov).

The 1098-T form is used by eligible educational institutions to report yearly information about their students to the IRS as required by the Taxpayer Relief Act of 1997. This form is information only. It serves to alert students that they may be eligible for federal income tax education credits. It should not be considered as tax opinion or advice. While it is a good starting point, the 1098-T, as designed and regulated by the IRS, does not contain all of the information needed to claim a tax credit. There is no IRS requirement that you must claim the tuition and fees deduction or an education credit. Claiming education tax benefits is a voluntary decision for those who may qualify.

## **Tuition Exchange Grants**

- Siena Heights University determines whether student applicants are admissible, in accordance with regular institutional admission standards and in compliance with all host/importing institution financial aid policies and procedures.
- Siena Heights University is required to "import" a minimum of three new, admissions-qualified CIC-TEP applicants each year. Institutions are not required to consider applications received after April 1.
- Siena Heights University's commitment to each student is limited to full tuition remission. Institutions may not grant a partial tuition waiver.
- Siena Heights University will use other financial aid designated for tuition (such as Pell grants and some state scholarships) to offset a portion of the full tuition.
- Siena Heights University determines whether enrolled students are maintaining good academic standing and satisfactory academic progress.
- Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years or eight semesters). Siena Heights University is under no obligation to extend the benefit beyond eight semesters.
- Siena Heights University will update the status of the student's application through the CIC-TEP Online Portal and, if approved, also update the status to include the student's decision to accept or reject the award.
- Student applicants are required to submit all financial aid awards to the Siena Heights University. Siena Heights University will establish detailed financial award policies.

## **Degrees, Programs & Policies**

### **Graduate College Degree Requirements and Restrictions**

Graduate courses are typically scheduled from 7-weeks to 15-weeks in length and utilize a variety of formats: traditional classroom, blended (mixture of classroom and online), and totally online. The Organizational, Health Care, and Higher Education Leadership programs are offered totally online. The Graduate College has three (3) sessions: fall, winter, and summer. All three (3) sessions are broken into two sub-sessions: fall 1 and fall 2; winter 1 and winter 2; and summer 1 and summer 2.

All graduate programs are based on professional competencies recognized by external authorities. The Education Program complies with standards set by the Michigan Department of Education. The Clinical Mental Health Counseling program complies with standards set by the Michigan Board of Counseling.

In addition to coursework, the master's degree programs in Clinical Mental Health Counseling, most concentrations in Education, and the Health Care Leadership program, require at least one three-credit-hour practicum and/or internship.

### **Canvas Student Orientation Requirement**

It is important that the student familiarize themselves with the Graduate College website at [https://mysiena.sienaheights.edu/ICS/Departments\\_and\\_Offices/Graduate\\_College/](https://mysiena.sienaheights.edu/ICS/Departments_and_Offices/Graduate_College/). Please refer to Important Documents on the left side of the page. Part of becoming familiar with the website also involves becoming familiar with the Canvas Learning Management System (LMS). New students completing online coursework are required to complete the Canvas Student Orientation. Begin by:

1. Go to <https://mysiena.sienaheights.edu/ics/>
2. Select *Canvas Homepage* under My LMS Courses (right-hand side of page)
3. Under the Canvas Dashboard (left-hand side of page), select *Student Orientation*.
4. If a student experiences any difficulty logging on to MySiena, gaining access to courses, or accessing the orientation, please call the IT Help Desk at 517-264-7655.

## **Degree Planning and Advising**

Following acceptance, part of the admissions process involves students and advisors developing a degree plan. This degree plan outlines the sequence of courses that the student will take. The degree plan takes into account which terms courses are offered, how many courses a student intends to take every year, and options if modifications to the plan are necessary. Because the degree plan is a tentative plan, the student is expected to initiate a meeting with the advisor to revise or make needed changes to the tentative degree plan.

## **Time Commitments**

Most three (3) credit-hour graduate courses require students to attend live class sessions for a total of 10.5 to 42 hours and require an additional 50 – 150 hours of out-of-class and/or online learning activities, or 5 – 12 hours per week. Thus, part-time students are encouraged to take no more than two (2) courses per sub-session. Experience has shown that students who are working full-time should plan on taking at least two (2) years to complete the 36-credit-hour master's degree programs in Education and Leadership, and should plan on taking at least three (3) years to complete the 60-credit-hour master's program in Clinical Mental Health Counseling.

## **Benefits of the Graduate College at Siena Heights University**

The University's master's degree programs offer: high academic quality; convenience in terms of location, schedule (night and weekend classes), and format (traditional, face-to-face, partly or totally online); highly qualified and experienced faculty; affordable price; convenient parking; small class sizes; free academic advising and career counseling; free use of the library, including inter-library loan (technology fees are assessed every session for use of computing and technology resources on all campuses).

All of the facilities and services on the Adrian campus are available to graduate students from all of the university's locations. These facilities include: the library, computing resources (including the internet and e-mail), the counseling center, the career planning and placement center, the campus store, campus ministry, campus security, the health clinic, the residence halls, and the Fieldhouse.

## **Identification Cards**

Students are required to have a Siena Heights University Identification Card if they wish to use the Adrian campus library or the computer center. ID cards may be obtained in the Office of Residence Life at no charge for the original card.

## **Baccalaureate Degree Requirements and Restrictions**

It is the responsibility of the student to make sure he/she has completed all of the requirements for a Baccalaureate degree from Siena Heights University. Academic advisors are assigned to guide students toward the successful completion of the degree.

A. Degree Requirements

1. Total Credit Hours and Grade Point Average
  - a. Completion of a minimum of 120 credit hours.
  - b. A minimum 2.00 ("C") grade point average for all university or college-level courses used for the degree. Some majors may require a higher GPA within the major.
  - c. Transfer students must also maintain at least a 2.00 average for all credit hours attempted at Siena Heights University.
2. Residency Requirements
  - a. Completion of a minimum of 30 credit hours at Siena Heights University.
    - i. The residency requirement may be completed at the Adrian Campus, The Henry Ford College Center, the Jackson College Center, the Kalamazoo Valley Community College Center, the Kellogg Community College Center, the Lake Michigan College Center, the Lansing Community College Center, the Metropolitan Detroit Program, the Monroe County Community College Center, the Online Learning Program, or any combination of the above.
    - ii. These credit hours may not include credits earned through cooperative work experience, internships, directed teaching, employer work experience evaluation, prior learning credit, or credit by examination.
  - b. Completion of at least 12 of the last 30 credit hours at Siena Heights University except where prior arrangements have been made in writing with the director of the student's major program and the appropriate academic dean.
  - c. Completion of a minimum of 30 credit hours of 300/400 level courses. A minimum of 15 of these hours must be classroom or online credits earned at Siena Heights University.
3. Proficiency Requirements
  - a. Students must demonstrate proficiency in mathematics.
  - b. Mathematics proficiency is met by meeting one of the following criteria:
    - i. a grade of "C" or better in any course that satisfies the university's Liberal Arts Requirement in mathematics; or
    - ii. a grade of "C" or better in MAT 102, MAT 104, MAT 106 at Siena; or
    - iii. an ACT mathematics sub score of 23 or above; or
    - iv. passing the mathematics section of the Michigan High School Proficiency Test (HSPT); or
    - v. a passing score on the Siena Heights University Mathematics Proficiency Test (21 out of 26).
    - vi. a score of 50 on the College Algebra CLEP exam.
  - c. Students must demonstrate proficiency in English composition 102 or equivalent with a grade point of 2.0 or greater.
4. Placement Tests

All incoming Siena Heights University first year students will be placed in English based on high school standard test scores, English writing placement and high school transcript evaluation. Students will be placed in mathematics based on a combination of standard test scores and high school transcript evaluation.
5. Liberal Arts
  - a. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with fewer than 16 transfer credits at the time they first enroll at Siena Heights University and are considered first-time freshmen are required to complete the entire 28 credit hours of Liberal Arts requirements.
  - b. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students

with 16-55 transfer credits at the time they first enroll at Siena Heights University are required to complete 25 credit hours of Liberal Arts requirements.

- c. Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Social Work, and Bachelor of Applied Science students with 56+ transfer credits at the time they first enroll at Siena Heights University are required to complete 18-19 credit hours of Liberal Arts requirements.
- d. Bachelor of Fine Arts students are required to complete 15-16 credit hours of Liberal Arts requirements.
- e. Associate of Arts, Associate of Science and Associate of Applied Science students are required to complete 15-16 credit hours of Liberal Arts requirements.
- f. Students may double count Liberal Arts courses in their majors and minors and other program requirements.
- g. Transfer courses taken on a quarter system (10-week minimum) that meet other Siena Heights criteria can meet Siena Heights University's Liberal Arts requirement.
- h. Courses taken at Siena Heights University on the 7-week cycle also satisfy the Liberal Arts requirement.
- i. Courses designated in the University catalog as fulfilling Liberal Arts requirements and completed satisfactorily for credit (CR or letter grade) will fulfill Liberal Arts requirements.
- j. Credit earned by means of CLEP, Advanced Placement, Military Service (ACE approved), and Prior Learning Petition will fulfill Liberal Arts requirements providing that such credit has been designated by the appropriate department chairperson or program director as fulfilling Liberal Arts requirements.

#### 6. Major Requirements and Restrictions

- a. All students must complete all the requirements for an academic major.
- b. All majors require a minimum of 30 credit hours with a 2.00 ("C") grade point average. Some programs require a higher grade point average. See program requirements.
- c. Students must complete at least three courses in their major at Siena Heights University. Some majors require more (see major requirements). These courses must be approved by the program director in the major field. This requirement does not apply to students with an inverted major.
- d. Courses taken on a Credit/No Credit (CR/NC) basis may not be included in the major except the following courses: EDU 480, MAT 295, MAT 296, MAT 396, and all PED courses.
- e. Some programs disallow "D" grades in the major. See program requirements.
- f. Some programs have additional requirements. See program requirements.
- g. Siena Heights students may earn a second baccalaureate degree at Siena Heights University by the satisfactory completion of a second major and a second residency.
- h. A maximum of 18 credit hours of Prior Learning credit may be included within the baccalaureate degree. Prior Learning credit may be used as either required or elective credit within a major or minor at the discretion of the department chairperson or program director. Such credit will be transcribed as "CR."

#### 7. Minor Requirements and Restrictions

- a. Students do not need to complete a minor unless they are seeking teacher certification.
- b. All minors require a minimum of 20 credit hours with a minimum of a 2.00 ("C") grade point average.
- c. Courses taken on a CR/NC basis may not be included in the minor.
- d. Some departments disallow "D" grades in the minor. See program requirements.
- e. Prior Learning Credit may be utilized in the minor at the discretion of the department chairperson or the program director. Such credit will be transcribed as "CR."

#### B. Degree Restrictions

1. A maximum of six credit hours of developmental course credit may be included within the baccalaureate degree. Developmental courses may be identified as courses below the college introduction level.

2. A maximum of 8 credit hours of elective CR/NC credit may be included within the baccalaureate degree. (The following courses are not included within this 8 credit hour limitation: EDU 480, MAT 295, MAT 296, and MAT 396.
3. A maximum of four credit hours of physical education activity courses may be included within the baccalaureate degree. Activity courses may be repeated for credit.
4. A maximum of 36 credit hours of College Level Examination Program (CLEP) credit may be included within the baccalaureate degree. This credit does not count toward residency requirements.
5. A maximum of 24 credit hours of cooperative work experience may be included within the baccalaureate degree. Cooperative work experience includes all off-campus experiential learning. This credit does not count toward residency requirements.
6. A maximum of 18 credit hours of prior learning credit may be included within the baccalaureate degree. Prior learning petitions must be approved three months prior to graduation. This credit does not count toward residency requirements.
7. All students must apply for graduation by set deadlines.

## Associate Degree Requirements and Restrictions

It is the responsibility of the student to make sure he/she has completed all of the requirements for an associate degree from Siena Heights University. Academic advisors are assigned to guide students toward the successful completion of the degree.

### A. Degree Requirements

1. Total Credit Hours and Grade Point Average
  - a. Completion of a minimum of 60 credit hours.
  - b. A minimum 2.00 grade point average for all university or college level courses used for the degree.
  - c. Transfer students must also maintain at least a 2.00 average for all credit hours attempted at Siena Heights University. Some majors may require a higher gpa within the major.
2. Residency Requirements
  - a. Completion of a minimum of 18 credit hours at Siena Heights University.
    - i. The residency requirement may be completed at the Adrian Campus, the Henry Ford College Center, the Jackson College Center, the Kalamazoo Valley Community College Center, the Kellogg Community College Center, the Lake Michigan College Center, the Lansing Community College Center, the Metropolitan Detroit Program, the Monroe County Community College Center, the Online Learning Program, or any combination of the above.
    - ii. These credit hours may not include credits earned through cooperative work experience, internships, employer work experience evaluation, prior learning credit, or credit by examination.
  - b. Completion of at least 9 of the last 18 credit hours at Siena Heights University except where prior arrangements have been made in writing with the director of the student's major program and the appropriate academic dean.
3. Proficiency Requirements
  - a. Students must demonstrate proficiency in mathematics.
  - b. Mathematics proficiency is met by meeting one of the following criteria:
    - i. a grade of "C" or better in any course that satisfies the university's Liberal Arts Requirement in mathematics; or
    - ii. a grade of "C" or better in MAT 102, MAT 104, MAT 106 at Siena; or
    - iii. an ACT mathematics sub score of 23 or above; or
    - iv. passing the mathematics section of the Michigan High School Proficiency Test (HSPT); or
    - v. a passing score on the Siena Heights University Mathematics Proficiency Test (21 out of 26).

- c. Students must demonstrate proficiency in English composition 102 or equivalent with a grade point of 2.0 or greater.

4. Placement Tests

All incoming Siena Heights University first year students will be placed in English based on high school standard test scores, English writing placement and high school transcript evaluation. Students will be placed in Mathematics based on a combination of standard test scores and high school transcript evaluation.

5. Liberal Arts

- a. Associate of Arts, Associate of Science, and Associate of Applied Science students are required to complete 15-16 credit hours of Liberal Arts requirements.
- b. Students may double count Liberal Arts courses in their majors.
- c. Students may transfer in all Liberal Arts requirements for the associate degree.
- d. Transfer courses taken on a quarter system (10-week minimum) that meet other Siena Heights criteria can meet Siena Heights University's Liberal Arts requirement.
- e. Courses taken at Siena Heights University on the 7-week cycle also satisfy the Liberal Arts requirement.
- f. Courses designated in the University catalog as fulfilling Liberal Arts requirements and completed satisfactorily for credit (CR or letter grade) will fulfill Liberal Arts requirements.
- g. Credit earned by means of CLEP, Advanced Placement, Military Service (ACE approved), and Prior Learning Petition will fulfill Liberal Arts requirements providing that such credit has been designated by the appropriate department chairperson or program coordinator as fulfilling Liberal Arts requirements.

6. Major Requirements and Restrictions

- a. All students must complete all the requirements for an academic major.
- b. All majors require a minimum of 30 credit hours with a 2.00 grade point average. Some programs require a higher grade point average. See program requirements.
- c. Students must complete at least two courses in their major at Siena Heights University. These courses must be approved by the program director in the major field. This requirement does not apply to students with an inverted major.
- d. Courses taken on a Credit/No Credit (CR/NC) basis may not be included in the major except the following courses: EDU 480, MAT 295, MAT 296, MAT 396, and all PED courses.
- e. Some programs disallow "D" grades in the major. See program requirements.
- f. Some programs have additional requirements. See program requirements.
- g. A maximum of 9 credit hours of Prior Learning credit may be included within the associate degree. Prior Learning credit may be used as either required or elective credit within the major at the discretion of the department chairperson or program coordinator. Such credit will be transcribed as "CR."

B. Degree Restrictions

1. A maximum of six credit hours of developmental course credit may be included within the associate degree. Developmental courses may be identified as courses below the college introduction level.
2. A maximum of four credit hours of elective CR/NC credit may be included within the associate degree. (The following courses are not included within this 4 credit hour limitation: EDU 480, MAT 295, MAT 296, and MAT 396.
3. A maximum of two credit hours of physical education activity courses may be included within the associate degree. Activity courses may be repeated for credit.
4. A maximum of 18 credit hours of College Level Examination Program (CLEP) credit may be included within the associate degree. This credit does not count toward residency requirements.
5. A maximum of 12 credit hours of cooperative work experience may be included within the associate degree. Cooperative work experience includes all off-campus experiential learning. This credit does not count towards residency requirements.

6. A maximum of nine credit hours of prior learning credit may be included within the associate degree. Prior learning petitions must be approved three months prior to graduation. This credit does not count towards residency requirements.
7. All students must apply for graduation by set deadlines.

## Liberal Arts Learning Outcomes & Requirements for Undergraduate Students

### Learning Outcomes

- Students will synthesize ideas, content, and methods of various disciplines.
- Students will demonstrate information literacy and technical proficiency appropriate for scholarly and professional work.
- Students will analyze texts (written, visual, oral, presentational, etc.) to elevate critical thinking skills.
- Students will examine diversity and interdependence of cultures.
- Students will explore civic and social responsibility.
- Students will evaluate the ethical dimensions of personal and professional decisions.

### Liberal Arts Requirements, College of Arts and Sciences

|   | First Time Freshmen | Transfer 16-55 Credits | Transfer 56+ Credits | Students receiving a BFA | Students receiving an AA, AS, or AAS |
|---|---------------------|------------------------|----------------------|--------------------------|--------------------------------------|
| English Composition: ENG 102 or equivalent (2.0 grade or better required) | 3                   | 3                      | 3                    | 3                        | 3                                    |
| Mathematics   | 3                   | 3                      | 3 or 4               | 3 or 4                   | 3 or 4                               |
| Lab Science   | 4                   | 4                      |                      |                          |                                      |
| Social Science  | 3                   | 3                      | 3 or 3               | 0                        | 3 or 3                               |
| Fine/Performing Arts  | 3                   | 3                      |                      | 0                        |                                      |
| Religious Studies   | 3                   | 3                      | 3                    | 0                        | 3                                    |

### Integrated Learning

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| ACD 130 (2.0 grade or better required) | 3 | 0 | 0 | 3 | 3 |
| LAS 330                                | 3 | 3 | 3 | 3 | 0 |
| LAS 430                                | 3 | 3 | 3 | 3 | 0 |

TOTAL      28                      25                      18-19                      15-16                      15-16

**Liberal Arts Requirements, College for Professional Studies**

|  | BA, BS, BAS, BBA, BSN 60+<br>Transfer Credits | AA, AS, AAS  |
|--|---|--------------|
| English Composition: May include ENG 101 and ENG 102 <i>or</i> equivalent (2.0 grade or better required) | 6   | 6            |
| Mathematics  | 3   | 3            |
| Lab Science  | 4   | 4            |
| Social Science   | 3   | 3            |
| Fine/Performing Arts   | 3   | 3            |
| Religious Studies<br><i>or</i><br>Philosophy   | 3   | 3            |
| <b>Integrated Learning</b>   |   |              |
|  |   |              |
| LAS 330  | 3   | 3            |
| LAS 430  | 3   |              |
| <b>Totals</b>  | <b>21-22</b>                                  | <b>18-19</b> |

**The following courses are recommended for fulfilling CAS or CPS Liberal Arts Requirements.**

**English**

The following courses are recommended to fulfil the **English** requirement:

- ENG 101 Reading And Writing I **3 credit hours**
- ENG 102 Reading And Writing II **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**
- ENG 212 Research **3 credit hours**
- ENG 333 Advanced Expository Writing **3 credit hours**

## Fine and Performing Arts

The following courses are recommended to fulfill the **Fine and Performing Arts** requirement:

MMM\_\_\*

\*Any level class instruction musical instrument course such as class piano, voice, guitar.

\*Any music performance ensemble such as chorus or band.

\*Any level applied music instruction.

\*Fine or performing arts courses must be courses that directly engage students in the creative experience. Courses in art history, criticism or appreciate do not count.

- ART 101 Introduction to Ceramics **3 credit hours**
- ART 113 Jewelry I **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 118 Introduction to Book Arts **3 credit hours**
- ART 119 Introduction to Printmaking **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ART 242 Introduction to Wheel Throwing **3 credit hours**
- ART 254 Murals as Placemakers **3 credit hours**
- DES 100 Design Thinking **3 credit hours**
- DES 110 Book Design **3 credit hours**
- DES 120 Graphic Design I **3 credit hours**
- DES 230 Illustration I **3 credit hours**
- DES 240 Industrial Design I **3 credit hours**
- DES 321 Board Game Design **3 credit hours**
- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENG 270 Introductory Poetry Workshop **3 credit hours**
- ENG 271 Introductory Fiction Workshop **3 credit hours**
- TSD 102 Introduction To Theatre **3 credit hours**
- TSD 103 Theatre Technology **3 credit hours**
- TSD 117 Modern Dance I **2 credit hours**
- TSD 130 Musical Theatre Vocal Ensemble **1 credit hours**
- TSD 156 Acting I **3 credit hours**
- TSD 211 Oral Interpretation Of Literature **3 credit hours**
- TSD 212 Oral Interpretation Of Children's Literature **3 credit hours**
- TSD 213 Touring Children's Theatre **3 credit hours**
- TSD 217 Tap I **2 credit hours**
- TSD 118 Ballet I **2 credit hours**
- TSD 219 Jazz I **2 credit hours**
- TSD 220 Hip Hop **2 credit hours**
- TSD 221 Partnering **2 credit hours**
- TSD 222 Pilates And Yoga For Dancers **2 credit hours**
- TSD 247 Modern Dance II **2 credit hours**
- TSD 248 Ballet II **2 credit hours**
- TSD 249 Jazz II **2 credit hours**
- TSD 257 Introduction To Theatrical Design **3 credit hours**
- TSD 267 Tap II **2 credit hours**

- TSD 269 Stage Make-Up **2 credit hours**
- TSD 270 Acting for the Camera **3 credit hours**
- TSD 343 Teaching Creative Dramatics **3 credit hours**
- TSD 356 Acting Studio III **3 credit hours**
- TSD 370 Video Production Workshop **3 credit hours**

## Mathematics

The following courses fulfill the **Mathematics** requirement:

- MAT 135 Quantitative Reasoning **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**
- MAT 143 Statistics And Society **3 credit hours**
- MAT 148 The Math Of Games **3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 159 Precalculus **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 261 An Introduction to Abstract Math **3 credit hours**
- MAT 285A Special Topics **3 credit hours**
- MAT 350 History of Math **3 credit hours**
- MAT 357 Game Theory **3 credit hours**

## Philosophy

The following courses fulfill the **Philosophy** requirement:

- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- PHI 340 Ancient Philosophy **3 credit hours**
- PHI 341 Modern Philosophy **3 credit hours**
- PHI 361 Philosophy Of Religion **3 credit hours**
- PHI 362 Social And Political Philosophy **3 credit hours**
- PHI 370 Philosophy of the Arts **3 credit hours**
- PHI 385 Philosophy Of Criminal Justice **3 credit hours**
- PHI 485 Special Topics **1-3 credit hours**

## Religious Studies

The following courses fulfill the **Religious Studies** requirement:

- RST 102 Introduction To Christian Theology **3 credit hours**
- RST 103 Catholicism Today **3 credit hours**
- RST 104 Introduction to the Bible **3 credit hours**
- RST 301 Theological Inquiry **3 credit hours**

- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 310 Readings In Contemporary Theology **3 credit hours**
- RST 311 Issues In Contemporary Morality **3 credit hours**
- RST 312 Church History **3 credit hours**
- RST 313 Theology Of The Church **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 318 Values In Video **3 credit hours**
- RST 319 Christology **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- RST 326 Christian Spirituality **3 credit hours**
- RST 330 Scripture And Society **3 credit hours**

## Social Science

The following courses fulfill the **Social Science** requirement:

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- GEO 303 Political Geography **3 credit hours**
- GEO 306 Geography Of The Middle East **3 credit hours**
- PSC 101 Foundations Of Political Thought **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- PSC 265 United States Foreign Policy **3 credit hours**
- PSC 380 Public Policy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 117 Positive Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 312 Marriage And Family Relations **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**
- SOC 430 Contemporary Topics In Sociology **3 credit hours**
- SOC 432 Human Relations Between The Sexes **3 credit hours**
- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**

## Science

The following courses fulfill the **Science** requirement:

\*Only (4-hour) lab-science courses may be counted if they apply the scientific method.

- BIO 101 Introduction To The Life Sciences **4 credit hours**
- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- BIO 122 Human Anatomy And Physiology II **4 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 301 Topics In Environmental Biology **4 credit hours**
- BIO 344 Topics In Animal Behavior **4 credit hours**
- CHE 107 Culinary Chemistry **4 credit hours**
- CHE 110 Introduction To General, Organic, And Biological Chemistry **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- EDU 141 Science for Elementary Teachers I **4 credit hours**
- EDU 142 Science for Elementary Teachers II **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 122 Geology **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- NSC 139 Science for Elementary Teachers **4 credit hours**
- NSC 141 Science for Elementary Teachers I **4 credit hours**
- NSC 142 Science for Elementary Teachers II **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**

## **CLEP Equivalencies for Liberal Arts Requirements**

### **English Composition**

The CLEP English Composition Modular (no essay) is equivalent to ENG 102. This exam fulfills three credit hours of the Liberal Arts Studies requirement.

### **Mathematics**

The CLEP exam in Calculus with Elementary Functions will satisfy the Liberal Arts Studies requirement.

### **Social Science**

If a student passes the CLEP Social Science/History exam (for which Siena Heights University awards six credits) he/she will have satisfied and social science Liberal Arts Studies requirements. The CLEP subject exams in sociology, psychology (including Educational Psychology), and economics also satisfy the Liberal Arts Social Studies requirements.

## **Liberal Arts Studies Equivalencies from Selected Community Colleges.**

Courses from selected community colleges may fulfill Siena Heights University Liberal Arts Studies requirements. Program coordinators will determine whether or not these courses will satisfy major/minor requirements. Specific course equivalencies are subject to change based on modifications at community colleges or at Siena Heights University.

## **Application for Graduation**

Students who expect to graduate must apply via an electronic Application for Graduation on MySiena. All requirements must be completed before a student can graduate from Siena Heights University.

Undergraduate students must have a minimum cumulative grade point average of 2.0 to be granted a degree, and graduate college students must have a minimum cumulative grade point average of 3.0 to be granted a degree.

Graduation occurs three times during the academic year; May (end of winter session); August (end of summer session); and December (end of fall session). However, the university holds only one commencement ceremony in May.

| <b>Graduation Date</b> | <b>Application for Graduation Deadline</b>                       |
|------------------------|--|
| December               | September 30   |
| May                    | March 1* (see below for early participation in May commencement) |
| August                 | June 30  |

## **Commencement**

The Commencement Ceremony is held each year in May. Participating in the commencement ceremony does not necessarily signify that all degree requirements have been met.

## **Majors and Minors**

The term "major" denotes a student's primary emphasis in college, suggesting a high degree of expertise in a particular field. The term "minor" suggests specialization, but with lesser emphasis than does a major. Majors often require between 35 and 60 credit hours while minors require around 21 credit hours. Siena Heights requires a major of all its graduates, but only baccalaureate graduates seeking Teacher Certification are required to have a minor. For all other students, a minor is optional. See the Education Section for a list of minors for Teacher Certification.

## **Concentrations**

A "concentration" is a series of courses in a specific field within a major. For example, Business Administration, Community and Human Services, Design and Exercise Science offer concentrations within the major. See the individual major program pages for information on the available concentrations.

## **Contract Major**

High ability students may design their own degree programs with a contract major. The contract major requires students to accept significant responsibility for designing and executing their programs. Interested students should contact the Director of Academic Advising or the appropriate site director.

## **Teacher Certification**

Siena Heights University is a State of Michigan approved Educator Preparation Institution (EPI). Approval by the Michigan Department of Education as an EPI means that all programs within the EPI contain a minimum of 12 weeks of full-time preservice clinical experience and pedagogical coursework. Please refer to the Division of Education's website for all handbooks and other program information: <https://divisionofeducation.sienaheights.edu/>

## **Theological Studies Program**

Certificate: Thirty-six hours of undergraduate Theology coursework is required to fulfill requirements for the baccalaureate degree.

Bachelor Degree: Completion of the thirty-six hour Theological Studies certificate could also constitute a contracted baccalaureate degree major. Students would be required to fulfill requirements for the baccalaureate degree.

## **College for Professional Studies and Graduate College**

In addition to academic opportunities on the Adrian campus, Siena Heights University offers degree completion programs at the eight centers listed below, as well as an Online Learning Program and Theological Studies Program.

The university also offers Master of Arts degree programs in Education, Clinical Mental Health Counseling, and Leadership. Not all programs are offered at all locations. Courses taken at one location may be applied to the program requirements at another location; program requirements are the same at all locations. For detailed information about programs and courses at a particular location, contact the degree completion center directly at <http://www.sienaheights.edu/Locations.aspx>

### **Online Learning Program**

(866)937-2748

e-mail: [onlineprogram@sienaheights.edu](mailto:onlineprogram@sienaheights.edu)

### **Henry Ford College Center**

Dearborn, Michigan

313-317-9450

e-mail: [hfc@sienaheights.edu](mailto:hfc@sienaheights.edu)

### **Jackson College Center**

Jackson, Michigan

(517) 796-8672

e-mail: [jackson@sienaheights.edu](mailto:jackson@sienaheights.edu)

### **Kalamazoo Valley Community College Center**

Kalamazoo, Michigan

269-488-4019

e-mail: [kalamazoo@sienaheights.edu](mailto:kalamazoo@sienaheights.edu)

### **Kellogg Community College Center**

Battle Creek, Michigan

(269) 965-3931, x2950 or (800) 203-1560

e-mail: [battlecreek@sienaheights.edu](mailto:battlecreek@sienaheights.edu)

### **Lake Michigan College Center**

Benton Harbor, Michigan  
(269) 927-6711 or (800) 252-1562, x6711  
e-mail: bentonharbor@sienaheights.edu

### **Lansing Community College Center**

Lansing, Michigan  
(517) 483-9726  
e-mail: lansing@sienaheights.edu

### **Monroe County Community College Center**

Monroe, Michigan  
(734)384-4133 or (877)937-6222  
e-mail: monroe@sienaheights.edu

Note: Some degree completion programs offered at Michigan locations involve online course delivery. Please consult with an enrollment advisor for more information.

### **Class Instruction: College for Professional Studies and Graduate College**

There are several ways in which you can participate in courses to complete your degree in the College for Professional Studies and Graduate College at Siena Heights University.

#### **Traditional Classroom Instruction**

Scheduled classroom sessions are available in a number of formats. For detailed information about courses at a particular location, contact the center directly.

#### **Online Learning (via the Internet)**

Online learning provides flexibility for busy learners. However, online learning also demands a disciplined approach from all learners. Each instructor approaches class differently, but all require that students participate in online interaction multiple times per week.

Students must have the appropriate learning materials/textbooks ready by the start of the course. Delays in purchasing materials could impact course performance. Course syllabi are posted in advance for students to purchase materials, as noted, and review policies, assignments, and other important information. In most online courses, a "pre-class assignment" is due at the start of the course, where students are provided access to their online course roughly 5 – 7 days in advance of the official course start.

Accelerated online courses can offer potentially faster degree completion. With accelerated delivery, though, online courses commonly stay active on various holidays or breaks (e.g., spring break on the residential main campus). Personal or extra-curricular events are not considered extenuating circumstances with accommodations, so students should consider their availability to fully participate in online course delivery.

Successful online learners require adequate computer skills and knowledge, an ability to manage time and an ability to be self-directed in their studies. Online learners must also have access to a computer and to the Internet at times that meet course expectations and individual schedules. Online learners are required to complete a student orientation prior to enrollment in their first online course.

## **There are two types of online learning courses:**

**Hybrid (or Blended Online)** combines the traditional classroom instruction with the scheduling flexibility of online learning. This is an accelerated course which lasts seven weeks.

**Completely Online** is also an accelerated course that lasts seven weeks\*. All course participation, assignments, exams and collaboration is done via the Internet.

\*Two completely online courses is offered in a 15-week format.

## **Canvas Student Orientation Requirement**

Siena Heights University uses Canvas learning management system (LMS) for online course delivery. All new students enrolled in online courses must complete the Canvas Student Orientation prior to their first online course. To access the orientation:

1. Login to *MySiena* at <https://mysiena.sienaheights.edu/ics/>
2. Select *Canvas Homepage* under My LMS Courses (right-hand side of page)
3. From the Canvas Dashboard (left-hand side of page), select *Student Orientation*
4. If a student experiences any difficulty logging on to *MySiena*, gaining access to courses, or accessing the orientation, please call the IT Help Desk at 517-264-7655.

## **Undergraduate Students Seeking a Second Degree from Siena Heights University**

Students who are interested in completing another bachelor's degree from Siena Heights University must complete the following requirements.

- A. Students transferring from another institution:
  1. Students who already have a baccalaureate level degree from another institution will be required to complete the Liberal Arts requirements set by the University. See the Liberal Arts for Students Seeking a Second Degree from SHU below.
  2. Students will be required to complete a 30-hour residency with Siena Heights University. These hours will accumulate from the point that the student enrolls in their new degree program with Siena Heights University.
  3. Siena Heights University will accept the previous baccalaureate degree in total. Any "D" grades earned in the first degree will be accepted for possible use as elective credit in the second degree or in the major as determined by the program coordinator.
  4. Major requirements are set by each program. A formal plan for the Siena Heights University major will be placed on file in the Registrar's Office. This plan will show what course work, if any, from the first degree will be applied to the Siena Heights University major.
- B. Alumni students returning for a second baccalaureate degree:
  1. Students who have already completed Liberal Arts requirements through their first degree, and/or have graduated within the last 7 years are exempt from doing another program of Liberal Arts. All other Siena alumni will be required to complete any outstanding requirements under the Liberal Arts category of transfer students with 56+ hours of completed work.
  2. Students will be required to complete a 30-hour residency with Siena Heights University. These hours will accumulate from the point that the student enrolls in their second degree program with Siena Heights University.
  3. Major requirements are set by each program. A formal plan for the Siena Heights University major will be placed on file in the Registrar's Office. This plan will show what course work, if any, from the first degree that will be applied to the second Siena Heights University major.

## **Liberal Arts for Students Seeking a Second Degree from SHU**

| Second Bachelor's degree                                  |        | Alumni prior to the last 7 years                          |        |
|---|--------|---|--------|
| English Composition (ENG 102 or equivalent)               | 3      | English Composition (ENG 102 or equivalent)               | 3      |
| Math (College Algebra or above)<br>or<br>Science with Lab | 3<br>4 | Math (College Algebra or above)<br>or<br>Science with Lab | 3<br>4 |
| Social Science<br>or<br>Fine/Performing Arts              | 3<br>4 | Social Science<br>or<br>Fine/Performing Arts              | 3<br>3 |
| Religious Studies<br>or<br>Philosophy                     | 3<br>3 | Religious Studies<br>or<br>Philosophy                     | 3<br>3 |
| LAS 430*  | 3      | LAS 430*  | 3      |
| 300/400 level work  | 30     | 300/400 level work  | 30     |
| New Residency at SHU*                                     | 30     | New Residency at SHU*                                     | 30     |
| Major**   |        | Major**   |        |

\* Must be completed at Siena Heights University. Previous course work may fulfill any requirement within Liberal Arts except those requirements marked with an asterisk.

\*\* Consult with the program coordinator for requirements within the major.

## Undergraduate Students Seeking a Second Major from Siena Heights University

Under the following circumstances, students may add a second major if the first major has been completed:

1. All requirements for the second major will be submitted to the Registrar's Office in the form of a written contract. This contract will name the courses to be used within the second major. The contract will be signed by the program coordinator, the student's advisor or site director, and by the student.
2. The above contract must be on file at the Registrar's Office at least one session prior to the last session of the student's enrollment and graduation with this major.
3. Some majors will not allow double counting for residency. Some majors will not allow double counting from one major to another. For example, the Business Administration and Accounting majors will only allow cognates to be double counted for both majors. Check with the program coordinator for further information on double counting.
4. Students wishing to complete a second major outside of their original degree area must complete the requirements for a second degree. Residency will not double count. Each degree is allowed to grant specific majors (see below). A second major may be granted if the second major is under the same degree area. For example, a student who has completed an Art major could not complete a Biology major within the same degree. The student, in this case, must complete the requirements for a second degree and major. When adding a second major, only a major within a degree area will be granted.

Bachelor of Arts (B.A.)

- Art

- Communications
- Community and Human Services
- Criminal Justice
- Early Childhood Education: Birth-Kindergarten
- Elementary: Grades Three-Six (3-6)
- Elementary: Preschool, Kindergarten-Grade 3 (PK-3)
- English Language Arts, Secondary Educator Certification
- English
- History
- Humanities
- Integrated Science
- Mathematics, Secondary Educator Certification
- Multidisciplinary Studies
- Music
- Music Education
- Professional Communication
- Psychology
- Public Services Administration
- Religious Studies
- Social Studies
- Special Education, Cognitive Impairment
- Special Education, Learning Disabilities
- Theatre, Musical Theatre
- Theatre, Speech and Dance
- Theatrical Design and Technology

Bachelor of Applied Science (B.A.S.)

- Applied Science
- Health Care Management

Bachelor of Business Administration (B.B.A.)

- Accounting
- Business Administration
- Management
- Marketing
- Sport Management

Bachelor of Fine Arts (B.F.A.)

- Design
- Theatre, Musical Theatre

Bachelor of Science (B.S.)

- Biology
- Chemistry
- Cybersecurity
- Data Analytics
- Environmental Engineering
- Environmental Science
- Exercise Science

- General Engineering
- Mathematics

Bachelor of Science in Nursing (B.S.N.)

- Nursing
- Nursing, Pre-Licensure

Bachelor of Social Work (B.S.W.)

- Social Work

## **Graduate Students: Second Concentration and Second Major Requirements**

### **Second Master's Degree Requirements**

Students who desire to pursue a second master's degree at Siena Heights University shall have completed all requirements for the first master's degree at Siena or another accredited college or university. The same requirements for admission to a graduate program (such as filling out the application and following the requirements of the application checklist) and other conditions relative to the pursuit of the first master's degree are applicable to the second master's degree, except a maximum of six (6) credit-hours of completed graduate work from the first master's degree may be applied toward the second master's degree if such courses are appropriate for the second program and are approved by the respective program director for inclusion in the program. In most cases, for graduate students whose first master's degree is from Siena Heights University, those six (6) credit-hours are from the common core courses such as LDR 601 Leadership Theory and LDR 600 Research and Professional Writing, providing these two (2) courses have been taken within the seven (7) year limit for completion of degree requirements for the second master's degree.

Exceptions to this policy will be granted when a student is enrolled in a Graduate College sanctioned dual major or dual degree program.

### **Second Concentration Requirements**

Students who desire to pursue a second concentration in a given Master of Arts program (Clinical Mental Health Counseling, Leadership, or Education) must complete the required courses for that program concentration. Elective courses cannot be counted twice. For example; a student who has completed the Organizational Leadership program and wishes to complete the requirements for the Healthcare Leadership program does not have to retake the common core courses, but must take the required courses for the new concentration.

When applying for the second master's degree or concentration and financial aid will be needed, it is highly recommended that the student make an appointment with the financial aid office. If applying within the same year of graduation, students will need to submit an application, application fee, and official transcript with degree conferred. If more than a year has lapsed, students must submit an application as if new to the program, and follow the requirements listed on the checklist. When the second concentration is completed, students must submit an application for graduation, marked "major only" to the Registrar for the nearest upcoming graduation. Students do not participate in commencement for second concentrations nor are they awarded additional diplomas.

Exceptions to this policy will be granted when a student is enrolled in a Graduate College sanctioned dual major or dual degree program.

### **Academic Records**

### **Registration**

Before any student may attend classes at Siena Heights University, he/she must be formally admitted, be registered, and pay the required tuition and fees.

## Graduate College Academic Load

Graduate student registration for full-time, half-time, or less than half-time is reflected in the table below. Registration for more than six (6) credit-hours in one sub-session may require the approval of the respective program director.

Note: on this chart, a session consists of both sub-sessions in one 16-week period (i.e. fall 1 and 2, winter 1 and 2, and summer 1 and 2). The Graduate College calendar is based on a three (3) session model.

| Full-Time Student              | Half-Time Student    | Less than Half-Time Student |
|--------------------------------|----------------------|-----------------------------|
| <i>Each Session (16-weeks)</i> |                      |                             |
| 9+ credit-hours                | 4.5 – 8 credit-hours | Less than 4.5 credit hours  |

## Undergraduate Academic Load

An average academic load for a full-time undergraduate student is 12-18 credit hours. In some cases, circumstances may suggest that the student take a lighter load. A student may take as few as twelve credit hours and still be considered a full-time student. Any student who wishes to register for more than 18 credit hours during Fall or Winter session, or more than eight hours in one summer sub session must obtain written permission from the Director of Academic Advising.

Siena Heights reserves the right to cancel courses up until the first day of class due to under enrollment or other unforeseen circumstances.

## Academic Degree Planning

While Siena Heights University will provide as much help as possible in planning academic programs, each student is responsible for the proper completion of a program and, therefore, should be familiar with the requirements listed in the university catalog. Each student will be assigned a faculty/staff advisor, according to their choice of major, who will assist in course scheduling and establishing educational goals.

The student should take the initiative for requesting academic advising assistance. Academic advisors at our degree completion centers are available to assist CPS students.

## Undergraduate Class Standing (based on hours completed)

|              |           |
|--------------|-----------|
| 0-23 hours   | Freshman  |
| 24-55 hours  | Sophomore |
| 56-87 hours  | Junior    |
| 88-120 hours | Senior    |

## Graduate College Grading Policies

The responsibility for determining grades rests with the course instructor and reflects the graduate student's level of achievement of the learning outcomes, goals, and objectives established for each course. Grades are filed with the Office of the Registrar at the conclusion of each term according the following scale:

| <b>Grade</b>  | <b>GPA Quality Points</b> | <b>Percentage Points Earned</b> | <b>Grade Explanation</b>   |
|---------------|---------------------------|---------------------------------|--|
| A (A+, A, A-) | 4.0                       | 100% – 91%                      | Outstanding, counts towards credit in completion of a degree.  |
| B (B+, B, B-) | 3.0                       | 90% - 81%                       | Average, counts towards credit in completion of a degree.  |
| C (C+, C, C-) | 2.0                       | 80%-71%                         | Below Graduate Standards, does not count towards program credit in completion of a degree. The course must be repeated with a B- or better grade. See the "Probation" section in the Academic Catalog. |
| D or E        | 0.0                       | 70% and below                   | Failure. No credit earned, does not count towards program credit in completion of a degree and results in immediate Academic Suspension. See the "Suspension" section in the Academic Catalog.         |
| I             | 0.0                       |                                 | Incomplete - See Incomplete Grades   |
| IP            | 0.0                       |                                 | Course in progress - no credit earned, no grade points   |
| UW            | 0.0                       |                                 | Unofficial withdrawal - has no effect on the grade point average - See Add/Drop/Withdrawal Policy  |
| W             | 0.0                       |                                 | Official withdrawal - has no effect on the grade point average - See Add/Drop/Withdrawal Policy  |
| AU            | 0.0                       |                                 | Audit - no credit earned, no grade points - See Auditing a Course  |

A graduate student who receives a grade of "C" or lower in any course results in the student being placed on probation, and the course must be retaken with a "B" or better to receive credit towards a Master of Arts degree.

## **Undergraduate Grading System**

The responsibility for determining grades rests with the instructor and reflects the student's achievement of the academic goals set for each course. A plus (+) or minus (-) attached to a grade earned does not count in grade point averages. Grades are recorded at the close of each session in the following terms:

| <b>Grade</b> | <b>Quality Points</b> | <b>Grade Explanation</b> |
|--------------|-----------------------|--------------------------|
| A            | 4.0                   | Superior Work            |
| B            | 3.0                   | Above Average Work       |
| C            | 2.0                   | Average Work             |

|    |     |  |
|----|-----|--|
| D  | 1.0 | Below Average Work   |
| E  | 0.0 | Failure  |
| I  | 0.0 | Incomplete - See Incomplete Grades   |
| IP | 0.0 | Course In Progress   |
| W  | 0.0 | Official Student Withdrawal; does not effect grade point average -See Add/Drop/Withdrawal Policies             |
| UW | 0.0 | Unofficial Withdrawal; does not effect grade point average - See Add/Drop/Withdrawal Policies                  |
| CR | 0.0 | Credit Earned; equivalent of a letter grade of "C" is required to earn CR. Cannot be changed to a letter grade |
| NC | 0.0 | No Credit Earned. Cannot be changed to a letter grade.   |
| AU | 0.0 | Audit - no credit earned, no grade points- See Auditing a Course   |

Hours successfully completed includes all credit hours attached to course grades of A, B, C, D, and CR. Hours attempted includes those successfully completed as well as those attached to courses in which grades of E, I, IP, NC, W, and UW were assigned.

Failure to achieve satisfactory academic progress will result in warning, probation, or suspension and will affect eligibility for financial aid.

### Grade Point Average (G.P.A.) Example

| Course                                  | Grade    | Quality Hours |   | Quality Points |
|---|----------|---------------|---|----------------|
| MAT 159 Precalculus                     | B(3.0) x | 4             | = | 12             |
| ENG 102 Reading And Writing II          | A(4.0) x | 3             | = | 12             |
| HIS 140 World Civilizations Before 1500 | B(3.0) x | 3             | = | 9              |
| BIO 141 Basic Concepts Of The Cell      | C(2.0) x | <u>4</u>      | = | <u>8</u>       |
|   |          | 14            |   | 41             |

To calculate the grade point average, divide the number of quality points (41) by the quality hours (14). Thus, the grade point average in the example is 2.92. The cumulative grade point average (the average of all work at Siena Heights University) is determined by dividing all quality points earned at Siena Heights University by the total number of quality hours attempted at Siena Heights University.

The cumulative grade point average, as reflected upon a student's academic record (transcript) will be the cumulative grade point average used for all purposes except college honors. The cumulative grade point average will be computed at the following times:

1. The end of each session.
2. Upon conversion of an Incomplete (I) or an In Progress (IP) to a letter grade.
3. When a grade is changed.

## Official Grade Reports

Students can access their official grade report while currently enrolled at Siena Heights University via the MySiena portal.

## Repeating a Course

If a student wishes to improve his/her Siena Heights University grade point average by repeating a course, only courses taken at Siena Heights University can achieve this objective. Repeat courses taken at other institutions have no impact on a student's grade point average at Siena Heights University.

Exception: Any student wishing to repeat a Siena Heights University course with a transfer course must have the written permission of the program chairperson and the registrar to repeat this course at another accredited university. It is the responsibility of the student to place this written permission on file at the Registrar's Office before registering at the other institution. *Students are limited to no more than one (1) transfer repeat course. Transfer courses do not replace any Siena Heights University course in the calculation of overall grade point average for the major or for a degree.*

Students may elect to improve their grade point average at Siena Heights University by repeating any course with a poor grade that they have taken at Siena Heights University. The original course and grade will permanently be reflected on the student's record. If the course is repeated, the statement \*Repeated\* will show on the permanent transcript. The course that replaces the original entry will also show on the permanent transcript with the statement \*Replaces a Course\*. The credit and honors points for this course can only be counted once. Example: The student originally takes ENG101 and earns a D grade. The student repeats ENG 101 the next session and earns a C grade. That student's transcript, at the end of the 2nd session, will reflect a repeat statement below the course in the first session and a replaces statement in the 2nd session. The credit can only be earned one time and calculated one time. The C grade will be the entry calculated in the cumulative grade point average.

## Incomplete Grades

An Incomplete is a temporary grade which the instructor may give to a student for extenuating circumstances such as illness, death in the family, necessary absence, or other reasons beyond the student's control which prevent satisfactory completion of the course requirements by the end of the session. The Incomplete should only be issued when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without attending regular class sessions. It is the student's responsibility to complete all course work independently, without re-enrolling in the course. This grade should not be given as a substitute for a failing grade or failure to submit work through negligence.

The issuing of an Incomplete grade ("I") on a final grade roster by a faculty member must be accompanied by the Request for Incomplete Grade form filed electronically. Request for Incomplete Grade forms are available as part of Web grading.

A grade of "I" must be removed by the instructor who issued it or, in exceptional circumstances, by the program coordinator or division chairperson. The unfinished course work must be completed independently by the conclusion of the following session, excluding summer sessions - or a shorter period of time as designated by the instructor. Make-up of Incomplete forms are available through the Registrar's Office, at any site office, or on the Registrar's Office Web site. The instructor must complete and submit this form for processing by the Registrar's Office. The Registrar's Office is the only office that is able to record the make-up of incomplete on the student's permanent academic record.

The Make-up of Incomplete form, indicating the student's final grade must be submitted to the Registrar's Office no later than the conclusion of the following session, excluding summer sessions. If the Registrar's Office does not receive the Make-up of Incomplete form, the incomplete will automatically be converted to the pre-assigned letter grade indicated by the instructor. If no letter grade was pre-assigned, the incomplete will automatically be converted to an "E" or "NC," depending on the grading system selected by the student, in which case the student would need to register for the course again and complete the course as a "repeat" to receive credit.

Extensions are only granted for serious reasons and will be limited to one additional session. Extensions must be requested in writing and approved by the course instructor and the Registrar. A longer extension may be granted in exceptional cases, only when the instructor and the appropriate Dean agree. The extension approval must be on file in the Registrar's Office prior to the conversion of the initial incomplete.

## Credit/No Credit Grading

The Credit/No Credit option (CR/NC) for undergraduate students allow a student to take a course without earning a letter grade. Instead, a grade of CR (credit) or NC (no credit) will be assigned. These grades have no effect on a student's grade point average.

This policy is governed by the following rules:

1. No course required for a major or minor may be taken on a CR/NC basis. This includes any and all cognates required by the program (See below for specific exceptions).
2. No more than 8 credit hours of CR/NC work may be taken by any student earning a baccalaureate degree. No more than 4 credit hours of CR/NC work may be taken by any student earning an associate degree. These totals will include all NC grades.
3. The deadline for electing the CR/NC option is the beginning of the third week for 15-week courses. The deadline for electing the CR/NC option will be prior to the second class meeting for courses which meet for 7 weeks.
4. Students who wish to choose the CR/NC option for a class will do so through the Registrar's Office, and not through the instructor. Instructors will assign letter grades to all students and the system will convert the grade to credit or no credit. The CR grade will be used for the letter grades A, B, and C. The NC grade will be used for the letter grades of D and E.
5. Once a course has been elected using the CR/NC option, no other grading option will be possible.
6. Specific exceptions include courses offered only on a CR/NC basis, and do not count toward the limitations listed in 1 and 2 above.
7. Any exemptions from any part of this policy can be made only by the appropriate Dean. Students seeking any exemption must do so in writing to the Dean.

**For Graduate Students:** Credit (CR) is equal to a letter grade of A or B but is not used in the calculation of the graduate student's grade point average. No more than six (6) credit hours of a CR option may be applied toward the Master of Arts degree. No Credit (NC) is equal to a letter grade of C or below and is not used in the calculation of the grade point average. A no credit (NC) grade is not acceptable toward the Master of Arts degree.

## Auditing a Course

1. An auditor is a student enrolled in a course for which he or she will receive neither grade nor credit.
2. The auditor is permitted to attend the class but is not required to submit assignments or take examinations.
3. Only part-time students may audit courses.
4. Audit tuition charges are stated each session at [www.sienaheights.edu](http://www.sienaheights.edu) under Tuition and Fees.
5. Students may not receive financial aid for Audit courses.
6. Audit registrations may be converted to credit registrations not later than the last day to add a class during the session or sub session in question. To convert from audit to credit the student must:
  - a. Be admitted by the Office of Admissions or appropriate site.

- b. Pay the differential between audit tuition and credit tuition at the time of the conversion from audit to credit.

For graduate students, an Audit (AU) indicates no credit earned and no grade points awarded. An AU is utilized when course requirements extend beyond the session of initial registration.

## **Transfer Credit**

All documentation, except as otherwise specified by University policy, submitted to Siena Heights University for the purpose of determining the acceptance of credit will be evaluated as follows:

1. Accepted credit will be determined by the Registrar. Such credit will be transcribed and will be applicable toward the elective credit required for the degree and, where found applicable, toward the Liberal Arts requirements or major requirements.
2. Accepted credit will be determined only from "Official Transcripts" and other appropriate documents.

Official Transcript definition:

- a. Issued to Siena Heights University and sent directly from the issuing institution to Siena Heights University.
  - b. Issued to Siena Heights University and sent directly from a third party transcript service; i.e. Parchment.
  - c. Hand-carried in a University-sealed envelope from the issuing institution to the Admissions' Office or Registrar's Office.
3. A course for which the grade point is less than a 2.0 on the grade point scale will not be accepted by Siena Heights University unless that credit:
    - a. has been included within an associate degree awarded by an institution other than Siena Heights University.
    - b. has been earned at the institution awarding the associate degree.
    - c. is part of a baccalaureate degree.

For example, a course for which a "C-" grade has been earned and for which that grade has been defined as a 1.70 will not be accepted.

4. All accepted credit, which may be applicable, will be subject to further evaluation by the chairperson in whose department/program a major or minor will be completed. Some programs will not accept "D" grades in transfer to their major or minor.
5. Completion of any course, either at Siena Heights University or at another institution, which duplicates a course or courses previously accepted in transfer will result in the loss of the transfer credit accepted.
6. Siena Heights University does not issue transcripts until the first letter grade at Siena Heights has been recorded.

## **Technical Training Transfer Credit**

Transfer credit for Allied Health and Technical Training from programs not accredited by North Central or another regional accrediting body will be approved for a Bachelor of Applied Science degree major if all the following apply:

1. The credit award is at least thirty-five credit hours.
2. A program was completed as defined by the sponsoring school.
3. The program can be documented by an official transcript or a detailed letter from the school administration.
4. Competence can be demonstrated by professional licensure or registry, or the successful completion of a standardized entry-level examination (if applicable to field of study).
5. Documentation for two years of relevant work experience, within the past four, can be secured.
6. Students may not use any credits from this award for Prior Learning credit.

## **Transfer Credit Limitations for Undergraduate Students**

A student may transfer between 90 – 110 credit hours toward a bachelor's degree from other accredited institutions and/or technical training as described above. Within the 90 – 110 hours of transferable credit toward the bachelor's degree, there is a maximum of:

- 4 credit hours of physical activity courses
- 6 credit hours of developmental courses
- 18 credit hours of Prior Learning credit
- 24 credit hours of Cooperative Work Experience
- 36 credit hours of College Level Examination Program (CLEP)

## **Transfer Credit Limitations for the Graduate College**

A maximum of 25% of total graduate credit-hours required to complete a master's degree at Siena Heights University may be transferred from graduate programs at other institutions. In rare and unusual circumstances, students may petition the Graduate Council to transfer in more than 25% of those credits. The authority to grant such exceptions rests solely with the Graduate Council.

The primary criteria for the acceptance of credits to be applied toward the Master of Arts degree are the timeliness and appropriateness of the credits and course descriptions for the respective graduate program requirements. Course work will be accepted for transfer if it is directly equivalent to courses required in the degree plan. Credits accepted for transfer toward the Master of Arts degree must be equivalent to courses 500 level or above offered at Siena Heights University and have a grade of "B-" (3.0 on a 4.0 grade point scale) or better. Transfer credits must have been earned within the time limitation of the student's graduate work for the degree.

The student is responsible for providing the official transcript and the syllabus for each course to be considered for transfer credit. In rare circumstances, when the syllabus is not available, a course description from the catalog may be accepted. The authorization and application of the accepted credits toward the degree are made after the student has completed a minimum residency of nine (9) credit-hours of graduate credit at Siena Heights University. The credit accepted for transfer is determined by the respective program director. Credits accepted from other institutions for the purposes of teacher certification (and not for the Master of Arts degree) are not posted to the Siena Heights University graduate transcript.

The Education student who has successfully completed a graduate-level research course, which is approved for transfer to the Siena Heights University transcript, may be required to enroll in TED 602 Research And Professional Writing In Education on an audit basis (one-credit-hour of tuition) prior to registration for GRS 694 Thesis/Project Seminar. Enrollment in TED 602 is intended to enable the student to develop the required thesis/project proposal.

## **Graduate College Credit for Special Offerings through Intermediate School Districts**

Occasionally, workshops and seminars sponsored by school districts and organizations are approved for graduate credit through Siena Heights University as a result of a formal evaluation of the proposed courses. Workshop participants do not need to undertake the application process unless they have completed nine (9) credit-hours of graduate study at Siena Heights University. The materials for registration are provided at the first session of each offering. Graduate students enrolled in degree programs or certification programs should consult with their advisors or program directors before registering for credit to ensure that the credit is applicable to the student's purposes and degree program. Students who begin a graduate program having accumulated credits for special offerings are not guaranteed that the credits will apply toward the Master of Arts degree or for teacher certification purposes. A maximum of nine (9) credit-hours of graduate study earned through special offerings may be applied to a graduate degree.

## **Michigan Intercollegiate Graduate Studies (MIGS) Program**

The MIGS program is a cooperative inter-institutional arrangement that permits graduate students to take advantage of educational offerings available at other participating institutions but not available at their own. Graduate students who are in good standing in a degree program are eligible to elect courses at several schools in Michigan with the approval of the faculty at both the host and home institutions. Courses must be approved in advance of enrollment by the graduate student's advisor or program director and the MIGS liaison officer at both the host and home institutions. Admission by the host institution is contingent on the availability of space and resources. Additional information is available in the Graduate College office.

### **Grade Appeals**

When a student has verifiable evidence that a final grade for a course may be questionable, the following procedure for appealing that grade shall be followed. The Director of Advising or appropriate site director may assist the student or other parties at any stage. Other third parties (e.g. lawyers, parents, friends) are not permitted to participate in any meetings regarding grade appeals, unless this is mutually agreeable to the student and whichever faculty are involved in the process. The appeal process must be initiated no later than six months after the final grade is recorded. Only the faculty member who issued the grade originally may change the grade. Students entered into the grade appeal process should expect a response, at each level, within 14 calendar days.

1. The student writes a detailed appeal to the faculty member who issued the grade. The student and faculty member discuss the issue. The faculty member writes a response, either supporting or denying the appeal. If the appeal to the faculty member is denied, the next step in the process may be taken.
2. The student writes an appeal to the program coordinator/director and the division chairperson or appropriate site director. The faculty member involved will be advised by the division chair or appropriate site director that the appeal process is continuing. The division chair or appropriate site director will write a response to the appeal. If the appeal is still denied, the final step in the process may be taken.
3. The student writes an appeal to the Dean of the appropriate College. All persons involved to this point will be advised by the Dean that the appeal process is continuing. The appropriate Dean will write a final response to the appeal.

### **Grade Changes**

A request to change a grade may be made only by the instructor, by completing the Change of Grade form available in the Registrar's Office, any site office, or on the Registrar's Office web site. The grade may be changed if the first grade recorded was in error. The Change of Grade form must be submitted certifying the reasons why the first grade was in error. The instructor or an appropriate school official must then submit the Change of Grade form to the Registrar's Office, no later than one session, excluding summer sessions, after the end of the session for which the grade was recorded. In the event of suspension, a suspension appeal and a grade appeal may occur concurrently with the suspension continuing until the grade appeal is resolved.

### **Dean's List**

To qualify for the Dean's List a student must:

1. Be classified as a full-time undergraduate student. A full-time student is defined as one who is registered for twelve or more credit hours of Siena Heights University credit during one session.
2. Earn during the appropriate session not fewer than twelve credit hours of letter graded Siena Heights University credit and a grade point average (GPA) of 3.50 or better. The grade point average will be computed only upon earned grades of A, B, C, D and E.

For purposes of determining eligibility for the Dean's List:

1. All "I" and "IP" grades will be calculated as if they were "E" grades. The grade of "CR" will be excluded from the GPA calculation.
2. Courses taken concurrently at other institutions will be excluded from consideration.

The Dean's List is prepared only for students enrolled during the fall and winter sessions. The Dean's list is a "frozen" picture of a student's record at a particular time. Changes to a student's record after this particular time will not change the list or letters issued by Siena Heights University.

## **Academic Achievement List**

To qualify for the Academic Achievement List a student must:

1. Be classified as a part-time undergraduate student. A part-time undergraduate student is defined as one who is registered for not more than eleven credit hours of Siena Heights University credit during one session.
2. Earn during the appropriate session (or concurrent eight-week sub sessions) not fewer than six and not more than eleven credit hours of letter graded Siena Heights University credit and a grade point average (GPA) of 3.50 or better. The grade point average will be computed only upon earned grades of A, B, C, D and E.

For purposes of determining eligibility for the Academic Achievement List:

1. All "I" and "IP" grades will be calculated as if they were "E" grades. The grade of "CR" will be excluded from the GPA calculation.
2. Courses taken concurrently at other institutions will be excluded from consideration.

The Academic Achievement List is prepared only for students enrolled during the fall and winter session (or during concurrent eight-week sub sessions). Changes to a student's record after this particular time will not change the list or letters issued by Siena Heights University.

## **University Honors for Baccalaureate Degree Recipients**

University honors are recognized at the time of graduation for superior academic achievement.

1. University honors are awarded only at the time the baccalaureate degree is granted.
2. To be considered for university honors a student must have earned a minimum of ninety (90) credit hours in graded courses at post-secondary institutions which are authorized by the appropriate state agency to offer either an associate or a baccalaureate degree. Transfer credit from post-secondary institutions which are not authorized to offer either an associate or baccalaureate degree cannot be considered in the computation of university honors. Examples of such credit are:
  - a. Hospital-based allied health programs in medical technology, respiratory therapy, and nursing.
  - b. Electronic, mechanical, and other engineering technology programs completed at proprietary institutions not authorized to grant associate or baccalaureate degrees.
3. University honors will be computed on all work attempted at Siena Heights University and on all work attempted at all other degree-granting institutions from which transfer credit is accepted. This means that all "D" and "E" grades which were reflected on the student transcript, but for which credit was not accepted by Siena Heights University, will be computed in university honors. A student can choose, however, not to have transfer credit accepted by Siena Heights University. If the student chooses not to have transfer credit from a designated institution accepted by Siena Heights University, none of the credit earned at that institution will be accepted by Siena Heights University or used in the computation of university honors.
4. University honors will be computed on the grades of A, B, C, D, and E. Grades of Credit/No Credit and Pass/Fail will be excluded from the university honors computation. The grading scale established by each institution from which transfer credit was accepted will be the scale used in computing university honors on course work taken at that institution. Because Siena Heights University has a 4.00 grade scale (A=4.00, B=3.00, C=2.00, D=1.00 and E=0.00), grade points can only be computed using that grade scale. Thus, a three (3) credit hour course for which the student received an "A-" will be assigned 12 quality points (3 credit hours x 4.00 = 12). Other institutions may use different grade scales, thus, a three (3) credit hour course for which an "A-" is specified as a 3.70 will be assigned 11.1 quality points (3 credit hours x 3.70 = 11.1)

5. Credit earned by means of the Michigan Occupational Competency Assessment Examination, Employer Work Experience Evaluation, Prior Learning Credit and The College Entrance Examination Board's College Level Examination Program and Advanced Placement Program, will not be included in the computation of university honors.
6. International transcripts are not calculated for University Honors.
7. To graduate with university honors, a student must earn the following cumulative grade point average:

|                 |             |
|-----------------|-------------|
| Summa Cum Laude | 3.90+       |
| Magna Cum Laude | 3.70 – 3.89 |
| Cum Laude       | 3.50 – 3.69 |

## Athletic Eligibility

Siena Heights University as a member of the National Association of Intercollegiate Athletics (NAIA) enforces the following academic standards for athletic eligibility:

- A student-athlete must be enrolled for 12 or more credit hours each semester he/she participates in inter-collegiate athletics. Graduate student athletes must be enrolled in 9 or more credit hours each semester he/she participates in inter-collegiate athletics.
- A traditional first-time entering freshman student athlete must meet one of the following options in addition to receiving a determination of eligibility by the NAIA website PlayNAIA:
  - Have a cumulative high school GPA of 2.3 or higher (on a 4.0 scale)
  - Meet two of the three requirements:
    - 2.0-2.29 (on a 4.0 scale)
    - Have an 18 ACT or 970 SAT score
    - Be in the top 50% of high school class
  - Have a cumulative high school GPA of 2.20-2.29 (on a 4.0 scale) and have earned 9 post-secondary credits with a grade of "C" or better prior to identification at any institution of higher education AND accepted on the certifying NAIA institution's transcript.
- Home school incoming freshman must meet one of the following options in addition to receiving a determination of eligibility by the NAIA website PlayNAIA:
  - Graduate from home school program AND earn a 20 ACT or 1040 SAT score
  - Graduate from a home school program AND have earned 9 post-secondary credits with a grade of "C" or better prior to identification at any institution of higher education accepted on the certifying NAIA institution's transcript
- A student-athlete must complete a minimum of 24 credit hours each academic year. (Summer hours may be included.)
- First-time freshmen athletes must pass 12 credit hours and achieve a 1.75 GPA to retain their eligibility for second semester. These same students must have a 2.0 at the end of their freshman year along with passing at least 24 credit hours to participate in athletics their sophomore year.
- Courses taken at Siena Heights University which repeat courses previously taken at either Siena Heights University or at other institutions and for which credit was earned will not fulfill the requirement for the 24 credit hour eligibility rule or the 12 credit hour eligibility rule.
- There are a number of other NAIA regulations that regard transfer students, semester of eligibility, etc. Contact the athletic director for additional information.
- Athletic eligibility is jointly determined each semester by the athletic director, the NAIA faculty representative, and the Registrar.
- Transfer student-athletes are required to have a cumulative grade point average (GPA) of 2.00 on all hours attempted at all previous institutions in order to be eligible their first semester at Siena Heights University. If

they do not have a 2.00 cumulative GPA at the time they matriculate at Siena Heights University, they must earn a minimum 2.00 cumulative GPA on at least 12 hours at Siena Heights University before they can be eligible.

- It is the student-athlete's responsibility to determine if he/she is in compliance with athletic eligibility requirements.

## **Academic Probation & Suspension Criteria (Undergraduate Students)**

1. For the purposes of Academic Probation and Suspension Criteria, a session is defined as an official term in which the student is enrolled. Official terms are Summer, Fall, and Winter.
2. Academic probation is based on the grade point average (GPA) of coursework at Siena Heights University (SHU). The grade point average required to remain in good standing increases as the number of hours toward a degree at SHU accumulates, including all transfer credit hours.
3. Academic performance may also affect eligibility for federal and state financial aid. Please contact the Financial Aid office for additional information.

### **Probation**

Students will be placed on probation and notified of their status by the Academic Review Board if:

- The student's SHU cumulative GPA does not meet the following levels toward their **degree requirements** (hours include all transfer credit):
  - After 15 hours, 1.75 SHU GPA (15-35 hours)
  - After 36 hours, 1.9 SHU GPA (36-59 hours)
  - After 60 hours, 2.0 SHU GPA (60 and over hours)
- The student fails to succeed in at least 2/3 of attempted cumulative credit hours. Please see Financial Aid office for additional information.

Students on Academic Probation must meet the conditions of their probation as established by university administrators.

### **Suspension**

A student may only remain on probation for two consecutive sessions. At the end of the second consecutive session the cumulative GPA must reach the level indicated above or the student will be notified of their suspension by the Academic Review Board. Suspended students must remain out of residence for a minimum of one full academic session.

### **Reinstatement from suspension**

A student may seek reinstatement after serving a suspension of at least one full academic session. Students must submit a *petition for reinstatement* to the Academic Review Board at least one calendar month prior to the session the student desires to return. In addition, a student must also submit the *Application for Readmission* to the Adrian campus Office of Undergraduate Admission or to the appropriate Graduate and Professional Studies site in tandem with the *petition for reinstatement*. Reinstatement petitions may be submitted electronically to [academicreviewboard@sienaheights.edu](mailto:academicreviewboard@sienaheights.edu).

The *petition for reinstatement* must be submitted in a typed format on a single page as an attachment. There is no guarantee that the petition will be successful. The petition must contain the following information:

- Identification in the form of your name, phone number, address, email, student ID.
- A clear explanation of the circumstances that contributed to poor academic performance.

- A clear explanation of the specific strategies you would adopt (if reinstated) to address the circumstances that contributed to poor academic performance.
- A clear statement of your academic goals for the session for which you are requesting reinstatement.
- A statement of the academic session you would like to return (if reinstated).

Additional information may include:

- Applicable documentation of any previous extenuating circumstances, such as letters of support from physicians, counselors, advisors, hospital records, pertinent legal documents, etc.
- Any evidence of academic success from other institutions that occurred since the suspension.

## Dismissal

If reinstatement is granted to a student after a suspension, he/she will be placed on probation, and must attain a cumulative GPA in accordance with the schedule defined above for bachelors and associate degrees. If the student fails to reinstate good standing within the first two sessions after reinstatement and readmission, the student will be dismissed from Siena Heights University for a period of at least two full years. Reinstatement after dismissal follows the same process as the reinstatement after suspension outlined above. Reinstatement following a dismissal can occur no earlier than two years from the date of the student's dismissal. A student will be subject to current probation guidelines when granted a return from dismissal.

## Academic Probation & Suspension Criteria (Graduate Students)

Determining probation and/or suspension status is reviewed at the end of each official session. (**Session** = Fall, Winter, Summer, **Sub-session** = Fall 1, Fall 2, Winter 1, Winter 2, Summer 1, Summer 2)

- Students admitted on-condition who do not earn a grade of B- or better in any course may be held to the standards communicated within their admissions acceptance letter, in accordance with the "Academic Probation & Suspension Criteria (Graduate Students) policy".

The following policies apply to all Graduate College programs, individual/dual master's/dual degree/double major/dually enrolled/and or certificates.

## Probation

When a graduate student earns a letter grade of "C" in any course, the result is placement on academic probation at the end of the session. The course must be retaken with a "B-" or better to receive credit towards a graduate degree. The progress of a graduate student on academic probation will be monitored by the appropriate program director or college administrator. While on academic probation, a student may be required to take non-program degree foundational courses as defined by the University, to strengthen academic skills. The student must maintain their session GPA at 3.0 or greater. Once the student's GPA has risen to at least a 3.0 by repeating courses until a grade of a "B-" or better, **is earned in each subsequent 600 level course**, the student may be upgraded to regular academic status.

A graduate student who is placed on Academic Probation is informed in a letter from the Dean.

## Suspension

### Regular Admission Students:

Academic Suspension occurs when:

- a graduate student whose cumulative GPA falls below 3.0 for more than one session; or,
- earns a second letter grade of "C" in any course; or,

- earns a single course grade of "D" or "E".

Once on Suspension, students may not continue program courses or register for additional courses. Until the Suspension is removed, the student is ineligible for graduation.

In some cases, Suspensions lead to permanent dismissal.

### **On-Condition Admission Students:**

Academic Suspension occurs when:

- a graduate student whose cumulative GPA falls below 3.0 for more than one session; or,
- earns a letter grade of "C" within the initial three graduate program courses; **(600 Level)** or,
- earns a second letter grade of "C" in any course; or,
- earns a single course grade of "D" or "E".

A graduate student who is placed on academic Suspension is informed in a letter from the Dean, of deadlines and procedures for an appeal of the Suspension. All suspensions last at least one (1) academic session (i.e., fall, winter, or summer). Graduate College official sessions are Summer, Fall, and Winter. During Suspension, the student must submit a written appeal to the Dean for reinstatement. Written appeals must be received within one (1) month of the onset of the Suspension. Upon the timely receipt of a request for reinstatement, the Dean will ask the Academic Suspension Subcommittee of the student's respective program to review the appeal letter and relevant evidence and to make a recommendation to the Graduate Council. The Graduate Council reviews the request and makes a decision regarding reinstatement within a reasonable time frame so the entire appeal process does not exceed one full 16-week session after the notification of Suspension. The Graduate Council may vote to dismiss a student, may reinstate the student, or may delineate conditions for reinstatement. A student who is suspended a second time will be dismissed from the University permanently with no opportunity for appeal.

International students should recognize that suspension may have serious consequences in relation to their immigration visa status. International students facing suspension should immediately contact both the International Office and their Graduate College advisor.

Graduate Assistants in Athletics should be advised that a suspension may affect the status of their assistantship. Students should work closely with the Dean of Students if they experience a suspension.

## **Academic Progress**

Satisfactory academic progress includes the maintenance of at least a 3.0 cumulative grade point average (GPA). A graduate student whose cumulative GPA falls below 3.0 or who receives a grade of "C" in any course is placed on academic probation. Students will return to "good standing" based on satisfactory completion of the conditions in the "Probation" letter. In addition, a graduate student whose GPA falls below 3.0 more than one session or receives more than one (1) grade of "C" in any course, is automatically suspended from the program and is therefore ineligible for graduation. A graduate student who receives a "D" or "E" is suspended from the program. (See "Suspension" paragraph above.)

## **Students Applying for or Receiving Veterans Benefits**

The State Approving Agency (SAA) has imposed the following requirements on Siena Heights University in order for students to receive veteran's benefits.

1. Satisfactory Grade (Cumulative GPA & Probation):  
All students receiving veteran's benefits must comply with the Academic Probation and Suspension guidelines of the University. A student who is placed on probation may not be continued on probation more

- than two sessions in order to raise the cumulative GPA to that required for graduation and come off probation. If the student fails to come off probation, the U.S. Department of Veterans Affairs (USDVA) will be notified electronically.
2. **Withdrawal and Last Date of Attendance:**  
The veteran's certification office will inform the USDVA of any change in credit hours and dates of attendance.
  3. **Credit for Previous Training:**  
All students who are requesting veteran's benefits when enrolling at Siena Heights University will be given credit for previous training, where appropriate. The total length of the training program will be reduced proportionately. The student and the USDVA will be advised in writing of the credit given to the student and the appropriate reduction in the total length of the program. All students receiving veteran's benefits must have transcripts and other documents showing credit for previous training on file in the Registrar's Office by the end of the first session of enrollment. Failure to do so will result in no further certification for veteran's benefits until those transcripts have been provided.

## **Add/Drop/Withdrawal Policies**

### **ATTENDANCE:**

Siena Heights University is not an attendance taking institution. Attendance is strongly encouraged as it is recognized as a key component of student success. Instructors are permitted to establish their own guidelines for attendance within their respective courses and these guidelines are published in their syllabi. Please also see the Siena Heights University policy on officially excused absences.

### **DROP/ADD:**

Students may drop or add classes in consultation with the instructor and academic advisor until the published drop/add deadline. If the student wishes to drop or add a class after the drop/add deadline, permission must be granted by the instructor, the academic advisor, and the academic dean. Dropping and/or adding classes may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

### **ATTENDANCE VERIFICATION**

The instructor will verify that a student has attended class or partaken in an academically related activity defined by federal financial guidelines. Verification is reported at the end of week 1 (new deadline for Winter 2022 semester) for the full 15-week session, or at the end of week 1 for each sub-session. If the student fails to attend or partake in an academically related activity during the verification period, they are administratively dropped from the course. Being dropped may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

### **GRADES:**

**E (Failing):** This grade is assigned to signify that the student has completed the course but failed to pass the course objectives.

**UW (Unofficial Withdraw):** This grade is assigned to signify that the student did not officially withdraw from the course but failed to participate in course activities through the end of the session or sub-session. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to allow evaluation of academic performance. In such cases the grade of UW appears on the transcript, the credits are deemed as attempted, but there is no GPA impact. The withdrawal date is recorded as the midpoint of the session or sub-session. Withdrawing from classes may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

**W (Withdraw):** This grade is assigned to students who officially withdraw from a course by the published withdrawal deadline for the session or sub-session. Students must initiate their intention to withdraw from a course by meeting with

their advisor to complete the withdrawal form and submit it in the Registrar's office for processing. In such cases the grade of W appears on the transcript, the credits are deemed as attempted, but there is no GPA impact. The withdrawal date is recorded as the date the student begins the official withdrawal process by meeting with their academic advisor or otherwise provides such notification to the academic advisor. Withdrawing from classes may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

I (Incomplete): This grade is assigned to students who were unable to fully complete course activities through the end of the period and who have reached a written agreement with the instructor to complete the course after the term has ended. Please see the policy on Incomplete Grades.

#### ADMINISTRATIVE WITHDRAWAL:

An administrative withdrawal may occur 1) in the event a student has received a student conduct sanction which would prevent the student from completing the session or sub-session; or 2) if the student is a threat to him/herself or others or the student is causing significant disruption to the university community; or 3) other circumstances that, at the discretion of the academic dean of the college make it impossible for students to complete the session or sub-session. In such cases grades of W appear on the transcript for every course that session or sub-session, the credits are deemed as attempted, but there is no GPA impact. Withdrawing from classes may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

#### COMPASSIONATE WITHDRAWAL:

Siena Heights University recognizes that students may find it necessary to withdraw from the university after the official withdraw deadline due to serious and compelling medical reasons for themselves or an immediate family member. In these situations, students may request a compassionate withdrawal. Immediate family members are defined as parents, guardians, siblings, spouse, children, spouse's parents, child's spouse, grandparents and grandchildren. Students can file an application for this type of withdrawal to the Office of the Dean for Students before the last day of the session or sub-session. In such cases grades of W appear on the transcript for every course that session or sub-session, the credits are deemed as attempted, but there is no GPA impact. Withdrawing from classes may have an impact on billing, financial aid, and/or athletic eligibility. Please see the institutional refund policy.

#### DEFINITIONS:

**ACADEMIC ATTENDANCE AND PARTICIPATION IN AN ACADEMICALLY-RELATED ACTIVITY:** The criteria that are used to determine whether a student has ceased attendance.

Criteria include but are not limited to:

#### ON CAMPUS CLASSES

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

#### ONLINE CLASSES

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Living in the residence halls and/or participating in the meal plan, participating in academic advising and/or counseling, or logging into an online class are not examples of an academically related activity per federal guidelines.

CENSUS DATE: Date identified by the institution to mark matriculation for the enrollment period.

DROP PERIOD: The period during which a class can be unregistered. The drop period begins the first day of registration for the session or sub-session and ends on the specified drop/add deadline for the session or sub-session. Classes that are unregistered during the drop period will not appear on the transcript.

ADMINISTRATIVE DROP: The process of unregistering a student from a class they do not attend or for which they do not partake in an academically related activity during the enrollment verification period.

STUDENT-INITIATED DROP: The process by which a student removes him or herself from a course during the drop period.

WITHDRAWAL PERIOD: The period during which a student may withdraw themselves from a class. The withdraw period begins immediately after the drop period is complete and extends to the official withdrawal deadline. Classes that are withdrawn during the withdrawal period will appear on the transcript with the grade of W.

STUDENT-INITIATED WITHDRAWAL: The process by which a student removes him or herself from a course by the withdrawal deadline.

ATTENDANCE VERIFICATION PERIOD: The period beginning on the first day of the session or sub-session and extending to the second Friday of the session or the first Friday of the sub-session.

ATTENDANCE VERIFICATION REPORT: A report in which the instructor validates the enrollment of a student that appears on a class roster. Verification will be evidenced by attendance during that period or participation in an academically related activity.

INSTITUTIONAL AID: Any scholarship or grant awarded by Siena Heights University.

MIDPOINT: The moment when 50% of the course days have been completed for a particular session or sub-session.

RETURN OF TITLE IV FUNDS (R2T4): The calculation required when a recipient of Title IV aid withdraws from an institution during a payment period/period of enrollment in which the recipient began attendance. The calculation compares the amount of Title IV aid the recipient earned to the amount disbursed and determines whether funds must be returned, or the student is eligible for a post-withdrawal disbursement.

TITLE IV FUNDS: Direct loans (Subsidized, Unsubsidized, Parent PLUS), Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), TEACH Grant

## **Alternative Credit**

### **Non-Course Credit Options**

- Advanced Placement
- College Level Examination Program (CLEP)
- International Baccalaureate Program (IB)
- Prior Learning Credit
- Graduate College Credit for Prior Learning Experience

## **Advanced Placement**

Advanced Placement Credit will be accepted for scores of three (3) or higher. The amount of credit accepted will be determined by the appropriate department/program. All credit accepted will be recorded on the student's transcript as credit (CR) only. No grade points will be assigned.

Credit earned by means of Advanced Placement will fulfill the Liberal Arts Requirements providing that such credit has been designated by the appropriate department/program chairperson as fulfilling Liberal Arts requirements.

| <b>Advanced Placement Test Name</b> | <b>Score Required</b> | <b>Credit Awarded</b> | <b>Course Equivalent</b>                              |
|-------------------------------------|-----------------------|-----------------------|---|
| Art 2D Design                       | 3                     | 3                     | General Elective / Liberal Arts: Fine Performing Arts |
| Art Drawing                         | 3                     | 3                     | ART 109   |
| Art History                         | 3                     | 3                     | ARH 230   |
| Biology                             | 3                     | 4                     | BIO 101   |
| Biology                             | 4 or 5                | 4                     | BIO 141   |
| Calculus AB                         | 4                     | 4                     | MAT 181   |
| Calculus BC                         | 4                     | 4                     | MAT 182   |
| Chemistry                           | 3 or 4                | 4                     | CHE 141   |
| Chemistry                           | 5                     | 4                     | CHE 141 & CHE 142                                     |
| Chinese Language & Culture          | 3                     | 3                     | General Elective Credit                               |
| Comparative Gov't & Politics        | 3                     | 3                     | PSC 260   |
| Computer Science A                  | 3                     | 3                     | General Elective Credit                               |
| Computer Science Principles         | 3                     | 3                     | General Elective Credit                               |
| English Literature & Comp.          | 3                     | 3                     | ENG 113   |
| English Language & Comp             | 3                     | 3                     | ENG 101   |
| Environmental Science               | 3                     | 4                     | Liberal Arts Science                                  |
| European History                    | 3                     | 3                     | HIS 341   |
| French Language & Culture           | 4                     | 3                     | Two- sessions Language Requirement                    |
| German Language                     | 3                     | 6                     | General Elective Credit                               |
| Human Geography                     | 3                     | 3                     | GEO 301   |
| Italian Language & Culture          | 3                     | 3                     | General Elective Credit                               |
| Japanese Language & Culture         | 3                     | 3                     | General Elective Credit                               |

|                                    |          |   |                           |
|------------------------------------|----------|---|---------------------------|
| Latin: Virgil                      | 3        | 3 | General Elective Credit   |
| Macroeconomics                     | 3        | 3 | ECO 222                   |
| Microeconomics                     | 3        | 3 | ECO 221                   |
| Music Theory                       | 3        | 2 | MMM 110                   |
| Music Theory - Aural Sub           | 3        | 2 | General Elective Credit   |
| Music Theory - Nonaural Sub        | 3        | 2 | MMM 110                   |
| Physics I: Algebra based           | 3        | 4 | Liberal Arts Science      |
| Physics 2: Algebra based           | 3        | 4 | PHY 142                   |
| Physics 1 & 2                      | 3 (each) | 8 | PHY 141 & PHY 142         |
| Physics B                          | 3        | 4 | PHY 141                   |
| Physics C: Mechanics               | 3        | 4 | PHY 161                   |
| Physics C: Electricity & Magnetism | 3        | 4 | PHY 162                   |
| Precalculus                        | 4 or 5   | 4 | MAT 159                   |
| Psychology                         | 3        | 3 | PSY 111                   |
| Research                           | 3        | 3 | ENG 102                   |
| Seminar                            | 3        | 3 | LAS 141                   |
| Spanish Language & Culture         | 4        | 4 | 300 Level SPA Requirement |
| Spanish Language & Culture         | 5        | 4 | SPA 240 & SPA 241         |
| Spanish Literature & Culture       | 4        | 4 | 300 Level SPA Requirement |
| Spanish Literature & Culture       | 5        | 4 | SPA 240 & SPA 241         |
| Statistics                         | 4        | 3 | MAT 174                   |
| Studio Art                         | 3        | 3 | Studio Art Credit         |
| U.S. History                       | 3        | 3 | HIS 210                   |
| U.S. Government & Politics         | 3        | 3 | PSC 130                   |
| World History                      | 3        | 3 | HIS 111                   |

## College Level Examination Program (CLEP)

Siena Heights University awards credit for successful completion of CLEP as established by the University. For information about the CLEP program, please contact the Advising Office.

1. Siena Heights University allows a maximum of 36 credit hours of CLEP credit toward the baccalaureate degree and 18 toward the associate degree.
2. Siena Heights University awards three to nine credit hours (see below) for each CLEP subject matter examination passed at a scaled score of 50 or higher.
3. Students may not receive CLEP credit for subjects for which they have already received college/university credit or for which they are in the process of earning college/university credit.
4. Siena Heights University records the name of the CLEP examination on the student's transcript along with the notation "CLEP Examination." The grade of "CR" (meaning Credit) is also recorded. No letter grades or honor points are awarded for CLEP credit.
5. A student who passes a CLEP examination which is analogous to a program requirement may be given a written waiver for that requirement by the program director but may be required to take a substitute course in that program.
6. Credit earned by means of CLEP will fulfill the Liberal Arts requirements provided that such credit has been designated by the appropriate department/program chairperson as fulfilling Liberal Arts requirements.
7. See Liberal Arts requirements for which CLEP exams satisfy Liberal Arts requirements.
8. Liberal Arts Credit will be granted for successful completion in Calculus and Pre Calculus.
9. Spanish Language Level I & II with a high score of 69 will receive 16 hours of credit equivalent to SPA 101 SPA 140 SPA 240 & SPA 241.
10. CLEP credit will be accepted within an Associate degree with transfer credit.

## Credit Awarded for CLEP Examinations

|                             | <i>Scaled Session<br/>Recommended</i> |              | <i>ACE</i>          |
|-----------------------------|---------------------------------------|--------------|---------------------|
| <b>General Examinations</b> | <b>Score</b>                          | <b>Hours</b> | <b>Equivalency</b>  |
| College Composition         | 50                                    | 6            | ENG 101 and ENG 102 |
| College Composition Modular | 50                                    | 3            | ENG 102             |
| Humanities                  | 50                                    | 3            | Elective Credit     |
| Natural Sciences            | 50                                    | 6            | Elective Credit     |
| Social Sciences and History | 50                                    | 6            | Elective Credit     |
| <b>Subject Examinations</b> |                                       |              |                     |
| American Government         | 50                                    | 3            | Elective Credit     |
| American Literature         | 50                                    | 3            | Elective Credit     |

|  |    |   |                             |
|--|----|---|-----------------------------|
| Analysis and Interpreting of Literature                    | 50 | 3 | Elective Credit             |
| Biology  | 50 | 6 | Liberal Arts Science Credit |
| Calculus   | 50 | 4 | MAT 181                     |
| Chemistry  | 50 | 6 | Liberal Arts Science Credit |
| College Algebra  | 50 | 3 | MAT 102                     |
| College Mathematics  | 50 | 6 | Elective Credit             |
| English Literature   | 50 | 3 | Elective Credit             |
| Financial Accounting                                       | 50 | 3 | Elective Credit             |
| French Language Level I                                    | 50 | 6 | Elective Credit             |
| French Language Level II                                   | 59 | 9 | Elective Credit             |
| German Language Level I                                    | 50 | 6 | Elective Credit             |
| German Language Level II                                   | 60 | 9 | Elective Credit             |
| History of the United States I: Early Colonization to 1877 | 50 | 3 | Elective Credit             |
| History of the United States II: 1865 to Present           | 50 | 3 | Elective Credit             |
| Human Growth and Development                               | 50 | 3 | Elective Credit             |
| Information Systems  | 50 | 3 | Elective Credit             |
| Introductory Business Law                                  | 50 | 3 | Elective Credit             |
| Introduction to Educational Psychology                     | 50 | 3 | Elective Credit             |
| Introductory Psychology                                    | 50 | 3 | PSY 111                     |
| Introductory Sociology                                     | 50 | 3 | SOC 111                     |
| Pre Calculus   | 50 | 3 | Liberal Arts Credit         |
| Principles of Macroeconomics                               | 50 | 3 | ECO 222                     |
| Principles of Management                                   | 50 | 3 | Elective Credit             |

|   |    |   |                 |
|---|----|---|-----------------|
| Principles of Marketing                           | 50 | 3 | Elective Credit |
| Principles of Microeconomics                      | 50 | 3 | ECO 221         |
| Spanish Language Level I                          | 50 | 6 | Elective Credit |
| Spanish Language Level II                         | 63 | 9 | Elective Credit |
| Western Civilization I: Ancient Near East to 1648 | 50 | 3 | Elective Credit |
| Western Civilization II: 1648 to the Present      | 50 | 3 | Elective Credit |

## International Baccalaureate Program (IB)

Siena Heights University awards 24 credits to students who earn the International Baccalaureate (IB) Diploma. Alternatively, the University awards credit for IB Higher Level (HL) examinations or IB Standard Level (SL) examinations in some subject areas. These transfer credits are evaluated on a case-by-case basis. Below is a list of IB classes that have been reviewed and will be accepted as credits for applicants who have applied.

| IB Course | Level | Score Required | SHU Equivalency         |
|-----------|-------|----------------|-------------------------|
| Biology   | HL    | 5-7            | BIO 101                 |
| Biology   | SL    | X              | Not Accepted            |
| Chemistry | HL    | 5              | CHE 110                 |
| Chemistry | HL    | 6 or 7         | CHE 141 and CHE 142     |
| Chemistry | SL    | X              | Not Accepted            |
| Economics | SL    | X              | Not Accepted            |
| Economics | HL    | 5 or 6         | ECO 221                 |
| Economics | HL    | 7              | ECO 221 and ECO 222     |
| English A | HL    | 5-7            | ENG 101                 |
| English A | SL    | X              | Not Accepted            |
| History   | HL    | 5-7            | History Elective Credit |
| ITGS      | HL    | 5-7            | General Elective Credit |

|  |      |        |   |
|--|------|--------|---|
| Math   | HL   | 5-7    | Three hours of Liberal Arts Math Requirements: through 2022 Fall Semester |
| Mathematics: Analysis and Approaches         | HL   | 6 or 7 | MAT 181 and MAT 182   |
| Mathematics: Analysis and Approaches         | HL   | 5      | MAT 181   |
| Mathematics: Applications and Interpretation | HL   | 6 or 7 | MAT 174 and MAT 181   |
| Mathematics: Applications and Interpretation | HL   | 5      | MAT 174   |
| Physics                                      | HL   | 5-7    | PHY 141 and PHY 142   |
| Physics                                      | SL   | X      | Not Accepted  |
| Psychology                                   | HL   | 5-7    | PSY 111   |
| Psychology                                   | SL   | x      | Not Accepted  |
| Spanish                                      | HL A | 5      | Three hours of 300+ Spanish literature classes                            |
| Spanish                                      | HL A | 6      | Three hours of 300+ Spanish literature classes                            |
| Spanish                                      | HL A | 7      | Six hours of 300+ Spanish literature classes                              |
| Spanish                                      | HL B | 5      | SPA 101 and SPA 140   |
| Spanish                                      | HL B | 6 or 7 | SPA 240 and SPA 241   |
| Spanish                                      | SL   | X      | Not Accepted  |

## Prior Learning Credit

Prior to beginning a formal education at Siena Heights, students may have had significant learning experiences through work, non-university courses or training, community service, or other accomplishments. These learning experiences may be worth academic credit if (1) the learning is university-level, (2) the experience can be documented by a third party, and (3) the student can present documentation which gives evidence of the learning experience and thereby persuades the University of its value. Academic credit is awarded for university-level learning, not for the experience itself. The appropriate site director will provide assistance with guidelines and procedures for developing the petition. The final petition is evaluated by University faculty.

Credit earned by a Prior Learning Credit petition (1) counts as elective credit, (2) does not count toward residency, (3) may be awarded at a junior/senior level, (4) may fulfill a liberal arts requirement if approved by the appropriate department. There is a maximum of 9 credit hours for an Associate Degree and 18 credit hours for a Baccalaureate Degree.

## Graduate College Credit for Prior Learning Experience

The graduate student who has prior learning experiences through work, non-college courses or training, community service, or other accomplishments, may be eligible for prior learning experience credit. The experiences must have provided graduate level equivalent learning outside the university classroom, with documentation to demonstrate the learning. The documentation for the petition for prior learning experience credit is evaluated by graduate faculty with expertise in the field or discipline in which credit is sought. All prior learning experience credit is noted as "CR" (credit) on the Siena Heights University transcript. No grade points are awarded. Due to state licensing restrictions in the Clinical Mental Health Counseling program, credit for prior learning experience can only be granted for electives.

Prior learning experience credit is typically added to the Siena Heights University transcript after the graduate student has completed a minimum of nine (9) credit-hours in a planned program at the university. Prior learning experience credit forms can be found on the Registrar's Office site.

### All Programs

#### Program Code

|        |                                     |        |                                   |
|--------|-------------------------------------|--------|-----------------------------------|
| A.A.   | Associate of Arts                   | B.S.   | Bachelor of Science               |
| A.A.S. | Associate of Applied Science        | B.S.N. | Bachelor of Science in Nursing    |
| A.S.   | Associate of Science                | B.S.W. | Bachelor of Social Work           |
| B.A.   | Bachelor of Arts                    | M.A.   | Master of Arts                    |
| B.A.S. | Bachelor of Applied Science         | M.B.A. | Master of Business Administration |
| B.B.A. | Bachelor of Business Administration | M.S.N. | Master of Science in Nursing      |
| B.F.A. | Bachelor of Fine Arts               |        |                                   |

### Undergraduate Majors

#### Accounting, A.A.

[Click here for additional program information.](#)

#### Course Requirements

Program Requirements: 23 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**

- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC 361 Managerial Cost Accounting **3 credit hours**
- Approved Electives **6 credit hours**

Cognate Requirements: 12 Credit Hours

- BAM 201 Business Communications **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Total for Major: 35 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 11-12 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

1. See specific Business and Management Division requirements.

### **Accounting, B.B.A.**

[Click here for specific Business and Management Division requirements.](#)

Course Requirements for Major

Program Requirements: 32 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC 361 Managerial Cost Accounting **3 credit hours**
- ACC 441 Auditing **3 credit hours**
- ACC 451 Federal Taxation-Individual **3 credit hours**
- ACC 460 Advanced Accounting/Not for Profit **3 credit hours**

Accounting Electives: 6 Credit Hours

(Select two)

- ACC 350 Fraud Examination **3 credit hours**
- ACC 376 Accounting Information Systems **3 credit hours**
- ACC 452 Federal Taxation - Business **3 credit hours**

- ACC 463 Financial Statement Analysis **3 credit hours**
- ACC 480 Internship Experience
- ACC 485 Special Topics

Cognate Requirements: 27 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- BAM 340 Legal Environment Of Business **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose 3 courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 59 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 32 Credit Hours

Total For Degree: 120 Credit Hours

Other Requirements

1. See specific Business and Management Division requirements.

Concentrations

Health Care Management: 15 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 Credit Hours**

#### Information Technology Management : 15 Credit Hours

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 Credit Hours**

#### Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One approved ACC, BAM, ECO, FIN, MGT or MKT Elective: **3 Credit Hours**

#### Finance: 15 Credit Hours

- Two approved business electives other than FIN: **6 Credit Hours**  
Choose three of the following courses: **9 Credit Hours**
- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- FIN 463 Financial Statement Analysis **3 credit hours**

#### International Business: 16 Credit Hours

- One semester of a language: **4 Credit Hours**
- One approved business elective: **3 Credit Hours**
- BAM 470 International Business Environment **3 credit hours**  
or
- ECO 342 Comparative Economic Systems **3 credit hours**  
or
- MKT 470 Global Marketing **3 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**

- FIN 450 International Finance **3 credit hours**

Management: 15 Credit Hours

- Three management courses above MGT 302 : **9 Credit Hours**
- Two approved business electives other than MGT, at least one at 300/400 level: **6 Credit Hours**

Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 : **9 Credit Hours**
- Two approved business electives other than MKT, at least one at 300/400 level: **6 Credit Hours**

## **Art, B.A.**

Course Requirements for Major

Program Requirements: 60 Credit Hours

Essential Foundations: 9 Credit Hours

- DES 100 Design Thinking **3 credit hours**
- DES 120 Graphic Design I **3 credit hours**
- DES 230 Illustration I **3 credit hours**

Integrated Arts: 51 Credit Hours

Essential Core: 30 Credit Hours

- Elective choice of any 10 studio art courses offered in the Department of Design + Art (*Essential Foundations courses may not double count*).

Essential Art History: 8 Credit Hours

- ARH 435 Visual Culture **3 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**
- TSD 242 Film Study And Analysis **3 credit hours** or ARH 242 Film Study and Analysis **3 credit hours**

Cognates: 13 Credit Hours

- ENG 150 Introduction To Creative Writing **3 credit hours**
- MMM 112 Class Piano 1 **1 credit hours**
- TSD 102 Introduction To Theatre **3 credit hours**
- TSD 103 Theatre Technology **3 credit hours**
- TSD 257 Introduction To Theatrical Design **3 credit hours**

Total for Major: 60 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 32 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Minimum of 6 credit hours in DES classes must be at the 300-400 level.
2. All Art BA students must successfully complete the Sophomore Critique process beginning in the sophomore year.
3. All Art BA students must complete the Junior Critique process beginning in the junior year.
4. All Art BA students must participate in a senior exhibition with an oral defense.
5. All Art BA students must present a professional arts portfolio at the senior level.
6. All Art BA majors must earn a grade of "C-" or better in all DES courses.
7. Any student wishing to continue in sequential DES courses must have earned a grade of "C-" or better in all designated prerequisites.

### **Associate of Applied Science/Inverted Majors, A.A.S**

#### Associate of Applied Science Degree

The Bachelor of Applied Science (B.A.S.) and the Associate of Applied Science (A.A.S.) are career-oriented degree programs structured on the "inverted major" concept, which builds an individually designed academic degree program around the approved technical, allied health, public safety, or occupational transfer pathways the student already has completed. In most cases, students complete their Siena Heights University degree by completing liberal arts courses and other course work appropriate to their prior learning and future goals.

Traditional and non-traditional credit options are possible for the inverted major. A transfer pathway may be established: credit may be awarded for course work completed at accredited colleges and universities as well as approved technical, trade and allied health schools, and/or for professional experience, licensure, or college-equivalent prior learning. Options for earning prior learning credit include CLEP (College-Level Examination Program), Excelsior College Exams, Michigan Occupational Competency Assessment Exams (MOCAC), ACEP/ONSI (American Council on Education Program on Non-Collegiate Sponsored Instruction), military and police academy certification, among other testing programs. Transfer credit is determined individually; interested students should contact an academic advisor.

B.A.S. and A.A.S. degrees are appropriate for students with a wide range of prior experience. Several examples of qualifying transfer pathways are highlighted below.

#### Health Care Professions

For persons trained in Radiologic Technology, Respiratory Therapy, Radiation Therapy, Dental Hygiene, Surgical Technology, Diagnostic Medical Sonography, Health Information Technology, Massage Therapy, Nuclear Medicine Technology, Medical Assisting, Medical Laboratory Technology, Nuclear Medicine Technology, Neurodiagnostic Technology, Occupational Therapy Assisting, Physical Therapy Assisting, or Health Studies (Contract Major: Please consult with advisor).

#### Public Safety Professions

For persons trained in Law Enforcement, Fire Technology, Paramedic Technology, Corrections, Emergency Medical Technology (EMT), or Public Safety Studies (Contract Major: Please consult with advisor).

### Technical/Trade and Occupational Professions

For persons trained in Aviation, Aviation Maintenance Technology, Automotive Technology, Climate Control Technology, Drafting and Design Technology, Electronics Technology, Industrial Technology, Nuclear Technology, Air Frame & Power Plant Technology, Energy Technology, Skilled Trades, or General Technology (Contract Major: Please consult with advisor).

### Specialized Occupational Professions

For persons trained in Sign Language Interpreting, Administrative Office Systems, Computer and Information Systems Technology, Computer Aided Drafting & Design Technology, Culinary Arts, Legal Assisting, Media Technology, Veterinary Technology, or Occupational Studies (Contract Major: Please consult with advisor).

### Inverted Majors/Applied Science Major Requirements

Associate of Applied Science degree seekers must complete sixty (60) credit hours of college level credit, at least 18 of which must be from Siena Heights University. There is no upper-level requirement. All other requirements are the same.

### Value Added

The Siena Heights Liberal Arts Program with its learning outcomes is an additional way the University enhances value/additional competencies to the BAS/AAS student's personal learning history. Many students add minors and other sequences of study to achieve additional skills, competencies, depending on their own personal, unique life circumstances. BAS/AAS students also often have completed much new, specialized training beyond the learning experiences which comprise their BAS/AAS major. Wherever appropriate evaluative means exist Siena Heights awards additional credit for such college-level learning.

### **Bachelor of Applied Science/Inverted Majors, B.A.S.**

#### Bachelor of Applied Science Degree

The Bachelor of Applied Science (B.A.S.) and the Associate of Applied Science (A.A.S.) are career-oriented degree programs structured on the "inverted major" concept, which builds an individually designed academic degree program around the approved technical, allied health, public safety, or occupational transfer pathways the student already has completed. In most cases, students complete their Siena Heights University degree by completing liberal arts courses and other course work appropriate to their prior learning and future goals.

Traditional and non-traditional credit options are possible for the inverted major. A transfer pathway may be established: credit may be awarded for course work completed at accredited colleges and universities as well as approved technical, trade and allied health schools, and/or for professional experience, licensure, or college-equivalent prior learning. Options for earning prior learning credit include CLEP (College-Level Examination Program), Excelsior College Exams, Michigan Occupational Competency Assessment Exams (MOCAC), ACEP/ONSI (American Council on Education Program on Non-Collegiate Sponsored Instruction), military and police academy certification, among other testing programs. Transfer credit is determined individually; interested students should contact an academic advisor.

B.A.S. and A.A.S. degrees are appropriate for students with a wide range of prior experience. Several examples of qualifying transfer pathways are highlighted below.

### Health Care Professions

For persons trained in Radiologic Technology, Respiratory Therapy, Radiation Therapy, Dental Hygiene, Surgical Technology, Diagnostic Medical Sonography, Health Information Technology, Massage Therapy, Nuclear Medicine Technology, Medical Assisting, Medical Laboratory Technology, Nuclear Medicine Technology, Neurodiagnostic Technology, Physical Therapy Assisting, or Health Studies (Contract Major: Please consult with advisor).

### Public Safety Professions

For persons trained in Law Enforcement, Fire Technology, Paramedic Technology, Corrections, Emergency Medical Technology (EMT), or Public Safety Studies (Contract Major: Please consult with advisor).

### Technical/Trade and Occupational Professions

For persons trained in Aviation, Aviation Maintenance Technology, Automotive Technology, Climate Control Technology, Drafting and Design Technology, Electronics Technology, Industrial Technology, Nuclear Technology, Air Frame & Power Plant Technology, Energy Technology, Skilled Trades, or General Technology (Contract Major: Please consult with advisor).

### Specialized Occupational Professions

For persons trained in Sign Language Interpreting, Administrative Office Systems, Computer and Information Systems Technology, Computer Aided Drafting & Design Technology, Culinary Art, Media Technology, Paralegal Studies, Veterinary Technology, or Occupational Studies (Contract Major: Please consult with advisor).

### Inverted Majors/Applied Science Major Requirements

To earn a Bachelor of Applied Science degree from Siena Heights University, a student must complete a total of 120 credit hours of college level credit, at least thirty (30) of which must be completed with Siena Heights. Within the 120 hours, a student must:

1. Have a qualifying transfer pathway.
2. Complete a minimum of thirty (30) credit hours at the 300/400 level, including at least 15 hours of upperlevel course work earned at Siena Heights.
3. Complete all applicable liberal arts requirements.
4. Maintain a minimum 2.0 grade point average in coursework from Siena Heights and demonstrate proficiency in writing and mathematics.

### Value Added

The Siena Heights Liberal Arts Program with its learning outcomes is an additional way the University enhances value/additional competencies to the BAS/AAS student's personal learning history. Many students add minors and other sequences of study to achieve additional skills, competencies, depending on their own personal, unique life circumstances. BAS/AAS students also often have completed much new specialized training beyond the learning experiences which comprise their BAS/AAS major. Wherever appropriate evaluative means exist, Siena Heights awards additional credit for such college-level learning.

## **Biology, A.S.**

### Course Requirements for Major

Program Requirements: 20 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Elective **4 credit hours** (300-level or higher)

Cognate Requirements: 11-16 Credit Hours

- CHE Approved Electives **8-12 credit hours**
- MAT Approved Electives **3-4 credit hours**

Total for Major: 31-36 credit hours

Liberal Arts: 13 Credit Hours

General Electives: 11-16 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Approved Biology electives must be at the 300-level or higher.
2. Students majoring in Biology must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements in the major).

## **Biology, B.S.**

### Course Requirements for Major

Program Requirements: 35-36 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Electives **15-16 credit hours** (300-level or higher)
- BIO 395 Junior Seminar I **1 credit hours**
- BIO 396 Junior Seminar II **1 credit hours**
- BIO 495 Senior Seminar I **1 credit hours**
- BIO 496 Senior Seminar II **1 credit hours**

## Cognate Requirements: 37 credit hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
  
- MAT 159 Precalculus **4 credit hours**  
or
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
  
- MAT 174 Data Analysis And Statistics **3 credit hours**
  
- MAT 244 Statistical Analysis And Design **3 credit hours**
  
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**
  
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
or
- PHY 162 Physics II (Calculus Based) **4 credit hours**
  
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 72-73 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 19-20 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Approved Biology electives must be at the 300-level or higher.
2. Students majoring in Biology must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.
3. Biology majors must complete a 16-hour residency at Siena Heights. 12 credit hours of this 16-hour residency requirement must be fulfilled by Siena Heights biology courses at the 300-level or higher, and the Junior and Senior Seminar series (BIO 395/BIO 396/BIO 495/BIO 496).
4. Students who are seeking teacher certification must take BIO 441 or BIO 443 as one of the four required Biology electives.
5. Students seeking teacher certification must also complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.
6. Students seeking secondary certification in teaching must also take NSC 110 Earth Science.
7. See Certification Pathway for all Education Certification requirements.

## **Business Administration, A.A.**

[Click here for additional program information.](#)

## Course Requirements for Major

### Program Requirements: 32 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- BAM 201 Business Communications **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose 3 courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

### Approved Electives: 6 Credit Hours

- Any approved ACC, BAM, ECO, FIN, ITM, MGT or MKT electives.

Total for Major: 32 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 14-15 Credit Hours

Total for Degree: 60 Credit Hours

## Other Requirements

1. Student should complete any 12 credits in residence among the following: BAM 201, MGT 302, MKT 310, and 6-credits of approved electives.

## **Business Administration, B.B.A.**

[Click here for specific Business and Management Division requirements](#)

## Course Requirements for Major

Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
  
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
  
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Elective Requirements: 15 Credit Hours

Any approved ACC, BAM, ECO, FIN, ITM, MGT or MKT electives. Twelve of these hours must be at the 300/400 level.

Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Choose three courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. For Business Administration, Management, and Marketing majors, a minimum of 24 credits in the major must be completed at Siena Heights University. FIN 340 and BAM 479 must be completed at Siena Heights University.
2. Students may satisfy program elective requirements by completing any concentrations.
3. See specific Business and Management Division requirements.

## Concentrations

(12 credit hours at the 300/400 level)

Transfer students must complete at least 24 credits of Business Administration at Siena Heights University including FIN 340 and BAM 479

### Accounting: 15 Credit Hours

- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- Two approved accounting electives **6 credit hours**
- One approved business elective other than ACC: **3 credit hours**

### Digital Marketing: 15 credit hours

- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 485 Special Topics **1-3 credit hours**
- Two business electives other than Digital Marketing courses. **6 credit hours**

### Economics: 15 credit hours

- ECO 342 Comparative Economic Systems **3 credit hours**
- ECO 460 Managerial Economics and Strategy **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- Two business electives other than Economics courses. **6 credit hours**

### Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours** (with small business firm)
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One Approved ACC, BAM, ECO, FIN, MGT or MKT Elective: **3 credit hours**

### Finance: 15 Credit Hours

- Two approved business electives other than FIN: **6 credit hours**

Three of the following: 9 Credit Hours

- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
  
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- FIN 463 Financial Statement Analysis **3 credit hours**

Health Care Management: 15 Credit Hours

(may not be available on the Adrian campus)

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 credit hours**

Information Technology Management: 15 Credit Hours

(may not be available on the Adrian campus)

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 credit hours**

International Business: 16 Credit Hours

- 1 session of a language **4 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- One approved business elective: **3 credit hours**

One of the following:

- BAM 470 International Business Environment **3 credit hours**
- ECO 342 Comparative Economic Systems **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

Management: 15 Credit Hours

- Three management courses above MGT 302 **9 credit hours**
- Two approved business electives other than MGT (at least one at 300/400 level) **6 credit hours**

Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 **9 credit hours**
- Two approved business electives other than MKT (at least one 300/400 level) **6 credit hours**

### Project Management: 15 Credit Hours

(may not be available on the Adrian campus)

- ITM 461 Project Management Coordination **3 credit hours**
- ITM 463 Project Management Control **3 credit hours**
- ITM 465 Project Management Strategy **3 credit hours**
- Two approved business electives for **6 credit hours**

## **Chemistry, A.S.**

### Course Requirements for Major

#### Program Requirements: 20 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE Approved Elective **4 credit hours**

#### Cognate Requirements: 10-16 Credit Hours

- MAT Approved Electives **6-8 credit hours**
- PHY Approved Electives **4-8 credit hours**

Total for Major: 30-36 Credit Hours

Liberal Arts: 13 Credit Hours

General Electives: 11-17 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Students majoring in Chemistry must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.

## **Chemistry, B.S.**

### Course Requirements for Major

## Program Requirements: 38 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE 341 Physical Chemistry I **3 credit hours**
- CHE 342 Physical Chemistry II **3 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 351 Introduction To Computational Chemistry **1 credit hours**
- CHE 395 Junior Seminar I **1 credit hours**
- CHE 396 Junior Seminar II **1 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**
- CHE 495 Senior Seminar I **1 credit hours**
- CHE 496 Senior Seminar II **1 credit hours**
- CHE Approved Chemistry Elective **3 credit hours**

## Cognate Requirements: 22 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**
- PHY 162 Physics II (Calculus Based) **4 credit hours**
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 60 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 32 Credit Hours

Total for Degree: 120 Credit Hours

## Other Requirements

1. Students majoring in Chemistry must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements in the major).
2. Chemistry majors must complete a 16-hour residency and 12 credit hours of Siena Heights chemistry courses at the 200-level or higher and the Junior and Senior seminar series (CHE 395/CHE 396/CHE 495/CHE 496).
3. Students seeking teacher certification must take CHE 454 Biochemistry as a required chemistry elective.
4. Students seeking secondary certification in teaching must also take NSC 110 Earth Science, and complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.

## Communications, B.A.

## Course Requirements for Major

## Program Requirements: 33 Credit Hours

### Core: 6 Credit Hours

- COM 111 Introduction To Communications **3 credit hours**
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

### Foundations: 12 Credit Hours

- COM 230 Introduction to Media Studies **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- COM 311 Communications in Context: Technology in Careers **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**

### Inquiry: 9 Credit Hours

- COM 340 Intercultural Communication **3 credit hours**
- COM 355 Media Literacy: Propaganda, Conspiracy, and Mass Media **3 credit hours**
- COM 396 Research Methods **3 credit hours**

### Practice: 6 Credit Hours

- COM 480 Communications Internship **1-12 credit hours** (minimum of three (3) credit hours required)
- COM 495 Senior Tutorial **3 credit hours**

### Concentration

(Choose One)

#### Digital Media and Content Creation: 15 Credit Hours

##### Foundations: 6 Credit Hours

- COM 140 Introduction to Journalism **3 credit hours**
- COM 240 Digital Media and Video Production **3 credit hours**

##### Inquiry and Practice: 9 Credit Hours

Select three (3) courses from the following:

- DES 120 Graphic Design I **3 credit hours**
- DES 350 User Experience Design **3 credit hours**
- DES 351 User Interface Design I **3 credit hours**
  
- ARH 435 Visual Culture **3 credit hours**  
or
- ENG 435 Visual Culture **3 credit hours**

- TSD 242 Film Study And Analysis **3 credit hours**
- TSD 270 Acting for the Camera **3 credit hours**
- TSD 358 Lighting, Sound and Projection Design **3 credit hours**
- TSD 370 Video Production Workshop **3 credit hours**
- Other Approved Electives

Business and Professional Communications: 15 Credit Hours

Foundations: 6 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**
- BAM 201 Business Communications **3 credit hours**

Inquiry and Practice: 9 Credit Hours

Select three (3) courses from the following:

- MGT 302 Management Principles And Cases **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- PCM 310 Interpersonal Communication Skills **3 credit hours**
- PCM 335 Social Media for Mass Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- Other Approved Electives

Total for Major: 48 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 44 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. Students must maintain a 2.0 g.p.a. or better in Program Requirements for their major.
2. Students must receive a 2.0 g.p.a. or better in their minor.

### **Community and Human Services, B.A.**

The Community and Human Services major is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences.

The Community and Human Services major is a multi-disciplinary program for persons interested - or already involved - in human service careers. This degree prepares students for a variety of career opportunities in the "helping" professions, where social service workers help strengthen the abilities and resources of others. Designed for students with some previous study and/or experience in the social sciences, the program offers a strong overview of the social service field and the role of the professional as an agent for positive social change in the community. Those students who wish to pursue a concentration in Family Systems studies should pay particular attention to their choice of electives and discuss their program with the academic advisor.

## Course Requirements

### Course Requirements for Major

Prerequisites: 6 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**

Program Requirements: 21 Credit Hours

- CSV 320 Community And Human Service Systems **3 credit hours**
- CSV 460 Crisis Intervention **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- SOC 312 Marriage And Family Relations **3 credit hours**
- CSV 495 Community And Human Services Practice **3 credit hours**

Capstone Course

The following courses **MUST** be completed prior to taking CSV 495

- CSV 495 Community And Human Services Practice **3 credit hours**
- CSV 320 Community And Human Service Systems **3 credit hours**
- LAS 301 The Adult Learner **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**

Approved Electives: 12 Credit Hours

Four electives from a number of disciplines, including but not limited to CDV, CRJ, CSV, GER, PSC, PSY, SOC, SWK, must be approved by the Community and Human Services program coordinator. These electives are selected in consultation with the student's advisor and may enhance specific vocational interests. At least one approved elective (3 credit hours) must be taken at Siena Heights University.

OR:

Family Systems Concentration: 12 Credit Hours

- SOC 355 Investigative Techniques In Social Services **3 credit hours**
- PSY 312 Interventions With Children & Families (Ages 0-6) **3 credit hours**  
or
- PSY 313 Interventions With Children & Families (Ages 6-12) **3 credit hours**

Select two from the following courses:

- PSY 370 Psychology Of Aging **3 credit hours**
- PSY 432 Crisis In Adolescence **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY 452 Family Social Issues **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**

Total for Major: 39 Credit Hours

### Other Requirements

1. No "D" grades are allowed in the major. Eighteen (18) credit hour residency requirement in major.
2. CSV 320 and CSV 495 require an academic service learning component. Students will be required to participate in specific experiential learning which augments the traditional classroom environment. CSV 495 is considered the capstone course during which final learning outcome assessment will occur. A practicum service component of 100 clock hours is required for this course. Prerequisites must be carefully monitored.
3. Students working toward a Community and Human Services Degree who transfer Community and Human Services electives from other institutions may not count grades below 2.0 toward the twelve (12) hours. In addition, grades below 2.0 for the required prerequisites and core requirements do not apply.
4. All students must maintain a cumulative 2.50 g.p.a. in the major.

### **Criminal Justice, A.A.**

#### Course Requirements for Major

Program Requirements: 24 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours** \*
- CRJ 341 Law Enforcement And Community Relations **3 credit hours** \*
- CRJ 342 Criminology **3 credit hours**
- CRJ 440 Criminal Law **3 credit hours** \*
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours** \*
- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours** \*

Cognate Requirements: 6 Credit Hours

- PSC 130 American Democracy **3 credit hours**

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

Total for Major: 30 Credit Hours

Liberal Arts: 13-14 Credit Hours

General Electives: 16-17 Credit Hours

Total for Degree: 60 Credit Hours

Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

1. All students must submit an Application to Major and be accepted into the program.
2. All students must maintain a cumulative 2.50 g.p.a. in the major.
3. "D" grades are not allowed in Criminal Justice requirements or cognates.

## **Criminal Justice, B.A.**

Course Requirements for Major

Program Requirements: 33 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours** \*
- CRJ 341 Law Enforcement And Community Relations **3 credit hours** \*
- CRJ 342 Criminology **3 credit hours**
- CRJ 395 Senior Seminar I **3 credit hours** \*
- CRJ 440 Criminal Law **3 credit hours** \*
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours** \*
- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours** \*
- CRJ 480 Internship/Co-Op Work Experience **3-12 credit hours** \* \*\*
- CRJ 495 Senior Seminar II **3 credit hours** \*

Cognate Requirements: 18 Credit Hours

- PSC 130 American Democracy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**  
or
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**

Total for Major: 51 Credit Hours

Liberal Arts: 34-37 Credit Hours

General Electives: 32-35 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

\*\*Before taking CRJ 480, be sure that you have fulfilled the prerequisite(s). Please see the course description for prerequisite(s).

1. All students must maintain a cumulative 2.50 g.p.a. in the major.
2. "D" grades are not allowed in Criminal Justice requirements or cognates

### Cybersecurity, B.S.

#### Course Requirements for Major

Program Requirements: 35 Credit Hours

- CIS 101 Introduction to Computer Information Systems **3 credit hours**
- CIS 104 Introduction to Cybersecurity **3 credit hours**
- CIS 120 Introduction to Programming **3 credit hours**
- CIS 210 Introduction to Networks **3 credit hours**
- CIS 310 Operating Systems Concepts **3 credit hours**
- CIS 321 Penetration Testing **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**
- CIS 410 Incident Detection, Prevention, and Response **3 credit hours**
- CIS 420 Policy, Legal, Ethics, and Compliance **4 credit hours**
- CIS 461 Secure Programming Practices **3 credit hours**
- CIS 473 Enterprise Cybersecurity **4 credit hours**

Cognate Requirements: 12 Credit Hours

- DES 350 User Experience Design **3 credit hours**

- DES 351 User Interface Design I **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- MGT 365 Project Management **3 credit hours**

Total for Major: 47 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 45 Credit Hours

Total for Degree: 120 credit hours

### **Data Analytics, B.S.**

Course Requirements for Major

Program Requirements: 68 Credit Hours

- CIS 120 Introduction to Programming **3 credit hours**
- CIS 310 Operating Systems Concepts **3 credit hours**
- CIS 325 Databases **3 credit hours**
- CIS 352 Data Structures **3 credit hours**
- CIS 363 Database Management Systems **3 credit hours**
- CIS 480 Co-Op Work Experience **1-12 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 344 Data Analysis with R/Python **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 396 Junior Seminar **1 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 436 Marketing Research **3 credit hours**

Program Elective Requirements: 6-7 Credit Hours (Choose 2 from below)

- MAT 282 Differential Equations **4 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 357 Game Theory **3 credit hours**

Cognate Requirements: 6 Credit Hours

- TSD 101 Fundamentals Of Speech Communication **3 credit hours**  
or
- BAM 201 Business Communications **3 credit hours**
- BAM 311 Business Ethics **3 credit hours**

Total for Major: 68 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 28 Credit Hours

Total for Degree: 120 Credit Hours

### **Design, B.F.A.**

Course Requirements for Major

Program Requirements: 60-66 Credit Hours

Essential Foundation: 9 Credit Hours

- DES 100 Design Thinking **3 credit hours**
- DES 120 Graphic Design I **3 credit hours**
- DES 230 Illustration I **3 credit hours**

Choose one (1) track from the following:

User Experience and User Interface Design: 51 Credit Hours

Essential Core: 18 Credit Hours

- DES 220 Graphic Design II **3 credit hours**
- DES 320 Graphic Design III **3 credit hours**
- DES 321 Board Game Design **3 credit hours**
- DES 350 User Experience Design **3 credit hours**
- DES 351 User Interface Design I **3 credit hours**
- DES 451 User Interface Design II **3 credit hours**

Essential Art History: 3 Credit Hours

- ARH 435 Visual Culture **3 credit hours**

Supporting Studio: 6 Credit Hours

- DES 330 Illustration II **3 credit hours**
- DES 430 Illustration III **3 credit hours**

Supporting Professional: 3 Credit Hours

- DES 480 Design Internship **3 credit hours**

Cognates: 21 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**
- CIS 120 Introduction to Programming **3 credit hours**
- COM 111 Introduction To Communications **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 275 Psychology of Gender **3 credit hours**

Illustration: 55 Credit Hours

Essential Core: 18 Credit Hours

- ART 115 Introduction to Painting **3 credit hours**
- DES 110 Book Design **3 credit hours**
- DES 210 Screenprinting **3 credit hours**
- DES 321 Board Game Design **3 credit hours**
- DES 330 Illustration II **3 credit hours**
- DES 430 Illustration III **3 credit hours**

Essential Art History: 3 Credit Hours

- ARH 435 Visual Culture **3 credit hours**

Supporting Studio: 15 Credit Hours

- DES 220 Graphic Design II **3 credit hours**
- DES 240 Industrial Design I **3 credit hours**
- DES 241 Industrial Design II **3 credit hours**
- DES 340 Industrial Design III **3 credit hours**
- DES 351 User Interface Design I **3 credit hours**

Supporting Professional: 3 Credit Hours

- DES 480 Design Internship **3 credit hours**

Cognates: 16 Credit Hours

- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- ENG 150 Introduction To Creative Writing **3 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- TSD 242 Film Study And Analysis **3 credit hours** or ARH 242 Film Study and Analysis **3 credit hours**
- TSD 257 Introduction To Theatrical Design **3 credit hours**

Integrated Design: 57 Credits

Essential Core: 33 Credit Hours

- DES 110 Book Design **3 credit hours**
- DES 210 Screenprinting **3 credit hours**
- DES 220 Graphic Design II **3 credit hours**
- DES 240 Industrial Design I **3 credit hours**
- DES 241 Industrial Design II **3 credit hours**
- DES 320 Graphic Design III **3 credit hours**
- DES 321 Board Game Design **3 credit hours**
- DES 340 Industrial Design III **3 credit hours**
- DES 350 User Experience Design **3 credit hours**
- DES 351 User Interface Design I **3 credit hours**
- DES 451 User Interface Design II **3 credit hours**

Essential Art History: 3 Credit Hours

- ARH 435 Visual Culture **3 credit hours**

Supporting Studio: 6 Credit Hours

- Elective choice of any two (2) studio courses offered in the Department of Design + Art **6 credit hours**

Supporting Professional: 3 Credit Hours

- DES 480 Design Internship **3 credit hours**

Cognates: 12 Credit Hours

- Elective choice of any course in creative writing, music, or theatre (performance, writing, or history based) **3 credit hours**
- BAM 101 Introduction To Business **3 credit hours**
- CIS 120 Introduction to Programming **3 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**

Total for the Major: 60-66 Credit Hours

Liberal Arts: 15-16 Credit Hours

General Electives: 38-45 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

The following information applies to all tracks within this degree:

1. All Design majors must successfully complete the Sophomore Critique process beginning in the sophomore year.
2. All BFA Design majors must successfully complete the Junior Critique process beginning in the junior year.
3. Design majors must earn a grade of "C-" or better in all DES courses.
4. Any student wishing to continue in sequential DES courses must have earned a grade of "C-" or better in all designated prerequisites.
5. Design majors must complete a senior project in design approved by one of the primary Design faculty.
6. Design majors must present a professional design portfolio in their senior year as approved by one of the primary Design faculty.

## **Early Childhood Education, A.A.**

### Course Requirements

#### Program Requirements: 24 Credit Hours

- ECE 115 Child Growth and Development **3 credit hours**
- ECE 165 Infant Toddler Curriculum **3 credit hours**
- ECE 245 Assessment In Early Childhood Education **3 credit hours**
- ECE 355 Programs For Young Children **3 credit hours**
- ECE 375 Administration Of Child Care Centers **3 credit hours**
- ECE 380 Child Development Practicum I **4 credit hours**
- ECE 395 Seminar In Child Development **1 credit hours**
- ECE 480 Child Development Practicum II **4 credit hours**

#### Cognate Requirements: 6 Credit Hours

- Approved Elective **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**

Total for Major: 30 Credit Hours

Liberal Arts: 16-17 Credit Hours

General Electives: 13-14 Credit Hours

Total for Degree: 60 Credit Hours

### Other Requirements

1. Students pursuing the degree must earn a C- or better in each required course (including cognate requirements).
2. Students must have a 3.0 g.p.a. in the Child Development major program requirements.

## **Early Childhood Education, B.A.**

The Siena Heights University Child Development Program meets National Association for the Education of Young Children standards.

## Course Requirements for Major

### Program Requirements: 26 Credit Hours

- ECE 115 Child Growth and Development **3 credit hours**
- ECE 165 Infant Toddler Curriculum **3 credit hours**
- ECE 245 Assessment In Early Childhood Education **3 credit hours**
- ECE 345 Early Literacy: Birth To 5 Years **3 credit hours**
- ECE 355 Programs For Young Children **3 credit hours**
- ECE 375 Administration Of Child Care Centers **3 credit hours**
- ECE 380 Child Development Practicum I **4 credit hours**
- ECE 395 Seminar In Child Development **1 credit hours**
- ECE 495 Research In Child Development **3 credit hours**

### Cognate Requirements: 12 Credit Hours

- EDU 211 Health And Movement Education **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- TSD 343 Teaching Creative Dramatics **3 credit hours**

### Choose Option I or Option II: 4-7 Credit Hours

#### Option I

Compatible to the related fields in psychology, social work, private and public child care centers, clinics, recreation, and the human services. Required for students not seeking elementary teacher certification:

- ECE 480 Child Development Practicum II **4 credit hours**

Choose one of the following:

- ECE 365 Family/Community Partnerships In Early Childhood **3 credit hours**
- MMM 120 Music Activities For Children **2 credit hours**
- PSY 342 Child And Adolescent Psychology **3 credit hours**

#### Option II:

Designed for students interested in preschool education and teaching early education grades. All students pursuing the Early Childhood-Child Development endorsement must complete the elementary comprehensive major for certification.

Total for Major: 42-45 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 46-49 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. TSD 101 Fundamentals Of Speech Communication strongly recommended.
2. Students majoring in Child Development must earn a C- or better in each required course (including cognate requirements) in the major.
3. Attainment of a 3.0 g.p.a. in the CDV major is a graduation requirement.

### Elementary Endorsement with Early Childhood Emphasis (ZS)

#### Course Requirements

Program Requirements: 20 Credit Hours

- ECE 115 Child Growth and Development **3 credit hours**
- ECE 165 Infant Toddler Curriculum **3 credit hours**
- ECE 245 Assessment In Early Childhood Education **3 credit hours**
- ECE 355 Programs For Young Children **3 credit hours**
- ECE 375 Administration Of Child Care Centers **3 credit hours**
- ECE 380 Child Development Practicum I **4 credit hours**
- ECE 395 Seminar In Child Development **1 credit hours**

Cognate Requirements: 6 Credit Hours

- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**

Total for Endorsement: 26 Credit Hours

### Other Requirements

1. All students pursuing the Early Childhood-Child Development endorsement must complete the elementary comprehensive major for certification.
2. Students pursuing an Early Childhood endorsement (ZS) must earn a C- or better in each required course including cognate requirements. Attainment of a 3.0 g.p.a. in the Early Childhood coursework is a graduation requirement.

### **Early Childhood Education, Montessori Education Concentration, Infant and Toddler 0-3 Years or Early Childhood 3-6 Years, B.A.**

#### Course Requirements for Major

Montessori Requirements: 21 Credit Hours

\* Credit for 21 credit hours only applies to students enrolled in the Child Development Montessori BA degree.

- Montessori Training Institute (transfer credit) **9 credit hours**
- Montessori Year-Long Internship (transfer credit) **12 credit hours**

#### Program Requirements: 30 Credit Hours

- ECE 115 Child Growth and Development **3 credit hours**
- ECE 165 Infant Toddler Curriculum **3 credit hours**
- ECE 245 Assessment In Early Childhood Education **3 credit hours**
- ECE 345 Early Literacy: Birth To 5 Years **3 credit hours**
- ECE 355 Programs For Young Children **3 credit hours**
- ECE 375 Administration Of Child Care Centers **3 credit hours**
- ECE 380 Child Development Practicum I **4 credit hours**
- ECE 395 Seminar In Child Development **1 credit hours**
- ECE 480 Child Development Practicum II **4 credit hours**
- ECE 495 Research In Child Development **3 credit hours**

#### Cognate Requirements: 9 Credit Hours

- SED 344 Early Childhood and Special Education **3 credit hours**
- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours**

#### Approved Elective Recommendations: 3 Credit Hours

- PSY 342 Child And Adolescent Psychology **3 credit hours**  
or
- TSD 343 Teaching Creative Dramatics **3 credit hours**

Total for Major: 60 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 28 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

1. Students majoring in Child Development with a Montessori concentration must earn a C- or better in each required course (including cognate requirements) in the major.
2. Attainment of a 3.0 gpa in the CDV with a Montessori concentration major is a graduation requirement.

#### **Early Childhood Education: Birth - Kindergarten, B.A.**

This program is designed for those candidates interested in teaching birth through kindergarten in the general education and special education classroom. This major that can lead to Michigan Teacher Certification.

## Course Requirements for Major

### Program Requirements: 43 Credit Hours

- ECE 114 Child Growth and Development **3 credit hours**
- ECE 160 Infant and Toddler Curriculum **3 credit hours**
- ECE 170 Methods and Materials for Young Children **3 credit hours**
- ECE 200 Creative Play and Human Development **3 credit hours**
- ECE 210 Child Guidance & Management **3 credit hours**
- ECE 220 Social Emotional Development **3 credit hours**
- ECE 246 Observation, Assessment and Analysis of Young Children **3 credit hours**
- ECE 300 Emergent Literacy: Birth to 8 years **3 credit hours**
- ECE 325 Math Methods for Young Children **3 credit hours**
- ECE 350 Science and Technology for Young Children **3 credit hours**
- ECE 360 Social Studies Methods for Young Children **3 credit hours**
- ECE 371 Family Community Partnerships **3 credit hours**
- ECE 379 Administration of Early Childhood Programs **3 credit hours**
- ECE 390 Early Childhood Practicum Experience **3 credit hours**
- ECE 394 Professional Seminar in Early Childhood **1 credit hours**

### Cognate Requirements: 34 Credit Hours

- NSC 141 Science for Elementary Teachers I **4 credit hours** with lab  
or
- EDU 141 Science for Elementary Teachers I **4 credit hours** with lab
  
- PSC 130 American Democracy **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- EDU 302 Literacy Foundations **3 credit hours**
- EDU 303 Introduction to Literacy Strategies **3 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 346 Collaboration & Professionalism **3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 251 Math and Methods for Elementary Teachers I **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**

### Certification Track Only: 16-19 Credit Hours

- EDU 150 Freshman Seminar I **1 credit hours**
- EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 250 Sophomore Seminar II **1 credit hours**
- EDU 350 Junior Seminar III **1 credit hours**
- EDU 450 Senior Seminar IV **1 credit hours**
- SED 480 Directed Teaching **8-11 credit hours**
- SED 495 Directed Teaching Seminar **1 credit hours**

Liberal Arts: 28 credit hours

Total for Degree: 121-124 credit hours

Early Childhood Education - Non-Certification - Track, B.A.

For those candidates who wish to earn a Bachelor's degree in Early Childhood Education with NO Michigan Teacher Certification.

Program Requirements: 53 Credit Hours

- ECE 114 Child Growth and Development **3 credit hours**
- ECE 140 Freshman Seminar I **1 credit hours**
- ECE 160 Infant and Toddler Curriculum **3 credit hours**
- ECE 170 Methods and Materials for Young Children **3 credit hours**
- ECE 200 Creative Play and Human Development **3 credit hours**
- ECE 210 Child Guidance & Management **3 credit hours**
- ECE 220 Social Emotional Development **3 credit hours**
- ECE 240 Sophomore Seminar II **1 credit hours**
- ECE 246 Observation, Assessment and Analysis of Young Children **3 credit hours**
- ECE 300 Emergent Literacy: Birth to 8 years **3 credit hours**
- ECE 325 Math Methods for Young Children **3 credit hours**
- ECE 350 Science and Technology for Young Children **3 credit hours**
- ECE 340 Junior Seminar III **1 credit hours**
- ECE 360 Social Studies Methods for Young Children **3 credit hours**
- ECE 371 Family Community Partnerships **3 credit hours**
- ECE 379 Administration of Early Childhood Programs **3 credit hours**
- ECE 390 Early Childhood Practicum Experience **3 credit hours**
- ECE 392 Professional Seminar in Early Childhood Education **2 credit hours**
- ECE 393 Early Childhood Practicum Experience **4 credit hours**
- ECE 394 Professional Seminar in Early Childhood **1 credit hours**
- ECE 440 Senior Seminar IV **1 credit hours**

Cognate Requirements: 34 Credit Hours

- NSC 141 Science for Elementary Teachers I **4 credit hours** with lab  
or
- EDU 141 Science for Elementary Teachers I **4 credit hours** with lab
  
- PSC 130 American Democracy **3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 251 Math and Methods for Elementary Teachers I **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- EDU 302 Literacy Foundations **3 credit hours**
- EDU 303 Introduction to Literacy Strategies **3 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**

- EDU 346 Collaboration & Professionalism **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**

Liberal Arts: 28 Credit Hours

General Electives: 5-6 Credit Hours

Total for Degree: 121-122 credit hours

Other Requirements

Grade Point Average Requirements

Due to the certification requirements, Candidate's must earn a minimum of a B- in each of their early childhood and education courses and have a cumulative GPA of 3.0 at the time of application for full acceptance and student teaching.

Residency Requirements

Courses in this program are designed to build on content, skill and disposition. Any transfer student will have an individual transcript review for comparison to our program outcomes, key assessments and clinical field experiences.

SED 480, SED495 Student teaching placements are residency requirement at Siena Heights University.

ECE 390, ECE 394, ECE 392, ECE 393 Practicum placements are residency requirement at Siena Heights University.

Division of Education

Please see the Division of Education handbook for all program and certification requirements.

**Elementary: Grades Three-Six (3-6), B.A.**

This program is designed for those students interested in teaching preschool and kindergarten through grade three. This is a major only. This program leads to certification.

Course Requirements for Major

Program Requirements: 72 Credit Hours

- EDU 115 Child and Adolescent Development **3 credit hours**
- \* EDU 150 Freshman Seminar I **1 credit hours**
- \* EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- EDU 212 Health & Movement Education **3 credit hours**
- \* EDU 250 Sophomore Seminar II **1 credit hours**
- EDU 270 Fostering Student Engagement **2 credit hours**
- EDU 302 Literacy Foundations **3 credit hours**
- EDU 303 Introduction to Literacy Strategies **3 credit hours**
- EDU 306 Grades 3 – 6 Literacy **3 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**

- EDU 320 Technology for Educators **2 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**
- EDU 346 Collaboration & Professionalism **3 credit hours**
- \* EDU 350 Junior Seminar III **1 credit hours**
- EDU 352 Behavior Management **2 credit hours**
- \* EDU 355 Core Methods I **3 credit hours**
- \* EDU 356 Elementary Core Methods II **3 credit hours**
- EDU 358 Methods of Teaching History and Geography **3 credit hours**
- EDU 359 Methods of Teaching Economics and Political Science **3 credit hours**
- EDU 373 Methods of Teaching Science **3 credit hours**
- EDU 435 Diagnosis and Remediation of Reading Difficulties **3 credit hours**
- \* EDU 450 Senior Seminar IV **1 credit hours**
- \* EDU 490 Student Teaching **10 credit hours**
- \* EDU 495 Student Teaching Seminar **2 credit hours**

#### Cognate Requirements: 26 Credit Hours

- ENG 225 Introduction To Children's Literature **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 251 Math and Methods for Elementary Teachers I **3 credit hours**
- MAT 252 Math and Methods for Elementary Teachers II **3 credit hours**
  
- EDU 141 Science for Elementary Teachers I **4 credit hours**  
Or
- NSC 141 Science for Elementary Teachers I **4 credit hours**
  
- EDU 142 Science for Elementary Teachers II **4 credit hours**  
Or
- NSC 142 Science for Elementary Teachers II **4 credit hours**
  
- PSC 130 American Democracy **3 credit hours**

#### Liberal Arts: 32 Credit Hours

- Please note that some cognate requirements also count as liberal arts

Total for Degree: 130 credit hours

#### Concentration In Religious Studies: 12 Credit Hours

The Religious Studies concentration is designed specifically for students seeking certification in education and/or public service. This twelve-hour stand-alone concentration is for the student who wishes to add value to their major and to their life-long learning.

- RST 314 World Religions **3 credit hours**
- RST 301 Theological Inquiry **3 credit hours**

- RST 372 Methods In Teaching Religion **3 credit hours**

### One Of The Following Electives: 3 Credit Hours

- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 410 Peacemaking **3 credit hours**

### Other Requirements

#### Grade Point Average Requirements

Students must earn a cumulative GPA of 3.0 at the time of application for full-acceptance and student teaching.

Due to the certification requirements, the following courses must have a combined GPA of 3.0 or higher:

ENG 102 Reading And Writing II

MAT 149 Problem Solving

#### Because of multiple course requirements

Because of the multiple course requirements in this program, students should plan on a minimum of four to four and a half years. If an additional endorsement is added then it may take five years to complete.

#### Other Requirements

- \*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian Campus. EDU 490 is a residency requirement and all student teaching placements are approved in advance within the area.
- Any transfer requests will be examined on an individual basis, based on program requirements.
- Please see the Division of Education handbook for all program and certification requirements.

### Elementary: Preschool, Kindergarten-Grade Three (PK-3), B.A.

This program is designed for those students interested in teaching preschool and kindergarten through grade three. This is a major only. This program leads to certification.

### Course Requirements for Major

#### Program Requirements: 78 Credit Hours

- ECE 114 Child Growth and Development **3 credit hours**
- ECE 325 Math Methods for Young Children **3 credit hours**
- \* EDU 150 Freshman Seminar I **1 credit hours**
- \* EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- EDU 212 Health & Movement Education **3 credit hours**
- \* EDU 250 Sophomore Seminar II **1 credit hours**

- EDU 270 Fostering Student Engagement **2 credit hours**
- EDU 302 Literacy Foundations **3 credit hours**
- EDU 303 Introduction to Literacy Strategies **3 credit hours**
- EDU 304 Grades PK – 3 Literacy I **3 credit hours**
- EDU 305 Grades PK – 3 Literacy II **3 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**
- EDU 320 Technology for Educators **2 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**
- EDU 346 Collaboration & Professionalism **3 credit hours**
- \* EDU 350 Junior Seminar III **1 credit hours**
- EDU 352 Behavior Management **2 credit hours**
- \* EDU 355 Core Methods I **3 credit hours**
- \* EDU 356 Elementary Core Methods II **3 credit hours**
- EDU 358 Methods of Teaching History and Geography **3 credit hours**
- EDU 359 Methods of Teaching Economics and Political Science **3 credit hours**
- EDU 373 Methods of Teaching Science **3 credit hours**
- EDU 435 Diagnosis and Remediation of Reading Difficulties **3 credit hours**
- \* EDU 450 Senior Seminar IV **1 credit hours**
- \* EDU 490 Student Teaching **10 credit hours**
- \* EDU 495 Student Teaching Seminar **2 credit hours**

#### Cognate Requirements: 26 Credit Hours

- ENG 225 Introduction To Children's Literature **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 251 Math and Methods for Elementary Teachers I **3 credit hours**
- MAT 252 Math and Methods for Elementary Teachers II **3 credit hours**
- NSC 141 Science for Elementary Teachers I **4 credit hours**
- NSC 142 Science for Elementary Teachers II **4 credit hours**
- PSC 130 American Democracy **3 credit hours**

#### Liberal Arts: 32 Credit Hours

- Please note that some cognate requirements also count as liberal arts credits

#### Total for Degree: 126 credit hours

#### Concentration In Religious Studies: 12 Credit Hours

The Religious Studies concentration is designed specifically for students seeking certification in education and/or public service. This twelve-hour stand-alone concentration is for the student who wishes to add value to their major and to their life-long learning.

- RST 301 Theological Inquiry **3 credit hours**
- RST 314 World Religions **3 credit hours**

- RST 372 Methods In Teaching Religion **3 credit hours**

### One Of The Following Electives: 3 Credit Hours

- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 410 Peacemaking **3 credit hours**

### Other Requirements

#### Grade Point Average Requirements

Students must earn a cumulative GPA of 3.0 at the time of application for full-acceptance and student teaching.

Due to the certification requirements, each of the following courses must have a combined GPA of 3.0 or higher:

ENG 102 Reading And Writing II

MAT 149 Problem Solving

#### Because of multiple course requirements

Because of the multiple course requirements in this program, students should plan on a minimum of four to four and a half years. If an additional endorsement is added then it may take five years to complete.

#### Other Requirements

- \*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian Campus. EDU 490 is a residency requirement and all student teaching placements are approved in advance within the area.
- Any transfer requests will be examined on an individual basis, based on program requirements.
- Please see the Division of Education handbook for all program and certification requirements.

### English Language Arts, Secondary Educator Certification, B.A.

#### Course Requirements for Major

#### Program Requirements: 38-46 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 226 Adolescent Literature **3 credit hours**
- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 343 British Literary History I **3 credit hours**
- ENG 345 British Literary History II **3 credit hours**
- ENG 349 U.S. Literary History **3 credit hours**
- \* ENG 372 Secondary Methods **2 credit hours**

- ENG 396 Research Methods **3 credit hours**
- ENG 495 Senior Tutorial **3 credit hours**

Select two (2) from the following list:

- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**

Specialized Program of Study: (students must choose one of the following 3 options)

Option A: 5-9 Grade band (8 credit hours)

- ENG 225 Introduction To Children's Literature **3 credit hours**
- EDU 306 Grades 3 – 6 Literacy **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**

Option B: 7-12 Grade band (3 credit hours)

- ENG 445 Shakespeare **3 credit hours**

Option C: Both 5-9 and 7-12 grade bands (11 credit hours)

- ENG 225 Introduction To Children's Literature **3 credit hours**
- ENG 445 Shakespeare **3 credit hours**
- EDU 306 Grades 3 – 6 Literacy **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**

Education Requirements: 56 Credit Hours

- EDU 115 Child and Adolescent Development **3 credit hours**
- \* EDU 150 Freshman Seminar I **1 credit hours**
- \* EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- \* EDU 250 Sophomore Seminar II **1 credit hours**
- EDU 307 Middle School Literacy **3 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**
- EDU 320 Technology for Educators **2 credit hours**
- EDU 332 Teaching Writing **3 credit hours**
- EDU 336 Disciplinary Literacy **3 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 346 Collaboration & Professionalism **3 credit hours**
- \* EDU 350 Junior Seminar III **1 credit hours**
- EDU 352 Behavior Management **2 credit hours**
- \* EDU 356 Elementary Core Methods II **3 credit hours**
- \* EDU 372 Secondary Education Methods **3 credit hours**

- EDU 435 Diagnosis and Remediation of Reading Difficulties **3 credit hours**
- \* EDU 450 Senior Seminar IV **1 credit hours**
- \* EDU 490 Student Teaching **10 credit hours**
- \* EDU 495 Student Teaching Seminar **2 credit hours**

Total for Major: 94-101 Credit Hours

Liberal Arts: 28 Credit Hours

Total for Degree: 122-129 Credit Hours

Other Requirements

- English Majors must earn a 2.1 g.p.a. in their major

**English, B.A.**

Course Requirements for Major

Program Requirements: 27 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**
- ENG 343 British Literary History I **3 credit hours**
- ENG 345 British Literary History II **3 credit hours**
- ENG 349 U.S. Literary History **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
- ENG 445 Shakespeare **3 credit hours**
- ENG 495 Senior Tutorial **3 credit hours**

Program Electives: 15 Credit Hours

Five (5) English courses, at least two must be selected from the following:

- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- ENG 485 Special Topics **3 credit hours**

Total for Major: 42 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 50 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Students must earn a "C-" or higher in all courses taken for the major.
2. As seniors, students must demonstrate competency in their major through ENG 495.
3. Students seeking middle or high school teacher certification in English Language Arts should instead select from the following programs: English Education, Grades 5-9; English Education, Grades 7-12; English Education, Grade 5-12 (English Language Arts, Secondary Educator Certification, B.A.)

### Environmental Engineering, B.S.

#### Course Requirements for Major

Program Requirements: 52 Credit Hours

- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- ENR 140 Programming I **3 credit hours**
- ENR 150 Statics **3 credit hours**
- ENR 220 Engineering Thermodynamics **3 credit hours**
- ENR 250 Mechanics of Materials **3 credit hours**
- ENR 270 Circuit Analysis **4 credit hours**
- ENR 391 Professionalism and Ethics in Engineering **3 credit hours**
- ENR 491 Senior Design I **3 credit hours**
- ENR 494 Senior Design II **3 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 342 Ecological Design and Industrial Ecology **3 credit hours**
- ENV 380 Environmental Certifications **2 credit hours**
- ENV 441 Environmental Regulations **3 credit hours**
  
- ENV 450 Terrestrial Ecology & Field Biology **4 credit hours**  
or
- ENV 451 Fresh Water Ecology and Field Biology **4 credit hours**
  
- ENV 452 Hydrogeology **3 credit hours**

Cognate Requirements: 27 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**

- MAT 182 Calculus With Analytic Geometry II **4 credit hours**

Total for Major: 79 Credit Hours

Liberal Arts: 25 Credit Hours

General Electives: 21 Credit Hours

Total for Degree: 125 Credit Hour

### **Environmental Science, B.S.**

Course Requirements for Major

Program Courses: 26 Credit Hours

- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 122 Geology **4 credit hours**
- ENV 141 Climatology **3 credit hours**
- ENV 152 Oceanography **3 credit hours**
- ENV 395 Junior Seminar In Environmental Science I **1 credit hours**
- ENV 396 Junior Seminar In Environmental Science II **1 credit hours**
- ENV 450 Terrestrial Ecology & Field Biology **4 credit hours**
- ENV 451 Fresh Water Ecology and Field Biology **4 credit hours**
- ENV 495 Senior Seminar I **1 credit hours**
- ENV 496 Senior Seminar II **1 credit hours**

Cognate Requirements: 35 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 350 Analytical Chemistry **4 credit hours**
- CHE 441 Physical-Instrumental Analysis **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
and
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**  
and
- PHY 162 Physics II (Calculus Based) **4 credit hours**
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

Choose one (1) sequence:

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- or
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**

Choose One (1) of the following options

Biology Option: 16 Credit Hours

- BIO 242 Plant Biology **4 credit hours**
- BIO 341 Entomology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO 360 Microbiology **4 credit hours**

Chemistry Option: 11 Credit Hours

- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE 341 Physical Chemistry I **3 credit hours**

Environmental Management: 11 Credit Hours

- ENV 342 Ecological Design and Industrial Ecology **3 credit hours**
- ENV 380 Environmental Certifications **2 credit hours**
- Safety Training \*
- Hazardous Materials Transportation
- RCRA Hazardous Waste Generator
- Stormwater Operator
- ISO 14001
- ENV 441 Environmental Regulations **3 credit hours**
- ENV 452 Hydrogeology **3 credit hours**

Total for Major: 76-83 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 7-14 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

\* Exempt for those accepted into Law/Graduate School.

1. Environmental Science majors pursuing the Chemistry option must successfully complete MAT 181 and MAT 182, and are strongly encouraged to take PHY 161 and PHY 162.

2. Students majoring in Environmental Science must maintain a 2.1 g.p.a. in all required courses (excluding cognate requirements) in the major.

## **Exercise Science, B.S.**

Exercise Science students must complete one Concentration in order to receive the Bachelor of Science in Exercise Science.

Students are not able to earn credit in both EXS 201 Sports Nutrition and NUR 190 Nutrition For Health.

### Course Requirements for Major

#### Program Requirements: 20 Credit Hours

- EXS 101 Introduction of Exercise Science **2 credit hours**
- EXS 201 Sports Nutrition **3 credit hours**
- EXS 321 Care and Prevention of Athletic Injury **3 credit hours**
- EXS 341 Kinesiology **3 credit hours**
- EXS 343 Sport and Exercise Pharmacology **3 credit hours**
- EXS 345 Exercise Physiology **3 credit hours**
- EXS 441 Principles of Strength and Conditioning **3 credit hours**
- EXS 480 Career Development Internship & Research Exploration **3 credit hours**

#### Cognate Requirements: 28 Credit Hours

- BIO 120 Medical Terminology **1 credit hours**
- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- BIO 122 Human Anatomy And Physiology II **4 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- MAT 159 Precalculus **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**

Total for Major: 48 Credit Hours

Liberal Arts: 25 Credit Hours

### Concentration Requirements

#### Course Requirements for Pre-Medical Professions Concentration: 47 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- CHE 242 Organic Chemistry II **4 credit hours**
- CHE 454 Biochemistry **3 credit hours**

- MAT 174 Data Analysis And Statistics **3 credit hours**
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**

General Electives: 18 Credit Hours

Course Requirements for Human Performance and Fitness Concentration: 47 Credit Hours

- EXS 238 Human Movement **1 credit hours**
- EXS 248 Program Design **2 credit hours**
- EXS 249 Human Analysis and Performance **1 credit hours**
- EXS 342 Human Pathophysiology **3 credit hours**
- CHE 107 Culinary Chemistry **4 credit hours**
- CHE 110 Introduction To General, Organic, And Biological Chemistry **4 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**
- SMG 221 Sport Psychology **3 credit hours**

General Electives: 26 Credit Hours

Course Requirements for Pre-rehabilitation Sciences Concentration: 47 Credit Hours

- EXS 238 Human Movement **1 credit hours**
- EXS 248 Program Design **2 credit hours**
- EXS 249 Human Analysis and Performance **1 credit hours**
- EXS 342 Human Pathophysiology **3 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**

General Electives: 22 Credit Hours

Total for Degree: 120 Credit Hours

### **General Engineering, B.S.**

Course Requirements for Major: 86 Credit Hours

Program Requirements: 52 credit hours

- ENR 140 Programming I **3 credit hours**
- ENR 149 Introduction To Electrical Engineering **1 credit hours**
- ENR 150 Statics **3 credit hours**
- ENR 202 Developing Skills for Internship **2 credit hours**

- ENR 220 Engineering Thermodynamics **3 credit hours**
- ENR 250 Mechanics of Materials **3 credit hours**
- ENR 260 Dynamics **3 credit hours**
- ENR 270 Circuit Analysis **4 credit hours**
- ENR 331 Engineering Materials **3 credit hours**
- ENR 348 Data Analysis and Statistics **3 credit hours**
- ENR 391 Professionalism and Ethics in Engineering **3 credit hours**
- ENR 491 Senior Design I **3 credit hours**
- ENR 494 Senior Design II **3 credit hours**
- Engineering Electives: **15 credit hours**

#### Cognate Requirements: 35 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**
- PHY 162 Physics II (Calculus Based) **4 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 282 Differential Equations **4 credit hours**
- MAT 292 Multivariable Calculus **4 credit hours**

#### Liberal Arts: 28 Credit Hours

- ENG 101 Reading And Writing I **3 credit hours**
- ENG 102 Reading And Writing II **3 credit hours**
- LAS 241 Inquiry And Truth **3 credit hours**

#### General Electives: 5 Credit Hours

#### Total for Degree: 120 Credit Hours

#### Other Requirements

1. At least 10 hours of engineering electives must be at the 300/400 level.
2. A maximum of four (4) hours in Internship/Co-op credit may count towards the degree.

#### **Health Care Management, B.A.S.**

#### Requirements for Major

#### Pre-Requisite Courses: 6 Credit Hours

- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

## Program Requirements: 18 Credit Hours

- **9 of the following 18 credit hours must be taken at SHU, including HCM 444.**
- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 335 Information Technology in Health Care **3 credit hours**
- HCM 336 Quality Improvement & Customer Service in Health Care **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- HCM 444 Strategic Planning In Healthcare Management **3 credit hours**

## Cognate Requirements: 6 Credit Hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 452 Leadership **3 credit hours**

## Electives: 9 Credit Hours

Choose 9 credit hours from coursework in the following disciplines: ACC, BAM, Healthcare-related (HC) and HCM, ITM, MGT, MKT, PHI, PCM, PSY, or SOC.

## Total for Major: 39 Credit Hours

## Other Requirements

1. The Health Care Management major is primarily for adult students in the College for Professional Studies, but may be available in the College of Arts and Sciences (CAS). CAS students should contact the program chair for more information if interested.
2. A minimum of eighteen (18) credit hours is required in the major at SHU. Of the 18 credit hour residency, 9 credit hours of Program Requirements must be completed at SHU including HCM 444 .
3. A minimum cumulative 2.5 G.P.A. is required in the major.
4. Students are required to have a minimum of two years related work experience or approval received by the program coordinator.

## Health Care Management, B.A.S. to M.A.

The Online Bachelor to Master's Health Care program offers high-achieving students an opportunity to complete three (3) graduate level courses as part of the undergraduate Health Care Management major. Upon conferral of the Bachelor of Applied Science degree, students continue in the graduate program and complete the remaining graduate degree requirements in the Master of Arts, Leadership: Health Care Leadership Concentration. While some HCM courses are offered at the Metro Detroit campus, the Bachelor to Masters Health Care program will primarily be offered in a totally online format.

## Requirements for undergraduate Health Care Management Major

### Pre-Requisite Courses: 6 credit hours

- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

## Program Requirements: 24 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 336 Quality Improvement & Customer Service in Health Care **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- HCM 444 Strategic Planning In Healthcare Management **3 credit hours**
- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 620 Information Systems Management **3 credit hours**

## Electives: 9 Credit Hours

Choose 9 credit hours from coursework in the following disciplines: ACC, BAM, Healthcare-related (HC) and HCM, ITM, MGT, MKT, PHI, PCM, PSY, or SOC.

## Requirements for graduate Leadership; Health Care Leadership Major

### Common Core Courses: 15 Credit Hours

- LDR 601 Leadership Theory **3 credit hours**
- LDR 629 Overview Of U.S. Healthcare System **3 credit hours**
- LDR 630 Organizational Culture And Communication **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**

### Healthcare Leadership Concentration: 12 credit hours

- LDR 609 Health Care Systems Management **3 credit hours**
- LDR 625 Human Resource Management In Health Care **3 credit hours**
- LDR 650 Medical Law **3 credit hours**
- LDR 678 Practicum **3 credit hours**

### Other Requirements

1. A minimum of twenty-four (24) credit hours is required in the undergraduate major at Siena Heights University (SHU). LDR courses can be applied within this residency. Of the 24 credit hour minimum residency, 15 credit hours of Program Requirements must be completed at SHU including HCM 444.
2. A minimum cumulative 3.0 G.P.A. is required in the undergraduate Health Care Bachelor to Masters program.
3. LDR courses require a 3.0 (B grade) or higher completed at a senior status and require prior completion of HCM courses (and English LAS requirement).
4. Students are required to have a minimum of three (3) years related work experience or joint approval by the HCM program coordinator (undergraduate) and HCL program director (graduate).

*Note: The initial Health Care Management major is primarily for adult students in the College for Professional Studies, but may be available in the College of Arts and Sciences (CAS). CAS students should contact the program chair for more information if interested.*

Liberal Arts 15-16 Credit Hours

General Electives: 62-63 Credit Hours

Total for Degrees: 147 Credit Hours

### **History, B.A.**

Course Requirements for Major

Program Requirements: 30 Credit Hours

- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- HIS 211 U.S. History from 1865 to the Present **3 credit hours**
- HIS 340 Historiography And Methodology **3 credit hours**
- HIS 495 Senior Seminar **3 credit hours**
- HIS Approved Electives **12 credit hours** (6 s.h. at 300+ level)

Total for Major: 30 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 62 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

1. No grade below a 2.0 g.p.a. in the major.

Concentration (optional)

Pre-law Concentration: 15 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
  
- PHI 212 Critical Thinking **3 credit hours**  
or
- PHI 220 Introduction To Ethics **3 credit hours**  
or
- PHI 320 Social Ethics **3 credit hours**

## **Humanities, B.A.**

### Course Requirements for Major

Program Requirements: 3 Credit Hours

- HUM 495 Senior Seminar **3 credit hours**

Cognate Requirements: 21 Credit Hours

- Art History **3 credit hours**
- ENG 396 Research Methods **3 credit hours**
- History (300 or 400 level) **3 credit hours**
- Literature (300 or 400 level) **3 credit hours**
- Music, Performing Arts, or additional Foreign Language **3 credit hours**
- Philosophy (300 or 400 level) **3 credit hours**
- Religious Studies (300 or 400 level) **3 credit hours**

Approved Electives in Major: 18 Credit Hours

These are classes in the six areas listed above under distribution requirements, which are approved as electives for the individual student (excluding ENG 396). 6 s.h. must be at the 300 or 400 level.

Total for Major: 42 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 46 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. 21 credit hours of the major must be at the 300 or 400 level.
2. Grades below a 2.0 g.p.a. are not accepted in the major.
3. Minimum overall g.p.a. to graduate with this major is 2.5.

## **Integrated Science, B.A.**

### Course Requirements for Major

Program Requirements: 49 Credit Hours

- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**

- BIO 242 Plant Biology **4 credit hours**
- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- NSC 110 Earth Science **4 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**
  
- PHY 142 General Physics II (Non-Calculus Based) **4 credit hours**  
or
- PHY 162 Physics II (Calculus Based) **4 credit hours**
  
- CIS 140 Programming I **3 credit hours**
- NSC 295 Sophomore Seminar **1 credit hours**
- NSC 395 Junior Seminar **1 credit hours**
- NSC 495 Senior Seminar **1 credit hours**

#### Cognate Requirements: 10-11 Credit Hours

- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
  
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**
  
- PHI 220 Introduction To Ethics **3 credit hours**

Total for Major: 59-60 Credit Hours

Liberal Arts: 19-25 Credit Hours

General Electives or Education Core for Certification: 30-41 Credit Hours

Total for Degree: 121-131 Credit Hours

#### Other Requirements

1. Students seeking Michigan Department of Education (MDE) teacher certification must also complete the secondary professional education sequence. Those courses may count as general electives for those seeking the non-certification pathway.
2. Students seeking MDE teacher certification must apply, be accepted, and maintain all requirements set forth by Siena Heights University and the Division of Education.
3. Minimum g.p.a. of 3.0 is required for the major. See certification pathway for all education requirements.

#### **Management, B.B.A.**

[Click here for specific Business and Management Division requirements](#)

## Course Requirements for Major

### Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management: **3 Credit Hours**
  
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
  
- BAM 311 Business Ethics **3 credit hours**  
or
- BAM 411 Business And Society **3 credit hours**
  
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
  
- MGT 357 OM: A Supply Chain Perspective **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
  
- MGT 360 Human Resource Management **3 credit hours**  
or
- MGT 361 Organizational Behavior **3 credit hours**
  
- MGT 365 Project Management **3 credit hours**  
or
- MGT 457 Managing Quality **3 credit hours**
  
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose one (1) elective from below: 3 Credit Hours

May not double count.

- BAM 450 Women In Business **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 357 OM: A Supply Chain Perspective **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 365 Project Management **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- MGT 450 Labor Relations **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MGT 457 Managing Quality **3 credit hours**

- MGT 480 Internship Experience **1-12 credit hours**
- MGT 485 Special Topics **1-3 credit hours**

#### Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

#### Choose 3 courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

#### Other Requirements

1. Transfer students will take 24 major credits in residence – MGT 302, FIN 340, BAM 479, and all 15 major electives. Students who transfer the equivalent of MGT 302 will substitute an approved marketing elective ("validator") in residence. Management validators for MGT 302 are: BAM 340 , BAM 450 , MGT 357 , MGT 360 , MGT 361 , MGT 450 , MGT 452 , and MGT 457 .
2. See specific business and Management Division requirements.

#### **Marketing, B.B.A.**

[Click here for specific Business and Management Division requirements.](#)

#### Course Requirements for Major

Program Requirements: 33 Credit Hours

- BAM 101 Introduction To Business **3 credit hours**  
or
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
  
- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
  
- BAM 479 Strategic Management **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 350 Consumer Behavior **3 credit hours**
- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 436 Marketing Research **3 credit hours**
- MKT 460 Marketing Management **3 credit hours**

Choose one of the following: 3 Credit Hours

- MKT 320 Marketing The Arts **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 455 Contemporary Sales Force Management **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**
- MKT 480 Internship Experience **1-12 credit hours**
- MKT 485 Special Topics **1-3 credit hours**

Cognate Requirements: 20 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
  
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Choose 3 courses from the list below: 3 Credit Hours

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major: 53 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. Transfer students will take 24 major credits in residence - MKT 310 , FIN 340 , BAM 479 , and all 15 major electives.
2. Students who transfer the equivalent of MKT 310 will substitute an approved marketing elective ("validator") in residence. Marketing validators for MKT 310 include: MKT 320, MKT 350, MKT 351, MKT 455 , MKT 460 and MKT 470.
3. See specific Business and Management Division requirements.

### Mathematics, B.S.

#### Course Requirements for Major

Program Requirements: 33 Credit Hours

- MAT 149 Problem Solving **3 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 261 An Introduction to Abstract Math **3 credit hours**
- MAT 282 Differential Equations **4 credit hours**
- MAT 292 Multivariable Calculus **4 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 396 Junior Seminar **1 credit hours**
- MAT 495 Senior Seminar I **1 credit hours**
- MAT 496 Senior Seminar II **1 credit hours**

Program Elective Requirements: 12 Credit Hours (Choose 4 From Below)

- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 350 History of Math **3 credit hours**
- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 357 Game Theory **3 credit hours**
- MAT 440 Probability And Statistics **3 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**
- MAT 462 Introduction To Real Analysis **3 credit hours**
- MAT 485 Special Topics **1-3 credit hours**

Cognate Requirements: 13 Credit Hours

- CIS Approved Programming Language **3 credit hours**
- PHY 161 Physics I (Calculus Based) **4 credit hours**
- PHI 311 Symbolic Logic **3 credit hours**
  
- BAM 201 Business Communications **3 credit hours**  
or
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Major: 58 Credit Hours

Liberal Arts: 28 Credit Hours

General Electives: 34 Credit Hours

Total for Degree: 120 credit hours

**Mathematics, Secondary Educator Certification, B.A.**

Course Requirements for Major

Program Requirements: 39 Credit Hours

- MAT 149 Problem Solving **3 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 252 Math and Methods for Elementary Teachers II **3 credit hours**
- MAT 261 An Introduction to Abstract Math **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 350 History of Math **3 credit hours**
- MAT 352 Geometry **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**
- MAT 372 Secondary Math Methods **4 credit hours**

Specialized Program of Study: (student must choose one of the following 3 options)

Option A: 5-9 Grade band (5 credit hours)

- EDU 306 Grades 3 – 6 Literacy **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**

Option B: 7-12 Grade band (3 credit hours)

- MAT 442 Introduction To Abstract Algebra **3 credit hours**

Option C: Both 5-9 and 7-12 grade bands (8 credit hours)

- EDU 306 Grades 3 – 6 Literacy **3 credit hours**
- EDU 343 Assessment & Evaluation in Education **2 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**

Cognate Requirements: 54 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**  
or
- CHE 141 General Chemistry I **4 credit hours**  
or
- ENV 110 Introduction To Environmental Science **4 credit hours**  
or
- PHY 161 Physics I (Calculus Based) **4 credit hours**
  
- EDU 115 Child and Adolescent Development **3 credit hours**
- EDU 150 Freshman Seminar I **1 credit hours**
- EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 205 Communication in Education **3 credit hours**
- EDU 250 Sophomore Seminar II **1 credit hours**
- EDU 315 Exceptional Children & Youth in the Regular Classroom **3 credit hours**
- EDU 320 Technology for Educators **2 credit hours**
- EDU 336 Disciplinary Literacy **3 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 346 Collaboration & Professionalism **3 credit hours**
- EDU 350 Junior Seminar III **1 credit hours**
- EDU 352 Behavior Management **2 credit hours**
- EDU 356 Elementary Core Methods II **3 credit hours**
- EDU 372 Secondary Education Methods **3 credit hours**
- EDU 435 Diagnosis and Remediation of Reading Difficulties **3 credit hours**
- EDU 450 Senior Seminar IV **1 credit hours**
- EDU 480 Student Teaching **10 credit hours**
- EDU 495 Student Teaching Seminar **2 credit hours**

Total of Major: 96-101 Credit Hours

Liberal Arts: 24 Credit Hours

General Electives: 0 Credit Hours

Total for Degree: 120-125 Credit Hours

Other Requirements

1. Secondary Mathematics Teacher candidates must complete four (4) courses in Mathematics at the 200-level or higher at Siena Heights University.
2. Secondary Mathematics Teacher candidates can declare themselves as education majors their first year. At the end of their first year, they apply for intent. Along with several requirements, the minimum GPA must be 2.50. At the end of their second year, they apply for candidacy, which requires a developmental increase of a 2.75 GPA along with other requirements. At the end of their third year, candidates apply for full acceptance. This level has the most rigorous requirements with an increase of a minimum of 3.00 GPA.

### **Multidisciplinary Studies, A.A.**

#### Arts & Humanities: 9 Credit Hours

Art, Communication Arts, English, Foreign Language, History, Music, Philosophy, and Religious Studies.

#### Natural Science and Mathematics: 8 Credit Hours

Biology, Chemistry, Computer and Information Systems, Physical Geography, Geology, Mathematics, Physical Anthropology, Physics, and must include one Lab Science.

#### Social & Behavioral Science: 9 Credit Hours

Cultural Anthropology, Economics, Cultural Geography, History, Political Science, Psychology, and Sociology.

#### Applied Science & Professional Studies: 9 Credit Hours

Accounting, Business Administration, Child Development, Community and Human Services, Criminal Justice, Economics, Education, Finance, Health Care Management, Management, Marketing, Multidisciplinary Studies, Public Services, Administration, Social Work, and Information Technology Management.

#### Total for Major: 35 Credit Hours

#### Liberal Arts: 16-17 Credit Hours

(Depends on courses selected in major)

#### General Electives: 8-9 Credit Hours

#### Total for Degree: 60 Credit Hours

#### Other Requirements

1. A minimum of nine (9) credit hours at the 300/400 level distributed over 3 of the 4 categories must be taken with Siena Heights University.
2. No grades below a 2.0 g.p.a. allowed in the major.
3. No "Developmental Credit" allowed in the major.

### **Multidisciplinary Studies, B.A.**

The major in Multidisciplinary Studies is designed for students with several years of college experience in a variety of academic disciplines. The major requires 15 credit hours of credit in each of four areas: Arts & Humanities, Natural Science and Mathematics, Social & Behavioral Science, and Applied Science & Professional Studies.

### Arts & Humanities: 15 Credit Hours

Art, Communication Arts, English, Foreign Language, History, Music, Philosophy, and Religious Studies.

### Natural Science and Mathematics: 15 Credit Hours

Biology, Chemistry, Computer and Information Systems, Physical Geography, Geology, Mathematics, Physical Anthropology, Physics, and must include one Lab Science.

### Social & Behavioral Science: 15 Credit Hours

Cultural Anthropology, Economics, Cultural Geography, History, Political Science, Psychology, and Sociology.

### Applied Science & Professional Studies: 15 Credit Hours

Accounting, Business Administration, Child Development, Community and Human Services, Criminal Justice, Economics, Education, Finance, Health Care Management, Management, Marketing, Multidisciplinary Studies, Public Services, Administration, Social Work, and Information Technology Management.

### Total for Major: 60 Credit Hours

### Liberal Arts

Students transferring 60 or more credit hours: **15-20 credit hours**

Students transferring less than 60 credit hours: **29-35 credit hours**

### General Electives

Students transferring in more than 60 credit hours: **40-45 Credit Hours**

Students transferring in less than 60 credit hours: **25-31 Credit Hours**

### Total for Degree: 120 Credit Hours

### Other Requirements

1. A minimum of fifteen (15) credit hours at the 300/400 level distributed over 3 of the 4 categories must be taken with Siena Heights University.
2. No grades below a 2.0 g.p.a. allowed in the major.
3. No "Developmental Credit" allowed in the major.

### Music Education, B.A.

### Course Requirements for Major

## Program Requirements: 54-56 Credit Hours

*Principle instrument must be approved by the Music Department. See list of Applied Lessons.*

- MMM 110 Fundamentals Of Music Theory **2 credit hours** (proficiency exam available)
- MMM 170 Music Theory I **2 credit hours**
- MMM 260 Music Theory II **2 credit hours**
- MMM 270 Music Theory III **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 261 Aural Harmony And Sight Singing II **2 credit hours**
- MMM 271 Aural Harmony And Sight Singing III **2 credit hours**
- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**
- MMM 112 Class Piano 1 **1 credit hours**
- MMM 172 Class Piano 2 **1 credit hours**
- MMM 262 Class Piano 3 **1 credit hours**
- MMM 272 Class Piano 4 **1 credit hours**
- MMM 344 Pedagogy Of Music In The Elementary School **3 credit hours**
- MMM 345 Pedagogy Of Music In The Secondary School **3 credit hours**
- MMM 360 Basic Conducting **2 credit hours**
- MMM 121 Music Technology In Education **2 credit hours**
- Performance Ensembles **8 credit hours**
- Applied Music Lessons **12 credit hours**
- MMM 380 Recital (Junior Year) **2 credit hours**

## Concentration Requirements

(Choose one (1) of the following concentrations)

### Choral Music Concentration: 17 Credit Hours

- MMM 124 Diction For Singers **2 credit hours**
- MMM 354 Instrumental Methods For Vocalists **2 credit hours**
- MMM 355 Choral Methods And Materials **2 credit hours**
- MMM 365 Arranging **2 credit hours**
- MMM 366 Advanced Conducting **2 credit hours**
- Applied Piano **3 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

### Instrumental Music Education Concentration: 18 Credit Hours

- MMM 116 Strings Techniques And Pedagogy **2 credit hours**
- MMM 117 Brass Techniques And Pedagogy **2 credit hours**
- MMM 118 Woodwind Techniques And Pedagogy **2 credit hours**
- MMM 119 Percussion Techniques And Pedagogy **2 credit hours**
- MMM 356 Instrumental Methods And Materials **2 credit hours**
- MMM 365 Arranging **2 credit hours**

- MMM 366 Advanced Conducting **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

#### Professional Teacher Certification: 36 Credit Hours

- EDU 115 Child and Adolescent Development **3 credit hours**
- EDU 201 Principles Of Teaching In School And Society **3 credit hours**
- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours**
- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 372 Secondary Education Methods **3 credit hours**
- EDU 480 Student Teaching **10 credit hours**
- EDU 495 Student Teaching Seminar **2 credit hours**
- LAN 201 Education Communication **3 credit hours**
- LAN 332 Teaching Writing **3 credit hours**
- LAN 335 Content Area Reading **3 credit hours**

Total for Major: 101-104 Credits

Liberal Arts Requirements: 32 Credit Hours

Total for Degree: 133-136 Credit Hours

#### Other Requirements

1. All music education majors must take a theory placement exam prior to entering the program. Students who pass the exam with an 80% or above may enroll in MMM 170 Music Theory I. Students with a grade under 80% must enroll in MMM 110 Fundamentals Of Music Theory.
2. All students must pass the piano proficiency exam to receive the degree conferred.
3. All students must attend Music department concerts and performances.
4. Students majoring in music education must earn a C- or better in each required course (including concentration requirements) in the major and students must maintain a cumulative 2.5 g.p.a. in all courses required for the degree.
5. All music majors will have a formal critique (jury) with the music faculty at the end of each session, in conjunction with applied lessons on their primary instrument. A written copy of the jury assessment will be given to the student and a copy of the report will be kept in the student's file.
6. All music majors will be required to register each session for MMM 109 Recital Seminar. This course will satisfy departmental requirements for recital performances and content area instruction not covered in major classes. This is a zero credit course.

#### **Music, B.A.**

#### Course Requirements for Major

Program Requirements: 46-48 Credit Hours

- MMM 110 Fundamentals Of Music Theory **2 credit hours** (Proficiency exam available)
- MMM 170 Music Theory I **2 credit hours**
- MMM 260 Music Theory II **2 credit hours**

- MMM 270 Music Theory III **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 261 Aural Harmony And Sight Singing II **2 credit hours**
- MMM 271 Aural Harmony And Sight Singing III **2 credit hours**
- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**
- MMM 112 Class Piano 1 **1 credit hours**
- MMM 172 Class Piano 2 **1 credit hours**
- MMM 262 Class Piano 3 **1 credit hours**
- MMM 272 Class Piano 4 **1 credit hours**
- MMM Performance Ensembles **8 credit hours**
- MMM Applied Music Lessons **14 credit hours**
- MMM 480 Recital (Senior Year) **2 credit hours**

### Concentration Requirements

(Choose any of the following concentrations):

Voice Concentration: 12 Credit Hours

- MMM 360 Basic Conducting **2 credit hours**
- MMM 124 Diction For Singers **2 credit hours**
- MMM 355 Choral Methods And Materials **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

Instrumental Concentration: 12 Credit Hours

- MMM 360 Basic Conducting **2 credit hours**
- MMM 352 History Of Wind Band Literature **2 credit hours**
- MMM 363 Marching Techniques **2 credit hours**
- Approved Fine Arts Electives TSC, ART, MMM **4 credit hours**

Total for Major: 58-60 Credit Hours

Liberal Arts: 32 Credit Hours

General Electives: 30 Credit Hours

Total for Degree: 120 Credit Hours

### Other Requirements

1. All music majors must earn a "C" or better in all required music courses and must maintain a cumulative 2.5 g.p.a. in required courses for the major.
2. All music majors are required to attend recitals and concerts sponsored by the Music Department.

3. Incoming Music Majors must take a Theory Placement Exam. Students who pass the exam with a score above 80% may receive credit for Fundamentals of Music Theory (MMM 110 ) and take Music Theory 1 (MMM 170 ).
4. Incoming Music Majors may take the Piano Proficiency exam and opt out of 1 level of the piano class.
5. All students must pass the Piano Proficiency exam or he/she must continue to study piano until the appropriate level of proficiency is reached.
6. At least one credit hour in approved music ensemble must be taken each session for eight sessions. Ensembles will be assigned by the Music Department.
7. All music majors will have a formal critique with the entire music faculty at the end of each session, in conjunction with applied lessons on their primary instrument. A written copy of the jury assessment will be given to the student and a copy of the report will be kept in the student's file.
8. All music majors will be required to register each session for MMM 109 Recital Seminar. This course will satisfy departmental requirements for recital performances and content area instruction not covered in major classes. This is a zero credit course.

## Nursing, B.S.N.

The Bachelor of Science in Nursing Degree Completion for Registered Nurses (RN-BSN program) was designed for licensed RN's to earn a bachelor's degree in nursing. Students admitted to the RN-BSN program must have graduated from an approved program of nursing; either a two-year associate degree nursing program or a hospital-based diploma degree program.

Requirements for admission:

1. Current unencumbered RN license.
2. Forty (40) credit hours of transfer credit in approved nursing courses.
3. Minimum cumulative GPA of 2.5 from all colleges and/or universities attended. If applicant's GPA is below 2.5, the student may be admitted on a conditional basis, as established by the School of Nursing.

## Requirements for Major

Requirements for admission into the RN-BSN program:

1. An unencumbered license to practice as a registered nurse (RN).
2. 40 credit hours of transfer credit in approved nursing Courses.

Program Requirements: 24 Credit Hours at SHU

- NUR 311 Foundational BSN Nursing Concepts **4 credit hours** \*
- NUR 321 Global & Public Health **4 credit hours**
- NUR 331 Systems, Healthcare Policy, and Quality and Safety in healthcare **4 credit hours**
- NUR 411 Holistic Nursing Care for the RN **4 credit hours**
- NUR 421 The Professional Nurse as an Emerging Leader **4 credit hours**
- NUR 431 SHU Professional Nursing Synthesis **4 credit hours**

Cognate Requirements: 6 Credit Hours at SHU

- RST or PHI Religion or Philosophy Course **3 credit hours**
- LAS 430 Liberal Arts Capstone **3 credit hours**

Approved nursing courses prior to Siena up to 90 hours.

Approved elective courses.

Liberal Arts: 14-16 Credit Hours

Total for Degree: 120 Credit Hours

Other Requirements

\*Substitute course for LAS 330.

1. All students must apply and be accepted into the Nursing program before enrolling in nursing courses.
2. All students must meet SHU proficiency requirements.

**Nursing, Pre-Licensure, B.S.N.**

Course Requirements for Major

Admissions Requirements: 22 Credit Hours

- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- BIO 122 Human Anatomy And Physiology II **4 credit hours**
- CHE 110 Introduction To General, Organic, And Biological Chemistry **4 credit hours**
- ENG 102 Reading And Writing II **3 credit hours**
- NUR 104 Introduction to the Profession of Nursing **1 credit hours**
  
- PSY 111 Introduction To Psychology **3 credit hours**  
or
- SOC 111 Introduction To Sociology **3 credit hours**

Choose one of the following four courses:

- MAT 135 Quantitative Reasoning **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 149 Problem Solving **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Program Requirements: 74 Credit Hours

- NUR 234 Nursing Health Assessment **4 credit hours**
- NUR 236 Pathophysiology for Nurses **3 credit hours**
- NUR 254 Fundamental Foundations for Nursing Practice **6 credit hours**
- NUR 266 Nursing Care for Psychological Health **4 credit hours**
- NUR 290 Population Health I **3 credit hours**

- NUR 336 Pharmacology for Nurses **4 credit hours**
- NUR 352 Healthcare Systems I **3 credit hours**
- NUR 354 Nursing Care for Adults I **6 credit hours**
- NUR 364 Nursing Care for Adults II **6 credit hours**
- NUR 366 Maternal-Fetal Nursing Care **4 credit hours**
- NUR 372 Clinical Judgement I **2 credit hours**
- NUR 382 Clinical Judgement II **2 credit hours**
- NUR 452 Health Systems II **3 credit hours**
- NUR 454 Nursing Care for Adults III **5 credit hours**
- NUR 464 Nursing Practice Synthesis **4 credit hours**
- NUR 466 Nursing Care for Families with Children **4 credit hours**
- NUR 468 The Professional Nurse **3 credit hours**
- NUR 472 Clinical Judgement III **2 credit hours**
- NUR 482 Clinical Judgement IV **3 credit hours**
- NUR 490 Population Health II **3 credit hours**

Cognate: 7 Credit Hours

- BIO 245 Bacteriology **4 credit hours**
- Approved Elective **3 credit hours**

Total for Major: 103 Credit Hours

Liberal Arts: 12-13 Credit Hours

General Electives: 9 Credit Hours

Total for Degree: 124-125 Credit Hours

### **Pre-Professional Science, A.S.**

Students planning to transfer for professional study in pharmacy, physical therapy, mortuary science, and nursing may complete initial requirements toward these studies and earn an A.S. degree on completion of an approved 60 credit hour program. Students planning such a transfer should obtain information on requirements from the school to which they plan to transfer and work closely with the Coordinator of the Pre-Professional Science program to work out an approved course of study.

Pre-Professional Science Requirements: 30 Credit Hours

Liberal Arts: 16-17 Credit Hours

General and Approved Electives: 13-14 Credit Hours

Total for Degree: 60 Credit Hours

Completion of science and liberal arts requirements are necessary for admission into health professional schools.

Many schools of optometry, physical therapy, chiropractic medicine, pharmacy, mortuary science, and veterinary medicine accept applications from students who are completing their sophomore year of college and all of the science and liberal arts requirements. There is a trend developing among some of these professional schools to require or prefer more extensive preparation than two years of college. Requirements differ from school to school in these pre-professional areas. Therefore, students planning to transfer to one of these professional schools should make an appointment with a science advisor as soon as possible during orientation or the first session of class work.

## **Professional Communication, A.A.**

Professional Communication, Associate of Arts Degree

The Professional Communication program is offered at one or more centers of the College for Professional Studies, and all courses are offered totally online.

Professional Communication is a multi-disciplinary program for people with prior study, work experience, and/or interest in a number of professional communication-related fields. Students with prior study in communication, journalism, writing, graphic arts, web design, and marketing will particularly find this program to be a desirable degree completion option, although PCM complements myriad other fields. Emphasis is placed on enhancing students' communication skills and competencies in the workplace, along with helping to further prepare students for careers in numerous fields in which professional communication is valued.

Associate of Arts Learning Outcomes

Upon completion of the A.A. degree in Professional Communication, students will be able to:

- 1) Critically examine communication components of messages and processes in myriad relationships and contexts.
- 2) Analyze various texts to recognize and apply appropriate skills in different communication formats.
- 3) Evaluate intention and audience to develop clear, competent, and well-supported responses in written or verbal form.
- 4) Assess and apply evidence to support arguments made in verbal and written communication.

### **Prerequisites Required\***

- ENG 101 Reading And Writing I **3 credit hours**
- ENG 102 Reading And Writing II **3 credit hours**

### **Course Requirements for Major**

Program Requirements: 12 Credit Hours

- PCM 301 Fundamentals Of Professional Communication **3 credit hours**
- PCM 310 Interpersonal Communication Skills **3 credit hours**
- PCM 330 Intercultural Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**

Approved Electives: 9 Credit Hours

Choose from courses in: BAM, CSV, HCM, MGT, MKT, PSA, PSY, SOC

Cognate Requirements: 12 Credit Hours

- BAM 201 Business Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total for Major: 33 Credit Hours

Liberal Arts: 21-22 Credit Hours (2.0 on a 4.0 scale or higher)

- ENG 101 Reading And Writing I and ENG 102 Reading And Writing II: 6 Credit Hours
- Three or four (3-4) credit hours of approved Mathematics (Statistics, Pre-Calculus or above) OR Lab/Science (4 credit hours): 3-4 Credit Hours
- Social Science or Fine/Performing Arts: 3 Credit Hours
- Math proficiency: College-level Math (Intermediate Algebra, College Algebra or higher)
- Religious Studies or Philosophy\*\*: 3 Credit Hours
- LAS 301 The Adult Learner\*\*: 3 Credit Hours
- LAS 401 Senior Seminar: Integrative Experience\*\*: 3 Credit Hours

General Electives: 6 Credit Hours

Total for Degree: 60 Credit Hours

1. \*ENG 101 Reading And Writing I (or equivalent) and ENG 102 Reading And Writing II (or equivalent) must be completed before beginning coursework in the PCM program, and must be completed at a 3.0 or higher.
2. \*\*Course must be completed at Siena Heights University.
3. Admission to all PCM courses is at the discretion of the PCM Coordinator.

Siena Heights University Associate Degree Requirements:

1. Completion of at least 60 credit hours, 18 must be at Siena Heights University.
2. Completion of an approved major. Residency Note: 9 credit hours under Professional Communication Program Requirements and 3 credit hours under Cognate Requirements must be completed at Siena Heights University.
3. Completion of the Liberal Arts Studies Requirements. (Reading and Writing I, Reading and Writing II, College-level math or lab/science, Math Proficiency, and one Social Science or Fine/Performing Arts course transferred into or completed with SHU; Religious Studies or Philosophy course and LAS 301 completed with SHU.)
4. A minimum GPA of 2.0 out of 4.0 for entry and graduation.

**Professional Communication, B.A.**

The Professional Communication major is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences. Classes required for the Professional Communication major may not be available on the Adrian campus.

The Professional Communication major is a multidisciplinary program for people with prior study, work experience and/or interest in a number of professional communication fields. Students with prior study in communication, journalism, writing, graphic arts, web design and marketing will find this program to be a beneficial degree completion option. Emphasis is placed on enhancing students' communication skills and competencies in the workplace, along with helping to further prepare students for careers in a number of communication-related fields.

## Courses Required for Major

### Prerequisites Required: 6 Credit Hours

- MGT 302 Management Principles And Cases **3 credit hours**
- Public Speaking **3 credit hours**  
or
- PCM 301 Fundamentals Of Professional Communication **3 credit hours**

### Program Requirements: 9 credit hours

- PCM 330 Intercultural Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- PCM 495 Professional Communication Seminar **3 credit hours \*\***

### Cognate Requirements: 12 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- BAM 311 Business Ethics **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours \***

### Approved Electives: 15 credit hours

Five approved electives from a number of communication related disciplines, including but not limited to communication, journalism, English (excluding Composition 1 & 2), marketing, graphic design (or related art courses) and web design/multimedia, must be approved by the Professional Communication program coordinator.

Possible elective courses offered by one or more College for Professional Studies degree completion centers include:

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 365 Project Management **3 credit hours**
- MGT 485 Special Topics **1-3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

- MKT 350 Consumer Behavior **3 credit hours**
- MKT 351 Advertising And Promotion **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 460 Marketing Management **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**
- PCM 301 Fundamentals Of Professional Communication **3 credit hours \***
- PCM 335 Social Media for Mass Communication **3 credit hours**
- PSY 441 Group Dynamics **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total for Major: 42 credit hours

### Other Requirements

\*Course must be completed with Siena Heights University.

\* PCM 301 can be taken as an elective if students have NOT used PCM 301 as a program prerequisite.

\*\*Students MUST take PCM 495 during their final term before graduation. Other courses may be taken during the final term as well, but PCM 495 cannot be taken sooner than the student's last term at Siena Heights.

18 credit hours at the 300/400 level must be completed with Siena Heights University.

1. At least one approved elective (3 credit hours) must be taken with Siena Heights University.
2. All students must maintain a cumulative 2.50 g.p.a. in the major.
3. Courses to be transferred into the major as electives or prerequisites from other institutions must be 2.0 g.p.a. or better, with some exceptions (see statements 5 & 7).
4. ENG 101 and ENG 102 (or equivalents) must be completed before beginning coursework in the PCM program with a 3.0 g.p.a. or higher.
5. A public speaking course or PCM 301 must be completed before beginning PCM coursework in the program.
6. If a public speaking course is transferred in from a community college, it must be completed at a 3.0 g.p.a. or higher.
7. Admission to all PCM courses is at the discretion of the PCM Coordinator.

### Psychology, A.A.

#### Course Requirements for Major

Program Requirements: 30 credit hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 350 Abnormal Psychology **3 credit hours**
- PSY Approved Psychology Electives (SMG 221 Sport Psychology is an approved Psychology elective) **18 credit hours**

Total for Major: 30 credit hours

Liberal Arts: 13-14 credit hours

General Electives: 16-17 credit hours

Total for Degree: 60 credit hours

### Other Requirements

1. All students must maintain a cumulative 2.50 g.p.a. in the major.
2. Students will submit a check sheet with their application for graduation, which will be filed in their folder in the Office of the Registrar listing the Psychology courses they have taken and any substitutions that were made for Psychology courses. The advisor may assist with this check sheet.

### **Psychology, B.A.**

#### Course Requirements for Major

Psychology Requirements: 45 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 270 Research Methods **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 350 Abnormal Psychology **3 credit hours**
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY 395 Junior Seminar **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY 445 Research In Psychology **3 credit hours**
- PSY 451 Cognitive Psychology **3 credit hours**
- PSY 495 Senior Seminar **3 credit hours**
- PSY Approved Electives **12 credit hours**

Cognate Requirements: 3 credit hours

- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**  
or
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

Total for Major: 48 credit hours

Liberal Arts: 28 credit hours

General Electives: 44 credit hours

Total for Degree: 120 credit hours

### Other Requirements

1. Students must maintain a cumulative 2.5 G.P.A. in the major. Students majoring in Psychology must earn a 2.0 G.P.A. or better in all required courses and approved electives (excluding cognate requirements) in the major.
2. Students will submit a check sheet with their application for graduation, which will be filed in their folder in the Registrar's Office listing the Psychology courses they have taken and any substitutions that were made for Psychology courses. Their advisor may assist them with this check sheet.
3. Transfer students must complete at least 18 credit hours of Psychology courses at the 300-400 level at Siena Heights University, including PSY 360 Counseling Techniques And Practice, PSY 395 Junior Seminar, PSY 445 Research In Psychology and PSY 495 Senior Seminar.

### Recommended Psychology Electives

- PSY 275 Psychology of Gender **3 credit hours**
- PSY 342 Child And Adolescent Psychology **3 credit hours**
- PSY 380 Human Sexuality **3 credit hours**
- PSY 382 Psychology Internship **3 credit hours**
- PSY 455 Physiological Psychology **3 credit hours**
- SMG 221 Sport Psychology **3 credit hours**

### Recommended General Electives

- BIO 121 Human Anatomy And Physiology I **4 credit hours**
- ENG 212 Research **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
  
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

### **Public Services Administration, B.A.**

#### Course Requirements For Major

#### Program Requirements: 18 Credit Hours

- PSA 331 Fundamentals Of Public Services Administration **3 credit hours**
- PSA 341 Research In The Social Sciences **3 credit hours**
- PSA 430 Ethics in Public Services Administration **3 credit hours**
- PSA 433 Budgeting For Public Services Administration **3 credit hours**
- PSA 434 Critical Issues In Public Services Administration **3 credit hours**
- PSA 495 Senior Seminar **3 credit hours**

#### Cognate Requirements: 18 Credit Hours

- ITM 460 Information Technology Project Management **3 credit hours**  
or
- MGT 365 Project Management **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**  
One course in Economics or Political Science: 3 credit hours  
One course in Speech, Business Communications, Intercultural Communications or Managerial Communications: 3 credit hours

Choose One Of The Following Electives: 3 Credit Hours

- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total For Major: 36 Credit Hours

Liberal Arts: 29 Credit Hours

General Electives: 38 Credit Hours

Total For Degree: 120 Credit Hours

### Other Requirements

A minimum of eighteen (18) semester hours at SHU is required at the 300/400 level in the PSA major including PSA 495.

All students must maintain a cumulative 2.50 grade point average in the PSA major.

Grades below a 2.0 are not allowed in the PSA major.

As the capstone course, PSA 495 requires prior completion of all PSA courses. PSA 495 should be completed in the last semester at SHU.

### Religious Studies, B.A.

#### Course Requirements for Major

Program Requirements: 30 credit hours

- RST 102 Introduction To Christian Theology **3 credit hours**  
or
- RST 103 Catholicism Today **3 credit hours**  
or
- RST 104 Introduction to the Bible **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**

- RST 303 Introduction To The Christian Scriptures **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 480 Faith In Action **3 credit hours**
- RST 495 Senior Seminar **3 credit hours**
- RST Approved Electives **9 credit hours**

Cognate Requirements: 12 credit hours

- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI Approved Philosophy Elective **3 credit hours**
- World Language **6 credit hours**  
**OR**
- COM 111 Introduction To Communications **3 credit hours**  
and
- COM 340 Intercultural Communication **3 credit hours**  
or
- PCM 330 Intercultural Communication **3 credit hours**

Total for Major: 42 credit hours

Liberal Arts: 32 credit hours

General Electives: 46 credit hours

Total for Degree: 120 credit hours

### **Social Studies, B.A.**

Course Requirements for Major

Program Requirements: 3 credit hours

- HIS 340 Historiography And Methodology **3 credit hours**

Cognate Requirements: 36 credit hours

- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- GEO 302 Cultural Geography II **3 credit hours**
- GEO 303 Political Geography **3 credit hours**

- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- HIS 211 U.S. History from 1865 to the Present **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSC 260 Comparative Politics **3 credit hours**
- PSC 380 Public Policy **3 credit hours**

Total for Major: 39 credit hours

Liberal Arts: 28 credit hours

Education Core: 35-39 credit hours

Certifiable Minor: 21-30 credit hours

Total for Degree: 123-136 credit hours

### Other Requirements

1. Social Studies majors must have a cumulative GPA of 3.0 in their academic content area to be in compliance with the certification pathway .
2. The Social Studies major is recommended only for students seeking secondary teacher certification.
3. Students seeking teacher certification must take appropriate methods course.
4. See Certification Pathway for all Education Certification requirements.

### Social Work, B.S.W

Social work majors who have been accepted into the social work program may elect to pursue the Child Welfare Certificate.

### Course Requirements for Major

Program Requirements: 49 credit hours

- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**
- SWK 334 Social Work Practice I **3 credit hours**
- SWK 335 Social Work Practice II **4 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**
- SWK 358 Human Behavior And The Social Environment II **3 credit hours**
- SWK 395 Junior Seminar **3 credit hours**
- SWK 440 Social Welfare Policy **3 credit hours**
- SWK 452 Social Work Practice with Families **3 credit hours**
- SWK 453 Social Work Practice with Groups **3 credit hours**
- SWK 455 Social Work Practice with Diverse Populations **3 credit hours**
- SWK 460 Macro Social Work Practice **3 credit hours**
- SWK 480 Social Work Practicum I **6 credit hours**

- SWK 481 Social Work Practicum II **6 credit hours**
- SWK 495 Senior Seminar **3 credit hours**

Cognate Requirements: 12 credit hours

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**

Total for Major: 61 credit hours

Liberal Arts: 32 credit hours

General Electives: 27 credit hours

Total for Degree: 120 credit hours

### Other Requirements

1. Recommended Associates or Minor Degree Programs: Criminal Justice, Psychology, Sociology, Gerontology, Child Development, Ethnic and Gender Studies. Recommended Certificates: Child Welfare and Justice, Equity, Diversity, and Inclusion (JEDI)
2. Only social work students who have been admitted into the social work program may take social work courses SWK 395, SWK 480, SWK 481, and SWK 495.
3. Application to the Program: All students who want to major in social work must have completed SWK 111 and apply and be accepted into the social work program no later than the second session of their sophomore year and prior to registering for SWK 334. Transfer students must apply and be accepted prior to registering for SWK 334. See the Social Work Program Student Handbook for further information and the required forms.
4. Student Portfolio: All students must maintain a portfolio of their academic work which reflects their knowledge and application of the Council on Social Work Education (CSWE) Core Competencies and Practice Behaviors. The portfolio will be reviewed and evaluated by faculty during the students' senior year. See the Social Work Program Student Handbook for further information.
5. Grade Point Average: All students must maintain at least a cumulative 2.5 g.p.a. in the social work major and required cognates and an overall 2.0 g.p.a. to be in the social work program.
6. Practicum Education: Students are required to complete SWK 480 Social Work Practicum I and SWK 481 Social Work Practicum II sequentially in residence at the Adrian Campus. Transferred practicum education may be accepted due to extenuating circumstances. Students are required to complete 225 supervised hours each session for a total of 450 hours. Students are also required to purchase Student Liability Insurance and become members of the National Association of Social Workers. See the Social Work Program Student Handbook for further information.
7. Personal Safety Training: All students will be required to complete Personal Safety Training while enrolled in SWK 480.
8. Prior Learning Credit and Transfer Credit: No social work academic credit will be awarded for prior learning experiences. No credits for required social work courses will be accepted from non-accredited social work programs, (with the possible exception of a social work program in candidacy for CSWE accreditation).

9. Grades: No grade below "C" will be allowed in any social work course and/or required cognates for the major. In such case, the course must be retaken and result in a grade of "C" or better. Courses required for the major may be repeated only once.
10. Legal Status of Candidates for the Social Work degree:  
Candidates for the social work program need to be aware that conviction for a felony crime may be grounds for denial of entry into the social work program and for denial of a social work certificate or license. The social work program requires a criminal background check of all applicants to the program. See the Social Work Student Handbook for more information.

## **Special Education, Cognitive Impairment, B.A. for K-12 Teacher Certification**

### Comprehensive Major

See Elementary Comprehensive Major for program requirements.

### Secondary Content Area Major

See Education and Special Education page for content area major options.

### Special Education Endorsement: Cognitive Impairment

Program Requirements: 41-44 credit hours

- SED 312 Introduction to Special Education **3 credit hours**
- SED 341 Procedures in Special Education **2 credit hours**
- SED 342 Parent-School Partnership: Special Education **2 credit hours**
- SED 343 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- SED 345 Collaboration in Special Education **3 credit hours**
- SED 349 Culture and Diversity in Special Education **1 credit hours**
- SED 351 Behavior Management **2 credit hours**
- SED 381 Nature and Need of Individuals with Cognitive Impairment **3 credit hours**
- SED 382 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment **2 credit hours** \*
- SED 383 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment **2 credit hours**
- SED 384 Transition and Career Education for Individuals with Disabilities **3 credit hours**
- SED 385 Strategies for Fundamental Reading and Functional Reading **2 credit hours**
- SED 421 Educational Technology and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 480 Directed Teaching **8-11 credit hours** \*
- SED 495 Directed Teaching Seminar **1 credit hours** \*

Total for Major (Elementary): 50-53 credit hours

Total for Major (Secondary): 44-75 credit hours

Total for Endorsement: 41-44 credit hours

Liberal Arts: 35 credit hours

Education Core (Elementary): 35-38 credit hours

Education Core (Secondary): 36-39 credit hours

Total for Degree (Elementary): 155-166 credit hours

Total for Degree (Secondary): 160-196 credit hours

### Other Requirements

\*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus. SED 480 and SED 495 are residency requirements and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.

1. Successful completion of SED 312 or EDU 312 is required prior to taking any other course in the Cognitive Impairment Program.
2. The education certification requirements may be taken concurrently with endorsement requirements; however, EDU 480/EDU 495 must be completed before SED 480/SED 495.
3. All students pursuing a Special Education degree or certification in Cognitive Impairment must earn a 2.0 g.p.a. grade or better in each required course.
4. Please see additional information on the Education page.

### **Special Education, Learning Disabilities, B.A. for K-12 Teacher Certification**

#### Comprehensive Major

See Elementary Comprehensive Major for program requirements.

#### Secondary Content Area Major

See Education and Special Education page for content area major options.

#### Special Education Endorsement: Learning Disabilities

Program Requirements: 37-40 credit hours

- SED 312 Introduction to Special Education **3 credit hours**
- SED 341 Procedures in Special Education **2 credit hours**
- SED 342 Parent-School Partnership: Special Education **2 credit hours**
- SED 343 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 344 Early Childhood and Special Education **3 credit hours**
- SED 345 Collaboration in Special Education **3 credit hours**
- SED 334 Strategies for Teaching Reading to Students W/ Learning Disabilities **1 credit hours**
- SED 349 Culture and Diversity in Special Education **1 credit hours**
- SED 351 Behavior Management **2 credit hours**

- SED 361 Introduction to Learning Disabilities **3 credit hours**
- SED 362 Methods and Strategies for Teaching Children with Learning Disabilities **4 credit hours \***
- SED 384 Transition and Career Education for Individuals with Disabilities **3 credit hours**
- SED 421 Educational Technology and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 480 Directed Teaching **8-11 credit hours \***
- SED 495 Directed Teaching Seminar **1 credit hours \***

Total for Major (Elementary): 49-52 credit hours

Total for Major (Secondary): 47-78 credit hours

Total for Endorsement: 37-40 credit hours

Liberal Arts: 35 credit hours

Education Core (Elementary): 35-38 credit hours

Education Core (Secondary): 36-39 credit hours

Total for Degree (Elementary): 160-165 credit hours

Total for Degree (Secondary): 159-195 credit hours

### Other Requirements

\*Denotes those courses which are required to be taken in residence at the Siena Heights University Adrian campus. SED 480 and SED 495 are residency requirements and all student teaching placements should be made in Lenawee, Hillsdale or Monroe counties.

1. Successful completion of SED 312 or EDU 312 is required prior to taking any other course in the Cognitive Impairment Program.
2. The education certification requirements may be taken concurrently with endorsement requirements; however, EDU 480/EDU 495 must be completed before SED 480/SED 495.
3. All students pursuing a Special Education degree or certification in Learning Disabilities must earn a 2.0 g.p.a. or better in each required course.
4. Please see additional information on the Education page.

### **Sport Management, B.B.A.**

[Click here for specific Business and Management Division requirements.](#)

### Course Requirements for Major

Program Requirements: 30 credit hours

- SMG 210 Introduction To Sport Management **3 credit hours**
- SMG 350 Management Of Sport Organizations **3 credit hours**

- SMG 360 Sport Marketing **3 credit hours**
- SMG 365 Sport Facility And Event Management **3 credit hours**
- SMG 370 Research Methods In Sport Management **3 credit hours**
- SMG 463 Legal And Ethical Issues In Sport **3 credit hours**
- SMG 475 Sport Finance And Business **3 credit hours**
- SMG 495 Strategic Management in Sport Business **3 credit hours**

Sport Management Electives: 6 credit hours

Choose two (2) below

- SMG 221 Sport Psychology **3 credit hours**
- SMG 222 Performance Psychology In Sport **3 credit hours**
- SMG 285 Special Topics **3 credit hours**
- SMG 342 Sport In American Society **3 credit hours**
- SMG 343 History of Sport **3 credit hours**
- SMG 444 Sport And The Media **3 credit hours**
- SMG 445 Cultural Studies In Sport **3 credit hours**
- SMG 485 Special Topics **1-3 credit hours**

Field Experience: 12-15 credit hours

- SMG 280 Sport Management Practicum **3 credit hours** \*
- SMG 480 Sport Management Internship **9-12 credit hours** \*

Cognate Requirements: 23 credit hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- BAM 201 Business Communications **3 credit hours**
- or
- BAM 441 Managerial Communications **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- MAT 142 Statistical Reasoning Via Application And Simulation **3 credit hours**
- or
- MAT 143 Statistics And Society **3 credit hours**
- or
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

Choose three courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Major 65-68 credit hours

Liberal Arts 29: credit hours

General Electives: 23-26 credit hours

Total for Degree: 120 credit hours

### Other Requirements

\* Students must have a 2.5 GPA in the major to complete a practicum experience and a 2.7 GPA in the major to complete the internship experience.

1. The program, field experience, and cognates require a combined minimum 2.50 GPA
2. Only 3 credit hours of SMG 285/SMG 485 count toward the major.
3. Transfer students must complete a minimum of 18 credits within program requirements, field experience and cognates at Siena Heights University. For Sport Management majors at least 12 of these 18 hours must be "SMG" courses (excluding SMG 280 and SMG 480).
4. SMG 280, SMG 475, SMG 480, and SMG 495 must be taken at Siena Heights University.
5. MKT 310 must be completed at Siena Heights University.
6. See specific Business and Management Division requirements.

### Concentrations

Accounting: 15 Credit Hours

- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- Two approved accounting electives: **6 Credit Hours**
- One approved business elective other than ACC: **3 Credit Hours**

Health Care Management: 15 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- Two approved business electives other than HCM: **6 Credit Hours**

Information Technology Management : 15 Credit Hours

- ITM 365 Management Of Information Technology **3 credit hours**
- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- Two approved business electives other than ITM: **6 Credit Hours**

Entrepreneurship: 15 Credit Hours

- BAM 311 Business Ethics **3 credit hours**  
or

- BAM 411 Business And Society **3 credit hours**
- BAM 480 Cooperative Internship Experience **3 credit hours**
- FIN 440 Financing New Ventures **3 credit hours**
- MGT 440 Entrepreneurship And Small Business Management **3 credit hours**
- One approved ACC,BAM, ECO, FIN, MGT or MKT elective: **3 Credit Hours**

#### Finance: 15 Credit Hours

- Choose three of the following: **9 Credit Hours**
- FIN 209 Personal Finance **3 credit hours**  
or
  - FIN 309 Personal Financial Planning **3 credit hours**
  - FIN 322 Investments **3 credit hours**
  - FIN 348 Money And Capital Markets **3 credit hours**
  - FIN 440 Financing New Ventures **3 credit hours**
  - FIN 450 International Finance **3 credit hours**
  - FIN 463 Financial Statement Analysis **3 credit hours**
  - Two approved business electives other than FIN: **6 Credit Hours**

#### International Business: 16 Credit Hours

- BAM 470 International Business Environment **3 credit hours**  
or
- ECO 342 Comparative Economic Systems **3 credit hours**  
or
- MKT 470 Global Marketing **3 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**
- FIN 450 International Finance **3 credit hours**
- One semester of a language: **4 Credit Hours**
- One approved business elective: **3 Credit Hours**

#### Management: 15 Credit Hours

- Three management courses above MGT 302 : **9 Credit Hours**
- Two approved business electives other than MGT, at least one at 300/400 level: **6 Credit Hours**

#### Marketing: 15 Credit Hours

- Three marketing courses above MKT 310 : **9 Credit Hours**
- Two approved business electives other than MKT, at least one at 300/400 level: **6 Credit Hours**

#### **Theatre, Musical Theatre, B.A.**

#### Course Requirements for Major

Program Requirements: 57-65 credit hours

- TSD 103 Theatre Technology **3 credit hours**
- TSD 105 Introduction to Performance **3 credit hours**
- TSD 117 Modern Dance I **2 credit hours**
  
- TSD 132 Musical Theatre Voice I **1 credit hours**  
or
- TSD 133 Musical Theatre Voice I **2 credit hours**
  
- TSD 145 Musical Theatre Workshop I **3 credit hours**
  
- TSD 152 Musical Theatre Voice II **1 credit hours**  
or
- TSD 153 Musical Theatre Voice II **2 credit hours**
  
- TSD 156 Acting I **3 credit hours**
- TSD 211 Oral Interpretation Of Literature **3 credit hours**
- TSD 214 Voice And Diction **3 credit hours**
- TSD 217 Tap I **2 credit hours**
- TSD 245 Musical Theatre Workshop II **3 credit hours**
  
- TSD 252 Musical Theatre Voice III **1 credit hours**  
or
- TSD 253 Musical Theatre Voice III **2 credit hours**
  
- TSD 256 Acting Studio II: Preparing The Actor **3 credit hours**
- TSD 262 Musical Theatre Voice IV **1 credit hours**  
or
- TSD 263 Musical Theatre Voice IV **2 credit hours**
  
- TSD 345 Musical Theatre Workshop III **3 credit hours**
  
- TSD 352 Musical Theatre Voice V **1 credit hours**  
or
- TSD 353 Musical Theatre Voice V **2 credit hours**
  
- TSD 355 Directing I **3 credit hours**
  
- TSD 362 Musical Theatre Voice VI **1 credit hours**  
or
- TSD 363 Musical Theatre Voice VI **2 credit hours**
  
- TSD 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSD 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSD 445 Musical Theatre Workshop IV **3 credit hours**
  
- TSD 452 Musical Theatre Voice VII **1 credit hours**  
or
- TSD 453 Musical Theatre Voice VII **2 credit hours**

- TSD 462 Musical Theatre Voice VIII **1 credit hours**  
or
- TSD 463 Musical Theatre Voice VIII **2 credit hours**
- TSC\_\_ Dance Options **6 credit hours**
- TSD 495 Senior Project **3 credit hours**

Cognate Requirements: 6 credit hours

- MMM 112 Class Piano 1 **1 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 172 Class Piano 2 **1 credit hours**
- Music, Theatre or Dance Elective **2 credit hours**

Total for Major: 63-71 credit hours

Liberal Arts: 29 credit hours

General Electives: 20-28 credit hours

Total for Degree: 120 credit hours

### Other Requirements

1. Formal acceptance into the TSC Program is required.
2. Students majoring in Musical Theatre are required to participate in the preparation of all department projects and productions.
3. Students majoring in Musical Theatre are expected to acquire a grade of C or better in all required courses and cognates taken in the major. A grade of D, E, or NC (No Credit) will not be accepted in the major.
4. Each TSC major will have a formal critique with the entire TSC faculty at the end of each session. A written evaluation of this meeting will be given to each student and a copy of this report will be kept in each major's file.

### **Theatre, Musical Theatre, B.F.A.**

#### Course Requirements for Major

Program Requirements: 77 Credit Hours

- TSD 103 Theatre Technology **3 credit hours**
- TSD 105 Introduction to Performance **3 credit hours**
- TSD 214 Voice And Diction **3 credit hours**
- TSD 355 Directing I **3 credit hours**
- TSD 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSD 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSD 496 Senior Showcase **3 credit hours**

- TSD 156 Acting I **3 credit hours**
- TSD 256 Acting Studio II: Preparing The Actor **3 credit hours**
- TSD 356 Acting Studio III **3 credit hours**
- TSD 456 Acting Studio IV **3 credit hours**
- TSD 145 Musical Theatre Workshop I **3 credit hours**
- TSD 245 Musical Theatre Workshop II **3 credit hours**
- TSD 345 Musical Theatre Workshop III **3 credit hours**
- TSD 445 Musical Theatre Workshop IV **3 credit hours**
- TSD 133 Musical Theatre Voice I **2 credit hours**
- TSD 153 Musical Theatre Voice II **2 credit hours**
- TSD 253 Musical Theatre Voice III **2 credit hours**
- TSD 263 Musical Theatre Voice IV **2 credit hours**
- TSD 353 Musical Theatre Voice V **2 credit hours**
- TSD 363 Musical Theatre Voice VI **2 credit hours**
- TSD 453 Musical Theatre Voice VII **2 credit hours**
- TSD 463 Musical Theatre Voice VIII **2 credit hours**
- TSD 118 Ballet I **2 credit hours**
- TSD 248 Ballet II **2 credit hours**
- TSD 217 Tap I **2 credit hours**
- TSD 267 Tap II **2 credit hours**
- TSD 250 Musical Theatre Dance I **2 credit hours**
- TSD 251 Musical Theatre Dance II **2 credit hours**
- Musical, Theatre or Dance Electives **4 credit hours**

### Cognate Requirements: 36 Credit Hours

- MMM 102 University Chorale **1 credit hours** (minimum four semesters required)
- MMM 110 Fundamentals Of Music Theory **2 credit hours**
- MMM 112 Class Piano 1 **1 credit hours**
- MMM 170 Music Theory I **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- MMM 172 Class Piano 2 **1 credit hours**
- MMM 260 Music Theory II **2 credit hours**
- MMM 261 Aural Harmony And Sight Singing II **2 credit hours**
- MMM 262 Class Piano 3 **1 credit hours**
- MMM 270 Music Theory III **2 credit hours**
- MMM 271 Aural Harmony And Sight Singing III **2 credit hours**
- MMM 272 Class Piano 4 **1 credit hours**
- Twelve cognate liberal arts hours from Mathematics, Science, Social Science, Literature, History, Philosophy, Religious Studies or Foreign Language (Students may not double count these courses. These must be done in addition to the Liberal Arts requirements.) **12 credit hours**
- Musical, Theatre or Dance elective **2 credit hours**

### Liberal Arts: 15-16 Credit Hours

- LAS 330 Living the Liberal Arts **3 credit hours**
- LAS 430 Liberal Arts Capstone **3 credit hours**

Total for Degree: 128-129 Credit Hours

## **Theatre, Speech and Dance, B.A.**

Course Requirements for Major

Program Requirements: 46 credit hours

- TSD 101 Fundamentals Of Speech Communication **3 credit hours**
- TSD 103 Theatre Technology **3 credit hours**
- TSD 105 Introduction to Performance **3 credit hours**
- TSD 118 Ballet I **2 credit hours**
- TSD 156 Acting I **3 credit hours**
- TSD 214 Voice And Diction **3 credit hours**
- TSD 248 Ballet II **2 credit hours**
- TSD 256 Acting Studio II: Preparing The Actor **3 credit hours**
- TSD 343 Teaching Creative Dramatics **3 credit hours**
  
- TSD 359 Costume Design **3 credit hours**  
or
- TSD 357 Scenic Design and Painting **3 credit hours**
  
- TSD 355 Directing I **3 credit hours**
- TSD 356 Acting Studio III **3 credit hours**
- TSD 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSD 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSD 456 Acting Studio IV **3 credit hours**
  
- TSD 495 Senior Project **3 credit hours**  
or
- TSD 496 Senior Showcase **3 credit hours**

Cognate Requirements: 2 credit hours

- MMM 102 University Chorale **1 credit hours**
- MMM 112 Class Piano 1 **1 credit hours**

Total for Major: 48 credit hours

Liberal Arts: 28 credit hours

General Electives: 44 credit hours

Total for Degree 120 credit hours

Other Requirements

1. Formal acceptance into the Theatre/Speech/Dance Program is required.
2. Students majoring in TSD are required to participate in the preparation of all department projects and productions.
3. Students majoring in TSD are expected to acquire a grade of C or better for all courses taken in the major. A grade of D, E, or NC (No Credit) will not be accepted in the major.
4. Each TSD major will have a formal critique with the entire TSD faculty at the end of the Fall semester. A written evaluation of this meeting will be given to each student and a copy of this report will be kept for each student.

## **Theatrical Design and Technology, B.A.**

### Course Requirements for Major

Program Requirements: 36 credit hours

- TSD 103 Theatre Technology **3 credit hours**
- TSD 104 Drafting for the Theatre **3 credit hours**
- TSD 120 Stratford Trip **1 credit hours**
- TSD 156 Acting I **3 credit hours**
- TSD 257 Introduction To Theatrical Design **3 credit hours**
- TSD 268 Stage/House Management and the Theatrical Profession **3 credit hours**
- TSD 355 Directing I **3 credit hours**
- TSD 441 Theatre History I: Greek To The 20th Century **3 credit hours**
- TSD 442 Theatre History II: 20th. Century To The Present **3 credit hours**
- TSD 495 Senior Project **3 credit hours**

Choose three courses from the following: 9 credit hours

- TSD 269 Stage Make-Up **2 credit hours**
- TSD 357 Scenic Design and Painting **3 credit hours**
- TSD 358 Lighting, Sound and Projection Design **3 credit hours**
- TSD 359 Costume Design **3 credit hours**
- TSD 360 Advanced Theatrical Technology **3 credit hours**

Cognate Requirements: 12 credit hours

- ART 111 Foundations: Digital Concepts **3 credit hours**

Choose three courses from the following: 9 credit hours

- ART 105 Foundations: Core Concepts **3 credit hours**
- ART 109 Foundations: Drawing Concepts **3 credit hours**
- ART 115 Introduction to Painting **3 credit hours**
- ART 116 Introduction to Digital Photography **3 credit hours**
- ART 121 Introduction to Sculpture **3 credit hours**
- ENR 101 Fundamentals Of Engineering Design I **3 credit hours**
- ARH 248 History of Architecture **3 credit hours**

Total for Major: 48 credit hours

Liberal Arts: 32 credit hours

General Electives

Total for Degree: 120 credit hours

### **Graduate Majors**

#### **Business, M.B.A.**

Available Online.

A 33 credit hour, 7-week cohort based model with an 18-month completion. Some semesters will require two courses. However, there will also be semesters with just one course. The program focuses on traditional MBA curriculum along with courses that emphasize the Dominican core values. This program will be a collaborative effort with CAS, CPS, and the Graduate School. An emphasis is placed on the specific core value of the Graduate School of sharing the fruits of contemplation through an emphasis in group projects and collaboration.

### Course Requirements

Program Courses: 21 credit hours

- MBA 611 Business Research Methods **3 credit hours**
- MBA 641 Managerial Economics **3 credit hours**
- MBA 643 Quantitative Methods **3 credit hours**
- MBA 650 Business Strategy And Planning **3 credit hours**
- MBA 652 Accounting & Financial Management **3 credit hours**
- MBA 657 Project Management **3 credit hours**
- MBA 664 Marketing Strategy **3 credit hours**

Managerial Courses/Processes: 9 credit hours

- MBA 602 Organizational Behavior **3 credit hours**
- MBA 605 Justice, Equity, Inclusion, and Diversity for Business Leaders **3 credit hours**
- MBA 655 Ethics In A Global Environment **3 credit hours**

Culminating Experience: 3 credit hours

- MBA 699 Capstone Course And Culminating Experience **3 credit hours**

Total for Major: 33 credit hours

Specializations

There is one specialization offered through the MBA program in health care administration. Students wishing to complete this specialization are encouraged to speak with the Program Advisor and the Program Advisor will supply interested students with an updated degree plan per MBA requirements.

## Health Administration

Students pursuing a specialization may substitute MBA 605 Justice, Equity, Inclusion, and Diversity for Business Leaders, MBA 655 Ethics In A Global Environment and MBA 657 Project Management with the specialization courses below.

- LDR 609 Health Care Systems Management **3 credit hours**
- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 650 Medical Law **3 credit hours**

## Admission Requirements for the MBA program

The current admissions policies and practices will apply to MBA program admissions.

Students are required to have a 3.0 overall undergraduate GPA and the GMAT or GRE are not required. Students who have taken either exam may submit their scores for review by the admissions team. As determined by the MBA Program Director, a particularly high score on either of these advanced examinations may satisfy the prerequisites of the MBA program for non-BBA applicants.

If students have a 3.0 from a regionally accredited business undergraduate program in any of the foundation courses, the course will be waived. Foundational courses include: finance, accounting, statistics, macro-economics and micro-economics. An acceptable passing score on related CLEP examinations (as determined by the MBA Program Director) will also be considered as equivalent to the foundation courses required of non-BBA applicants.

## Clinical Mental Health Counseling, M.A.

Available in Adrian, Lansing, Metropolitan Detroit

## Course Requirements

Professional Core Sequence: 33 credit hours

- CMH 602 Research And Professional Writing In Counseling **3 credit hours**
- CMH 620 Foundations Of Clinical Mental Health Counseling **3 credit hours**
- CMH 623 Psychology Over The Lifespan **3 credit hours**
- CMH 626 Relationship-Building In Counseling **3 credit hours**
- CMH 629 Counseling Theories And Procedures **3 credit hours**
- CMH 632 Ethics And Legal Issues In Counseling **3 credit hours**
- CMH 635 Group Procedures In Counseling **3 credit hours**
- CMH 638 Counseling Diverse Populations **3 credit hours**
- CMH 641 Career Development **3 credit hours**
- CMH 644 Analysis And Appraisal **3 credit hours**
- CMH 665 Consulting Theory And Practice **1 credit hours**

### Counseling Core Sequence: 16 credit hours

- CMH 647 Psychopathology And Resilience **3 credit hours**
- CMH 651 Diagnosis For Counselors **3 credit hours**
- CMH 652 Psychopharmacology For Counselors **3 credit hours**
- CMH 653 Treatment Strategies **3 credit hours**
- CMH 656 Prevention/Intervention With Children **3 credit hours**
- CMH 659 Neuroscience, Hope And The Human Spirit **3 credit hours**

### Counseling Field Experiences: 9 – 10 credit hours

- CMH 680 Counseling Field Practicum **3 credit hours**
- CMH 683 Counseling Internship 1 / Conceptualization **3 credit hours**
- CMH 684 Counseling Internship 2 / NCE Preparation **3 credit hours**
- CMH 685 Internship Extender Seminar **1 credit hours**

### Counseling Electives: 2 credit hours

(Choose from below)

- CMH 670 Addiction Counseling **2 credit hours**
- CMH 676 Trauma/Crisis Intervention For Counselors **2 credit hours**
- CMH 678 Relationship And Sexuality Counseling **2 credit hours**
- CMH 698 Special Topics: Global Setting **3 credit hours**
- CMH 699 Special Topics **1-3 credit hours**
- GRS 598 Foundations Of Professional Writing And Research **3 credit hours**

### Total for Major: 60 credit hours

[Click here for additional program information.](#)

### **Education, Early Childhood Education Concentration, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

### Course Requirements

#### Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

#### Professional Core Courses: 6 credit hours

- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**

### Specialized Courses: 18 credit hours

- TED 610 Foundations of Early Childhood Education **3 credit hours**
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**
- TED 620 Individualizing Early Math Curriculum **1 credit hours**
- TED 621 Individualizing Language Curriculum in Early Childhood **1 credit hours**
- TED 622 Individualizing Early Science and Cultural Studies Curriculum **1 credit hours**
- TED 623 Observation, Analysis, and Affective Learning Experience for Young Children **3 credit hours**
- TED 625 Administration and Supervision In the Early Childhood Setting **3 credit hours**
- SED 544 Early Childhood and Special Education **3 credit hours**

### Integrative Experience: 3 credit hours

- TED 690 Reflective Teaching Practicum and Seminar **3 credit hours**

### Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

### Total for Major: 36 credit hours

### Pre-Requisites for Master of Arts Degree

- ECE 115 Child Growth and Development **3 credit hours** (or equivalent) \*
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

### Pre-Requisites for students seeking Early Childhood endorsement (ZS) for Elementary Teacher Certification

- ECE 115 Child Growth and Development **3 credit hours** (or equivalent) \*
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

### Note

**Note:** Completion of 24 credit hours of courses from the Professional Core and specialization and TED 690 plus successful completion of the MTTC leads to the Early Childhood (ZS) Endorsement on an existing elementary teacher certificate in the State of Michigan.

### **Education, Early Childhood Education: Montessori Concentration, M.A.**

*Pre-K – Primary*

*Students who have an undergraduate major in Montessori education are not eligible to pursue this major.*

Click here for additional program information.

Available in Adrian, Please see Pre-requisites \*

## Course Requirements

### Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

### Professional Core Courses: 6 credit hours

- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**

### Specialized Courses: 15 credit hours

- TED 623 Observation, Analysis, and Affective Learning Experience for Young Children **3 credit hours**
- TED 625 Administration and Supervision In the Early Childhood Setting **3 credit hours**
  
- SED 544 Early Childhood and Special Education **3 credit hours**  
or
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**
  
- TED 620 Individualizing Early Math Curriculum **1 credit hours**
- TED 621 Individualizing Language Curriculum in Early Childhood **1 credit hours**

### Transfer courses from Adrian Dominican Montessori Teacher Education Institute

- Educational Philosophy and History **1 credit hours**
- Early Childhood Development **1 credit hours**
- Everyday Living Curriculum **1 credit hours**
- Sensorial Curriculum **1 credit hours**

### Integrative Experience: 6 credit hours

### Transfer courses from Adrian Dominican Montessori Teacher Education Institute

- Montessori Student Teaching **6 credit hours**

### Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

### Total for Major: 36 credit hours

### Pre-Requisites for Master of Arts Degree

- ECE 115 Child Growth and Development **3 credit hours** (or equivalent) \*

- EDU 322 Methods And Materials Of Early Childhood Education **3 credit hours** (or equivalent) \*
- or
- TED 522 Methods and Materials of Early Childhood Education **3 credit hours** (or equivalent) \*

## Note

**Note:** Completion of this program *DOES NOT* lead to the Early Childhood (ZS) Endorsement on a teacher certificate in the State of Michigan.

## Education, M.A.

[Click here for additional program information.](#)

Available in Adrian

## Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Professional Core Courses: 28 credit hours

- SED 545 Collaboration in Special Education **4 credit hours**
- TED 571 Elementary Core Education Methods **4 credit hours**
- TED 572 Secondary Education Methods **3 credit hours**
- TED 601 Professional Reading and Writing in Teacher Education **3 credit hours**
- TED 608 Fundamentals of Engineering Design I **3 credit hours**
- TED 609 Fundamentals of Engineering Design II **3 credit hours**
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours**
- TED 617 Perspectives on Diversity **3 credit hours**
- TED 635 Advanced Diagnosis and Remediation Of Reading Difficulties **3 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 37 credit hours

**Note:** Completion of this program DOES NOT lead to a teaching certificate or additional and endorsement in the State of Michigan.

## Education, Special Education (K-12 Cognitive Impairment) Concentration, M.A.

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

## Course Requirements

### Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

### Special Education Core Courses: 14 – 15 credit hours

- SED 521 Educational and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 541 Procedures in Special Education **2 credit hours**
- SED 542 Parent – School Partnership: Special Education **2 credit hours**
- SED 543 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 549 Culture and Diversity in Special Education **1 credit hours**
- SED 551 Behavior Management in Special Education **2 credit hours**
  
- TED 571 Elementary Core Education Methods **4 credit hours**  
or\*\*
- TED 572 Secondary Education Methods **3 credit hours**

### Specialization Courses: 16 credit hours

- SED 545 Collaboration in Special Education **4 credit hours**
- SED 581 Nature and Need of Individuals with Cognitive Impairment **3 credit hours**
- SED 582 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment **2 credit hours**
- SED 583 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment **2 credit hours**
- SED 584 Transition and Career Education for Individuals with Disabilities **3 credit hours**
- SED 585 Strategies for Fundamental Reading and Functional Reading **2 credit hours**

### Integrative Experience: 5 credit hours

- SED 680 Directed Teaching (Special Education) **4 credit hours**
- SED 595 Directed Teaching Seminar (Special Education) **1 credit hours**

### Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

### Total for Major: 44 – 45 credit hours

### Pre-Requisites for Master of Arts Degree

- EDU 312 Exceptional Children and Youth in the Regular Classroom **3 credit hours** \*
- or
- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours** \*

## Note

\*\* This depends on your certification area. You will take the course in your non-certified area.

**Note:** Completion of 35 – 36 credit hours in the specialization and special education core, plus successful completion of the MTTC, leads to the Cognitive Impairment (SA) K – 12 Endorsement on an existing special education teacher certificate in the State of Michigan.

## **Education, Special Education (K-12 Learning Disabilities) Concentration, M.A.**

[Click here for additional program information.](#)

Available in Adrian, Please see Pre-requisites \*

## Course Requirements

Common Core Courses: 6 credit hours

- TED 602 Research And Professional Writing In Education **3 credit hours**
- TED 604 History And Philosophy of Ideas **3 credit hours**

Special Education Core Courses: 17-18 credit hours

- SED 521 Educational and Assistive Technology for Students with Disabilities **1 credit hours**
- SED 541 Procedures in Special Education **2 credit hours**
- SED 542 Parent – School Partnership: Special Education **2 credit hours**
- SED 543 Assessment and Evaluation of Students with Disabilities **3 credit hours**
- SED 549 Culture and Diversity in Special Education **1 credit hours**
- SED 551 Behavior Management in Special Education **2 credit hours**
- SED 584 Transition and Career Education for Individuals with Disabilities **3 credit hours**
  
- TED 571 Elementary Core Education Methods **4 credit hours**  
or
- TED 572 Secondary Education Methods **3 credit hours**

Specialization Courses: 15 credit hours

- SED 534 Strategies for Teaching Reading to Students with Learning Disabilities **1 credit hours**
- SED 545 Collaboration in Special Education **4 credit hours**
- SED 561 Introduction to Learning Disabilities **3 credit hours**
- SED 562 Methods & Strategies for Teaching Children with Learning Disabilities **4 credit hours**
  
- TED 534 Strategies For Teaching Reading **3 credit hours**  
or\*\*
- TED 535 Strategies For Teaching Reading Through The Content Areas In the Secondary School **3 credit hours**

Integrative Experience: 5 credit hours

- SED 580 Directed Teaching (Special Education) **4 credit hours**
- SED 595 Directed Teaching Seminar (Special Education) **1 credit hours**

Summative Experience: 3 credit hours

- GRS 694 Thesis/Project Seminar **3 credit hours**

Total for Major: 46-47 credit hours

### Pre-Requisites for Master of Arts Degree

- TED 612 Exploration of Special Needs of Exceptional Children and Youth **3 credit hours** (or equivalent course)\*

### Note

\*\* This depends on your certification area. You will take the course in your non-certified area.

**Note:** Completion of 34 – 35 credit hours in the specialization and special education core, plus successful completion of the MTTC, leads to the Learning Disabilities (SM) K – 12 endorsement on an existing general education teacher certificate in the State of Michigan. Completion of 20 credit hours in the specialization leads to the Learning Disabilities (SM) K – 12 endorsement on an existing special education teacher certificate in the State of Michigan.

### Healthcare Leadership, M.A.

[Click here for additional program information.](#)

Core courses may be available at main campus and satellite locations. All health care concentration courses are offered online only.

The Healthcare Leadership program is intended for individuals who have three (3) or more years of professional work experience, or approval from the Program Director. The focus of the program is the personal and professional development of the individual as a facilitator and manager of change in self, others, and organizations. These skills are becoming increasingly critical as organizations seek to remain relevant and competitive in a rapidly changing world. The curriculum incorporates multidisciplinary concepts from the social sciences, business, communications, and education.

### Course Requirements

Common Core Courses: 21 credit hours

- LDR 600 Research and Professional Writing **3 credit hours**
- LDR 601 Leadership Theory **3 credit hours**
- LDR 605 Justice, Equity, Inclusion, and Diversity for Leaders **3 credit hours**
- LDR 621 Organizational Behavior And Psychology **3 credit hours**
- LDR 657 Project Management for Leaders **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**
- LDR 669 Applied Leadership **3 credit hours**

Healthcare Leadership Concentration: 9 credit hours

- LDR 609 Health Care Systems Management **3 credit hours**
- LDR 614 Contemporary Issues In Health Care **3 credit hours**
- LDR 629 Overview Of U.S. Healthcare System **3 credit hours**

Total for Major: 30 credit hours

## **Nursing Leadership, M.S.N.**

### Course Requirements

#### Core Courses

- NUR 601 Transition to Nursing Scholar I: Science of Nursing, Research Methods and Statistics **3 credit hours**
- NUR 602 Transition to Nursing Scholar II: Research Methods for the Advanced Nurse Scholar **3 credit hours**
- NUR 610 Quality Improvement and Safety in Health Care **3 credit hours**
- NUR 611 Leadership Principles for Health Care Organizations and Systems **3 credit hours**
- NUR 612 Clinical Prevention, Population Health, and Vulnerable Populations **3 credit hours**

#### Nursing Leadership Concentration

- NUR 620 Introduction to Advanced Leadership Roles **3 credit hours**
- NUR 621 Transformational Leadership **3 credit hours**
- NUR 622 Strategic Planning for the Nurse Leader **3 credit hours**
- NUR 630 Health Care Operations: Human Resources, Quality, Law, & Ethics **3 credit hours**
- NUR 631 Introduction to Health Care Economics, Finance, & Principles of Business for Nurses **3 credit hours**

#### Practicum

- NUR 680 Practicum I - Design **3 credit hours**
- NUR 681 Practicum II – Implementation **3 credit hours**

Total for Major: 36 Credit Hours

### Other Requirements

1. Students must be accepted into the MSN program before enrolling in MSN courses.
2. Students must maintain a 3.0 GPA in their MSN coursework once admitted to the program.
3. All MSN courses must be completed with a grade of 'B-' or better.

## **Nursing Leadership, M.S.N. to Business, M.B.A.**

This dual degree program results in a Nursing M.S.N. degree and a Business M.B.A. degree upon completion.

## Course Requirements

### Nursing Required Courses: 36 Credit Hours

- NUR 601 Transition to Nursing Scholar I: Science of Nursing, Research Methods and Statistics **3 credit hours**
- NUR 602 Transition to Nursing Scholar II: Research Methods for the Advanced Nurse Scholar **3 credit hours**
- NUR 610 Quality Improvement and Safety in Health Care **3 credit hours**
- NUR 611 Leadership Principles for Health Care Organizations and Systems **3 credit hours**
- NUR 612 Clinical Prevention, Population Health, and Vulnerable Populations **3 credit hours**
- NUR 620 Introduction to Advanced Leadership Roles **3 credit hours**
- NUR 621 Transformational Leadership **3 credit hours**
- NUR 622 Strategic Planning for the Nurse Leader **3 credit hours**
- NUR 630 Health Care Operations: Human Resources, Quality, Law, & Ethics **3 credit hours**
- NUR 631 Introduction to Health Care Economics, Finance, & Principles of Business for Nurses **3 credit hours**
- NUR 680 Practicum I - Design **3 credit hours**
- NUR 681 Practicum II – Implementation **3 credit hours**

### Business Required Courses: 27 Credit Hours

- MBA 602 Organizational Behavior **3 credit hours**
- MBA 641 Managerial Economics **3 credit hours**
- MBA 649 Financial Statement Analysis **3 credit hours**
- MBA 650 Business Strategy And Planning **3 credit hours**
- MBA 651 Managing Global Business And Cultural Diversity **3 credit hours**
- MBA 657 Project Management **3 credit hours**
- MBA 664 Marketing Strategy **3 credit hours**
- MBA 671 Sustainable Business Management: Triple Bottom Line Strategy **3 credit hours**
- MBA 699 Capstone Course And Culminating Experience **3 credit hours**

### Total for Degrees: 63 Credit Hours

### Other Requirements

- Courses have pre-requisites and must be taken in order as determined by your advisor.
- The M.S.N. to M.B.A. program allows M.S.N. students to substitute three M.B.A. courses with comparable M.S.N. courses. The following M.S.N. courses will be substituted for M.B.A. courses in the M.B.A. major and degree plan:
  1. NUR 601 Transition to Nursing Scholar I: Science of Nursing, Research Methods and Statistics for MBA 643 Quantitative Methods
  2. NUR 602 Transition to Nursing Scholar II: Research Methods for the Advanced Nurse Scholar for MBA 611 Business Research Methods
  3. NUR 630 Health Care Operations: Human Resources, Quality, Law, & Ethics for MBA 655 Ethics In A Global Environment

### **Organizational Leadership, M.A.**

[Click here for additional program information.](#)

Available Online.

The Organizational Leadership program is intended for individuals who have five (5) or more years of professional work experience. The focus of the program is the personal and professional development of the individual as a facilitator and manager of change in self, others, and organizations. These skills are becoming increasingly critical as organizations seek to remain relevant and competitive in a rapidly changing world. The curriculum incorporates multidisciplinary concepts from the social sciences, business, communications, and education.

## Course Requirements

Common Core Courses: 21 credit hours

- LDR 600 Research and Professional Writing **3 credit hours**
- LDR 601 Leadership Theory **3 credit hours**
- LDR 605 Justice, Equity, Inclusion, and Diversity for Leaders **3 credit hours**
- LDR 621 Organizational Behavior And Psychology **3 credit hours**
- LDR 657 Project Management for Leaders **3 credit hours**
- LDR 660 Strategic Leadership **3 credit hours**
- LDR 669 Applied Leadership **3 credit hours**

Organizational Leadership Concentration: 9 credit hours

- LDR 639 Human Resource Development for Leaders **3 credit hours**
- LDR 640 Finance + Quantitative Leadership **3 credit hours**
- LDR 695 Capstone **3 credit hours** \*

Total for Major: 30 credit hours

\* Capstone Experience

The Master of Arts in the Organizational Leadership Program Capstone Experience entails:

1. A "Capstone Course" which provides review and reflection of program core courses along with a "360° Assessment" survey.
2. An electronic graduate portfolio (e-portfolio).  
The electronic portfolio contains artifacts demonstrating the student's professional competencies, and is based on the leadership program learning outcomes (see below). Such a portfolio is required of students in order to graduate from any of our MA programs. Leadership students usually begin to assemble their portfolio during the LDR 601 Leadership Theory. Students are required to have the following documents in their graduate portfolio:
  - Table of contents
  - Current professional resume
  - Transcripts
  - Training certificates
  - Specialized awards or certificates
  - List of competencies
  - Three competency documents developed during the "first year of study"

- Relevant projects from LDR courses such as final projects, research papers, or presentations Prior learning credit awards (if applicable)

**As part of the graduate program in Organizational Leadership at Siena Heights University, students will:**

1. Analyze and evaluate a leader's contribution in dynamic decision making by utilizing teaming and entrepreneurial focus.
2. Analyze and evaluate various leadership theories, including servant leadership, while developing a personalized leadership development plan (a.k.a. "portfolio") that reflects their professional growth and development as a leader.
3. Analyze and evaluate analytical procedures and methods relevant to exploratory research through the utilization of professional and scholarly writing practices.
4. Analyze and evaluate quantitative decision making techniques that will provide leaders the best possible solutions to a problem involving limited resources.
5. Analyze and evaluate various theories of human behavior and recognize how they influence the workplace from an organizational leadership perspective.
6. Analyze and evaluate the ethical, social, legal cultural, and political issues as they relate to organizational leadership.
7. Analyze and evaluate the performance of their interactions with others so as to reflect human kindness.
8. Analyze and evaluate how they demonstrate and reflect their work in a competent, purposeful, and ethical manner.
9. Analyze and evaluate choices made in their professional contracts, which posits them to reflect human dignity in action.
10. Question and synthesize internal and external leadership behaviors, into a personal brand, consistent with their values and practices (Capstone).

## **Undergraduate Minors**

### **Accounting Minor**

#### Course Requirements for Minor

- Business students majoring in Accounting, Business Administration, Finance, Marketing, and Management cannot pursue any of the minors offered by the Business and Management division.
- The CAS students who are interested in health care management minor, are recommended to have the concentration in health care management and not the minor.

#### Program Requirements: 17 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ACC 341 Intermediate Accounting I **3 credit hours**
- ACC 342 Intermediate Accounting II **3 credit hours**
- ACC Approved Accounting elective **3 credit hours**

#### Cognate Requirements: 6 Credit Hours

Two (2) courses from the following:

- BAM 201 Business Communications **3 credit hours**
- FIN 340 Managerial Finance **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

- **MKT 310 Marketing Principles And Cases 3 credit hours**

Total for Minor: 23 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300-400 level must be completed at Siena Heights University. As part of the twelve credit hours, a minimum of six (6) credit hours must be ACC courses (excluding ACC 480).
2. See specific Business and Management Division requirements.

### Art Minor

#### Course Requirements for Minor

Program Requirements: 9 Credit Hours

- **DES 100 Design Thinking 3 credit hours**
- **DES 120 Graphic Design I 3 credit hours**
- **DES 230 Illustration I 3 credit hours**

Supporting Studio: 12 Credit Hours

- Choose four (4) classes from any of the art and design courses (ART or DES). At least one (1) must be at the 300- to 400-level.

Total for Minor: 21 Credit Hours

### Other Requirements

1. All minors must earn a grade of "C-" or better in all DES courses.
2. Any student wishing to continue in sequential DES courses must have earned a grade of "C-" or better in all designated prerequisites.

### Behavioral Science Minor

The Siena Heights University Behavioral Science minor is offered for students who would like to complement their major programs (often Multidisciplinary Studies or Bachelor of Applied Science programs) with course work that will lend a specialization to their degree. Students pursuing the Behavioral Science minor are required to complete 21 credit hours which includes a nine (9) credit hour residency at Siena Heights University.

#### Course Requirements for Minor

Program Requirements: 21 Credit Hours

- **PSC 130 American Democracy 3 credit hours**
- **PSY 111 Introduction To Psychology 3 credit hours**
- **PSY 340 Social Psychology 3 credit hours**

- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
- Approved Electives **6 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. Electives must be from two (2) different disciplines and at the 300 level or above, taken from CRJ, GER, PSC, PSY, SOC, or SWK.
2. Nine (9) credit hours in Behavioral Science must be taken at Siena Heights University.
3. Transfer social science course work from other institutions must have a grade point of 2.0 or better.

### Biology Minor

#### Course Requirements for Minor

Program Requirements: 20 Credit Hours

- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 241 Animal Biology **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 342 Genetics **4 credit hours**
- BIO Approved Elective **4 credit hours**

Total for Minor: 20 Credit Hours

### Other Requirements

1. Biology minors must complete 8 hours of Siena Height's biology courses at the 300 level or higher.
2. Students who are seeking teacher certification must take BIO 441 or BIO 443 as the required Biology elective.
3. Students seeking certification must also complete the appropriate science methods course: NSC 373 Science Methods from the Professional Education Sequence.
4. Students seeking secondary certification in teaching must also take NSC 110.
5. Students minoring in Biology must maintain a 2.1 GPA in all required courses (excluding cognate requirements in the minor).

### Business Administration Minor

#### Course Requirements for Minor

- Business students majoring in Accounting, Business Administration, Finance, Marketing, and Management cannot pursue any of the minors offered by the Business and Management division.

- The CAS students who are interested in health care management minor, are recommended to have the concentration in health care management and not the minor.

### Program Requirements: 9 Credit Hours

- BAM 201 Business Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**

### Cognate Requirements: 17 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**

Choose three courses from the list below:

- BAM 210 Business Applications Software **1 credit hours**
- BAM 211 Business Visual And Media Technology **1 credit hours**
- BAM 212 Business Publication Design **1 credit hours**
- BAM 213 Internet And Business Applications **1 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only 2.0 GPA or higher transfer grades apply to the minor.
3. Students must earn a 2.5 minimum GPA for all minor course work at Siena Heights University.
4. See specific Business and Management Division requirements.

### Catholic Studies Minor

#### Course Requirements

Program Requirements 21 credit hours

- RST 103 Catholicism Today **3 credit hours**
- RST 303 Introduction To The Christian Scriptures **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
- RST 395 Theological Application **3 credit hours**  
or

- RST 480 Faith In Action **3 credit hours**
- Three (3) courses in other disciplines chosen in consultation with the Religious Studies program coordinator.

Total for Minor: 21 credit hours

### Other Requirements

Only two (2) courses in the Catholic Studies minor may also be counted towards a Religious Studies major or minor.

## Chemistry Minor

### Course Requirements for Minor

Program Requirements: 20 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**  
CHE Approved Electives **8 credit hours**
- Any CHE courses at the 200-level or higher

Total for Minor: 20 Credit Hours

### Other Requirements

1. Chemistry minors must complete 8 credit hours of Siena Heights chemistry courses at the 200-level or higher.
2. Students minoring in Chemistry must earn a C/C- or better in each required course
3. Students seeking teacher certification must take CHE 242 Organic Chemistry II and CHE 454 Biochemistry as their required chemistry elective.
4. Students seeking secondary certification in teaching must also take NSC 110 Earth Science.

## Communications Minor

### Course Requirements for Minor

Program Requirements: 18 Credit Hours

- COM 111 Introduction To Communications **3 credit hours**
- COM 230 Introduction to Media Studies **3 credit hours**
- COM 245 Communications Theory **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**

Pick two (2) courses from the following:

- COM 140 Introduction to Journalism **3 credit hours**
- COM 240 Digital Media and Video Production **3 credit hours**
- COM 311 Communications in Context: Technology in Careers **3 credit hours**

- COM 355 Media Literacy: Propaganda, Conspiracy, and Mass Media **3 credit hours**
- ENG 211 Rhetoric **3 credit hours**

Total for Minor: 18 Credit Hours

### **Criminal Justice Minor**

Course Requirements for Minor

Program Requirements: 21 Credit Hours

- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- CRJ 140 Introduction To Corrections **3 credit hours**
- CRJ 340 Juvenile Justice **3 credit hours \***
- CRJ 341 Law Enforcement And Community Relations **3 credit hours \***
- CRJ 342 Criminology **3 credit hours**
- CRJ 440 Criminal Law **3 credit hours \***
- CRJ 441 Courtroom Demeanor And Technique **3 credit hours \***

Cognate Requirements: 3 Credit Hours

- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**

Total for Minor: 24 Credit Hours

Other Requirements

\*Denotes courses that must be taken at Siena Heights University.

### **Dance Minor**

Program Requirements

- TSD 102 Introduction To Theatre **3 credit hours**
- TSD 156 Acting I **3 credit hours**
- TSD 117 Modern Dance I **2 credit hours**
- TSD 217 Tap I **2 credit hours**
- TSD 118 Ballet I **2 credit hours**
- TSD 219 Jazz I **2 credit hours**
- TSD 267 Tap II **2 credit hours**
- TSD 248 Ballet II **2 credit hours**

Choose at least two of the following four courses

- TSD 220 Hip Hop **2 credit hours**
- TSD 221 Partnering **2 credit hours**
- TSD 222 Pilates And Yoga For Dancers **2 credit hours**
- TSD 249 Jazz II **2 credit hours**

Total for Minor: 22 credit hours

Any course may be double counted toward Minor and Liberal Arts Requirements.

### **Data Analytics Minor**

Course Requirements for Minor

Program Requirements: 28 Credit Hours

- CIS 120 Introduction to Programming **3 credit hours**
- CIS 485 Special Topics **1-3 credit hours**
- MAT 149 Problem Solving **3 credit hours**
- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 344 Data Analysis with R/Python **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**

Total for Minor: 28 Credit Hours

### **Design Minor**

Course Requirements for Minor

Essential Foundation: 9 Credits

- DES 100 Design Thinking **3 credit hours**
- DES 120 Graphic Design I **3 credit hours**
- DES 230 Illustration I **3 credit hours**

Supporting Studio: 12 Credit Hours

Choose four (4) classes from the following. At least one (1) must be at the 300- to 400-level.

- DES 110 Book Design **3 credit hours**
- DES 210 Screenprinting **3 credit hours**
- DES 220 Graphic Design II **3 credit hours**
- DES 240 Industrial Design I **3 credit hours**
- DES 241 Industrial Design II **3 credit hours**

- DES 320 Graphic Design III **3 credit hours**
- DES 340 Industrial Design III **3 credit hours**
- DES 350 User Experience Design **3 credit hours**
- DES 351 User Interface Design I **3 credit hours**
- DES 451 User Interface Design II **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. All minors must earn a grade of "C-" or better in all DES courses.
2. Any student wishing to continue in sequential DES courses must have earned a grade of "C-" or better in all designated prerequisites.

### English General Minor

#### Requirements for Minor

Program Requirements: 6 Credit Hours

- ENG 113 Introduction To Literature **3 credit hours**
- ENG 260 Approaches To Literary Criticism **3 credit hours**

Program Electives: 15 Credit Hours

Five (5) Electives, with a Minimum of three (3) at the 300/400 level.

- ENG 251 World Literature I: From Oral Traditions To 1700 **3 credit hours**
- ENG 343 British Literary History I **3 credit hours**
- ENG 345 British Literary History II **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 349 U.S. Literary History **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 356 Contemporary Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- ENG 445 Shakespeare **3 credit hours**
- ENG 485 Special Topics **3 credit hours**

Total for Minor: 21 Credit Hours

### Environmental Science Minor

#### Course Requirements for Minor

Program Requirements: 21-22 Credit Hours

- CHE 141 General Chemistry I **4 credit hours**
- ENV 110 Introduction To Environmental Science **4 credit hours**
- ENV 122 Geology **4 credit hours**
- ENV 342 Ecological Design and Industrial Ecology **3 credit hours**
  
- ENV 152 Oceanography **3 credit hours**  
or
- ENV 141 Climatology **3 credit hours**

Approved Elective: 3-4 Credit Hours

- ENV 141 Climatology **3 credit hours**
- ENV 441 Environmental Regulations **3 credit hours**
- BIO 141 Basic Concepts Of The Cell **4 credit hours**
- BIO 242 Plant Biology **4 credit hours**
- BIO 441 Terrestrial Ecology & Field Biology **4 credit hours**
- CHE 142 General Chemistry II **4 credit hours**
- CHE 241 Organic Chemistry I **4 credit hours**
- BAM 411 Business And Society **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours**
- GEO 301 Cultural Geography I **3 credit hours**
- ECE 375 Administration Of Child Care Centers **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**
- PHY 141 General Physics I (Non-Calculus Based) **4 credit hours**
- PSC 380 Public Policy **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- RST 305 Theological Ethics **3 credit hours**

Total for Minor: 21-22 Credit Hours

### Other Requirements

1. Students minoring in Environmental Science must maintain a 2.1 g.p.a. in all required courses.

### **Ethnic and Gender Studies Minor**

#### Course Requirements for Minor

Requirements: 21 Credit Hours

- EGS 110 Intro To Ethnic And Gender Studies **3 credit hours**

Choose six (6) approved electives from the following: 18 Credit Hours

- ARH 350 Art and Gender **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- EGS 230 Philosophy of Race and Gender **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- HIS 204 Women In U.S. History **3 credit hours**
- HIS 205 Race in U.S. History **3 credit hours**
- HIS 323 History Of Middle East **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- PSY 275 Psychology of Gender **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- \_\_\_ 285 Special Topics: **3 credit hours** or \_\_\_ 485 Special Topics **3 credit hours** (only if approved by the EGS Program Coordinator)

Total for Minor: 21 Credit Hours

#### Other Requirements

1. Only two (2) courses may be double-counted towards the student's major or a second minor.
2. A maximum of two (2) courses from a single academic program can be counted towards the six required electives.
3. Students should note prerequisites for SOC 244.

#### Exercise Science Minor

##### Course Requirements for Minor

Program Requirements: 5 Credit Hours

- EXS 101 Introduction of Exercise Science **2 credit hours**
- EXS 201 Sports Nutrition **3 credit hours**

Exercise Science Electives: 15 Credit Hours (Choose five)

- EXS 321 Care and Prevention of Athletic Injury **3 credit hours**
- EXS 341 Kinesiology **3 credit hours**
- EXS 342 Human Pathophysiology **3 credit hours**
- EXS 343 Sport and Exercise Pharmacology **3 credit hours**
- EXS 345 Exercise Physiology **3 credit hours**
- EXS 441 Principles of Strength and Conditioning **3 credit hours**

Total for Minor: 20 Credit Hours

#### Finance Minor

## Course Requirements for Minor

- Business students majoring in Accounting, Business Administration, Finance, Marketing, and Management cannot pursue any of the minors offered by the Business and Management division.
- The CAS students who are interested in health care management minor, are recommended to have the concentration in health care management and not the minor.

## Program Requirements: 12 Credit Hours

Any four of the following:

- ACC 361 Managerial Cost Accounting **3 credit hours**
- FIN 209 Personal Finance **3 credit hours**  
or
- FIN 309 Personal Financial Planning **3 credit hours**
- FIN 322 Investments **3 credit hours**
- FIN 348 Money And Capital Markets **3 credit hours**
- FIN 450 International Finance **3 credit hours**

## Cognate Requirements: 14 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ACC 240 Principles of Accounting II **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**

Total for Minor: 26 Credit Hours

## Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University. As part of the twelve credit hours a minimum of six (6) credit hours must be FIN courses.
2. Only 2.0 or higher transfer grades apply to the minor.
3. Students must earn a 2.5 minimum GPA for all minor course work at Siena Heights University.
4. Accounting Majors applying ACC 361 must add 3 credits of ACC approved electives to their major.
5. Students may take FIN 209 or FIN 309, but not both.
6. See specific Business and Management Division requirements.

## Gerontology Minor

### Course Requirements for Minor

### Program Requirements: 18 Credit Hours

- GER 240 Introduction To Gerontology **3 credit hours**
- GER 341 Health Issues In Human Aging **3 credit hours**
- GER 342 Programs For Older Adults **3 credit hours**

### Approved Electives: 9 Credit Hours

- CRJ 345 Special Needs Offenders In The Community **3 credit hours**
- GER 480 Gerontology Internship **3 credit hours**
- GER 385 Special Topics in Gerontology
- PSY 360 Counseling Techniques And Practice **3 credit hours**
- PSY 370 Psychology Of Aging **3 credit hours**
- PSY 433 Death And Dying **3 credit hours**
- SOC 113 Cultural Anthropology **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**

### Cognate Requirements: 3 Credit Hours

- PSY 111 Introduction To Psychology **3 credit hours**  
or
- SOC 111 Introduction To Sociology **3 credit hours**

### Total for Minor: 21 Credit Hours

## Health Care Management Minor

Some classes required for the Health Care Management minor may not be available on the Adrian campus.

The Health Care Management minor provides health care professionals with marketable management skills. Designed specifically for students in the B.A.S. (Bachelor of Applied Science) degree program majoring in Allied Health areas, and related fields such as Community and Human Services and students with an interest in Health Care Management who major in Multidisciplinary Studies.

## Course Requirements for Minor

### Program Requirements: 12 Credit Hours

- HCM 301 Perspectives In Health Care Management **3 credit hours**
- HCM 440 Medical Ethics/Legal Aspects Of Health Care **3 credit hours**
- HCM 441 Financial Management Of Health Care Institutions **3 credit hours**
- HCM 444 Strategic Planning In Healthcare Management **3 credit hours**

### Cognate Requirements: 9 Credit Hours

(may be transferred)

- MGT 302 Management Principles And Cases **3 credit hours**
- BAM 441 Managerial Communications **3 credit hours**

Choose one (1) Approved Business Elective: 3 Credit Hours

- BAM 311 Business Ethics **3 credit hours**
- BAM 450 Women In Business **3 credit hours**
- HCM 300 Accounting for Health Care Professionals **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 450 Labor Relations **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MGT 485 Special Topics **1-3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. Nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.
2. Grades below a 2.0 GPA may not be used in the minor.

### History Minor

#### Course Requirements for Minor

Program Requirements: 21 Credit Hours

A History minor requires seven (7) History courses with at least six (6) credit hours at the 300+ level **21 credit hours**

Total for Minor: 21 Credit Hours

### Humanities Minor

#### Course Requirements for Minor

Requirements: 15 Credit Hours

- Art History, Music, Performing Arts, or Foreign Language **3 credit hours**
- History (300 or 400 level) **3 credit hours**
- Literature (300 or 400 level) **3 credit hours**
- Philosophy (300 or 400 level) **3 credit hours**
- Religious Studies (300 or 400 level) **3 credit hours**

Approved Electives in Minor: 9 Credit Hours

These are classes in the five areas listed above under distribution requirements, which are approved as electives for the individual student.

Total for Minor: 24 Credit Hours

### Other Requirements

1. 12 credit hours of the minor must be at the 300 or 400 level.
2. 18 credit hours in major (9 credit hours in minor) must be taken at Siena Heights University.
3. Grades below a 2.0 g.p.a. are not accepted in the major.
4. Minimum overall g.p.a. to graduate with this minor is 2.5.

### Information Technology Management Minor

The Information Technology Management Minor is offered at one or more centers of the College for Professional Studies but is not available in the College of Arts and Sciences. Classes required for the Information Technology Management minor may not be available on the Adrian campus.

Designed for students in the B.A.S. (Bachelor of Applied Science) degree program majoring in computer, industrial, nuclear, and other technology related fields, and students who major in Multidisciplinary Studies.

### Program Requirements

Program Courses: 6 Credit Hours

- MGT 302 Management Principles And Cases **3 credit hours**
- ITM 365 Management Of Information Technology **3 credit hours**

Information Technology Management Courses: 12 Credit Hours

- ITM 370 Electronic Commerce **3 credit hours**
- ITM 460 Information Technology Project Management **3 credit hours**
- ITM 470 Strategic Management Of Innovation **3 credit hours**
- ITM 480 Information Technology Strategy **3 credit hours**

Approved Electives: 3 Credit Hours

Select one (1) from the following

- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

Total for Minor: 21 Credit Hours

### Other Requirements

1. May not be double counted as an Information Technology Management elective and a Business Administration and Management elective.
2. A minimum of nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.

3. Grades below a 2.0 GPA may not be used in the minor.

## **Management Minor**

### Course Requirements for Minor

- Business students majoring in Accounting, Business Administration, Finance, Marketing, and Management cannot pursue any of the minors offered by the Business and Management division.
- The CAS students who are interested in health care management minor, are recommended to have the concentration in health care management and not the minor.

### Program Requirements: 15 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT Approved Electives (Must be 300/400 level) **9 credit hours**

### Cognate Requirements: 7 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**  
or
- ECO 222 Macroeconomics **3 credit hours**

### Total for Minor: 22 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only the equivalents of 2.0 or higher grade transfer courses apply to the minor.
3. Students must earn a 2.5 minimum g.p.a. for all minor course work at Siena Heights University.
4. Only 3 credit hours of MGT 485 , Special Topics courses apply.
5. Management validators for transfer students: BAM 340 , BAM 450 , MGT 357 , MGT 360 , MGT 361 , MGT 450 , MGT 452 and MGT 457 .
6. See specific Business and Management Division requirements.

## **Marketing Minor**

### Course Requirements

- Business students majoring in Accounting, Business Administration, Finance, Marketing, and Management cannot pursue any of the minors offered by the Business and Management division.
- The CAS students who are interested in health care management minor, are recommended to have the concentration in health care management and not the minor.

### Program Requirements: 15 Credit Hours

- BAM 201 Business Communications **3 credit hours**  
or
- BAM 441 Managerial Communications **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT Approved Electives (Must be 300/400 level) **9 credit hours**

### Cognate Requirements: 7 Credit Hours

- ACC 203 Principles of Accounting I **4 credit hours**
- ECO 221 Microeconomics **3 credit hours**  
or
- ECO 222 Macroeconomics **3 credit hours**

Total for Minor: 22 Credit Hours

### Other Requirements

1. Twelve (12) credit hours at the 300/400 level must be completed at Siena Heights University.
2. Only the equivalent of 2.0 or higher grade transfer courses apply to the minor .
3. Students must earn a 2.5 minimum g.p.a. for all minor course work at Siena Heights University.
4. Only 3 credit hours of MKT 485 courses apply.
5. Marketing validators for transfer students include: MKT 320 , MKT 350 , MKT 351 , MKT 360 , MKT 455 , MKT 460 and MKT 470 .
6. See specific Business and Management Division requirements.

### Mathematics Minor

#### Course Requirements for Minor

#### Program Requirements: 25 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 261 An Introduction to Abstract Math **3 credit hours**
- MAT 295 Sophomore Seminar I **1 credit hours**
- MAT 296 Sophomore Seminar II **1 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 356 Math Modeling **3 credit hours**

Select one (1) elective from below: 3-4 Credit Hours

- MAT 244 Statistical Analysis And Design **3 credit hours**
- MAT 282 Differential Equations **4 credit hours**

- MAT 352 Geometry **3 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. Mathematics minors must complete a 9-hour residency at Siena Heights University

## Mathematics Secondary Education Minor

### Course Requirements for Minor

Program Requirements: 27 Credit Hours

- MAT 174 Data Analysis And Statistics **3 credit hours**
- MAT 181 Calculus With Analytic Geometry I **4 credit hours**
- MAT 182 Calculus With Analytic Geometry II **4 credit hours**
- MAT 261 An Introduction to Abstract Math **3 credit hours**
- MAT 345 Linear Algebra **3 credit hours**
- MAT 352 Geometry **3 credit hours**
- MAT 372 Secondary Math Methods **4 credit hours**
- MAT 442 Introduction To Abstract Algebra **3 credit hours**

Total for Minor: 27 Credit Hours

### Other Requirements

1. Mathematics minors must earn a 3.0 grade point average in their minor if pursuing teacher certification.
2. Mathematics minors must complete 3 courses (Minimum of 9 credit hours) in mathematics at the 200-level or higher at Siena Heights.
3. See certification pathway for all EDU certification requirements.

## Music Minor

### Course Requirements

Program Requirements: 26 Credit Hours

- MMM 112 Class Piano 1 **1 credit hours**
- MMM 172 Class Piano 2 **1 credit hours**
- MMM 110 Fundamentals Of Music Theory **2 credit hours**
- MMM 170 Music Theory I **2 credit hours**
- MMM 171 Aural Harmony And Sight Singing I **2 credit hours**
- 8 Total Credits of Ensembles
- 8 Total Credits of Applied Lessons
- 8 Semesters of MMM 109 (0 credit hours)

History of Western Music: 2 Credit Hours

choose one (1)

- MMM 222 History Of Western Music I **2 credit hours**
- MMM 223 History Of Western Music II **2 credit hours**
- MMM 224 History Of Western Music III **2 credit hours**

Total for Minor: 26 Credit Hours

### Other Requirements

1. All music minors must earn a "C" or better in all required music courses and must maintain a cumulative 2.5 g.p.a. in required courses for the minor.
2. All music minors are required to attend recitals and concerts sponsored by the Music Department.
3. At least one (1) credit hour in Music Ensemble must be taken each session for six (6) sessions. Ensembles will be determined by the Music Department.

### Professional Communication Minor

#### Required Courses for Minor

Program Requirements: 9 Credit Hours

- PCM 301 Fundamentals Of Professional Communication **3 credit hours**
- PCM 330 Intercultural Communication **3 credit hours**
- PCM 340 Professional Speaking **3 credit hours**

Cognate Requirements: 12 credit hours

- BAM 311 Business Ethics **3 credit hours**
- BAM 441 Managerial Communications **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 329 Technology And The Human Condition **3 credit hours \***

Total for Minor: 21 credit hours

### Other Requirements

\*Course must be completed with Siena Heights University.

1. A minimum of nine (9) credit hours at the 300/400 level must be taken with Siena Heights University.
2. ENG 101 or ENG 102 (or equivalent) must be completed before beginning coursework in the PCM minor with a 3.0 or higher.
3. If not previously taken, MGT 302 Management Principles And Cases must be completed before BAM/ MGT Cognate Requirements.

### Project Management, Minor

### Pre-Requisite Courses: 6 credit hours

- ITM 365 Management Of Information Technology **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**

### Program Requirements: 12 credit hours

- ITM 461 Project Management Coordination **3 credit hours**
- ITM 463 Project Management Control **3 credit hours**
- ITM 465 Project Management Strategy **3 credit hours**
- ITM 467 Agile Project Management **3 credit hours**

### Choose one course from the following: 3 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- MKT 310 Marketing Principles And Cases **3 credit hours**
- MKT 360 Social Media Marketing **3 credit hours**
- MKT 470 Global Marketing **3 credit hours**

### Total for Minor: 21 credit hours

### Other Requirements

1. Nine (9) credit hours must be taken at Siena Heights University.
2. MKT 310 Marketing Principles And Cases is a pre-requisite for MKT 360 and MKT 470.
3. Consult with the ITM Program Coordinator regarding course equivalencies.

### Psychology Minor

### Required Courses for Minor

### Program Requirements: 24 credit hours

- PSY 111 Introduction To Psychology **3 credit hours**
- PSY 230 Developmental Psychology **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- PSY 350 Abnormal Psychology **3 credit hours**
- PSY 440 Personality **3 credit hours**
- PSY Approved Psychology Electives (SMG 221 Sport Psychology is an approved Psychology elective) **9 credit hours**. Three of these hours must be at the 300/400 level.

### Total for Minor: 24 credit hours

### Other Requirements

1. Twelve (12) hours residency at the 300/400 level required for the minor.

## **Public Services Administration Minor**

### Course Requirements for Minor

Program Requirements: 9 credit hours

- PSA 331 Fundamentals Of Public Services Administration **3 credit hours**
- PSA 433 Budgeting For Public Services Administration **3 credit hours**
- PSA 434 Critical Issues In Public Services Administration **3 credit hours**

Cognate Requirements: 12 credit hours

- ITM 460 Information Technology Project Management **3 credit hours**
  
- PSC 130 American Democracy **3 credit hours**  
or
- PSC 380 Public Policy **3 credit hours**  
or
- PSC 431 Law And Society **3 credit hours**
  
- PSY 111 Introduction To Psychology **3 credit hours**  
or
- PSY 340 Social Psychology **3 credit hours**  
or
- SOC 111 Introduction To Sociology **3 credit hours**

Choose one (1) of the following electives: 3 credit hours

- BAM 441 Managerial Communications **3 credit hours**
- MGT 302 Management Principles And Cases **3 credit hours**
- MGT 329 Managing Cultural Differences **3 credit hours**
- MGT 360 Human Resource Management **3 credit hours**
- MGT 361 Organizational Behavior **3 credit hours**
- MGT 452 Leadership **3 credit hours**
- PHI 320 Social Ethics **3 credit hours**
- PSA 495 Senior Seminar **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 350 Conflict Resolution **3 credit hours**
- SOC 379 Issues In Social Justice **3 credit hours**

Total for Minor: 21 credit hours

### Other Requirements

1. A minimum of nine (9) credit hours at the 300-400 level is required with Siena Heights University.

2. If completed as an elective, PSA 495 has several pre-requisites: PSA 331, PSA 341, and PSA 433. Enrollment requires permission. PSA 495 should be taken in the last term at Siena.
3. All students must maintain a cumulative 2.50 g.p.a. in the minor.
4. Grades below a 2.0 g.p.a. are not allowed in the course requirements for the minor.
5. MGT 365 Project Management may substitute for ITM 460.

## **Religious Studies Minor**

### Course Requirements

Program Requirements: 21 credits

- RST 102 Introduction To Christian Theology **3 credit hours**  
or
- RST 103 Catholicism Today **3 credit hours**  
or
- RST 104 Introduction to the Bible **3 credit hours**
  
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
  
- RST 303 Introduction To The Christian Scriptures **3 credit hours**  
or
- RST 319 Christology **3 credit hours**
  
- RST 305 Theological Ethics **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST Electives **6 Credit Hours**

Total for Minor: 21 Credit Hours

## **Social Science Minor**

### Course Requirements for Minor

Interdisciplinary Requirements: 24 credit hours

- GEO 301 Cultural Geography I **3 credit hours**  
or
- GEO 302 Cultural Geography II **3 credit hours**
  
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- SOC 111 Introduction To Sociology **3 credit hours**
- Approved Electives From 300/400 level History, Religious Studies, Psychology, Political Science, Sociology, Philosophy or Geography. **3 credit hours**

Total for Minor: 24 credit hours

## **Social Work Minor**

### Course Requirements

Program Requirements: 19 credit hours

- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**
- SWK 334 Social Work Practice I **3 credit hours**
- SWK 335 Social Work Practice II **4 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**
- SWK 358 Human Behavior And The Social Environment II **3 credit hours**
- SWK 440 Social Welfare Policy **3 credit hours**

Social Work Electives: 3 Credit Hours

select one (1) from below

- SWK 453 Social Work Practice with Groups **3 credit hours**
- SWK 455 Social Work Practice with Diverse Populations **3 credit hours**
- SWK 460 Macro Social Work Practice **3 credit hours**
- SWK 360 Child Welfare Services **3 credit hours**
- SWK 452 Social Work Practice with Families **3 credit hours**

Total for Minor: 22 Credit Hours

### Other Requirements

1. Grades below a 2.0 are not allowed in the course requirements for the minor.
2. A minimum of nine (9) credit hours of the course requirements at the 300-400 level must be taken with Siena Heights University.

## **Sociology Minor**

The Minor in Sociology, which is administered by the Department of Criminal Justice/Sociology, provides a fundamental understanding of the linkages between agency and structure in society. Students gain knowledge of the principles of sociology, sociological inquiry, theory, diversity in society, and the ways in which local and global forces are transforming our modern society. A minor in Sociology provides students in other majors with the opportunity to learn methodological skills, as well the conceptual framework, to examine and create solutions to address a variety of complex social problems. The minor is available as an elective to students who are enrolled in bachelor's degree programs at Siena Heights University. With the approval of the department that administers the student's degree program, the courses that are used to satisfy the minor may also be used to satisfy the requirements for the bachelor's degree. Students who plan to complete the requirements for the minor should consult an undergraduate advisor in the Department of Criminal Justice/Sociology.

### Course Requirements

## Program Requirements: 12 Credit Hours

- SOC 111 Introduction To Sociology **3 credit hours**
- SOC 220 Introduction to Social Problems **3 credit hours**
- SOC 221 Sociological Theory **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**

## Elective Requirements: 9 Credit Hours

Select three (3) from below

- CRJ 342 Criminology **3 credit hours**
- CRJ 346 Drugs, Society And Criminal Justice **3 credit hours**
- CRJ 445 Contemporary Issues In Criminal Justice **3 credit hours**
- PSY 340 Social Psychology **3 credit hours**
- SMG 343 History of Sport **3 credit hours**
- SOC 341 Research In The Social Sciences **3 credit hours**
- SOC 469 Social Justice In Local-Global Contexts **3 credit hours**
- SWK 348 Human Behavior And The Social Environment I **3 credit hours**
- SWK 358 Human Behavior And The Social Environment II **3 credit hours**

## Total for Minor: 21 Credit Hours

## Other Requirements

1. At least one (1) elective course must be at the 400-level. Students may use SOC 341 Research In The Social Sciences to fulfill elective requirements. The courses must be approved by the student's academic advisor.
2. Must receive a C or better in all courses taken to fulfill the minor.

## Theatre, Musical Theatre Minor

### Course Requirements for Minor

#### Program Requirements: 22 Credit Hours

- TSD 105 Introduction to Performance **3 credit hours**
- TSD 118 Ballet I **2 credit hours**
- TSD 120 Stratford Trip **1 credit hours**
- TSD 132 Musical Theatre Voice I **1 credit hours**
- TSD 145 Musical Theatre Workshop I **3 credit hours**
- TSD 156 Acting I **3 credit hours**
- TSD 217 Tap I **2 credit hours**
- TSD 245 Musical Theatre Workshop II **3 credit hours**
- TSD 256 Acting Studio II: Preparing The Actor **3 credit hours**

Choose at Least One of the Following Courses: 3 Credit Hours

- TSD 211 Oral Interpretation Of Literature **3 credit hours**
- TSD 213 Touring Children's Theatre **3 credit hours**
- TSD 214 Voice And Diction **3 credit hours**
- TSD 269 Stage Make-Up **2 credit hours**
- TSD 343 Teaching Creative Dramatics **3 credit hours**
- TSD 355 Directing I **3 credit hours**

Total for Minor: 25 Credit Hours

### **Theatre, Speech Communication Minor**

#### Program Requirements

- TSD 101 Fundamentals Of Speech Communication **3 credit hours**
- TSD 102 Introduction To Theatre **3 credit hours**
- TSD 103 Theatre Technology **3 credit hours**
- TSD 214 Voice And Diction **3 credit hours**
- TSC Approved Electives **9 credit hours**

Total for Minor: 21 credit hours

### **Theatrical Design and Technology Minor**

#### Course Requirements for the Minor

Program Requirements: 18 credit hours

- TSD 102 Introduction To Theatre **3 credit hours**
- TSD 103 Theatre Technology **3 credit hours**
- TSD 257 Introduction To Theatrical Design **3 credit hours**

Choose one course from the following: 3 credit hours

- ART 105 Foundations: Core Concepts **3 credit hours**
- ENR 104 Computer Aided Drafting **3 credit hours**
- TSD 104 Drafting for the Theatre **3 credit hours**

Choose two courses from the following: 6 credit hours

- TSD 269 Stage Make-Up **2 credit hours**
- TSD 357 Scenic Design and Painting **3 credit hours**
- TSD 358 Lighting, Sound and Projection Design **3 credit hours**
- TSD 359 Costume Design **3 credit hours**
- TSD 360 Advanced Theatrical Technology **3 credit hours**

Total for Minor: 18 credit hours

## Video Production Minor

### Program Requirements for Minor

Program Requirements: 15 Credit Hours

- ART 111 Foundations: Digital Concepts **3 credit hours**
- ART 243 Introduction to Video **3 credit hours**
- TSD 270 Acting for the Camera **3 credit hours**
- TSD 370 Video Production Workshop **3 credit hours**

Cognate Requirements: 3 Credit Hours

- ENG 344 Scriptwriting **3 credit hours**

Total Credits for Minor: 18 Credit Hours

## Undergraduate Certification

### Child Welfare Certificate

Social work majors who have been accepted into the social work program may elect to pursue the Child Welfare Certificate. The certificate is structured to make minimal demands on your academic planning and can fit with most students' schedules without complications. The Child Welfare Certificate is awarded upon graduation of the Bachelor of Social Work Program.

There are three course requirements:

\*SWK 348: Human Behavior in the Social Environment

\*SWK 452: Social Work Practice with Families

SWK 360: Child Welfare Services. *Completion of course with the minimum of a B-.*

Practicum education with a child welfare agency for the equivalent of one academic year.

\*These are already required courses for your BSW, so it does not add any additional requirements to your academic schedules. No grade below "C" will be allowed in any social work course and/or required cognates for the major. In such case, the course must be retaken and result in a grade of "C" or better. Courses required for the major may be repeated only once.

This certificate is endorsed and regulated by the Michigan Department of Health and Human Services (MDHHS)--the agency charged with protecting Michigan's children. Child welfare certificate graduates will be given preference in hiring at MDHHS and private agencies across the state of Michigan. Graduates may also waive a portion of new worker training.

### Required Courses

- SWK 348 Human Behavior And The Social Environment I **3 credit hours**
- SWK 360 Child Welfare Services **3 credit hours**

- SWK 452 Social Work Practice with Families **3 credit hours**

## **Ethnic and Gender Studies Certificate**

### Course Requirements for Certificate

Required Course: 3 Credit Hours

- EGS 110 Intro To Ethnic And Gender Studies **3 credit hours**

Elective Courses: 6 Credit Hours

Choose two (2) Approved Electives From the Following: 6 Credit Hours

- ARH 350 Art and Gender **3 credit hours**
- BAM 450 Women In Business **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- EGS 230 Philosophy of Race and Gender **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- HIS 204 Women In U.S. History **3 credit hours**
- HIS 205 Race in U.S. History **3 credit hours**
- HIS 323 History Of Middle East **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- PSY 275 Psychology of Gender **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- \_\_ 285 or 485 Special Topics (if approved by EGS Program Coordinator)
- Or other elective(s) approved by the EGS Program Coordinator

Total for Certificate: 9 Credit Hours

### Other Requirements

1. Only two (2) courses may be double-counted towards the student's major or minor.
2. A maximum of two EGS-related certificates may be earned. If a student wishes to pursue two, they must be in Race and Ethnicity Studies and Gender and Sexuality Studies. HUM 110 may double count for both certificates, but none of the electives may be double-counted for both certificates.
3. Students should note the prerequisite for SOC 244.
4. Residency Requirement: completion of 9 credits at Siena Heights University. Students may transfer the equivalent of HUM 110 to meet that course

## **Gender and Sexuality Studies Certificate**

### Course Requirements for Certificate

### Required Course: 3 Credit Hours

- EGS 110 Intro To Ethnic And Gender Studies **3 credit hours**

### Elective Courses: 6 Credit Hours

Choose two (2) Approved Electives From the Following: 6 Credit Hours

- ARH 350 Art and Gender **3 credit hours**
- BAM 450 Women In Business **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**
- EGS 230 Philosophy of Race and Gender **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- HIS 204 Women In U.S. History **3 credit hours**
- PSC 430 Constitutional Law I: Civil Rights & Civil Liberties **3 credit hours**
- PSY 275 Psychology of Gender **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- \_\_ 285 or 485 Special Topics (if approved by EGS Program Coordinator)
- Or other elective(s) approved by the EGS Program Coordinator

### Total for Certificate: 9 Credit Hours

### Other Requirements

1. Only two (2) courses may be double-counted towards the student's major or minor.
2. A maximum of two EGS-related certificates may be earned. If a student wishes to pursue two, they must be in Race and Ethnicity Studies and Gender and Sexuality Studies. HUM 110 may double count for both certificates, but none of the electives may be double-counted for both certificates.
3. Residency Requirement: completion of 9 credits at Siena Heights University. Students may transfer the equivalent of HUM 110 to meet that course

## **Justice, Equity, Diversity, and Inclusion Certificate**

### Course Requirements for Certificate

#### Required Courses: 9 Credit Hours

- JEDI 101 Introduction to Justice, Equity, Diversity, and Inclusion **3 credit hours**
- JEDI 201 Justice, Equity, Diversity, and Inclusion: Integrated Studies **3 credit hours**
- JEDI 480 Justice, Equity, Diversity, and Inclusion: Practical Application **3 credit hours**

#### Elective Courses: 3 Credit Hours

Choose one (1) approved elective from the following: 3 Credit Hours

- ARH 350 Art and Gender **3 credit hours**
- BAM 329 Managing Cultural Differences **3 credit hours**
- BAM 450 Women In Business **3 credit hours**
- COM 340 Intercultural Communication **3 credit hours**

- EDU 340 Diversity and Inclusion in Education **3 credit hours**
- EDU 349 Culture And Diversity In Schools **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 354 Gender, Sexuality And Literature **3 credit hours**
- HIS 323 History Of Middle East **3 credit hours**
- NUR 321 Global & Public Health **4 credit hours**
- PSY 391 Cross-Cultural Counseling **3 credit hours**
- RST 314 World Religions **3 credit hours**
- RST 321 Women And Religion **3 credit hours**
- SOC 314 Ethnic Dimensions Of American Society **3 credit hours**
- SWK 455 Social Work Practice with Diverse Populations **3 credit hours**
- Or other upper-level elective approved by the JEDI Program Coordinator

Total for Certificate: 12 Credit Hours

#### Other Requirements

- Students should note the prerequisites for JEDI 201, JEDI 480 , and any approved elective.
- Students must earn a "C" or better in each course for it to count as satisfying the prerequisite or to count toward completion of the certificate.

### **Race and Ethnicity Studies Certificate**

#### Course Requirements for Certificate

Required Course: 3 Credit Hours

- EGS 110 Intro To Ethnic And Gender Studies **3 credit hours**

Elective Courses: 6 Credit Hours

Choose two (2) Approved Electives From the Following: 6 Credit Hours

- COM 340 Intercultural Communication **3 credit hours**
- EGS 230 Philosophy of Race and Gender **3 credit hours**
- ENG 348 Multiethnic U.S. Literature **3 credit hours**
- ENG 351 African-American Literature **3 credit hours**
- ENG 357 Postcolonial Literature **3 credit hours**
- HIS 205 Race in U.S. History **3 credit hours**
- HIS 323 History Of Middle East **3 credit hours**
- SOC 244 Sociological Perspectives On Race And Ethnicity **3 credit hours**
- \_\_ 285 or 485 Special Topics (if approved by EGS Program Coordinator)
- Or other elective(s) approved by the EGS Program Coordinator

Total For Certificate: 9 Credit Hours

#### Other Requirements

1. Only two (2) courses may be double-counted towards the student's major or minor.
2. A maximum of two EGS-related certificates may be earned. If a student wishes to pursue two, they must be in Race and Ethnicity Studies and Gender and Sexuality Studies. HUM 110 may double count for both certificates, but none of the electives may be double-counted for both certificates.
3. Students should note the prerequisite for SOC 244
4. Residency Requirement: completion of 9 credits at Siena Heights University. Students may transfer the equivalent of HUM 110 to meet that course

## **Video Performance Certificate**

### Course Requirements for Certificate

Program Requirements: 9 Credit Hours

- TSD 242 Film Study And Analysis **3 credit hours**
- TSD 270 Acting for the Camera **3 credit hours**
- TSD 370 Video Production Workshop **3 credit hours**

Total for Certificate: 9 Credit Hours

## **Graduate Certification**

### **Addiction Certificate**

#### Courses Required for Certificate

Required Courses: 9 Credit Hours

- ADS 710 Understanding Addiction **3 credit hours**
- ADS 720 Recovery Strategies for Addictions **3 credit hours**
- ADS 730 Addictions and Co-Occurring Disorders **3 credit hours**

Total for Certificate: 9 Credit Hours

## **Non-Degree**

### **English as a Second Language**

The Siena Heights English as a Second Language program includes the following basic courses at all levels.

ESL Reading for comprehension and vocabulary enrichment.

ESL Grammar for spoken and written communication.

ESL Writing for structuring and elaborating written communication.

ESL Speaking and Pronunciation for spoken communication and listening comprehension.

The schedule is arranged so that students whose placement evaluations show different skill levels may study in two different levels at the same time. For example, a student with strong verbal skills but weaker writing skills may take speaking and writing concurrently.

A total of 20 credit hours of ESL may count as a student's general elective credits towards a baccalaureate degree, with a maximum of 8 credit hours from below the 100 level courses.

Students who have met the English Proficiency requirements for admission but require some additional language instruction may be dual enrolled in ESL and academic courses.

For billing purposes, dual-enrolled students will be billed at the flat-rate tuition up to the 20 credit hours.

Students attending Full-time or Part-time ESL will be charged the ESL tuition rate. Please check with the Office of International Studies for current ESL rates.

### English as a Second Language: Intermediate & Beginning: 24 Credit Hours

- ESL 071 Beginners Reading **2 credit hours**
- ESL 072 Beginners Grammar **2 credit hours**
- ESL 073 Beginners Writing **2 credit hours**
- ESL 074 Beginners Speaking **2 credit hours**
- ESL 081 Intermediate Reading **2 credit hours**
- ESL 082 Intermediate Grammar **2 credit hours**
- ESL 083 Intermediate Writing **2 credit hours**
- ESL 084 Intermediate Speaking **2 credit hours**
- ESL 091 High Intermediate Reading **2 credit hours**
- ESL 092 High Intermediate Grammar **2 credit hours**
- ESL 093 High Intermediate Writing **2 credit hours**
- ESL 094 High Intermediate Speaking **2 credit hours**

### English as a Second Language: High Advanced: 25 Credit Hours

- ESL 110 Business English **3 credit hours**
- ESL 141 Advanced Reading **2 credit hours**
- ESL 142 Advanced Grammar **2 credit hours**
- ESL 143 Advanced Writing **2 credit hours**
- ESL 144 Advanced Speaking **2 credit hours**
- ESL 151 High Advanced Reading **2 credit hours**
- ESL 152 High Advanced Grammar **2 credit hours**
- ESL 153 High Advanced Writing **2 credit hours**
- ESL 154 High Advanced Speaking **2 credit hours**

### The courses in the Siena Heights ESL Programs

The courses in the Siena Heights ESL Programs are of six weeks' duration. A full time course load is defined as twenty (20) hours of classroom instruction per week, or four courses per six-week sub-session.

**Total for Program: 49 Credit Hours**

## Pre-Law Program

Siena Heights University recognizes that there is no one correct pre-law preparation. The curriculum presented will prepare students with the skills necessary for law school: reading, writing, reasoning, critical thinking, verbal communication, problem solving, and breadth of experience and knowledge.

Siena Heights University's pre-law curriculum consists of a core sequence of courses considered by the university to be most appropriate for students planning to enter law school. The additional list of highly recommended courses will complement a student's breadth of education and, therefore, increase the chances of successfully entering law school.

Students must complete an academic major and although any major is possible, the following are particularly recommended:

Accounting  
Business Administration  
Criminal Justice  
English  
History  
Mathematics  
Philosophy  
Psychology  
Social Science

Internships or cooperative work experiences can be arranged through the Career Services Office. Outside speakers will be on-campus to discuss law school preparation, entrance, and survival, as well as career possibilities in law. Special pre-law advisors and our Philosophy department faculty will assist students in counseling and advising.

Siena Heights has an articulation agreement with the University of Detroit Mercy Law School providing up to five seats per year to Siena graduates with a 3.2 cumulative g.p.a. and a LSAT score in the top fiftieth percentile.

## Pre-Law Curriculum

Required courses may also count toward majors, minors, and university core requirements. Upon completion of the Pre-Law Program and receipt of a baccalaureate degree, the student's transcript will note that the Pre-Law Curriculum of 40 credit hours has been completed.

### Required Courses for Pre-Law Curriculum

- BIO Lab Science Course **4 credit hours**  
or
- CHE Lab Science Course **4 credit hours**  
or
- PHY Lab Science Course **4 credit hours**
  
- ENG 211 Rhetoric **3 credit hours**
- ENG 212 Research **3 credit hours**
- HIS 140 World Civilizations Before 1500 **3 credit hours**
- HIS 210 U.S. History to 1877 **3 credit hours**
  
- MAT 143 Statistics And Society **3 credit hours**  
or
- MAT 174 Data Analysis And Statistics **3 credit hours**

- MGT 302 Management Principles And Cases **3 credit hours**
- PHI 201 Introduction To Philosophy **3 credit hours**
- PHI 220 Introduction To Ethics **3 credit hours**
- PSC 130 American Democracy **3 credit hours**
  
- SOC 111 Introduction To Sociology **3 credit hours**  
or
- SOC 113 Cultural Anthropology **3 credit hours**
  
- TSD 101 Fundamentals Of Speech Communication **3 credit hours**

Total for Pre-Law Curriculum: 40 Credit Hours

### Highly Recommended Courses

- ACC 203 Principles of Accounting I **4 credit hours**
- BAM 340 Legal Environment Of Business **3 credit hours**
- CIS Computer and Information Systems Elective **3 credit hours**
- CRJ 101 Introduction To Criminal Justice **3 credit hours**
- ECO 221 Microeconomics **3 credit hours**
- ECO 222 Macroeconomics **3 credit hours**
- ENG 113 Introduction To Literature **3 credit hours**
- HIS 111 World Civilizations Since 1500 **3 credit hours**
- MAT 244 Statistical Analysis And Design **3 credit hours**
- PHI 362 Social And Political Philosophy **3 credit hours**
- PSC Political Science Elective **3 credit hours**
- PSY 111 Introduction To Psychology **3 credit hours**
- RST 302 Introduction To The Hebrew Scriptures **3 credit hours**
- SWK 111 Introduction To Social Work And Social Welfare **3 credit hours**

### **Pre-Medical, Pre-Osteopathic, Pre-Dental, Pre-Veterinary, and Pre-Podiatric Programs**

In most cases, successful applicants to medical, osteopathic, dental, and podiatric schools have completed a B.A. or B.S. degree. The baccalaureate degree major may be in any field of study. Four courses in chemistry, three in biology, two in physics, two in mathematics and two in English are required by most medical, osteopathic, podiatric, and dental schools. The requirement for a large number of science courses probably explains the fact that, at Siena Heights University, most successful applicants to these professional schools hold baccalaureate degree majors in biology.

Admission to professional programs in the various areas of health services is highly competitive. Hence, the student whose goal is a career in the health professions is advised:

1. To develop a good grade point average beginning with his/her first session in college.
2. To obtain work or volunteer experience related to his/her career goal.
3. To participate in some extra-curricular activities to develop leadership potential and to broaden his/her spheres of interest.
4. To plan carefully to meet the financial requirements of extensive training.
5. Most Siena Heights University students planning to attend medical or veterinary school normally major in Biology. Students should consult with a science advisor during the first year.

**Catalog Home**

**SIENA HEIGHTS LOCATIONS**

**SIX STRAIGHT YEARS!**

**CLUBS & ORGANIZATIONS AT SHU**

**SIENA HEIGHTS ATHLETICS**

**Course Descriptions**

Click [here](#) for further course code explanations and definitions; including The College of Professional Studies course delivery options.

Course Numbering/Offered Code

**Academic and Career Development**

**ACD 047 Engage 3: Ongoing Academic Success (Zero-credit)**

**ACD 102 Career Explorations**

**ACD 130 First Year Experience**

**ACD 145 Engage 1: College Academic Success**

**ACD 146 Engage 2: Revisiting College Academic Success (Repeat)**

**Accounting**

**ACC 203 Principles of Accounting I**

**ACC 225 Accounting Careers**

**ACC 232 Introduction to QuickBooks Software**

**ACC 240 Principles of Accounting II**

**ACC 285 Special Topics**

**ACC 341 Intermediate Accounting I**

**ACC 342 Intermediate Accounting II**

**ACC 350 Fraud Examination**

**ACC 361 Managerial Cost Accounting**

**ACC 376 Accounting Information Systems**

**ACC 441 Auditing**

**ACC 451 Federal Taxation-Individual**

**ACC 452 Federal Taxation - Business**

**ACC 460 Advanced Accounting/Not for Profit**

**ACC 463 Financial Statement Analysis**

**ACC 480 Internship Experience**

**ACC 485 Special Topics**

**Addictions**

**ADS 710 Understanding Addiction**

**ADS 720 Recovery Strategies for Addictions**

**ADS 730 Addictions and Co-Occurring Disorders**

**ADS 740 Fieldwork in Addiction Counseling**

**ADS 750 Special Topics In Addictions**

**ADS 760 Ethical and Professional Issues in Addictions Counseling**

**Arabic**

**ARB 101 Elementary Modern Standard Arabic I**

**ARB 140 Elementary Modern Standard Arabic II**

**ARB 217 Folk Dance of The Middle East**

**Art Graphic Design**

**ARG 147 Introduction to Graphic Design**

**ARG 247 Typography**

**ARG 285 Special Topics**

**ARG 330 User Experience Design**

**ARG 347 Corporate Identity**

**ARG 348 Publication Design**

**ARG 440 User Interface Design**

**ARG 442 Information Design**

**ARG 446 Integrative Design**

**ARG 448 Graphic Design Internship**

**ARG 485 Special Topics**

**Art History**

**ARH 230 Non-Western Topics**

**ARH 240 Ancient Art**

**ARH 242 Film Study and Analysis**

**ARH 244 Renaissance to Modern Art**

**ARH 246 History of Graphic Design**

**ARH 248 History of Architecture**

**ARH 330 American Art History**

**ARH 350 Art and Gender**

**ARH 435 Visual Culture**

**ARH 440 Late Twentieth-Century Art**

**ARH 445 History of Photography**

**Art**

**ART 101 Introduction to Ceramics**

**ART 105 Foundations: Core Concepts**

**ART 109 Foundations: Drawing Concepts**

**ART 111 Foundations: Digital Concepts**

**ART 113 Jewelry I**

**ART 115 Introduction to Painting**

**ART 116 Introduction to Digital Photography**

**ART 118 Introduction to Book Arts**

**ART 119 Introduction to Printmaking**

**ART 121 Introduction to Sculpture**

**ART 147 Introduction to Graphic Design**

**ART 241 Sculptural Ceramics**

**ART 242 Introduction to Wheel Throwing**

**ART 243 Introduction to Video**

**ART 248 Digital Art**

**ART 253 Jewelry II: Metal Casting**

**ART 254 Murals as Placemakers**

**ART 255 Painting & Drawing: Life Study**

**ART 275 Digital Fabrication**

**ART 299 Screenprinting**

**ART 341 Advanced Sculptural Ceramics**

**ART 342 Intermediate Wheel Throwing**

**ART 343 Ceramics: Mixed Media**

**ART 346 Advanced Video**

**ART 353 Sculpture: Metal Forming and Welding**

**ART 354 Sculpture/Metalsmithing III: Experimental Sculpture**

**ART 355 Painting & Drawing: Color Issues and Abstraction**

**ART 356 Painting & Drawing: Collage to Installation**

**ART 357 Intermediate Photography**

**ART 372 Secondary Methods in Art Education**

**ART 375 Sculpture: Material and Process**

**ART 388 Pop-Up and Moveable Books**

**ART 395 Portfolio**

**ART 399 Relief Printing**

**ART 432 Materials and Methods - Strategies for Teaching Art**

**ART 433 Teaching Art to Children - A Practicum**

**ART 440 Sculpture: Installation and Experimental Art**

**ART 442 Advanced Wheel Throwing**

**ART 452 European Studio**

**ART 454 Sculpture/Metalsmithing V: Found Objects and Surface Design**

**ART 455 Painting & Drawing: Style**

**ART 456 Painting & Drawing: Integration**

**ART 457 Advanced Photography**

**ART 458 Photo Integration**

**ART 463 Digital Integration**

**ART 464 Media Integration**

**ART 468 Sculpture/Ceramics Integrative Studies I**

**ART 469 Sculpture/Ceramics Integrative Studies II**

**ART 480 Internship**

**ART 488 Book Arts**

**ART 495 Senior Exhibition**

**ART 499 Integrative Printmaking and Book Arts**

**Business Administration**

**BAM 101 Introduction To Business**

**BAM 201 Business Communications**

**BAM 210 Business Applications Software**

**BAM 211 Business Visual And Media Technology**

**BAM 212 Business Publication Design**

**BAM 213 Internet And Business Applications**

**BAM 240 Business Etiquette**

**BAM 285 Special Topics**

**BAM 301 Career Management**

**BAM 311 Business Ethics**

**BAM 329 Managing Cultural Differences**

**BAM 340 Legal Environment Of Business**

**BAM 379 Junior Seminar In Strategic Management**

**BAM 411 Business And Society**

**BAM 420 Business Etiquette**

**BAM 427 Contemporary Issues In Management**

**BAM 441 Managerial Communications**

**BAM 450 Women In Business**

**BAM 470 International Business Environment**

**BAM 479 Strategic Management**

**BAM 480 Cooperative Internship Experience**

**BAM 485 Special Topics**

**Biology**

**BIO 101 Introduction To The Life Sciences**

**BIO 120 Medical Terminology**

**BIO 121 Human Anatomy And Physiology I**

**BIO 122 Human Anatomy And Physiology II**

**BIO 141 Basic Concepts Of The Cell**

**BIO 241 Animal Biology**

**BIO 242 Plant Biology**

**BIO 245 Bacteriology**

**BIO 285 Special Topics**

**BIO 301 Topics In Environmental Biology**

**BIO 341 Entomology**

**BIO 342 Genetics**

**BIO 343 Animal Behavior**

**BIO 344 Topics In Animal Behavior**

**BIO 349 Comparative Vertebrate Anatomy**

**BIO 351 Vertebrate Physiology**

**BIO 360 Microbiology**

**BIO 395 Junior Seminar I**

**BIO 396 Junior Seminar II**

**BIO 440 Cell And Molecular Biology**

**BIO 441 Terrestrial Ecology & Field Biology**

**BIO 442 Evolution**

**BIO 443 Fresh Water Ecology And Field Biology**

**BIO 480 Sustainability Internship**

**BIO 485 Special Topics**

**BIO 495 Senior Seminar I**

**BIO 496 Senior Seminar II**

**RES 140 STEM Research**

**Chemistry**

**CHE 107 Culinary Chemistry**

**CHE 110 Introduction To General, Organic, And Biological Chemistry**

**CHE 141 General Chemistry I**

**CHE 142 General Chemistry II**

**CHE 241 Organic Chemistry I**

**CHE 242 Organic Chemistry II**

**CHE 285 Special Topics**

**CHE 341 Physical Chemistry I**

**CHE 342 Physical Chemistry II**

**CHE 350 Analytical Chemistry**

**CHE 351 Introduction To Computational Chemistry**

**CHE 390 Research**

**CHE 395 Junior Seminar I**

**CHE 396 Junior Seminar II**

**CHE 441 Physical-Instrumental Analysis**

**CHE 454 Biochemistry**

**CHE 485 Special Topics**

**CHE 495 Senior Seminar I**

**CHE 496 Senior Seminar II**

**Computer Information Systems**

**CIS 101 Introduction to Computer Information Systems**

**CIS 104 Introduction to Cybersecurity**

**CIS 110 Systems Components**

**CIS 115 Foundations of Cybersecurity**

**CIS 120 Introduction to Programming**

**CIS 140 Programming I**

**CIS 201 Exploring Careers in CIS**

**CIS 202 Developing Skills for Internships**

**CIS 203 Principles of Cybersecurity**

**CIS 204 Cybercrime and Governance**

**CIS 210 Introduction to Networks**

**CIS 220 Modern Cybersecurity**

**CIS 240 Programming II**

**CIS 250 Cyber Threats**

**CIS 260 Security Risk Analysis**

**CIS 304 Network and System Security**

**CIS 310 Operating Systems Concepts**

**CIS 315 Network Defense**

**CIS 320 Basic Cyber Operations**

**CIS 321 Penetration Testing**

**CIS 325 Databases**

**CIS 352 Data Structures**

**CIS 353 Systems Analysis**

**CIS 360 Windows System Administration**

**CIS 363 Database Management Systems**

**CIS 370 Network Operating Systems**

**CIS 371 Linux System Administration**

**CIS 375 Network Forensics**

**CIS 404 Cyber Forensics**

**CIS 410 Incident Detection, Prevention, and Response**

**CIS 419 Ethical Hacking**

**CIS 420 Policy, Legal, Ethics, and Compliance**

**CIS 443 Data Communications**

**CIS 450 Programming Languages**

**CIS 451 Host Forensics**

**CIS 455 Computer Hardware And Software**

**CIS 460 Web Development**

**CIS 461 Secure Programming Practices**

**CIS 465 Management Information Systems**

**CIS 467 Web Application Security**

**CIS 470 Data And Network Assurance**

**CIS 471 Vulnerability Analysis**

**CIS 472 Numerical Analysis**

**CIS 473 Enterprise Cybersecurity**

**CIS 480 Co-Op Work Experience**

**CIS 485 Special Topics**

**CIS 485A Special Topics**

**CIS 495 Senior Project/Seminar**

**Clinical Mental Health Counseling**

**CMH 602 Research And Professional Writing In Counseling**

**CMH 620 Foundations Of Clinical Mental Health Counseling**

**CMH 623 Psychology Over The Lifespan**

**CMH 626 Relationship-Building In Counseling**

**CMH 629 Counseling Theories And Procedures**

**CMH 632 Ethics And Legal Issues In Counseling**

**CMH 635 Group Procedures In Counseling**

**CMH 638 Counseling Diverse Populations**

**CMH 641 Career Development**

**CMH 644 Analysis And Appraisal**

**CMH 647 Psychopathology And Resilience**

**CMH 651 Diagnosis For Counselors**

**CMH 652 Psychopharmacology For Counselors**

**CMH 653 Treatment Strategies**

**CMH 656 Prevention/Intervention With Children**

**CMH 659 Neuroscience, Hope And The Human Spirit**

**CMH 660 Understanding Addiction**

**CMH 665 Consulting Theory And Practice**

**CMH 670 Addiction Counseling**

**CMH 676 Trauma/Crisis Intervention For Counselors**

**CMH 678 Relationship And Sexuality Counseling**

**CMH 680 Counseling Field Practicum**

**CMH 683 Counseling Internship 1 / Conceptualization**

**CMH 684 Counseling Internship 2 / NCE Preparation**

**CMH 685 Internship Extender Seminar**

**CMH 699 Special Topics**

**Communications**

**COM 111 Introduction To Communications**

**COM 140 Introduction to Journalism**

**COM 230 Introduction to Media Studies**

**COM 240 Digital Media and Video Production**

**COM 245 Communications Theory**

**COM 285 Special Topics**

**COM 311 Communications in Context: Technology in Careers**

**COM 340 Intercultural Communication**

**COM 355 Media Literacy: Propaganda, Conspiracy, and Mass Media**

**COM 396 Research Methods**

**COM 480 Communications Internship**

**COM 485 Special Topics**

**COM 495 Senior Tutorial**

**Criminal Justice**

**CRJ 101 Introduction To Criminal Justice**

**CRJ 140 Introduction To Corrections**

**CRJ 241 Criminal Justice, Fact And Fiction**

**CRJ 340 Juvenile Justice**

**CRJ 341 Law Enforcement And Community Relations**

**CRJ 342 Criminology**

**CRJ 344 Probation, Parole, And Community Corrections**

**CRJ 345 Special Needs Offenders In The Community**

**CRJ 346 Drugs, Society And Criminal Justice**

**CRJ 395 Senior Seminar I**

**CRJ 440 Criminal Law**

**CRJ 441 Courtroom Demeanor And Technique**

**CRJ 445 Contemporary Issues In Criminal Justice**

**CRJ 480 Internship/Co-Op Work Experience**

**CRJ 495 Senior Seminar II**

**Community and Human Services**

**CSV 320 Community And Human Service Systems**

**CSV 344 Issues In Addiction: Drugs & Society**

**CSV 454 Youth Issues In Community And Human Services Practice**

**CSV 460 Crisis Intervention**

**CSV 495 Community And Human Services Practice**

**Design**

**DES 100 Design Thinking**

**DES 110 Book Design**

**DES 120 Graphic Design I**

**DES 210 Screenprinting**

**DES 220 Graphic Design II**

**DES 230 Illustration I**

**DES 240 Industrial Design I**

**DES 241 Industrial Design II**

**DES 320 Graphic Design III**

**DES 321 Board Game Design**

**DES 330 Illustration II**

**DES 340 Industrial Design III**

**DES 350 User Experience Design**

**DES 351 User Interface Design I**

**DES 430 Illustration III**

**DES 451 User Interface Design II**

**DES 480 Design Internship**

**Early Childhood Education**

**ECE 101 CDA Safe, Healthy, Learning Environments**

**ECE 102 CDA Supporting Domain Development**

**ECE 103 CDA Parent, Partnership Development**

**ECE 114 Child Growth and Development**

**ECE 115 Child Growth and Development**

**ECE 140 Freshman Seminar I**

**ECE 160 Infant and Toddler Curriculum**

**ECE 165 Infant Toddler Curriculum**

**ECE 170 Methods and Materials for Young Children**

**ECE 200 Creative Play and Human Development**

**ECE 210 Child Guidance & Management**

**ECE 220 Social Emotional Development**

**ECE 240 Sophomore Seminar II**

**ECE 244 Observation, Assessment and Analysis of Young Children**

**ECE 245 Assessment In Early Childhood Education**

**ECE 246 Observation, Assessment and Analysis of Young Children**

**ECE 285 Special Topics**

**ECE 300 Emergent Literacy: Birth to 8 years**

**ECE 325 Math Methods for Young Children**

**ECE 340 Junior Seminar III**

**ECE 345 Early Literacy: Birth To 5 Years**

**ECE 350 Science and Technology for Young Children**

**ECE 355 Programs For Young Children**

**ECE 360 Social Studies Methods for Young Children**

**ECE 365 Family/Community Partnerships In Early Childhood**

**ECE 371 Family Community Partnerships**

**ECE 375 Administration Of Child Care Centers**

**ECE 379 Administration of Early Childhood Programs**

**ECE 380 Child Development Practicum I**

**ECE 390 Early Childhood Practicum Experience**

**ECE 392 Professional Seminar in Early Childhood Education**

**ECE 393 Early Childhood Practicum Experience**

**ECE 394 Professional Seminar in Early Childhood**

**ECE 395 Seminar In Child Development**

**ECE 440 Senior Seminar IV**

**ECE 480 Child Development Practicum II**

**ECE 485 Special Topics**

**ECE 495 Research In Child Development**

**Economics**

**ECO 221 Microeconomics**

**ECO 222 Macroeconomics**

**ECO 342 Comparative Economic Systems**

**ECO 348 Money And Capital Markets**

**ECO 350 International Finance**

**ECO 460 Managerial Economics and Strategy**

**ECO 485 Special Topics**

**Education**

**EDU 115 Child and Adolescent Development**

**EDU 141 Science for Elementary Teachers I**

**EDU 142 Science for Elementary Teachers II**

**EDU 150 Freshman Seminar I**

**EDU 201 Principles Of Teaching In School And Society**

**EDU 205 Communication in Education**

**EDU 211 Health And Movement Education**

**EDU 212 Health & Movement Education**

**EDU 250 Sophomore Seminar II**

**EDU 270 Fostering Student Engagement**

**EDU 301 Perspectives In American Education**

**EDU 302 Literacy Foundations**

**EDU 303 Introduction to Literacy Strategies**

**EDU 304 Grades PK – 3 Literacy I**

**EDU 305 Grades PK – 3 Literacy II**

**EDU 306 Grades 3 – 6 Literacy**

**EDU 307 Middle School Literacy**

**EDU 312 Exceptional Children and Youth in the Regular Classroom**

**EDU 315 Exceptional Children & Youth in the Regular Classroom**

**EDU 320 Technology for Educators**

**EDU 321 Technology For Educators**

**EDU 322 Methods And Materials Of Early Childhood Education**

**EDU 332 Teaching Writing**

**EDU 336 Disciplinary Literacy**

**EDU 340 Diversity and Inclusion in Education**

**EDU 343 Assessment & Evaluation in Education**

**EDU 346 Collaboration & Professionalism**

**EDU 349 Culture And Diversity In Schools**

**EDU 350 Junior Seminar III**

**EDU 352 Behavior Management**

**EDU 355 Core Methods I**

**EDU 356 Elementary Core Methods II**

**EDU 358 Methods of Teaching History and Geography**

**EDU 359 Methods of Teaching Economics and Political Science**

**EDU 360 Education Practicum**

**EDU 371 Elementary Core Education Methods**

**EDU 372 Secondary Education Methods**

**EDU 373 Methods of Teaching Science**

**EDU 435 Diagnosis and Remediation of Reading Difficulties**

**EDU 450 Senior Seminar IV**

**EDU 480 Student Teaching**

**EDU 490 Student Teaching**

**EDU 495 Student Teaching Seminar**

**English**

**ENG 099 College Reading**

**ENG 100 Basic Writing**

**ENG 101 Reading And Writing I**

**ENG 102 Reading And Writing II**

**ENG 113 Introduction To Literature**

**ENG 150 Introduction To Creative Writing**

**ENG 211 Rhetoric**

**ENG 212 Research**

**ENG 221 English Grammar**

**ENG 225 Introduction To Children's Literature**

**ENG 226 Adolescent Literature**

**ENG 242 Spectra**

**ENG 251 World Literature I: From Oral Traditions To 1700**

**ENG 260 Approaches To Literary Criticism**

**ENG 270 Introductory Poetry Workshop**

**ENG 271 Introductory Fiction Workshop**

**ENG 272 Introduction To Editing A Literary Journal: Eclipse**

**ENG 273 Introduction To Publishing A Literary Journal: Eclipse**

**ENG 333 Advanced Expository Writing**

**ENG 340 Advanced Poetry Workshop**

**ENG 342 Advanced Fiction Workshop**

**ENG 343 British Literary History I**

**ENG 344 Scriptwriting**

**ENG 345 British Literary History II**

**ENG 348 Multiethnic U.S. Literature**

**ENG 349 U.S. Literary History**

**ENG 351 African-American Literature**

**ENG 354 Gender, Sexuality And Literature**

**ENG 356 Contemporary Literature**

**ENG 357 Postcolonial Literature**

**ENG 359 Catholic Literature**

**ENG 362 Advanced Editing A Literary Journal: Eclipse**

**ENG 363 Advanced Publishing A Literary Journal: Eclipse**

**ENG 372 Secondary Methods**

**ENG 396 Research Methods**

**ENG 435 Visual Culture**

**ENG 445 Shakespeare**

**ENG 480 Internship**

**ENG 485 Special Topics**

**ENG 495 Senior Tutorial**

**Engineering**

**ENR 101 Fundamentals Of Engineering Design I**

**ENR 104 Computer Aided Drafting**

**ENR 140 Programming I**

**ENR 149 Introduction To Electrical Engineering**

**ENR 150 Statics**

**ENR 202 Developing Skills for Internship**

**ENR 220 Engineering Thermodynamics**

**ENR 250 Mechanics of Materials**

**ENR 260 Dynamics**

**ENR 270 Circuit Analysis**

**ENR 285 Special Topics**

**ENR 331 Engineering Materials**

**ENR 335 Manufacturing Processes**

**ENR 342 Industrial Ecology and Sustainability**

**ENR 348 Data Analysis and Statistics**

**ENR 391 Professionalism and Ethics in Engineering**

**ENR 396 Junior Seminar for Environmental Engineering II**

**ENR 441 Environmental Regulations**

**ENR 485 Special Topics**

**ENR 491 Senior Design I**

**ENR 494 Senior Design II**

**Environmental Science**

**ENV 110 Introduction To Environmental Science**

**ENV 122 Geology**

**ENV 141 Climatology**

**ENV 152 Oceanography**

**ENV 293 Independent Study**

**ENV 342 Ecological Design and Industrial Ecology**

**ENV 380 Environmental Certifications**

**ENV 395 Junior Seminar In Environmental Science I**

**ENV 396 Junior Seminar In Environmental Science II**

**ENV 441 Environmental Regulations**

**ENV 450 Terrestrial Ecology & Field Biology**

**ENV 451 Fresh Water Ecology and Field Biology**

**ENV 452 Hydrogeology**

**ENV 495 Senior Seminar I**

**ENV 496 Senior Seminar II**

**English as a Second Language**

**ESL 071 Beginners Reading**

**ESL 072 Beginners Grammar**

**ESL 073 Beginners Writing**

**ESL 074 Beginners Speaking**

**ESL 081 Intermediate Reading**

**ESL 082 Intermediate Grammar**

**ESL 083 Intermediate Writing**

**ESL 084 Intermediate Speaking**

**ESL 091 High Intermediate Reading**

**ESL 092 High Intermediate Grammar**

**ESL 093 High Intermediate Writing**

**ESL 094 High Intermediate Speaking**

**ESL 110 Business English**

**ESL 141 Advanced Reading**

**ESL 142 Advanced Grammar**

**ESL 143 Advanced Writing**

**ESL 144 Advanced Speaking**

**ESL 151 High Advanced Reading**

**ESL 152 High Advanced Grammar**

**ESL 153 High Advanced Writing**

**ESL 154 High Advanced Speaking**

**Ethnic and Gender Studies**

**EGS 110 Intro To Ethnic And Gender Studies**

**EGS 230 Philosophy of Race and Gender**

**Exercise Science**

**EXS 101 Introduction of Exercise Science**

**EXS 201 Sports Nutrition**

**EXS 238 Human Movement**

**EXS 248 Program Design**

**EXS 249 Human Analysis and Performance**

**EXS 321 Care and Prevention of Athletic Injury**

**EXS 341 Kinesiology**

**EXS 342 Human Pathophysiology**

**EXS 343 Sport and Exercise Pharmacology**

**EXS 345 Exercise Physiology**

**EXS 441 Principles of Strength and Conditioning**

**EXS 480 Career Development Internship & Research Exploration**

**Finance**

**FIN 209 Personal Finance**

**FIN 285 Special Topics**

**FIN 309 Personal Financial Planning**

**FIN 322 Investments**

**FIN 340 Managerial Finance**

**FIN 348 Money And Capital Markets**

**FIN 440 Financing New Ventures**

**FIN 450 International Finance**

**FIN 463 Financial Statement Analysis**

**FIN 485 Special Topics**

**French**

**FRE 101 Elementary French I**

**FRE 140 Elementary French II**

**Geography**

**GEO 301 Cultural Geography I**

**GEO 302 Cultural Geography II**

**GEO 303 Political Geography**

**GEO 306 Geography Of The Middle East**

**Gerontology**

**GER 240 Introduction To Gerontology**

**GER 285 Special Topics**

**GER 341 Health Issues In Human Aging**

**GER 342 Programs For Older Adults**

**GER 480 Gerontology Internship**

**GER 485 Special Topics In Gerontology**

**Health Care Management**

**HCM 300 Accounting for Health Care Professionals**

**HCM 301 Perspectives In Health Care Management**

**HCM 335 Information Technology in Health Care**

**HCM 336 Quality Improvement & Customer Service in Health Care**

**HCM 440 Medical Ethics/Legal Aspects Of Health Care**

**HCM 441 Financial Management Of Health Care Institutions**

**HCM 444 Strategic Planning In Healthcare Management**

**HCM 485 Special Topics**

**History**

**HIS 111 World Civilizations Since 1500**

**HIS 140 World Civilizations Before 1500**

**HIS 204 Women In U.S. History**

**HIS 205 Race in U.S. History**

**HIS 210 U.S. History to 1877**

**HIS 211 U.S. History from 1865 to the Present**

**HIS 220 Museum Studies And Collections**

**HIS 285 Special Topics**

**HIS 300 Michigan History**

**HIS 302 World Regional History**

**HIS 303 War In History**

**HIS 304 American West**

**HIS 306 Ancient Greece and Rome**

**HIS 323 History Of Middle East**

**HIS 333 Biography As History**

**HIS 340 Historiography And Methodology**

**HIS 341 Early Modern Europe**

**HIS 385 Special Topics**

**HIS 480 Internship**

**HIS 485 Special Topics**

**HIS 495 Senior Seminar**

**Honors**

**ACD 130H First Year Experience (FYE) for Honors Scholars**

**HON 100 Honors Seminar I**

**HON 240 Honors Seminar II**

**HON 340 Honors Seminar III**

**HON 385 Honors Special Topics**

**HON 440 Honors Seminar IV**

**HON 495 Thesis Proposal Development**

**HON 496 Honors Thesis**

**Humanities**

**JEDI 101 Introduction to Justice, Equity, Diversity, and Inclusion**

**JEDI 201 Justice, Equity, Diversity, and Inclusion: Integrated Studies**

**JEDI 480 Justice, Equity, Diversity, and Inclusion: Practical Application**

**Information Technology**

**ITM 365 Management Of Information Technology**

**ITM 370 Electronic Commerce**

**ITM 460 Information Technology Project Management**

**ITM 461 Project Management Coordination**

**ITM 463 Project Management Control**

**ITM 465 Project Management Strategy**

**ITM 467 Agile Project Management**

**ITM 470 Strategic Management Of Innovation**

**ITM 480 Information Technology Strategy**

**Language Arts**

**LAN 201 Education Communication**

**LAN 213 Introduction To Language Arts**

**LAN 285 Special Topics**

**LAN 330 Developmental Reading**

**LAN 332 Teaching Writing**

**LAN 334 Strategies For Teaching Reading**

**LAN 335 Content Area Reading**

**LAN 341 Integrated Language Arts**

**LAN 371 Strategies For Teaching Language Arts**

**LAN 474 Language Arts Application**

**LAN 485 Special Topics**

**Liberal Arts Studies**

**LAS 101 Freshman Transitions**

**LAS 111 Innovative Thinking**

**LAS 222 Siena Serves – Service Learning**

**LAS 241 Inquiry And Truth**

**LAS 260 Leadership And Mentoring**

**LAS 301 The Adult Learner**

**LAS 330 Living the Liberal Arts**

**LAS 345 Life After College**

**LAS 401 Senior Seminar: Integrative Experience**

**LAS 430 Liberal Arts Capstone**

**LAS 485 Special Topics**

**MCN 101 McNair Academy**

**MCN 201 McNair Research Internship**

**MCN 301 McNair Research Junior Seminar I**

**MCN 302 McNair Research Junior Seminar II**

**MCN 401 McNair Research Senior Seminar I**

**MCN 402 McNair Research Senior Seminar II**

**Leadership**

**LDR 600 Research and Professional Writing**

**LDR 601 Leadership Theory**

**LDR 605 Justice, Equity, Inclusion, and Diversity for Leaders**

**LDR 606 Entrepreneurship**

**LDR 609 Health Care Systems Management**

**LDR 610 Career Development And Mentoring**

**LDR 612 Higher Education Law**

**LDR 614 Contemporary Issues In Health Care**

**LDR 620 Information Systems Management**

**LDR 621 Organizational Behavior And Psychology**

**LDR 622 Student Development Theory**

**LDR 623 Teaching And Technology In Higher Education**

**LDR 624 Organization And Administration In Higher Education**

**LDR 625 Human Resource Management In Health Care**

**LDR 629 Overview Of U.S. Healthcare System**

**LDR 630 Organizational Culture And Communication**

**LDR 635 Program Planning And Evaluation**

**LDR 636 Teaming And Decision Making**

**LDR 639 Human Resource Development for Leaders**

**LDR 640 Finance + Quantitative Leadership**

**LDR 645 History Of Higher Education**

**LDR 650 Medical Law**

**LDR 655 Negotiations As A Process**

**LDR 657 Project Management for Leaders**

**LDR 660 Strategic Leadership**

**LDR 669 Applied Leadership**

**LDR 678 Practicum**

**LDR 695 Capstone**

**Mathematics**

**MAT 099 Concepts Of Math**

**MAT 104 Technology Studies: Making Sense Of Data**

**MAT 106 Technology Studies: Time, Value, And Money Applications**

**MAT 135 Quantitative Reasoning**

**MAT 142 Statistical Reasoning Via Application And Simulation**

**MAT 143 Statistics And Society**

**MAT 148 The Math Of Games**

**MAT 149 Problem Solving**

**MAT 150 Math For Elementary Teachers I**

**MAT 151 Math For Elementary Teachers II**

**MAT 159 Precalculus**

**MAT 174 Data Analysis And Statistics**

**MAT 181 Calculus With Analytic Geometry I**

**MAT 182 Calculus With Analytic Geometry II**

**MAT 244 Statistical Analysis And Design**

**MAT 251 Math and Methods for Elementary Teachers I**

**MAT 252 Math and Methods for Elementary Teachers II**

**MAT 261 An Introduction to Abstract Math**

**MAT 282 Differential Equations**

**MAT 285 Special Topics**

**MAT 285A Special Topics**

**MAT 292 Multivariable Calculus**

**MAT 295 Sophomore Seminar I**

**MAT 296 Sophomore Seminar II**

**MAT 344 Data Analysis with R/Python**

**MAT 345 Linear Algebra**

**MAT 350 History of Math**

**MAT 352 Geometry**

**MAT 356 Math Modeling**

**MAT 357 Game Theory**

**MAT 372 Secondary Math Methods**

**MAT 396 Junior Seminar**

**MAT 440 Probability And Statistics**

**MAT 442 Introduction To Abstract Algebra**

**MAT 460 Numerical Analysis**

**MAT 462 Introduction To Real Analysis**

**MAT 485 Special Topics**

**MAT 495 Senior Seminar I**

**MAT 496 Senior Seminar II**

**Management**

**MGT 285 Special Topics**

**MGT 302 Management Principles And Cases**

**MGT 329 Managing Cultural Differences**

**MGT 357 OM: A Supply Chain Perspective**

**MGT 360 Human Resource Management**

**MGT 361 Organizational Behavior**

**MGT 365 Project Management**

**MGT 440 Entrepreneurship And Small Business Management**

**MGT 450 Labor Relations**

**MGT 452 Leadership**

**MGT 457 Managing Quality**

**MGT 480 Internship Experience**

**MGT 485 Special Topics**

**Marketing**

**MKT 285 Special Topics**

**MKT 310 Marketing Principles And Cases**

**MKT 320 Marketing The Arts**

**MKT 350 Consumer Behavior**

**MKT 351 Advertising And Promotion**

**MKT 360 Social Media Marketing**

**MKT 410 Search Engine Optimization**

**MKT 436 Marketing Research**

**MKT 455 Contemporary Sales Force Management**

**MKT 460 Marketing Management**

**MKT 470 Global Marketing**

**MKT 480 Internship Experience**

**MKT 485 Special Topics**

**Music**

**MMM 100 Marching Band**

**MMM 101 Concert Band**

**MMM 102 University Chorale**

**MMM 103 Chamber Singers**

**MMM 104 Jazz Band**

**MMM 105 Youth Symphony**

**MMM 107 Advanced Choral Ensemble**

**MMM 108 Advanced Instrumental Ensemble**

**MMM 109 Recital Seminar**

**MMM 110 Fundamentals Of Music Theory**

**MMM 111 Beginning Class Guitar**

**MMM 112 Class Piano 1**

**MMM 116 Strings Techniques And Pedagogy**

**MMM 117 Brass Techniques And Pedagogy**

**MMM 118 Woodwind Techniques And Pedagogy**

**MMM 119 Percussion Techniques And Pedagogy**

**MMM 120 Music Activities For Children**

**MMM 121 Music Technology In Education**

**MMM 122 Non-Western Music**

**MMM 124 Diction For Singers**

**MMM 125 Special Topics**

**MMM 139 Applied Lessons (1st Session)**

**MMM 150 Applied Lessons (2nd Session)**

**MMM 170 Music Theory I**

**MMM 171 Aural Harmony And Sight Singing I**

**MMM 172 Class Piano 2**

**MMM 222 History Of Western Music I**

**MMM 223 History Of Western Music II**

**MMM 224 History Of Western Music III**

**MMM 240 Applied Lessons (3rd Session)**

**MMM 250 Applied Lessons (4th Session)**

**MMM 260 Music Theory II**

**MMM 261 Aural Harmony And Sight Singing II**

**MMM 262 Class Piano 3**

**MMM 263 Advanced Class Piano**

**MMM 270 Music Theory III**

**MMM 271 Aural Harmony And Sight Singing III**

**MMM 272 Class Piano 4**

**MMM 340 Applied Lessons (5th Session)**

**MMM 344 Pedagogy Of Music In The Elementary School**

**MMM 345 Pedagogy Of Music In The Secondary School**

**MMM 350 Applied Lessons (6th Session)**

**MMM 352 History Of Wind Band Literature**

**MMM 354 Instrumental Methods For Vocalists**

**MMM 355 Choral Methods And Materials**

**MMM 356 Instrumental Methods And Materials**

**MMM 359 Form And Analysis**

**MMM 360 Basic Conducting**

**MMM 363 Marching Techniques**

**MMM 365 Arranging**

**MMM 366 Advanced Conducting**

**MMM 380 Recital (Junior Year)**

**MMM 440 Applied Lessons (7th Session)**

**MMM 450 Applied Lessons (8th Session)**

**MMM 480 Recital (Senior Year)**

**Natural Science**

**NSC 110 Earth Science**

**NSC 139 Science for Elementary Teachers**

**NSC 141 Science for Elementary Teachers I**

**NSC 142 Science for Elementary Teachers II**

**NSC 285 Special Topics**

**NSC 295 Sophomore Seminar**

**NSC 373 Science Methods**

**NSC 395 Junior Seminar**

**NSC 485 Special Topics**

**NSC 495 Senior Seminar**

**Nursing**

**NUR 104 Introduction to the Profession of Nursing**

**NUR 230 Fundamentals In Nursing**

**NUR 234 Nursing Health Assessment**

**NUR 236 Pathophysiology for Nurses**

**NUR 254 Fundamental Foundations for Nursing Practice**

**NUR 266 Nursing Care for Psychological Health**

**NUR 290 Population Health I**

**NUR 311 Foundational BSN Nursing Concepts**

**NUR 321 Global & Public Health**

**NUR 331 Systems, Healthcare Policy, and Quality and Safety in healthcare**

**NUR 336 Pharmacology for Nurses**

**NUR 341 Ethical, Cultural, And Spiritual Nursing Practice**

**NUR 352 Healthcare Systems I**

**NUR 354 Nursing Care for Adults I**

**NUR 364 Nursing Care for Adults II**

**NUR 366 Maternal-Fetal Nursing Care**

**NUR 372 Clinical Judgement I**

**NUR 382 Clinical Judgement II**

**NUR 411 Holistic Nursing Care for the RN**

**NUR 421 The Professional Nurse as an Emerging Leader**

**NUR 431 SHU Professional Nursing Synthesis**

**NUR 452 Health Systems II**

**NUR 454 Nursing Care for Adults III**

**NUR 464 Nursing Practice Synthesis**

**NUR 466 Nursing Care for Families with Children**

**NUR 468 The Professional Nurse**

**NUR 472 Clinical Judgement III**

**NUR 482 Clinical Judgement IV**

**NUR 490 Population Health II**

**NUR 499 Foundational Essentials Bridge to the MSN**

**NUR 601 Transition to Nursing Scholar I: Science of Nursing, Research Methods and Statistics**

**NUR 602 Transition to Nursing Scholar II: Research Methods for the Advanced Nurse Scholar**

**NUR 610 Quality Improvement and Safety in Health Care**

**NUR 611 Leadership Principles for Health Care Organizations and Systems**

**NUR 612 Clinical Prevention, Population Health, and Vulnerable Populations**

**NUR 620 Introduction to Advanced Leadership Roles**

**NUR 621 Transformational Leadership**

**NUR 622 Strategic Planning for the Nurse Leader**

**NUR 630 Health Care Operations: Human Resources, Quality, Law, & Ethics**

**NUR 631 Introduction to Health Care Economics, Finance, & Principles of Business for Nurses**

**NUR 680 Practicum I - Design**

**NUR 681 Practicum II – Implementation**

**Professional Communication**

**PCM 301 Fundamentals Of Professional Communication**

**PCM 310 Interpersonal Communication Skills**

**PCM 330 Intercultural Communication**

**PCM 335 Social Media for Mass Communication**

**PCM 340 Professional Speaking**

**PCM 495 Professional Communication Seminar**

**Physical Education**

**PED 103 Basketball**

**PED 104 Spinning**

**PED 107 Golf**

**PED 108 Cooperative Team Sports**

**PED 110 Baseball Theory**

**PED 111 Weight Training**

**PED 112 Lacrosse Activity**

**PED 114 Softball Theory**

**PED 116 Volleyball I**

**Philosophy**

**PHI 201 Introduction To Philosophy**

**PHI 212 Critical Thinking**

**PHI 220 Introduction To Ethics**

**PHI 225 Engineering and Technology Ethics**

**PHI 260 Introduction To Political Philosophy**

**PHI 311 Symbolic Logic**

**PHI 320 Social Ethics**

**PHI 329 Technology And The Human Condition**

**PHI 340 Ancient Philosophy**

**PHI 341 Modern Philosophy**

**PHI 342 Medieval Philosophy**

**PHI 345 Democracy**

**PHI 350 Advanced Ethical Theory**

**PHI 355 Advanced Symbolic Logic**

**PHI 361 Philosophy Of Religion**

**PHI 362 Social And Political Philosophy**

**PHI 364 Philosophy Of Science**

**PHI 365 Knowledge And Reality**

**PHI 370 Philosophy of the Arts**

**PHI 385 Philosophy Of Criminal Justice**

**PHI 485 Special Topics**

**PHI 495 Senior Thesis**

**Physics**

**PHY 141 General Physics I (Non-Calculus Based)**

**PHY 142 General Physics II (Non-Calculus Based)**

**PHY 161 Physics I (Calculus Based)**

**PHY 162 Physics II (Calculus Based)**

**Public Services Administration**

**PSA 331 Fundamentals Of Public Services Administration**

**PSA 341 Research In The Social Sciences**

**PSA 430 Ethics in Public Services Administration**

**PSA 433 Budgeting For Public Services Administration**

**PSA 434 Critical Issues In Public Services Administration**

**PSA 480 Public Services Administration Internship**

**PSA 495 Senior Seminar**

**Political Science**

**PSC 101 Foundations Of Political Thought**

**PSC 130 American Democracy**

**PSC 260 Comparative Politics**

**PSC 265 United States Foreign Policy**

**PSC 270 International Relations**

**PSC 380 Public Policy**

**PSC 430 Constitutional Law I: Civil Rights & Civil Liberties**

**PSC 431 Law And Society**

**PSC 440 Constitutional Law II: Government Powers**

**PSC 485 Special Topics In Political Science**

**PSC 495 Senior Seminar/Thesis**

**Psychology**

**PSY 111 Introduction To Psychology**

**PSY 117 Positive Psychology**

**PSY 230 Developmental Psychology**

**PSY 270 Research Methods**

**PSY 275 Psychology of Gender**

**PSY 285 Special Topics**

**PSY 312 Interventions With Children & Families (Ages 0-6)**

**PSY 313 Interventions With Children & Families (Ages 6-12)**

**PSY 325 Stress Management**

**PSY 340 Social Psychology**

**PSY 342 Child And Adolescent Psychology**

**PSY 350 Abnormal Psychology**

**PSY 360 Counseling Techniques And Practice**

**PSY 370 Psychology Of Aging**

**PSY 380 Human Sexuality**

**PSY 382 Psychology Internship**

**PSY 390 History And Systems Of Psychology**

**PSY 391 Cross-Cultural Counseling**

**PSY 395 Junior Seminar**

**PSY 431 Attitude Change And Persuasion**

**PSY 432 Crisis In Adolescence**

**PSY 433 Death And Dying**

**PSY 440 Personality**

**PSY 441 Group Dynamics**

**PSY 445 Research In Psychology**

**PSY 450 Learning And Memory**

**PSY 451 Cognitive Psychology**

**PSY 452 Family Social Issues**

**PSY 455 Physiological Psychology**

**PSY 460 Forensic Psychology**

**PSY 485 Special Topics**

**PSY 495 Senior Seminar**

**Religious Studies**

**RST 102 Introduction To Christian Theology**

**RST 103 Catholicism Today**

**RST 104 Introduction to the Bible**

**RST 285 Special Topics**

**RST 301 Theological Inquiry**

**RST 302 Introduction To The Hebrew Scriptures**

**RST 303 Introduction To The Christian Scriptures**

**RST 305 Theological Ethics**

**RST 310 Readings In Contemporary Theology**

**RST 311 Issues In Contemporary Morality**

**RST 312 Church History**

**RST 313 Theology Of The Church**

**RST 314 World Religions**

**RST 318 Values In Video**

**RST 319 Christology**

**RST 320 Celebrating Christian Faith: Sacramental Theology**

**RST 321 Women And Religion**

**RST 323 Eastern Religions**

**RST 324 Western Religions**

**RST 326 Christian Spirituality**

**RST 330 Scripture And Society**

**RST 341A-H Exploring Biblical Literature**

**RST 359 Catholic Literature**

**RST 372 Methods In Teaching Religion**

**RST 395 Theological Application**

**RST 410 Peacemaking**

**RST 480 Faith In Action**

**RST 485 Special Topics**

**RST 495 Senior Seminar**

**Special Education**

**GRS 598 Foundations Of Professional Writing And Research**

**GRS 600 Research and Professional Writing**

**GRS 694 Thesis/Project Seminar**

**SED 101 American Sign Language I**

**SED 140 American Sign Language II**

**SED 312 Introduction to Special Education**

**SED 334 Strategies for Teaching Reading to Students W/ Learning Disabilities**

**SED 341 Procedures in Special Education**

**SED 342 Parent-School Partnership: Special Education**

**SED 343 Assessment and Evaluation of Students with Disabilities**

**SED 344 Early Childhood and Special Education**

**SED 345 Collaboration in Special Education**

**SED 349 Culture and Diversity in Special Education**

**SED 351 Behavior Management**

**SED 361 Introduction to Learning Disabilities**

**SED 362 Methods and Strategies for Teaching Children with Learning Disabilities**

**SED 381 Nature and Need of Individuals with Cognitive Impairment**

**SED 382 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment**

**SED 383 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment**

**SED 384 Transition and Career Education for Individuals with Disabilities**

**SED 385 Strategies for Fundamental Reading and Functional Reading**

**SED 421 Educational Technology and Assistive Technology for Students with Disabilities**

**SED 480 Directed Teaching**

**SED 495 Directed Teaching Seminar**

**SED 521 Educational and Assistive Technology for Students with Disabilities**

**SED 534 Strategies for Teaching Reading to Students with Learning Disabilities**

**SED 541 Procedures in Special Education**

**SED 542 Parent – School Partnership: Special Education**

**SED 543 Assessment and Evaluation of Students with Disabilities**

**SED 544 Early Childhood and Special Education**

**SED 545 Collaboration in Special Education**

**SED 549 Culture and Diversity in Special Education**

**SED 551 Behavior Management in Special Education**

**SED 561 Introduction to Learning Disabilities**

**SED 562 Methods & Strategies for Teaching Children with Learning Disabilities**

**SED 580 Directed Teaching (Special Education)**

**SED 581 Nature and Need of Individuals with Cognitive Impairment**

**SED 582 Methods and Strategies for Teaching Individuals with Mild Cognitive Impairment**

**SED 583 Methods and Strategies for Teaching Individuals with Moderate to Severe Cognitive Impairment**

**SED 584 Transition and Career Education for Individuals with Disabilities**

**SED 585 Strategies for Fundamental Reading and Functional Reading**

**SED 595 Directed Teaching Seminar (Special Education)**

**SED 680 Directed Teaching (Special Education)**

**SED 695 Directed Teaching Seminar (Special Education)**

**TED 522 Methods and Materials of Early Childhood Education**

**TED 530 Developmental Reading**

**TED 534 Strategies For Teaching Reading**

**TED 535 Strategies For Teaching Reading Through The Content Areas In the Secondary School**

**TED 551 Advanced Educational Psychology**

**TED 571 Elementary Core Education Methods**

**TED 572 Secondary Education Methods**

**TED 599 Special Topics**

**TED 602 Research And Professional Writing In Education**

**TED 604 History And Philosophy of Ideas**

**TED 608 Fundamentals of Engineering Design I**

**TED 609 Fundamentals of Engineering Design II**

**TED 610 Foundations of Early Childhood Education**

**TED 612 Exploration of Special Needs of Exceptional Children and Youth**

**TED 617 Perspectives on Diversity**

**TED 620 Individualizing Early Math Curriculum**

**TED 621 Individualizing Language Curriculum in Early Childhood**

**TED 622 Individualizing Early Science and Cultural Studies Curriculum**

**TED 623 Observation, Analysis, and Affective Learning Experience for Young Children**

**TED 625 Administration and Supervision In the Early Childhood Setting**

**TED 635 Advanced Diagnosis and Remediation Of Reading Difficulties**

**TED 636 Imaginative Reading and Writing Through Trade Books and in Content Areas in the Elementary School**

**TED 644 Integrated Language Arts and Reading Curriculum in the Middle Level**

**TED 651 Legal and Ethical Issues for Educators**

**TED 678 Reading Practicum**

**TED 690 Reflective Teaching Practicum and Seminar**

**Sport Management**

**SMG 210 Introduction To Sport Management**

**SMG 221 Sport Psychology**

**SMG 222 Performance Psychology In Sport**

**SMG 280 Sport Management Practicum**

**SMG 285 Special Topics**

**SMG 342 Sport In American Society**

**SMG 343 History of Sport**

**SMG 350 Management Of Sport Organizations**

**SMG 360 Sport Marketing**

**SMG 365 Sport Facility And Event Management**

**SMG 366 Sport Facility Design**

**SMG 367 Applied Sport Facility Design**

**SMG 370 Research Methods In Sport Management**

**SMG 444 Sport And The Media**

**SMG 445 Cultural Studies In Sport**

**SMG 463 Legal And Ethical Issues In Sport**

**SMG 475 Sport Finance And Business**

**SMG 480 Sport Management Internship**

**SMG 485 Special Topics**

**SMG 495 Strategic Management in Sport Business**

**Sociology**

**SOC 111 Introduction To Sociology**

**SOC 113 Cultural Anthropology**

**SOC 220 Introduction to Social Problems**

**SOC 221 Sociological Theory**

**SOC 232 Families: Comparative Perspectives**

**SOC 244 Sociological Perspectives On Race And Ethnicity**

**SOC 285 Special Topics**

**SOC 312 Marriage And Family Relations**

**SOC 314 Ethnic Dimensions Of American Society**

**SOC 341 Research In The Social Sciences**

**SOC 350 Conflict Resolution**

**SOC 355 Investigative Techniques In Social Services**

**SOC 379 Issues In Social Justice**

**SOC 430 Contemporary Topics In Sociology**

**SOC 432 Human Relations Between The Sexes**

**SOC 469 Social Justice In Local-Global Contexts**

**SOC 485 Special Topics**

**Spanish**

**SPA 101 Elementary Spanish I**

**SPA 140 Elementary Spanish II**

**SPA 240 Intermediate Spanish I**

**SPA 241 Intermediate Spanish II**

**SPA 285 Special Topics**

**SPA 311 Culture And Civilization Of Spain**

**SPA 312 Culture And Civilization Of Latin America**

**SPA 333 Literature Of Mexico**

**SPA 340 Spanish Conversation I**

**SPA 341 Spanish Conversation And Grammar II**

**SPA 347 Culture And Civilization Of Mexico**

**SPA 352 Literature Of Latin America**

**SPA 353 Literature Of Spain**

**SPA 360 Spanish Phonetics And Phonology**

**SPA 372 Spanish Methods**

**SPA 485 Special Topics**

**SPA 495 Senior Seminar**

**Social Studies**

**SST 373 Social Studies Methods**

**SST 401 Social Sciences In History**

**Social Work**

**SWK 111 Introduction To Social Work And Social Welfare**

**SWK 334 Social Work Practice I**

**SWK 335 Social Work Practice II**

**SWK 348 Human Behavior And The Social Environment I**

**SWK 358 Human Behavior And The Social Environment II**

**SWK 360 Child Welfare Services**

**SWK 395 Junior Seminar**

**SWK 440 Social Welfare Policy**

**SWK 452 Social Work Practice with Families**

**SWK 453 Social Work Practice with Groups**

**SWK 455 Social Work Practice with Diverse Populations**

**SWK 460 Macro Social Work Practice**

**SWK 480 Social Work Practicum I**

**SWK 481 Social Work Practicum II**

**SWK 485 Special Topics**

**SWK 495 Senior Seminar**

**Teacher Education**

**TED 512 Exceptional Child/Youth in the Regular Classroom**

**TED 601 Professional Reading and Writing in Teacher Education**

**TED 646 Observation, Assessment and Analysis of Young Children**

**Theatre**

**TSD 101 Fundamentals Of Speech Communication**

**TSD 102 Introduction To Theatre**

**TSD 103 Theatre Technology**

**TSD 104 Drafting for the Theatre**

**TSD 105 Introduction to Performance**

**TSD 117 Modern Dance I**

**TSD 118 Ballet I**

**TSD 120 Stratford Trip**

**TSD 130 Musical Theatre Vocal Ensemble**

**TSD 132 Musical Theatre Voice I**

**TSD 133 Musical Theatre Voice I**

**TSD 145 Musical Theatre Workshop I**

**TSD 152 Musical Theatre Voice II**

**TSD 153 Musical Theatre Voice II**

**TSD 156 Acting I**

**TSD 211 Oral Interpretation Of Literature**

**TSD 212 Oral Interpretation Of Children's Literature**

**TSD 213 Touring Children's Theatre**

**TSD 214 Voice And Diction**

**TSD 217 Tap I**

**TSD 219 Jazz I**

**TSD 220 Hip Hop**

**TSD 221 Partnering**

**TSD 222 Pilates And Yoga For Dancers**

**TSD 242 Film Study And Analysis**

**TSD 245 Musical Theatre Workshop II**

**TSD 247 Modern Dance II**

**TSD 248 Ballet II**

**TSD 249 Jazz II**

**TSD 250 Musical Theatre Dance I**

**TSD 251 Musical Theatre Dance II**

**TSD 252 Musical Theatre Voice III**

**TSD 253 Musical Theatre Voice III**

**TSD 256 Acting Studio II: Preparing The Actor**

**TSD 257 Introduction To Theatrical Design**

**TSD 262 Musical Theatre Voice IV**

**TSD 263 Musical Theatre Voice IV**

**TSD 267 Tap II**

**TSD 268 Stage/House Management and the Theatrical Profession**

**TSD 269 Stage Make-Up**

**TSD 270 Acting for the Camera**

**TSD 285 Special Topics**

**TSD 343 Teaching Creative Dramatics**

**TSD 345 Musical Theatre Workshop III**

**TSD 351 Drama For Community And Youth**

**TSD 352 Musical Theatre Voice V**

**TSD 353 Musical Theatre Voice V**

**TSD 355 Directing I**

**TSD 356 Acting Studio III**

**TSD 357 Scenic Design and Painting**

**TSD 358 Lighting, Sound and Projection Design**

**TSD 359 Costume Design**

**TSD 360 Advanced Theatrical Technology**

**TSD 362 Musical Theatre Voice VI**

**TSD 363 Musical Theatre Voice VI**

**TSD 370 Video Production Workshop**

**TSD 441 Theatre History I: Greek To The 20th Century**

**TSD 442 Theatre History II: 20th. Century To The Present**

**TSD 445 Musical Theatre Workshop IV**

**TSD 451 Musical Theatre Dance II**

**TSD 452 Musical Theatre Voice VII**

**TSD 453 Musical Theatre Voice VII**

**TSD 456 Acting Studio IV**

**TSD 462 Musical Theatre Voice VIII**

**TSD 463 Musical Theatre Voice VIII**

**TSD 485 Special Topics**

**TSD 495 Senior Project**

**TSD 496 Senior Showcase**

**Theological Studies**

**TSP 215 Introduction To Youth Ministry**

**TSP 301 Foundational Theology**

**TSP 302 Introduction To The Bible: 1**

**TSP 303 Introduction To The Bible: 2**

**TSP 305 Theological Ethics**

**TSP 312 Church History**

**TSP 313 Ecclesiology**

**TSP 319 Christ And Trinity**

**TSP 320 Sacramental Theology**

**TSP 335 Theology Of Ministry**

**TSP 345 Liturgical Catechesis**

**TSP 355 Ministry, Management And Leadership**

**TSP 365 Catechetical Methodology**

**TSP 450 Canon Law**

**Master of Business Administration**

**MBA 602 Organizational Behavior**

**MBA 605 Justice, Equity, Inclusion, and Diversity for Business Leaders**

**MBA 611 Business Research Methods**

**MBA 641 Managerial Economics**

**MBA 643 Quantitative Methods**

**MBA 649 Financial Statement Analysis**

**MBA 650 Business Strategy And Planning**

**MBA 651 Managing Global Business And Cultural Diversity**

**MBA 652 Accounting & Financial Management**

**MBA 655 Ethics In A Global Environment**

**MBA 657 Project Management**

**MBA 664 Marketing Strategy**

**MBA 670 Advanced Auditing**

**MBA 671 Sustainable Business Management: Triple Bottom Line Strategy**

**MBA 672 Advanced Financial Accounting**

**MBA 673 Advanced Managerial Cost Accounting**

**MBA 674 Professional and Ethical Issues for Accountants**

**MBA 680 Computer Networking**

**MBA 682 Cyber Ethics**

## **MBA 684 Cyber Defense**

## **MBA 686 Cyber Threat and Risk Analysis**

## **MBA 699 Capstone Course And Culminating Experience**

### **Other Courses**

## **GRS 396 Introduction to Graduate Reading**

## **GRS 397 Introduction to Graduate Writing**

## **GRS 596 Introduction to Graduate Reading**

## **GRS 597 Introduction to Graduate Writing**

### **Special Programs and Services**

## **The Experiential Education and Internship Program**

The Experiential Education and Internship Program is designed to provide students an opportunity to integrate a practical work experience with their academic program of study. The program is open to undergraduate students pursuing a certificate, associate or bachelor degree at Siena Heights University who meet the University internship guidelines and registration requirements. Work experiences contributing to the development of the student may be arranged with industry, education, business, the arts, social services, government, and various other career fields.

All students must be in good academic standing and have a minimum cumulative grade point average of 2.0 to participate in the program. Students must also receive approval from their respective departments and the Career Services Office on the Adrian campus.

## **Library**

The Siena Heights University Library offers a diverse and robust collection of electronic and print resources to accommodate students on and off campus. The library supplements this collection through participation in local resource sharing as a member of the Detroit Area Library Network (DALNET) and the Michigan Electronic Library Catalog (MeLCat), as well as traditional interlibrary loan with partners around the nation. In addition to its informational offerings, the library offers computers and printing, a conference room, a classroom and formal and informal study spaces to meet a broad range of student needs. The SHU Library staff is user-focused and available to assist students with everything from using library resources to research assistance and citation help. Students can access the library's collection and gain more information about the library via the SHU library website. Links to the website are located on MySiena.

## **Honors Program**

### Honors Program Mission Statement

The Siena Heights University Honors Program provides a liberal arts enriched university experience to highly motivated undergraduate scholars. Each scholar, under the guidance of the program director and their academic advisors and mentors, develops a personalized honors curriculum with a purposeful combination of creative academic

experiences, team-based community engagement, and leadership development opportunities that are consistent with the mission and learning outcomes of Siena Heights University. The goal of the program is to develop leaders who will serve others in our challenging world by making the most of the gifts that have been bestowed upon them for the common good.

#### SHU CAS Honors Program Details for First-Time SHU Students

##### First Time in Any College (FTIAC) Admission Process

1. High school students with a core grade point average of 3.5 or higher.
2. A complete application includes: a completed program information form (<https://sites.sienaheights.edu/landing-pages/honors-program-application/>), a personal statement from the student regarding why you would like to be considered for participation in the program, and at least one letter of reference from a teacher and/or guidance counselor.
3. Completion of an interview with the honors program director or a designated honors committee faculty member during the academic scholarship days, a Siena Heights Orientation (SHO) day, or by arrangement with an honors program committee member.

NOTE: A demonstrated commitment to the program objectives of scholarship and servant leadership should be highlighted in both letters. All applications are considered and reviewed at the discretion of the honors program director and the honors program committee.

#### Program Requirements

1. Students must complete a minimum of 20 credits of honors-designated academic credit, including as many honors courses and honors-specific sections of the following courses as possible:
  - the honors-designated section of First Year Experience, ACD-130H, 3-cr
  - honors fall semester seminars: HON100, HON240, HON340, and HON440; each 1-cr
  - LAS 141H, LAS 241H, LAS 341H/330H, and LAS 441H/430H; each 3-cr
  - McNair program courses and S-STEM program courses may be counted toward the honors total as they require an additional level of effort and/or commitment to academic rigor.
  - Additional credits acquired via "leveled up" sections of regularly scheduled courses or study-abroad opportunities (see next section). All of these will be arranged by contract between the student, the course instructor, and the honors program director.
  - The student may also take Siena Heights University graduate courses which have no prerequisites, or have prerequisites that the student has satisfied. (PENDING)
2. Students have the option to complete an honors research thesis (up to 4-credits) in partnership with a faculty mentor in partial fulfillment of the 20-credit hours. The completion of an honors research thesis must be approved by the honors program director, division assistant dean, and the faculty mentor.
3. Students must complete the requirements of their major and the honors requisite coursework with a combined 3.25 GPA in order to receive the honors designation on their transcript and diploma. All honors coursework must be completed with a grade of 'B' or higher in order to meet the requirements of the honors program.

#### Regularly Scheduled Honors Courses

Fall semester: ACD130H, HON100, HON240, HON340, HON440

All other program credits are to be earned in contracted honors sections of regularly scheduled courses, known as "leveling up" a course.

- Honors Scholars will be responsible for "leveling up" courses of their choosing in order to satisfy the additional credit hour requirement of the program. "Leveling up" is a form of differentiated learning, where course instructors and students work together to design educational experiences that are worthy of the honors designation. As a guideline, the amount of honors work can be equivalent to one credit hour of effort, where the honors scholar will complete four credit hours of work for an honors designation on a three credit hour course. The honors student and course instructor will work together to determine what additional work would be the equivalent of one credit hour of effort. The additional work should challenge the student to expand

their perspective and experience set, with an additional benefit of making the course more interesting for both the student and the instructor. Examples include, but are not limited to, the following:

- A final project that is presented to the class or recorded and shared on the Honors or SHU website. Can also be a multimedia project.
- Additional literature work/annotated bibliography that compliments the course reading list, followed by a paper on a topic agreed to by the student and the professor; the additional literature may be a research area for the instructor that would lead to changes in the course or a new course/research project.
- A final reflection paper in which the student is challenged to build logical connections between the course content and their major, or it could answer a question of interest to both parties.
- An experiential or project-based learning experience

#### What is earned upon completion of 20 credit hours of honors coursework?

1. Honors designation on transcript.
2. Honors designation on decorative diploma mat and frame.
3. Honors medallions at commencement.

#### Additional benefits of enrolling in the honors program include:

1. Priority registration of classes.
2. Opportunity to engage in honors only designated courses and sections of courses.
3. Invitation to honors program events, which may include a Fall welcome dinner, community bonding events, and a graduate honors banquet.
4. Scholarships for honors students as funds become available -- associated with academic scholarship days.

#### Honors Program Committee

The Honors Program Committee consists of the program director and three faculty members from three different divisions. This committee works in partnership to review student applications, course proposals, thesis projects, and policies.

#### Honors Program Admission Policy for Currently Enrolled SHU Students

Current SHU students who have completed less than 75 credit hours towards their undergraduate degree requirements with a cumulative G.P.A. of at least 3.5 are eligible to apply for the Honors Program. For consideration, candidates must submit a personal statement, a letter of recommendation, and complete an interview with the Honors Program Director. Decisions are made on a rolling basis and candidates will be notified in writing of the director's decision.

#### Honors Program Admission Policy for Transfer Students

Transfer students who have completed less than 60 credit hours towards their undergraduate degree requirements with a cumulative transfer G.P.A. of at least 3.5 are eligible to apply for the Honors Program. For consideration, candidates must submit a personal statement, a letter of recommendation, and complete an interview with the Honors Program Director. Decisions are made on a rolling basis and candidates will be notified in writing of the director's decision.

For transfer students that were honors program members at their transferring institution, the SHU Honors Program will accept transfer honors credit of up to 16 hours. To complete the SHU Honors Program requirements, the student must complete a minimum of 4 Honors credit hours at Siena Heights University. The Honors Program encourages that this be completed through the Honors research thesis (4-credits) in partnership with a faculty mentor in partial fulfillment of the required total of 20-credit hours. The completion of an honors research thesis must be approved by the honors program director, CAS program director, and the faculty mentor.

#### Honors Program Probation Policy

The Siena Heights University Honors Program requires that members maintain a minimum cumulative G.P.A. of 3.25 throughout their undergraduate studies. At the end of each semester, transcripts will be reviewed and those that fail to meet this standard may be placed on probation from the Honors Program. The Program Director will notify students who have failed to meet the G.P.A. standard and invite them to a required meeting to discuss their academic status.

Failure to attend this meeting may result in immediate dismissal from the program. Members placed on probation will have one semester to raise their G.P.A. above the 3.25 program minimum.

#### Honors Program Suspension Policy

If an Honors Program scholar is suspended from Siena Heights University for a violation of the Academic Dishonesty Policy, this student will be dismissed from the Honors Program immediately. If a scholar is placed on probation or suspended from Siena Heights University for a violation of the Student Code, they may be dismissed from the Honors Program, depending on the severity and circumstances of the violation. The Director of the Honors Program will investigate the situation and notify the student of their decision in writing.

#### Graduation/Commencement for SHU Honors Program

Senior Honors Program Scholars must apply for commencement by March 1st of the semester prior to their expected May graduation. The application can be found on the following page of this handbook.

### **Ronald E. McNair Scholars Program**

The Ronald E. McNair Post-Baccalaureate Achievement Program is designed to prepare talented undergraduate students for graduate school and doctoral studies. The McNair Scholars Program is one of seven national TRIO programs authorized under Title IV of the Higher Education Act of 1965 and funded through the Department of Education. Currently, there are 179 programs at colleges and universities throughout the country.

The program is named for Ronald Ervin McNair, one of the first African Americans in the United States space program. Dr. McNair was a crew member aboard the space shuttle Challenger when it exploded on January 28, 1986. A physicist with a doctorate from the Massachusetts Institute of Technology, McNair has become a symbol of academic excellence.

In order to be eligible for this program, students must be either a member of an under-represented group in higher education or be a first generation (neither parent has a bachelor's degree) and low income college student. Additional requirements for applicants include the following: full time student, second session sophomore status, a 3.0 grade point average, declared major, and commitment to attend graduate school leading to a doctoral degree. The McNair program provides a summer research course, research opportunities, graduate school visits, faculty mentoring, and an annual stipend. McNair Scholars attend professional conferences, present their research findings and attend seminars on graduate school admission. Applications are accepted throughout the academic year.

### **Academic Support**

#### **Center for Student Success (CSS)**

The Center for Student Success confidently encourages student success and persistence through competent, ethical, accessible, collaborative and purposeful advising and mentoring which helps students feel empowered to achieve their academic, social, spiritual, career and personal goals. CSS staff assist students to live the mission of Siena Heights University by helping students to become more Competent by enabling them to maximize their academic success through degree planning and helping to define and reach their personal, academic, and career goals; Purposeful by enabling them to discover a broad array of opportunities in and out of the classroom and requiring their participation in the decision making process, leading toward advocacy for oneself; Ethical by enabling them to become confident, responsible, ethical, self-reliant problem solvers and reflective lifelong learners.

#### **Career Services**

The primary mission of Career Services is to aid students in developing, evaluating and effectively initiating and implementing their own career plans. Career Services assist students with engaging in self-assessments, obtaining

occupational information, and exploring career fields that are relevant to each student's plan. Integrating career planning into liberal arts core courses as well as senior seminars in a student's major is vital toward assisting with each plan. Through sponsorships of on-campus employer recruitment, employment fairs, workshops including resume writing and mock interviewing, as well as use of electronic resources, all contribute toward helping the student to reach their career goal. Career Services also maintains an online job board for all Siena Heights University students and alumni.

## **Disability Resources**

The Office of Disability Resources supports the mission of Siena Heights University by working with faculty and staff to provide a teaching and learning environment which respects the dignity of all. Students who have documented disabilities are provided support, including appropriate auxiliary aids and services, assuring them an equal opportunity to participate in the educational process at Siena Heights University in accordance with Section 504 and Title II of the ADA law (29 U.S.C. Section 794). Regular meetings are encouraged with students to assist them in reaching their academic goals.

## **First Year Experience**

The First Year Experience supports the institution's mission by helping students establish a foundation that creates experiences to personally and academically transition and connect first year students with the institution and community. This is accomplished by creating a teaching and learning environment that intentionally engages students in a way that promotes their personal development and holistically helps them to become more competent, purposeful, and ethical leaders which respects the dignity of all.

## **Student Support Services (SSS)**

Authorized by Title IV of the Higher Education Act of 1965 and funded by the U.S. Department of Education, this national TRiO program has been serving students on the main campus since 1979. This program is designed to prepare students for graduation from Siena Heights University with a baccalaureate degree. SSS participants will receive services from the first day they arrive on campus until the day of their graduation.

## **Tutoring Program**

The University provides tutoring services for students who may need assistance in multiple subject areas. The Math Lab assists students in all areas of math; the Writing Center assists students with composition skills and writing assignments in all disciplines; the Language Tutor Program assists students in writing, speaking and comprehension of Spanish and/or other languages; and Academic Tutoring Services offers tutoring for students needing assistance in other disciplines not mentioned in the previously listed opportunities. Tutoring services may be accessed through the library or through the site director of the degree completion center.

## **The Writing Center**

The Writing Center is a free resource on the Adrian campus. Staffed by talented undergraduate students, the Writing Center offers help at all stages in the writing process. Students are encouraged to visit the Writing Center for a drop-in session or to schedule an appointment. More information can be found at [writingcenter.sienaheights.edu](http://writingcenter.sienaheights.edu).

The aim of the Writing Center is to help students become better, more confident writers. Therefore, no practices will be followed that involve completing the work for students. The staff does not write on students' papers, suggest specific details to add or delete, correct papers, suggest grades, comment on grades that have already been given, or work with students who admit to plagiarizing.

The Writing Center offers a variety of hours to accommodate class schedules, and students are encouraged to stop by or schedule an appointment.

The College of Professional Studies and Graduate College students have access to writing assistance through a dedicated Graduate Assistant assigned to assist students with scholarly writing. eTutoring services are also available. Students who wish to utilize these free services should contact their advisor.

## **Student Life**

### **Mission of Student Life**

The mission of Student Life is to foster students' growth and development in mind, body, and spirit to become the leaders they are called to be and embrace their purpose.

### **Philosophy of Student Life**

Derived from the Adrian Dominicans, the mission statement of Siena Heights University is the Student Life staff's most common application to enhance our living and learning environments. It likewise provides the principles of professional and ethical standards. As leaders in the University community, Student Life staff emphasizes the interdependence of persons by promoting trust, openness, respect, and a compassionate response to the needs of others.

Student Life staff collaborate with faculty and students to create an effective partnership which enhances the function of a learning community. This collaboration is evident in a multitude of ways: the attention given to the academic accomplishments and graduation rate of student athletes; the spiritual resource provided by campus ministry to all members of the community; the provision of healthcare to address immediate medical concerns and promote healthier lifestyles; the programming aimed to integrate academic learning and social skills; the facilitation of counseling for the emotional adjustment of students; the ability to work through conflict in a productive and responsible manner; and the involvement in the traditional academic classroom. Special attention is given to provide students with the opportunity for skill development, and for varied experiences of both leadership and service. The dimensions of each individual are integral: intellectual, physical, spiritual, emotional, cultural and vocational. Through staff collaboration, students are challenged and supported as they grow in all these areas. These opportunities compliment the students' preparation for professional careers and for being active citizens of a global society.

## **Campus Ministry**

**(University Center, 517-264-7198)**

Chaplain: Father John Grace

Flowing from the mission of Siena Heights University, the programs offered by Campus Ministry are aimed at the development of the whole person, in the atmosphere of finding meaning and purpose, within a socially responsible, mutually respectful, serving community. Campus Ministry works in collaboration with other departments. Standing in our Catholic and Dominican traditions, Campus Ministry focuses on faith, service, and presence. St. Dominic Chapel is open for private prayer, for reflection and community celebrations. In addition, there is a weekly Sunday mass as well as retreat and spiritual growth opportunities during the year.

## **Counseling Center**

**(Ledwidge Hall, Room 197, 517-264-7193)**

Counseling services are available to all Siena Heights University students. Counseling provides an opportunity for individuals to improve personal skills, learn to make better decisions, develop increased self-confidence, overcome blocks to personal effectiveness, and acquire a keener awareness and appreciation of their needs and the needs of

others. Assessment and treatment are available through the Counseling Center. Treatment may include referral for medical evaluation or to other community resources. In addition, individual and group counseling is available.

## **Dean for Students**

**(Ledwidge Hall, Room 191, 517-264-7600)**

The Dean for Students is an executive cabinet member responsible for promoting the specific goals of the University through staffing, planning, organizing, administering, and directing all functions within the Division of Student Life. These areas include Intercollegiate Athletics, Residence Life, Health Services, Campus Ministry, Restorative Justice and Conflict Resolution, Student Engagement, Counseling Center, Student Conduct, Diversity & Inclusion, and Dining Services. The Dean for Students is also the chair of the Care Team that assists students in times of crisis. Notification of designated University officials (comprised of faculty and staff) is offered to students when requested for extended absences lasting more than one day. Course responsibility stays with the student regardless of Dean's notification and attendance/missed work will be calculated at the discretion of the faculty member. Emergency loans are sometimes granted by the Dean for Students, most often to purchase textbooks. The Dean for Students also serves as the link between University Administration and Student Government.

## **Diversity and Inclusion**

**(University Center, The Hub)**

The Office of Diversity and Inclusion offers a number of opportunities and resources for students, including multicultural programming, student organizations, and student mentoring programs. The office aims to teach the value of working with someone that looks and thinks differently than you; to support, retain, and provide the best undergraduate experience possible to our underrepresented students; and to foster a deeper understanding of students' sense of self and their interdependence as a multicultural society.

## **Health Clinic**

**(Ledwidge Hall, Room 180, 517-264-7190)**

The SHU Student Health Clinic is a member of the American College Health Association and provides a variety of health care services. Our nurse can assess and offer treatment for general illnesses. The Health Clinic also works with students through education and the promotion of healthy life style choices and disease prevention. These services enrich students' educational experiences and assist them in maintaining personal health and wellness. Other services available are understanding health care information, as well as referrals to local medical providers. Residential students are required to submit health history forms and immunization records prior to moving on campus. These medical records are confidential and information from them is released only at the student's request.

## **McLaughlin University Center**

New in August 2013, the McLaughlin University Center (UC) is a multi-purpose facility providing a central place for students, staff, and faculty to gather. The first floor of the UC houses the SHU Shop, Barnes & Noble Bookstore, dining center, living loom, and commuter lounge. The second floor contains the board room, community meeting room, student cardio room, multipurpose room, and The Hub. The Hub houses Campus Ministry, Diversity & Inclusion, Restorative Justice and Conflict Resolution, and Student Engagement as well as student run offices such as Student Government and the Student Programming Association and Residence Hall Coalition (SPARHC). The UC functions as the heart of campus and many of the opportunities for student involvement begin here.

## **Parking**

Parking in the Siena Heights University Adrian campus is available to persons solely under the rules and regulation of the University Parking Policies. Students, faculty and staff members are expected to be familiar with and abide by University parking and traffic regulations. Students, faculty and staff members who park vehicles on the Adrian campus must properly display the appropriate approved parking permit. Parking lots are designated by permit type and a campus parking map is available at <http://www.sienaheights.edu/parking>.

Student Permits are available for purchase online with a credit or debit card at <http://www.sienaheights.edu/parking> or by cash and check at the Welcome Center located in Ledwidge Hall.

Violators of the parking rules and regulations are subject to warnings, penalties and appropriate disciplinary and/or administrative action. Violations may be subject to fines, tows and related charges, wheel locks and/or loss of parking privileges. Siena Heights University assumes no responsibility for the care and/or protection of any vehicle, or its contents at any time it is operated or parked on campus. Parking is on a first come basis, the University does not guarantee parking availability.

Parking on the streets within the City of Adrian is enforced by the City.

For questions about parking contact the Department of Public Safety at 517-263-0731 or [parking@sienaheights.edu](mailto:parking@sienaheights.edu).

## **Residence Life**

**(Ledwidge, 1st floor, 517-264-7170)**

The Office of Residence Life has a strong commitment to creating an environment in the residence halls that will assist students in their growth and development. Effort is made to create an environment that encourages academic excellence, social competence, independence, and an appreciation of community living. The Residence Life Staff will provide programming, guidance, and support to their residents. When these activities are combined with the active participation of the residents, the halls become more than just places to sleep; they become living and learning environments.

Full-time freshmen, sophomores, and juniors are required to live on campus unless they are approved to be exempt from living on campus. All housing exemptions must be approved by the Assistant Director of Residence Life in advance of each academic year.

Resident students live in Archangelus Hall, Ledwidge Hall, Campus Village, and St. Catherine Hall. The residence halls are staffed by Resident Assistants (RAs) and the apartments are staffed by Community Living Assistants (CLAs) who are supervised by the Director of Residence Life and a Residence Hall Director who resides on campus. The Saints Guide and Student Code of Conduct outline each resident's responsibility to their living community and the University. A variety of room types are available. These rooms are secured through the housing selection process for returning students and on a space-available basis for freshmen students. Upon acceptance to the University and application to reside on campus, students must pay a housing deposit. Contact the Office of Residence Life for additional details on housing deposits and assignments.

## **Restorative Justice and Conflict Resolution**

**(University Center, The Hub, 517-264-7196)**

The Center for Restorative Justice and Conflict Resolution provides services and resources for everyone in the Siena Heights University community to help them to resolve conflicts and address harms, needs, and obligations in ways that repair and strengthen relationships and the University community. Whether it is a conflict resolution or restorative justice issue, the goals are to provide participants with a safe, structured opportunity with a trained facilitator to improve the situation at hand. Referrals to the Center for resources and services come from Student Conduct, Counseling Center, Campus Ministry, Residence Life, University Athletics, Public Safety, administrators, faculty, staff, students, students' organizations, and self-referrals.

## **Student Code of Conduct**

Siena Heights University recognizes students as mature adults who are given freedom balanced with respect for self and others. The Student Code of Conduct (among other information in the Siena Heights' resource guides) is put in place to outline the necessary behavior to be successful at Siena Heights in addition to academic success. Students who allegedly violate any policies within the Code of Conduct may be subject to student conduct action. Sanctions range from an educational conversation to expulsion. For questions about the Saints Guide and Student Code of Conduct, contact the Director of Student Conduct or the Dean for Students. The Student Code of Conduct is available electronically at this link: <https://www.sienaheights.edu/student-life/>

## **Student Engagement**

**(University Center, The Hub, 517-264-7607)**

The main objective of the Office of Student Engagement is to help students find their role on campus. This is accomplished by providing opportunities for entertainment & recreation, leadership opportunities, and service learning. The goal of Student Engagement is to complement academic excellence with valuable learning experiences outside of the classroom. The Office of Student Engagement has current information regarding all student activities and involvement opportunities, as well as policies and procedures that govern student clubs, organizations, and Greek Life. If an organization does not exist, which meets your needs or interests, the staff will provide information and encouragement to start a new organization.

## **University Athletics**

**(Fieldhouse, 517-264-7870; Spencer Athletic Building, 517-264-7825)**

Siena Heights is a member of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine Hoosier Athletic Conference (WHAC). Intercollegiate competition offered for men and women include basketball, baseball, bowling, cheer and dance, cross-country, football, golf, lacrosse, soccer, softball, indoor and outdoor track, and volleyball. During the 2000-2001 academic year, the University implemented the NAIA "Champions of Character" Initiative, which is designed to create an atmosphere of respect, integrity, responsibility, servant leadership, and sportsmanship in athletics.

Housed within Athletics, the Athletic Trainers (Fieldhouse Training Room: 517-264-7820, Spencer Training Room: 517-264-7877) addresses the physical and preventative aspects of an individual's well-being. Students and employees seeking to develop and maintain healthy lifestyles may consult the Athletic Trainer center for assistance with exercise program prescriptions, nutrition counseling, and orthopedic injury assessment.

All Siena students are invited and encouraged to participate in intramural activities. In the past, competitions included dodgeball, volleyball, bowling, bass fishing, basketball, and flag football have been offered for students. Intramurals encourage students to be physically fit and to practice sportsmanship at all times.

## **University Wellness Team**

The services offered by the University Wellness Team provide students, faculty, and staff members of Siena Heights University with education and opportunities for participation and involvement in programs that can lead to personal well-being. The team focuses on educating individuals to choose lifestyles that facilitate health and well-being. For more information on Wellness initiatives, please contact the Dean for Students or the Director of Health Services.

## **University Policies - All Campuses**

## **Academic Dishonesty Policy**

Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another student violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one's own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

## **Faculty Responsibilities and Penalties**

Faculty must explain dishonesty and plagiarism at the start of each session and/or state in the syllabus the policies, procedures, and penalties for such behavior. Since academic dishonesty is often more difficult to prove than prevent, each faculty member is encouraged to take every reasonable measure to prevent academic dishonesty from occurring. Faculty are encouraged to explain why academic dishonesty is critical to scholarly endeavor and to provide examples of academic dishonesty that are germane to their classes.

Faculty members who suspect a student of academic dishonesty may settle the case directly with the student. In cases where guilt is substantial or admitted, the instructor may penalize the student in any way deemed appropriate, including the failure of the course. When a student is penalized, the faculty member reports the incident in writing to his/her department chair. A copy of the report will be sent to the appropriate Academic Dean and to the Chief Judicial Officer for undergraduate students. If the Dean receives more than one report of academic dishonesty about a specific student, the Dean will review the reports, and in cases of serious offenses, could take steps to suspend the student from the University.

## **Student Responsibility**

Students should familiarize themselves with the Siena Heights University Academic Dishonesty Policy, which can be obtained from the instructors. Students are not excused from adherence to the policy even if they have not read it (Instructors may include this policy in their syllabi).

Graduate students are also expected to be familiar with the policies and practices governing the use of resources and references as set forth by the American Psychological Association in its *Publication Manual*. Graduate students are expected to purchase the latest edition of the *Publication Manual* prior to their first course and use it throughout their program.

The course instructor who has documentation of academic dishonesty by a graduate student is required to assign a failing grade for the assignment in question. All such incidences must be reported to the program director. In consultation with the program director, the course instructor may also decide to assign a failing grade for the course, which will result in automatic suspension of the student from the Graduate College. When this occurs, the Dean of the Graduate College is notified in writing.

The Dean of the Graduate College, in collaboration with the faculty, will review all such reports. In extreme cases, or when multiple offenses of academic dishonesty (i.e., plagiarism) by the student have been documented, the Dean is authorized to dismiss the student from the University.

## **Appeal Procedures**

1. For failure of an assignment or a course, as levied by an instructor. Any appeal by a student must be made in writing to the instructor within five (5) University working days from the time the student is notified that a penalty has been levied against him/her. If the appeal is denied, the student may submit a written petition to the department chair or site director with his/her concerns. The department chair or site director should then consult the faculty member involved before rendering a decision. If the student wishes, he/she may make a final appeal to the appropriate Dean.
2. For suspension from the University. A student who is suspended from the University for plagiarism or academic dishonesty may make a written appeal of the suspension to the Academic Review Board within five (5) business days of notification of suspension. The decision of this board regarding the appeal will be final.

## Acceptable Use Policy

### (Network facilities and Services)

The Acceptable Use Policy is a guide to the acceptable use of Siena Heights University Network facilities and services. Any Partner or Vendor organization or individual connected to Siena Heights University's network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use Policies of any other network(s), or host(s) use. To view the Acceptable Use Policy in its entirety click here.

## Students with Disabilities and Accommodations Policy

Siena Heights University welcomes students with disabilities who meet academic admission requirements, and will work toward meeting their needs by providing reasonable and appropriate accommodations to those students with documented disabilities.

"Disability" under the ADA is a very broad term that encompasses visible and invisible disabilities—everything from mobility differences to mental health to dorm needs to modified testing spaces. There are even provisions for temporary disabilities, such as broken bones, surgeries, mental health, chronic illness flare-ups, and longer lasting acute illnesses like mono, or influenza.

The process at Siena is an interactive process that is designed to tailor your accommodations to your needs, not a cookie cutter blueprint. With this in mind, the following is required to complete the process:

- Verification/Documentation of disability\*
- Any relevant information, that is not in the documentation, that you think I need to make accommodation decisions
- Schedule a meeting with the ADA/Accessibility Coordinator (face-to-face is the preference, but can begin with a phone/zoom meeting)
  - <https://calendly.com/cmthis1>

These documents can be emailed, faxed, or delivered, but should be given only to the Office of Accessibility and not another person on campus.

Please see the Office of Accessibility website for more information and resources: <http://accessibility.sienaheights.edu>.

*\*Documentation should be signed by a licensed physician, psychologist, or other mental health or medical professional with experience in diagnosing the disability for which the student is requesting accommodations. A complete Individualized Education Plan (IEP) signed by the student's school psychologist may also be considered documentation of a disability. Documentation provided by the student's physician, psychologist, or school psychologist should include information regarding the onset, longevity and severity of symptoms, as well as the specifics describing how it has interfered with educational achievement. Please refer to the Medical or Mental Health Provider Forms found online at <http://accessibility.sienaheights.edu/the-first-step.html>*

Students with disabilities that are eligible for assistance and/or services from a social service agency such as Michigan Rehabilitation, and Michigan Commission for the Blind are encouraged to apply for those services.

The following accommodations are some of the accommodations available to Siena students with documented needs:

1. Special testing conditions such as extended time for exams, distraction-free exam locations, a scribe or reader
2. Permission to record lectures and discussions (audio only).
3. Permission to use a calculator on math tests.
4. Peer Note-takers.
5. Peer tutoring.
6. Study skills classes and workshops.
7. Class substitution for degree completion, as long as the substitution does not substantially alter the requirements of the student's degree program, as determined by the program coordinator.

Letters of Verification describing accommodations are provided for each student, via email, within two weeks after the Office of Accessibility receives proper documentation and a completed Accommodations Request Form signed by the student. It is the student's responsibility to deliver the Letters of Verification to each instructor of a class for which accommodations have been requested (either through email, or by printing and hand delivering a copy). Accommodations are not retroactive and will not be honored until a Letter of Accommodation has been given to the instructor. The Office of Accessibility encourages submitting via email to ensure receipt and start date of accommodations.

## **Bad Weather Class Cancellation Policy**

Decisions to cancel evening classes for the Graduate College, due to inclement weather are usually made by 2:00 p.m. Decisions to cancel weekend classes are made by 6:00 a.m. The Adrian campus and the off-campus centers make independent decisions to cancel classes. Due to variation in local weather conditions, it is not uncommon for one site to close while the others remain open. Students should consult their local campus for radio and TV stations that will be broadcasting cancellations. It is recommended that students sign up to receive *free electronic alerts from Siena Heights University (SHU Alerts)*, about potential, developing, or existing emergencies at the following website. Information on receiving text alerts can be found by going to MySiena, click on the tab "Departments and Offices" and click on "Campus Safety." Click on the link for "SHU Alerts."

## **Course Cancellation Because of Low Enrollment and Closed Classes**

If enrollment is insufficient to hold a class, Siena Heights University reserves the right to cancel any course. Siena Heights also reserves the right to cap enrollment in classes.

## **Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct Policy**

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institution's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University's Title IX Coordinator is Sister Mary Jones, OP and she can be reached at 517-264-7105, [mjones11@sienaheights.edu](mailto:mjones11@sienaheights.edu), or in person in the University Center office 208D, Adrian campus. For 24/7 availability, call 517-264-7799.

All faculty, employees and professional staff are Mandated Reporters and are therefore expected to report acts of sex and/or gender discrimination—including sexual violence involving any member(s) of the campus community, guests or visitors to the Title IX Coordinator or a Deputy Coordinator without delay. The only No Reporting Responsibility employees are Sandy Morley, Director of Counseling and Sister Emmy Choge, OP, Director of Student Health Services, and only these two employees may maintain confidentiality based on the victim's wishes. Sandy Morley can

be contacted at 517-264-7193, [smorley@sienaheights.edu](mailto:smorley@sienaheights.edu), or in person in Ledwidge Hall 197 on the Adrian campus. Sr. Emmy Choge can be contacted at 517-264-7190, [echogel@sienaheights.edu](mailto:echogel@sienaheights.edu), in the Clinic Ledwidge Hall on the Adrian campus.

## **Introduction**

Central to the mission of Siena Heights University is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity. Therefore, this policy applies to all administrators, faculty, staff, agents and students at all time and places in any connection with the University. This policy applies for and to those who conduct business here. We are committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass. This is a policy and procedure summary. The full text can be obtained from the Office of Human Resources or the Office of the Dean for Students.

Types of harassment include, but are not limited to, the following: 1) spoken, written, and symbolic harassment, 2) physical harassment, 3) sexual misconduct, including sexual assault, and 4) sexual harassment. Sexual misconduct includes non-consensual sexual intercourse, nonconsensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/ gender-based stalking and sexual harassment. While Siena Heights University utilizes different standards and definition that the State of Michigan, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, dating violence and domestic violence. Non-sexual harassment may be considered a Level II violation. Depending upon the nature of the harassment, the adjudication can be handled through mediation, the Dean for Students, the Siena Heights University Conduct Board, or the immediate supervisor. However, due to the sensitivity of sexual harassment and sexual assault, formal and informal procedures have also been established and may be chosen for resolution. If appropriate, other members of the University may be asked to assist with the resolution of the situation. Mediation will never be used as a method of addressing sexual harassment or sexual misconduct.

## **Definitions:**

### **Harassment**

Behavior consisting of physical or verbal conduct that substantially interferes with an individual's employment, education or access to University programs, activities or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

Any type of harassment is prohibited at the University. To constitute prohibited harassment, which can lead to discipline under this Policy, the conduct must be such that it detrimentally affects the individual in question and would detrimentally affect a reasonable person under the same circumstances.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwanted, inappropriate, or without consent. Any and all types of sexual harassment are prohibited at the University.

Sexual harassment includes, but is not limited to:

- Requests for dates with a student by faculty or staff;
- Persistent unwanted or unwelcome requests for a date;
- Unwelcome requests for sexual favors or acts;

- Continued expression of sexual interest after being informed that the interest is unwelcome;
- Unconsented or unwelcome physical contact;
- Nude or seminude posters, photos, cartoons, or graffiti in the workplace or public place that are demeaning or offensive;
- Unwelcome sexual contact, such as leering or staring at another person; comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd;
- Harassment by nonemployees, such as visitors or vendors or contractors; and
- Failure to provide assistance that is usual under same or similar circumstances.

This list is not intended to be nor should be construed as all-inclusive of prohibited acts under this policy. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it.

Sexual harassment when committed by a student can lead to discipline under the Student Code of Conduct. The precise definitions of the Student Code of Conduct should be reviewed and applied when a student is accused of or commits harassment. (See Student Code of Conduct).

Sexual Harassment committed by an employee or third party can lead to discipline or corrective action when:

- a. Submission to such conduct is made implicitly or explicitly a condition for employment, promotion, grades, academic status, or participation in the University's activities;
- b. Submission to or rejection of such conduct is used as the basis for employment or academic or other decisions affecting an individual; or
- c. Such conduct is sufficiently severe or pervasive so as to substantially interfere with the harassed individual's employment, education or access to University programs, activities and opportunities, or creates a hostile or offensive environment for that individual or others.

## **Sexual Misconduct**

Siena Heights University recognizes that sexual misconduct, including sexual assault, is a serious social problem and criminal offense that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual misconduct within our community, to provide support and assistance to sexual misconduct victims, and to impose sanctions on those who have been found responsible for a sexual misconduct. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur.

Sexual misconduct is a form of sexual harassment and refers to sexual offenses including but not limited to rape, sexual assault, sexual battery, sexual exploitation, sexual coercion and any other forms of nonconsensual sexual activity. Sexual misconduct can be committed by strangers, acquaintances and family members, as well as casual and long-term dating partners.

Sexual misconduct includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts.

Sexual exploitation includes, but is not limited to, prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos, images or information of an individual's sexual activity or intimate body parts, non-consensual voyeurism, coercing someone against their will to engage in sexual activity, or knowingly transmitting sexually transmitted disease (STD) without disclosing STD status.

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates

consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

### **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method.

### **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

### **Domestic Violence**

Includes crimes of violence committed against a victim by: (i) a current or former spouse; (ii) a person with whom the victim shares a child; (iii) a person who is or has cohabitated with the victim as a spouse; (iv) a person similarly situated to a spouse of the victim; or (v) any other person against whom the victim is protected under federal or state violence laws. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

### **Retaliation**

As defined in the University's Non-Retaliation Policy, retaliation is also prohibited by this policy and may subject the individual who retaliates in violation of this or other University policy discipline or sanctions.

### **Prevention Efforts**

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the University utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming.

It is the policy of the University to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first session. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention). And discuss institutional policies on sexual misconduct as well as the State of Michigan definition of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events such as "No More Together We Can End Domestic Violence & Sexual Assault".

## **Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Harassment, and Other Acts of Sex and Gender Discrimination**

For offenses including sexual misconduct or other gender based violence, which typically includes the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

Procedurally, when the University receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the University will assist the victim in making these contacts.

The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.) If the victim so desires, they will be connected with a counselor on-or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the University provides them in hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are student, employee, guest or visitor. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the impositions of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the University can be found online here: <http://reslife.sienaheights.edu/student-conduct.html>

The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the University acts to reasonable prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with the State of Michigan law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of the victims or information that could easily lead to a victim's identification. Additionally, the University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Sexual assault victims are assured the following rights within the University conduct process:

- a. The right to be present during the entire proceeding.

- b. The right to have a person from the University present throughout the process to provide support.
- c. The right to not have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.
- d. The right to relate their account of the incident.
- e. The right to be informed of the results of the conduct proceeding.
- f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs.
- g. The right to a speedy hearing and decision.
- h. The right to appeal a decision made by the University Conduct Board or the Student Conduct Administrator.

A student charged with committing sexual assault is assured of the same rights. A student found responsible for a sexual assault or other sexual misconduct through the conduct process will be given a sanction appropriate to the offense. Possible sanctions range from a warning to expulsion from the University.

If you have questions or if this has happened to you or a friend, please talk to someone you trust. There are several resource individuals on campus to help you deal with concerns. For information and/or to report an assault, contact the Title IX Coordinator, a member of Student Life, such as your RA, SRA, GA, a member of the Wellness Team (Campus Ministry, Nurse, or Counselor), or a member of Public Safety for guidance and support.

### **Sexual Harassment Policy Summary**

*This is a summary. The complete policy is found in the Employee Handbook.*

Siena Heights is a Catholic University committed to providing a climate conducive to learning for its students and a positive work environment for its employees. Students and employees have a responsibility to treat each other with respect and dignity. The University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

The policy prohibiting sexual harassment applies to all employees, including administrators, fulltime and adjunct faculty, staff, students and third party vendors. It applies at all times and places in any connection with the University. It covers the harassment of students by faculty or staff as well as by other students.

**Sexual harassment is illegal.** It is a form of sex discrimination and a violation of these federal and state laws:

- Title VII – Civil Rights Act (1964)
- Title IX-Elementary/Secondary Education Act (1972)
- Michigan Elliott-Larsen Civil Rights Act (1967)

As a member of the University community, your behavior is an important model of our mission. If you see these behaviors, you have a **responsibility to act**. Speak with the person. Refer them to the Saints Guide and Code of Conduct. Notify one of the University representatives listed below. Siena Heights University will not tolerate sexual harassment at any time on any of its campuses.

**Any act of retaliation against a student or an employee for using this policy and its procedures violates the sexual harassment policy and will result in appropriate and prompt disciplinary action.**

### **Sanctions**

- Individuals violating the Siena Heights University Sexual Harassment Policy are subject to sanctions.
- Student conduct sanctions may range from reprimand to dismissal from resident, co-curricular and/or academic participation at the University.
- Employee discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination of employment.
- Siena may also insist, as a condition of continued attendance or employment, that the respondent participate in counseling, professional therapy or related educational or employment assistance.

## **Complaint Process**

This policy encourages students, staff and faculty to express freely, responsibly and in an orderly way, their opinion and feelings about any problem or complaint of sexual harassment. The complainant should begin the complaint process by contacting the Director of Public Safety, Title IX Coordinator, and the Director of Human Resources. He/she may be accompanied by a supportive student or employee from the Siena Heights community.

Individuals who are approached by a co-worker or student alleging sexual harassment, and who are not administrators or supervisors, are strongly urged to refer the concern to an appropriate administrator for investigation.

## **Frivolous Charges**

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

Please refer to the link provided for the policy in its entirety.

[https://mysiena.sienaheights.edu/ICS/Departments\\_and\\_Offices/Human\\_Resources/Employee\\_Handbook.jnz](https://mysiena.sienaheights.edu/ICS/Departments_and_Offices/Human_Resources/Employee_Handbook.jnz)

## **E-Communications Policy**

Electronic Communications (e-communications) include but are not limited to the Internet, e-mail, newsgroups, social networking and computer facilities of Siena Heights University combine to form an online extension of Siena Heights University. As such, the purpose of e-communication is to support and promote the mission of Siena Heights University. The procedures and guidelines are designed to help faculty, staff, and students adhere to Siena's moral/ethical standards and mission while using e-communications. To view the E-Communications Policy in its entirety visit Siena Heights University at:

[http://informationtechnology.sienaheights.edu/uploads/6/5/6/7/6567343/ecommunications\\_policy\\_feb\\_16\\_2015\\_-\\_title\\_revisions.pdf](http://informationtechnology.sienaheights.edu/uploads/6/5/6/7/6567343/ecommunications_policy_feb_16_2015_-_title_revisions.pdf)

## **Equal Opportunity Employer**

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institutions's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans Siena Heights University's Title IX Coordinator is Sister Mary Jones, OP and she can be reached at 517-264-7105, [mjones11@sienaheights.edu](mailto:mjones11@sienaheights.edu), or in person in the University Center office 208D, Adrian campus. For 24/7 availability, call 517-264-7799.

## **Freedom of Expression**

The University assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. The University respects and upholds the rights of students to criticize, object, dissent, protest, and demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the University may restrict the time, the location and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

- other people, University and public property, and private property;

- the rights and freedoms of others, both individuals and groups;
- the orderly functions of the University;
- the moral and religious concepts on which the University is based.

The University will exercise its full range of student conduct sanctions and/or Adrian Police resources against demonstrators who:

- perform willful acts of violence against persons or property;
- abrogate or abridge the rights and freedoms of others;
- disrupt the orderly functioning of the University;
- act to subvert or undermine the moral or religious bases of human freedom.

## **Frivolous Charges Policy**

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith shall be subject to the same discipline as outlined in the Sanction section above.

## **Inclement Weather Policy**

University policy is to conduct all classes in accordance with the published schedule of classes, except in the rare case of severe weather. If classes are officially canceled, notification will be via SHU Alerts. Additionally, notifications will be posted on the University website through campus email.

## **Leave of Absence Policy**

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. Students requesting LOA should be directed to the Registrar's Office.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring Siena Heights University to perform a Return calculation. If the student does not meet the conditions found in 34 CFR 668.22(d) the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

A student granted an LOA that meets the criteria in 34 CFR 668.22(d) is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period.

## **Non-discrimination Policy**

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institution's programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University's Title IX Coordinator is Sister Mary Jones, OP and she can be reached at 517-264-7105, [mjones11@sienaheights.edu](mailto:mjones11@sienaheights.edu), or in person in the University Center office 208D, Adrian campus. For 24/7 availability, call 517-264-7799.

## **Notification by Dean for Extended Leave**

Students, family members, or University employees are encouraged to report a student's extended campus absence of greater than one day to the Dean for Students office. Such past absences have been due to serious medical attention, death in the family, or similar types of crisis. This can be reported most easily by filling out a Student Care Team referral form, [https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5), or calling the Dean for Students office at 517-264-7600.

Once the Dean for Students office is contacted, appropriate faculty and staff will be notified at the discretion of the Dean for Students. The range of contact will vary by situation and student involvement, but may include the following faculty/staff relationships: the Director of Academic Advising, Academic Advisors, Professors, Coaches, the Student Care Team (comprised of the Assistant Dean for Students, Director of Counseling, and Director of Public Safety), Coaches, Student Support Services, the Director of First Year Experience, the President, Registrar, and work study supervisors.

Unless advised by the student directly, the Dean for Students will be sensitive in sharing only basic information to report the reason of the student's extended absence and the anticipated return date (if known). Regardless of this notification sent, classroom attendance and participation remains the student's responsibility at all times. Each faculty member has the sole discretion to evaluate student attendance and performance on a case-by-case basis.

## **Officially Excused Absences Policy**

Siena Heights University instructors will support students academically when they are absent from class while representing the university in an official capacity, including, but not limited to, participating in performances, presentations, and intercollegiate competition and related travel. The University recognizes these absences as "officially excused."

Prior to the official drop/add date, students will inform the instructor, in person and in writing of the dates they will be missing class due to their participation in sanctioned events and related travel as described above. Instructors will work with students to find reasonable accommodations to make up coursework when they have been "officially excused" as defined above.

Occasionally, modifications to schedules may be necessary due to inclement weather conditions or other extenuating circumstances. It is the responsibility of the student to notify the instructor, prior to the absence, of any changes to their schedule as soon as they become aware of the changes, in person and in writing.

Students will be responsible for submitting all assignments on time (or early) and advance arrangements will be initiated by the student for any assignments, quizzes, or exams that will be missed due to an officially excused absence. Instructors have the prerogative of allowing the student to submit assignments, take quizzes, or complete exams after the due date. This should be negotiated between the student and instructor before the absence and the arrangements should be documented in writing.

If questions arise as to whether a specific absence should qualify as an "officially excused" absence, the case will be settled by consulting with the relevant academic Dean and when appropriate, the Dean for Students.

Rehearsals and practices are rarely cause for "officially excused" absences. Exceptions to this rule may be petitioned to the relevant academic dean. If the instructor or the student have any doubt about how to handle a particular absence, or any other questions, they should contact the relevant academic Dean.

Students who believe that they have received a lack of reasonable accommodation of the provisions of this class policy by an instructor, only after attempting to resolve the matter directly with their instructor, should direct their concerns to the appropriate Program coordinator, Division Chair, or Program Director. Resolution should be achieved at this level and documented in writing. If necessary, students may appeal these decisions to the relevant academic Dean within 5 business days of the original decision. The Dean shall make a decision within 5 business days of the date of appeal. When necessary, a final appeal may be made to the Vice President for Academic Affairs. This appeal must be made within 5 business days following the Dean's decision.

Instructors who believe that the number of officially excused absences has become excessive and may jeopardize the ability of the student in question to achieve the learning objectives, the relevant academic dean will be consulted. The academic dean will convene a meeting of the relevant parties to reach agreement on attendance matters with a prioritization of student success.

Instructors who have questions about the application of these statements may contact the relevant academic Dean.

## **Sexual Assault and Harassment**

Please refer to the following link for the entire policy that appears in the Safety Awareness Handbook.

<https://www.sienaheights.edu/wp-content/uploads/SHU-title-IX-Policy-2024.pdf>

## **Smoking & Tobacco Policy**

Siena Heights University recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedent over the choice of some to use tobacco and smoking products on campus. This policy applies to all areas on campus including buildings on the Adrian Campus of Siena Heights University, and student housing. This policy applies to all faculty, staff, students and guests on the Adrian Campus of Siena Heights University.

## **Social Security Privacy Act**

Siena Heights University follows the regulations of the "Social Security Privacy Act" passed on March 1, 2005 by the State of Michigan.

Social Security numbers are confidential information and they must be protected from public access. University administration, staff, and faculty are responsible for all documents that contain Social Security numbers. Any document that contains a social security number must be stored in secure locations and shredded when no longer needed.

Social Security numbers will not be:

1. Used as the primary account number for any individual.
2. Printed on any piece of identification, membership cards, permits, or licenses.
3. Included in internet or computer systems without a secure or encrypted connection.
4. Used to gain access to an internet website or computer system network unless the connection is secure, encrypted, or a password or other authentication device is required.
5. Printed on any third party documents without the permission of the individual.

## **University Liability**

The University assumes no liability or responsibility for anyone's personal property. This includes damage or loss due to fire, theft, flooding, vandalism, etc. The University recommends that you do not leave valuables.

## **Website Privacy & Security Policy**

Siena Heights University is committed to ensuring the privacy and accuracy of your confidential information. We do not actively share personal information gathered from our Web servers. However, some information collected from our Website, including the summary server log information, e-mails sent to the Website, and information collected from Web-based forms, may be subject to review to meet Federal and State reporting requirements. To view the Website

Privacy & Security Policy in its entirety visit Siena Heights University at [www.sienaheights.edu/About/PrivacyPolicy.aspx](http://www.sienaheights.edu/About/PrivacyPolicy.aspx).

## Other Important Student Code of Conduct Policies

Other Code of Conduct University Policies are updated annually. Such policies include alcohol and drug use, on campus housing policies, and student organization policies. To review these policies in the most up-to-date state, please visit <https://www.sienaheights.edu/student-life/>.

## Workforce Development

### Workforce Development Refund Policy

Siena Heights University Workforce Development strives to assist every student to successfully complete their online certificate program. On occasion and under extenuating circumstances, a student may withdraw from a program and request a refund of tuition paid. This policy facilitates that process and defines the conditions for granting a refund.

- **Program Start Date:** For the purposes of this policy, Workforce Development online certificate programs begin on the date the student first logs into the content provider's Learning Management System.
- **Procedure for Withdrawal:**
  - A student has the right to withdraw from the program prior to or up to five (5) days after the program start date.
  - A student choosing to withdraw from the program must follow the procedure of the content provider, which includes providing written notice of the withdrawal.
  - A student who has been determined to be in violation of the Attendance Policy will be withdrawn from the program.
  - A student may request a Leave of Absence (LOA) following the procedure of the content provider and must return by the specified reentry date or be withdrawn from the program.
- **Refunds:**
  - Students who withdraw before the program start date are entitled to a full refund of the charge for the program.
  - Students who withdraw within five (5) days of the program start date are entitled to a full refund of the charge for the program.
  - Students who withdraw after five (5) days of the program start date are not eligible for a refund.
  - Students withdrawn due to violation of the Attendance Policy are not eligible for a refund.
  - Students on authorized Leave of Absence (LOA) who fail to return by the specified reentry date are not eligible for a refund.
- **Payment of Refunds:** Siena Heights University will issue the approved refund amount to the source(s) of the initial tuition payment within 30 days of receiving written notice of withdrawal from the content provider.

### Workforce Development Attendance Policy

Students enrolled in an online certificate program through Workforce Development are required to engage in an academically related activity every week. If a student is absent for ten (10) consecutive calendar days, the student's enrollment in the program will be terminated.

A student whose enrollment was terminated for violation of the Attendance Policy may re-enroll when the program is next offered. This provision does not circumvent the Refund Policy.

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- Faculty
- Professors Emeriti

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### **KARIN BARBEE,**

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### **JULIE BARST,**

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### **MARK DIPIETRO,**

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**JENNIFER ERMIGER,**

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**JOHN FICK,**

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**TIMOTHY VANBEKE,**

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**THOMAS WASSMER,**

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**STEVEN WATHEN,**

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**KRISHANTHI WEERASINGHE,**

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**MICHAEL YUEN,**

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**Professors Emeriti**

Samuel Abraham, Jean S. Baker, Spencer Bennett, Joseph Bergman, William Blackerby, Robert Brady, Michele Buku, Kathryn Burke, Barbara Cervenka, O.P., Deborah J. Danielson, Marilee Ewing, O.P., Magdalena Ezoe, O.P., Robert W. Gordon, Kerry Graves, Mary Griffin, Whitney Hames, James Hoitenga, Timothy Husband, Gail Johnson, Gerald S. Kruse, Jo-Ann Lauderdale, Jeanne Lefebvre, O.P., Marcia Lengnick, Martha Manheim, Susan Matysch-Hager, Gertrude (Trudy) McSorley, Daniel M. McVeigh, Charles Milliken, Carliene Palmer, Patrick Palmer, Audrey Parker, Saleem Peeradina, Bernadette A. Pelland, Marilee J. Purse, Thomas Radecki, Christine Reising, James Sam, Mark Schersten, Patricia Schnapp, R.S.M., Anthony Scioly, Lana Taylor, William (Buzz) Walzem, Frances Kuthe Westfall, William C. Wise, Robert Xeras.

**Catalog Addendum**

**Catalog Changes - changes to catalog layout and other navigational changes**

- None

**Catalog Addendums - changes to policies or degree requirements that are effective as of the date listed in the addendum**

- Course fee for TSD 145, TSD 245, TSD 345, and TSD 445 increased to \$100
- Contacts for Title IX procedures and policies updated [06.11.24]

## **Adrian Dominican Montessori Teacher Education Institute (ADMTEI)**

*Credit by transfer*

### **EDUCATIONAL PHILOSOPHY AND HISTORY 1**

A thorough examination of Maria Montessori's philosophy and methodology with an emphasis on the Montessori learning environment. Examines the popular principles and techniques of education in current society and the educators and philosophers of the past and their impact on education.

### **EARLY CHILDHOOD DEVELOPMENT 1**

An in-depth study of the child's development from conception to the early elementary years. Examines the significance of the learning environment, parent/child and teacher/child interactions, the integration of children with special needs into the regular classroom environment, and the association between theories and data of early child development and early childhood educational methods.

### **EVERYDAY LIVING CURRICULUM 1**

The introduction to the most basic of the curriculum areas in the Montessori environment. Presents theory and practice of the intricacies of the lesson plan for the prepared environment as well as methods and materials.

### **SENSORIAL CURRICULUM 1**

An exploration of the sensorial (visual, tactile, auditory, olfactory, and gustatory) curriculum as a developmental means by which the child integrates experiences for the development of abstract thinking. Provides opportunities to design and make activities and materials that are "strategies for observation" by the child.

### **MATH CURRICULUM 1**

The development of activities, strategies, and materials which provide the framework for implementing the mathematics curriculum sequence. Includes the examination of the developmentally appropriate curriculum for numeration, the decimal system, linear counting, static operations, dynamic operations, and fractions.

### **LANGUAGE CURRICULUM 1**

A holistic approach to language development, including listening, talking, reading, writing, and thinking. Presents the development of language from the child's early days through young childhood as a precursor to reading and writing.

### **MONTESSORI STUDENT TEACHING 6**

A yearlong experience in a Montessori classroom/setting working in the capacity of a supervised teacher. Requires a minimum of 725 contact hours, accompanied by seminars.

## **Business and Management**

### **Majors**

Siena Heights University offers a Bachelor of Business Administration (BBA) degree in the areas of Accounting, Business Administration, Management, Marketing and Sport Management. An Associate of Arts (AA) degree is offered in Accounting and Business Administration. Students may not double major in the Division.

### **Minors**

The Business and Management Division offers minors including: Accounting, Business Administration, Finance, Management, and Marketing. These minors are offered to non-business majors only.

## Concentrations

Concentrations are a series of courses in a particular business field. Concentrations are designed to allow Business and Management Division students to further study in one or more areas of interest. Students majoring in the Business and Management Division may concentrate in one or more of the following areas: accounting, entrepreneurship, finance, information technology management, international business, management, and marketing. Concentrations are only offered to students majoring in business administration.

## GPA Minimums for the Major

Accounting, Business Administration, Management, Marketing majors require a 2.5 GPA in the program requirements. Sport Management majors require a 2.5 GPA in the program requirements, field experience and cognate requirements. Students earning a "D" grade cannot count this towards any major if it is transferred from another institution. Otherwise, "D" grades satisfy Accounting, Business Administration, Management, Marketing and Sport Management major requirements provided the minimum GPA is maintained.

## Applying Credits

The same course may not apply to two majors or to both a major and a minor. Courses that are part of an AA degree, however, do apply towards a BA or BBA. See your advisor for details.

## Transfer Credit

1. "D" transfer grades do not apply at all to Division majors, minors or concentrations. Only grades of a 2.0 in the course or higher will count toward courses in any major, minor, and/or concentration in the Division.
2. After initial enrollment at Siena Heights University, subsequent courses taken elsewhere become "transfer courses". Only transfer courses with prior written approval from the program chairperson may apply to the major. The appropriate site director or chairperson must approve, in writing, departures from the student's approved major degree plan.
3. Accounting, Business Administration, Management, and Marketing majors may transfer in the equivalents of MGT 302 and MKT 310 provided they are 300-400 level courses. To apply either of these courses, the student must earn a 2.0 or higher in a specified Management or Marketing validator course at Siena Heights University. Not all courses qualify as validators.
  - a. Siena Heights University Management Validators for MGT 302: BAM 340, BAM 450, MGT 357, MGT 360, MGT 361, MGT 450, MGT 452 and MGT 457.
  - b. Siena Heights University Marketing Validators for MKT 310 : MKT 320, MKT 350, MKT 351, MKT 360, MKT 455, MKT 460 and MKT 470.
4. For any Accounting, Business Administration, Management, Marketing and Sport Management major, a minimum of 24 credits in the major must be completed at Siena Heights University. For Business Administration, Management, and Marketing majors, FIN 340 and BAM 479 must be completed at Siena Heights University. For Accounting majors, at least 12 of these 24 hours must be "ACC" courses excluding ACC 480. For Sport Management majors, students must complete 18 hours within the program requirements. For Sport Management majors, at least 12 of these 24 hours must be "SMG" courses excluding SMG 280 and SMG 480.
5. For Accounting, Business Administration, Finance, Management, and Marketing minors, a 12 credit hour minimum must be taken with Siena Heights University at the 300-400 level. For Accounting, a minimum of six (6) credit hours must be ACC courses. For Finance, a minimum of six (6) credit hours must be FIN courses.
6. Transfer student, who have a breadth and depth of Business coursework, experience or both, may waive Intro to Business and substitute a major elective. Any waiver requires written Program Chair approval.

## **Clinical Mental Health Counseling, M.A.**

All courses require a grade of B- or better to continue in the program.

Siena Heights University offers the Master of Arts degree in Clinical Mental Health Counseling (CMHC). The Clinical Mental Health Counseling program is comprised of 60 credit-hours, including a practicum of 100 clock hours (with 40 contact hours) and an internship of 600 clock hours (with 240 contact hours).

Students completing the Clinical Mental Health Counseling program are eligible for the Michigan Limited Licensed Professional Counselor (L.L.P.C.) credential immediately upon receiving the Master of Arts degree and completing the application process with the Board of Counseling. The Michigan Licensed Professional Counselor (L.P.C.) credential can be obtained after achieving a passing score on the National Counselor Examination and gaining 3000 hours of professional counseling experience under the supervision of an L.P.C. Supervision must be completed in no less than two (2) years and in no greater than ten (10) years.

Requirements for Clinical Mental Health Counseling credentials vary among the states. Students intending to seek counseling credentials in states other than Michigan, should consult with their adviser early in the program so that appropriate planning may occur.

Graduate students in the Clinical Mental Health Counseling program must file the intent-to-participate application for practicum and internship prior to the registration period to ensure appropriate field placements.

### **Accreditation Statement**

The CMHC program is accredited by the Higher Learning Commission as part of Siena Heights University's accreditation and is an approved counselor education program in Michigan.

### **Clinical Mental Health Counselors**

Clinical mental health counselors are employed by a variety of agencies and organizations to deliver counseling and consultative services. Graduates of Siena Heights University's Clinical Mental Health Counseling program have positions with public and private community mental health agencies, hospices, hospitals, specialized clinics (such as eating disorders), substance abuse centers, churches and parishes, state and local governments agencies, rehabilitation services, detention facilities, nursing homes, residential youth facilities, employee assistance programs, community colleges, and universities. Many graduates also enter private practice.

Managed health care benefits and changes in federal law (i.e., the Affordable Care Act) in the medical and mental health care industries are changing the employment possibilities for Clinical Mental Health Counseling graduates. Students and potential students are encouraged to participate in a variety of counseling settings and to engage in dialogue with counselors active in the profession. These interactions will assist the student in setting realistic graduate school and career goals. Many insurance companies recognize licensed professional counselors for third-party payment for counseling treatment.

### **Expectations of Students**

Counseling is a profession. It demands specialized education and training, and continual learning. Its professional association, the American Counseling Association, has established legal and ethical standards expected of persons practicing in the field. These standards are to be followed by all Clinical Mental Health Counseling students at Siena Heights University. Counseling students need to be especially aware of ethics concerning confidentiality and roles and relationships.

The Clinical Mental Health Counseling faculty, with the approval of the Graduate Council, have established general personal and professional expectations of the students in the Clinical Mental Health Counseling Program. Additional expectations are set for specific courses and experiences throughout the program.

Students must maintain the required grade point average for continuation in the Clinical Mental Health Counseling program. Students earning a "C" grade in any course must repeat the course and earn a "B" grade or better. Graduate students, who receive a grade of "C" in any course, are placed on academic probation for the next six (6) credit-hours. The grade transcripts of Clinical Mental Health Counseling students are reviewed by the Clinical Mental Health Counseling Program Director at the completion of each term.

In addition to course grades, in each course, students are assessed on three (3) domains: academic achievement, clinical skill, and professionalism via a program assessment tool titled the Student Progress Feedback Form (SPFF). Faculty review SPFF data at the end of each session. A formal progress review covering all SPFF data is done at the end of each academic year. Students, whose SPFF scores do not meet standards, are required to meet with their advisors to create a personal development plan (PDP) to address areas of concern. Failure to improve in noted areas of concern results in the core counseling faculty developing a formal remediation plan with students. When remediation goals and objectives are not met, students are suspended from the Clinical Mental Health Counseling program. As per this catalog, students may appeal suspensions to the Graduate Council. The Council can decide to reinstate students, to reinstate them with conditions, or to dismiss them from the Clinical Mental Health Counseling program and Siena Heights University Graduate College.

Students are required to meet all deadlines associated with successful progress through the Clinical Mental Health Counseling Program.

Students are expected to demonstrate proactive social advocacy for the profession and for the individuals and organizations served by the profession. Examples of advocacy are identified on the student's resume prior to the completion of the Clinical Mental Health Counseling Program and the awarding of the Master of Arts degree.

**Students are required to hold student membership in the American Counseling Association.**

Student membership in the professional state-level counseling association is also strongly encouraged. The student files evidence of membership (i.e., photocopy of membership card) with the Program Coordinator on the Adrian campus, no later than the second sub-session or session of study in the Clinical Mental Health Counseling Program.

Students are required to obtain professional liability insurance prior to beginning their field experiences, Practicum and Internship. Students file evidence of the insurance with the Clinical Mental Health Counseling Program Coordinator, on the Adrian campus at the same time as the application forms for Practicum and Internship are filed.

Students are required to develop an electronic portfolio to illustrate professional development as a counseling student. Evidence and reflection of the knowledge, skills, attitudes, and values associated with the counseling profession are to be included in the portfolio.

Students are expected to demonstrate professional and lifelong learning habits through the reading of professional journals and books, attendance and participation at professional meetings, seminars, and conferences/conventions, use of technology as a learning resource, and sharing of professional information with colleagues.

Failure to adhere to all of these expectations may lead to suspension from the Clinical Mental Health Counseling Program.

**Admission**

Persons interested in making application for admission to the Clinical Mental Health Counseling Program must file an on-line application to the Graduate College by the due date ([start.sienaheights.edu](http://start.sienaheights.edu)).

Before any admissions consideration, each applicant's file must contain the completed on-line application form, the application fee, the application essay, three professional reference forms pertinent to the applicant's desire and ability to

perform graduate-level work and to meet the expectations of the counseling profession, a current resume, a completed Conviction Disclosure Form (CDF), and official transcripts from each post-high school educational institution the applicant has attended. Qualified applicants will be invited for an admissions interview with the Program Director.

### **Prerequisites**

Although applicants for the Clinical Mental Health Counseling Program do not need to have specific undergraduate majors or minors, certain courses are considered advantageous for success and progress in the program. Undergraduate courses in the areas of psychology, sociology, research, education, and oral and written communication are beneficial in gaining acceptance to the program and also for success in the program.

Life and work experience are of benefit to professional counselors and therefore to students in the Clinical Mental Health Counseling programs. All applicants to the Clinical Mental Health Counseling Program are expected to demonstrate a minimum of two (2) years of experience, paid or volunteer, in working with people.

### **The Capstone Portfolio**

The capstone portfolio is developed throughout the course of the program: it provides evidence of students' reflections on their accomplishments and progress related to the established Clinical Mental Health Counseling Program Learning Outcomes. As part of the portfolio, students provide evidence and thoughtful evaluation of their achievement and progress at various points in the program. The portfolio is created in a web-based electronic format for ease of portability, revision, and dissemination. The organization of the portfolio is according to the ten (10) broad categories of the Clinical Mental Health Counseling Program Learning Outcomes.

As part of graduation requirements, students are required to present their finished exit portfolio to program faculty and other students. This presentation is usually done during the Internship 2 (CMH 684) seminar. Exit portfolios are developmental, with information relevant to potential employers or doctoral program faculty should the student wish to continue his or her graduate education. By continuing the portfolio process after graduation from Siena, counselors have a means of substantiating effectiveness, professional development, professional identity, and goal attainment. Portfolios also provide a method of self-assessment for the purpose of developing and implementing a continuous improvement plan.

Students begin development of the portfolio in CMH 620 Foundations Of Clinical Mental Health Counseling, by producing the basic organization of the portfolio as well as introductory documents. Ideas and examples of portfolios are discussed with students enrolled in CMH 620. Evidence and reflections from every course in the Clinical Mental Health Counseling Program are added to the portfolio as the student progresses through the curriculum.

During Practicum (CMH 680), the portfolio is examined and the contents evaluated by the course instructor. Students are provided written feedback concerning the progress of the portfolio. At this stage of the program, the portfolio assists the program faculty in determining student preparedness for Internship. Each portfolio is individualized to reflect the uniqueness of the counseling student. Although every student engages in similar course work and experiences, the internalization of the learning and its meaning is unique to the individual.

The Graduate College may retain access to the electronic document(s) of the students' portfolios for the purpose of accreditation review by the Higher Learning Commission (HLC) and other accrediting bodies.

### **Confidentiality**

Several graduate courses, especially those in the Clinical Mental Health Counseling Program, incorporate components of skill development through the integration of personal and other potentially confidential information. Students must respect the ethical considerations of the process and demonstrate the respect for confidentiality. Students who are suspected of breaching confidentiality are interviewed by the respective program director, who is responsible for determining the nature of the suspected offense and reporting it to the Dean of the Graduate College. The Dean determines the penalty for the offense, if documentation substantiates the accusation. Possible penalties include suspension or permanent dismissal.

## **Field Experiences**

Two specific field experiences are included in the Master of Arts degree program. The first is the CMH 680 Counseling Field Practicum, offered in fall of the third year of study. The second is Internship which is comprised of CMH 683 Counseling Internship 1 / Conceptualization, and CMH 684 Counseling Internship 2 / NCE Preparation, offered in winter and summer of the third year of study. The practicum is comprised of 100 clock hours (40 contact hours) of supervised experience in a counseling setting, while the internship is an intense experience comprised of 600 clock hours (240 contact hours) of supervised experience in a counseling setting. Practicum must be completed at one (1) site, and internship at no more than two (2) sites. The student may or may not do the practicum and internship at the same counseling site.

The Clinical Mental Health Counseling student is supervised at the site by a qualified counselor (preferably with the licensed professional counselor credential) familiar with the roles and responsibilities of counselors at the site and with the dynamics of counseling supervision.

The practicum and internship require the student to file the appropriate application forms and proof of liability insurance to the Program Coordinator, on the Adrian campus. Failure to comply with documentation requirements result in postponing the registration for the participation in the practicum and/or internship. Clinical Mental Health Counseling faculty determine the student's readiness for the practicum and internship experiences. The student, who does not satisfy the expectations for beginning the practicum, meets with an assigned faculty member to design and implement a professional development plan, which includes a timeline. When the professional development plan has been fulfilled, the student may again reapply. The student is not guaranteed permission to register for and participate in the practicum and/or the internship. Additional information about field experiences can be found in the Clinical Mental Health Counseling Field Placement Manual.

## **Course Numbering/Offered Code**

### **Level of Course**

100 - 199 Freshman

200 - 299 Sophomore

300 - 399 Junior

400 - 499 Senior

500 - 599 Graduate (open to seniors with permission of Dean of the Graduate College)

600 - 699 Graduate only

### **Special Categories**

280/480 Off Campus Experiential Learning. This includes Cooperative Work Experience, Internship, Directed Teaching, etc.

285/385/485 Special Topics courses created by the instructor to be taught not more than 3 sessions or sub sessions. The only exception is the Nursing Department uses 486 for their upper-level special topics courses.

293/493 Independent Study students must have a cumulative grade point average of 2.00 at the time of registration to participate in an Independent Study.

295/495 Seminar

### **Course is Offered Code**

#### **(Adrian campus only)**

This code is used to determine the session in which a particular course is offered (subject to change):

FA, WI, and SU Every Year = All sessions  
FA, WI, or SU Every Year = Either Fall session, Winter session, or Summer session  
FA and WI Every Year = Every Session except Summer session  
FA Every Year = Every Fall Session only  
WI Every Year = Every Winter Session only  
SU Every Year = Every Summer  
FA or WI = Either Fall Session or Winter Session  
Uncertain = Unsure when offered

## **Instruction Type Code**

"Online Learning Approved" courses have been approved by the Online Learning Advisory Committee to be taught online. These course may be offered online or face-to-face.

"Blended Learning Approved" courses have been approved by the Online Learning Advisory Committee to be taught using a both face-to-face and online teaching methods.

See Available Courses on mySiena to learn how the course will be taught each semester. Courses approved as Online or Blended Learning Approved do not have to be offered online or as a blended format during any given semester.

## **Credit Hours Explanation**

Siena Heights University utilizes the principle of credit hours as a way of gauging the amount of time and effort required by a particular course. Credit hours are usually determined by the number of hours a course meets each week. Thus, a course which meets on Monday, Wednesday, and Friday from 9 a.m. until 9:50 a.m. throughout the session or sub session would be considered a three credit hour course. In a 15-week session, this would amount to 45 contact hours-hours actually spent in class. Students may expect to spend two hours studying outside of class for every hour in class. Therefore, a three credit hour course in any format usually requires a total of 135 hours of work inside and outside of class. Full-time students register for a minimum of 12 credit hours per session and a maximum of 18. Part-time students register for 3 to 11 credit hours per session. Students must earn 120 credit hours to graduate from Siena Heights University with a baccalaureate degree. This equals 15 credit hours for eight sessions or four years of full-time study.

There are classes that distribute the work inside and outside the classroom differently and require appropriate adjustments. For example, three-credit-hour art studio classes meet in the studio for six hours per week, and the faculty expects at least another three hours of work on the course material outside of class. Ultimately, course learning outcomes are established for each course which make practicable the expectations for time commitment on the part of each student. Program faculty and the program chair are responsible for monitoring the establishment and attainment of course outcomes.

## **Session Explanation**

A session is a 15-week block of time for the Graduate College and College for Professional Studies, and a 15- week block of time for the College of Arts & Sciences, in which classes are scheduled. There are usually three sessions per calendar year; fall, winter, and summer.

## **Sub session Explanation**

A sub session is a smaller block of time (usually 7 weeks) in which classes are scheduled. Sub sessions are scheduled within sessions and are usually referred to as Fall I, Fall II, etc.

## **Course Descriptions Explanation**

The majority of courses at Siena Heights University are three credit hour offerings, but there are also one, two, four and variable hour courses.

**Example:**

**ENG 102 READING AND WRITING II 3**

Students will read and discuss a variety of essays. Students will write essays some of which will require summary and critique and the incorporation, synthesis, and documentation of multiple sources. Students will be expected to write a properly cited paper and demonstrate capacity for writing across the curriculum and critical thinking.

**Prerequisite:** "C" or better in ENG 101 or Placement

**Liberal Arts:** English Composition

**Course is offered:** FA and WI Every Year

ENG designates the English Department which offers the course numbered 102 (Freshman level) and entitled Reading and Writing II. The "3" indicates that the course is a three credit hour course. Prerequisite indicates whether or not a student must have had previous college level study to be properly prepared for this course. Whenever a specific course is listed as a prerequisite and a student has not had that course, the instructor or advisor is authorized to give the student permission to register.

## **Independent Study**

An independent study is a student initiated, designed, and executed experience which is supervised by a faculty member. This study uses the number of 293 or 493 and the department code under which the study content is being explored. The independent study form is a contract developed by the student and coordinating faculty member which states the goals of the study, process of the study, and the criteria for evaluation used in the study. The form is available at the Registrar's Office, or can be found posted on the Registrar's Office site on the Web. The form must be returned to the Registrar's Office within the published add period for processing with the appropriate signatures. At the end of the study, the faculty member must submit the grade through the grade module and then submit a copy of the Independent Study form to the Academic Dean's office.

## **Directed Study**

A directed study is a course which is listed in the catalog and is taught during a session in which it is not listed in the schedule of classes, or by special arrangement at a time other than when it is listed in the schedule of classes. This will necessitate creating an additional section of the course with a maximum size of one. The directed study form is available at the Registrar's Office, or can be found posted on the Registrar's Office site on the Web. The form must be returned to the Registrar's Office within the published add period for processing with the appropriate signatures. At the end of the study, the faculty member must submit the grade through the grade module and then submit a copy of the Directed Study form to the Academic Dean's office.

## **College for Professional Studies Course Offerings**

For information about course availability at a specific center, contact the center directly or visit the off-campus website at <http://www.sienaheights.edu/Locations.aspx>

There are three types of courses offered via the off-campus centers. They include traditional 15-week courses, accelerated 7-week hybrid (blended online) courses, and accelerated 7-week totally online courses.

The traditional 15-week on-campus course typically meets for 2.5 - 3 hours once a week. For more information, see the section titled "Credit Hours Explanation."

The accelerated 7-week on-campus course typically meets for 3 hours each week with significant outside-of-class activity and is intended for students who are completing their degree requirements. Outside-of-class time requirements (approximately 90 hours) include, but are not limited to:

- Reading and support course material (such as textbooks, course packs, etc.).
- Research and preparation of written assignments.
- Preparation for course quizzes and examinations.
- Preparation and participation in group projects.

The blended on-line course is conducted over a 7-week period and may be composed of two 3 ½ hour face-to-face instruction sessions and six additional sessions conducted using a course management system via the Internet. The completely on-line course requires no face to face meetings, and is conducted over a 7-week period. In both of these cases, there is significant outside-of-class activity (approximately 115 hours) that can include, but is not limited to:

- Pre-class assignment (in preparation for the start of the course).
- Reviewing course online lectures.
- Reading supporting material (textbooks, course packs).
- Participating in both synchronous and asynchronous discussion sessions.
- Reviewing course audio/video/graphics material.
- Visiting relevant Internet web sites as directed.
- Conducting Internet-based research.
- Preparation and submission of written assignments.
- Preparation and participation in online examinations and quizzes.
- Preparation and participation in group/class projects.

\*Note: BAM 479 Strategic Management, is offered in a 15-week format.

## **Early Childhood Development**

An in-depth study of the child's development from conception to the early elementary years. Examines the significance of the learning environment, parent/child and teacher/child interactions, the integration of children with special needs into the regular classroom environment, and the association between theories and data of early child development and early childhood educational methods.

## **Education and Special Education**

Contact the Director of Education for additional information.

Siena Heights University is approved by the Michigan Department of Education and has been approved to serve as an education preparation institution (EPI).

Through rigorous academic study, an abundance of hours of classroom field experiences (over 250 clock hours), active participation in the performing and visual arts, thorough pedagogical and methodological coursework, and continuous self-assessment and reflection, the philosophy of teaching as an art and a science is put into practice.

Siena Heights has been authorized by the Michigan Department of Education to offer majors and minors in the following program/content areas:

## **Teacher Certification Approved Program Areas**

### **Majors/Endorsements**

Biology (secondary)  
Chemistry (secondary)  
Child Development (elementary)/ZS Endorsement  
Comprehensive Major (elementary)  
English  
History  
Integrated Science  
Integrated Science (elementary)  
Language Arts (elementary)  
Mathematics  
Music Education (K-12)  
Social Studies (secondary)  
Spanish  
Special Education (LD/CI endorsement K-12)  
Visual Arts (K-12)

### **Minors/Endorsements**

Biology (secondary)  
Chemistry (secondary)  
Computer Information Systems  
English  
History  
Language Arts (elementary)  
Mathematics  
Planned Program (elementary)  
Spanish

### **Michigan State Teacher Competency Tests**

It is the policy of the Siena Heights University Division of Education (in alignment with the Michigan Department of Education), that all candidates pass current basic skills assessments prior to full acceptance on the certification pathway. Content area tests should also be successfully passed prior to directed teaching. Additional information about specific tests may be obtained from Siena Heights University's Education Program or the Michigan Test for Teacher Certification website [www.MTTC.NESINC.com](http://www.MTTC.NESINC.com)

### **First Aid and CPR**

Before a teacher preparation institution may recommend an applicant, the applicant shall present to the teacher preparation institution a valid certificate of completion of a course approved by the department in first aid and cardiopulmonary resuscitation as required by section 1531d of 1976 PA 451, MCL 380.1531d. See [www.Michigan.gov/MDE](http://www.Michigan.gov/MDE) for approved agencies.

### **Title II of the Higher Education Act Requirements**

A student is considered a "completer" of Siena Height's Education Program when he/she has completed all the requirements for Siena Heights University and has taken and passed all the relevant state certification tests. Siena Height's Annual Institutional Report verifies a 100 percent pass rate for all program completers.

### **Legal Status of Teacher Education Candidates**

Candidates for teacher certification need to be aware that conviction as an adult for a felony or a misdemeanor may be grounds for denial of a school field placement, student teaching placement, and/or Michigan teaching certificate. Falsifying records requesting this information is automatic grounds for denial of any of the above.

## **"D" or "E" Grades**

No grade of "D" or "E" will be allowed for the purpose of certification in any course required in the students' academic majors, minors, or the Professional Education Sequence. In such cases, the courses must either be retaken or substitutions must be made. In cases of substitutions, written permission must be obtained from the program coordinator in the major or minor fields. No substitutions will be allowed in the Professional Education Sequence.

## **Admission to Teacher Education Program**

See certification pathway for all EDU certification requirements.

## **Educational Philosophy and History**

A thorough examination of Maria Montessori's philosophy and methodology with an emphasis on the Montessori learning environment. Examines the popular principles and techniques of education in current society and the educators and philosophers of the past and their impact on education.

## **Everyday Living Curriculum**

The introduction to the most basic of the curriculum areas in the Montessori environment. Presents theory and practice of the intricacies of the lesson plan for the prepared environment as well as methods and materials.

## **Master of Arts Degree in Leadership**

The Master of Arts degree in Leadership (MAL) program at Siena Heights University is designed to help adult professionals more effectively utilize critical thinking skills by integrating theory into practice. The core curriculum provides students an in-depth analysis of past and current leadership theory, ethical reasoning, research methodologies, cultural awareness, organizational culture, quantitative factors, and strategic planning. Each course is designed to provide multiple opportunities for practical application of knowledge and competency in students' personal and professional lives. In addition, students complete a Capstone summary course (in Organizational Leadership), and an electronic graduate portfolio (in all concentrations) which highlights the competencies and skill sets learned during the Master of Arts in Leadership program.

The Master of Arts in Leadership program has been developed for the student who is a working professional with a unique set of skills built upon knowledge and concepts obtained from education and experience. It is a 30- credit-hour program consisting of seven (7) common required courses (21 credit hours) for all concentrations and three (3) courses (9 credit hours) specific to each concentration. With an awareness of the busy lifestyles so many lead today, courses are offered in a blended 5/3 or 4/4 format (five (5) classes online and three (3) in the classroom or four (4) classes online and four (4) in the classroom), as well as totally online. The classroom meetings are usually held from 6:00pm to 9:30pm on weekday evenings or from 9:00am - 4:00pm on the weekends. This format allows students to complete four (4) courses during each session of the academic year (i.e. two in fall 1, two in fall 2, two in winter 1, etc), if they wish; alternatively, students may choose to take just two (2) courses per session (i.e., one in fall 1, one in fall 2, one in winter 1, etc).

## **Master of Arts in Education**

## **Philosophy of the Graduate Program**

The Graduate Education Program at Siena Heights University offers opportunities to satisfy varying levels and kinds of needs regarding teacher certification and graduate-level education. The faculty work with students to develop programs that earn additional endorsements and the Master of Arts degree in education.

The Graduate Education Program requires students to examine the teaching-learning environment. This environment is one in which the teacher is also a learner. The focus of each concentration, comprised of both specific and general courses, is the development of a positive and non-threatening climate in which teachers and students may interact for mutual understanding and the appreciation of others. In this kind of climate, learning occurs. The Graduate Education Program also requires students to integrate their learning throughout the program and to reflect on their own learning in the practice of being educators.

### **The goals of the Graduate Education Program are to:**

1. Provide opportunities for educators to explore the research-base of the qualities associated with excellence in teaching.
2. Encourage self-directed professional development;
3. Enhance reflective teaching processes for self-assessment and self-improvement; and
4. Encourage the educator to become a change agent and leader in the profession.

The graduate courses incorporate pedagogy, curriculum, assessment, technology tools, classroom management, developmental psychology, and reflection and metacognition. Successful students in the Graduate Education Program are individuals who have accepted the concept of teaching as a continuous process of learning and are prepared to commit their energies to support this belief.

The Master of Arts degree majors for certified teachers, if seeking additional certification, in the Graduate Education Program are:

Early Childhood Education (General and Montessori-based\*)  
Reading Specialist K-12  
Special Education (Learning Disabilities and Cognitive Impairment)  
*\*Degrees can be offered without certification*

Additionally, the M.A. in Education (not for certification or endorsements) can be earned.

## **The Purposes of Graduate Education at Siena Heights University**

For current educators:

1. To provide programs designed to focus practicing educators on the improvement and enhancement of the learning/teaching environment in areas of interpersonal skills and communication, teaching effectiveness, logistical functions, and professionalism. Goal: Educators will impact the education lives of their P-16 students in positive ways.
2. To provide guidance and programming authorized by the Michigan Department of Education and the Council for the Accreditation of Education Preparation (CAEP/TEAC) for the addition of endorsements to valid teacher certificates. Goal: Educators will retain the recognized credentials for their positions and responsibilities.
3. To provide professional development opportunities for P-16 educators. Goal: Educators will satisfy state, national-mandated and locally-preferred professional development requirements while building and strengthening a repertoire of current "best" practices.

## **Admission**

Prospective students must apply for admission to Siena Heights University as a graduate student and consult with a faculty advisor in the Division of Education. All applicants seeking to earn an additional teaching endorsement must hold a Michigan teacher certificate, a copy of which must be submitted with the student's application for admission. All Siena admission and residency requirements must be fulfilled for the university to serve as the authorizing institution for endorsements.

## **Transfer Credit**

Occasionally, Graduate credit earned at an institution other than Siena Heights University since the issuance of the teacher certificate, but before the program has been designed, may be applied toward the endorsements. For the credit to be considered, the student must supply the original transcript, the course description (and syllabus, if possible), and an explanation of the ways in which the credit is suitable for the purposes outlined in the program and its relationship to the learning outcomes of Siena's Graduate Education Program.

Credit earned at institutions other than Siena Heights University, after the student has designed the program for the endorsement, must be approved by the Director of the Division of Education prior to the student's enrollment in the course. The student is responsible for providing the course description (and syllabus, if possible), and an explanation of the ways in which the credit is suitable for the purposes outlined in the program and its relationship to the learning outcomes of Siena's Graduate Education Program.

## **Residency Requirement**

A student must fulfill the minimum residency requirement of nine (9) post-baccalaureate credit hours at Siena Heights University and be a graduate student in good standing for Siena Heights University to serve as the authorizing institution for the endorsements.

A student may not request an independent study or a directed study until the minimum residency requirement of nine (9) credit hours has been satisfied. Also, a student may not register for TED 678/TED 690 Reflective Teaching Practicum and Seminar until the residency requirement has been satisfied.

## **Adrian Dominican Montessori Teacher Education Institute (ADMTEI) and Other Transfer Credit**

Graduate credit from the Adrian Dominican Montessori Teacher Education Institute (ADMTEI) is converted to credit hours and transferred to the Siena Heights University transcript only after the student satisfies the minimum residency requirement of nine (9) credit hours of graduate credit at Siena Heights University. Requests to transfer graduate-level credit from any institution cannot be processed until the minimum residency requirement of nine (9) credit hours of graduate credit at Siena Heights University is satisfied.

## **Expectations of Students**

Teaching is a profession. It demands specialized education and training, and continual learning. The Graduate Education faculty, with the approval of Graduate Council, has established general personal and professional expectations of the students in the Graduate Education Program. Additional expectations are set for specific courses and experiences throughout the program.

The Graduate Education student is expected to maintain the required grade point average for continuation in the Graduate Education Program. If a student earns a "C" grade in any of the professional core or specialization courses, the student must repeat the course and earn a "B-" grade or better. A graduate student who receives a grade of "C" in any course, is placed on academic probation for the next six (6) credit hours. The grade transcript of each student is reviewed by the Graduate College at the completion of each term.

The student is expected to meet the deadlines associated with successful progress through the Graduate Education Program.

The student is expected to demonstrate proactive social advocacy for the profession and for the individuals and organizations served by the profession. Examples of advocacy are identified on the student's resume prior to the completion of the Graduate Education Program and the awarding of the Master of Arts degree.

The Graduate Education student is expected to demonstrate professional and lifelong learning habits through the reading of professional journals and books, attendance and participation at professional meetings, seminars, and conferences/conventions, use of technology as a learning resource, and the sharing of professional information with colleagues.

## **Learning Outcomes**

### **Graduate Education Program**

The Education Program Learning Outcomes reflect the desired knowledge, understandings, skills, and dispositions of students who complete the education program at Siena Heights University. Consistent with a view of teaching as an art and science, the program highlights the following outcomes with the realization that valuable, but unanticipated, outcomes will also emerge. These are overall outcomes; no single course necessarily addresses every outcome. Students at the graduate and undergraduate levels demonstrate these outcomes in ways consistent with their varied levels of academic coursework, teacher candidate/certification status, and work experiences.

The education student demonstrates:

#### **Mission**

1. Qualities consistent with the mission of the university to assist students in becoming more competent, purposeful, and ethical.
2. The qualities of a reflective practitioner and a commitment to lifelong learning.

#### **Theory into Practice**

1. The ability to analyze situations in classrooms and other educational settings, in light of current educational research.
2. The ability to apply principles of best practice and use technology in pre-K-12 classrooms.

#### **Politics, Ethics, and Professionalism**

1. An understanding of the political nature of educational institutions.
2. An understanding of the demands that are placed on educators.
3. The personal integrity, professionalism, and ethical behavior essential to the role of a teacher.

#### **External Social Forces**

1. An understanding of the influence of major social forces on the lives of pre-K - 12 students.
2. Partnership with families, specialists, and the larger community.
3. Preparation and willingness to address and accommodate the education needs of students.
4. An awareness of the social and emotional aspects of teaching and learning.

#### **Diversity, Culture, and Climate**

1. An understanding of the diverse social and cultural factors that influence, challenge, and provide opportunities for enriching the teaching/learning process.
2. The ability to identify characteristics of the educational community and how these characteristics impact the teaching/learning climate.

#### **Teaching/Learning Styles**

1. An understanding of the impact of multiple intelligences and teaching/learning styles on the teaching/learning process.
2. The ability to identify personal strengths and limitations.
3. The ability to incorporate alternatives to preferred teaching/learning style in curriculum and instruction.

#### **Developmentally Appropriate Curriculum and Design**

1. An understanding of the intellectual, social, physical, and emotional stages of development of pre-K - 12 students.
2. The ability to plan, select, and design developmentally appropriate learning activities, materials, and assessments.
3. An understanding of the content and methodology in various disciplines.
4. The ability to identify meaningful learning outcomes consistent with national and state standards.

#### **Leadership**

1. The ability to initiate change in the classroom or other educational setting for the improvement of learning and teaching.
2. The ability to work collaboratively with other educators to develop communities of learning.

### **Special Education Program**

#### **Philosophical, Historical, and Legal Foundations**

The candidate will be able to articulate philosophical, historical, and legal foundations of special education that are consistent with national, state, and local standards.

#### **Causes and Characteristics**

The candidate will demonstrate knowledge of research-based causes and characteristics of individuals with learning disabilities and cognitive impairments (mild to severe).

#### **Assessment and Evaluation**

The candidate will be able to select, design, use, and interpret appropriate assessment, diagnosis, and evaluation techniques that are consistent with research-based information.

#### **Instructional Content and Practices**

The candidate will be able use instructional content and practices to include assistive technology that are based on research and "Best Practices." Areas include, but are not limited to: reading skills, language arts skills, math skills, study skills, problem-solving skills, transition, pre-vocational skills, employability, social skills, daily living, and leisure/ recreation.

#### **Design, Implement, and Manage Learning Environments**

The candidate will be able to design, implement, and manage teaching and learning environments inclusive of early childhood through adulthood that stimulate learning in all areas including academic, social, daily living, and prevocational/vocational.

#### **Data Collection**

The candidate will be able to collect, organize, analyze, and transmit data using appropriate management and ethical skills.

#### **Collaboration**

The candidate will develop a sound understanding and application of appropriate communication and collaboration using a number of models in the IFSP/RTI/IEP/ITP/504 process, parent interactions, collaboration, and consultation in school and community settings and situations.

### **Ethics and Professionalism**

The candidate will consistently demonstrate professionalism and ethical practices in classes and in field setting, recognizing the critical importance of how equity and diversity play in a productive professional setting.

### **Social Interactions**

The candidate will demonstrate the ability to manage and teach appropriate social behavior and social interaction skills to students with learning disabilities and cognitive impairments.

## **Information for Teachers Certified by the Michigan Department of Education Teacher Certificate Endorsements and Degrees**

As of February 8, 2011, an individual teacher applies directly to the Michigan Department of Education for all certificate renewals, upgrades, and endorsements through the MOECS online system: (<http://www.michigan.gov/moeecs>).

### **Endorsements**

Endorsements are teaching areas and/or grade levels added to the elementary or secondary teacher certificate. Some graduate courses and majors lead to endorsements on an existing teacher certificate in the State of Michigan. Endorsements for K-12 reading, early childhood education, and special education (learning disabilities and cognitive impairment) are available through the Graduate Education program at Siena Heights University. The student applies for admission to the university as a graduate student.

All endorsements are dependent on the successful passage of the pertinent subject area components of the Michigan Test for Teacher Certification, or MTTC (required by Public Act 282), and the meeting of requirements related to the Criminal Conviction Disclosure Form (required by Public Act 138 of 2005). See <http://www.mttc.nesinc.com/> for details about registration for the MTTC. All admission and residency requirements must be fulfilled for Siena Heights University to serve as the authorizing institution for the endorsement.

### **Montessori Student Teaching**

A yearlong experience in a Montessori classroom/setting working in the capacity of a supervised teacher. Requires a minimum of 725 contact hours, accompanied by seminars.

### **Sensorial Curriculum**

An exploration of the sensorial (visual, tactile, auditory, olfactory, and gustatory) curriculum as a developmental means by which the child integrates experiences for the development of abstract thinking. Provides opportunities to design and make activities and materials that are "strategies for observation" by the child.