

CENTER FOR EXTENDED LEARNING (CEL)

The mission of the Center for Extended Learning is to extend the mission of Rochester College by making post-secondary education available to the adult learner. This education is characterized by academic excellence, life relevance, and Christian foundation.

OVERVIEW

The Center for Extended Learning (CEL) designs its programs to meet the needs and schedules of adult learners. Courses in the accelerated Bachelor's degree completion programs and accelerated Associate of Arts program are available on evenings, weekends, online, or by directed study.

The CEL distinguishes adult learners from traditional students, who immediately go to college after high school. While the CEL and traditional program share the same objectives, the CEL program is tailored to fit the unique needs of the non-traditional student.

The CEL faculty consists of full-time instructors along with working professionals who share their professional experience on a part-time basis. All instructors present their courses from a Christian perspective.

DEGREE OPPORTUNITIES

The CEL offers degree completion programs at Rochester College's main campus in Rochester Hills, the Macomb Community College University Center in Clinton Township, the Mott Community College University Center in Flint, and the Specs Howard School of Broadcast Arts in Southfield. For more information, call the CEL at 248.218.2222.

CAMPUS OFFERINGS

(Degree specifics can be found on the following pages)

Main Campus Degree Completion Program Offerings:

- Bachelor of Business Administration (BBA) with Management major
- Bachelor of Science (BS) with Biblical Studies major
- BS with Counseling Psychology major
- BS with Early Childhood Studies major
- Associate of Arts

Macomb University Center Degree Completion Program Offerings:

- BBA with Management major
- BS with Counseling Psychology major
- BS with Early Childhood Studies major
- BS in Mass Communication/Media and Communication Arts major
- BS with Organizational Leadership and Communication major

Mott University Center Degree Completion Program Offerings:

- BBA with Management major
- BS with Counseling Psychology major
- BS with Mass Communication major
- BS with Organizational Leadership and Communication major

Specs Howard School of Broadcast Arts Degree Completion:

- BS in Mass Communication with Public Relations, Broadcasting, or Graphic Design major
- Associate of Arts

PROGRAM FEATURES**Program Design**

- Each Bachelor's degree completion program requires a total of 120 semester hours
- Each Bachelor's degree completion program requires 75 semester hours of foundation credit. This includes general education, technical, occupational, and elective courses.
- Each Bachelor's degree completion core is 45 semester hours.
- The AA requires 62 semester hours and may be applied toward foundation requirements for a Bachelor's degree program.

Program Schedules

The following accelerated schedule can help CEL students finish their program of study much more quickly than is possible in a traditional program.

- Evening and weekend classes meet once per week for 4 hours during an 8-week session.
- Evening classes usually meet 6-10 p.m.
- Saturday classes usually meet 8 a.m. to 12 p.m. or 12:30-4:30 p.m.
- Directed Study classes meet a minimum of 3 dates during the semester (see semester schedule).
- Each of the three semesters per year consists of two eight-week sessions.

Program Length

The length of time it takes to finish the CEL program depends on the number of credits the student transfers from other schools and the pace he or she chooses. As few as three hours or as many as 15 hours may be taken each semester. Students who have completed the foundation requirements (see degree requirements) may finish the Bachelor's degree completion program in as few as 12 months if they assume a 15 credit hour schedule each semester.

Students may complete the AA degree faster than the normal two year time frame depending on the number of credits they transfer from other colleges and how many courses they take each semester. Students who do not transfer any college credit may complete the AA program in as few as 18 months. Students may enter the AA program to meet Bachelor's degree foundation requirements, earn the AA degree, or both.

ADMISSION REQUIREMENTS

Rochester College's Center for Extended Learning (CEL) primarily serves working adult learners by offering an accelerated adult learning program with courses offered in the evenings, online, and on weekends. An adult learner is one whose primary life identity has moved beyond the stage of a traditional student due to life circumstances, experiences, responsibilities, and knowledge that have contributed to their preparation for this program. Meeting the minimum criterion for admission to one of CEL's accelerated degree completion programs indicates a likelihood of success but does not provide a guarantee of success. Success in these programs requires a high level of maturity, commitment, organization, and self-motivation on the part of the student.

Regular admission to CEL's accelerated Bachelor Degree Completion and Associate Degree programs is granted to students who are at least 21 years of age, have three or more years of work experience, and have completed 60 or more credit hours from a regionally accredited college or university with a minimum 2.25 GPA or earned a High School Diploma with a minimum GPA of 2.25 or earned a GED*. This may include credits earned through CEL's Associate of Arts degree program.

**The minimum GED score prior to 2002 must be at least a 50. Beginning in 2002, the requirement is a minimum total score of 2,250 with no single test score below 410 on all tests in the test battery.*

Regular admission to the University Center and off-site Degree Completion Programs is granted to graduates of the host institution who have a minimum GPA of 2.25.

Students pursuing a degree through the traditional program should consult the Concurrent Enrollment Policy for eligibility to take courses from CEL.

Regular admission to the Bachelor of Science in Early Childhood Studies degree completion program requires completion of an Associate's degree in Early Childhood and current employment in the early childhood field.

A prospective student may submit a written petition to the Academic Dean for provisional admission (Academic Alert) if he or she does not meet the regular GPA admission requirements. The written petition must include a rationale for why the applicant believes he/she will succeed in a challenging accelerated adult program. Students who are approved to be provisionally admitted on Academic Alert are limited to 6 hours their first semester.

Provisionally admitted students must complete a minimum of 12 semester hours through CEL's Associate of Arts program with a 2.0 or higher GPA prior to being accepted into a Bachelor's degree completion program. Completion of 12 or more semester hours at Rochester College with a minimum cumulative GPA of 2.0 will allow the student to be removed from Academic Alert.

Transfer Policy

The CEL accepts traditional transfer credit (C- or higher) from regionally accredited colleges or universities. Up to 47 semester hours may transfer toward an Associate's degree and up to 90 semester hours may transfer toward a Bachelor's

degree completion program. A maximum of 50% of a Bachelor's degree major's core requirement may be transferred to Rochester College. Hours transferred in from other institutions must be completed before the final semester. Official transcripts must be submitted from each previously-attended institution.

Returning Students

Returning students who have not been enrolled at Rochester College for more than one year must return under the current degree plan for their program. This may require additional coursework that was not previously required under their old program.

ACADEMIC AND GENERAL POLICIES

Federal regulations require that financial aid recipients maintain satisfactory academic progress (SAP) in a program of study that leads to a degree, certification or transfer program. **Satisfactory academic progress** is defined as: the student meets 2.0 cumulative grade point average (GPA), maintains at least a 67% cumulative completion rate (CCR), and has not taken more than 150% of the courses required to attain their degree.

The Academic and Financial Aid SAP policies at Rochester College are one and the same. Students may be labeled with Financial Aid actions, regardless of whether or not they are financial aid recipients. For the full text of the financial aid and academic SAP policies, please refer to 36. Please note: Although the ACE lab is a helpful academic resource, CEL students are not required to use it.

Academic Alert

Academic Alert applies only to students new to Rochester College who are admitted, but who do not meet the unconditional admission requirements due to a low high school or college GPA or ACT/SAT Scores. CEL students on Academic Alert may take no more than 15 credit hours per semester.

To achieve a status of "good standing," students must earn a CGPA of 2.0 or higher. Students who do not meet the minimum CGPA requirement of 2.0 during the first semester after being admitted on Academic Alert are placed on Financial Aid Warning.

Financial Aid Warning

Students on Academic Alert and all other students who do not meet the Satisfactory Academic Progress standards are placed on Financial Aid Warning.

CEL students on Financial Aid Warning may take no more than 12 credit hours per semester, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.

To be reinstated to a status of "good standing," students must meet Satisfactory Academic Progress standards.

Financial Aid Probation

Students who do not meet Satisfactory Academic Progress Standards the semester after they were placed on Financial Aid Warning will be ineligible for financial aid. The student may appeal and go on an "academic plan" and be granted Financial Aid Probation. CEL students on Financial Aid Probation may take

no more than 12 credit hours per semester, and, if employed by Rochester College, will not be eligible for on-campus work until cleared of all actions.

Students will be eligible for financial aid while on Financial Aid Probation.

Financial Aid Suspension: Students who do not meet the minimum Satisfactory Academic Progress Standards the semester after being placed on Financial Aid Warning or students who do not adhere to the "academic plan" set for them by their academic adviser the semester after being placed on Financial Aid Probation are placed on Financial Aid Suspension.

Students who are on Financial Aid Suspension may enroll for up to 6 hours of credits during the suspension semester; however, they are not eligible for financial aid from government or college sources.

To be reinstated to "good standing" status, students must meet all three minimum requirements (GPA, CCR, Duration).

Good Standing

Student meets 2.0 CGPA, 67% CCR, 150% duration requirements.

Appeal Process

To be placed on Financial Aid Probation, students must appeal, explain their failure to meet SAP, and describe what has changed to allow them now to regain SAP. They must submit documentation from their academic adviser supporting the appeal. An academic plan must be agreed to by the student and an academic official. Students should be prepared to seek other options if the appeal is not approved. Students who have faced extraordinary circumstances may appeal if placed on Financial Aid Suspension. Documentation of circumstances is required.

Repeated Courses

Courses that are repeated for which the student previously received a grade of "F" or "W" will count in the calculation of hours attempted. The grade from the first attempt will not be included in calculating the CGPA.

Courses that are repeated for which the student previously received a passing grade will count ONCE toward determining financial aid eligibility during the semester taken, and all repeated coursework will count toward cumulative attempted hours.

Additional Degree

Students who wish to seek an additional degree should receive degree approval from the Academic Services Office and then notify the Student Financial Services Office to make a determination of eligibility for the additional program of study. The SAP determination for the degree will include the credits attempted/earned that can be transferred into the additional degree.

Transfer Credits

Transfer credits earned at another institution that are accepted at RC toward the degree a student is currently pursuing shall be used in computing the total credits attempted and earned but will not be used in determining the CGPA.

Transfer credit may apply toward a traditional degree but is limited to no more than 47 semester hours toward the Associate's degree and 90 hours toward the Bachelor's degree. For any degree, at least 50% of a student's major core must be earned at Rochester College.

Attendance

Regular class attendance is a necessary pre-requisite for success in college studies. Thus, students are expected to attend classes regularly and punctually. If more than 30 percent of a course is missed for any reason, then it will be necessary to drop the course and take it at another time. Failure to drop a course with more than 30 percent absence will result in a grade of F.

NOTE: Only two absences are allowed in an eight week course, but this is not an entitlement, and there are consequences to absences.

Christian Values Requirement for Accelerated Degree Programs

Religion courses are essential to the degree programs offered by Rochester College. The CEL Christian Values Requirement (CVR) is 6 hours for the Accelerated Associate of Arts Program. There is a minimum of 6 hours for the Accelerated Bachelor's degree Program, but the total CVR depends on how many hours a student transfers from another college (see the following chart). The minimum CVR is 12 hours for students seeking both the Associate's and the Bachelor's degree.

NOTE: Courses taken to meet the CVR for the AA degree may not be applied to the minimum CVR for the Bachelor's degree.

Credits Transferred	Religion Requirement
0-29	12 hours
30-59	9 hours
60+	6 hours

Course Load

Accelerated programs require a concentrated effort to meet course objectives. The average CEL course load is between nine and 12 hours per semester. Students may take as few as three hours or as many as 15 hours per semester. The Academic Dean must approve course load that exceeds 15 hours per semester.

Concurrent Enrollment Policy

This policy impacts students who wish to take courses from both the Center for Extended Learning (CEL) and the traditional program. Note: The designation of "traditional student" or "CEL student" is determined by the college division through which the student is pursuing a degree (i.e. Center for Extended Learning; Traditional Program's Division of Arts and Humanities or Division of Business and Professional Studies).

Traditional Students

Traditional students must have a 2.0 GPA or higher to be eligible to take CEL courses.

Traditional students may take any CEL course from the Associate of Arts program (required or elective general education courses); however, students must complete Composition B prior to taking any other CEL course.

Traditional students must receive permission from their adviser and the appropriate department/division chair to take any major core course from one of CEL's bachelor degree completion programs.

Traditional students who take CEL courses will be charged the traditional tuition rate.

CEL Students

CEL students may take any eligible course from one of the traditional divisions at the traditional tuition rate.

Crossover enrollment between the CEL and traditional programs is allowed on a space available basis only. Traditional students taking CEL courses may not displace CEL students from CEL courses and vice versa. Determination regarding available space will be made no later than the day preceding the start of the course(s) in question.

Academic Honors

Graduates must complete a minimum of 45 semester hours of course work at Rochester College in order to be eligible to graduate with honors (Summa Cum Laude, Magna Cum Laude, or Cum Laude; see page 57). The 45 hours must be actual courses taken at Rochester College, and cannot include credit earned through nontraditional provisions such as testing, professional schools and training, and prior learning portfolio.

Nontraditional Credit

Rochester College recognizes that many people approach higher education with a variety of different experiences and training which has provided knowledge that is equivalent to college level learning; therefore, the College provides non-traditional avenues through which students can receive credit. Avenues for obtaining nontraditional credit at Rochester College include testing services, professional schools and training (30 hours maximum), military training (60 hours maximum), and prior learning portfolio (30 hours maximum). Students may receive a combined maximum of 30 semester hours toward the Associate of Arts degree and 60 semester hours toward a Bachelor's degree through nontraditional avenues. Credit granted through nontraditional provisions may not count toward the 30-hour residency requirement or the Christian Values Requirement.

Credit granted through the submission of portfolios must be completed before the last full semester prior to graduation or the student will not be permitted to graduate. **Note:** Portfolio credit from other colleges is not automatically accepted as transfer credit; however, students may submit portfolios completed at other institutions for evaluation by Rochester College faculty.

Nontraditional credit will be posted to the student's Rochester College transcript after the end of the first completed semester at RC. Nontraditional credit is billed to the student account at \$25 per credit hour posted to the RC transcript.

Online / Web-Enhanced Courses

Rochester College offers a variety of selected online courses. Online courses serve a two-fold purpose. First, online courses add flexibility in scheduling for adult learners. Secondly, they ensure that graduates have demonstrated their ability to function effectively and productively in the computer environment within their given discipline.

Students taking online courses are required to complete an online student tutorial before gaining access to their course.

Online courses are eight weeks in length. Students are required to have a computer with a Pentium processor (at least one GHz or faster), with Microsoft Word 2007(or newer), Internet access, and an email account prior to enrolling in an online course. Students can access online courses through the online learning management system at <http://online.rc.edu>.

Students are expected to participate actively in the online course a minimum of three days each week. All online courses may be accessed any time night or day. Students should allot as much or more total time than a regular classroom course would require. Online courses assume that adult students are able to comfortably navigate the computer environment (if not, CIS 1103 is recommended before taking an online course), be self-directed and require reduced dependence on the instructor for learning while studying course material and fulfilling course requirements.

ASSESSMENT REQUIREMENTS

Writing Proficiency

The objective of the writing proficiency requirement is to aid students in being successful in college coursework while enrolled at Rochester College. To meet this objective, CEL students are required to take Composition A& B during their first full semester at Rochester College.¹The following policies apply:

Transfer of Composition A and/or B: Composition A and/or B with a grade of "C" or higher may be transferred from another institution.²

AP (Advanced Placement) Credit for Composition A and/or B: An AP (Advanced Placement) score of 3 or 4 will result in the assignment of 3 credits for Composition A. An AP score of 5 will result in the assignment of 3 credits each for Composition A & B.

CLEP for Composition A: Successful completion of the CLEP Composition Modular will result in the assignment of 3 credits for Composition A. Successful

¹ If the student is beginning the CEL program in Session B of a semester and is lacking only Composition B, then the student must take Composition B at that time. If Composition A& B is needed then the student is required to take both the next semester.

² If a grade of "C" or higher is earned in Composition B and transferred to Rochester College, but a grade of less than "C" is earned in Composition A, then Composition A will be considered fulfilled; however, the credits will not be transferred. In this case another general education course may be taken in its place.

completion of the CLEP College Composition with Essay will result in the assignment of 6 credits for Composition A and B.

Condition to Waive Composition A: Composition A may be waived and replaced with electives for a score of 25 or above on the ACT English/Writing Test or a score of 570 or above on the writing portion of the SAT Reasoning Test.

Grade Requirement for Composition A and/or B: CEL students are required to take Composition A& B during their first full semester at Rochester College unless these courses have been transferred (see transfer section above and footnotes below). A grade of "C" or higher must be earned in Composition A and Composition B or the student will be required to repeat the course and will be restricted to 9 credit hours during the subsequent semester until successfully completed.

Capstone Course

Each Bachelor's degree program includes a capstone course. A capstone course is taken after most of a student's degree requirements have been met and allows a student to demonstrate cumulative knowledge of their chosen field. Students must earn a "C" or higher on the final paper in the capstone course in order to pass the class.

Program Evaluation

In order to graduate, a student must submit a short program evaluation that measures the student's perspective of the overall degree program from which they are graduating. The Degree Program Evaluation Form may be obtained from any CEL Office and is usually submitted with the graduation application.

Residency Requirement

Students must complete at least 30 semester hours at Rochester College for the Bachelor's degree or 15 semester hours for the Associate's degree. Students must also complete a minimum of 30 of the last 36 semester hours for the Bachelor's degree or the last 15 semester hours for the Associate's degree at Rochester College.

Registration and Course Drop Deadline

Eight-week courses may not be added after the second class meeting. Courses that are dropped after the first class meeting receive a grade of "W" (withdrawal). The last day on which a student may drop a course is the day immediately following the fifth meeting of the course. For directed study and independent study courses, the withdrawal deadline comes 35 calendar days from the start date. After this deadline, courses cannot be dropped and a "W" cannot be assigned.

Upper-Division Requirement

At least 36 semester hours of upper-division (3000 and 4000 level course numbers) work is required for any Bachelor's degree.

CEL TUITION AND FEES

The tuition and fee structure in the Center for Extended Learning differs from the structure that is used in the traditional program. Differences exist because the costs associated with administering and supporting nontraditional programs are

substantially less than those required for the full infrastructure needed to operate and administer a traditional residential campus.

Tuition

Tuition (per semester hour)..... \$324
 Audit rate (per hour) \$48

Other Charges and Fees (non-refundable)

Application Fee..... \$35
 Course Change Fee (per change form) \$25
 Graduation Application Fee, Bachelor’s degree..... \$125
 Graduation Application Fee, Associate’s degree \$50
 Late Payment Fee \$35
 Late Registration Fee \$35
 New Student Registration Fee (one time only)..... \$135
 Online Course Fee \$30
 Parking Violation Fee (each violation)..... \$30
 Payment Plan Fee (per semester) \$60
 Returned Check Fee (NSF, per check)..... \$35
 Textbooksvaries
 Transcript Fee (per copy) \$5

Nontraditional Credit Evaluation (non-refundable)

CLEP & DANTES Administrative Fee \$35
 CLEP &DANTES Testing Fee (per examination) \$77
 Prior Learning Portfolio Workshop Fee \$50
 Prior Learning Paper Assessment Fee (per paper)..... \$75
 Non-Traditional Transcription Posting Fee (per hour) \$25

GENERAL PAYMENT INFORMATION

Rochester College’s continued success in its mission and growth depends on the timeliness of its students’ payments. Rochester College expects accounts to be paid on time according to one of the payment options listed below. All fees are assessed and payable in U.S. dollars.

Cash/Check/ Money Order

Checks and money orders should be made payable to Rochester College and brought in or mailed to the Cashier in the Business Office.

Credit Card

Credit card payments may be made in person or, if the student knows the amount due, called in directly to the Cashier at 248.218.2053. To find out the amount due, a student may contact their Student Financial Services adviser at 248.218.2029. Students with access to their student portal, may view their billing statement online. Students may log in at my.rc.edu and click on Billing>My Billing/Ledger. An automatic charge may be established for the semester payment plan; a form will need to be completed and given to the Student Financial Services Office each semester.

Online Payment

Students with access to their student portal may make payments online. You may log on at my.rc.edu and click Billing>My Billing/Ledger>Pay Now.

PAYMENT OPTIONS

Personal Payment

Prior to the first day of the semester students may pay all charges remaining after financial aid to avoid service charges and late fees.

Employer Reimbursement

Students who qualify for employer reimbursement may defer payment up to 5 weeks after the last day of the semester. To qualify for deferred payment, the student’s employer must NOT require proof of payment in full before reimbursement. If proof of payment is required, you may not defer payment, and you must follow one of our other payment options. Students must submit (to the Student Financial Services) their employer reimbursement policy and documentation from their employer that verifies their eligibility. This documentation must be on file for students who have an outstanding balance and would like to register for a subsequent semester.

Tuition Voucher

If an employer has a policy to pay the college directly, this is referred to as a Tuition Voucher plan. Rochester College requires that the student submit vouchers (or a copy of the application for a tuition voucher) to the Student Financial Services Office with registration. Documentation must be on file with the Business Office in order to be eligible to register for subsequent semesters as long as there is an outstanding balance.

Semester Payment Plan

Students who are unable to pay the full amount due at the time of registration are offered the semester payment plan. Students pay one-third of the total semester bill, after deducting completed financial aid credits, at the time of registration, and the remaining two-thirds in two equal monthly payments due on the dates indicated below. There is a \$60 fee per semester for use of the payment plan. Students may be charged a \$35 late payment fee if payments arrive after the due date. This option may not be available to students who have a history of late payments or have had a previous Rochester College account placed with a collection agency.

Fall Semester	Spring Semester	Summer Semester
August 19	January 6	April 27
September 20	February 20	May 20
October 20	March 20	June 20

DELINQUENT ACCOUNTS

Past Due Accounts

Rochester College cannot release transcripts until all accounts are paid in full and Perkins loan payments are current. Students with delinquent accounts (past due 30 days or more) will not be allowed to register. A finance charge of 1.5% (18% APR) is

applied monthly to delinquent accounts. Nonpayment of delinquent accounts may result in the placement of the account with a collection agency.

Collection Agency Placements

Accounts placed with a collection agency by the Business Office will be charged collection costs, and possible legal fees. The payee becomes responsible to the collection agency for all contact and payment arrangements. Readmission to the College will not be permitted until the amount in collections is paid in full. A list of collection agencies used by the College may be found on the Rochester College website.

REFUNDS

The College uses our Academic Refund Policy to calculate tuition refunds for dropped or withdrawn course(s) based on the following tables. Financial Aid adjustments will be calculated based on the Federal Refund Policy. Requests for course drops must be submitted in writing to the CEL Office. Students should remember that financial aid may be affected by changes in course load and the student may be responsible for remaining charges on their account. Therefore, it is important to consult with the Student Financial Services Office before dropping a course.

5-9 calendar days following the course start date	50%
10-13 calendar days following the course start date	25%
14+ calendar days following the course start date	0%

Refunds for Eight-Week Courses	
Before the first day of the session (A or B)	100%
By Friday of the first week of the session	90%
By Friday of the second week of the session	50%
By Friday of the third week of the session	25%
By Friday the fourth week of the session *	0%

*Students may withdraw from courses only until the end of the fifth week of the session.

Refunds for Directed Study and Independent Study Courses	
On or before the designated start date of the course (as stated on the schedule in the registration packet)	100%
1-6 calendar days following the course start date	90%
7-13 calendar days following the course start date	50%
14-20 calendar days following the course start date	25%
21+ calendar days following the course start date	0%

Refunds for 1-Hour Online Courses	
On or before the designated start date of the course (as stated on the schedule in the registration packet)	100%
1-4 calendar days following the course start date	90%

CEL ASSOCIATE OF ARTS PROGRAM

Provides a foundation for other accelerated programs offered by Rochester College.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE		
General Education Requirements (Courses listed are offered by CEL. Other courses may satisfy these requirements)		39
Christian Values		6
BIB 2213 Life of Christ	3	
Any BIB, MIN, PHI or REL	3	
Communication and Composition		9
COM 1013 Communication Basics	3	
ENG 1113 Composition A	3	
ENG 1123 Composition B	3	
Humanities		6
ART 2003 Art Appreciation OR FLM 2013 Film Appreciation	3	
ENG 2413, 3313, or 3323 Literature	3	
Science and Mathematics		9
BIO 2313; NSC 1003, 1013, 2204; or PHS 3003 Science	6	
MAT 1203 Survey of Mathematics	3	
Social Science		9
Any HIS or POS	3	
Any PSY or SOC	3	
Any Social Science	3	
Electives		23
CIS 1103 Software Applications (or demonstrate proficiency)	3	
TOTAL FOR ACCELERATED AA DEGREE		62

Bachelor's Degree Completion Programs REQUIREMENTS FOR THE GENERAL EDUCATION CORE

General Education requirements for the Bachelor's degree completion programs include: Composition A and B, oral communication, and at least one eligible course from each of the following areas: fine arts, literature, mathematics, science, and a social science. A total of 25 semester hours is required to satisfy the general education requirements.

REQUIREMENTS FOR THE BBA IN MANAGEMENT		
Foundation Credit		75
General Education Core		25
Electives (CIS 1103 Software Applications - recommended)		23
Pre-requisites		27
ACC 2113/2123 Accounting I and II		6
BUS 2403/2413 Macroeconomics and Microeconomics		6
BUS 3003 Business Communication		3
MAT 2413 Elementary Statistics		3
MGT 2603 Principles of Management		3
MGT 3603 Organizational Behavior		3
MKT 2503 Principles of Marketing		3
Management Core		45
ACC 3223 Managerial Accounting		3
BUS 3033 International Business		3
BUS 3303 Business Law		3
FIN 3203 Principles of Finance		3
FIN 3253 Risk Management		3
HRM 3613 Human Resource Management		3
HRM 3653 Leadership Theory		3
MGT 3713 Operations Management		3
Choose one of the following: MGT 3683 Small Business & Entrepreneurship or MGT 3703 Management of Information Systems		3
MKT 3533 Consumer Behavior		3
MKT 3543 Integrated Marketing Communications		3
MKT 4513 Marketing Management		3
BUS 4823 Business Strategy and Policy (capstone)		3
BUS 4943 Business Ethics		3
REL 1013 Survey of Biblical Literature		3
TOTAL FOR MANAGEMENT MAJOR		120

REQUIREMENTS FOR THE BS IN BIBLICAL STUDIES			
Foundation Credit		75	
General Education Core	25		
Electives (CIS 1103 Software Applications – recommended)	41		
Pre-Requisites	6		
BIB 2213 Life of Christ	3		
REL 1013 Survey of Biblical Literature	3		
Biblical Studies Major			45
BIB 3123 Old Testament Prophets	3		
BIB 3223 Romans	3		
BIB 3233 Pauline Letters	3		
BIB 3263 Hebrews	3		
BIB 4213 Luke/Acts	3		
MIN 3323 Introduction to Preaching	3		
MIN 3523 Ministry and Congregational Life	3		
MIN 3613 Pastoral Care	3		
MIN 3623 The Church and Society	3		
MIN 4873 Internship OR MIN 2513 Theology of Ministry	3		
PHI 2933 Introduction to Ethics	3		
PHI 3923 World Religions	3		
REL 2983 Biblical Interpretation	3		
REL 3703 Survey of Church History	3		
REL 4963 Systematic Christian Doctrine (Capstone)	3		
TOTAL FOR BIBLICAL STUDIES MAJOR			120

REQUIREMENTS FOR THE BS IN COUNSELING PSYCHOLOGY		
Foundation Credit		75
General Education Core	25	
Electives (CIS 1103 Software Applications recommended)	38	
Pre-requisites: PSY 1403 Preparation for Statistics PSY 2013 General Psychology PSY 3303 Statistics for the Behavioral Sciences	9	
Counseling Psychology Major		45
PSY 3013 Psychology of Personality	3	
PSY 3033 Abnormal Psychology	3	
PSY 3223 Psychology of Adulthood and Aging	3	
PSY 3313 Introduction to Psychological Assessment	3	
PSY 3323 Research Methods	3	
PSY 3403 Introduction to Psychotherapy and Counseling	3	
PSY 3413 Substance Abuse and Addictive Behaviors	3	
PSY 3423 Diversity and Cross-Cultural Psychology	3	
PSY 4403 Introduction to Career Development & Guidance	3	
PSY 4413 Introduction to Marital and Family Systems	3	
PSY 4423 Psychology of Group Processes	3	
PSY 4893 Psychology Seminar (capstone course)	3	
PSY 4913 Directed Research	3	
PSY 4943 Ethics in Behavioral Sciences	3	
REL 1013 Survey of Biblical Literature	3	
TOTAL FOR COUNSELING PSYCHOLOGY MAJOR		

BS with Early Childhood Studies Major

Admission to the program requires current employment in the field of Early Childhood.

REQUIREMENTS FOR THE BS IN EARLY CHILDHOOD STUDIES			
Foundation Credit		75	
General Education Core	25		
Electives (CIS 1103 Software Applications – recommended)	38		
Pre-requisites: PSY 2013 General Psychology Intro to ECS and ECS practicum (taken elsewhere)	9		
Early Childhood Studies Major			45
ECS 3243 Math and Science for Young Children	3		
ECS 3303 Legal Issues in Early Childhood	3		
ECS 3323 Assessment of the Young Child	3		
ECS 3423 Diversity Issues in Early Childhood	3		
ECS 3433 Creative Arts for Young Children	3		
ECS 4303 Family Education and Advocacy	3		
ECS 4443 Emerging Language and Literacy	3		
ECS 4313 Classroom Interactions	3		
ECS 4613 Special Needs Children & Families (Main) OR ECS 4623 Identifying & Serving the At-Risk Child (Macomb)	3		
ECS 4653 Leadership Issues in Early Childhood	3		
ECS 4943 Ethics in Early Childhood	3		
PSY 3193 Infant and Toddler Development	3		
PSY 3203 Child Development	3		
RDG 3313 Children's Literature	3		
REL 1013 Survey of Biblical Literature	3		
TOTAL FOR EARLY CHILDHOOD STUDIES MAJOR			120

BS with Mass Communication / Broadcasting or Graphic Design

Fulfillment of degree requirements requires completion of the radio, video, or graphic arts design course at Specs Howard School of Broadcast Arts.

REQUIREMENTS FOR THE BS IN MASS COMMUNICATION / BROADCASTING/GRAPHIC DESIGN			
Foundation Credit		75	
General Education Core	25		
Electives (CIS 1103 Software Applications - recommended)	23		
Pre-Requisites MED 2013 Introduction to Mass Communication MED 2613 Introduction to Public Relations	6		
Production Core & Concentration (radio, video, or graphic design) at Specs (36 hours if both radio & video concentrations taken)			24
Mass Communication Major		45	
COM 2223 Public Speaking	3		
COM 3013 Communication Theory	3		
COM 3513 Small Group Communication	3		
COM 3533 Intercultural Communication	3		
COM 4813 Senior Project (capstone course)	3		
MED 2513 Media Writing	3		
MED 3003 Media and Society	3		
MED 3323 Research Methods in Media	3		
MED 3513 Public Relations Writing and Visual Design	3		
MED 4113 Media Law	3		
MED 4943 Media Ethics	3		
MKT 2503 Principles of Marketing	3		
MKT 3533 Consumer Behavior	3		
REL 1013 Survey of Biblical Literature	3		
TOTAL FOR MASS COMMUNICATION /BROADCASTING MAJOR			120

REQUIREMENTS FOR THE BS IN MASS COMMUNICATION/MEDIA AND COMMUNICATION ARTS (MACA)		
Foundation Credit		75
General Education Core	25	
Media and Communication Arts Track (Macomb Community College)	50	
Mass Communication Major		45
COM 3013 Communication Theory	3	
COM 3513 Small Group Communication	3	
COM 3533 Intercultural Communication	3	
MED 2013 Introduction to Mass Communication	3	
MED 2513 Media Writing	3	
MED 3003 Media and Society	3	
MED 3113 New Media Strategies	3	
MED 3323 Research Methods in Media	3	
MED 3513 Public Relations Writing and Visual Design	3	
MED 4113 Media Law	3	
MED 4943 Media Ethics	3	
MED 4953 Media Seminar and Portfolio (Capstone)	3	
MKT 2503 Principles of Marketing	3	
MKT 3533 Consumer Behavior	3	
REL 1013 Survey of Biblical Literature	3	
TOTAL FOR MASS COMMUNICATION/MACA Major		

REQUIREMENTS FOR THE BS IN MASS COMMUNICATION/PUBLIC RELATIONS			
Foundation Credit		75	
General Education Core	25		
Electives (CIS 1103 Software Applications - recommended)	38		
Pre-requisites: MED 2013 Introduction to Mass Communication MED 2613 Introduction to Public Relations MKT 2503 Principles of Marketing	9		
Mass Communication/Public Relations Major			45
COM 2223 Public Speaking	3		
COM 3013 Communication Theory	3		
COM 3513 Small Group Communication	3		
COM 3533 Intercultural Communication	3		
MED 2513 Media Writing	3		
MED 3003 Media and Society	3		
MED 3113 New Media Strategies	3		
MED 3323 Research Methods in Media	3		
MED 3513 Public Relations Writing and Visual Design	3		
MED 4113 Media Law	3		
MED 4323 Public Relations Campaigns & Strategies (Capstone)	3		
MED 4943 Media Ethics	3		
MKT 3533 Consumer Behavior	3		
MKT 3543 Integrated Marketing Communications	3		
REL 1013 Survey of Biblical Literature	3		
TOTAL FOR MASS COMMUNICATION/PUBLIC RELATIONS MAJOR		120	

REQUIREMENTS FOR THE BS IN MASS COMMUNICATION – Mott Community College		
Foundation Credit		75
General Education Core	25	
A.A.S. in MAET, Graphic Design, or Communication Technology from Mott Community College Electives (if necessary)	46	
Pre-Requisites MKT 2503 Principles of Marketing COM 3533 Intercultural Communication	25	
Mass Communication Major		45
BUS 3003 Business Communication	3	
COM 3013 Communication Theory	3	
MED 2013 Introduction to Mass Communication	3	
MED 2513 Media Writing	3	
MED 2613 Intro to Public Relations		
MED 3003 Media and Society	3	
MED 3113 New Media Strategies	3	
MED 3323 Research Methods in Media	3	
MED 3513 Public Relations Writing and Visual Design	3	
MED 4113 Media Law	3	
MED 4943 Media Ethics	3	
MED 4953 Media Seminar and Portfolio (Capstone)	3	
MKT 3533 Consumer Behavior	3	
MKT 3543 Integrated Marketing Communication		
REL 1013 Survey of Biblical Literature	3	
TOTAL FOR MASS COMMUNICATION MAJOR		120

REQUIREMENTS FOR THE BS IN ORGANIZATIONAL LEADERSHIP AND COMMUNICATION		
Foundation Credit		75
General Education Core	25	
Electives (CIS 1103 Software Applications - recommended)	38	
Pre-requisites: MGT 2603 Principles of Management MGT 3603 Organizational Behavior BUS 3003 Business Communication	9	
Organizational Leadership and Communication Major		45
Organizational Leadership Core		
BUS 2403/2413 Macroeconomics and Microeconomics	6	
COM 3513 Small Group Communication	3	
COM 3533 Intercultural Communication	3	
ENG 4523 Advanced Composition	3	
HRM 3613 Human Resources Management	3	
HRM 3653 Leadership Theory	3	
MED 2513 Media Writing	3	
MED 3513 Public Relations Writing and Visual Design	3	
MGT 3703 Management of Information Systems	3	
MGT 3713 Operations Management	3	
MGT 4123 Financial Planning and Control Systems	3	
MGT 4723 Leadership Seminar (Capstone)	3	
BUS 4943 Ethics in Business	3	
REL 1013 Survey of Biblical Literature	3	
TOTAL FOR Organizational Leadership and Communication Major		120