

Cleary University

A guide for enhancing academic success for the Cleary Day Student

Day Student Handbook

2010-2011



3750 Cleary Drive ■ Howell, Michigan 48834

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2010-11 ACADEMIC CALENDAR

2010-11 Academic Calendar

A Pictorial View

		Take a Break	Graduation
Sep-10	Fall Term 9/13/10 - 12/19/10 Session A: 9/13/10 - 10/24/10 Session B: 11/1/10 - 12/19/10 <i>Last Day to Withdraw</i> FA- 10 A 10/15/10 and FA-10 B 12/10/10	10/25/10 - 10/31/10	
Oct-10		11/22/10 - 11/28/10	
Nov-10		12/20/10 - 1/2/11	
Dec-10			12/18/2010
Jan-11	Winter Term 1/10/11 - 4/10/11 Session A: 1/10/11 - 2/20/11 Session B: 2/28/11 - 4/10/11 <i>Last Day to Withdraw</i> W- 11 A 2/11/11 and W-11 B 4/1/11	2/21/11 - 2/27/11	
Feb-11			
Mar-11			
Apr-11	Spring Term 4/18/11 - 7/24/11 Session A: 4/18/11 - 5/29/11 Session B: 6/6/11 - 7/24/11 <i>Last Day to Withdraw</i> SP- 11 A 5/20/11 and SP-11 B 7/15/11	4/11/11 - 4/17/11	
May-11		5/30/11 - 6/5/11	6/4/2011
Jun-11		7/4/11 - 7/10/11	
Jul-11	Summer Term 7/25/11 - 9/4/11 <i>Last Day to Withdraw</i> SU-11 8/26/11		
Aug-11		9/5/11 - 9/11/11	
Sep-11	Fall Term 9/12/11 - 12/18/11 Session A: 9/12/11 - 10/23/11 Session B: 10/31/11 - 12/18/11 <i>Last Day to Withdraw</i> FA- 11 A 10/14/11 and FA-11 B 12/8/11	10/24/11 - 10/30/11	
		11/21/11 11/27/11	12/17/2011
			

WELCOME!

It is a pleasure to welcome you to Cleary University. We are happy that you have selected our University as the place to continue your education. We are certain that you will find Cleary to be a learning environment in which you can realize your educational goals and attain your career objectives. We are proud of our faculty, who have committed to excellence in teaching and to continuous improvement. This Student Handbook contains policies developed by the faculty and administration to ensure that you will receive the best preparation possible for your professional career. To achieve this goal, all members of the campus community must work closely together in a collaborative and cooperative spirit. The Student Handbook describes the principles and procedures that comprise this relationship among students, faculty, and administration.

The faculty and our professional administrative staff are ready to assist you in any way to assure your progress and success as a student. You have the best wishes of all of us as you undertake your education at Cleary University.

Sincerely,

The Faculty and Staff

ABOUT THIS HANDBOOK

Your Cleary University Student Handbook is a valuable resource as you progress through your academic program. The Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand.

The Cleary University Student Handbook incorporates by reference the University's 2010-2011 Catalog. Regulations and procedures found in the catalog are considered a part of this Handbook. Make sure to refer to your Catalog if necessary.

JURISDICTION/SUBJECT TO CHANGE

The University reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect; however, Cleary University will make reasonable attempts to notify students promptly of any policy changes through Web site or e-mail postings, mail distributions, or other methods deemed appropriate by the college administration.

CLEARY UNIVERSITY HISTORY AND MISSION

Cleary University is an independent, not-for-profit, multi-campus, specialized, business university, committed to the betterment of society through the success of its alumni and their employers; to operate as a role model of responsible business practice; to embrace quality management principles, innovation, and an attentive customer focus; and to aspire to a better future.

Our mission is to provide a practical, application-based education, which equips students to advance their careers.

NAVIGATING CLEARY

Bookstore (ext. 5515)

The Cleary Bookstore stocks all the books and other materials required in all the courses offered at the institution; it also provides basic sundries and clothing items. The bookstore is located in the Administrative Building on Grand Oaks Drive.

Business Office (ext. 9122)

The Business Office is responsible for all financial transactions of the institution.

- *Billing and Student Accounts Receivable* businessoffice@cleary.edu

Campus Center

- *Chrysler Building (ext. 3017)*
- *Johnson Center (ext. 3670)*

The Campus Center at the Johnson Center is open during all hours of operation; it is the first stop for addressing student concerns. The Campus Center provides information on CLEP and proficiency testing, provides copies of curriculum outlines, relays messages to faculty, schedules appointments with academic advisors and the Deans, generates student and faculty ID cards, and provides distance learning assistance.

- *Campus Center* campuscenter@cleary.edu

Career Services and Placement (ext. 3020)

The Cleary University Placement and Career Services Department provides resources online via the Career Placement Web page, where students can search for jobs and internships and/or research employers and professional organizations. MyPlan career planning software provides students with relevant career data that can guide them in career decision making. One-credit and four-credit career development courses guide students through the processes of self-assessment, career exploration, and enhancing job search strategies. The Career Services Director is available on the Howell Campus on Tuesdays and Thursdays.

- *Tonya McFee, Dir. Placement & Career Svcs.* tmcfee@cleary.edu

Day Student Advisor

Students in the day program are assigned an advisor who works exclusively with them. She collaborates with day program faculty to ensure student success and retention.

- *Chris Cassidy, Academic Advisor* ccassidy@cleary.edu ext. 3012
- *Deb Kwapisz, Academic Advisor* dkwapisz@cleary.edu ext. 3047

Dean of Students (ext. 3016)

The office of the Dean of Students serves as a primary student advocate. In addition, the Dean's office contains resource materials for parents, families, faculty, and staff in supporting student retention, graduation, and overall success.

- *Donna Marie Franklin, Dean of Students* dmfranklin@cleary.edu

IT HelpDesk

Use the Cleary IT HelpDesk for assistance with technology-related issues.

- *Cleary HelpDesk (e-mail only)* support@cleary.edu

Librarian

The Director of University Libraries is available to assist you with research or answer any library-related questions. Students and faculty seeking research assistance may contact the Campus Center staff or the librarian for help. Assistance is available via e-mail, phone, or electronic conference by appointment.

- *Jane Ellen Innes, Librarian* librarian@cleary.edu

Records Department

For information on current student registration, grades, transcript requests, veterans enrollment certification, and degree verification, contact the Records Department.

- *Helen Budd, Academic Associate* records@cleary.edu ext. 3011
- *Marie Bukis, Academic Associate* records@cleary.edu ext. 9109

eCLEARY

eCleary is a Course Management System software that is designed to help both instructors and students create courses with opportunities for rich interaction and academic rigor. eCleary not only provides a syllabus for all individual classes but is also a “virtual classroom” that provides a consistent format across the entire curriculum. Each eCleary classroom is organized into the same number of modules that mirror a six-week or 12-week class. The majority of the communication between student and instructor, or among students, occurs in eCleary. Each module contains four basic components: Introduction, Research, Discussion, and Assignment.

- ✓ The **Introduction** explains the weekly learning outcomes and provides additional information about the main topic of the week.
- ✓ The **Research** section provides reading assignments, links to online content, or other research-based content developed by the University.
- ✓ The **Discussion** section is where weekly discussions designed to spark critical thinking are located.
- ✓ The **Assignment** section is where assignment descriptions are located. All coursework is submitted and returned within eCleary.

The eCleary classrooms are available to students one week before the official start date of the class. Students should review the eCleary classroom(s) prior to the start of each new class. Often, instructors expect some coursework and/or reading to be completed prior to the first class meeting.

FACULTY AND STUDENT EXPECTATIONS

Faculty Expectations of Students

Faculty members have the expectation that students will take responsible action to fulfill duties and responsibilities in their academic program and in each class. Therefore, we believe it is reasonable for faculty to assume that students will

- Treat the classroom as a professional environment and treat students and faculty with respect.
- Adhere to class start times and end times and regard them as not negotiable.
- Show courtesy as other students speak.
- Restrict conversations when anyone is addressing the class.
- Never plagiarize or cheat.
- Hand in all work on time.
- Silence all pagers and cell phones in every class.
- Return to class on time after every break.
- Be accountable for behavior toward group members when working in groups.
- Take ownership of one's performance, both academic and behavioral.
- Keep e-mail addresses and phone numbers current on University records.
- Include one's first and last name (course department, number, and section are helpful) on every document the student submits to a faculty member.
- Notify the instructor in the event of an absence.

Student Expectations of Faculty

The faculty of Cleary University provide the highest level of service possible to all students. To this end, it is reasonable for students to assume that faculty will

- Provide a current, complete, and accurate class syllabus posted one week prior to the term start.
- Use the textbooks and instructional materials described in the syllabus as an integral part of the course work.
- Provide office hour information and other means of communication to students, using phone and e-mail.
- Plan and conduct meaningful learning activities for the full time allotted for all classes.
- Provide other reasonable assistance on an individual basis as may be necessary and appropriate.
- Electronically acknowledge all student questions and assignments within 24 - 48 hours.
- Engage in appropriate electronic discussions on a regular basis for each course module.
- Provide regular and informative feedback on assignments in order to ensure that students understand their strengths and deficiencies on any given lesson.
- Notify students in the event of an absence and arrange a plan with the class to make up the missed class session using distance format.
- Keep course-related materials for at least 12 weeks after the end of the class. This includes student work, e-mails, grade books, etc. After grades become permanent, faculty members are free to discard course-related materials.

CLASSROOM POLICIES

Standards of Conduct

No member of the University community shall at any time (on campus or at any University function or activity) use, be in possession of, be under the influence of, or distribute any illegal drug. Functions sponsored by the University may permit alcohol to be served only according to the laws of the State of Michigan, local communities, and federal statute. Monitoring will be the responsibility of the event sponsor. No member of the University community shall report to work or class, or conduct University business on the premises while under the influence of alcohol or any illegal drug. Any incident of suspected possession, sale, use, or distribution of illegal drugs or alcohol on the campuses or at any University function will result in the suspected party being asked to leave the premises and may be reported to local legal authorities. Confirmation of such behavior is cause for expulsion.

Appropriate decorum is also required of any University employee or student enrolled at the University. Harassing language is unacceptable; professional behavior of all involved is expected.

The Honor Code Policy for Academic Integrity at Cleary University

Cleary University defines the word “honor” as academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility.

An honor code establishes a fundamental social contract within which the university community agrees to live. The purpose of the honor code at Cleary University is to secure for students an environment in which all individuals have responsibility for, and are appropriately recognized for, their individual academic and personal achievements.

Each student who enters the University community will benefit from this honor code. As members of the Cleary University academic community, Cleary students do not lie or cheat whether they are on campus or acting as representatives of the university in surrounding communities. Neither should they suffer by the unethical acts of others. All members of the academic community are encouraged to trust students, thus preserving the relationship between students and faculty or staff.

Although the honor system, as a rule, should be monitored by students, it is also an integral part of the mission of faculty at the University. Consequently, no student has an unfair academic or personal advantage over another. Since the honor code promotes these values, faculty members will have a committed interest in its successful implementation.

Types of Honor Code violations

Plagiarism: Portrayal of another’s work or ideas as one’s own

- Buying a paper through the Internet and turning it in as if it were your own work
- Improperly citing references on a works cited page or within the text of a paper

Cheating: Using unauthorized notes or study aids, allowing another party to do one’s work/exam as one’s own, or submitting the same or similar work in more than one course without permission from the course instructors

- Taking an exam for another person
- Looking at another person's exam for answers
- Bringing and using unauthorized notes during an exam

Fabrication: Falsifying or creating data, research, or resources, or altering a graded work without the prior consent of the course instructor

- Making up a reference for a reference page
- Making up statistics or facts for academic work

Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication

- Helping another person do a take-home exam
- Giving answers to an exam
- Collaborating with others on work that is supposed to be completed independently

Lying: Deliberately falsifying with the intent to deceive in written or in verbal form as it applies to an academic submission

Bribery: Providing, offering, or taking rewards in exchange for a grade or an assignment, or the aid of academic dishonesty

- Paying a student to do work on your behalf
- Attempting to pay a teacher to change a grade

Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

PLEASE NOTE: Academically dishonest behaviors include, but are not limited to, the brief examples described above. If a student has a specific concern about what constitutes academic dishonesty we encourage them to speak with their professor or if they do not feel comfortable doing so then they may contact the Dean of Students for further clarification.

Honor Code Statement

All students of Cleary University are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. In incidents of academic misconduct those students who are found to be in violation of the academic integrity policy may be subject to both academic sanctions (assignment grades, course grades, additional assignments and the like) from the faculty member involved and non-academic sanctions given by the Dean of Students (including but not limited to university probation, suspension, or expulsion).

Class Attendance

Regular class attendance is necessary to maximize learning. Students are expected to attend all regularly scheduled class meetings. Students should arrive on time and participate during the entire class meeting.

A student who misses four or more meetings of a six-week class meeting two times per week or a 12-week class meeting once each week, without the permission of the instructor, will earn a grade of NC (no credit). This assumes that the student is earning a passing grade for the class based on the criteria identified in the instructor's syllabus at the time of the fourth absence. If the student is failing the class at the time of the fourth absence, the instructor may elect to give the student a failing grade based on the student's poor performance. This step is designed to discourage a student from using the NC grade to leave a class due to a failing grade. In the case of a NC grade, the student must repeat the class in order to receive credit.

In special circumstances approved by the instructor, the student who misses more classes than the maximum allowed may be given the option to continue in the class and complete all missing assignments, resulting in a grade in the class. However, the student must be passing the class at the time of the second absence (fourth for 12-week classes).

Instructors keep class attendance records that may be included as a criterion for the course grade. Instructors provide their individual policies on absence and grading in their class syllabus.

Appropriate Classroom Laptop Use

Cleary University provides students with access to computer networks, and in some circumstances laptop computers. Although having a laptop in class opens up new learning possibilities for students, sometimes students utilize them in inappropriate ways. While in class, students should refrain from instant messaging, e-mailing, surfing the Internet, playing games, writing papers, or completing homework.

Acceptable uses include taking notes, following along with the instructor on PowerPoint, with demonstrations, and other whole class activities, as well as working on assigned in-class activities, projects, and discussions that require laptop use. The faculty have the authority to limit the use of laptops during class time.

Participating in Group Projects

Cleary University supports the practice of using group projects as a vital instructional methodology. To ensure that students understand their responsibilities when working within a group, the following are suggested guidelines

- Groups should make every effort to have all members present at each scheduled meeting. It is your responsibility to notify every group member if an emergency arises and you are unable to attend a meeting.
- The expectation is that every person in the group is able to justify and explain all parts of the project. Each person bears responsibility for the correctness of the work and the quality of the work; each person should review ALL the work.
- When working in groups, be courteous and respectful of other members. Be sure to listen to all points of view before drawing conclusions. *The majority may be wrong.* In fact, one of the main reasons for working in groups is so that multiple perspectives are heard.

- Try to work out all differences and problems within the group. If for some reason your group is unable to resolve the conflict on its own, please set up a meeting time with your instructor and the group to discuss your problems.
- The projects will require substantial time spent together with your team. Do not wait until the day before the project is due to begin the assignment. Respect the project deadline.

Time-sensitive Assignments

To instill responsibility and accountability, all students are required to submit their assignments by posted deadlines. Any assignment not submitted by the posted due date, for reasons other than when a student is absent from an “on-ground” course, will be considered late. If an assignment is late, there may be a reduction in the grade.

Any extension *must* be requested at least one day prior to the assignment’s due date, and the instructor does reserve the right to refuse any request.

Resubmission of Assignments

Some instructors may allow work submitted on time that meets the requirements for that assignment to be revised and resubmitted again for consideration of full credit if the grade received is less than a passing score. Students do not have to resubmit work if they are satisfied with their grade. If a student does choose to resubmit an assignment, it must be presented to the instructor within one week from the time it was originally handed back to them, or before the next module assignment is due. Students who submit late assignments do not have the option of revising and/or resubmitting.

Extra Credit Policy

Cleary University allows its faculty to determine their own guidelines as to the use of extra credit within their classes. Some instructors do not provide the opportunity to earn extra credit. They feel that every student has the opportunity to do what is necessary and if they do not, they should experience the consequences. However, other instructors feel that under some circumstances, extra credit work can be a valuable addition to teaching strategies. When an instructor decides to allow extra credit, the following points may be useful

- A student must have already completed the rest of the work for the class. Extra credit is not a way to make up for other work the student has chosen not to complete.
- Extra credit may not be used to improve a student’s participation/discussion grade.
- Students earning the minimum number of regular class points/percentage to get a B or A grade in the class will not be eligible for extra credit. Students cannot get a B+ or an A grade using extra credit.

Student Syllabus Responsibilities

Cleary University requires students to accept the responsibility to thoroughly read, understand, and follow the guidelines of the course syllabus, comply with university regulations, read all assigned material and postings specific to the course, and comply with due dates, submission guidelines, and instructor directions. The course syllabus contains the policies and expectations that have been established to create a productive learning atmosphere for all students.

Provisional Admit Process

Degree-seeking students who have applied to Cleary University with a cumulative grade point average of less than a 2.00 for undergraduate programs (4-point scale) may be eligible for a provisional admission status, which is granted by the Assistant Vice President of Academic Services. To qualify for provisional admission, the student must submit a written application and schedule a personal interview with the Assistant Vice President of Academic Services. Supporting documentation may also be requested. A review committee consisting of the Dean of Students, Dean of Instruction, and the Assistant Vice President of Academic Services will render a decision regarding admission status. If the student is approved for provisional academic status, an Academic Success Plan will be formulated by the committee and reviewed with the student.

Students who are given provisional admission will be on academic probation with the requirement that they maintain a cumulative grade point average of at least a 2.5 for undergraduate students or 3.0 for graduate students. Failure to maintain the requisite cumulative grade point average may result in dismissal from the program.

Academic Probation

A minimum 3.0 overall GPA is required to maintain good academic standing in the graduate program, 2.5 in the undergraduate program. If a student's overall GPA falls below the minimum overall GPA, s/he will be placed on academic probation and assigned to work with his or her advisor on improvement efforts. These efforts may include weekly meetings with the advisor, mandatory attendance with tutors, or a reduction in the number of credit hours taken each term. The student on academic probation has a maximum of two terms to bring his or her cumulative GPA up to the minimum or higher. If a student is unable to raise his or her GPA within two terms following the start of academic probation, the Assistant Vice President of Academic Services will recommend further action, which may include dismissal from the program.

As a student on academic probation, a realistic assessment of the contributing factors that resulted in unsuccessful academic performance will be an important part of his/her efforts to improve his/her work in future terms. It will be unlikely that s/he will be able to remedy difficulties and distractions unless s/he knows exactly the nature of those distractions. This is the time to do the following

- Assess the causes and/or contributing factors to unsuccessful academic performance.
- Re-evaluate your overall academic plan.
- Develop a plan to clear probationary status.
- Approach future terms in a proactive way to avoid probationary status in the future.
- Contact an academic advisor to assist with this effort. In some cases, the student's academic advisor may be able to determine the cause of poor performance; in others, there may be a combination of contributing factors.

A student on probation shall be granted the next two terms to attain a minimum GPA of 2.5. If such a student fails to attain a 2.5 GPA after two terms, s/he may be suspended and may not apply for readmission until after a full term (excluding summer term) has elapsed. Should a student be unable to improve his/her academic performance and meet the conditions of his/her probation (described above), s/he will be subject to dismissal from the University. Dismissal status is considered permanent; however, a student may elect to apply for readmission after dismissal if the student demonstrates readiness to return by significantly improving academic performance and the ability to focus on a

specific attainable academic course of study. An academic advisor will be able to discuss these and other options with students.

Minor Children in Classrooms Policy

The primary mission of Cleary University is to educate students. To that end, Cleary has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of minor children is often a disruptive factor, not just because a child can be noisy or active, but because even inadvertently, attention is centered on the child rather than on the teaching and learning process. The presence of minor children on campus and in its classrooms also raises safety issues. Therefore, appropriate restrictions must be placed on bringing minor children to Cleary University's campus sites and classrooms.

First and foremost, presence in classrooms is restricted to properly registered students or visitors with a legitimate purpose. Children (younger than 18) may not attend any class unless they are officially registered for the class. Instructors of record are responsible for ensuring that individuals who attend their classes are properly registered or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are responsible for addressing situations when unauthorized individuals attend their classes. Second, Cleary University and its classrooms should not be viewed at any time as a substitute for childcare arrangements.



Incomplete Grade Contract/Plan

An INCOMPLETE is a temporary grade assigned for the purpose of allowing students additional time to complete course work for a class when students come just short of completing the course requirements within the scheduled time. Incomplete grades (I) are given only when a student who is passing the course has experienced circumstances beyond his/her control which cause an undue hardship in completing the course work. Incomplete grades do not affect GPA; however, if the course requirements are not fulfilled within the timeline specified (not to exceed six weeks), the incomplete automatically converts to a failing grade (E). The student and the instructor must discuss an Incomplete before it is awarded. The Incomplete Grade Contract is documentation of that discussion; its purpose is to provide a clear statement of the mutually agreed upon remaining assignments. Students must submit Incomplete Grade Contracts to the Cleary Records Office before the last day of the session.

Name	Date	ID#
Session/Year	Department	

Course for which you are requesting an incomplete grade:

Dept./Course#/Section#	Course Title	Instructor
------------------------	--------------	------------

Reason for requesting an incomplete grade:

Specific assignments to be completed (e.g. M1:A2 title, capstone, papers, exams, etc.):

Due Date:

#1:	
#2:	
#3:	
#4:	

ALL assignments to be completed no later than: _____

- The instructor must submit the final grade to the Records Office by the sixth week of the following session.
- If the incomplete grade is not converted to a letter grade by the end of the sixth week, an "E" will be posted on the student's academic transcript.

Student's Signature	Date
Instructor's Signature	Date

LIBRARY AND RESEARCH RESOURCES

The library Web site is a research starting point and a source for learning more about information services. The site is a portal for accessing the online databases and provides links to additional information including the library's research wiki and blog.

- **University Library Web Site:** <http://library.cleary.edu>
- **Research Wiki:** <http://resources.cleary.edu>
- **Library blog:** <http://clearylibrarian.wordpress.com>

Online Databases

Cleary provides a variety of bibliographic databases, commonly referred to as the online libraries. These libraries provide access to information including business articles, reports, company information, and legal information. Below is a list of the online libraries available through the University.

- **ProQuest (ABI/INFORM Global, ABI/INFORM Trade and Industry, ABI/INFORM Dateline, Ethnic NewsWatch, GenderWatch, Newspapers).** The Proquest database provides a full range of information on hundreds of topics. Included are (1) articles and company profiles with topics in business, finance, and economics, (2) trade and industry information, (3) local and regional business publications, (4) news and analysis, (5) information on local markets and more gathered from major business tabloids, magazines, daily newspapers, and wire services, (6) publications of the ethnic, minority, and native press, and (7) historical perspective on the evolution of the women's movement and the changes in gender roles.
- **Proquest Entrepreneurship Database.** This database delivers a unique and powerful database collection - designed to arm entrepreneurs with vital resources for developing and researching their ideas while providing valuable insight to help progress and grow their product or service. Resources include: video clips, market research, start-up plans/templates/forms, journal content, business cases, working papers, conference proceedings, and full text dissertations.
- **LexisNexis.** Full text of business, medical, and legal articles. Also includes television transcripts. The reference section features biographical information for politicians and executives, country profiles, polls and surveys, quotations, state profiles, and a world almanac.
- **Hoover's Online.** Industry and company information, financial data, ratios, news and analysis, and market data. Also featured are related channels focusing on business news, career development, and personal finance.
- **CountryWatch.** Social, political, economic, and business information on various countries from around the world.
- **MarketResearch.com.** MarketResearch.com is the world's largest and continuously updated collection of market research. This database provides market intelligence and offers more than 160,000 market research reports from over 600 leading global publishers.

- **Michigan Electronic Library (MeL).** An information portal sponsored by the Library of Michigan. The site provides individual or multi-database searching. By using the MeL Pathfinders, researchers may choose a subject to find Web sites, databases, and books. The site includes selected Internet resources, full-text magazines, newspapers, and electronic books. This state-funded, comprehensive site includes many useful proprietary resources available to Michigan residents. A variety of Infotrac and OCLC (Online Computer Library Center) databases are available through MeL.
- **NetLibrary.** NetLibrary provides access to the full-text of books. Cleary's subscription to NetLibrary focuses on business-related books; consider checking with your local public library to find out if it subscribes to different collections within NetLibrary.

Research Assistance

Students and faculty seeking research assistance may contact the Campus Center staff or the University's librarian for help. Assistance is available via e-mail, phone, or electronic conference by appointment. To request assistance via e-mail, send a message to the Cleary University Librarian at librarian@cleary.edu.

Interlibrary Loan

Interlibrary Loan (ILL) is available to assist students, faculty, and staff in obtaining materials the Cleary University Library System does not carry. These include books, journal articles, and videos. The typical turn-around time for an inter-library loan request is one to four weeks. Contact the Cleary University Librarian at librarian@cleary.edu for assistance.

Library Checkout Policy

The Cleary University Library is primarily a collection of relevant online databases. However, the library does maintain a small, focused collection of print and multi-media materials. Books may be checked out for a period of seven days. One renewal is available for an additional seven days. Materials may be renewed by phone. Check with the Campus Center staff for more information. Periodicals and reference materials are available for in-library use only.

Reserve Materials

Books, articles, and other materials may be placed on reserve by faculty. The checkout period for reserve materials varies, so check with the Campus Center staff regarding due dates. Materials will only be on reserve during the term in which the course is being offered. Review books for the Cleary exams are on reserve in both Campus Centers and may be checked out for one week.

TECHNOLOGY ACCEPTABLE USE POLICY

All students, faculty, staff and guests of Cleary University are subject to this policy. All Cleary University owned systems; systems of Cleary University Vendors and Partners are covered as well. Use of University technology facilities constitutes agreement to comply with this policy. Violation of this policy may result in removal of user privileges, reimbursement to the University for damaged property, dismissal, and/or termination. The Information Technology Department (ITD) of Cleary University maintains this policy and monitors compliance.

1. Users may not use the University's computers, software, network, or Web site for purposes other than those intended by the University in pursuit of its educational mission. Reasonable personal use of these facilities is permitted. They may not be used to pursue the activities of any business or organization other than Cleary University.
2. All users must respect the privacy and usage privileges of others, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
 - Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, whether on the Cleary University campus or elsewhere, or develop or retain programs for that purpose, without the authorization of the file owner or Chief Information Officer. Reasonable file copying (e.g., in back-ups) and password changes are permitted among the routine tasks of system managers and of appropriately authorized staff.
 - Users shall not represent themselves electronically as others, on either the Cleary University campus or elsewhere, unless explicitly authorized to do so by those other users. To be valid, such authorization of one user by another user must not circumvent established system-specific policies defining eligibility for resource access.
 - Users shall not intentionally develop or retain programs that harass other users, on either the Cleary University campus or elsewhere.
 - Users shall not obstruct or disrupt the use of any computing system or network by another person or entity, on either the Cleary University campus or elsewhere, whose usage is protected by law, ordinance, regulation, policy, or administrative ruling.
3. All Users must respect the integrity of computing systems and networks, both on the Cleary University campus and at all sites reachable by Cleary University's external network connections.
 - Users shall not by any means attempt to infiltrate (e.g., gain access without proper authorization) a computing system or network, either on the Cleary University campus or elsewhere.
 - Users shall not attempt to damage or alter, without proper authorization from the System Sponsor, either the hardware or the software components of a computing system or network, on either the Cleary University campus or elsewhere.

4. All users of Cleary University computers and networks also agree to comply with the terms of the Merit Network, Inc. acceptable use policy:
http://www.merit.edu/policies/acceptable_use.php
5. Faculty, staff, and students are prohibited from encouraging or requiring others to violate this policy.
6. Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems. Illegal activities are strictly forbidden.
7. Users of the Internet on University-owned equipment are not permitted to locate, view, print, or download pornographic material, inappropriate files, or files dangerous to the integrity of the University's network, equipment, or software.
8. Users must adhere to copyright laws as may be applicable in the use of hardware and software and in the transmission of copyrighted text or files on the Internet or from other resources.
9. All software installed on University computers must have an appropriate license owned by Cleary University and provided to the ITD. Microsoft Office Suite is the software standard supported and provided by the University. The ITD must be notified before installing any other software on a University-owned computer. Student copies of software purchased for a class may only be installed in the student computing lab under the direction of the instructor.
10. Users may not change, add to, or in anyway alter the operating system or software configuration on a University-owned computer.
11. Passwords are the property of the user and are not to be used by anyone else.
12. Users must use and are not allowed to circumvent University virus-scanning software.
13. Cleary e-mail users may be asked by the ITD to discontinue using the cleary.edu address for subscriptions to a discussion forum or news group that cause large volumes of e-mail traffic on University servers.
14. All users of Cleary University property are expected to take reasonable care to protect it from loss or damage. Intentional damage, misuse, or careless disregard for the safeguarding of University property is prohibited.
15. All students, faculty, and staff agree to comply with the acceptable use policies of Cleary University's vendors, partners, and affiliates.
16. All persons are expected to abide by the generally accepted rules of e-mail etiquette. These include, but are not limited to, the following:
 - Be polite. Do not be abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.

- Do not reveal your personal address or phone number, or those of students or colleagues.
- Do not send unsolicited e-mail that would be considered unwanted by a recipient.
- All e-mail is considered private, but e-mail messages may be used as evidence in the event of litigation arising out of possible illegal activities.

FINANCIAL ASSISTANCE PROGRAMS

Cleary Work to Learn Program

Cleary University's Work to Learn (WTL) program's intent is to enable students in undergraduate programs to have the ability to work on campus to assist with tuition costs. This program has two components: scholarship and wage.

Students will have the ability to receive a \$350 grant per term and earn a portion of their WTL grant by working at least 15 hours per week at the current Michigan minimum wage. (\$7.40 per hour). Students must be enrolled full-time (12+) credits per term. Students have the option of receiving a payroll check or having the amount of the payroll check credited to his/her Cleary account.

Federal Work-Study Programs

Cleary University participates in the federal college work-study program. This program provides jobs for undergraduate and graduate students who have financial need in their financial aid budgets, allows students to earn wages to help pay educational expenses, and helps the student to gain needed experience within their field of study. **Additionally, Cleary offers a \$350 scholarship per term for all of our student workers who work at least 15 hours per week and are registered for at least 12 credits per term.**

Work-study wages are dependent upon the type of work and skill level needed for the position. Current wages for the 2010 - 2011 academic year are \$7.40 per hour for work-study students working on campus and \$8.00 per hour for work-study elementary school reading/math tutors working off-campus, and community service jobs.

In addition to the above description, college work-study students

- Are only allowed to work up to 20 hours per week
- May not work during the time they are scheduled to be in class
- Are required to maintain a 2.0 GPA
- Are required to have need determined by filing the Free Application for Federal Student Aid at <http://www.fafsa.gov/>
- Are required to complete a college work-study application

For available work-study positions, visit the Cleary Web site.

For more information about college work-study and other types of federal financial aid, visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

ACADEMIC SUCCESS PROGRAM



The Academic Success Program is designed to build an early support network for students who may be struggling personally or academically and allow parents and sponsors the opportunity to be proactive in their student's educational success.

Early Intervention Process

Step	Process				
1	<p>Identify the Problem: Academic or Behavioral</p> <ul style="list-style-type: none"> Academic. Instructor feedback, advisor observation, or review of activity and performance within electronic classrooms via eCleary Behavioral. Instructor, advisor, or staff monitoring, parent or self reporting 				
2	<p>Contact Student</p> <ul style="list-style-type: none"> Schedule Appointment. Meet as soon as possible. Develop Academic Success Plan. Plan will vary depending on identified problem. Examples include mandatory tutoring, weekly advisor meetings, meeting(s) with instructor and/or Dean of Students, written acknowledgement of plan, follow-up appointments. <i>If resolved during Step 2, then the process is complete.</i> 				
3	<p>Contact Key Resources</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>• Tutors</td> <td>• Parents</td> </tr> <tr> <td>• Instructors</td> <td>• Sponsors</td> </tr> </tbody> </table>	• Tutors	• Parents	• Instructors	• Sponsors
• Tutors	• Parents				
• Instructors	• Sponsors				
4	<p>Monitor</p> <ul style="list-style-type: none"> Monitor until sufficient Academic Success Plan results achieved. 				

Outcomes

- Supports a *team approach* to student academic success
- Assists at-risk students to find the help they need
- Promotes problem-solving skills
- Builds support networks
- Assists with skill development

Parent/Sponsor Information:

Please circle the preferred method of contact.

Phone

e-mail

Phone or e-mail

Name of Student	Name of Parent/Sponsor & Relationship to Student	Telephone Number(s)	Email Address(es)

GLOSSARY

Academic Advisor

Each student is assigned an Academic Advisor. The role of the advisor is to provide a degree-completion plan for the student, monitor the student's progress against that plan, respond to questions regarding course selection or curricula, and assist the student as needed. A student must receive approval from the Advisor to register or to change his/her academic curriculum (major). If circumstances arise that may affect a student's ability to successfully matriculate (health, employer-related issues, etc.) the student should contact his or her advisor as quickly as possible to address such concerns.

Academic Calendar

The University follows an academic year September through August, divided into four academic quarters. Fall, winter, and spring quarters are each 13 weeks in length. The summer session is six weeks in length. Day classes are 12 weeks in length, with new classes beginning in September, January, and April.

Academic Probation

All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining the minimum GPA will be placed on probation for one 12-week term.

Blended Classes

Blended learning combines online with face-to-face learning. The goal of blended learning is to provide the most efficient and effective instruction experience by combining delivery methods. The course syllabus and learning outcomes parallel those of courses that follow different deliveries, but part of the course is delivered online and part of the course is delivered on ground.

Blended classes describe a solution that combines several different delivery methods, such as collaboration software (e.g. wikis), Web-based courses, and knowledge management practices. Blended learning also is used to describe learning that mixes various event-based activities, including face-to-face classrooms, live e-learning, and self-paced instruction.

Cohort Shared Learning

Learning groups called 'cohorts' take courses together and support each other in the learning process. Students are placed in learning teams similar to work-based teams in a business environment. This shared-learning approach keeps classmates together, providing an opportunity to learn in a supportive environment while sharing practical job-related experience.

Distance Learning (DL)

Distance Learning (DL) is a type of course where students work on their own at home or at the office and communicate with faculty and other students via e-mail, electronic forums, videoconferencing,

chat rooms, bulletin boards, instant messaging, wikis, and other forms of computer-based communication.

DL programs include a computer-based training (CBT) system (here it's eCleary) and communication tools to produce a virtual classroom. Because the Internet and World Wide Web are accessible from virtually all computer platforms, they serve as the foundation for many DL systems.

These courses are delivered completely online, require no on-ground participation, and contain the same components of the Cleary lecture/on ground courses (research, assignments, and capstone). Virtual team projects may also be required.

eCleary

eCleary is a software e-learning platform (also known as a Course Management System (CMS), Learning Management Systems (LMS), or Virtual Learning Environment (VLE)). eCleary is designed to help educators create online courses with opportunities for rich interaction. eCleary provides a syllabus for individual classes with each organized into 12 modules that mirror the 12-week class. Each module contains four basic components: Introduction, Research, Discussion, and Assignments.

Class syllabi are available one week before the official start date of the class. Students should review the syllabus prior to the start of each new class. Instructors may expect some coursework and/or reading to be completed prior to the first class meeting.

Financial Aid

Aid for paying college expenses is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Financial aid from these programs may be combined in an "award package" to meet or defray the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Grade Point Averages (GPA) and Letter Grades

The quarter grade point average (GPA) is determined by multiplying the number of quarter credit hours for each course attempted by the number of honor points corresponding to the final grade for the course. This total is then divided by the number of quarter credit hours attempted during that quarter and the result rounded to the second decimal place. The GPA is calculated only on credit courses attempted at Cleary University. The cumulative GPA is determined in the same manner as the quarter GPA. In the case of repeated courses, the higher grade earned will be used in computing the cumulative GPA.

Honor Point Scale

Grade	Percent	Honor Points
A	94 - 100%	4.0
A-	90 - 93.99%	3.7
B+	87 - 89.99%	3.3
B	84 - 86.99%	3.0
B-	80 - 83.99%	2.7
C+	77 - 79.99%	2.3
C	74 - 76.99%	2.0
C-	70 - 73.99%	1.7
D+	67 - 69.99%	1.3
D	64 - 66.99%	1.0
D-	60 - 63.99%	0.7
E	<59.99%	0.0

No Credit (NC): A grade assigned by the faculty indicating that not enough work by the student took place to allow for an evaluation leading to an assigned grade. The student must retake the course to receive credit.

Pass Grade (P): A pass grade is assigned either by the faculty in a course indicating a pass grade, or by the Academic Program Committee because of a grade appeal. The student receives credit for the course.

Incomplete (I): A grade assigned by the faculty indicating that the student came just short of completing the course due to circumstances beyond his or her control and is given a grace period to finish the work without penalty.

Withdrawal (W): The student elected to withdraw himself/herself from the course before the end of the seventh week.

Proficiency Examinations

Proficiency Examinations, or Cleary Exams, are objective, computer-based tests focusing on the course outcomes listed on the course syllabus for many lower-division Cleary University courses. They are similar to a final examination for a course. Cleary Exams Preview Guides, which provide topics covered, study resources, credit value, number and type of test questions, as well as other relevant test information, are available for many of the Cleary Exams. The Campus Center staff at each campus administers exams by appointment. Upper division courses are excluded from this option.

Proficiency Portfolio

A Proficiency Portfolio is a documentation-based option whereby students provide evidence that they have mastered the course objectives of a Cleary University course as outlined in a course syllabus. Most lower-division courses are eligible for this option. Please note that the upper division courses are not eligible for this option. Students should take care to present the portfolio in an organized, professional, and thorough manner. Examples of supporting evidence to be included in a portfolio include certificates of training, samples of work, a résumé, a copy of a performance review, and/or a letter of verification of skills from an employer or supervisor. The documentation should provide clear and convincing evidence that the student has achieved the learning outcomes for the course as specified in the credit petition. Generally, multiple types of documentation increase the likelihood that credit will be awarded.

Student Portal

The University provides a personalized Web portal for students to access information about schedules, accounts, registration, classes, grades, special announcements, and other resources. All University offices and services are accessible by Web site and e-mail.

Syllabus

A course syllabus is a summary of the course. It contains specific information about the learning outcomes and module objectives. It also includes information on how to contact the instructor, an outline of what will be covered in the course, with a schedule of test dates and the due dates for assignments, the grading policy for the course, and specific classroom (on ground or online) rules.

Term/Session

Cleary University schedules its classes on quarter hours. Each term runs for 13 weeks. BAC 101 and ENG 150 meet two times each week for six weeks; all other classes meet once each week for 12 weeks. To coincide with the upper division program, the day program includes a one-week break, generally (but not always) scheduled between modules 6 and 7.

Tutors

Cleary provides tutoring services in English, math, accounting, computers, research, and whenever possible, in other areas requested. Students are allowed one hour per course per week, unless learning disability papers are in the possession of the Academic Advisor, in which case students qualify for two hours per course per week. Beginning in fall 2010, some tutoring will be available via WebEx only.

ACKNOWLEDGMENT OF RECEIPT

Cleary University

3750 Cleary Drive ▪ Howell, Michigan 48834 ▪ www.cleary.edu

Acknowledgement of Receipt

With the signature below, I acknowledge that I have received and reviewed the contents of the Cleary University 2010-2011 Day Student Handbook.

This document has provided notice of the following

- General Information about Cleary
- Faculty and Student Expectations
- Classroom Policies
- eCleary and Library Resources
- Technology Acceptable Use Policy
- Attendance Expectations and Grading Scale
- Financial Assistance Programs
- Academic Success Program

Student Name (please print)

Student Signature

Please remove this form from your Student Handbook and return it to your advisor.

