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700 FORMS

800 INDEX
The first-year advising program is designed to help incoming students make the critical transition from high school to college.

The program is tied together through support from administration, student life, and faculty. One function of summer counseling and the IDIS 100: First-Year Seminar is to provide incoming students with the opportunity to meet with members of the college community and to receive academic and college organizational information. With such guidance, the student is better able to formulate an academic plan, including the eventual choice of a major. Upon indicating a strong preference for a particular area of study, a student will be assigned a faculty advisor in that area following the completion of the first-year of studies. Until that time, each first-year student is advised by the mentor who instructs them in their First-Year Seminar.
First-Year Seminar Mentors help individuals make the transition from being recent high school graduates to becoming Muskingum College students. How easily this transition occurs for students is determined to a great extent by the dedication and competency of their advisors. The goal of this Advising Handbook is to provide a helpful and convenient guide to advisors as they undertake this important task.

Every effort has been made to avoid redundancy with the Muskingum College Catalog or the Student Handbook. Policies and regulations which are detailed in those sources are referenced accordingly.

210 Majors and Minors at Muskingum College

It is possible to earn a baccalaureate degree at Muskingum College with a major in any of the following areas:

- Accounting
- Accounting (Public)
- American Studies
- Art
- Biology
- Business
- Chemistry
- Christian Education
- Computer Science
- Conservation Science
- Child and Family Studies
- Earth Science
- Economics
- Early Childhood Education
- English
- Environmental Science
- French
- Geology
- German
- Health Education
- History
- Humanities
- International Affairs
- International Business
- Journalism
- Mathematics
- Middle Childhood Education
- Molecular Biology
- Music
- Music Education
- Neuroscience
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Public Affairs
- Religion
- Religion and Philosophy
- Self-Designed Interdisciplinary*
- Sociology
- Spanish
- Speech Communication
- Theatre

*See the sections on special programs and interdisciplinary majors in the College Catalog.

A complete listing of departmental degree requirements for each of these majors can be found in the College Catalog. Some departments have more complete listings available than what is given in the catalog. [Advisors should contact department chairs for further information.] Advisors should check class schedules for offerings by semester.

A short compendium of important introductory courses and the beginning sequences for each major can be found in section 330 of this handbook. This section should be consulted during summer counseling to ensure that your first-year advisees begin their prospective majors with the appropriate foundation.

Students who are undecided about a major are best advised to take a variety of introductory level courses satisfying LAE requirements. That way they can make progress toward a degree and at the same time explore options and develop interests which may serve as guideposts for selecting a major and pursuing a potential career path.

While minors are not required at Muskingum College many students choose to take electives within a specific department thus earning a minor. Several departments have specific requirements for a minor (see department listings in the college bulletin). If not so listed a total of 15 hours, providing three hours are at
the 300-400 level, within a department constitutes a minor. Students can minor only in individual subject areas within a specific department.

220 Assignment of Advisor and Development of a Four-Year Plan

Each student will be assigned a faculty advisor. First-year students receive general academic advice from their First-Year Seminar mentors. When a student declares a major he/she is assigned to an advisor in the department in which he/she intends to major. A student who declares more than one major is assigned a department advisor for each major. One advising file is maintained and it is kept by the first advisor of record to be circulated as appropriate, unless a specific request is made to the VPAA office by the second advisor. However, all advisors of record have electronic access to their advisee's records on MCInfo Forms and Queries. To declare a major and change advisor, a student must complete a Declaration of Major and/or Minor form (section 700) which is available in the Registrar's office. The student consults with the chair of the department in which he/she plans to major and that department chair makes the advisor assignment using this form. A student who has not decided on a major but who has a strong area of interest may change to an advisor in that area, using the same form. A student who wishes to continue exploring and does not intend to declare a major by the end of his/her first year of study will remain with his/her mentor until such time as he/she declares a major or field of interest. Mid-semester of a student's fourth semester of full-time enrollment (or equivalent) is the deadline for submission of declaration. Students are expected to consult with their advisors in planning course schedules for upcoming semesters. It is wise to collaborate with each advisee to work out and write down a tentative four-year plan that includes requirements and desired electives. The plan should then be reviewed and updated periodically with the advisor so that progress in carrying out the academic program is plotted semester by semester. A student may change his/her major at any time.

Please note the Faculty Advisor section in the College Catalog.

230 Preparation of Schedules

Schedules for first-year students for the fall semester will be written under the supervision of the Associate Dean of Academic Affairs during the summer. An attempt will be made to incorporate courses listed as preferences on the new student expectations form. Spring schedules will be written by the first-year students themselves with guidance from their advisor.

First-year schedule requirements must include the core requirements—Arts and Humanities in Western Culture, English Composition, and Concepts of Wellness, a mathematics course, and at least one natural science lab course. Many first-year students also complete the speech requirement during the first year.

All enrolled students preregister for fall courses in April and Spring courses in November. Schedules are processed according to class standing (Seniors to First-Year) and by computer selected random number assignment.

Priority registration is among the reasonable accommodations for students with learning disabilities. The opportunity for priority registration is given to students in the PLUS Program. This is done on a course-by-course basis, when determined (by a consultant in the Center for Advancement of Learning) necessary to link accommodations to courses based on specific disabilities.

240 Daily Class Schedule

A copy of the daily class schedule is included in section 700.

Students' daily schedules must allow for a lunch period. During the 10:30, 11:30 and 12:30 hours on Mondays, Wednesdays, and Fridays one period should be kept open.
### 310 Summer Advising (Muskie Preview)

Summer advising is designed to acquaint incoming students with Muskingum College. During their campus visit, the students and their parents receive information about all aspects of the college, including academic policies and opportunities for financial aid, and the general organizational structure of college classes.

An especially important facet of summer advising is the opportunity for each student to meet with a representative of the academic program. During this meeting, available course offerings as well as academic and career goals can be discussed. [A list of class preferences for the fall semester is prepared for each student.]

At this time an advising folder is begun for each student from the materials submitted on admission combined with information received from the summer advising session. This folder is given to the First-Year Seminar mentor assigned to each student. When the student changes advisors, this folder is updated and transferred (via the VPAA office) to the new advisor. (See Change of Advisor form, section 700). [A more complete confidential record for each student is maintained by the VPAA office and can be consulted by advisors as needed and advisors have computer access to their advisees academic records. Also, the Center for Advancement of Learning Office keeps special records for PLUS and LSR program students, which are accessible to faculty upon request.]

### 320 Orientation

Orientation serves as a transition for the student from his or her high school experience to life in a residential campus setting.

The program at Muskingum is designed both to focus on preparation for the academic program and to acclimate students to opportunities for social and personal growth.

The academic orientation seeks to familiarize the student with the academic requirements and regulations of the college. Students, with the help of academic advisors, are responsible for planning and completing an appropriate program to meet graduation requirements.

The social activities of orientation are designed to help new students become more familiar with their classmates and the local community.

### 330 First-Year Seminar

IDIS 100 is designed to help first-year students succeed at Muskingum by assisting them to obtain skills and knowledge essential for doing well in college and by introducing them to the array of cultural, advising, and educational resources available on our campus. The course will also explore students' goals and values.

This course, which is required for first-year students, meets two hours per week for the fall semester, is assigned one hour of credit, and is graded.

First-Year Seminar is taught by a mentor in keeping with the following job description:

- A. Teaches a section of the First-Year Seminar. A stipend for this service unless the course is taught as part of the persons regular duties or teaching load.

- B. Serves as the principal academic advisor for each student during the First-Year Seminar, and until such time as the student has a clearly defined area of major interest. It is expected that the mentor will remain the academic advisor for undecided students at least through registration in the fall of the sophomore year, and preferably, if at all possible, until a major is identified.
C. Participates in First-Year Seminar activities during the Freshman Orientation weekend and first week of Fall Semester classes.

D. Assists the student in making a transition to a departmental academic advisor in the student’s area of major. Collaborative advising between the Seminar mentor and a departmental advisor may occur during the student’s second semester for students expressing specific academic program plans. Complete transition to the departmental advisor will not occur prior to the student’s third semester. Students without specific academic program plans may be advised by the Seminar mentor through the mid-term of the 4th semester.

E. Participates in related planning sessions, workshops and meetings as scheduled.

F. Works under the direction of the Associate Academic Dean and representatives of the Student Life Office. (Rev. 3/92; 6/93; 6/95; 9/97)

1. First-Year Program Mission Statement

Success of Muskingum College students is dependent upon the ability of our professional community to initiate during the student’s first year on campus and to foster their lifelong commitment to:

± Establishing and maintaining healthy adult interpersonal relationships (a sense of belonging at Muskingum and in the larger world community). Students must develop an increased tolerance for others, a capacity for intimacy and relationships based on trust, individuality and independence.

± Developing academic and intellectual competence. Students must develop the capacity and resources to cope with intellectual challenge, understanding the appropriate time for both independent action and cooperative learning.

± Developing a personal identity; becoming autonomous. Students must establish emotional independence from parents and peers and break free from the continuous need for reassurance, affection, and approval. They must be able to act independently, yet know when and how to get help when needed. They must develop a sense of self by clarifying physical needs, characteristics, and personal appearance, and by establishing sexual identification, roles and appropriate behavior.

± Clarifying purposes, establishing plans and priorities which identify a lifestyle, career choices and advocations consistent with their potential and Muskingum’s liberal arts mission.

± Maintaining wellness and developing an appreciation for the concept of A sound mind in a sound body.

± Managing emotions; becoming aware of their emotions, learning how to control them, and how to integrate them into ongoing decisions and behaviors.

± Identifying a personal philosophy of life, a personally valid set of beliefs that has internal consistency and provides a guide for behavior.

2. Program Objectives

Academic and intellectual competence:
   - Learn college regulations and procedures
   - Learn time management skills
   - Learn Muskingum College curriculum
   - Develop a graduation plan
   - Learn study skills
- Develop awareness for learning styles and applications
- Develop critical thinking skills
- Understand the nature of the educational process, their roles and responsibilities within it.

Healthy adult interpersonal relationships:
- Transition considerations from high school to college
  - Understand the differences in education, social, religious and physical areas
  - Successfully reconcile homesickness
  - Learn to be a part of responsible residential community living
  - Learn the residence hall ethos
  - Become involved with at least one campus organization.

Personal identity:
- Become a contributing member/player
- Participate in community service
- Attend new cultural experiences.

Clarifying purpose:
- Learn principles of decision making and career development
- Explore types of community service.

Wellness:
- Understand health needs
- Learn alcohol and drug abuse warning signs
- Learn the rights, responsibilities, and limits of human sexuality
  - Become informed about STDs, AIDS, date rape and sexual harassment
- Learn physical exercise options
- Understand warning signs for various inappropriate behavioral patterns (depression, substance abuse, eating disorders, aggression, etc.)

Managing emotions:
- Reconcile homesickness
- Learn stress and conflict management.

Personal philosophy:
- Learn spiritual/religious health options.

3. IDIS 100. First-Year Seminar

A. The First-Year Seminar course offers all first-year students a common experience. Direction for the common experience is provided in a common core syllabus which offers latitude for individual mentor enhancements. Prior to Muskie Preview, a single overarching theme will be identified to clearly focus individual course sections. First-year students are introduced to the theme during Muskie Preview and asked to complete a related task prior to the beginning of Fall semester. This single theme allows selection of common readings, assignments, and activities, integrated within the common syllabus. The theme enables the course to emphasize an academic identity, while providing opportunities for faculty to integrate common readings in other first-year course and activities. Individual mentors can build upon the basic core syllabus to establish an identity for their group.

The common readings are an important component of the course. The common readings facilitate discussion regarding such topics as the purpose of education within the Liberal Arts tradition, the nature and limits of knowledge from disciplinary perspectives, and values and their clarification. One or several of these topics might also be identified as a theme for the First-Year Opening Convocation. As well, the Fall endowed lectureship can supplement and reinforce consideration of the common theme selected for the First-Year Seminar curriculum.
Upperclass student mentors are teamed with First-Year Seminar mentors. Student mentorship provides elder Muskies with internship, Work/Study, and/or community volunteer opportunities. Student mentors are especially useful to assist the Seminar mentor build a bridge to student life activities and to provide the student perspective to first-year student concerns.

A core of several common lectures are presented by our faculty throughout the semester. These common hour lectures (Tues., 11:00-12:00) address the chosen First-Year Seminar theme, describe a disciplinary perspective on knowledge, and foster students' consideration of possible majors; faculty will be encouraged to explicitly identify such points during their lecture. During weeks when common hour lectures occur, mentors formally meet with students once and then escort them to the common hour lecture for their second meeting of the week. All faculty teaching first-year LAE courses are encouraged to weave these lecture themes into the fabric of their courses.

B. Topics Covered

The Muskingum Community
Explore the student's role as a member of our college community. Includes participation in Opening Convocation.[Also, the policies and procedures outlined in the Student Handbook will be covered.]

Introduction to the Liberal Arts
Discussion related to the topic of "what it means to be a scholar". Also included are academic freedom and responsibility and the college's honor code.

Introduction to Study Resources
Presentations by the staff of the Center for Advancement of Learning describing and demonstrating the academic support services available to all students.

Computers on Campus
Introduction to word-processing facilities and other computer opportunities on campus.

The Library
Participation in a library orientation program, including a bibliographic project to familiarize students with the College Library.

Academic Requirements
Introduction to academic policies and requirements outlined in the College Catalog. Included is a discussion of grading procedures, appeals process, and graduation requirements.

Departmental Programs and Majors
During this week, students are exposed to the various academic departments which make up the college. Presentations by the various departments help to give the students a better idea of the requirements and opportunities afforded within the discipline for a major, and potential career paths.

The Academic Advisor
Focuses on the role of the faculty advisor in the educational process, as well as the responsibilities of the student in the advising process.

340 Liberal Arts Essentials

All students who desire to become candidates for a baccalaureate degree are required to complete course work in the Liberal Art Essentials Program. The LAE combines a core curriculum with a set of area requirements. (see form 700.9)
During the first year four components of the core are to be taken: IDIS 150, Arts & Humanities in Western Culture (3 credit hours); PHED 101, Concepts of Wellness (1 credit hour); ENGL 121, English Composition (3 credit hours); and a mathematics course above MATH 090, Developmental Mathematics. Students who have not successfully completed three years of college preparatory mathematics should be scheduled in MATH 090 in their first semester. Based on test placement, students with the lowest scores in English should be scheduled in ENGL 110. Fundamental English; students with ACT English of 17 or less but who are not required to take ENGL 110 should be scheduled for ENGL 121. English Composition in their first semester. In addition, at least one of the two lab courses needed to fulfill the natural science distribution requirement is to be taken in the first year.

During the sophomore year RELG 250. The Bible and World Religions (2 credit hours) [students should have one year of college and some core courses before taking RELG 250], a second natural science course (if not completed in the first year), and additional courses satisfying distribution requirements are to be taken.

RELG 450. Faith and Ethics (2 credit hours) is taken in the senior year or, by permission of the department chair, the junior year.

(Faculty Approval 4/92; Rev. 10/93, 5/94; 12/96)

In addition to ENGL 121 students must complete two writing unit courses. These courses, at least one of which is at the 300 or 400 level, are then taken after ENGL 121. Students enroll in courses to satisfy other area requirements according to the level of the particular course.

350 Departmental Academic Programs

Students who have indicated an interest in majoring in a particular discipline are to include one or more of the courses suggested below from the respective disciplines in the first year.

1. Accounting and Accounting (Public)

   - highly prepared:
     - ACT composite above 25 or
     - SAT above 1000 and at least
     - 3 years college prep math with
     - at least a B+ average
     - First Semester:
     - ECON 215. Principles of Microeconomics
     - Second Semester:
     - ACCT 201. Financial Accounting
     - ECON 216. Principles of Macroeconomics

   - adequately prepared:
     - ACT composite 19-25 or SAT 800-1000
     - at least 3 years of college prep math with B+/C average
     - Second Semester:
     - ACCT 201. Financial Accounting

   - inadequately prepared:
     - ACT composite below 19 or
     - SAT below 800, or less than
     - 3 years of college prep math with below C average
     - Second Semester:
     - ACCT 201. Financial Accounting

2. American Studies

   - ECON 215. Principles of Microeconomics
   - POLS 110. Introduction to American Political System
   - HIST 211. U.S. History to 1877
   - HIST 212. U.S. History since 1877
   - SOCI 216. Social Problems in Contemporary America

3. Art

   - ART 131. Sculpture I
   - ART 151. Introduction to Art
ART 112. Drawing I
ART 121. Ceramics I
ART 251. Art History

4. Biology

highly prepared: First Semester
ACT of 26 or above in science
or composite
BIOL 111/107. Organismal Biology I and Lab
CHEM 111. General Chemistry I and Lab

Second Semester:
BIOL 112/107. Organismal Biology II and Lab
CHEM 112. General Chemistry II and Lab

First or Second Semester:
MATH 190. Beginning Calculus

adequately prepared: First Semester:
ACT below 26 composite
and science
BIOL 111/107. Organismal Biology I and Lab

Second Semester:
BIOL 112/107. Organismal Biology II and Lab

First or Second Semester:
MATH 180. Elementary Functions or
MATH 190. Beginning Calculus

5. Business

highly prepared: First Semester:
ACT composite above 25
or SAT above 1000 and at
least 3 years college prep math
with at least a B+ average
ECON 215. Principles of Microeconomics

Second Semester:
ACCT 201. Financial Accounting
ECON 216. Principles of Macroeconomics

adequately prepared: Second Semester:
ACT composite 19-25 or SAT
800-1000 and at least 3 years of
college prep math with B+/C average
ACCT 201. Financial Accounting

inadequately prepared: Second Semester:
ACT composite below 19 or
SAT below 800, or less than
ACCT 201. Financial Accounting

3 years of college prep math
with below C average

Business/Economics/Pre-Engineering Program
Follow the suggested courses for Business as stated above and for Physics, Pre-Engineering
and Binary Engineering Program (32 below).

6. Chemistry

CHEM 111. General Chemistry I and Lab
CHEM 112. General Chemistry II and Lab
7. **Child and Family Studies**

   **First Semester:**
   - PSYC 101. Introduction to Psychology
   - SOCI 101. The Sociological Perspective

   **Second Semester:**
   - EDUC 110. Introduction to Education
   - PSYC 101. Introduction to Psychology

   (Refer to guidelines listed under Religion & Philosophy in the College Catalog.)

8. **Christian Education**

   - EDUC 110. Introduction to Education
   - PSYC 101. Introduction to Psychology

9. **Computer Science**

   adequately prepared:
   - ACT composite above 25 or
   - SAT above 1000 and at least
   - 3 years of college prep math
   - and/or computer science with
   - at least a B+ average

   adequately prepared:
   - MATH 180. Elementary Functions
   - CPSC 111. Computer Science I

   (Ref to guidelines listed under Religion & Philosophy in the College Catalog.)

10. **Conservation Science***

    **First Semester:**
    - BIOL 111/107. Organismal Biology I and Lab
    - CHEM 111. General Chemistry I and Lab
    - ECON 215. Principles of Microeconomics
    - PSYC 232. Behavioral Statistics or take in Spring
    - IDIS 231. Conservation Science Discussion or take in spring

    **Second Semester:**
    - BIOL 112/107. Organismal Biology II and Lab
    - CHEM 112/Lab. General Chemistry II and Lab
    - PSYC 232. Behavioral Statistics or
    - MATH 140. Statistics
    - IDIS 231. Conservation Science Discussion

   adequately prepared:
   - ACT below 26 in science or composite
11. **Earth Science**

First Semester:
- CHEM 111. *General Chemistry I and Lab*
- GEOL 101. *Introduction to Geology or*
  - GEOL 110. *Environmental Geology*

Second Semester:
- GEOL 104. *Earth History*
- CHEM 112. *General Chemistry II and Lab*

12. **Economics**

<table>
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<tr>
<th>Highely Prepared:</th>
<th>Adequately Prepared:</th>
<th>Inadequately Prepared:</th>
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<td>ACT composite above 25 or SAT above 1000 and at least 3 years college prep math with at least a B+ average</td>
<td>ACT composite 19-25 or SAT 800-1000 and at least 3 years of college prep math with B+/C average</td>
<td>ACT composite below 19 or SAT below 800, or less than 3 years of college prep math with below C average</td>
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First Semester:
- ECON 215. *Principles of Microeconomics*

Second Semester:
- ECON 216. *Principles of Macroeconomics*
- ACCT 201. *Financial Accounting*

Second Semester:
- ACCT 201. *Financial Accounting*

13. **Education**

See Section 500

14. **English**

- ENGL 121. *English Composition*
- ENGL 123. *Masterpieces of Literature*
- ENGL 211. *Principles of Literary Study*

15. **Environmental Science*\n
Choose at least two of the following each semester:
- BIOL 105/107. *Environmental Science or Conservation Biology and Lab or*
- BIOL 112/107. *Organismal Biology II/Biology Lab*
- CHEM 111. *General Chemistry I and Lab*
- CHEM 112. *General Chemistry II and Lab*
- GEOL 101. *Introduction to Geology or*
- GEOL 110. *Environmental Geology*
- GEOL 104. *Earth History*
- MATH 140. *Statistics or*
16. **French** (See sect. 600.12) preparation:
   - 4 or more years of high school language: FREN 211. Intermediate French I, FREN 212. Intermediate French II
   - 2-3 years: FREN 112. Beginning French II
   - 0-1 years: FREN 111. Beginning French I, FREN 112. Beginning French II

17. **Geology**
   - First Semester:
     - CHEM 111. General Chemistry I and Lab
     - GEO 101. Introduction to Geology or GEO 110. Environmental Geology
   - Second Semester:
     - CHEM 112. General Chemistry II and Lab
     - GEO 104. Earth History

18. **German** (See sect. 600.12.) preparation:
   - 0-3 years: GERM 111. Beginning German I
   - 4 or more years: GERM 211. Intermediate German I

19. **Health Education**
   - First Semester:
     - HLT H 200. Nutrition and Physical Fitness
   - Second Semester:
     - BIOL 112. Organismal Biology II

For teacher licensure:
- EDUC 110. Introduction to Education
- PSYC 101. Introduction to Psychology
- SOCI 101. Sociological Perspective

20. **History**
   - HIST 111. The Emergence of the Modern World I
   - HIST 112. The Emergence of the Modern World II
   - HIST 211. United States History to 1877
   - HIST 212. United States History Since 1877

21. **Humanities**
   - Students planning a humanities major should consult advisors in the humanities division. (Refer to
guidelines listed under Humanities in the College Catalog.)

22. **Interdisciplinary**

   Students planning a self-designed interdisciplinary major should be directed to consult appropriate departmental advisors in developing rationale and course of action for the major.

23. **International Affairs**

   Choose two or more of the following:
   - ECON 215. Principles of Microeconomics
   - HIST 112. Emergence of the Modern World II
   - PHIL 203. Ethics: Personal and Social
   - POLS 130. Introduction to World Politics
   and
   language study to work toward the language requirement within the major.

24. **International Business**

   Choose one or more of the following:
   - ANTH 201. Cultural Anthropology
   - ECON 215. Microeconomics
   - GEOG 111. World Regional Geography
   - POLS 130. Introduction to World Politics

25. **Journalism**

   First semester:
   - ENGL 121. English Composition
   - SPCO 200. Fund. of Speech Communication
   Second Semester:
   - ENGL 207. Journalism

26. **Mathematics**

   adequately prepared: MATH 190. Beginning Calculus
   - MATH 200. Intermediate Calculus
   ACT composite above 25 or or SAT above 1000 and at least 3 years of college prep
   math with at least a B+ average

   inadequately prepared: MATH 180. Elementary Functions
   - MATH 190. Beginning Calculus
   - MATH 190. Beginning Calculus

27. **Molecular Biology**

   - BIOL 107. Biology Laboratory
   - BIOL 112/107. Organizational Biology II and Lab
   - CHEM 111/112. General Chemistry I&II and Labs
   - IDIS 211. Topics in Molecular Biology
   - MATH 190. Beginning Calculus
   - MATH 200. Intermediate Calculus

28. **Music**

   - MUSC 101. Fundamentals of Music Theory
   - MUSC 111. Materials of Music I
   - MUSC 115. Aural Skills I
   - MUSC 1XX. Applied Instrument or Voice
   - MUSC 1XX. Applied Instrument or Voice
   - MUSC 1XX. Major Ensemble
   - MUSC 1XX. Major Ensemble
   - MUSC 100. Applied Music Lab
   - MUSC 100. Applied Music Lab
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<td>Piano Class I</td>
</tr>
<tr>
<td>MUSC 191</td>
<td>Piano Class II</td>
</tr>
</tbody>
</table>

### 29. Music Education
- MUSC 101: Fundamentals of Music Theory
- MUSC 111: Materials of Music I
- MUSC 115: Aural Skills I
- MUSC 1XX: Applied Instrument or Voice
- MUSC 1XX: Major Ensemble
- MUSC 1XX: Major Ensemble
- MUSC 100: Applied Music Lab
- MUSC 100: Applied Music Lab
- MUSC 190: Piano Class I
- MUSC 191: Piano Class II
- EDUC 110: Introduction to Education
- MUSC 181: Introduction to Music Education

### 30. Neuroscience*
- BIOL 112/107: Organismal Biology II and Lab
- CHEM 111/112: General Chemistry I & II and Labs
- IDIS 201: Topics in Neuroscience
- PSYC 101: Introduction to Psychology

### 31. Philosophy
- PHIL 101: Introduction to Philosophy
- PHIL 202: Logic and Critical Thinking
- PHIL 203: Ethics: Personal and Social

### 32. Physical Education
- PHED 101: Concepts of Wellness
- PHED 204: Foundations of Athletic Skills
  (taken as a substitute for PHED activity)
- For teacher licensure:
  - EDUC 110: Introduction to Education
  - PSYC 101: Introduction to Psychology

### 33. Physics, Pre-Engineering, and Binary Engineering Program
First Semester:
- PHY S 121: Classical Physics I
- PHY S 125: Intro. to Ex. Physics
- MATH 190: Beginning Calculus

Second Semester:
- PHY S 122: Classical Physics II
- PHY S 126: Introduction to Experimental Physics II
- MATH 200: Intermediate Calculus
- CPSC 111: Computer Science I

### 34. Political Science
- POLS 110: American Political System
- POLS 130: Introduction to World Politics

### 35. Pre-Med, Pre-Vet, Nursing, and Allied Health Careers Programs
First Semester:
- BIOL 111/107: Organismal Biology I and Lab
- CHEM 111: General Chemistry and Lab
36. **Psychology**  
   PSYC 101. Introduction to Psychology  
   PSYC 151. General Experimental Psychology  

37. **Public Affairs**  
   ECON 215. Principles of Microeconomics  
   ECON 216. Principles of Macroeconomics  
   HIST 212. US History Since 1877  
   POLS 110. American Political System  
   POLS 130. Introduction to World Politics  
   POLS 210. Introduction to State and Local Politics  

38. **Religion**  
   PHIL 101. Introduction to Philosophy  

39. **Religion and Philosophy**  
   PHIL 101. Introduction to Philosophy  
   PHIL 203. Ethics: Personal and Social  

40. **Sociology**  
   SOCI 101. The Sociology Perspective and one additional sociology course  

41. **Spanish** (See sect. 600.12)  
   preparation:  
   4 or more years of high school language  
   SPAN 211. Intermediate Spanish I  
   SPAN 212. Intermediate Spanish II  
   0-3 years  
   SPAN 111. Beginning Spanish I  
   SPAN 112. Beginning Spanish II  

42. **Speech Communication**  
   SPCO 200. Fund. of Speech Communication  
   (must be taken before courses in the major)  
   SPCO 111. Broadcasting, Writing, & Announcing  
   SPCO 205. Extemporaneous Speaking or SPCO 206. Voice and Diction  

43. **Theatre**  
   THEA 151. Introduction to Theatre or THEA 251. Classical Theatre & Drama  
   (with instructor permission)  
   THEA 175. Movement and Voice  
   THEA 245. Technical Production  

*Science Majors (Biology, Environmental Science, Conservation Science, Molecular Biology & Neuroscience) should not be put in Biology 105, which is designed for non-science majors. Likewise, non-science majors should not be put in Biology 111, since this course is designed for one of the majors listed above.*
General Information

Students from other colleges are invited to attend Muskingum and may receive credit for previous work. Please refer to the section on Transfer Students in the College Catalog. The Registrar, who on the basis of official transcripts and course descriptions, will determine equivalency, elective credit, or no credit on a Muskingum College transfer credit evaluation statement. A copy of this form is sent to the student and, on admission and assignment of an advisor, a copy is sent to the advisor.

In the absence of a specific agreement on articulation and transfer, the guiding principle in deciding between lower and upper level for transfer credit will be the course number of the equivalent course at Muskingum College.

Muskingum College has completed articulation agreements with The Art Institutes (in eight cities in the U.S.A.); Belmont Technical College, St. Clairsville; Clark State Community College, Springfield; Muskingum Area Technical College, Zanesville; and Washington State Community College, Marietta. Agreements are being developed with other two-year institutions.

Transfer students must successfully complete a minimum of 48 credit hours at Muskingum College [includes off-campus study programs authorized by a department and approved by the Vice President for Academic Affairs].

The policy on transfer students is printed in its entirety in the College Catalog.

Guidelines for Liberal Arts Essentials core equivalencies for transfer students are as follows:

<table>
<thead>
<tr>
<th>Muskingum College Requirement</th>
<th>May be satisfied by completion of one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>ENGL 121. English Composition</td>
</tr>
<tr>
<td></td>
<td>- transfer a minimum of three semester hours of introductory college writing</td>
</tr>
<tr>
<td></td>
<td>- AP English credit within department guidelines</td>
</tr>
<tr>
<td></td>
<td>- ACT-English score of 30; SAT-Verbal score of 660</td>
</tr>
<tr>
<td></td>
<td>- Exempt by department or by proficiency examination</td>
</tr>
<tr>
<td>Writing Unit Courses</td>
<td>All transfers must take one course, designated on course offering schedules by ( \frac{3}{4} ), at the 300-400 level. The other course may be satisfied by either another Muskingum writing unit or by transfer of three semester hours of writing beyond the introductory writing course.</td>
</tr>
<tr>
<td>Arts and Humanities in Western Culture</td>
<td>IDIS 150. Arts and Humanities in Western Culture</td>
</tr>
<tr>
<td></td>
<td>- transfer courses will be reviewed by the Arts &amp; Humanities Division Coordinator for possible equivalency.</td>
</tr>
<tr>
<td></td>
<td>- proficiency exam</td>
</tr>
<tr>
<td>Religion Courses</td>
<td>RELG 250. The Bible and World Religions</td>
</tr>
<tr>
<td></td>
<td>- transfer credit of at least two hours covering the world's great religions and the religions and scriptures of the Old and New Testaments.</td>
</tr>
<tr>
<td></td>
<td>- RELG 450. Faith and Ethics</td>
</tr>
<tr>
<td></td>
<td>- transfer credit of at least two hours covering understanding of the search for meaning, options and problems of faith in the modern world; development of awareness of values;</td>
</tr>
</tbody>
</table>
and ability to make ethical decisions.

Mathematics Course
- AP Mathematics credit for Advanced Placement Calculus (AB or BC)
- ACT math score of 32; SAT math score of 670
- transfer credit
- a college level math course approved by the department

The Registrar, in consultation with the course coordinator, makes all credit transfer decisions following the above guidelines. A student disagreeing with the application of transfer credit may appeal the decision within 90 days of receipt of the transfer credit statement. Appeal is made to the Registrar. If that does not result in a satisfactory resolution, the student may appeal to the appropriate department chair for disciplinary courses or the appropriate coordinator for interdisciplinary courses. The next person in the line of appeal, should the student continue to contest, is the VPAA (or his designee). Should a satisfactory resolution not be reached at the VPAA office, the student may appeal to the Academic Standards Committee, which shall be the final arbitrator on behalf of the President of the College.

Transfer Module

1. General Policy and Guidelines

The Ohio Board of Regents has developed a statewide Transfer & Articulations Policy to facilitate the transfer of students from one Ohio public institution to another; private colleges and universities may choose to adopt the policy. The policy enables students to transfer throughout Ohio's higher education system without duplication of course requirements.

The Ohio Transfer Module contains 38-41 semester hours of specified course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, physical science, and interdisciplinary coursework. A transfer module completed at one institution will automatically meet the requirements of the transfer module at the receiving institution, once the student is accepted. Students are required, however, to meet additional general education requirements that are not included in the Ohio Transfer Module.

Muskingum College received approval from the Ohio Board of Regents for adoption of a Transfer Module July 1993.

2. Relationship of Transfer Module to Degree Requirements at Muskingum College

The Liberal Arts Essential (LAE) requirement at Muskingum consists of a Common Core (20-28) semester credit hours) and Area Requirements (26-30 semester credit hours) distributed among 1) scientific understanding--natural sciences and 2) cultural understanding--the global society, the western heritage, and the American experience (see 700.9). All baccalaureate degrees from Muskingum College require completion of these 48-58 credits of Liberal Arts Essentials.

The Transfer Module is a subset of the Liberal Arts Essentials requirement consisting of 38-41 credits of the 48-58 credits of coursework which count for a baccalaureate degree. Satisfactory completion of the Transfer Module at a sending institution will partially satisfy completion of the requirements of the Liberal Arts Essentials component of the student's degree requirement at Muskingum College.

Completion of the following additional core and area requirements fulfills Muskingum College's Liberal Arts Essentials Program (13-15 credits or 16-19 credits if writing unit is fulfilled by taking a separate offering):

- one upper level writing unit in any discipline (usually selected from a course taken in the major or upper level courses);
SPCO 200. Fundamentals of Speech Communication

one International Perspective course from selected LAE specified courses in anthropology, business, economics, geography, history, music, philosophy, political science, religion, or sociology (3-4 credits);

one global communication course selected from computer science, a foreign language (3-4 credits), or participation in an approved international program;

PHED 101. Concepts of Wellness and two courses selected from PHED 102-140. Physical Education Service Courses (3 credits);

RELG 250. The Bible and World Religions and RELG 450. Faith and Ethics (4 credits).
Students seeking teacher licensure must be accepted into the teacher education program prior to enrolling in any 300 level education course. The Muskingum College Selective Admission and Retention Policy is distributed and discussed in EDUC 110, 112, and 240. Copies of the policy are available in the education office and are contained in the Teacher Education Handbook. Students should complete the Pre-Professional Skills Tests (PPST/Praxis I), one of the admission requirements, during the semester that they take EDUC 110 and complete their application as soon as possible after they have completed all admission requirements noted on the policy. Delay in applying for admission into the teacher education program will result in students taking additional semesters to complete their licensure sequences of courses.

**Early Childhood Education Major**

Prepares students to teach children ages 3-8, or in grades pre kindergarten through grade 3

Students majoring in early childhood education are advised by faculty in the education department. An early decision to major in early childhood education, preferably during the student's first year, is critical if students wish to complete the program in a timely fashion. A checklist which indicates specific licensure requirements for early childhood education majors is available to faculty and students on request from the education department. Students completing an early childhood education major will complete a 4-5 week preschool student teaching placement and a ten week K-3 student teaching placement prior to graduation.

**Middle Childhood Major**

Prepares students to teach children ages 9-14, or in grades four through nine, in the two areas in which the students complete concentrations.

Students majoring in middle childhood education are advised by faculty in the education department. In addition to completing the middle childhood major, students need to complete concentrations in two of the following areas: math, language arts, social studies and science, one of which must include a minor. An early decision to major in middle childhood education, preferably during the student's first year, is critical if students wish to complete the program in a timely fashion. A checklist which indicates specific licensure requirements for middle childhood education majors is available to faculty and students on request from the education department. Students completing a middle childhood education major will complete a twelve-week student teaching placement prior to graduation.

**Adolescent/Young Adult Licensure Areas**

Prepares students to teach youth ages 12-21, or in grades seven through twelve in the following licensure areas:

- integrated language arts
- integrated math
- integrated science
- integrated social studies
- dual area science: physical science (physics and chemistry)
- dual area science: life science/chemistry
- dual area science: earth science/chemistry
- single area science: life science
- single area science: earth science

Students seeking adolescent/young adult licensure are required to have co-advisers, a faculty member from their academic major area and an education department faculty member. Students complete an academic major, education courses, and additional content courses for the areas in which they are seeking licensure. Students intending to complete the Intervention Specialist Licensure program must declare their intent by the end of the first semester of their second year. Checklists which indicate specific licensure requirements are
available to faculty and students on request from the education department. Students completing adolescent/young adult licensure areas will complete a twelve-week student teaching placement prior to graduation.

**550 Intervention Specialist License - mild/moderate disabilities, ages 5-21**

The sequence of courses leading to licensure as an intervention specialist, mild/moderate disabilities, ages 5-21 is taken in conjunction with either the early childhood education or the middle childhood education licensure programs. Students wishing to complete this additional licensure area will need to take courses during the Muskingum College May term following their sophomore, junior, and senior years and to complete an intervention specialist practicum as well as additional course work during the fall term following graduation. (All course work taken following graduation is taken at the graduate level.) A checklist which indicates specific licensure requirements for the intervention specialist sequence is available to faculty and students on request from the education department.

**560 Multi-age License**

Prepares students to teach children and youth, ages 3-21, or in grades pre-kindergarten through grade twelve in the following licensure areas:
- French
- German
- Health Education
- Music
- Physical Education
- Spanish
- Visual Arts

Students seeking multi-age licensure are required to have co-advisers, a faculty member from their academic major area and an education department faculty member. Students complete an academic major, education courses, and additional content courses for the areas in which they are seeking licensure. Checklists which indicates specific licensure requirements for these areas are available to faculty and students on request from the education department. Students completing multi-age licensure sequences will complete two six week student teaching placements prior to graduation.

**570 Criteria for Licensure Recommendation**

Prior to being recommended for licensure, students must have completed their baccalaureate degree, successfully completed the required Praxis II tests, and successfully completed the state-mandated BCI/FBI fingerprint check.

**NOTE:** Additional Muskingum College and ODE licensure requirements, as well as a flow chart for sequencing courses, are contained in the Teacher Education Handbook available from the education department office.
Policies, Regulations, and Procedures

1. Academic Standards Policy

A. Academic Standing

To be in good academic standing, a student must maintain a minimum semester and cumulative GPA of 2.0. The term semester refers to the most recently completed semester; the term cumulative refers to all work completed at Muskingum College.

B. Academic Probation

A student whose semester and/or cumulative GPA falls below 2.0 will be placed on academic probation.

The notation Academic Probation will be marked on the student’s transcript for the semester(s) in which the GPA is below 2.0 except in the following situation: the semester GPA is at least 1.5 and it is the first time that the student’s GPA has fallen below 2.0 and (if established) the cumulative GPA is at least 2.0.

To regain good academic standing, a full-time student must achieve a 2.0 semester and cumulative GPA with completion of a minimum of 12 credit hours; a part-time student or a student attending Muskingum College Summer School must achieve the same with completion of at least 6 credit hours.

C. Requirements

The Learning Strategies and Resources Program (LSR) provides support through tutoring, learning skills courses, and other special services for students who need assistance to achieve academically. A student who is not in good academic standing may be required by the VPAA to participate in the LSR program.

The probationary student is required to consult regularly with his/her advisors and course instructors.

D. Notification

The student will receive notice of his/her academic probation status and its accompanying requirements and restrictions from the Vice President for Academic Affairs (VPAA). A copy of the notice will be sent to the parents or guardians of dependent students and to the student’s academic advisor(s).

The student will be informed by the VPAA of the LSR services that are available in which he/she is required to participate.

E. Restrictions

A student who is on academic probation may not enroll for more than 17 hours. On the recommendation of the student’s academic advisor, adjustments may be made in the student’s course load.

A student who is on academic probation will not be allowed to represent the College in any official capacity. This includes but is not limited to the following activities: participation on an athletic team; participation in a club sport; holding an office in a campus organization, including social clubs, student senate, and centerboard; traveling off campus with an organization to represent the College; participation in rush or pledging a club; participation as a member of the residence life staff;
participation as a member on judicial boards, Panhellenic Council or Campus Council.

A student who wishes to appeal these restrictions must submit the Student Plan of Action for Academic Success to the VPAA no later than the end of the first week of classes of the subsequent semester (form attached). The VPAA will review this plan with the Academic Standards Committee to determine if it is in the best interest of the student's academic success. By the middle of the second week of classes, the student will receive confirmation or denial of the plan from the VPAA. The appellate process does not apply to rushing or pledging, or holding office in any College sanctioned organization.

F. Academic Dismissal

A student on probation whose semester GPA remains below 2.0 at the conclusion of the next semester and whose cumulative GPA is also below 2.0 is subject to dismissal. A student who does not earn a GPA of at least 1.5 in any semester is subject to dismissal.

A student may appeal the dismissal to the Academic Standards Committee. This committee, consisting of the VPAA and the Dean of Student Life (or their designated representatives) and at least three faculty members, meets in early January for Fall dismissals and in June for Spring dismissals.

A student who is dismissed will be denied enrollment in classes, participation in campus activities, and College residency.

When a student is academically dismissed from Muskingum College, the notation Academic Dismissal is noted on the transcript at the end of the semester for which the action was taken. He/she is permitted to complete coursework for which the grades of WIP and I have been assigned. Although completion of the work may erase the basis for the calculation leading to the decision, the decision itself is not affected by the recalculation (ref. College Catalog, Transcripts). Work required to complete courses must be done by the last day of the immediately subsequent semester after which time WIP and I are reduced to F.

G. Readmission

Application for readmission of a student dismissed for academic reasons will be accepted only after at least one semester following dismissal. Readmission is usually contingent upon successful completion of college-level coursework at another institution.

(12/85; Rev. 3/89, 9/90, 6/92, 3/93, 11/95, 10/96)

2. Advanced Placement Policies

A. Advanced Placement Credit

Through the College Board Advanced Placement Program students may receive credit for specific equivalent courses and elective credit. Minimum score requirements vary with specific exams. Determinations for credit are made by the Registrar in consultation with department chairs.

Exams are given in the following subject areas:

| Art            | Government and Politics |
| Biology        | Human Geography         |
| Calculus       | History                 |
| Chemistry      | Latin                   |
| Computer Science| Music Theory            |
| Economics      | Physics                 |
| English        | Psychology              |
| Environmental Science | Spanish               |
Course descriptions and additional information can be accessed from the College Board web site at http://www.collegeboard.org/ap/library/cd.html.

International Baccalaureate Credit

1) English: Students who have scored a 4 or higher on the Language A Higher Level Examination will be granted credit for ENGL 123: Masterpieces of Literature.

2) History: Students who have earned a grade of 4 on the History Higher Level Examination are granted a waiver of one course as a prerequisite to take advanced work in the department. No credit is awarded.

Students who have earned a grade of 5, 6, 7 will be awarded credit for the appropriate course the exam covers.

3. Attendance Regulations for Students

It is the responsibility of the student to make arrangements to make up at the convenience of the instructor class assignments or scheduled quizzes and/or exams missed due to absence. No instructor may deny a student the opportunity to make up course work missed and to take quizzes and exams (including final exams) because of bona fide medical, personal or family emergency or participation in sanctioned college activities. However, when absence will be due to scheduled participation in sanctioned college activities, the student must give timely (at least one week in advance) verification to the class instructor in order to make up work.

Individual faculty members determine their own class attendance policy in accordance with the preceding paragraph. At the beginning of each semester, the faculty member is responsible for informing students of his/her attendance policy or expectations and of the consequences or penalties for excessive non-sanctioned absences. The faculty member must define "excessive".

Occasionally, conflicts arise when two or more faculty members require student attendance at evening functions. In general, classes should be scheduled between the hours of 7:30 a.m. and 4:45 p.m., Monday through Friday. However, evening classes may also be scheduled as follows: Monday and Wednesday: 6:30-7:45; 8:00-9:15; 6:30-9:15 for upper-level undergraduate courses and labs, and 5:30-8:00 for graduate courses. Tuesday and Thursday: 6:30-7:45. Tuesday and Thursday evenings from 7:45 on are kept free of classes so that concerts, convocations, and other special programs can be scheduled to optimize opportunity for attendance.

(Rev. 2/92; Curr. Comm. approval 10/92; Faculty approval 11/92; Rev. 1/98; 9/98)

4. College Level Examination Program (CLEP) Policy

General examinations measure achievement in five basic areas of liberal arts ordinarily included in the first two years of college work. Credit is usually awarded to any candidate scoring at the 50th percentile or higher on any of these examinations. A maximum of one course per area - a total of five courses - may be awarded for General Examinations.

Subject examinations measure achievement in specific areas covered by college course work. Credit is usually awarded to any candidate scoring at the 50th percentile or higher.

All credit determinations are final only when approved by the department involved.
General Examinations

<table>
<thead>
<tr>
<th>Test</th>
<th>Sem Hours</th>
<th>Credited as</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (with essay)</td>
<td>3</td>
<td>ENGL 121</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>100-level elective</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>3</td>
<td>MATH 180</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
<td>100-level elective</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>3</td>
<td>100-level elective</td>
</tr>
</tbody>
</table>

Subject Examinations

English:
- Analyzing & Interpreting Literature   3 ENGL 211
- Composition, Freshman College         3 ENGL 121
- English Literature                   3 ENGL 231 or 232
- American Literature                   3 ENGL 233

Foreign Languages:
- French Language, College Level         8 FREN 111-112
- German Language, College Level         8 GERM 111-112
- Spanish Language, College Level        8 SPAN 111-112

Social Sciences:
- American Government                   3 POLS 110
- History of the United States I         3 HIST 211
- History of the United States II        3 HIST 212
- Educational Psychology                 3 200-level elective
- Human Growth and Development          4 PSYC 205
- Microeconomics, Principles of          3 ECON 215
- Macroeconomics, Principles of          3 ECON 216
- Sociology, Introductory                3 SOCI 101
- Western Civilization I                 3 HIST 111
- Western Civilization II                3 100-level elective

Science and Mathematics:
- Calculus with Elementary Functions      4 MATH 190
- Algebra & Trigonometry, College         3 MATH 180
- Biology, General                        3 BIOL 105 - no lab
- Chemistry, General                      3 CHEM 111 - no lab
- Trigonometry                            3 MATH 180

Business:
- Management, Principles of               3 BUSI 321
- Accounting, Principles of               3 ACCT 201
- Business Law, Introductory              3 BUSI 360
- Marketing, Principles of                3 BUSI 341

5. Commencement Participation

Seniors must satisfactorily fulfill all academic requirements to participate in graduation ceremonies and be awarded a degree.

A senior who is within 4 credit hours of the 124 required for a degree and who has met all other criteria will
be permitted to participate in commencement ceremonies. The degree itself will then be given upon satisfactory completion of the remaining (maximum of 4) credit hours and will bear the actual date of completion.

6. Counseling Services

Counseling services at Muskingum College are coordinated through the Wellness Center. An array of personal counseling opportunities and a variety of other programs are available on campus with college staff or through local mental health facilities. The Muskingum community is prepared to meet the typical counseling needs of the college student and will make contact with off-campus resources when appropriate.

7. Directed Study

Only students who have earned at least 60 credit hours are eligible to take courses by directed study. Registration for a course to be taken by directed study is not permitted after four weeks into a semester or after the fourth class day in a summer session. All work for such a course is to be completed by the end of the semester in which it is begun or by August 15 in the case of a summer course.

A written proposal specifying assignments, projects, tests, and meetings is to be prepared by the faculty member teaching the directed study course. A completed Directed Study Form with signatures of the department chair, the instructor, and the student and an accompanying copy of the proposal are to be submitted to the VPAA for final approval. Payment or financial arrangements must be made at the Business Office before the course begins.

A full-time degree-seeking student is not charged extra for taking a course by directed study. A faculty member teaching a course by directed study to a full-time degree-seeking student does so without additional remuneration. The discounted tuition for part-time and post graduate students does not apply to courses taken by directed study. A part-time or post graduate student will be charged the current per credit hour rate for directed study; a faculty member teaching a course by directed study to a part-time or post-graduate student will receive 60% of the fee assessed. (see form 700.6)

8. English Composition Exemption

Exemption by scores on entrance exams:

Muskingum College will exempt from ENGL 121, English Composition entering students who score either 30 on the ACT English test or 660 on the SAT Verbal test. They will not receive credit-hours toward graduation if they choose to be exempted; however, if they take ENGL 121 they will receive credit.

Exemption by Advanced Placement:
Muskingum College will exempt from ENGL 121 those freshmen who have earned a grade of 4 or 5 in Advanced Placement English; these students receive 3 hours of credit and are not required to take a composition course.

Freshmen who have earned a grade of 3 in Advanced Placement English are exempted from ENGL 121 with departmental approval; these students receive 3 hours of credit but are required to take either ENGL 201, Advanced Writing, ENGL 207, Journalism: News and Feature Writing, ENGL 202, Business and Technical Writing, or ENGL 306, Creative Writing.

<table>
<thead>
<tr>
<th>Score Type</th>
<th>Exempt Comp 121</th>
<th>Receive Credit</th>
<th>Writing Course Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>660 SAT</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>30 ACT</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>4, 5, AP English</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>3 AP English</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

(Rev. 4/94)

9. Mathematics Exclusion

Students with 3 or more years of successfully completed college preparatory mathematics are excluded from
receiving credit toward the 124 hours required for graduation for MATH 090. Developmental Mathematics. They may, however, on a space available basis and with permission from the instructor and registrar, audit the class. The decision to audit must be on file with the registrar by the end of the add/drop period.

10. Mathematics Requirement Exemption

Students may be exempted from the College mathematics requirement if they obtain (a) Muskingum College credit for Advanced Placement Calculus (AB or BC), or (b) attain at least an SATM score of 670 or an ACTM score of 32. Such students are encouraged to take other upper level mathematics courses.

(Faculty approval 2/90; Rev. 2/97)

11. Mathematics Placement

Students who have not successfully completed college preparatory math--Algebra I, II, and Geometry--should be scheduled for Math 090. Developmental Mathematics. [This course prepares the student for college mathematics but does not fulfill the LAE Mathematics requirement.]

Students who have successfully completed college preparatory math and who are interested in pursuing a science major should be scheduled for Math 180. Elementary Functions or Math 190. Beginning Calculus or Math 200. Intermediate Calculus depending on their level of preparation.

Students who have successfully completed college preparatory math and who are interested in a non-science major should be scheduled for Math 150. Liberal Arts Math.

Students who have successfully completed college preparatory math and who are interested in elementary education must be scheduled for Math 120. Math for Elementary School Teachers and those who are interested in secondary education may be scheduled for Math 180. Elementary Functions, Math 140. Statistics or Math 150. Liberal Arts Math.

Math 140. Statistics will fulfill the math requirement and may be suggested for students interested in the social sciences, education, or biology.

12. Foreign Language Placement

Foreign language courses are options for the Communicating in the World and International Perspective requirement of the Liberal Arts Essentials program. Students with high school language are at an advantage in preparing for careers in teaching, international business and many other professions. In order best to be served by previous language study, students need to begin their college language at the proper level. Language instructors are aware that students who begin their college foreign language at intermediate levels come from different high school language experiences and that all students will need plenty of review.

Please use the following guide for placing students at the proper level. Count all courses that the student passed. If he/she had the same language in grades seven and eight, count both of those years as one year.

<table>
<thead>
<tr>
<th>Number of Years of High School Language</th>
<th>Begin with Muskingum's Course Numbered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FRENCH</td>
<td></td>
</tr>
<tr>
<td>0-1</td>
<td>111</td>
</tr>
<tr>
<td>2-3</td>
<td>112</td>
</tr>
<tr>
<td>4 or more</td>
<td>211</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>GERMAN</td>
<td></td>
</tr>
<tr>
<td>0-3</td>
<td>111</td>
</tr>
<tr>
<td>4 or more</td>
<td>211</td>
</tr>
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<td>SPANISH</td>
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<td>0-3</td>
<td>111</td>
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<td>4 or more</td>
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Students with four or more years of a single modern language may not apply Muskingum's 111 course in that language toward the Liberal Arts Essentials or toward minimum hour requirements for graduation. In addition, native speakers of any language offered in the department must take a course at the 300 level or above to receive Liberal Arts Essentials credit.

Regardless of how much of one language a student may have had in high school, he/she may begin another foreign language at the elementary level numbered (111). Students who are unsure about continuing language study could be registered for Language Table (number 251), a one hour course which meets once a week over lunch. This is a good way to stay in contact with a language without committing to a three or four hour course.

13. Early Assessment Grades

Early Assessment grades are submitted by course instructors for all first-year students, transfer students, PLUS Program students, and students on probation. These grades are sent to advisors. It is the responsibility of each student to meet with their advisor to receive their early assessment grades. These grades are not a part of the student's permanent record nor are they sent to parents. Early Assessment grades are simply to inform students and faculty of the academic progress of these students.

Early Assessment grades will be due on the 30th day of the semester, and reported to advisors by the 35th day.

(Faculty approval 1/91; Rev. 9/93)

14. Notation on Transcripts of Academic Probation and Dismissal

Muskingum College practice with respect to noting a student's academic status on the transcript will be to designate with the words "ACADEMIC PROBATION" the fact of a student's being on academic probation. When a student is officially dismissed the words "ACADEMIC DISMISSAL" will appear on the student's transcript. (The VPAA will notify the Registrar of the fact. The Registrar will enter the words "ACADEMIC DISMISSAL" on that student's transcript).

15. Self-Designed Interdisciplinary Major (SDIM)

Students are offered the opportunity to construct a self-designed interdisciplinary major (SDIM) in an area of professional preparation or academic interest not currently available in the curriculum.

Students planning a SDIM consult appropriate academic and department advisors in developing a rationale and course of action for the major. The primary consideration for approval of a SDIM is that the proposal demonstrate respect for the depth that the major traditionally provides in the liberal arts curriculum. The SDIM encompasses work from at least three departments and consists of no fewer than 40 or more than 60 hours, with a limit of 30 hours in any one department. In addition, a SDIM proposal should make provision for an appropriate seminar or "capstone" experience. The application process for a SDIM may begin as early as the sophomore year but must be completed no later than the end of the first semester of the junior year.

To propose a SDIM, a student submits a written proposal to the VPAA for consideration by the Curriculum Committee. The proposal shall include: (1) a statement of intended career or plans for graduate or professional study after graduation; (2) reasons why a SDIM is preferable to an established major; (3) an overview of the program of study thus far; (4) a proposed program or focus of study that lists courses by departments; (5) a proposed class schedule for the remaining semesters at Muskingum which has been reviewed by the Registrar to insure that graduation requirements will be met; (6) an unofficial transcript of all Muskingum and transfer courses; (7) signed statements of endorsement of the proposal by advisor(s) and chairs of the respective departments in which the proposed courses comprising the SDIM would be taken.

SDIMs are noted on the transcript as interdisciplinary and self-designed, together with identification of the three principal disciplines as defined in the approved proposal. E.g., IDIS (self-designed) ART-PSYC-EDUC.

[See SDIM Check-List, 700.20]

Copies of the approved program will be kept on file by the advisors(s), the Registrar and the VPAA. The
Registrar will consider receipt of a copy of an approved SDIM to be an official declaration of a major.

(Curr. Comm 2/89; Rev. 4/97)

16. Academic Support Services

The Muskingum College Center for Advancement of Learning provides the structural framework for academic support services at Muskingum College. Among several academic support opportunities, the PLUS Program is the keystone of the Center. The PLUS Program provides comprehensive academic support services for students with disabilities. Students with high incidence disabilities, such as specific learning disabilities, comprise the largest number of students served, but any qualified disabled student is eligible for support.

The Center also provides a variety of academic support services to any student at Muskingum College. The Center offers the Learning Strategies and Resources Program (LSR) for selected first-year and upperclass students, special academic support for all international students, a regular schedule of learning strategy workshops, and open access opportunities for every student on campus. The programs of the Center emphasize learning strategies instruction and promote the development of lifelong learning skills. These strategies are useful in any academic setting on campus and following graduation for success during a lifetime of changing experiences and career demands. The professional staff of the Center also works with faculty mentors who teach the required First-Year Seminar course. During the fall semester, Center staff offer learning strategy presentations to each of the seminar sections.

17. Final Exams

Refer to Academic Policies and Procedures, 310.7.

18. Internships

Internships are opportunities for selected students to become actively involved in experiences beyond the college campus. These experiences are supplements to, and not substitutes for, the regular curriculum. Regulations regarding internships are intended to ensure that (1) only those students with the ability and desire to link academic and practical experiences are eligible, and (2) internships meet rigorous standards on both the practical and academic level.

Departments have primary responsibility for the supervision of internships. Some departments have a course listed as [ ] 398-399, Internship in [ ], and a faculty member designated as the source of information about internship opportunities and policies.

For departments which do not have this offering, the course IDIS 300 Internships may be used and the credit will be assigned to the appropriate department under which the internship is being administered. Students may initiate internship proposals, but all internships must meet the same minimum standards and be approved by the department chair and supervising professor prior to the beginning of the experience or within two weeks of the beginning of the experience.

If the student and the academic advisor believe that the internship experience is truly interdisciplinary, the student may submit multiple proposals, one to each department involved. The total hours earned will be divided among the departments, e.g., a student earning twelve hours of credit may propose that 9 hours be earned in political science and 3 hours in sociology. Each proposal must be approved by the department involved. To be eligible for an internship, a student must have achieved junior standing (60 hours) prior to the beginning of the internship and must have at least a 2.50 cumulative GPA. A minimum of 40 work hours combined with readings and written projects or papers are required for each semester hour of credit.

Internships are graded S/U only. If a student, the supervising professor, the academic advisor, and the appropriate department agree that the written work submitted will meet the standards of a seminar paper within that department, the department may request that the internship hours be converted to seminar hours and that a letter grade be assigned.
Students may apply a maximum of 16 semester hours for all internship experiences, including student teaching, toward a degree. A maximum of 6 hours may be earned in any one semester or summer session.

A waiver of the 6-hour maximum may be granted when a student desires to participate in an established, off-campus internship program, e.g., the Washington Center or ECC programs. Tuition will be charged at the rate in effect for the semester or summer session in which credit is requested. These hours may be included as part of the normal semester load, but may affect the decision to allow a course overload. All hours earned through internships are included when the number of hours within a department are computed.

To propose an internship, a student must submit a completed and signed proposal form (obtained from the VPAA office) with a written proposal that includes: (1) the purpose of the internship; 2) when and where the work experience will take place; 3) the amount and type of work to be done; 4) the methods by which the work experience will be evaluated; 5) a bibliography of readings to be done in conjunction with the work experience; 6) a description of the paper or project to be submitted for evaluation. The original will be kept in the Registrar’s file, with copies going to the student, the student’s academic file, the supervising professor, the on-site supervisor, and the department chair.

(Curr. Comm. approval 10/86; rev. 5/89; 2/94; 9/98)

19. Independent Study

Independent study is considered to be a mode of study open to upper-level students in their major and done in consultation with a faculty member of the respective department; it is a way of enhancing the major by doing intensive reading, study, or research beyond that available through the rest of the departmental course offerings and seminars. As with a course taken by directed study, a course taken by independent study requires that a signed proposal outlining the work to be done and the frequency of conferences with the instructor be prepared and submitted. (See form)

(Fac. approval 2/88)

20. Declaration of Major and/or Minor

Students must complete at least one departmental or interdisciplinary major and officially make declaration of such. To declare a major a completed Declaration of Major and/or Minor form available in the registrar’s office, must be submitted. Mid-semester of a student’s fourth semester of full-time enrollment (or equivalent) is the deadline for submission of completed declarations. Students are to be assigned department advisors in the department(s) of their declared major(s).

One advising file is kept for a student and therefore, for those students with multiple majors, the advising file remains with the first advisor of record and is shared with co-advisors as needed; however, duplicate files will be made for co-advisors by request in the VPAA office. All advisors of record have access to their advisees records on the internet.

Student s majoring in early childhood must have a minor; students majoring in middle childhood education are required to complete two concentrations (see section 530) one of which must include a minor. For all other majors, the completion of a minor is optional. (See Form 700.5)

(Curr. Comm 1/90)

21. Off-Campus Study

See the College Catalog for descriptions of specialized off-campus affiliate programs such as Junior Year at The Art Institutes, Washington Semester, United Nations Semester, and International Exchange Programs. Students interested in off-campus study programs should consult the Director of International Programs. (See form)

22. International Exchange Programs

A. In pursuit of a goal central to its mission, that of preparing students for their social and professional responsibilities, Muskingum College deliberately promotes programs that encourage and develop international awareness and understanding. Formal student-exchange agreements exist between Muskingum College and universities in Asia, Australia, Canada, Europe, Latin America, Puerto Rico,
and the U.S.A. Several of these programs are administered by Muskingum College in cooperation with the East Central Colleges, a consortium of which Muskingum is a member. The Liberal Arts Essentials program requires academic exposure to "international perspectives" before graduation, and an international faculty and student body add diversity to the campus. The curriculum features a significant and growing amount of course work in foreign area studies, international business, international affairs, and foreign languages and literatures. Sophomores, juniors, and seniors may study for one or two semesters at a foreign university as participants in the Muskingum College Exchange Programs. In most cases, there is no extra fee for participation in these exchange programs.

B. Due to limited space and heavy interest in Muskingum College Exchange Programs there is a need from time to time to select from a number of qualified applicants. The Academic Standards Committee shall serve to make such selections when there are more qualified applicants than allocations for a specific program.

In the event of a need to make selection from qualified applicants, the Director of International Programs shall apprise applicants of this need in a timely manner and advise them of the additional requirements needed for the selection committee. Letters of recommendation and an expanded statement of anticipated program outcomes must be added to applications.

At the request of the Director of International Programs, the Academic Standards Committee shall convene and rank applicants using the following criteria (which are not listed in order of importance):

1) record of prior applications
2) class standing—junior, sophomore, senior (compelling circumstances may alter priority of the above)
3) student's expanded statement addressing anticipated outcome(s) from participation in the program (ref. question 1. on the Off-Campus Study Programs Form)
4) recommendation from the student's academic advisor.

Notice in writing of the rankings shall be sent to the Director of International Programs who shall be responsible for notifying students in a timely manner.

(VPAA 10/92; Rev. 8/97)

23. Withdrawal/Leave of Absence Procedure
(Except for circumstances covered in Academic Policies and Procedures, 110.18)

A) Withdrawal

A student can withdraw from the College until the close of business on the last class day of the semester in which he/she is enrolled. A grade of W will be assigned for all classes in which the student is enrolled. (Fac. approval)

1) During college business hours, withdrawing students are to be directed to the Registrar's Office. The Registrar's Office will then contact an appropriate staff person to conduct an exit interview according to the following priority order:

First-year and transfer students:
Associate Academic Dean (primary contact)
Dean of Enrollment (secondary contact)
Registrar (third contact)

Continuing students:
Registrar (primary contact)
B) Leave of Absence (LOA)

A student who leaves the college with intent to return in one or two semesters may take a leave of absence. To be eligible for a LOA, a student must be in good academic standing. A student can take a LOA until the close of business on the last class day of the semester in which he/she is enrolled. A grade of W will be assigned for all classes in which the student is enrolled. (Fac. Approval 3/99)

1) Students requesting LOA are to be directed to the Registrar's Office. A LOA requires the completion of a LOA form and Registrar approval. This form can be completed in person, or by phone if necessary.

2) Students on leave do not have to reapply for admission if they return as anticipated or receive permission to extend the leave of absence. Students who do not return as expected will be administratively withdrawn and must reapply for admission.

C) Notification

1) The Registrar's Office will notify appropriate offices of withdrawing/leave of absence students.

2) The Registrar's Office will notify academic advisors and course instructors of withdrawing/leave of absence students. (Fac. Approval 3/99)

24. Course Withdrawal

Students may withdraw from full-semester courses through the 50th day of the semester, after which no course withdrawals will be allowed. For partial semester courses students may withdraw until the class is three-fourths over, after which no course withdrawals will be allowed. Any student who wishes to withdraw from a course through the specified withdrawal time may do so by completing a course Add/Drop/Withdrawal form (available in Registrar's office). The signature of the instructor, which constitutes acknowledgment of a student's withdrawal not necessarily permission to withdraw, is required on the course withdrawal form. (see form)

An overall course grade given for academic dishonesty (as outlined in 110.3 of Academic Policies and Procedures, 110.3) shall supersede any withdrawal. (2/90; Rev. 11/93, 4/94, 2/99)

25. Course Credit for Majors/Minors

Any course outside the discipline of the major or minor which is explicitly required for that major or minor may simultaneously count toward any and all other applicable requirements (for majors, minors, LAE, etc.). (Curr. Comm. 1/92; Fac. approval 2/92)
26. **Second Baccalaureate Degree**

The college will grant a second degree different from the initial degree in individual circumstances. Petition in such cases will be made to the Vice President for Academic Affairs. The following criteria apply:

1) The proposed plan of study must provide for the taking of a new major appropriate to the second degree being sought. Approval of the projected major department is required.

2) The second degree may not include duplication of courses from the major(s) of the first degree.

3) A minimum of 30 semester hours in residence, beyond the first degree, must be completed. These 30 hours must include a minimum of half the hours necessary for the major. They must also include a capstone experience.

4) The second degree may not be earned simultaneously with the first.

5) In consideration for graduation (Latin) honors all post-secondary work must meet the criteria.

(Curr. Comm. 10/92; Fac. approval 10/92)

27. **Academic Honors Policy**

A. **The Dean's List**

At the end of each semester the college publishes an honor roll, known as the Dean's List, containing the names of all undergraduate degree-seeking students who have completed at least twelve A-F graded hours during the semester and have earned a semester GPA of 3.600 or above. Students who meet this criterion but who have additional grades of Incomplete, Work-in-Progress, or No Report, may be placed on the List at the discretion of the VPAA.

B. **Scholarship Recognition Day Program**

The Scholarship Recognition Day Program each spring recognizes full-time undergraduate degree-seeking students who attain a cumulative GPA of at least 3.600, are in the top five percent of their class, have completed 12 semester hours of graded coursework in the preceding semester, and are enrolled full-time (including approved off-campus study) in the spring semester. In addition, students who have been named for the preceding fall semester's Dean's List are honored on this occasion. Students who are readmitted to Muskingum after seven calendar years since last enrollment at Muskingum may elect, for purposes of this recognition only, not to carry the cumulative GPA for courses taken during prior enrollment. Honorees must be full-time students during the semester in which the award is made. Students on approved off-campus student programs are considered full-time resident students. Students otherwise eligible but who have a grade of Incomplete, Work-in-Progress, or No Report qualify for this recognition at the discretion of the VPAA.

The first-year award is a certificate and bronze key; the second, a silver key; the third, a gold key. The fourth-year award consists of a certificate and the honor of having the student's name inscribed on a plaque inside the main entrance to Montgomery Hall.

C. **Graduation Honors (Latin Honors)**

Graduation honors recognize a student's sustained high academic performance in all post-secondary work. Three classes of honors are conferred at graduation: cum laude, to those with a cumulative GPA of at least 3.400; Magna Cum Laude, at least 3.600; and summa cum laude, at least 3.800.

In no case can a Latin Honors GPA be higher than the GPA earned at Muskingum. With the exception of work done elsewhere under the rubric of "approved off-campus study," low post-
secondary grades earned elsewhere will lower the Muskingum Latin Honors GPA even if the courses for which the grades were earned were never applied by transfer to the Muskingum record. It should be noted that the Latin Honors GPA for students who have studied at more than one post-secondary institution is often different from the Latin Honors GPA for students whose only post-secondary institution is Muskingum. The Muskingum GPA, however, based only on courses actually completed at Muskingum, is the one that always appears on transcripts and grade reports.

Students who participate in commencement with Prescribed Work Remaining (designated by an asterisk beside their names in the program) cannot be recognized at that ceremony or in subsequent press releases for graduation honors. If, however, upon completion of remaining requirements, they are eligible for Latin Honors recognition, their diploma and transcript will be so noted.

The student with the highest cumulative GPA who qualifies for summa cum laude recognition will be designated Valedictorian. The student with the second highest GPA who qualifies for summa cum laude recognition will be designated Salutatorian.

Students completing second baccalaureate degrees are also governed by this policy.

(Curr. Comm. approval 8/93; Fac. approval 9/93)

28. **Readmission**

Students who were previously enrolled at Muskingum College and wish to return may do so by applying for readmission. This is done by filing an Application for Readmission form (available from the Office of Admission). [Students who are studying off-campus on Muskingum College approved exchange programs are not withdrawn and need not apply for readmission.]

Decisions on readmission are coordinated by the Director of Admission in consultation with representatives from the offices of the VPA and Student Affairs.

29. **Repeating a Course**

A. **Course Repeat for a Grade Change**

A student may repeat a course once if the original grade is a C- or lower and provided it is repeated at the next offering or provided that no more than one intervening course has been taken in the respective discipline. When a course is repeated, both grades remain on the record but only the most recent grade is used in computing the grade point average unless the most recent grade is I, WIP or W.

B. **Course Repeat for Additional Credit**

Selected courses as determined by departments may be repeated for academic credit toward graduation as the subject matter changes. These courses are so designated in the course description as published in the Catalog.


With regard to privacy of student records, Muskingum College abides by FERPA as amended. All students have access to their own education records on file with the College and have the right to challenge records they may feel are inaccurate.

The College protects the confidentiality of each student's records in accord with the limitations of the law. Information available is released for off-campus use only with the student's consent, or when demanded by authorized governmental agencies or by subpoena. The student may grant the right of access to others, particularly as this may apply to placement papers and prospective employers. A written request is required for each release request except where the law provides legal access or where a prior waiver has been signed.
Records on students are held by various offices as follows:
Registrar: admission/academic files, grade reports and transcripts
Dean of Student Life: student personnel files
Faculty: advising files
Health Center, Placement Office, Financial Aid Office
Business Office: appropriate information

The following records are not categorically educational records and thus are not open to students:
Personal notes
Law enforcement records
Employment records
Medical and psychiatric records
Parental financial records
Confidential recommendations for which a student has signed a waiver of access are not available to the student.

Data considered directory information or released by the College on request include the student's home and local addresses, home and local telephone numbers, date and place of birth, educational institutions previously attended, dates of attendance, major field of study, participation in officially recognized activities, date of graduation, degrees and awards received, and height and weight of athletic team members.

When the student enrolls in the College, the right of access to records transfers from parents or guardians to the student. The parent does not have the right of access to a student's records unless granted by the student. A student grants permission for Muskingum College faculty and administration to release confidential academic information by completing a release form (see 700.12). In the case of grade reports, bills, and reports of disciplinary action, the College assumes all students to be dependents as defined by the Internal Revenue Service, and thus sends copies to parents or guardians. Students who wish to declare themselves independent may do so at the Registrar's Office. Such declaration, when confirmed with the family and the Financial Aid Office, makes the student the responsible party for billings and all further official correspondence from the College regarding academic and social performance and finances. (Rev. 6/83)

31. Dismissal for Social Misconduct

When a student has violated the College's Code of Social Responsibility in a manner that results in a judicial dismissal or expulsion from Muskingum College, the student will be administratively withdrawn with a grade of W recorded for each course in the semester for which the student is enrolled at the time of the dismissal. No notation of the disciplinary action is made on the transcript. A copy of the grade report will be sent at the conclusion of the semester. The student is not eligible to complete coursework from previous semesters. Grades of WIP and I from previous semesters revert to F at the time of the dismissal. If work from previous semesters is pending and a grade reverts to F, a copy of the updated grade report from previous semesters will be sent at the time of the dismissal. Should the student be readmitted at a later time, for any coursework not completed he/she may appeal to the instructor of record (if available) for an opportunity to complete the work and receive a change in the grade of F.

(VPAA 10/95)

32. Muskingum Plan or Audit

A. Muskingum Plan

A junior or senior may take two courses each year for credit outside the major or minor and the College's Liberal Arts Essentials program without having the grade count toward the cumulative grade point ratio. To exercise this option the student must have a GPA of 2.0 or better. Only S or U grades are given; an S will be assigned for C or better work and a U for C- or lower work. The decision to take a course on the Muskingum Plan must be declared by the end of the add/drop period and is irrevocable after that time.
B. Audit

A full-time student may audit a course at no charge upon receiving permission from the Registrar and the instructor to attend class without credit.

33. Institutional Auxiliary Aid and Services Policy for Students with Disabilities

Muskingum College provides reasonable accommodations in order to give students with disabilities equal opportunities to participate in courses, programs and activities, including extracurricular activities.

Where appropriate reasonable accommodations, including auxiliary aids or services, are not available from public or private rehabilitation agencies, the College provides them at no charge to the qualified student. The scope and amount of these accommodations is determined on an individualized basis, depending upon the extent and nature of the disability.

Academic adjustments are offered through the College's Center for Advancement of Learning. Other auxiliary aids and services, such as those physical in nature, are arranged by the College's ADA Compliance Coordinator, Director of Human Resources, who may be contacted at room 117, Montgomery Hall, telephone 826-8114.

In order to procure appropriate accommodations, the student is responsible for identifying himself or herself to the Director of the Center for Advancement of Learning and providing proper documentation. The Director's responsibility includes determining appropriate academic adjustments based on the documentation provided, coordinating the delivery of them with faculty, and maintaining the documentation in confidential files in the offices of the Center for Advancement of Learning.

Depending on the individual circumstance, academic adjustments and auxiliary aids and services provided at no charge include:

A. Testing accommodations
   - extended time (double time)
   - minimal distraction area
   - reader/scribe
   - computer or adaptive technology use

B. Cassette recorders for recording class lectures

C. Priority registration by class standing.

D. Coordination of taped course materials from the Recordings for the Blind and Dyslexic using either the student's reader number or the College's institutional number. Additional readings, not otherwise available, will be completed in-house.

E. Interpretation for hearing impaired students.

F. Kurzweil 3000 optical character recognition system (OCR) software located in the CAL offices for reading assistance

G. An evening Writing Center.

H. Peer tutoring offered by academic departments
I. Computer laboratories located in academic buildings and residence halls

Reasonable accommodations do not include individual or small group, professional, content-based learning strategy instruction or individual or small group, professional course-content tutorial support. Such professionally staffed academic support exceeds the scope of no-charge reasonable accommodations. The student with a disability may seek such professionally staffed services by applying to the fee-based PLUS Program.

(Rev. 7/00)
Copies of these forms are available in the office of the VPAA and Registrar:

1. Change of Advisor
2. Course Add/Drop
3. Course Withdrawal
4. Daily Class Schedule
5. Declaration of Major and/or Minor
6. Directed Study
7. Independent Study
8. Internship Proposal
9. Liberal Arts Essentials
10. New Student Information
11. Off-Campus Study Program
12. Notification of Rights Under FERPA (Request for Non-Disclosure)
13. Muskingum Plan or Audit
14. Permission for Course Overload
15. Petition for a Proficiency Examination
16. Pre-registration Form
17. The Student Plan of Action for Academic Success
18. Waiver of Senior Residency
19. Withdrawal from Muskingum College/Leave of Absence
20. Self-Designed Interdisciplinary Major (SDIM)
Academic Amnesty for Scholarship Day - 610.27B
Academic Honors Policy - 610.27
Academic Support Services - 610.16
Academic Standards Policy - 610.1; 610.14
Accounting and Accounting (Public) - 350.1
Adolescent/Young Adult Licensure Areas - 540
Advanced Placement Policies and Credit - 610.2
Advisor Assignment - 220
Allied Health Careers Preparation - 350.34
American Studies - 350.2
Art - 350.3
Articulation Agreements - 410
Assignment of Advisor - 220
Attendance Regulations for Students - 610.3
Biology - 350.4
Business - 350.5
Change of Advisor (Form) - 700.1
Child and Family Studies - 300.7
Chemistry - 350.6
Christian Education - 350.8
College Level Examination Program (CLEP) - 610.4
Commencement Participation - 610.5
Computer Science - 350.9
Conservation Science - 300.10
Counseling Services - 610.6
Course Add/Drop/Withdrawal (Form) - 700.2
Course Audit (Muskie Plan) - 600.32; (Form) 700.13
Course Credit for Majors/Minors - 610.25
Course Withdrawal - 610.24; (Form) 700.3
Criteria for Multi-Age Licensure - 570
Daily Class Schedule - 240; (Form) 700.4
Dean's List - 610.27A
Declaration of Major and/or Minor - 610.20; (Form) 700.5
Departmental Academic Programs - 350
Directed Study - 610.7; (Form) 700.6
Dismissal for Social Misconduct - 610.31
Early Assessment Grades - 610.13
Early Childhood Education Major - 350.13; 520
Earth Science - 350.11
Economics - 350.12
English - 350.14
English Composition Exemption - 610.8
Environmental Science - 350.15
Final Exams - 610.17
First-Year Seminar - 330
First-Year Student Programs - 300
Foreign Language Placement - 610.12
Forms - 700
French - 350.16; 610.12
Geology - 350.17
German - 350.18; 610.12
Goals & Objectives - 100
Graduation Honors - 610.27 C
Guidelines for Advising - 200
History - 350.19
Humanities - 350.20
Independent Study - 610.19; (Form) 700.7
Institutional Auxiliary and Services Policy for Students with Disabilities 600.33