

MUSKINGUM ADULT PROGRAM 2011-12 STUDENT GUIDEBOOK

MUSKINGUM UNIVERSITY

GRADUATE & CONTINUING STUDIES

GETTING STARTED

Frequently Asked Questions

What majors can be completed by attending evening and weekend courses?

MAP Majors:

- Accounting
- Accounting (public)
- Allied Health Studies
- Business
- Business Administration
- Child and Family Studies
- Christian Education
- Communication
- Community Health
- Criminal Justice
- Early Childhood Education
- Health Education
- Health Science
- Health Studies
- Healthcare Management
- Human Resource Management
- Information Systems
- Intervention Specialist (Special Education)
- Marketing
- Nursing (RN to BSN)

How do I apply for admission to Muskingum University?

Applying is easy. You can download an application from our web site www.muskingum.edu, call us at 740-826-8038, or email us at map@muskingum.edu, and we will send one to you.

May I take a course before I apply for admission?

You may take up to 12 credits toward a bachelor's degree prior to admission. Without a transcript evaluation, however, there is a risk that you may enroll in courses that will not count towards your program. Students must be admitted to a degree program in order to be considered for most types of financial assistance. Consequently, we recommend that you apply for admission if your goal is to earn your degree.

May I take courses at both New Concord and off campus locations?

Absolutely! Many students find it convenient to register for courses at several locations.

May I receive undergraduate credit for my life experience?

Muskingum University values the knowledge you have gained through life and work experience and offers experiential learning credit. See "Experiential Learning Credit" (page 7) for additional information.

How do I transfer credits?

Undergraduate transfer students may expect to receive credit for courses taken at other accredited institutions, which meet University transfer criteria. Transfer students must complete a minimum of 48 semester hours of credit at Muskingum in order to graduate. An evaluation of transfer credits can be provided by your academic advisor. To schedule an advising appointment, call 740-826-8038.

How do I obtain a student ID?

Student ID cards are available through Campus Services during regular business hours. The Campus Services building is located above the southwest corner of the football stadium. Muskingum University identification cards are required to take advantage of the campus services, including the library and the computer labs. Please call 740-826-8038 for additional information and assistance.

* All students enrolled in nursing will be held to the policies and procedures contained in the Nursing Department Student Handbook as well as the Muskingum University Student Handbook. The *Nursing Department Student Handbook* contains additional policies and procedures required of these professional students. The Nursing Department's purpose, mission, philosophy, organizational framework, and curriculum outcomes for both the pre-licensure and post-licensure tracks are published in the *Nursing Department Student Handbook*.

Muskingum University Mission

The mission of Muskingum University is to offer quality academic programs in the liberal arts and sciences in the setting of a residential, coeducational, church-related university and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected. Its primary purpose is to develop—intellectually, spiritually, socially and physically—whole persons, by fostering critical thinking, positive action, ethical sensitivity and spiritual growth, so that they may lead vocationally productive, personally satisfying and socially responsible lives.

MUSKINGUM UNIVERSITY ADULT PROGRAM PROFILE

MAP Majors

- Accounting
- Accounting (public)
- Allied Health Studies
- Business
- Business Administration
- Child and Family Studies
- Christian Education
- Communication
- Community Health
- Criminal Justice
- Early Childhood Education
- Health Education
- Health Science
- Health Studies
- Healthcare Management
- Human Resource Management
- Information Systems
- Intervention Specialist (Special Education)
- Marketing
- Nursing (RN to BSN)

2011–2012 Tuition

\$410.00 per semester hour of credit

How to Apply

- Complete the simple application form
- Submit the \$20.00 application fee
- Provide official transcripts of all previously completed coursework including high school and college

How to Register

Begin MAPPING the path to your future today! Registration is very convenient. You may register for Muskingum University courses even if you haven't been admitted to the University. Call 740-826-8038 to talk to an advisor about how to start.

Enrollments are accepted up until the first day a class begins. You may register through any of four convenient methods, using the form available online at www.muskingum.edu/home/gradstudies/schedules.

Mail or deliver in person to:

Muskingum University
Graduate and Continuing Studies
Montgomery Hall 117
New Concord, OH 43762

Call us at: 740-826-8038

Fax us at: 740-826-6038

Email us at: map@muskingum.edu

How to Pay

- Enclose a check or money order for the \$100 registration deposit or for the full amount of your courses; or
- Fill in the credit card information section on the registration form included with your course schedule; or
- Bring your payment in person to the Business Office located in Montgomery Hall, Room 125; or
- Contact the Business Office at 740-826-8111 to discuss billing arrangements including employer tuition reimbursement; or
- Pay online at www.muskingum.edu/home/business; or
- Arrange for financial aid through the Student Financial Services Office

Financial Aid

Financial aid is available to MAP students who attend at least half-time (6 credit hours per term). To qualify for financial aid, you must:

- Make application to the MAP program and provide an official transcript of all previous coursework;
- Obtain a transfer evaluation of previous coursework;
- Enroll in a minimum of 6 credits during the term;
- Complete all required forms, including the Free Application for Federal Student Aid (FAFSA).

For further assistance with financial aid matters, contact the Student Financial Services Office at 740-826-8139.

Student Identification Cards

Muskingum University identification cards are required to take advantage of the campus services, including the library and the computer labs. To obtain your ID, you will need to report to Campus Services. Please call 740-826-8038 for additional information and assistance.

Course Confirmations and Cancellations

Minimum class enrollments are required in order for a course to be confirmed. If a course is cancelled, you will receive a full refund. Up-to-date information regarding course confirmations and cancellations is on our website www.muskingum.edu/home/gradstudies, or by calling Graduate and Continuing Studies at 740-826-8038.

Grades and Transcripts

Grade reports for credit courses are posted on MuskieLink after the term ends. No grades are issued for non-credit courses. Official transcripts are available from the Registrar's Office for a fee of \$5.00 per transcript.

GENERAL INFORMATION

Non-Discrimination Statement

Muskingum University does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, physical challenge, disability, sexual orientation, socioeconomic status or political affiliation, in admission or access to, or treatment or employment in its education programs and activities, including rights and privileges, educational policies, scholarship and loan programs, athletic activities and school-administered programs. The Director of Human Resources, Compliance Coordinator, has been designated to coordinate the University's compliance with the Nondiscrimination Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of handicap, race, sex and age, respectively. The Director of Human Resources, Montgomery Hall, may be contacted at 740-826-8114.

Availability of Student Records

Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the University and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar's Office.

Sources of Consumer Information

Academic programs and policies (including costs, fees, refunds, financial aid and accreditation) are described in the comprehensive University Catalog available at www.muskingum.edu, or from Graduate and Continuing Studies.

Muskingum University, as an educational institution, does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, handicap, physical challenge, disability, sexual orientation, socioeconomic status and political affiliation.

Muskingum University Annual Crime Statistics Disclosure

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Muskingum University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police (740-826-8155) or by accessing the following website: www.muskingum.edu/home/campuspolice/campusafety.

New Concord Campus Resources and Services

Classroom Locations

Classroom information is posted outside of the Graduate and Continuing Studies office and on the doors of main campus buildings during the first week of classes.

Parking

There is no charge for parking on campus between 5:00 PM and 9:00 PM weekdays or anytime on weekends. You are required, however, to display a permit in your vehicle. Permit applications are available in the Campus Police building, located at the north end of the main parking lot.

Bookstore

For your convenience, you may order your books in advance at www.muskingumbookstore.com. The Bookstore, located in the Faculty-Student Center, is open Monday through Friday, and offers extended hours at the start of each term or session. For more information, call the Bookstore at 740-826-8170.

Safety and Security

Campus Police work hard to maintain a safe and peaceful campus. If you experience any problems or have concerns about safety or security issues, contact Campus Police at 740-826-8155. For emergencies, dial 8155 from any phone on campus to be connected to the campus police officer on duty, who will respond immediately to your call.

The University Library

The University Library (1960) accommodates 180 students for group or individual study. Its collections include more than 209,157 items, 310 journal subscriptions, and 14 daily/weekly newspaper subscriptions. In addition, the Library provides access to: 100+ research databases; 7,100 full-text electronic journals; 31,000 full-text electronic books; 125,000 digital images; 110,000 digital audio files; and 2,250 digital videos. As a member of the OPAL and OhioLINK consortia, library services to Muskingum University students, faculty, and staff include borrowing privileges at 85 academic libraries throughout the state. The library is an official depository for United States and State of Ohio publications and information. The Muskingum University Library online catalog and other electronic library resources are available to students and faculty at www.muskingum.edu/~library as well as in the library itself.

Computer, Data and Voice Facilities

Computer, Data, and Voice Facilities are provided through a robust backend and fiber optic infrastructure. Server environments are UNIX-based while client systems utilize current versions of the Microsoft Windows operating system. Muskingum's academic quadrangle houses three large open access laboratories and eight discipline-specific facilities for Art, Theatre, Graphic Arts, Computer Science (Linux), Physics and Engineering, Modern Languages, Music,

Psychology, and Education (wireless laptops). In the residential areas, four additional seven-day/24-hour open access facilities are maintained. All campus offices, laboratories, and residential rooms are provided with data and voice services which include internet, local dial tone, voice mail, and long distance access.

Technical Support for the Blackboard Online Learning System is provided by Computer Network Services on the Muskingum University Campus.

Food Services

MAP students may eat in the “Bait Shop”, located in the bottom of the Quad Center, during the day and at either of the University dining halls (located in Patton Hall on the East Hill and Thomas Hall on the West Hill) throughout the day and early evening by paying cash at the door or using their Muskie Bucks account funds. All hours and rates for meals are posted at these dining facilities. Vending machines are located in Boyd Science Center and in the basement of Montgomery Hall.

Counseling Services

The Office of Counseling Services is available to assist students, faculty and staff. Students may seek guidance concerning decisions related to both educational and vocational plans, as well as personal problems. Personal and/or career counseling is available to all students; consultation is available to faculty and staff. All walk-in services are free of charge. The staff also presents workshops designed to help educate students and to develop skills necessary for success both in University and in the world of work. All individual and group sessions are confidential and are intended to help students solve their problems.

Career Services

The Office of Career Services assists undergraduate and graduate students, as well as alumni, in their job searches, career counseling, coordination of on-campus recruitment, maintenance of files on employment opportunities and on-line postings for job opportunities. MAP students are advised to begin preparation of their credentials as early in the course of their continuing studies as possible.

Credentials files will be mailed to potential employers at the request of employers or the student at no charge. These files are maintained for five years unless contact in writing by the student to keep them active for a longer period of time.

Quad Center

The Student Faculty Center on the Quadrangle is the hub of campus social activities, a place where students, faculty members and visitors are equally welcome. The Center provides the services, conveniences and activities required by members of the University community.

Included in the Quad Center’s facilities are a bookstore and university shop, snack bar, mail room, lounge and Student Life Offices which operate primarily during the standard business day. Some programs provide extended services, and students are advised to check current operating hours. Additionally, the lounge space in the Top of the Center (TOC) and the gathering area in the Bottom of the Center (BOC) remain open until 11:00 p.m., Monday through Friday.

Housing

The Student Life Office in the top of the Quad Center will assist MAP students who are interested in living in or about the New Concord community by providing a list of known community accommodations and advising students on resources to support their search for lodgings.

The Recreation Center

The Recreation Center has a racquetball court, a free weight room and an aerobics/weight machine room for student use. Students, faculty and staff are encouraged to participate in personal recreational activities or in the organized intramural program on campus (certain activities may be open to MAP students upon consultation with the Athletic Director).

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Students are encouraged to meet with an academic advisor prior to registration. Students who “self-advise” risk taking courses out of sequence or which may not count as part of their requirements. Appointments can be made by calling Graduate and Continuing Studies at 740-826-8038.

Academic Appeal

Muskingum University students are encouraged to resolve academic concerns by meeting with the faculty member who is involved, or with the Dean of Graduate and Continuing Studies. Formal appeals of academic decisions must be initiated by sending a written request to the Dean of Graduate and Continuing Studies within six weeks following the decision. The Dean of Graduate and Continuing Studies will issue a response after the appeal has been received and reviewed. The Dean’s decision may be appealed to the Vice President for Academic Affairs, who is the final arbiter.

Academic Credit

The unit of academic credit for all courses at Muskingum University is the semester hour of credit. Each program specifies the number of credit hours required for degree or licensure completion.

Academic Dishonesty

Plagiarism, cheating and other forms of academic dishonesty are serious offenses, and the faculty members have the prerogative of invoking the most severe penalty for the initial offense. Insofar as a first offense is concerned, the minimum penalty for academic dishonesty is a failing grade on the paper or examination; a second offense may result in a failing grade in the course. Students found responsible a second time may also be suspended or expelled from the MAP program. In either case, the faculty member should submit a written report of the offense to the Vice President of Graduate and Continuing Studies; and the incident will be recorded in the student’s file.

Academic dishonesty is considered evidence of lack of moral character, and may be grounds for denying recommendation for licensure in education programs.

Academic Dismissal

A student whose cumulative grade point average (GPA) remains below 2.0 for two consecutive terms of enrollment is subject to probation. A student who is on academic proba-

tion may not enroll for more than 17 credits in a term. A student on probation whose semester GPA is below 2.0 at the conclusion of the next semester and whose cumulative GPA also is below 2.0 is subject to dismissal. Formal appeals of academic dismissal must be initiated by sending a written request to the Dean of Graduate and Continuing Studies within six weeks following the decision. The Dean of Graduate and Continuing Studies will issue a response after the appeal has been received and reviewed. The Dean of Graduate and Continuing Studies’ decision may be appealed to the Vice President for Academic Affairs, who is the final arbiter.

Academic Load

Unless otherwise specified by the MAP program, a full-time academic load is comprised of 12 semester hours of credit per term. There is no minimum registration requirement; six credit hours are considered to be a half-time load for financial aid purposes. A MAP student enrolled for more than 20 credits in one term is considered to be on academic overload. To qualify for overload, a student must have a cumulative grade point average of 3.0 or above, and must have the signature of their faculty advisor. Students with less than a 3.0 grade point average must petition their academic advisor to register for more than 17 credit hours.

Academic Probation

A MAP student whose cumulative grade point average falls below 2.0 will be placed on academic probation. The Dean of Graduate and Continuing Studies will notify the student of the probationary status and develop an individual learning plan through which the student can regain academic good standing. To regain good standing, the student must raise the grade point average to 2.0 by the end of the following term of enrollment.

Academic Status

To be in academic good standing, a student must earn and maintain a minimum grade point average of 2.0.

Students may repeat a course once if the original grade is a C- or lower and provided it is repeated at the next offering. While the transcript will record both grades, only the second grade will be included in the calculation of the grade point average. Students may not register for any one course more than two times.

Add/Drop Period

MAP students may add or drop classes without penalty during the add/drop period indicated in the academic calendar (page 15). Add/drop forms are available at the Graduate and Continuing Studies office. The completed and signed form must be submitted to the Dean of Graduate and Continuing Studies for approval.

Attendance

MAP students are expected to attend all scheduled class meetings, to complete work on time, and to make up work missed because of emergency absences. Faculty should be notified of the reason for any absence.

Auditing

Audit (L) grades may be awarded if a student does not desire or qualify to receive credit. Auditors are required to pay full tuition unless otherwise covered by University policy. Auditing students may enroll only on a space available basis, and with the permission of the Dean of Graduate and Continuing Studies. A grade of "L" may not be converted to another grade. Audited courses appear on a student's transcript but are not counted toward the GPA.

Exemption from Requirements

Exceptions from requirements and substitutions for courses may be approved if the student has demonstrated mastery of the material through other coursework or experientially. Any exceptions to degree requirements must be approved by the Dean of Graduate and Continuing Studies in consultation with the Licensure Officer or Chair of the department encompassing the content area, and must be replaced by a course of equal or more credit.

Experiential Learning Credit

Experiential learning is college-level learning that has been acquired through work, trainings, volunteer activities and life experiences. Credit can be gained by taking the Experiential Learning Workshop in which you will be guided through the process of completing a portfolio. In your portfolio you will provide evidence of your work and life experiences and reflect on what you learned from them. Your writing will be directed to match the content of specific college courses. The credits can be applied to the major and other degree requirements. At the end of the workshop your portfolio will be given to a faculty expert who will evaluate your learning and award credit accordingly. Muskingum University reserves the right to determine the number of credits awarded. *See Transfer Credits.*

Field Placement Incomplete (I) Grades

Incomplete grades for field placements are left to faculty discretion. Faculty may indicate the amount of time, not to exceed one calendar year, in which the student must complete a field placement. In the absence of such a deadline, the field placement must be completed within one year after the beginning of the course to which the field placement is attached.

Financing MAP Education

Eligible MAP students may take advantage of either the

federal or alternative loan programs to finance their studies. Students must be enrolled on at least a half-time basis (6 credit hours per term) to qualify for federal Stafford loans. Some alternative loans are available to less-than-half-time students, though many require half-time enrollment. Information about these opportunities can be obtained in the Office of Student Financial Services, 109 Montgomery Hall. The University also makes available a variety of payment plans to students.

Grade Point Average

All courses for which a student has registered except those resulting in a grade of I, WIP, S, U, W, L or NR are included in computation of a grade point average (GPA). Grade point average is determined each term by multiplying the number of grade-based quality points by the number of credits for each course, adding the results for all courses during the term and dividing by the total number of credit hours. Cumulative grade point average is calculated similarly, using the total number of quality points and credits the student has earned within a degree-level.

Grading Policy

All MAP students at Muskingum University must have a 2.0 or better GPA to remain in good academic standing or to graduate. Higher grade or GPA standards mandated by individual programs or by licensure requirements, however, take precedence over University minimum standards.

Grades

Grades in MAP courses are assigned on the following scale:

| | |
|-----------|--------------------------------------|
| A, A- | = Excellent |
| B+, B, B- | = Good |
| C+, C, C- | = Satisfactory |
| D | = Pass |
| F | = Failing |
| L | = Audit |
| WIP | = Work in progress |
| NR | = Not reported |
| I | = Incomplete work in course |
| W | = Withdrawal from course, no penalty |

Quality Points

| | |
|----|---------------------------|
| A | = 4 quality points (q.p.) |
| A- | = 3.67 q.p. |
| B+ | = 3.33 q.p. |
| B | = 3.00 q.p. |
| B- | = 2.67 q.p. |
| C+ | = 2.33 q.p. |
| C | = 2.00 q.p. |
| C- | = 1.67 q.p. |
| D+ | = 1.33 q.p. |
| D | = 1.00 q.p. |
| D- | = 0.67 q.p. |
| F | = 0.00 q.p. |

The Registrar reports all MAP student grades and credits to the Dean of Graduate and Continuing Studies at the close of each term. The Dean will notify students of any resulting change in academic status.

Work in Progress (WIP) is awarded in a course for which work typically requires research, study, or participation beyond the normal limits of a term. The WIP grade may be extended for up to two years. A WIP grade will prevent a student from completing a degree.

Incomplete (I) grades may be awarded by faculty when unusual circumstances prevent a student from completing course assignments within the term of registration. It is the prerogative of the instructor to establish a deadline (not to exceed one term) for completion of the work necessary to satisfy an incomplete grade. In the absence of such a deadline, students are given one term to complete course requirements. An “I” grade will prevent a student from completing a degree.

Satisfactory/Fail is not a grade option for Education courses other than field experiences.

Graduation

MAP students commence with Muskingum University’s traditional students each May. An Application to Graduate should be filled out and submitted to the Graduate & Continuing Studies office two terms before expected graduation. This form can be found at www.muskingum.edu by following the link to the MAP pages and then to the forms page. The forms are also available in the Graduate & Continuing Studies office.

Non-Degree Seeking Students

Persons who wish to take coursework at Muskingum for purposes other than pursuing a degree or licensure may enroll as non-degree seeking continuing education students. This classification includes, but is not limited to, persons taking coursework for personal enrichment, visiting students and students enrolled in continuing education workshops. Up to 12 semester hours of credit earned as a non-degree student may be counted toward a degree or licensure program.

Repeat Courses

Students may repeat MAP courses. While the transcript will record both grades, only the second grade will be included in the calculation of the grade point average. Students may not register for any one course more than two times.

Statute of Limitations

MAP students must complete a degree within the period of time required by the program or mandated by licensure. If no such requirement or mandate exists the student is required to complete a degree within eight years following the first term of enrollment regardless of full-time or part-time status. Students who do not complete the degree within the statute of limitations may seek reinstatement by:

- Writing a letter requesting reinstatement
- Completing a new application form
- Paying a \$20.00 fee
- Interviewing with the Dean of Graduate and Continuing Studies

Students seeking reinstatement must meet the admissions standards and graduation requirements in place at the time of reinstatement.

Transcripts

Students who are in good financial standing may request official transcripts, which reflect coursework completed during the previous term(s), and bear the University seal and registrar’s signature. Official transcripts may be sent directly to schools or organizations upon written request of the current student or graduate. Official transcripts, stamped “Issued to the Student”, are available in the Registrar’s Office for a \$5 fee. Please allow a 5-day process time.

Transfer Credits

Credit toward a degree from Muskingum University may be granted for coursework taken at other regionally accredited institutions. Official transcripts and course descriptions are used to determine equivalency, elective credit and no credit. A minimum grade of “C” is required for courses taken elsewhere to be accepted. Transfer credit is not accepted for courses for which previous credit has already been granted. Transfer credit may not be used to replace grades earned at Muskingum University. Only credit hours transfer, not the corresponding grades for transfer work, except to determine Latin honors (for which the grade point average may be lowered but not raised). See *Experiential Learning*.

Tuition and Fees

MAP tuition is charged on a per credit basis. Additional instructional, technology and document binding fees may be required of some courses or programs. To be registered for classes, students must pay tuition or make provision for payment of tuition before the beginning of each session. Information about the University’s deferred payment plan is available in the Student Accounts Office or by calling 740-826-8211.

Withdrawal and Refund Terminology

Drop

Student negates registration for a class before or during the add/drop period. A dropped class does not appear on official transcripts. Add/drop forms are available at the Office of Graduate and Continuing Studies. The completed and signed form must be submitted to the Dean of Graduate and Continuing Studies.

Withdraw from class

Student negates registration for a class after the add/drop period and prior to the last day of class. Forms are available at the Office of Graduate and Continuing Studies. The completed and signed form must be submitted to the Dean of Graduate and Continuing Studies.

Withdraw from program

Student indicates in writing intention to discontinue the program and withdraws from all currently registered classes. The student must submit a written request to the Dean of Graduate and Continuing Studies. To be reinstated in the program, the student must reapply for admission and will be subject to program requirements in effect at the time of reinstatement.

Add/drop period

The period of time during which a student may add or drop courses without financial penalty. The add/drop period typically is the first full week of classes in any session.

Mitigating circumstances

Significant events outside the control of the student such as illness, illness of a child or dependent family member, death in the family, mandatory job transfer, temporary duty outside of the region or change of job responsibilities or hours of work.

Term

The divisions of the academic calendar. The 12-month graduate and continuing studies academic calendar has three terms: Fall, Spring and Summer.

Session

The division of a term during which graduate and continuing studies classes are scheduled. There may be two or more sessions within the Fall, Spring and Summer terms.

Withdrawal and Refund Policy

Drop and refund

MAP students who wish to drop a class may do so before or during the add/drop period. Those who drop classes prior to the end of the add/drop period receive a full refund for all dropped classes. Students who drop all classes prior to or during the add/drop period are considered to be not enrolled for the term. Any financial aid for which the student may have been eligible is returned to the respective program. For students who drop some, but not all, classes prior to or during the add/drop period, the enrollment status and subsequent financial aid eligibility are effective as of the end of the add/drop period.

Withdrawal and refund

MAP students who wish to withdraw from a class may do so any time prior to the last day of class. Students who withdraw from some or all classes following the end of the add/drop period are responsible for paying all tuition and fees for the courses. Students who withdraw from all courses within a given term are not necessarily considered by Muskingum University to be withdrawn from the program. Federal financial aid guidelines, however, consider such students to be withdrawn from the institution.

Financial aid awarded to MAP students who withdraw from all classes after the end of the add/drop period, but prior to the completion of 60% of the session, will have their federal financial aid adjusted in accordance with federal regulations. Adjustments to financial aid are not required for students who withdraw after the end of the add/drop period from some, but not all, classes within the term. In all cases, MAP students are responsible for paying any balance due to the University.

MAP students who wish to withdraw from a class after the add/drop period must submit a written request to the Dean of Graduate and Continuing Studies.

MAP students who withdraw from a course receive a grade of "W", which is not included in the GPA computation.

DEGREE REQUIREMENTS

Ten MAP majors are offered: Accounting, Accounting (public), Business, Child and Family Studies, Christian Education, Criminal Justice, Early Childhood Education, Intervention Specialist: Mild/Moderate (Special Education), Nursing (RN-to-BSN)‡, Speech Communication. The undergraduate degree requires fulfillment of the following:

1. A minimum of 124 credit hours. A maximum of 40 credit hours in any one discipline may be included in this total. In the case of courses of study leading to teacher licensure, the student may apply up to the minimum credit hours required for the major toward the 124 for graduation.
2. A minimum cumulative grade point average (GPA) of 2.0 for all work taken at Muskingum University.
3. A minimum of 40 credit hours earned in 300- and 400-level courses.
4. Satisfactory completion of at least one departmental or interdisciplinary major. Unless otherwise specified by the academic department, a minor consists of at least 15 credit hours within the specific discipline, providing three credit hours are at the 300- or 400-level and a 2.0 GPA in the minor. All work within the specified discipline is counted as part of the major or minor. In the case of students pursuing multiple majors or minors in the same department, the GPA for each is calculated separately; an overall GPA of 2.0 in the academic discipline must be maintained. (Students pursuing multiple majors may write separate senior seminars, one in each of the disciplines involved, or with approval of each department chair, write one interdisciplinary seminar, credit for which is given in the department of their choice. Although the interdisciplinary seminar counts toward the credit hour requirements of only one major, the project may fulfill the senior studies requirement of all departments involved.)
5. At least 12 credit hours of the major completed in the junior and senior years at Muskingum.
6. The last 31 credit semester hours toward graduation must be earned as a degree seeking student at Muskingum University or in approved off-campus study.
7. MAP students must successfully complete a minimum of 32 credit hours at Muskingum University (includes approved off-campus study programs).
8. Only work at the 2.0 (GPA) level or higher is accepted for transfer from other colleges and universities.
9. Satisfactory completion of the Liberal Arts Essentials.

MAP General Requirements

All students at Muskingum University must satisfy the requirements of the Program of Liberal Arts Essentials (LAE).

The Liberal Arts Essentials that form the general education curriculum at Muskingum University ensure the breadth inherent in a liberal arts education. This broad educational base includes skills, knowledge and dispositions. Liberal education requires that we understand the foundations of knowledge and inquiry about nature, culture, self and society; that we master core skills of perception, analysis and expression; that we cultivate a respect for the truth; that we recognize the importance and the diversity of historical and cultural contexts; and that we explore connections among formal learning, citizenship and service to our communities.

LAE Core Requirements (18-24 credits, including 6-8 writing unit credits)

The LAE core courses provide the foundation on which a meaningful liberal arts and sciences education is built. The core courses emphasize communication and critical thinking skills, equip students with essential tools and knowledge for advanced learning and contribute to students' intellectual, spiritual, social and physical well-being.

- A. English Composition
- B. Writing Unit Course
- C. Advanced Writing Unit Course
- D. Speech Communications
- E. Mathematics
- F. Arts & Humanities in Western Culture
- G. Concepts of Wellness
- H. PE Service Course
- I. PE Service Course

In addition to the LAE Core Requirements, all students must meet the LAE Area Requirements, which include select courses from the following categories:

- A. Religious Understanding
- B. Moral Inquiry
- C. Scientific Understanding I
- D. Scientific Understanding II
- E. Communicating in the World
- F. Social Foundations
- G. International Perspectives
- H. Western Heritage (Part A)
- I. Western Heritage (Part B)
- J. Western Heritage (Part C)
- K. The American Experience

‡ All students enrolled in nursing will be held to the policies and procedures contained in the Nursing Department Student Handbook as well as the Muskingum University Student Handbook. The *Nursing Department Student Handbook* contains additional policies and procedures required of these professional students. The Nursing Department's purpose, mission, philosophy, organizational framework, and curriculum outcomes for both the pre-licensure and post-licensure tracks are published in the *Nursing Department Student Handbook*.

MAP MAJOR REQUIREMENTS

In addition to the Program of Liberal Arts Essentials (LAE) all MAP students must select an undergraduate major and complete the course requirements of that major.

Accounting, Public Accounting or Business

Economic forces affect all persons in many ways. Control of these forces depends on an understanding of them gained through study in economics, accounting and business theory. The close relationship between these three fields allows students to acquire specialized knowledge in any one of them by selecting it as a major field of study and, at the same time, to gain a basic understanding of the other two.

Accounting (36 semester hours)

ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)
ACCT 301 Intermediate Accounting I (3)
ACCT 302 Intermediate Accounting II (3)
ACCT 363 Cost Accounting (3)
ACCT 364 Income Taxes (3)
ACCT 411 Advanced Accounting (3)
ACCT 412 Auditing (3)
ACCT 495 Seminar (3)

Choose one of the following:

ACCT 420 Accounting Information Systems (3)
ACCT 421 Advanced Taxation (3)
ACCT 422 Governmental Accounting & Auditing (3)

ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)

Public Accounting (60 semester hours within a 150-hour degree program)

ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)
ACCT 301 Intermediate Accounting I (3)
ACCT 302 Intermediate Accounting II (3)
ACCT 363 Cost Accounting (3)
ACCT 364 Income Taxes (3)
ACCT 411 Advanced Accounting (3)
ACCT 412 Auditing (3)
ACCT 420 Accounting Information Systems (3)
ACCT 421 Advanced Taxation (3)
ACCT 422 Governmental Accounting & Auditing (3)
ACCT 495 Seminar (3)
BUSI 318 Managerial Finance (3)
BUSI 321 Organizational Management (3)
BUSI 360 Business Law (3)
BUSI 414 Business Ethics (3)
BUSI XXX Business Elective (3)
ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)
ECON 325 Statistics (3)

Business (33 semester hours of credit)

BUSI 318 Managerial Finance (3)
BUSI 321 Organizational Management (3)
BUSI 341 Marketing (3)
BUSI 495 Seminar (3)
BUSI XXX Elective, at the 300-400 level (3)
ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)
ECON 311 Money and Banking (3)

Choose one of the following:

ECON 325 Statistics (3)
ECON 333 Intermediate Microeconomic Theory (3)

ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)

Allied Health Studies

The Allied Health Studies major is a bachelor's degree program open to allied health professionals holding an associate's degree. The program offers three areas of specialization – Community Health, Health Administration and Health Science.

The health care industry is rapidly growing, creating an ever-expanding need for health care professionals. According to the U.S. Department of Labor, employment in the health care industry is projected to increase 22 percent through 2016 with 3 million new positions becoming available.

Allied Health Studies is designed for allied health professionals who have earned an associate's degree in an allied health field such as physical therapist assistant, occupational therapy assistant, respiratory therapy, radiology, laboratory technology and health information management.

Earning your bachelor's degree at Muskingum will provide you the opportunity to broaden your knowledge base in your area of discipline as well as gain a broader and deeper understanding of health care. The degree will prepare you to advance your career and continue to enhance your clinical knowledge while developing leadership and management skills to work with special populations.

The flexible online learning format supported with optional face-to-face meetings makes it easy to complete your degree around your busy schedule and at your pace – part- or full-time. At Muskingum, the Allied Health Studies major requires an associate's degree in an allied health field and 30 credit hours in core requirements and a specialization area.

Core Requirements (12 Credit Hours)

AHS 301 Topics in American Health Care (3)
AHS 495 Seminar in Allied Health Studies (3)
PHIL 305 Biomedical Ethics (3)
PSYC 232 Behavioral Statistics (3)

Specialization: Community Health (18 Credit Hours)

Choose Two of the Following:

- PSYC 208 Lifespan Development (3)
- PSYC 308 Adolescence and Youth (3)
- PSYC 309 Adulthood and Aging (3)
- PSYC 321 Social Psychology (3)
- PSYC 363 Abnormal Psychology (3)
- PSYC 390 Counseling Theory and Process (3)

Choose Two of the Following:

- SOCI 216 Social Problems in Contemporary America (3)
- SOCI 301 American Society: Class and Culture (3)
- SOCI 320 Racial and Cultural Minorities (3)
- SOCI 345 Sociology of the Family (3)
- SOCI 369 Peacemaking (3)
- SOCI 418 Deviance and Crime (3)

Choose Two of the Following:

- HLTH 200 Nutrition and Physical Fitness (3)
- HLTH 345 Personal Health (3)
- HLTH 365 School and Community Health (3)
- HLTH 380 Health Issues and Programs (3)

Specialization: Health Administration (18 Credit Hours)

Choose Two of the Following:

- POLS 321 Public Administration (3)
- POLS 322 Public Policy (3)
- POLS 323 Administrative Law (3)
- POLS 325 Public Personnel Administration (3)

Choose Two of the Following:

- ACCT 201 Financial Accounting (3)
- ACCT 202 Managerial Accounting (3) Prerequisite: ACCT 201
- BUSI 318 Managerial Finance (3) Prerequisite: ACCT 201 & ECON 215
- BUSI 413 Software Applications for Business (3)
- BUSI 420 Management Information Systems (3)
- INFR 3XX Foundations of Information Systems (3)
- INFR 3YY Information Systems Project Management (3)

Choose Two of the Following:

- BUSI 321 Organizational Management (3)
- BUSI 341 Marketing (3)
- BUSI 415 Human Resource Management (3)
- ECON 215 Principles of Microeconomics (3)
- ECON 216 Principles of Macroeconomics (3) (Prerequisite: ECON 215)
- PSYC 271 Industrial Psychology (3)

Specialization: Health Science (18-21 Credit Hours)

Choose Six of the Following:

- BIOL 312 Microbiology (4)
- BIOL 346 Pathophysiology (3)
- HLTH 200 Nutrition and Physical Fitness (3)
- HLTH 345 Personal Health (3)
- NRSC 305 Cognitive Neuroscience (3)

- PSYC 281 Physiological Psychology (3)
- PSYC 305 Cognitive Psychology (4)
- PSYC 361 Sensation and Perception (4)
- PE 149 Physiology of Exercise (3)
- PE 215 Sports Medicine (3)
- PE 338 Kinesiology (3)

Child and Family Studies

This interdisciplinary major prepares students to become professionals who work within agencies that help children, adolescents, and their families. The major recognizes that these individuals need both broad-based coursework and experiences in a variety of settings. Understanding human development and the social context of development are emphasized.

At the core of the major are courses that focus on learning, developmental difference, and social and cultural factors that influence development. Majors also select an area of specialization: Administration or Human Services. Each area leads students toward a different career path. The Administration track is designed for those who want to become directors or administrators of programs that serve children and/or families. The Human Services track is designed for those who want to work in human services or other social service agencies. The major is also individualized for students through the practicum, choices offered in the area of specialization, and the senior seminar.

Child and Family Studies (52 semester hours)

- EDUC 112 Educational Implications of Diversity (3)
- EDUC 334 Family-Centered Practices (3)
- PSYC 101 Introduction to Psychology (3)
- PSYC 321: Social Psychology (3)

Choose one of the following:

- PSYC 220 Pre-School Practicum (1)
- PSYC 222 General Practicum (1)

Choose two of the following:

- PSYC 205 Child Development (3)
- PSYC 208 Lifespan Development (3)
- PSYC 308 Adolescence and Youth (3)

- SOCI 101 The Sociological Perspective (3)
- SOCI 345 Sociology of the Family (3)
- HLTH 365 School and Community Health (3)
- HLTH 380 Health Issues and Programs (3)

Choose two of the following:

- CRMJ 490 Topics in Criminal Justice (3)
- PSYC 409 Topics in Psychology (3)
- SOCI 352 Selected Topics in Sociology (3)
- CFS 495 Senior Seminar (3)

Specialization: Administration

Choose one of the following pairs of courses:

ACCT 201 Financial Accounting (3) *AND*

ACCT 202 Managerial Accounting (3)

OR

ECON 215 Principles of Microeconomics (3) *AND*

ECON 216 Principles of Macroeconomics (3)

Choose three of the following:

ACCT 420 Accounting Information Systems (3)

BUSI 318 Managerial Finance (3)

BUSI 321 Organizational Management (3)

BUSI 341 Marketing (3)

BUSI 415 Human Resource Management (3)

ECON 325 Statistics (3)

POLS 321 Public Administration (3)

Specialization: Human Services

CRMJ 101 Introduction to Criminal Justice (3)

SOCI 301 American Society: Class and Culture (3)

Choose three of the following:

CRMJ 250 American Courts (3)

CRMJ 270 American Corrections (3)

CRMJ 341 Ethical Issues in Criminal Justice (3)

CRMJ 342 Criminology (3)

CRMJ 372 Juvenile Justice (3)

POLS 321 Public Administration (3)

POLS 322 Public Policy (3)

SPCO 335 Small Group Communication (3)

SPCO 340 Gender Communication (3)

SPCO 446 Interpersonal Communication (3)

SOCI 216 Social Problems in Contemporary America (3)

SOCI 320 Racial and Cultural Minorities (3)

SOCI 418 Deviance and Crime (3)

Christian Education

Christian Education (35 semester hours)

RELG 260 Introduction to Christian Theology (3)

RELG 301 Old Testament Literature (3)

RELG 385 Teaching Christian Education (3)

RELG 393 Global Issues and Values (3)

RELG 397 Internship in Christian Education (2)

RELG 494 Senior Studies in Christian Education (2)

Choose one of the following:

RELG 303 New Testament Literature (3)

RELG 304 Jesus in the New Testament (3)

Choose one of the following:

RELG 320 History of Christianity: Ancient and Medieval (3)

RELG 326 History of Christianity: Reformation and Modern (3)

Choose one of the following:

EDUC 110 Introduction to Education (3)

EDUC 500* Social Foundations of Education (3)

Choose one of the following:

EDUC 112 Educational Implications of Diversity (3)

EDUC 500* Social Foundations of Education (3)

EDUC 314* Multi-Age Curriculum and Instruction (3)

PSYC 101 Introduction to Psychology (4)

RELG XXX Electives (3)

Communication

The study of speech and communication at Muskingum University is designed to provide students with an understanding of the communication processes found in contemporary society, an appreciation of the historical, technological, literary and dramatic heritage of communication and an opportunity to improve skills in oral communication.

Speech Communication with Organizational Communication Strand (30 semester hours for major)

SPCO 200 Fundamentals of Speech Communication (3)

SPCO 295 Introduction to Communication Research (3)

SPCO 325 Persuasion (3)

SPCO 335 Small Group Communication (3)

SPCO 340 Gender Communication (3)

SPCO 345 Interviewing (3)

SPCO 355 Organizational Communication (3)

SPCO 446 Interpersonal Communication (3)

SPCO 495 Seminar in Research (3)

SPCO XXX Elective (3)

Criminal Justice

Formulated within a solid liberal arts framework, the Criminal Justice program's curriculum draws heavily from courses within the social sciences, particularly political science, sociology and psychology, since the need exists for broadly educated professionals in the field.

Besides leading to the obvious career paths (e.g., law enforcement and corrections), the major in Criminal Justice will provide an appropriate foundation for students interested in pursuing a career in other areas, including positions in the public service arena or governmental professions, law and the judicial system, local or regional politics or public policy activities. As well, the major would provide a good background for individuals seeking opportunities in human services including probations work and delinquency or rehabilitation counseling. Further, this major prepares students to pursue advanced degrees in a wide variety of disciplines including criminal justice, sociology, criminology and psychology.

Criminal Justice (33 semester hours)

CRMJ 101 Introduction to Criminal Justice (3)
CRMJ 230 American Law Enforcement (3)
CRMJ 250 American Courts (3)
CRMJ 270 American Corrections (3)
CRMJ 395 Theory, Methods and Practices in Criminal Justice I (3)
CRMJ 495 Theory, Methods and Practices in Criminal Justice II (3)

Choose five (5) Criminal Justice courses from the following:

CRMJ 150 Spanish for Criminal Justice (3)
CRMJ 310 US National Security (3)
CRMJ 317 Constitutional Law II: Civil Rights/Liberties (3)
CRMJ 318 Criminal Law (3)
CRMJ 321 Public Administration (3)
CRMJ 322 Public Policy (3)
CRMJ 323 Administrative Law (3)
CRMJ 325 Public Personnel Administration (3)
CRMJ 331 Criminal Investigation (3)
CRMJ 340 Organized Crime (3)
CRMJ 341 Ethical Issues in Criminal Justice (3)
CRMJ 342 Criminology (3)
CRMJ 351 Criminal Evidence and Procedure (3)
CRMJ 371 Crisis Intervention (3)
CRMJ 372 Juvenile Justice (3)
CRMJ 373 Probation and Parole (3)
CRMJ 390 Internship in Criminal Justice (1-3)
CRMJ 418 Deviance (3)
CRMJ 490 Topics in Criminal Justice (3)

Education

The theme for all Muskingum University teacher education programs is “Developing teacher-leaders who encourage, equip and empower all students.” The programs are designed to prepare graduates to successfully demonstrate competence on the entry-year performance assessment (Praxis III) that is required of first-year teachers.

MAP students may choose from two education majors, both leading to teacher licensure.

Muskingum University students seeking teacher licensure must be accepted into the University’s education program. MAP students intending to major in education may take up to 12 semester hours of credit after which they must be admitted to the education program before they can continue to take education courses. Students who have completed approved associate’s degree programs will be admitted upon submission of official transcripts and of qualifying test scores. Others may be admitted upon proof of a satisfactory cumulative grade point average, submission of qualifying scores on the ACT, SAT or Praxis I basic skills tests, successful completion of EDUC 110 (or its equivalent) and submission of the statement of good moral character, as defined by the State of Ohio.

Education majors must submit qualifying scores on the ACT, SAT or Praxis I basic skills tests in order to be admitted into the education program. The qualifying scores are as follows:

- Qualifying ACT score of 21 or higher
- Qualifying SAT score of 990 or higher
- Qualifying Praxis I scores of:
170 (Math), 170 (Writing), 170 (Reading)

Education majors must also supply a current BCI/FBI check.

Education Students must complete all 300-level or above education courses attempted with at least a grade of “B-”. Any 300 or above level education course in which less than a “B-” is earned must be retaken. (These requirements include Education 309, 312, 313, 314, and 370 for provisionally admitted students.)

For additional information, consult the education department’s website at www.muskingum.edu.

Early Childhood Education (72 semester hours of credit)

EDUC 110 Introduction to Education (3)
EDUC 112 Educational Implications of Diversity (3)
EDUC 309 Early Childhood Education and Curriculum (3)
EDUC 315 The Arts in Early Childhood (3)
EDUC 316 Children’s Literature (3)
EDUC 330 Serving Individuals with Exceptionalities (3)
EDUC 334 Family-Centered Practices (3)
EDUC 335 Educational Technology (3)
EDUC 362 Integrating Language Arts & Social Studies in Early Childhood (3)
EDUC 366 Mathematics in Early Childhood Education (3)
EDUC 367 Science in Early Childhood Education (3)
EDUC 370 Phonics and the Process of Reading (3)
EDUC 371 Emergent and Beginning Reading (3)
EDUC 412 Reading and Writing for Information (3)
EDUC 414 Reading Assessment and Intervention (3)
EDUC 418 Professional Practices for Early Childhood (3)
EDUC 449 Student Teaching in Early Childhood (9)
EDUC 461 Student Teaching Seminar (1)
EDUC 464 The Professional Teacher (1)
CPCS 100 Introduction to Computing (3)
IDIS 115 Introduction to the Integrated Arts (3)
PHED 319 Motor Learning & Adaptive Physical Education for Early Childhood (3)
PSYC 101 Introduction to Psychology (3)
PSYC 205 Child Development (3)
PSYC 220 Pre-School Practicum (1)
SOC 101 The Sociological Perspective (3)

Completion of an institutionally approved minor is required. Refer to the undergraduate course catalog for specific requirements.

Before graduation early childhood education majors must complete workshops (through the education department) in Nutrition, First Aid, Child Abuse and Communicable

Diseases, or show certification that coursework fulfilling the requirements has been transferred in or completed.

Intervention Specialist: Mild to Moderate (83 semester hours of credit)

EDUC 110 Introduction to Education (3)
EDUC 112 Educational Implications of Diversity (3)

Choose one of the following:

EDUC 309 Early Childhood Education and Curriculum (3)
EDUC 312 Developmentally Responsive Middle Schools (3)
EDUC 313 Curriculum and Instruction for the Adolescent (3)
EDUC 314 Multi-Age Curriculum and Instruction (3)

EDUC 330 Serving Individuals with Exceptionalities (3)
EDUC 335 Educational Technology (3)
EDUC 340 Nature and Needs of Students with Disabilities (3)
EDUC 341 Assessment in Special Education (3)
EDUC 362 Integrating Children's Literature & Social Studies for Your Children (3)
EDUC 366 Mathematics in Early Childhood Education (3)
EDUC 367 Science in Early Childhood Education (3)
EDUC 370 Phonics and the Process of Reading (3)
EDUC 371 Emergent Literacy (3)
EDUC 383 Language Arts Methods for Middle Childhood Educators (3)
EDUC 385 Math Methods for Middle Childhood Educators (3)
EDUC 413 Reading in the Content Areas (3)
EDUC 414 Reading Assessment and Intervention (3)

Choose one of the following:

EDUC 418 Professional Practices for Early Childhood (3)
EDUC 465 Professional Practices in Middle Level Educ. (3)
EDUC 466 Professional Practices in Secondary Schools (3)

EDUC 434 Instructional Services for Children with Mild to Moderate Needs (3)
EDUC 419 Family and Community Involvement in Special Education (3)
EDUC 420 Proactive Approaches to Classroom Management and Support (3)
EDUC 432 Student Teaching in Special Education (9)
EDUC 461 Student Teaching Seminar (1)
EDUC 464 The Professional Teacher (1)
CPSC 100 Introduction to Computing (3)
PHED 319 Motor Learning & Adaptive Physical Education for Early Childhood (3)
PSYC 101 Introduction to Psychology (3)
PSYC 205 Child Development (3)
PSYC 308 Adolescence and Youth (3)
SOC 101 The Sociological Perspective (3)

Health Education

Health Education (36 semester hours for major)

Students have the option of pursuing a State of Ohio multi-age license in health education

Health Education Requirements (15 Credit Hours)

HLTH 200 Nutrition and Physical Fitness (3)
HLTH 345 Personal Health (3)
HLTH 365 School and Community Health (3)
HLTH 380 Health Issues and Programs (3)
HLTH 400 Health Curriculum, Methods, and Materials (3)

Biology Requirements (12 Credit Hours)

BIOL 107 Biology Laboratory (1)
BIOL 121 Anatomy & Physiology I (4)
BIOL 122 Anatomy & Physiology II (4)

Choose One of the Following:

BIOL 105 Issues in Biology: Genetic Frontiers and Biotechnology (3)
BIOL 105 Issues in Biology: Human Biology (3)
BIOL 105 Issues in Biology: Human Diseases (3)

Physical Education Requirements (9 Credit Hours)

PE 149 Physiology of Exercise (3)
PE 310 First Aid (3)
PE 470 Administration, Organization, and Supervision of Health and Physical Education Programs (3)

Information Systems

Technology is an integral and continual interactive part of our lives. Nearly all organizations rely on technology and information systems to conduct business and operate efficiently. According to the US Bureau of Labor Statistics the need for IS employees will grow by 20% in all employment areas from 2008 to 2018.

Information Systems combines business, computer science and informatics to prepare you for a successful career in the 21st century.

Information Systems (43 credit hours for major)

Business Requirements (15 Credit Hours)

ACCT 201 Financial Accounting (3)
BUSI 318 Managerial Finance (3)
ECON 215 Principles Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)
ECON 325 Statistics (3)

Computer Science Requirements (9 Credit Hours)

CPSC 111 Computer Science I (3)
CPSC 211 Computer Science II (3)
CPSC 260 Database Management (3)

Informatics Requirements (19 Credit Hours)

INFR 310 Foundations in Information Systems (3)
INFR 410 Enterprise Architecture (3)
INFR 320 IT Infrastructure (3)
INFR 340 Information Systems Project Management (3)
INFR 330 Systems Analysis & Design (3)
INFR 495 IS Strategy, Management and Acquisition (3)

Nursing

Healthcare in the 21st-Century is more complex and challenging than ever before. Registered Nurses who pursue and earn a Bachelor of Science in Nursing degree from Muskingum University will find they are better prepared to meet the demand for quality care, communication and critical thinking. If you are a RN with a desire to improve your qualifications, the RN-to-BSN program is the answer.

All students enrolled in nursing will be held to the policies and procedures contained in the Nursing Department Student Handbook as well as the Muskingum University Student Handbook. The *Nursing Department Student Handbook* contains additional policies and procedures required of these professional students. The Nursing Department's purpose, mission, philosophy, organizational framework, and curriculum outcomes for both the pre-licensure and post-licensure tracks are published in the *Nursing Department Student Handbook*.

RN-to-BSN Completion Track

Students must have completed an accredited ADN or diploma nursing program and hold an Ohio active unrestricted nursing license. (Minimum overall GPA of 2.5 required).

Nursing Courses (23-25 credits)

NURS 340 Nursing Research (3)
NURS 401 Professional Nursing Transitions (2)
NURS 430 Perspectives in Global Nursing and Health (3)
NURS 450 Critical Care and Family Nursing — Clinical (4)
NURS 460 Community Health Nursing — Clinical (4)
NURS 475 Issues and Trends in Health and Nursing (2)
NURS 480 Nursing Leadership and Management — Clinical (4)
NURS 490 Special Topics (1-3)

Non-nursing courses required for the major (25 credits)

BIOL 306 Genetics (3)
BIOL 312 Microbiology (4)
BIOL 346 Pathophysiology (3)
CPSC 100 Introduction to Computing (3)
PHIL 305 Biomedical Ethics (3)
PSYC 208 Lifespan Development (3)
PSYC 232 Behavioral Statistics (3)
SOC 345 Sociology of the Family (3)

Additional credits may be required to complete the program.

Completed with the 2009-2010 catalog. This is intended as a sample showing how courses transfer into the RN/BSN Completion Track. Evaluation of each student's transfer credit is done on an individual basis.

IMPORTANT PHONE NUMBERS

Graduate & Continuing Studies 740-826-8038
*Academic Advising, Admissions,
Dean of Graduate & Continuing Studies*

Graduate & Continuing Studies Fax..... 740-826-6038

Business Office..... 740-826-8111
Billing, Payments

Career Services..... 740-826-8084

Campus Services 740-826-8383
Student ID Cards

University Bookstore..... 740-826-8070
bookstore@muskingum.edu

Campus Police 740-826-8155
On Campus Emergencies 8155

Computer & Network Services 740-826-8050
cns@muskingum.edu

Library 740-826-8152

Registrar..... 740-826-8164

Student Financial Services 740-826-8139
Financial Aid

Reach us by email map@muskingum.edu

Visit us on the web..... www.muskingum.edu