MUSKINGUM ADULT PROGRAM
2016-2017 STUDENT GUIDEBOOK

Muskingum University

GRADUATE & CONTINUING STUDIES

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This guidebook is a supplement to the Muskingum University Catalog and lists policies and procedures specific to Muskingum Adult Program (MAP) undergraduate students. Please refer to the Muskingum University Catalog for programs, policies or procedures not addressed in the MAP Guidebook.

GETTING STARTED

Frequently Asked Questions

What majors are supported through MAP?
All undergraduate majors are open to all qualified students. Muskingum's MAP program enables students to complete certain majors entirely by taking classes in the evenings or on weekends. These majors include:

- Accounting
- Accounting (public)
- Business Management
- Child and Family Studies
- Communication
- Community Health & Wellness
- Criminal Justice
- Early Childhood Education
- Health Science
- Healthcare Management
- Human Resource Management
- Information Systems
- Intervention Specialist (Special Education)
- Marketing
- Medical Laboratory Studies
- Nursing (RN-BSN Completion)‡
- Occupational Science
- Sport & Fitness Science

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 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" for additional information.

How do I transfer credits?
Muskingum University values the knowledge and experience that students bring into the MAP program. The University offers a generous transfer policy for previous college work and provides students an opportunity to receive credit for life and professional experience. Transfer credit may be received for courses from regionally accredited institutions in which a passing grade is earned. Requirements for specific majors or programs may be more stringent. For students who have earned an associate's degree, or who have completed at least 60 hours of earned transferable credit, from regionally accredited institution, Muskingum adheres to the Ohio Board of Regents Transfer and Articulation Policy. To complete a degree program at Muskingum, a minimum of 32 semester hours must be completed in residency. 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 (MAP) PROFILE

Degrees

Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing

Majors supported by the MAP Program:

- Accounting
- Accounting (public)
- Business Management
- Child and Family Studies
- Communication
- Community Health and Wellness
- Criminal Justice
- Early Childhood Education
- Health Science
- Healthcare Management
- Human Resource Management
- Information Systems
- Intervention Specialist (Special Education)
- Marketing
- Medical Laboratory Studies
- Nursing (RN-BSN Completion)
- Occupational Science
- Sport & Fitness Science

Expenses

Graduate and Continuing Studies tuition is charged on a per credit basis. Students enrolled in 12 or more credits are considered to be full-time. 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 the Office of Student Financial Services.

MAP Tuition for 2016-2017
$510/Semester Hour of Credit

Fees
Matriculation/Application fee..... $20
Official transcript $8.00
Nursing fee..... $105/clinical
Graduation fee $35

Admission Requirements

- 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/gradstudies/schedules.

Call us at: 740-826-8038
Fax us at: 740-826-6038
Email us at: map@muskingum.edu
Mail or deliver in person to:
Muskingum University — Graduate and Continuing Studies
Montgomery Hall 117
New Concord, OH 43762

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; 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 deferred payment plans and employer tuition reimbursement; or
- Pay online at www.muskingum.edu/business; or
- Arrange for financial aid through the Student Financial Services Office

Financial Aid Policies and Student Responsibilities

Financial aid is available to MAP students who attend at least half-time. To qualify for financial aid, you must:

- Submit completed 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. Campus Services is located at 24 Stadium Drive (across from the SW corner of the football field).

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/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.

GENERAL INFORMATION

Non-Discrimination Statement

Muskingum University does not discriminate on the basis of race, color, national or ethnic origin, handicap or physical challenge, sex or age, religion, gender, disability, sexual orientation, socio-economic 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 Coordinator of Human Resources, Compliance Coordinator, has been designated to coordinate the University's compliance with the nondiscrimination requirements under Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, 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 Coordinator of Human Resources may be contacted at Room 16 Montgomery Hall, telephone (740) 826-8114. The Title IX Coordinator has designated to handle inquiries regarding the prohibition of sex discrimination under Title IX and can be contacted at (740) 826-8083, Student/Faculty Center (TOC) 216, or titleixcoordinator@ muskingum.edu.

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 believe are inaccurate. Further information is available from the Registrar's Office.

Campus Communication

The University will communicate official information to the campus community via campus email. For this reason all faculty, staff and students of the University are provided with campus email addresses and are asked to make a practice of checking their addresses frequently to retrieve information/ communications which may be pertinent to them. Computer and Network Services is available to assist the campus community with the electronic communication system. Students should contact Graduate and Continuing Studies for information on activating their account.

Consumer Information

Consumer information for current and prospective students is available in several locations, both in print and on-line. Statistical information about Muskingum University is contained in the U.S. Department of Education's College Navigator website at *nces.ed.gov/collegenavigator*.

Muskingum University's undergraduate academic programs and policies are described in this catalog. More specific information about the undergraduate program is available from the registrar, departmental chairs, and in the Student Handbook at *www.muskingum.edu/campuslife/documents/ studenthandbook.pdf.* Information specific to adult degree completers is available in the MAP Guidebook at *www.muskingum.edu/home/gradstudies/map/downloads/map_guidebook.pdf*. Graduate academic programs and policies are described in the Graduate Catalog, and additional information about graduate programs is available from Graduate and Continuing Studies, and from program directors. The Graduate Program Catalogs are located at *www.muskingum.edu/gradstudies/graduateprogramcatalogs.html.*

Accreditation documents can be reviewed in the Office of the Vice President for Academic Affairs.

Muskingum's costs and undergraduate refund policy are detailed in this catalog, and in the printed material available, along with specific information about financial aid programs and the rights and responsibilities of aid recipients, in the Office of Student Financial Services. Information concerning specific fees and charges is available from the Business Office. This information is also available on the University website.

Consumer information pertaining to Student Life, including student policies and procedures, are contained in the Student Handbook, available on-line at *www.muskingum.edu/campuslife/documents/studenthandbook.pdf.*

Consumer information for prospective students is available on the University website at *www.muskingum.edu/admission/ consumerinfo.html*, or in the specific program sections. A complete listing of Consumer Information topics and source(s) of that information is contained on the Muskingum University website at *www.muskingum.edu/home/about/ StudentConsumerInformation.html*.

Annual Crime Statistics Disclosure

As required by the "Student Right to Know Act," Muskingum University provides crime statistics for the previous three calendar years. Included are reported crimes which have occurred on campus, in certain off-campus buildings, and property owned or controlled by the University. In addition, this report includes crimes on public property within or immediately adjacent to campus. This report also includes institutional policies concerning campus security such as crime prevention, the reporting of crimes, alcohol and drug use, sexual assault, and other matters. This report is available at *www.muskingum.edu/home/campuspolice/downloads/campussafety* or by contacting University Police at 740.826.8155.

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 for evening classes after 5:00 p.m. or anytime on weekends.

Bookstore
For your convenience, you can access required books in advance at *muskingum.bncollege.com*. The Bookstore, located in the Quad 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 Roberta A. Smith University Library
The Roberta A. Smith University Library (2015) features student group meeting areas with high-tech equipment to enhance student learning and involvement. The library is named for Roberta Arndt Poland Smith, whose generosity is in tribute to her mother, Margaret Fleming Arndt Poland, Class of 1909, and Mrs. Smith's father, Chester Harrison Poland. Margaret Arndt (1889-1967) of Hanover, Ohio, enrolled at Muskingum over a century ago. This 40,000-square-foot facility is accessed through a main entrance atrium leading to a spacious and light-filled Commons area. To the right, a dramatic two-story, 1500-square-foot, glass-walled Colloquium Center incorporates a projection wall and a fireplace. An expansive and open Grand Staircase connects the building's levels and provides small gathering spaces throughout its wide landings.

Providing students with easy access to 50 million items through the integrated statewide shared OhioLINK catalog of books, DVDs, CDs, and more, the library is home to several special collections including regional, Presbyterian church, and Muskingum University history collections, the Children's Literature Collection and the United States Presidents Collection. Along with three library information hubs, three reading rooms, and seven classrooms, the library offers study space in Interactive Projection Technology rooms designed to support collaborative, project-based assignments. In addition to the library operations areas and offices for the University librarian and library staff, the library houses the offices for Muskingum's Teacher Preparation Program faculty.

Blackboard™
Blackboard™ is a virtual classroom for all online and blended-learning courses at Muskingum. You can access your course syllabus and assignments, view and listen to lectures, submit assignments and papers, take quizzes and tests, access grades and open library reading and other resources.

Typically Blackboard for courses is available within the first week of classes.

Students can access Blackboard™ from the University homepage (top righ-hand corner). Click ***Campus Resources*** then select ***Blackboard™***. Enter your username and password. If you do not know you Muskingum username and/or password, call 740-826-8038 or email gcs@muskingum.edu.

Blackboard

A Blackboard™ tutorial is available online at (*www.muskingum.edu/gradstudies*) by clicking on the Blackboard™ icon:

ADMISSION

Individual MAP programs may have specific admission requirements. Please refer to the appropriate program sections for detailed admission information and requirements.

MAP Application Procedures

1. Obtain a MAP application for admission from The Graduate & Continuing Studies office (MH 117) or online at *www.muskingum.edu*
2. Complete the application form and return to Graduate & Continuing Studies office via USPS or scan and email to *map@muskingum.edu*
3. Submit the $20 application fee
4. Provide official transcripts of all previously completed coursework including high school and college

Financial Aid Policies and Student Responsibilities

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.

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 Transfering Courses.*

Financial Aid

Eligible MAP students may take advantage of either the federal or alternative loan programs to finance their studies. MAP Students must be enrolled on at least a half-time basis 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, online at *www.muskingum.edu/financialaid*, or by phone at 740-826-8139. The University makes available a variety of payment plans to students.

Leave of Absence

Adult degree completer (MAP) students in good standing are considered active provided that they register for at least one course per academic year (Fall, Spring, or Summer). Unless otherwise mandated by a specific degree or licensure program, an active student in good standing has eight years from the first term of enrollment in which to complete his/her program. Students not completing their program within eight years will need to seek reinstatement (see Statute of Limitations).

Muskingum Adult Program (MAP) Tuition And Fees

Graduate & Continuing Studies tuition is charged on a per credit basis. Students enrolled in 12 or more credits are considered to be full-time. 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 the Office of Student Financial Services.

MAP Tuition for 2016-2017
$510/Semester Hour of Credit

Fees
Matriculation/Application fee..... $20
Official transcript 8.00
Nursing fee..... $105/clinical
Graduation fee $35

Muskingum University Scholarships and Awards

See Financial Aid

Student Military Service Policy

The University recognizes the obligations and sacrifices incurred by national service in the military forces of the United States. Through the National Guard, the Reserve forces, and the possibility of a national draft, it may be necessary for students to leave the University for active duty military service, or alternative service as required by the President of the United States, or the Governor commanding the National Guard during an academic term. Accepting the extraordinary circumstances to the nation and the student which require such service, the University will provide all possible aid to students who are called to active duty and will make full effort to provide a fair transition as the student leaves the University and returns. In all cases of required military service, fairness must be interpreted to the benefit of the student.

Refund
The refund of tuition, fees, and room and board charges for students in the military reserves who have been called to active duty will be dependent upon whether the student chooses to take Incompletes ("I") in current coursework or chooses to withdraw from some or all courses.

1. A student called to active duty/alternative service who chooses to withdraw from all coursework is entitled to a full refund of tuition, fees, and room charges, and a pro-rated refund of board charges based on the number of meals eaten. All financial aid will be returned to the respective program.
2. A student called to active duty/alternative service who chooses to complete only some current coursework is assessed tuition charges at are calculated rate based on the number of credit hours to be completed. Financial aid is adjusted in accordance with the new enrollment status and revised charges.
3. A student called to active duty/alternative service who chooses to take Incompletes ("I") in all courses does not receive a tuition refund. The room charge and unused board charge are refunded. Financial aid is adjusted in accordance with revised charges.

Grading
Four grading options exist for students in the military reserves who have been called to active duty/alternative service:

1. The student may elect to receive a grade of "I" in all classes. Upon termination of active duty/alternative service, the student must complete any necessary work to remove the "I" before the end of the next complete semester following the termination of active duty/alternative service status. As in the regular policy governing incompletes, the grade will revert to "F" unless removed prior to the stated deadline. The assignment of an "Incomplete" will be made in consultation between the professor and the student with the professor establishing in writing what requirements for course completion remain. The written statement of requirements will be entered in the student's records as maintained by the University.
2. The student may elect to completely withdraw from the University, receiving a grade of "W" (withdrew passing) in all courses.
3. The student may elect to receive a regular grade based on partially completed work in some classes, while receiving a grade of "W" in others where the student has completed at least half of the course.
4. The student may elect to receive a grade of "S/U." The "S/U" determination will be permitted even if the student had not initially registered for the course to be so designated. The assignment of the grade of "S/U" will be made in consultation between the professor of the course and the student, and the professor may require an examination or some other fair equivalent final assignment. Upon return to the University, if the student received credit for a course required for a sequential course before completing the full academic term, he/she may be required by the department to take a qualifying examination before advancing to the following course. No other requirements may be added that are not required of all students enrolled in the sequential course.

Transfering Admission
See Tranferring Courses

Transfering Courses
Credit toward a degree from Muskingum University may be granted for coursework taken at other regionally accredited institutions. Muskingum adheres to the Ohio Board of Regents Transfer and Articulation Policy. Students who have earned an associate's degree, or who have completed a mimimum of 60 semester hours of earned transferable credit from regionally accredited institutions, will be able to earn a Baccalaureate Degree from Muskingum University by meeting MAP degree requirments (see *Degree Requirements*). Official transcripts and course descriptions are used to determine equivalency, elective credit and no credit. A passing grade is required for courses taken elsewhere to be accepted. Requirements for specific majors or programs may be more stringent. 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 Credit.*

Withdrawal from University Program Policy
The student must submit a written request to the Vice President of Graduate and Continuing Studies stating his/her intention to discontinue the program and withdraw from all currently registered classes. 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.

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

CAMPUS LIFE

This section provides a brief synopsis of the Campus Life policies and procedures applicable to adult degree completion, post-baccalaureate, and continuing education students. Comprehensive policy statements provided in the Student Handbook are applicable to all students except as explicitly contradicted herein for the aforementioned students.

Muskingum University prides itself on developing an environment on campus that both challenges and supports students as they strive for personal success. The philosophy of the Student Affairs division at Muskingum University is to provide services and programs that support and enhance the academic mission of the institution.

Campus Government

Community Standards Board is composed of students, staff and faculty who are charged with the objective of examining behaviors and institutional rules in specific cases in ways that carefully protect a student's rights, both procedural and substantive, while also emphasizing the student's obligation to abide by the community norms that the rules reflect. The Board has jurisdiction in all disciplinary cases presented to the Board by the Student Life Office. The Board make recommendations to the Director of Student Conduct or his/her designee who renders final outcomes. The Student Handbook provides greater detail on the behavior education system and serves as the controlling document on this programmatic area for the University.

Community Standards

Muskingum University is an intentional undergraduate and graduate community—one that is purposely set somewhat apart from the world around it. Its focus is on education, as well as seeking increased development and integration of the whole person in the intellectual, spiritual, social, and physical aspects of life. As an educational community, it respects and encourages the development of individual virtues such as integrity, rationality, compassion, self-discipline, and personal responsibility.

The University also places special emphasis upon certain community ideals such as tolerance, civility, and respect for the person and conscience of others. As a university related to the Presbyterian Church (PCUSA), it holds additional values such as honesty, the value and worth of each individual, the seriousness and inevitability of human shortcomings, and the hope for redemptive behavior. Such a community must depend upon the respect for certain principles and patterns of behavior by its members in order to function effectively. Students who join this community are making an implicit commitment to live by its standards, whatever the difference of their backgrounds has been.

A Code of Academic Responsibility provides the definitions, operational structure and policies for the academic programs. A Code of Student Conduct provides the definitions, operational structure, and policies for life together on campus. Adherence to these Codes shall be considered an understood prerequisite for acceptance to and continuance in the University. As an institution within the State of Ohio, Muskingum University is committed to encouraging compliance with all state and local laws.

Muskingum University unequivocally condemns immoderate drinking. The University considers the decision to drink within moderation, or not to drink beverage alcohol to be a value judgment on the part of each individual. Personal possession of limited amounts of beverage alcohol (beer and/or wine) is permitted in designated areas by residents of legal age. The consumption of beverage alcohol (beer and/or wine) is also permitted at registered social events by students of legal age. All social events must be approved through the Dean of Students or his/her designee.

Muskingum University is unalterably opposed to the possession and/or use of non-prescribed drugs, narcotics, or hallucinogens by all members of the University community.

Muskingum modifies the individual's privilege of smoking by considerations of safety, avoidance of litter, and respect for the rights of nonsmokers; smoking is therefore prohibited in all campus facilities (including all residential spaces).

Students bringing motor vehicles on the campus must register them with University Police and abide by the Parking Regulations if they are to retain this privilege.

The continuation of students in the University depends not only on their ability to maintain satisfactory academic standards, but also on their ability to support Muskingum's ideals and standards. Students are held responsible for their behavior at all times, both on and off campus. If a student is dismissed from the institution, the University has no obligation to return any fees or tuition. Furthermore, by enrolling at this private institution, a student and/or his agents or guardians, agree to release and indemnify the University, its personnel, officers, agents, or directors from any liability. In all cases the student is guaranteed the safeguard of essential procedural fairness. Specific policies and procedures are addressed in the annually produced Student Handbook and updated through the University's official communication system.

Community Standards Board

Community Standards Board is composed of students, staff and facultywho are charged with the objective of examining behaviors and institutional rules in specific cases in ways that carefully protect a student's rights, both procedural and substantive, while also emphasizing the student's obligation to abide by the community norms that the rules reflect. The board has jurisdiction in all disciplinary cases presented to the Board by the Student Life Office. The Peer Judicial Board, which has jurisdiction in first-level conduct hearings, is composed of students and advised by a staff advisor. Both bodies make recommendations to the Dean of Students or his/her designee who renders final outcomes. The Student

Handbook provides greater detail on the behavior education system and serves as the controlling document on this programmatic area for the University.

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 the University receives contact in writing by the student to keep the files active for a longer period of time.

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 sessions are confidential and are intended to help individuals solve their problems.

Cultural Life

Cultural opportunities are available to students and the entire University community under the sponsorship and direction of a number of organizations and departments and through a spectrum of endowed lectureships.

The University brings outstanding individuals to campus for lectures, colloquia, and other activities designed to enrich and educate the campus community. A Distinguished Alumni Series features Muskingum alumni who have achieved notable distinction in their careers. The English department schedules a series of evenings in which noted authors read from their works in programs open to the community.

Musicians, dancers, actors, comedians and other artists perform on campus, often combining performances with lectures, master classes, and informal discussions with students. Scheduled choral and instrumental performances by student ensembles as well as recitals by Muskingum faculty fill out the musical calendar. Creative work by Muskingum art students is regularly exhibited on campus.

The art department also arranges trips for students to galleries and museums in nearby cities. The Muskingum Players Dramatic Society, whose alumni include the late actress Agnes Moorehead, is dedicated to furthering interest in all forms of theatre and maintaining standards of excellence in theatrical production.

Muskingum offers a variety of musical organizations, instrumental and vocal. Private lessons are available for academic credit in a number of applied areas. Students also may audition for the Southeastern Ohio Symphony Orchestra (SEOSO), which is jointly sponsored by the University and a board of trustees from neighboring communities.

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, library and in the basement of Montgomery Hall.

Housing

The Student Life Office in the top of the Student Faculty 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.

Quad Center

The Quad Center is the hub of campus social activities. The center, located on the Quadrangle, is 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.

The Anne C. Steele Center

The Anne C. Steele Center (1986) was renamed in 2016 after Muskingum's 20th president. The center connects on all floors with the John Glenn Physical Education Building to provide a complete varsity and intramural complex. Its construction was made possible by the contributions of over 5,000 donors to the University's Design for Tomorrow planning and fundraising program in the 1980s. The facility includes a varsity gymnasium with seating for 2,800; two

racquetball courts; conditioning and training rooms; a practice room for baseball and softball; locker rooms for students, faculty, staff and officials; an observation lounge; and offices and seminar/conference rooms.

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. Campus Services is located at 24 Stadium Drive (across from the SW corner of the football field).

University Orientation Program

See Academic Advising

ACADEMIC INFORMATION

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 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

Plagiarism, cheating, and other forms of academic dishonesty are serious offenses at Muskingum University, and the faculty member has the prerogative of invoking the severest penalty for an initial offense. Each department is responsible for developing its definition of plagiarism, but in general, plagiarism is the verbal, written, graphic, or three-dimensional presentation of borrowed material without citing its source. Students must cite the source for quotations, paraphrases, or borrowed ideas, models, information, or organization of material. Students who are uncertain about the need for citation should consult the faculty member for whom the work is being prepared. For a first offense, the minimum penalty for plagiarism and/or cheating is a failing grade on the assignment, paper, or examination; the maximum penalty in this instance is a failing grade in the course. In either case, the faculty member should submit a written report of the offense to either the Office of the Vice President for Academic Affairs or the Office of the Vice President for Graduate and Continuing Studies as appropriate. Plagiarized work is filed in the office of the Vice President for Academic Affairs or the Office of the Vice President for Graduate and Continuing Studies as appropriate. A grade given for academic dishonesty shall supersede any withdrawal. See additional information under "Order of Appeal."

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 his/her 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 Standards Policy

Academic Standing

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 unless the grade is a W, I, or WIP. Students may not register for any one course more than two times.

Academic Probation

A MAP student whose cumulative grade point average falls below 2.0 will be placed on academic probation. The Vice President 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.

Notification

The student will receive notice of academic probation status and its accompanying requirements and restrictions from the Vice President for Academic Affairs or the Vice President of Graduate and Continuing Studies as appropriate.

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.

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 probation 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 Vice President of Graduate and Continuing Studies within six weeks following the decision. The Vice President of Graduate and Continuing Studies will issue a response after the appeal has been received and reviewed. The Vice President of Graduate and Continuing Studies' decision may be appealed to the Vice President for Academic Affairs, who is the final arbiter.

Readmission

Application for readmission of a student dismissed for academic reasons will be considered only after a minimum of one term following dismissal and will be subject to program requirements in effect at the time of reinstatement.

Add/Drop Period

MAP students may add or drop classes without penalty during the add/drop period indicated in the academic calendar. Add/drop forms are available at the Graduate and Continuing Studies office. The completed and signed form must be submitted to the Vice President 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 Courses

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 Vice President 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.

Commencement Policy

MAP students commence with Muskingum University's traditional students each May. An Application to Graduate should be filled out and submitted with a $30 graduation fee to the Graduate & Continuing Studies Office two terms before expected graduation. The form is also available in the Graduate & Continuing Studies Office or online at: *www.muskingum.edu/gradstudies/formsliterature.*

Course Withdrawals

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.

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 Vice President 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

Three undergraduate degrees are offered. Majors in nursing receive the Bachelor of Science in Nursing (BSN). Qualified adult undergraduate degree completers earn the Bachelor of Science (BS) degree in five health-related majors (community health and wellness, healthcare management, health science, health studies, and sport and fitness science), in three business-related majors (business management, marketing, and human resource management), and in the information systems major offered through the Muskingum Adult Program (MAP). Adult degree completion students should refer to the MAP Guidebook to learn more about the admission requirements for these programs. Traditional undergraduate students majoring in biology, chemistry, computer science, conservation science, earth science, engineering science, environmental science, geology, mathematics, molecular biology, neuroscience, petroleum geology, physics, physics education, or psychology will also receive the Bachelor of Science degree. All other majors are awarded the Bachelor of Arts (BA). All undergraduate degrees require fulfillment of the following:

1. A minimum of 124 credit hours for the Bachelor of Arts and Bachelor of Science Degree; 127 for the Bachelor of Science in Nursing (a minimum of 124 for the RN to BSN). A maximum of 48 credit hours in any one discipline may be included in this total. In the case of courses of study leading to teacher licensure, the ACS-certified chemistry major, the Engineering Science major, and the music major, the student may apply up to the minimum credit hours required for the major toward the 124 for graduation. A maximum of three physical education activities courses, three language tables, and ten music ensembles may apply within the 124 hours.
2. A minimum cumulative grade point average (GPA) of 2.0 for all work taken at Muskingum University; a minimum GPA of 2.0 for all courses in the major(s) and, where the option is taken, a minimum GPA of 2.0

for the minor(s).

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. 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. Transfer students must successfully complete a minimum of 32 credit hours at Muskingum University (includes approved off-campus study programs). Note: Muskingum adheres to the Ohio Board of Regents Transfer Articulation Policy. Requirements for some programs may require a higher grade for transfer. For further information, transfer students need to consult the *Transfer Admission Information* in the Admission section of this catalog.
8. Satisfactory completion of the General Education Requirements. All transfer students, including adult degree completers, should consult the *Transfer Admission Information* in the Admission section of this catalog for more information about the transfer module.

MAP General Requirements

Students at Muskingum University must satisfy the General Education Requirements of the Program. Some students who are eligible may satisfy the general education requirements by completing the Transfer Module recognized by the Ohio Board of Regents (OBR).

Students who have earned an Associate's Degree or have completed 60 semester credit hours of transferable credit from regionally accredited institutions are eligible to complete the Transfer Module to satisfy the General Education Requirements of Muskingum University. Students who are eligible to complete the Transfer Module may fulfill any remaining module requirements using Muskingum University course equivalents.

Students must successfully complete the OBR Transfer Module minimum requirement of at least 36 semester hours of which the following minimums must be met in each category:

- English Composition/Oral Communication (3 hours minimum)
- Mathematics/Statistics (3 hours minimum)
- Arts/Humanities (6 hours minimum)
- Social/Behavioral Sciences (6 hours minimum)
- Natural Sciences (6 hours minimum)

Students eligible to complete the Transfer Module will be able to earn a baccalaurete degree from Muskingum University by meeting the following requirements:

- successful completion of the Transfer Module recognized by the Ohio Board of Regents
- completion of a minimum of 32 semester credit hours at Muskingum University to satisfy residency requirements
- completion of a minimum of 40 semester credit hours at the 300-400 level courses; including one (3 semester hour) 300-400 level writing unit course and one (3 semester hour) 300-400 level course selected from the Moral Inquiry section of the Liberal Arts Essentials (LAE)
- completion of the requirements of the academic major
- completion of a minimum cumulative grade point average (GPA) of 2.0; including a minimum GPA of 2.0 in major(s) and minor(s)

Note: Consult your advisor to ensure satisfaction of the Transfer Module, program requirements and other degree requirements.

The General Education (referred to as gen ed) Requirements at Muskingum University ensure the breadth inherent in a liberal arts education. A liberal arts 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 recognize the importance of historical and cultural contexts; and that we explore connections among formal learning, citizenship, and service to our communities. Students will take most of their gen ed requirements in their freshman and sophomore years, along with some courses in their major or other elective courses.

Core Requirements

Forming the core of the General Education Program are courses in communication in writing and speech:

1. ***Communication in Writing***
   This category is designed to develop the ability to communicate clearly and effectively in writing.
   - ENGL 121. Composition (3 hours)
   - Two writing unit courses, one at the 300- or 400-level. A "writing unit" uses writing as a

substantial mode of learning and is identified in the Undergraduate Course Schedule listings on MuskieLink and in the MAP Schedule by the symbol # preceding the course title.

2. ***Communication in Speech***
   This category is designed to develop the ability to communicate clearly and effectively in speech. 3 hours.
   - COMM 200. Fundamentals of Speech Communication

Distribution Requirements.
To fulfill General Education Requirements a student may use courses with a given prefix to satisfy no more than two of the following categories.

3. ***Communication in a Global and Digital Age***
   This category is designed to develop communication and information-gathering skills through emphasis on a non-native language or other means of communicating in a technology-driven, global society. Minimum of 3 hours or participation in a Muskingum University-approved international program.

4. ***Religious Understanding***
   This category is designed to develop an understanding of religious ways of life. Minimum of 3 hours.

5. ***Moral Inquiry***
   This category is designed to develop an understanding of the means by which individuals and communities evaluate and respond to ethical problems, both personal and social. Minimum of 3 hours.

6. ***Quantitative Reasoning***
   This category is designed to develop competency in understanding and using numerical concepts and methods. Minimum of 3 hours.

7. ***Scientific Understanding***
   This category is designed to develop an understanding of the natural world, the scientific method, and the forces and elements inherent in the natural order. Minimum of 7 hours. (Must include one lab science course and courses from two course prefixes)

8. ***Health***
   This category is designed to develop an understanding of important health issues and to foster choices for students' health throughout life. Minimum of 2 hours.

9. ***Artistic Understanding and Expression***
   This category is designed to develop an understanding of the role of the arts in the human endeavor. Minimum of 3 hours.

10. ***Cultural Diversity***
    This category is designed to develop an understanding of diversity (gender, race, ethnicity, sexual orientation, age, etc.) in the contemporary world. Minimum of 3 hours.

11. ***International Perspectives***
    This category is designed to develop an understanding of global societies, and a familiarity with patterns of social and political behavior in a comparative context, in order to lay the basis for responsible world citizenship. Minimum of 3 hours.

12. ***Western Traditions***
    This category is designed to develop an understanding of social, political, cultural and behavioral dimensions of human existence in Western European traditions. Minimum of 3 hours.

13. ***The U.S. Experience***
    This category is designed to develop an understanding of the United States, its institutions, customs, culture, diversity of people and resources, and challenges facing the nation in the contemporary setting. Minimum of 3 hours.

Additional information about General Education Requirements is available in the *Undergraduate Catalog*.

Note: 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*.

Exemption from Requirements

Exemptions 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 Vice President of Graduate and Continuing Studies in consultation with the Program Director or Chair of the department encompassing the content area, and must be replaced by a course of equal or more credit.

Full-Time Status

Unless otherwise specified by the academic program, a full-time academic load is comprised of 12 semester hours of credit per term or session. There is no minimum registration requirement; 6 credit hours are considered to be a half-time load for financial aid purposes. A MAP student enrolled for

more than 17 credits in one term is considered to be on academic overload. To qualify for overload, a student must have a cumulative graduate grade point average of 3.0 or above, and must have the signature of the Program Director, Chair of the department or academic advisor.

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 Vice President of Graduate and Continuing Studies at the close of each term. The Vice President of Graduate and Continuing Studies 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.

Pass/Fail is not a grade option for certain programs.

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, students completing pre-requisites for other programs, 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.

Order of Appeal

Faculty members are responsible for outlining grading policies to students at the beginning of each course. If students believe they have received a wrong grade on an examination or for a course, the initial step is to discuss the grade directly with the faculty member teaching the course. If that step does not result in a satisfactory explanation or resolution of the perceived problem, the student may bring the matter to the attention of the department chair. The next person in the line of appeal, should the student continue to contest the grade and wish to pursue an appeal, is the division coordinator. Should the person to whom the student would bring the appeal in this process also be the faculty member in whose course the grade is being questioned, that person has no jurisdiction over the appeal. In the latter case, the Vice President for Academic Affairs or the Vice President for Graduate and Continuing Studies as appropriate will call on an appropriate faculty member from the department or related department in the division to review the circumstances and make a recommendation to the Vice President for Academic Affairs, who will be the final arbiter in any such appeal.
In such a case, the same process detailed above applies to disputes over alleged plagiarism or other cases of academic

dishonesty, although the student may appeal the decision of the Vice President for Academic Affairs to the President. The maximum penalty for the first instance of academic dishonesty is failure of the course; for a second, expulsion from the University. Students judged guilty of violating library regulations may appeal to the Director of the Library and to the campus Judicial Board. A student who believes that a faculty member has acted in an unprofessional manner can bring a charge of unprofessional conduct to the faculty's Professional Relations Committee. The committee, which functions to protect the full rights of all parties concerned, will try to determine whether the charges should be sustained. The hearing is private; both parties have the opportunity to be heard in their own cause, and the faculty member personally selects advisors. A full stenographic record of the hearing is taken and made available to both parties. Either party may request the testimony of other instructors or students when it can be shown that these persons have access to facts that bear on the case. At the conclusion of the hearing, the committee will render its judgments and recommendations in writing to the parties concerned.

Registration

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/gradstudies/schedules*.

Call us at: 740-826-8038
Fax us at: 740-826-6038
Email us at: map@muskingum.edu
Mail or deliver in person to:
Muskingum University — Graduate and Continuing Studies
Montgomery Hall 117
New Concord, OH 43762

Special Programs

Directed Study

Directed Study permits students, under special circumstances, to enroll in an existing course at an alternative time to the class schedule. This requires a course contract with a cooperating faculty member and approval by the Vice President for Graduate & Continuing Studies. The contract specifies required meeting times, readings, writing assignments, studio, or laboratory work. Only students who have earned 60 credit hours are eligible to take courses by directed study. Students may register for directed study courses through the fourth week of the semester. Additional fees may apply.

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 Vice President 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 fee. Please allow a 5-day process time.

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.

ACADEMIC PROGRAMS

The program of study listed here includes those courses typically offered on the MAP schedule. Other course options offered through the traditional undergraduate schedule may be available and can be reviewed under the appropriate programs in the Undergraduate Catalog.

Muskingum Adult Program

In addition to the General Education (Gen. Ed.) requirements or Transfer Module (p. 15), all MAP students must select an undergraduate major and complete the course requirements of that major.

Majors supported by the MAP Program:

- Accounting
- Accounting (public)
- Business Management
- Child and Family Studies
- Communication
- Community Health & Wellness
- Criminal Justice
- Early Childhood Education
- Health Science
- Healthcare Management
- Human Resource Management
- Information Systems
- Intervention Specialist (Special Education)
- Marketing
- Medical Laboratory Studies
- Nursing (RN-BSN Completion)
- Occupational Science
- Sport and Fitness Science

Muskingum Adult Program Academic Offerings

Accounting, Public Accounting, Business Management, Human Resources Management or Marketing

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 among 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 Management Techniques (3)
BUSI 325 Statistics (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)

Business Management (48 semester hours)
The Business Management major is designed to provide a Bachelor of Science degree completion program for individuals who have work experience and hold an Associate's Degree or equivalent college-level credit.

Business Core Requirements (30 Credit Hours)
ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)
BUSI 321 Management Techniques (3)
BUSI 325 Statistics (3)
BUSI 360 Business Law (3)
BUSI 414 Business Ethics (3)
BUSI 420 Information Systems for Business (3)
ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)

Choose One of the Following:
COMM 355 Organizational Communication (3)
ENGL 202 Business Writing (3)

Business Management Requirements (18 Credit Hours)
BUSI 318 Managerial Finance (3)

BUSI 326 Financial Analysis & Investment (3)
BUSI 341 Marketing Techniques (3)
BUSI 412 International Business (3)
BUSI 450 Strategic Management (3)
BUSI 496 Bachelor of Science Seminar in Business (3)

Human Resource Management (45 semester hours)
The Human Resource Management major is designed to provide a Bachelor of Science degree completion program for individuals who have work experience and hold an Associate's Degree or equivalent college-level credit.

Business Core Requirements (30 Credit Hours)
ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)
BUSI 321 Management Techniques (3)
BUSI 325 Statistics (3)
BUSI 360 Business Law (3)
BUSI 414 Business Ethics (3)
BUSI 420 Information Systems for Business (3)
ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)

Choose One of the Following:
COMM 355 Organizational Communication (3)
ENGL 202 Business Writing (3)

Human Resource Management Requirements (15 Credit Hours)
BUSI 415 Human Resource Management (3)
BUSI 430 Employment Law for Business (3)
BUSI 431 Topics in Human Resource Management (3)
BUSI 450 Strategic Management (3)
BUSI 496 Bachelor of Science in Business Seminar (3)

Marketing (45 semester hours for major)
The Marketing major is designed to provide a Bachelor of Science degree completion program for individuals who have work experience and hold an Associate's Degree or equivalent college-level credit.

Business Core Requirements (30 Credit Hours)
ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting (3)
BUSI 321 Management Techniques (3)
BUSI 325 Statistics (3)
BUSI 360 Business Law (3)
BUSI 414 Business Ethics (3)
BUSI 420 Information Systems for Business (3)
ECON 215 Principles of Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)

Choose One of the Following:
COMM 355 Organizational Communication (3)
ENGL 202 Business Writing (3)

Marketing Requirements (15 Credit Hours)
BUSI 341 Marketing Techniques (3)
BUSI 416 Professional Selling (3)
BUSI 419 Consumer Behavior (3)
BUSI 440 Marketing Analytics & Strategy (3)
BUSI 496 Bachelor of Science in Business Seminar (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.

NOTE: These courses are available and offered through the MAP program; other courses that support this major are listed in the Undergraduate Catalog.

Child and Family Studies (52 semester hours)
EDUC 112* Educational Implications of Diversity (3) (or EDUC 500*)
EDUC 334* Family-Centered Practices (3)
PSYC 101 Introduction to Psychology (3)
PSYC 321 Social Psychology (3)
PSYC 220 Pre-School Practicum (1)

Choose two of the following:
PSYC 205 Child Development (3)
PSYC 208 Lifespan Development (3)
PSYC 308 Adolescence and Youth (3)

CRMJ 490 Topics in Criminal Justice (3)
HLTH 365 School and Community Health (3)
HLTH 380 Health Issues and Programs (3)
SOCI 101 The Sociological Perspective (3)
SOCI 345 Sociology of the Family (3)

CHFST 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 Management Techniques (3)
BUSI 325 Statistics (3)
BUSI 341 Marketing Techniques (3)
BUSI 415 Human Resource Management (3)
POLS 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:
COMM 335 Small Group Communication (3)
COMM 340 Gender Communication (3)
COMM 446 Interpersonal Communication (3)
CRMJ 250 American Courts (3)
CRMJ 270 American Corrections (3)
CRMJ 342 Criminology (3)
POLS 321 Public Administration (3)
POLS 322 Public Policy (3)
SOCI 320 Racial and Cultural Minorities (3)

Specialization: Later Life Families
HLSC 312 Social Gerontology (3)
PHIL 305 Biomedical Ethics (3)

Choose three of the following:
CRMJ 343 Victimology (3)
HLSC 307 Health Communication and Promotion (3)
POLS 321 Public Administration (3)
POLS 322 Public Policy (3)
SOCI 320 Racial and Cultural Minorities (3)
SOCI 330 Human Sexuality (3)

*Additional field hours required

Communication

The study of 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.

NOTE: These courses are available and offered through the MAP program; other courses that support this major are listed in the Undergraduate Catalog.

Communication (31 semester hours for major)
Communication Core Requirements (15 credits)
COMM 210 Media History and Effects (3)
COMM 225 Communication Theory (3)
COMM 335 Small Group Communication (3)
COMM 360 Research Methods (3)
COMM 495 Seminar (3)

Communication Elective Requirements (16-18 credits)
Choose 6 of the following:
COMM 200 Fundamentals of Speech Communication (3)
COMM 301 Communication Practicum (1)
COMM 312 Electronic Media Structure and Content (3)
COMM 340 Gender Communication (3)
COMM 345 Interviewing (3)
COMM 355 Organizational Communication (3)
COMM 446 Interpersonal Communication (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.

NOTE: These courses are available and offered through the MAP program; other courses that support this major are listed in the Undergraduate Catalog.

Criminal Justice (33 semester hours)
Criminal Justice Core Requirements (18 Credit 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 Research Methods (3)
CRMJ 495 Senior Seminar (3)

Criminal Justice Electives (15 Credit Hours - 6 hours must be CRMJ courses)
CRMJ 318 Criminal Law (3)
CRMJ 342 Criminology (3)

CRMJ 490 Topics in Criminal Justice (3)
POLS 321 Public Administration (3)
POLS 322 Public Policy (3)
PSYC 308 Adolescence and Youth (3)
SOCI 301 American Society: Class and Culture (3)
SOCI 320 Racial and Cultural Minorities (3)

Education

The mission for the Muskingum University teacher education programs is "Developing teacher-leaders who encourage, equip and empower all students."

MAP students may choose from two education majors, both leading to initial teacher licensure: Early Childhood and Special Education (Intervention Specialist: Mild-Moderate).

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 Core Academic Skills Exams for Educators, 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 Core Academic Skills for Educators (CASE) test scores of:
  150 (Math), 162 (Writing), 156 (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.

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

Early Childhood Education (71 semester hours of credit)
Education Requirements (58 Credit Hours)
EDUC 110* Introduction to Education (3) (or EDUC 500*)
EDUC 112* Educational Implications of Diversity (3) (or EDUC 500*)
EDUC 220 Math Content for ECED/SPED *(not required if appropriate math course is transferred into Muskingum)*
EDUC 309* Early Childhood Education & 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 341* Assessment in Education (3)
EDUC 362* Integrating Language Arts and 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 420* Proactive Approaches to Classroom Management and Support (2)

Student Teaching (11 Credit Hours)
EDUC 623 Clinical Practice in Early Childhood Education (8)
EDUC 627.3 Clinical Practice & Professional Portfolio Development Seminar (3)

Psychology Requirements (7 Credit Hours)
PSYC 101 Introduction to Psychology (3)
PSYC 205 Child Development (3)
PSYC 220 Pre-School Practicum (1)

Sociology Requirements (3 Credit Hours)
SOCI 101 The Sociological Perspective (3)
(SOCI 101 not required for transfer module students)

Physical Education Requirement (3 Credit Hours)
PE 319 Motor Learning and Adaptive Physical Education for Early Childhood (3)

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.

*Additional field hours required

Intervention Specialist: Mild to Moderate (80 semester hours of credit for major)
Education Requirements (65 Credit Hours)
EDUC 110* Introduction to Education (3) (or EDUC 500*)
EDUC 112* Educational Implications of Diversity (3) (or EDUC 500*)
EDUC 220 Math Content for ECED/SPED *(not required if appropriate math course is transferred into Muskingum)*
EDUC 314* Multi-Age Curriculum and Instruction (3)
EDUC 330* Serving Individuals with Exceptionalities (3)
EDUC 335 Educational Technology (3) (or EDUC 517)

EDUC 340* Nature and Needs of Students with Disabilities (3)
EDUC 341* Assessment in Education (3)
EDUC 362* Integrating Language Arts and 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 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)
EDUC 419* Co-teaching and Collaboration in Education (2)
EDUC 420* Proactive Approaches to Classroom Management and Support (2)
EDUC 434* Instructional Services for Children with Mild/Moderate Special Needs (3)
EDUC 468* Professional Practices in Special Education (2)

Student Teaching (11 Credit Hours)
EDUC 626 Clinical Practice for Intervention Specialist (8)
EDUC 627.6 Clinical Practice & Professional Portfolio Development Seminar (3)

Psychology Requirements (9 Credit Hours)
PSYC 101 Introduction to Psychology (3)
PSYC 205 Child Development (3)
PSYC 308 Adolescence and Youth (3)

Sociology Requirements (3 Credit Hours)
SOCI 101 The Sociological Perspective (3)
(SOCI 101 not required for transfer module students)

Physical Education Requirement (3 Credit Hours)
PE 319 Motor Learning and Adaptive Physical Education for Early Childhood (3)

*Additional field hours required

Health-Related Programs

Admission to Health-Related Programs Requirements
The health-related majors are designed to provide a Bachelor's Degree completion program for individuals who hold an Associate's Degree.

Applicants will be admitted to the program based on the following:

Hold an Associate's Degree in a health-related field.

Hold an Associate's Degree in a non-health-related field and meet the following criteria:

- Applicants with healthcare work experience must submit a resume outlining healthcare experience
- Applicants without healthcare work experience must complete the following coursework (or transfer equivalent coursework from a regionally-accredited school)
    - HLSC 110 Medical Terminology
    - BIOL 106 Contemporary Biologic Issues

Community Health & Wellness (30 semester hours for major)
Core Requirements (18 Credit Hours)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 307 Health Communications & Promotion (3)
HLSC 406 Legal Issues in Healthcare (3)
HLSC 495 Seminar in Health Science (3)
PHIL 305 Biomedical Ethics (3)

Community Health Electives (12 Credit Hours)
Choose Four of the Following:
PSYC 308 Adolescence and Youth (3)
PSYC 309 Adulthood and Aging (3)
SOCI 320 Racial and Cultural Minorities (3)
SOCI 345 Sociology of the Family (3)
HLSC 312 Social Gerontology (3)
HLSC 315 Public Health & Epidemiology (3)
HLTH 345 Personal Health (3)
HLTH 365 School and Community Health (3)
HLTH 380 Health Issues and Programs (3)

Health Science (30 semester hours for major)
Core Requirements (18 Credit Hours)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 307 Health Communications & Promotion (3)
HLSC 406 Legal Issues in Healthcare (3)
HLSC 495 Seminar in Health Science (3)
PHIL 305 Biomedical Ethics (3)

Health Science Electives (12 Credit Hours)
Choose Four of the Following:
BIOL 305 Human Genetics (3)
BIOL 346 Pathophysiology (3)
HLSC 331 Nutrition & Health (3)
HLSC 336 Principles of Strength & Conditioning (3)
HLSC 337 Exercise Testing & Prescription (3)
HLTH 345 Personal Health (3)
PSYC 304 Learning & Memory (3)

Healthcare Management (30 semester hours for major)
Core Requirements (18 Credit Hours)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 307 Health Communications & Promotion (3)
HLSC 406 Legal Issues in Healthcare (3)
HLSC 495 Seminar in Health Science (3)
PHIL 305 Biomedical Ethics (3)

Healthcare Management Electives (12 Credit Hours)
Choose Four of the Following:
ACCT 201 Financial Accounting (3)
ACCT 202 Managerial Accounting(3)
BUSI 321 Management Techniques (3)
BUSI 341 Marketing Techniques (3)
BUSI 415 Human Resource Management (3)
BUSI 420 Information Systems for Business (3)
HLSC 322 Health Policy (3)
HLSC 326 Healthcare Finance (3)

Medical Laboratory Studies (30 semester hours for major)
Core Requirements (18 Credit Hours)
BIOL 346 Pathophysiology (3)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 406 Legal Issues in Healthcare (3)
HLSC 495 Seminar in Health Science (3)
PHIL 305 Biomedical Ethics (3)

Medical Laboratory Studies Electives (12 Credit Hours)
Choose Four of the Following:
BIOL 305 Human Genetics (3)
BUSI 321 Management Techniques (3)
BUSI 341 Marketing Techniques (3)
HLSC 340 Instrumental Clinical Chemistry (3)
HLSC 341 Applied Clinical Biochemistry I (3)
HLSC 342 Applied Clinical Biochemistry II (3)

Occupational Science (30 semester hours for major)
Core Requirements (12 Credit Hours)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 307 Health Communications & Promotion (3)
HLSC 495 Seminar in Health Science (3)

Foundational Core Requirements (9 Credit Hours)*
HLSC 3xx Occupational Science (3)
HLSC 4xx Elder Cognitive Health & Wellness (3)
HLSC 4xx Sensory Function Across the Lifespan (3)

Occupational Science Electives (9 Credit Hours)
Choose Three of the Following:
BIOL 346 Pathophysiology (3)
HLSC 312 Social Gerontology (3)
HLSC 322 Health Policy (3)
HLSC 330 The Human Body: Structure & Function (3)
HLSC 331 Nutrition and Health (3)
HLSC 408 Topics in Health Science (3)
POLS 321 Public Administration (3)
PSYC 363 Abnormal Psychology (3)
PSYC 409 Topics in Psychology (3)

Sport and Fitness Science (30 semester hours for major)
Core Requirements (18 Credit Hours)
HLSC 301 The American Healthcare System (3)
HLSC 304 Statistics for the Health Sciences (3)
HLSC 333 Motor Learning and Performance (3)
HLSC 336 Principles of Strength and Conditioning (3)
HLSC 495 Seminar in Health Science (3)
PE 355 Sports Ethics (3)

Sport and Fitness Science Electives (12 Credit Hours)
Choose Four of the Following:
BIOL 305 Human Genetics (3)
BUSI 321 Organizational Management (3)
HLSC 315 Public Health and Epidemiology (3)
HLSC 330 The Human Body: Structure and Function (3)
HLSC 331 Nutrition and Health (3)
HLSC 337 Exercise Testing and Prescription (3)
HLTH 345 Personal Health (3)
SPST 441 Sports Management and Marketing (3)

Information Systems

The Information Systems (IS) major is designed to provide a Bachelor's degree completion experience for individuals who hold the Associate degree in a field of Business or Information Technology (IT). Students develop the knowledge and skill competencies in basic technical areas and apply these to business process and project management.

Open to students who hold an associate's degree in a field of Business or Information Technology.

Information Systems (43 credit hours for major)

Business Requirements (15 Credit Hours)
ACCT 201 Financial Accounting (3)
BUSI 318 Managerial Finance (3)
BUSI 325 Statistics (3)
ECON 215 Principles Microeconomics (3)
ECON 216 Principles of Macroeconomics (3)

Computer Science Requirements (9 Credit Hours)
CPSC 100 Introduction to Computer Science (3)
CPSC 111 Computer Science I (3)
CPSC 365 Web Applications & Database Management Systems (3)

Informatics Requirements (19 Credit Hours)
INFR 310 Foundations in Information Systems (3)
INFR 320 IT Infrastructure (3)
INFR 330 Systems Analysis & Design (3)
INFR 340 Information Systems Project Management (3)
INFR 410 Enterprise Architecture (3)
INFR 495 IS Strategy, Management and Acquisition (4)

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 an 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 (www.muskingum.edu/dept/nursing/handbooks*).

RN-BSN Completion
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 credit hours)
NURS 330 Transitions I Professional Practice (3)
NURS 335 Health Assessment (3)
NURS 340 Nursing Research (3)
NURS 430 Perspectives in Global Nursing and Health (3)
NURS 460 Community Health Nursing – Clinical (4) *FEE*
NURS 470 Contemporary Issues in Nursing & Healthcare (3)
NURS 480 Nursing Leadership/Management – Clinical (4) *FEE*

Non-nursing courses required for the major (9 credits)
PHIL 305 Biomedical Ethics (3)

Choose one of the following:
PSYC 232 Behavioral Statistics (3)
HLSC 304 Statistics for the Health Sciences (3)

One 3-credit hour course from HLSC or HLTH offerings at the 300- or 400-level.

COURSE DESCRIPTIONS

The courses listed here include those typically offered on the MAP schedule. Other course options offered through the traditional undergraduate schedule may be available and can be reviewed in the Undergraduate Catalog.

ACCT 201 Financial Accounting (3) introduces the basic accounting theory and procedures for proprietorships, partnerships, and corporations.

ACCT 202 Managerial Accounting (3) covers the analysis and interpretation of accounting information for management planning, controlling, and decisions. Prerequisite: 201

ACCT 301, ACCT 302 Intermediate Accounting I, II (3, 3) examines the elements of modern financial accounting theory in the preparation of corporate financial statements. Prerequisite: minimum grade of C in ACCT 201

ACCT 363 Cost Accounting (3) covers manufacturing cost accumulation for product costing and the analysis of costs for managerial decisions. Prerequisite: 201

ACCT 364 Income Taxes (3) analyzes federal income tax laws and their application to individuals. Prerequisite: 201

ACCT 411 Advanced Accounting (3) involves the accounting for partnerships, consolidations, foreign currency translation, and governmental units. Prerequisite: 302

ACCT 412 Auditing (3) examines the concepts necessary to determine whether a business's financial statements have been prepared in accordance with generally accepted accounting principles. Prerequisite: 302

ACCT 420 Accounting Information Systems (3) will focus on acquiring and understanding of business processes which are fundamental to contemporary auditing, professional, and legal considerations relating to the organization's internal control processes. Detailed material on business and internal control processes are central to this course which stresses information, communication, and electronic commerce applied within the contexts of business processes, transaction cycles, and the internal control processes. Prerequisite: 301

ACCT 421 Advanced Taxation (3) is the second course in the tax series and is a continuation of the Income Taxes course. Advanced taxation issues related to individual taxpayers will be examined. In addition, the taxation of corporations, partnerships, exempt entities, estates, and trusts will be covered in this class. Prerequisite: 364

ACCT 422 Governmental Accounting & Auditing (3) will focus on the unique aspects of the accounting methods that are used by governmental and not-for-profit entities. The course will also examine audit procedures and requirements that are applicable to these entities. Prerequisite: 302

ACCT 495 Seminar (3) enables the student to pursue in depth an approved research project in accounting. Prerequisite: 302

BIOL 106 Contemporary Biologic Issues (4) is intended for non-science majors, although two credit hours from any one of the following classes may be applied toward the biology major. In addition, more than one course may be taken for graduation credit, but only one counts for the LAE requirement. Topical offerings provide students with current content knowledge within important fields of biological science and also serve as a platform for illustrating how scientific inquiry develops and addresses scholarly questions.

BIOL 305 Human Genetics (3) provides an overview of fundamental principles, concepts, and knowledge in the field of genetics. The course places particular emphasis on those aspects of genetics that are germane to human heredity and health. Open only to RNs, or by permission of instructor. Does not count toward the biology major

BIOL 346 Pathophysiology (3) provides an understanding of how physiological changes manifest themselves under altered health states. Upon completion of the course students will possess an understanding of how altered health states change normal physiological conditions. Additionally, students will understand basic methods of detection and putative treatment strategies. Prerequisite: BIOL 121 and 122 or 112.

BUSI 318 Managerial Finance (3) studies the management of fixed and working capital, short and long-range financial planning, money and capital markets, expansion of income administration, business failures, and business reorganization. Prerequisite: Accounting 201, Economics 215

BUSI 321 Management Techniques (3) examines the classical, behavioral, and quantitative schools of management theory, with particular attention given to current research and practice. The nature of authority and responsibility, departmentation, line and staff relationships, organizational growth, managerial development, decision-making, and leadership of both profit and non-profit organizations are among the topics discussed.

BUSI 325 Statistics (3) is concerned with the analysis of data and application of the principles of probability theory, decision theory, and statistical inference to the analysis of business and economic data. Emphasis is placed on the construction of economic models in order to gain an understanding of business and government. Cross listed as ECON 325.

BUSI 326 Financial Analysis & Investment (3) evaluates analytic techniques and alternative financial instruments available to the investor. Emphasis is placed on security selection, portfolio management, and the operation of markets. Prerequisite: Accounting 201, Economics 215

BUSI 341 Marketing Techniques (3) studies the problems of distributing goods, both industrial and consumer. Special attention is given to the increased importance of marketing techniques in modern economies.

BUSI 360 Business Law (3) studies law as it relates to business, including torts, crimes, contracts, commercial paper, and anti-trust laws.

BUSI 412 International Business (3) studies business in a global context, stressing cultural, political, and economic environments facing international business and operational aspects of international management, international marketing, and international finance. Prerequisite: 321, 341

BUSI 414 Business Ethics (3) explores how managerial ethical behavior affects organizations, employees, communities, and society. Emphasis will be placed on current situations facing managers as they operate in an environment demanding increased corporate ethical behavior.

BUSI 415 Human Resource Management (3) provides students with a thorough understanding of Human Resource Management issues, practices, and procedures. Through the use of classroom lectures, experiential activities, and cases, students will develop the ability to transfer advanced knowledge into practical applications when confronted with human resource opportunities, problems, and challenges.

BUSI 416 Professional Selling (3) involves the study of direct person-to-person communication that facilitates mutually satisfying exchanges of value. We will discuss and analyze the techniques, myths, issues, ethics, and roles in sales. Many skills that a successful salesperson needs will be addressed through both in-class and out-of-class activities. Prerequisite: 341

BUSI 419 Consumer Behavior (3) analyzes the various inputs to, influences on, and outcomes of the consumer buying decision process. Among the topics discussed are consumer motivation; exposure and attention to marketing stimuli; learning, memory, and retrieval; attitude formation and change; problem recognition, information search, evaluation, and purchase decision making; social, cultural, and situational influences on consumer behavior; and various special topics. Prerequisites: 321, 341

BUSI 420 Management for Information Systems (3) will provide a thorough understanding of how the manager can use the computer in problem solving. It is assumed that you understand the role of the computer as a problem solving tool.

BUSI 430 Employment Law for Business (3) this course provides students with an overview of the employment-related legal environment impacting the 21st Century American workplace. The course focuses on an overview of the rights and obligations of both the employer and the employee and provides practical examples of how employment laws impact the business setting.

BUSI 431 Topics in Human Resource Management (3) this course is designed to be a topics course within the specific discipline of Human Resource Management. The course allows the instructor and the B.S. Program in Human Resource Management to take advantage of the most topical and relevant concepts and issues in human resources. This course adds needed depth to a student's learning in the Human Resource Management major, and the course should involve both theoretical and case study as well as applied assignments in the topical area(s).

BUSI 440 Marketing Analytics & Strategy (3) this course is designed to be a two-fold, integrated approach to understanding and applying appropriate marketing planning and strategy. The first part of the course examines the proper way to organize, analyze, and integrate relevant and reliable research data and information so that it can be used most efficiently and effectively in strategic marketing. The second part of this course is a comprehensive examination of marketing planning and strategy, culminating with the student developing a marketing plan.

BUSI 450 Strategic Management (3) this course is designed to be a comprehensive examination of strategic management of organizations and how an upper-level manager formulates and implements an appropriate strategy. At a minimum, students will investigate the following: the strategic management process, mission statements, objectives, external and internal analyses, business level strategies, competitive dynamics, financial statement analysis, ethical issues in strategic management, corporate level strategies, international strategies, strategy implementation and organizational change, and corporate governance. Integration of the various management and business disciplines previously studied and experienced as well as the opportunity to develop managerial decision-making abilities are stressed.

BUSI 495 Seminar (3) enables the student to pursue an approved research project in business theory. Prerequisite: departmental approval.

BUSI 496 Bachelor of Science Seminar in Business (3) this course is designed to be the capstone experience for a student in the B.S. major degree of study, Business Administration, Marketing, or Human Resource Management. The seminar course requires the student to engage in a significant scientific research project or applied professional project in the discipline of their major. The student is expected to collaborative with various entities in completing the course, including the course instructor and a professional(s) in the student's chosen field of study.

Optimally, the student will complete the seminar in and for a professional work environment, whether it is a research or applied project. The final seminar project must be evaluated

for relevance and quality by a minimum of three external entities outside of the instructor of the course. It is the student's responsibility to find the three external evaluators, and they must be approved by the instructor of the course. These external entities must include at least one professional who works in the discipline of the student's major course of study.

The external evaluations will not only provide guidance and feedback, and further validate the work, but also will be a learning objective so that the student can learn how to best collaborate and communicate in a professional manner.There will be some level of latitude regarding the project's goals (theoretical, applied, etc.); however, there will be no latitude regarding its relevance to both scientific study and discipline content. The instructor and student will work to ensure that the seminar experience is valid and rigorous scientifically as well as adhering to the student's chosen major of study.

CHFST 495: Senior Seminar (3) is the capstone course for Child and Family Studies majors. The student will engage in an in-depth study of a topic that brings together the core and area of specialization and will involve a literature review. The topic will be selected in consultation with the professor.

COMM 200 Fundamentals of Speech Communication (3) develops knowledge of the basic principles, types, and theories of communication. It also provides practice in selecting and evaluating speech materials, organizing and phrasing ideas, controlling voice and body, and in critical thinking and listening. Special attention is paid to those students who may have issues with speech apprehension.

COMM 210 Media Literacy (3) examines the many ways in which media influence individuals and society. Students are introduced to the scholarly study of media effects and media theories. The media literacy perspective establishes the principle that the more one knows and understands how media affect people, including self, the better able the individual is to evaluate, control, and maximize appropriate media exposure and consumption. The course provides information about how audiences are influenced by and react to mediated messages.

COMM 225 Communication Theory (3) examines major theories of communication studies in terms of requirements for theory, theory development and associated research and application.

COMM 295 Introduction to Communication Research (3) develops the research skills necessary to complete the senior communication research project. Open to communication majors and minors in the spring of their first or second year. Prerequisite: 200

COMM 301 Communication Practica (1) provides laboratory or workshop experiences in speech communication, telecommunications, or interpretation. Registration is with the department chair at final registration. Restrictions: maximum of two hours per year; maximum of four hours toward major or minor.

COMM 312 Electronic Media Structure & Content (3) surveys programming, economic, and structural issues in contemporary electronic media. The impact of new communication technologies on the traditional radio/television enterprises is also emphasized.

COMM 335 Small Group Communication (3) examines the principles and forms of small group interaction with emphasis on problem solving and cooperative and reflective thinking.

COMM 340 Gender Communication (3) focuses on gender issues in the field of communication. Specific areas that are studied include the history of men and women's movements, gender-related theories, and gender differences in various areas such as nonverbal communication, verbal communication, interpersonal communication, music videos, advertising, film and television.

COMM 345 Interviewing (3) provides instruction and practice in the forms of communication most often utilized in the business and professional world. Emphasis is divided between eliciting and providing information in settings most common to the business and professional world.

COMM 355 Organizational Communication (3) introduces theoretical and practical approaches to communication within an organization. The course will emphasize the history of communicating in business settings and possible choices for approaches to communicating with others in professional venues.

COMM 360 Research Methods (3) develops the research skills necessary to complete the senior communication research project. Open to communication majors and minors in the spring of their first or second year. Prerequisite: 225 or Theatre major. Cross listed as DMD 360, MEDIA 360, PBRL 360.

COMM 446 Interpersonal Communication (3) explores the processes of daily interaction dealing with all aspects of strength and weakness in communication situations. Emphasis is on significant relationships with groups, individuals, and self. Students learn to recognize themselves in interpersonal conflict situations and to cope with those problems through class interaction.

COMM 495 Seminar in Research (3) exposes students to an intensive study in a selected area of communication. The first four weeks are devoted to the development of a project prospectus. The remainder of the semester is given to indepen-

dent study under the guidance of an appropriate instructor. Prerequisite: 295

CPSC 100 Introduction to Computer Science (3) presents an overview of fundamental computer science topics and an introduction to computer programming. Overview topics include an introduction to computer science and its history, computer hardware, operating systems, digitization of data, computer networks, Internet and the Web, security, privacy, AI, and databases. This course also covers variables, operators, while loops, for loops, if statements, top down design (functional decomposition), use of an IDE, debugging, and arrays.

CPSC 111 Computer Science I (3) (prerequisite: 3 yrs. college prep. math or MATH 170 or 175 & 2 yrs. computer use in high school or equiv.) introduces object-oriented software development. Fundamental concepts and algorithms are examined and object-oriented programs are developed using the Java and C++ languages. The relationships between software and other areas of computer science are examined and fundamental concepts in computer science are introduced. Prerequisite: 3 years of college preparatory math or Mathematics 170 and 175, 2 years of computer usage in high school or equivalent experience

CPSC 211 Computer Science II (3) (prerequisite: CPSC 111 or permission of department) extends and enhances concepts started in 111. Software engineering techniques, program structure, and system programming concepts are studied. A number of application areas are introduced, including numeric and non-numeric problems, sorting, searching, game theory, data management, and graphics. The languages used are Java and C++. Prerequisite: 111 or permission of the department

CPSC 365 Web Applications and Database Management Systems (3) studies and practices the development of dynamic data-driven web applications, in the context of the languages and technologies used in typical shared hosting environments. Topics include database design, including entity-relationship modeling and normalization, designing and implementing data models for a web application, developing the server side code necessary to interact with that data model, developing the web pages for the application, and an introduction to the use of dynamic scripting on the client side. Web application security is covered throughout. Prerequisites: 111

CRMJ 101 Introduction to Criminal Justice (3) serves as a broad overview to the criminal justice field by examining such topics as criminal behavior and law enforcement, the court system and judicial processes, and corrections and rehabilitation.

CRMJ 230 American Law Enforcement (3) discusses the philosophy and history of policing, the different types of police agencies, and the framework in which law enforcement agencies must work, as well as the relationship between police agencies and their communities. Prerequisite: 101

CRMJ 250 American Courts (3) focuses on the legal concepts comprising the foundation of the American criminal court process, state and federal court systems, courts of limited and general jurisdiction, the actors within the court system, and the role of the courts on the other members of the criminal justice system. Prerequisite: 101

CRMJ 270 American Corrections (3) uses a sociological perspective to examine the history, institutions, and practice of American corrections; specifically, issues of incarceration, probation, prisoner release, and criminal justice. Prerequisite: 101. See listings under Sociology 270

CRMJ 318 Criminal Law (3) provides an overview of the basic concepts of crime definitions, criminal liability, elements of a crime, case precedents, and the rights afforded to individuals under the law. Prerequisite: 101. See listings under Political Science 318.

CRMJ 342 Criminology (3) examines various theories of crime causation, their history and development, and related crime control policies and practices. It also addresses the extent of crime in society, types of crime, and crime measurement issues. Emphasis is on the social context of crime and supportive evidence of various theoretical perspectives.

CRMJ 343 Victimology (3) introduces the student to the development of the field of victimology. It will include the basic concepts regarding victimology, relevant theoretical and empirical literature, victim interactions with the criminal justice system, and policies and practices beneficial to victims of crime. It pays particular attention to special victim groups such as children, the elderly, and women.

CRMJ 395 Research Methods (3) introduces the basic concepts involved in social science research, with a focus on criminal justice/criminology. Students develop an understanding of the methods and techniques used to describe, explain, predict, and evaluate research issues. Emphasis is placed on developing informed consumers of research.

CRMJ 490 Topics in Criminal Justice (3) provides students with a semester-long intensive study of a topic in criminal justice under the supervision of department faculty.

CRMJ 495 Senior Seminar (3) provides guided experience in conducting research of a criminal justices/criminology topic of the student's choice. Through the process, the student demonstrates the skill set developed during the course of his or her studies. Prerequisite: CRMJ 395

ECON 215 Principles of Microeconomics (3) concentrates

attention on the determination of prices for goods and factors of production.

ECON 216 Principles of Macroeconomics (3) presents a general description of the American economy and the theory of income determination and income fluctuations. Prerequisite: 215

ECON 311 Money and Banking (3) examines the role of money in the economy, the instruments of monetary and fiscal policy, and the techniques of commercial banking, the Federal Reserve System, interest rates and institutions affecting the money market. Prerequisite: 215, 216

ECON 333 Intermediate Microeconomics Theory (3) develops the methodology of economics and uses this to provide explanations about pricing of commodities and employment of factor services under conditions of full employment. Prerequisite: 215, 216

EDUC 110* Introduction to Education (3) (or EDUC 500*) studies the purposes and practices of education, helping students determine whether they wish to become professional teachers. Topics include history of education, philosophy of education, careers in education, motivation and discipline, analysis of teacher behavior, organization and goals of schools, the teacher, and the law. Required field experience: 12 hours

EDUC 112* Educational Implications of Diversity (3) (or EDUC 500*) presents a picture of the increasing diversity found within educational institutions and the implications it has for educators in developing both policy and practice. Prerequisite or Co-requisite: EDUC 110. Required field experience: 12 hours of observation and 10 hours of tutoring

EDUC 309* Early Childhood Education and Curriculum (3) provides students with the historical, philosophical, psychological, and social foundations of early childhood education. It also provides the curricular and instructional framework for providing meaningful, developmentally appropriate learning experiences, and accommodations for diverse populations of young children (ages 3 through 8). This course includes direct interaction with both typically and atypically developing preschoolers. Prerequisite: Admission to the teacher education program or Child and Family Studies major. Required non-credit workshops. Required field hours: 10. Prerequisite or co-requisite: PSYC 205, 220.

EDUC 311 Bridge: Individual Topics (1-3) See description for 211. Prerequisite: Admission to the teacher education program.

EDUC 314 Multi-Age Curriculum and Instruction (3) provides a foundation in curriculum and instruction for teachers of multi-age subject areas, i.e., foreign language, music, physical education and visual arts. Prerequisite: Admission to the teacher education program. Required field hours: 30.

EDUC 315 The Arts in Early Childhood (3) is designed to provide the knowledge, skills, and dispositions required to effectively integrate art, music, movement, and theater into developmentally appropriate curriculum and instruction for young children. The course balances theory and practice, presents the arts as a means of enhancing the development of young children, and promotion of creativity and exploration. Prerequisite EDUC 309

EDUC 316 Children's Literature (3) involves the study of classic and contemporary children's literature in a variety of genres. Emphasis will be placed on the selection and use of high-quality and developmentally-appropriate materials to support the reading process. Prerequisite: Admission to the teacher education program

EDUC 330* Serving Individuals with Exceptionalities (3) investigates the nature and needs of individuals with exceptionalities across the lifespan, the etiologies of different exceptionalities, the identification process, and the continuum of placement and service alternatives. An emphasis is placed on the need of the intervention specialist to collaborate with other professionals to develop individualized education programs that enable learners to be successful in their least restrictive environments and to access services needed for learner independence. Ten hours of clinical experiences with individuals with different exceptionalities are required. Prerequisite: EDUC 110

EDUC 334* Family-Centered Practices (3) develops the knowledge and skills needed to provide appropriate educational opportunities for children in the context of family, community, and social service structures. This course emphasizes the development of communication and collaboration skills needed to effectively interact with parents, family services, and community agencies and to provide transition services across age levels. Technologies designed to promote successful communication are utilized. Also included is direct interaction with preschoolers with disabilities and their families as well as with community agencies and school-based programs serving young children through specific field experiences. Required field experience: 20 hours. Prerequisite: EDUC 309, 330 or Child and Family Studies major.

EDUC 335 Educational Technology (3) (or EDUC 517*) develops knowledge and skills to effectively integrate technology into the classroom to support teachers in instruction, delivery, assessment, intervention and adaptation. Based on the National Education Technology Standards and the Ohio Technology Academic Content Standards. Prerequisite: EDUC 110.

EDUC 340* Nature and Needs of Students with Disabilities (3) provides an in-depth examination of the state and federal legislation, policies, and procedures that define the field of

special education. The learning, emotional, behavioral, adaptive, and medical characteristics and needs of students with disabilities and dual exceptionalities are explored in detail. Learner strengths and challenges are addressed from a variety of perspectives, with emphases placed on assistive technology, English language learning, access to the general curriculum, life-long learning, and personal advocacy. Required field experience: 20 hours. Prerequisite: EDUC 330

EDUC 341* Assessment in Education (3) explores the variety of roles that assessment plays in P-12 education. Basic assessment principles, response to intervention (RTI), the assessment teaching cycle, formative and summative assessment, value-added dimensions of assessment are presented and related to candidates' licensure areas. Also addressed are aspects of assessment related to providing inclusive services to students with exceptionalities, including making accommodations and modifications and using relevant assistive technology. Required field experience: 10 hours. Prerequisite: Admission to the teacher education program

EDUC 362* Integrating Language Arts and Social Studies in Early Childhood (3) develops the knowledge and skills necessary to provide developmentally appropriate and effective instruction based on the Ohio Academic Content Standards in language arts and social studies to diverse populations of young children in inclusive settings. Required field experience: 10 hours. Prerequisite: Admission to the teacher education program and EDUC 309 (or EDUC 309 or 312 or 313 or 314 for special education majors)

EDUC 366* Mathematics in Early Childhood Education (3) develops the knowledge and skills necessary to provide developmentally appropriate and effective instruction based on the Ohio Academic Content Standards in math to diverse populations of young children in inclusive settings. Required field experience: 10 hours. Prerequisite: Admission to the teacher education program and EDUC 309 (or EDUC 309 or 312 or 313 or 314 for special education majors)

EDUC 367* Science in Early Childhood Education (3) develops the knowledge and skills necessary to provide developmentally appropriate and effective instruction based on the Ohio Academic Content Standards in science to diverse populations of young children in inclusive settings. Required field experience: 10 hours. Prerequisite: Admission to the teacher education program and EDUC 309 (or EDUC 309 or 312 or 313 or 314 for special education majors)

EDUC 370 Phonics and the Process of Reading (3) develops linguistic and cognitive foundations for reading in an integrated language arts context. Emphasis is on the knowledge base of reading and on an introduction to comprehension strategies, the writing process, curriculum development, assistive technology, and assessment and diagnosis of reading difficulties. Additional emphasis is placed on phonics, phonemic awareness, and word recognition in an integrated language arts context. The course fulfills the state requirement in phonics for Early Childhood Education and Middle Childhood Education majors. Prerequisite: Admission to the Teacher Education Program

EDUC 371* Emergent and Beginning Reading (3) focuses on the research, methods, and materials used in developmentally appropriate pre-reading and reading instruction for diverse emergent and beginning readers. Required field experience: 20 hours. Prerequisite: 370

EDUC 383* Language Arts Methods for Middle Childhood Educators (3) develops knowledge and skills necessary to provide instruction based on national language arts standards and state curriculum models for students in grades 4-9 with an emphasis on use of a variety of instructional approaches appropriate for culturally, linguistically, and developmentally diverse classrooms. The course will prepare students to utilize approaches to teaching and learning which integrate reading, speech, writing, and literature with the broader curriculum, develop literacy skills relevant to students' lives, honor individual differences, and teach basic skills of communication, including the application of education technology. Required field experience: 20 hours. Prerequisite: EDUC 312 (or 309 or 313 or 314 for special education majors)

EDUC 385* Math Methods for Middle Childhood Educators (3) provides knowledge and skills necessary to provide math instruction consistent with national and state math curriculum models to students in grades 4-9 with an emphasis on the use of a variety of instruction approaches appropriate for culturally and developmentally diverse classrooms. The course will prepare students to utilize approaches to teaching and learning which integrate content relevant to students' lives, honor individual differences, cultivate skills in recognizing and solving problems and provide awareness of relevant teaching tools, including manipulative materials and educational technology. Required field experience: 20 hours. Prerequisite: EDUC 312; (EDUC 309 or 312, or 313 or 314 for special education majors)

EDUC 412* Reading and Writing for Information (3) develops strategies, techniques and skills for strengthening the reading and writing skills of diverse learners in the content areas in early childhood. Includes applications of educational technology. Required field experience: 10 hours. Prerequisite EDUC 371

EDUC 413* Reading in the Content Areas (3) develops strategies, techniques, and skills for strengthening the reading skills of diverse learners in the content areas in the middle school and high school. Includes applications of educational technology. Required field experience: 10 hours. Prerequisite: EDUC 309 or 312 or 313 or 314

EDUC 414* Reading Assessment and Intervention (3) examines research-based principles, techniques, and materials used in the assessment of reading skills and in the diagnosis of reading difficulties and intervention strategies for address-

ing them. Addresses cultural and linguistic differences in the assessment phases. Includes applications of educational technology. Required field experience: 10 hours. Prerequisite: EDUC 371 or 372

EDUC 419* Co-teaching and Collaboration in Education (2) taken as part of the professional semester, develops the knowledge and skills needed to effectively communicate and collaborate with colleagues, students' families, and the broader community. Part of the Professional Semester

EDUC 420* Proactive Approaches to Classroom Management and Support (2) taken as part of the professional semester, addresses the knowledge and skills needed to establish a safe, positive and supportive environment for all children. Emphasis is placed on developing specific strategies for providing school-wide and targeted behavioral support to students, as well as preparing and organizing resources and maximizing the use of instructional time. Part of the Professional Semester

EDUC 434* Instructional Services for Children with Mild/Moderate Special Needs (3) focuses on the selection and implementation of instructional strategies for students with disabilities who need targeted and/or intensive services. Emphasis will be placed on skill development in selected intensive instructional approaches in reading, mathematics, and written expression. Prerequisite: EDUC 340. Required field experience: 15 hours

EDUC 468* Professional Practices in Special Education (2) taken as part of the professional semester, provides candidates with additional opportunities to develop the knowledge, skills, and dispositions necessary for providing effective instruction to students with disabilities in their least restrictive environment, with a particular focus on intensive behavioral support and transition planning. Emphasis is placed on transitioning into K-12 school settings as entry year intervention specialists/resident educators. The culminating activity is a formal exit interview during which the candidate shares his/her professional portfolio. Part of the Professional Semester

EDUC 623 Clinical Practice in Early Childhood Education (8) provides a guided teaching experience with children in grades pre-kindergarten–3 under the supervision of a qualified cooperating teacher and a University supervisor. It requires a minimum of 360 hours of full-day practice teaching, with those hours divided between two settings: pre-kindergarten/kindergarten and grades 1–3. In instances where the student is already in a position that is consistent with the requirements of the clinical practice placement, appropriate components of the course may be completed in that placement if a cooperating teacher who meets that building's mentor criteria can be assigned to the individual. Permission of Program Director required.

EDUC 626 Clinical Practice for Intervention Specialist (8) provides a guid¬ed teaching experience with children with identified mild to moderate disabilities in grades kindergarten–12 under the su-pervision of a qualified cooperating teacher and a University supervisor. It requires a minimum of 360 hours of full-day practice teaching in one or more service settings, including at least 120 hours of instruction in a resource or self-contained classroom. In instances where the student is already in a position that is consistent with the requirements of the clinical practice placement, appropriate components of the course may be completed in that placement if a cooperating teacher who meets that building's mentor criteria can be assigned to the individual. Permission of Program Director required.

EDUC 627 Clinical Practice & Professional Portfolio Development Seminar (3) provides an opportunity for students in their respective clinical practice experiences to synthesize what they have learned and experienced through large and small group interactions with a focus on linking research and theory to practice in their classrooms. Focuses on personal reflection on participant's paths into the teaching profession and provides opportunities to collaborate with other future and current educators. Students also complete their professional portfo¬lios. Permission of Program Director require.

ENGL 121 Composition (3) requires students to write between five and six thousand words, applying rhetorical principles of literate discourse—principles as demonstrated in samples of effective writing by writers of diverse backgrounds. Includes grammar, levels of usage, the purposes of language, writing for different purposes, and audiences. Does not satisfy hours for the major or minor. Prerequisite: placement or completion of 110. English 121 is a prerequisite for all English courses except 110, 213 and 217.

ENGL 123 Introuction to Literature (3) explores common themes found in literature. It examines their origins, their alterations, and the techniques of their expression, so that readers may see that human concerns are universal and diverse and that humans are resourceful in imaginatively stating their concerns. Either 123 or 124 may be used to count towards the English major/minor, but not both.

ENGL 202 Business Writing (3) concentrates on clarity and orderliness in preparing business correspondence, studies, reports, and proposals.

ENGL 316 Public Relations Writing (3) is a study of the current methods of writing copy for agencies, corporations, and not-for-profit organizations. The writing of press releases, with an analysis of their purpose, value, and content.

GEOG 111 World Regional Geography (3) introduces the eight major cultural regions of the earth. The course emphasizes the human adaptation patterns to variations in physical characteristics of the earth's environments. Special attention is given to human activities such as agriculture, population dynamics, resource development, economic systems, and

religious expression.

GEOL 110 Environmental Geology (4) focuses on the interaction between humans and geologic environment. Geologic phenomena such as flooding, volcanoes, earthquakes, shoreline erosion, and soil erosion are examined. Environmental problems to be discussed include groundwater pollution, geologic constraints on sewage and solid waste disposal, resource utilization, acid rain, and the greenhouse effect. Students will gain a strong understanding of how geology influences many of these environmental problems. Laboratory and field trips.

HIST 111 The Emergence of the Modern World I (3) surveys selected aspects of World History from the fourteenth to the eighteenth century. Traces the political, economic, intellectual, and cultural institutions and trends of various world societies of Asia, Africa, the Middle East, Europe, and the Western Hemisphere.

HIST 112 The Emergence of the Modern World II (3) surveys selected aspects of World History from the eighteenth century to the present. Traces the political, economic, intellectual, and cultural institutions and trends of various world societies of Asia, Africa, the Middle East, Europe, and the Western Hemisphere.

HIST 312 Early Middle Ages (3) examines the history of the early Middle Ages from c. 500-1000. It considers whether this era was a "Dark Age" of chaos and catastrophe or a time of transformation and creativity. Topics covered include the creation of the barbarian kingdoms, the Carolingian Empire, the Vikings, intellectual culture and reform, the influence of Christianity, religion and the cult of saints, gender roles, and daily life. Emphasis is placed on Western Europe, but the Byzantine Empire and the Muslim world are also discussed.

HLSC 101 Introduction to the Health Sciences (1) is designed to orient students to various fields of study in the Health Sciences. The course explores health, fitness, exercise, and management professions. Emphasis is on wellness, acute care, long term care, public health and personal fitness.

HLSC 301 The American Healthcare System (3) explores the major themes and issues of healthcare in the US including health care policy, finance, risk management and quality improvement, government regulations, and the insurance industry.

HLSC 304 Statistics for the Health Sciences (3) is designed to provide the foundations of statistics with special application for students in the health sciences. Topics include both descriptive and inferential statistics, probability theory and research design. Emphasis is placed on understanding how statistics are used by health practitioners and interpreting the results.

HLSC 307 Health Communications & Promotion (3) provides a basic overview of the role communication plays in shaping health promotion and disease prevention messages to individuals, groups and the general public. The role of mass media in health communication and promotion will be explored. Goals and strategies of health promotion will be reviewed along with evaluation activities. Students will be expected to identify a specific population and develop a health promotion project for that group.

HLSC 312 Social Gerontology (3) provides an overview of the processes of aging. Emphasis is placed on 'typical' aspects of aging from three perspectives: the aging individual, social context of aging, and the societal responses to an aging population.

HLSC 315 Public Health & Epidemiology (3) provides an overview of the basic principles of public health and their application to the development of activities that benefit the health status of populations. Concepts of epidemiology, biostatistics, and health care planning, policy development and assessment are also examined.

HLSC 322 Health Policy (3) provides a comprehensive review of the health policymaking process and current debates. A historical perspective of health policy will be reviewed. Students will be introduced to the process of health policy development and implementation and will have the opportunity to analyze a current policy and its effects on a healthcare organization or special interest group in their local community.

HLSC 326 Healthcare Finance (3) provides a general overview of how the healthcare finance system works in the United States. Essential components of healthcare finance will be explored. Students will have an opportunity to analyze financial data, systems and processes and identify performance improvement opportunities for enhancing revenue growth and expense reduction.

HLSC 330 The Human Body: Structure and Function (3) focuses on body organization, support and movement, and structural physiology. Topics include the chemical and cellular basis of human life, the integration of body functions and homeostasis, and the structure and function of the various body systems including nervous, endocrine, musculoskeletal, cardiovascular and integumentary.

HLSC 331 Nutrition & Health (3) provides a basic overview of the role nutrition and diet play in health. Fundamental aspects of nutrients and digestive processes will be examined. Nutrition and its implications for disease will also be addressed.

HLSC 333 Motor Learning and Performance (3) introduces students to a wide range of practical issues in the performance and learning of motor skills. Emphasis is placed upon a variety of exercises and activities that allow for the application of concepts and principles in real world situations.

HLSC 336 Principles of Strength & Conditioning (3) provides a basic understanding of the physiological mechanisms and adaptations facilitating optimal sport and exercise performance.

HLSC 337 Exercise Testing & Prescription (3) designed to familiarize students with the hands-on training and theoretical background needed to competently assess levels of wellness/fitness with low risk adult populations. The topics and skills addressed will include health screening protocols and measurement protocols for the health-related components of fitness (i.e., cardiorespiratory fitness, muscular fitness, flexibility, body composition).

HLSC 340 Instrumental Clinical Chemistry (3)

HLSC 341 Applied Clinical Biochemistry I (3) focuses on the theory and principles of clinical chemistry, and associated application and instrumentation especially as it pertains to disease states. Focus is on carbohydrate metabolism, protein function, endocrinology, and tumor markers.

HLSC 342 Applied Clinical Biochemistry II (3) focuses on the theory and principles of clinical chemistry, and associated application and instrumentation especially as it pertains to disease states. Focus is on acid base, electrolytes, home derivatives, lipids, therapeutic drug monitoring, drugs of abuse and toxicology.

HLSC 406 Legal Issues in Healthcare (3) provides a basic understanding of healthcare law. Essential components of healthcare law will be addressed in accordance with how the law impacts the health system from a strategic and operational perspective. Students will have the opportunity to analyze and discuss specific cases that pertain to the topics covered. Best practice strategies for the prevention and management of legal claims will be provided.

HLSC 409 Readings in Health Science (1-3) offers the student an opportunity to read extensively and discuss with department faculty topics not offered as a part of the existing Health Science Department curriculum. Prerequisite: permission of the instructor.

HLSC 495 Seminar in Health Science (3) is a capstone course for students completing any of the Health Science majors. Students will engage in an in-depth research study or practicum that links together their general course work, their specialized training and their clinical experience. The topic will be selected in consultation with the supervising faculty member. Prerequisite: permission of department chair.

HLTH 345 Personal Health (3) studies the health problems and concerns of young adults in America today. Topics of study will include stress management, emotional health, chemical dependency, sexual responsibility, physical fitness, heart disease, cancer, and communicable diseases. The primary focus will be on prevention, with students being encouraged to make lifestyle choices conducive to lifelong wellness.

HLTH 365 School and Community Health (3) studies health problems affecting entire communities and school settings, with particular focus on environmental issues, communicable disease control, and the risks of community living. The course will also serve to show how community and school action can work together to solve health problems. Special emphasis is placed on the role of public health agencies in health promotion and disease prevention.

HLTH 380 Health Issues and Programs (3) provides both on and off campus based experiences in the area of health promotion. Practical experience in a health agency in a variety of health settings will be provided. In addition, solutions to real and current health issues will be investigated in this course.

IDIS 275 Arts and Humanities in Western Culture (3) fosters an appreciation of the landmarks of the Western cultural heritage in religion, philosophy, language and literature, the visual arts and architecture, music, and theatre. Part of the core curriculum, IDIS 275 meets LAE Learning Goal 1: Muskingum students will develop skills in perception, analysis, and expression, with the learning objective that students will display an ability to understand how key ideas, concepts, and cultural patterns in Western civilization have evolved over time. Specific learning objectives are as follows: Students will be able to:

- Examine, interpret, and identify the historical forces behind the major movements, trends, and developments of Western civilization.
- Place artists, musicians, philosophers, scientists and their works and theories in their respective time periods/movements.
- Discuss thoughtfully how ideas and artifacts of Western civilization have continued to be significant and/or how their significance has changed over time.

INFR 310 Foundations of Information Systems (3) introduces students to contemporary information systems and the roles these systems play in modern organizations. The focus is on the key components of information systems (people, processes, data, and technologies) and the issues of building, acquiring, managing, and safeguarding information systems to create competitive advantage. Prerequisite: Departmental Faculty Approval

INFR 320 IT Infrastructure (3) focuses on the services and capabilities that IT infrastructure provides to an organization. It aims to provide knowledge and skills needed to communicate effectively with other IT professionals whose special focus is hardware and software technology. It emphasizes internet-based solutions, computer and network security,

business continuity, and the role of infrastructure in regulatory compliance. Prerequisites: INFR 310, CPSC 111

INFR 330 Systems Analysis & Design (3) covers systematic approaches for analyzing a business problem or opportunity, determining what role, if any, information technology can play in addressing the business need, and articulating business and technical requirements for the information systems solution. Prerequisites: INFR 310, CPSC 260

INFR 340 Information Systems Project Management (3) discusses the processes, methods, techniques, and tools that organizations use to manage information systems projects. This course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. Prerequisite: INFR 310

INFR 410 Enterprise Architecture (3) explores the design, selection, implementation, and management of enterprise IT solutions and their fit with the business. Attention is given to the architectures (of applications and infrastructure) that support large and small organizations, and considers solutions both within and beyond the organization. Prerequisites: INFR 310, INFR 340

INFR 495 IS Strategy, Management and Acquisition (4) explores the issues and approaches in managing the information systems function in organizations and how the IS function integrates / supports / enables various types of organizational capabilities. Prerequisites: INFR 330, INFR 340, INFR 410

MATH 150 Liberal Arts Mathematics (3) contains currently useful topics in mathematics which depend only on elementary concepts; for example: problem solving, logical reasoning, probability, statistics, functions, relations, set theory, matrices, graphs, trees, and models. Prerequisite: three years of college preparatory mathematics or 090. Credit can be earned toward graduation for either 120 or 150 but not both.

LIBR 220 Beyond Google: Research Skills and Resources (3) introduces students to research and information literacy skills, emphasizing the strategies needed for effective research in the digital age. Students learn to communicate the results of their research effectively and ethically.

NURS 330 Transitions I Professional Practice (3) provides an introduction to the BSN education conceptual framework for nursing education at Muskingum. Standards of professional nursing practice will be presented. Communication applications related to professional practice will be discussed such as writing standards, developing presentations and collaboration. The application of informatics to facilitate student success and health care applications in EBP will be explored. Prerequisites: admission to the RN-BSN track in the Nursing program.

NURS 335 Health Assessment (3) increases knowledge and skills in health history and physical assessment. Utilization of assessment data and skills across the lifespan and within diverse cultures in multiple health care settings will be emphasized. The analysis and synthesis of assessment data will enable students to enhance clinical reasoning, decision making and communication. Prerequisites: admission to the RN-BSN track in the Nursing program.

NURS 340 Nursing Research (3) introduces the basic skills necessary to critique nursing research. Focuses on research methodology, interpreting research articles and evaluating the usefulness of findings for evidence-based nursing practice. Prerequisites: PSYC 232 or HSLC 304.

NURS 430 Perspectives in Global Nursing and Health (3) provides an overview of major health problems from a global perspective. It identifies health priorities of the 21st Century, discusses how healthcare systems operate in different countries and provides examples of organizations that address global health issues. Prerequisites: admission to the RN-BSN track in the Nursing program.

NURS 460 Community Health Nursing – Clinical (4) focuses on the concepts of public health, epidemiology and community health nursing with emphasis on health promotion and disease prevention. An assessment of a rural community is completed. Cultural influences, chronic health problems, communicable diseases, disaster preparedness, health financing and environmental issues are examined in relation to community and family health practices. Health risks of individuals and families in the community are explored in terms of teaching/learning activities, caring ethics, nursing process and research through evidence-based practice. This course includes theory and a clinical project. Prerequisites: admission to the RN-BSN track in the Nursing program.

NURS 470 Contemporary Issues in Nursing and Healthcare (3) examines the history and current status of the American healthcare system as it relates to social, economic, cultural, political, and educational forces affecting nursing and health care. Inclusion of healthcare standards to enhance quality and safety of patient care within professional nursing practice in various health care settings will be explored. The role of the nurse is explored related to professional, legal, and ethical responsibilities. Nursing theorists are discussed and analyzed in terms of applicability for nursing practice. The student will also prepare for career opportunities and credentialing issues for life-long learning. Prerequisites: admission to the RN-BSN track in the Nursing program.

NURS 480 Nursing Leadership/Management (4) Development of leadership skills in nursing practice is emphasized. Organizational, leadership, management and change theories are examined. Opportunities are provided for socialization into the professional nursing role in healthcare agencies.

Students are expected to function with a high degree of independence, use effective group/leadership skills and direct and/or provide safe, ethical care for groups of patients. Prerequisites: admission to the RN-BSN track in the Nursing program. Requires Fee.

PE 101 Concepts of Wellness (1) develops an understanding of basic exercise physiology and physical training principles. Students learn to assess their own personal level of physical fitness and the benefits of proper physical activity. At the conclusion of the course, students are ready to continue a lifetime of healthy physical fitness activity. Appropriate for adolescent level students.

PE 104 Badminton (1) Physical Education service course No activity may be repeated for credit and a maximum of three activities may be counted toward graduation requirements.

PE 109 Golf (1) Physical Education service course No activity may be repeated for credit and a maximum of three activities may be counted toward graduation requirements.

PE 319 Motor Learning and Adaptive Physical Education for Early Childhood (3) designed to provide the future educator with the necessary foundation of fundamental movement concepts and principles for children ages 3-8. Special emphasis will be placed upon the use of developmentally appropriate practice to enhance the acquisition of more complex motor skills and patterns. In addition, educators will be given specific strategies necessary in the educating of children who require skill adaptation and the use of prescriptive exercise and equipment. Educators will attempt to establish a positive attitude and appreciation for regular health related physical activity throughout the child's lifespan. Lastly, the educator will experience firsthand the importance of movement activities and how they assist in the child's psychological, physical, intellective, and social development.

PE 355 Sports Ethics (3) explores the various ethical issues in the area of sport and athletics. The class presents the framework for arriving at ethical decisions and actions, while uncovering the pressures to act in an unethical manner.

PHEN 150 Introduction to Astronomy (4) is an introduction to the science of astronomy and the scientific method. Topics include: the history of astronomy, light and matter, astronomical instruments, the solar system, stellar characterization, stellar evolution, and the interstellar medium. The course concludes with a brief survey of galaxies and cosmology. A weekly laboratory may be complemented by outdoor observing. Three hours of lecture and two hours of laboratory.

PHIL 305 Biomedical Ethics (3) explores moral issues relating to medicine and biology. Examples of issues considered include euthanasia, genetic engineering, disabilities, and allocation of healthcare resources. Students will explore arguments about these issues using the concepts and principles of ethical theory.

POLS 111 American Political Systems (3) introduces students to the institutions, processes, and values that constitute the American Political system. In dealing with such topics as First Amendment Rights, Congress, the Presidency, Parties and Interest Groups, Bureaucracy, and Public Policy, some time is spent in examining select aspects of the social and political background to American politics.

POLS 321 Public Administration (3) studies the structures and processes for formulating and implementing public policies. Emphasis is given to the role of the national-level bureaucracy. State and local managerial and administrative concerns are addressed broadly and through specific illustrative examples.

POLS 322 Public Policy (3) establishes a framework for the policy cycle and applies it to selected policy concerns. The nature of public policy, making public policy, substantive policy issues, and policy analysis are explored.

PSYC 101 Introduction to Psychology (3) presents basic concepts in the scientific study of behavior including motivation, sensation and perception, learning, cognition, development, social, and personality.

PSYC 205 Child Development (3) presents a systematic study of physical, social, cognitive, and personality development from conception through the elementary school years. Emphasis is on learning different theoretical perspectives. Students are encouraged to complete the one credit course, 220: Preschool Practicum simultaneously. Prerequisite: PSYC 101

PSYC 220 Pre-School Practicum (1) provides supervised experience in the application of psychological principles. Students work in the department's Center for Child Development four hours per week and participate in a variety of in-service training programs. Graded S/U

PSYC 304 Learning & Memory (3) introduces the student to classical and modern concepts of learning and memory across all levels at which learning and memory is studied, in both animals and humans. Topics include the role of the nervous system, behavioral tests of learning and memory, and clinical disorders that affect learning and memory. Prerequisite: PSYC 101

PSYC 308 Adolescence and Youth (3) examines the period of adolescence within a sociocultural context. Emphasis is placed upon research that is concerned with current challenges and social problems. A major goal is learning about oneself. Volunteer service at a middle school or high school enhances students' classroom learning. Prerequisite: PSYC 101

PSYC 309 Adulthood and Aging (3) examines the biological, social, personality, and cognitive changes that occur during adulthood and later years of the human life span. The continuation of development processes in maturity is emphasized. Prerequisite: PSYC 101

PSYC 321 Social Psychology (3) examines psychological principles and concepts involved in causal attribution, social cognition, attitude formation and change, social influence, and interpersonal relationships. Prerequisite: 101 and one additional psychology course.

RELG 153 World Religions (3) studies the principal doctrines, historical development, and contemporary practice of the major traditions.

RELG 353 Religion and Gender (3) explores cross-cultural religious communities by focusing on the interplay between religion and gender. Special consideration will be given to the role of myths and symbols in determining power and gender relations.

RELG 393 Global Issues and Values (3) surveys selected natural issues (such as energy, population, and food supply), political issues (such as human rights, refugees, peace) and particular problems (such as those concerning the Palestinians, South Africa, multi-national corporations)—asking what values are operative and what values are required for responsible citizenship in the global village.

SOCI 101 The Sociological Perspective (3) provides an introduction to the traditions, concepts, and methods of social inquiry. Students examine such topics as culture, social interaction, deviance, inequality, and social change.

SOCI 301 American Society: Class and Culture (3) surveys some of the major theories and scholarly studies on social stratification, national power structure, and corporate culture. Prerequisite: SOCI 101 or SOCI 216

SOCI 320 Racial and Cultural Minorities (3) examines the way in which certain groups in society are defined as minorities and subjected to discrimination. The social-psychological, historical, cultural, and sociological sources of prejudice and discrimination are covered as well as the dynamics of change in relations between dominant and minority groups. Prerequisite: SOCI 101

SOCI 345 Sociology of the Family (3) examines the various forms and functions of the family in the United States as well as other cultures. The developmental cycle of the family is followed through mate-selection, marriage, parenthood, and old age. Family change is also analyzed by covering such topics as industrialization and sex roles. Prerequisite: SOCI 101

SOCI 369 Peacemaking (3) takes a multidisciplinary approach towards peacemaking. Moves back and forth between personal applications in one's daily life on the one hand and more academic applications of the social sciences (sociology, anthropology, history, psychology and criminal justice) and humanities on the other. Emphasis on writing and class discussion.

SPST 441 Sports Management and Marketing (3) involves the study of sports business from a managerial and marketing perspective. This will include the concepts, tactics, and issues across two main thrusts in sports business: (1) the managing and marketing of goods and services directly to consumers of sports, and (2) the managing and marketing of other consumers and industrial goods and services through the use of sport promotion. To illustrate, the former would be a professional baseball team, while the latter would be an auto manufacturer sponsoring an athletic event. Prerequisite: 321, 341

THEA 350 A History of Film (3) surveys the history and nature of film with emphasis upon the American contribution to film art, genres, acting, directing, and cinematography.

Additional Course descriptions can be found in the Muskingum University (Undergraduate) Catalog.

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

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