Academic Information

Graduate academic policies and procedures that differ from information in this section may be found in the Graduate Catalog and are available from the Office of Graduate and Continuing Studies.

Student Responsibility
The student is responsible for meeting all appropriate course, major and graduation requirements stated in this catalog. Although a student and an advisor are partners, the student needs to be knowledgeable about academic requirements and take initiatives for planning his or her own program for setting goals and monitoring progress in completing such goals.

Catalog of Entry
Traditional students who complete graduation requirements in four years are under the catalog in effect at the time of first enrollment. Students may elect to meet the graduation requirements of a later catalog.

Students who do not meet graduation requirements within seven calendar years of first enrollment must meet the requirements of the catalog in effect at the time of graduation or of a catalog published no more than four years earlier than the time of graduation.

Faculty Advisor
New students are assigned to faculty advisors through the First-year program. These advisors provide counsel and assistance in social acclimation and arranging course schedules. Students may declare a major field of study with the Registrar any time after Thanksgiving of their first year, but are required do so no later than the middle of the second semester of their sophomore year. They are then reassigned to faculty advisors in their major department.

Registration
New students entering in the fall are scheduled for classes during the summer; new students entering in the spring are scheduled for classes beginning late December. Continuing students schedule their classes for the next semester in the latter part of the current semester. Changes (add/drop) may be made to schedules at any time until the end of the fifth day of class.

Course Withdrawals
Students may withdraw from full semester courses through the 50th day of the semester, and from partial semester offerings until the course is three-fourths completed. Withdrawals are not permitted after the specified time. The process for withdrawal is initiated in the Registrar’s office.

Academic Credit and Class Standing
Academic credit is expressed in terms of semester hours. A student’s classification is determined by the number of credit hours completed toward graduation. The minimum number is: sophomore 28, junior 60, senior 92.
Full-Time Status
The minimum semester load for a full-time student is 12 semester hours (PLUS student minimum status is 10 hours); the maximum load is 20 hours. Students with less than a 3.0 cumulative GPA must petition to register for more than 17 hours. Full-time status is determined at the end of the add/drop period, after which time course withdrawals have no effect on full-time status with regard to charges for tuition and fees. Full-time status is required, however, for participation in a sport. Other areas of extra-curricular and co-curricular activities may also be impacted.

Grading Policy
Grades are assigned on a scale ranging from A, excellent, to F, failing. The grades’ equivalent quality points are: A, 4.00; A-, 3.67; B+, 3.33; B, 3.00; B-, 2.67; C+, 2.33; C, 2.00; C-, 1.67; D+, 1.33; D, 1.00; D-, 0.67; and F, 0.00. Other grades are WIP, for work in progress; I, incomplete; S, satisfactory (C or above); U, unsatisfactory (C- or below); W, withdrawn; L, audit; and NR, not reported.

The grade of work in progress (WIP) is given in a course where work has been recognized as requiring research, study or participation beyond the normal limits of a semester. It may be used for departmental senior studies (400-level courses), for courses involving outside observation hours or for students in the PLUS learning disabilities program.

An Incomplete (I) indicates that unusual personal or technical circumstances, including illness and family emergencies, have prevented the student from completing course requirements.

Except in extraordinary circumstances failure to complete the required work by the last day of the immediately subsequent semester reduces the WIP or I to an F. No student is awarded a degree with a record which includes a WIP or an I.

Academic Dishonesty
Plagiarism, cheating, and other forms of academic dishonesty are serious offenses at Muskingum College, and the faculty member has the prerogative of invoking the severest penalty for an initial offense. Insofar as a first offense is concerned, the minimum penalty for plagiarism and/or cheating is a failing grade on the 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 the Office of the Vice President for Academic Affairs; the incident will be recorded in the student’s file. The student guilty a second time may be suspended or expelled from the College. A grade given for academic dishonesty shall supersede any withdrawal.

Grade Point Average
Grade point averages (GPA) are figured by multiplying a course’s semester credit hours by the grade’s equivalent quality points. The semester grade point average is determined by dividing the semester’s total quality points by the semester’s graded credit hours attempted. The cumulative grade point average is calculated in the same manner, using total quality points and total graded credit hours attempted. All courses for which a student has registered at
Muskingum are included in the GPA computation except those for which I, WIP, S, U, W, L, or NR are recorded.

Students who have been readmitted to Muskingum after seven calendar years from their previous enrollment may choose not to carry the cumulative GPA from the prior enrollment.

Course Repeat Policy

A student may repeat a course once if the original grade is a C- or lower and provided it is repeated at the next offering or provided that no more than one intervening course has been taken in the discipline offering the course. A course may be repeated only one time. When a course is repeated, both grades remain on the record but only the most recent grade is used in computing the grade point average unless the most recent grade is I, WIP or W. While the grade for a repeated course erases the GPA calculation that may have been the basis for decisions about academic standing such as probation, dismissal or Dean’s List, those decisions are not affected by the recalculation.

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 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 arbitrator in any such appeal.

The same process detailed above applies to disputes over alleged plagiarism or other cases of academic dishonesty. 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. The maximum penalty for the first instance of academic dishonesty is failure in the course; for a second, expulsion from the College. Plagiarized work is filed in the office of the Vice President for Academic Affairs.

Students judged guilty of violating library regulations may appeal to the Director of the Library, to the campus Judicial Board, and to the President.

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 renders its judgments and recommendations in writing to the parties concerned.

Transcripts

Official copies of Muskingum College transcripts bearing the College seal and the Registrar’s signature are sent directly to schools or organizations upon the written request of the students or alumni. Upon written request individuals may also receive official copies of the transcript which are stamped Issued to Student. There is no charge for currently enrolled students. The fee for an official transcript for the first copy is $5.00 per request; all additional copies are $2.00, within the same request. Checks must be payable to Muskingum College before the transcript is sent.

Currently enrolled students can obtain unofficial copies of their Muskingum College transcripts through the College’s on-line academic record system.

Grades are recorded on transcripts at the end of each term. Students may request that transcripts be held until grades for the courses in which they are enrolled are recorded. Transcripts and diplomas are not released for students with overdue college accounts.

Faxing Transcripts

The Registrar’s Office will accept requests from students to fax copies of transcripts. The cost of this service will be $10.00 per faxed copy, payable by check, major credit card, or cash (cash will only be accepted in person at the Business Office). Transcripts will be faxed within one business day of the request, pending Business Office approval.

Muskingum Plan

Under the Muskingum Plan, a junior or senior may take two courses per year for credit outside the major or minor and the College’s Liberal Arts Essentials program without having the grade count toward the cumulative grade point average. The student must have a GPA of 2.00 or higher and permission from the Registrar, the faculty advisor and the course instructor. Only S or U grades are given. The decision to take a course on the Muskingum Plan must be declared by the end of the add/drop period and cannot be changed after the drop/add period. The limit of courses taken under the Muskingum Plan does not include courses designated exclusively S/U.

Auditing

Auditing is subject to space availability. For full-time students there is no charge to audit but permission must be received from the Registrar, the faculty
advisor and the course instructor. The decision to audit a class must be on file with the Registrar by the end of the drop/add period and cannot be changed. Nonattendance results in a grade of W. Those over 62 years of age may audit a course under the same regulations. Part-time students are charged a fee to audit.

**Transferring Courses**
Credit toward a degree from Muskingum College may be granted for coursework taken at other regionally accredited institutions. On the basis of official transcripts and course descriptions, equivalency, elective credit, or no credit is determined in consultation with chairs of the various departments. A minimum grade of “C” is required for courses taken elsewhere to be accepted. Transfer credit is not accepted for courses for which previous credit has already been granted. Transfer credit may not be used to replace grades earned at Muskingum College. Only credit hours transfer, not the corresponding grade point average for transfer work, except to determine Latin honors (for which the grade point average may be lowered but not raised).

**Attendance**
The academic program of Muskingum College operates on the assumption that learning is advanced by regular attendance at class and laboratory.

It is the responsibility of the student to arrange to make up, at the convenience of the instructor, class assignments or previously scheduled quizzes and/or exams missed due to absence. Timely (at least one week in advance) notice to professors when absence will be unavoidable is expected. No instructor may deny a student the opportunity to make up coursework missed because of bona fide medical, personal or family emergency or, when timely notice is received, because of previously scheduled participation in sanctioned college activities.

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

**Academic Standards Policy**

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

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

The notation “Academic Probation” will be marked on the student’s transcript for the semester(s) in which the GPA is below 2.0 except in the following situation: the semester GPA is at least 1.5 and it is the first time that the student’s GPA has fallen below 2.0 and (if established) the cumulative GPA is at least 2.0.
To regain good academic standing, a full-time student must achieve a 2.0 semester and cumulative GPA with completion of a minimum of 12 credit hours (PLUS student minimum is 10 credit hours); a part-time student or a student attending Muskingum College May Term must achieve the same with completion of at least six credit hours.

**Requirements**

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

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

**Notification**

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

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

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

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

**Readmission**

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

**Honors**

At the end of each semester the College publishes an honor roll, known as the Dean’s List, containing the names of undergraduate degree-seeking students who earned a semester GPA of 3.60 or above on a minimum load of 12 completed semester hours (PLUS student minimum is 10 hours) of A-F graded coursework.

Each spring, degree-seeking students who have distinguished themselves academically are honored at a Scholarship Recognition Program. Awards are made to the students in the highest five percent of each class provided they
meet the following criteria: have a cumulative grade point average of 3.6 or better on all post secondary work, with the exception of approved off-campus study as a Muskingum student (such as Washington Semester and study abroad); have completed at least 12 semester hours of A-F graded coursework in the preceding semester (PLUS student minimum is 10 hours); are enrolled full-time (including approved off-campus study) in the spring semester.

The first-year award is a certificate and bronze key; the second, a silver key; the third, a gold key. The fourth-year award consists of a certificate and the honor of having the student’s name inscribed on a plaque.

Three classes of honors are conferred at graduation: *cum laude*, to those with cumulative minimum grade point averages of 3.4; *magna cum laude*, minimum 3.6; and *summa cum laude*, minimum 3.8. All post-secondary work must meet these standards, with the exception of approved off-campus study as a Muskingum student (such as Washington Semester and study abroad). A Latin Honors GPA cannot be higher than the GPA earned at Muskingum. With the exception of approved off-campus study as a Muskingum student, grades earned elsewhere will lower but not raise the Latin Honors GPA, even if the courses for which the grades were earned were not applied by transfer to the Muskingum record. To be eligible for honors designation, students must have completed all degree requirements. Students completing second baccalaureate degrees are also governed by this policy.

The student with the highest cumulative GPA who qualifies for *summa cum laude* recognition will be designated valedictorian. The student with the second highest GPA who qualifies for *summa cum laude* recognition will be designated salutatorian.

**Commencement Policy**

Seniors must fulfill all academic requirements to participate in graduation ceremonies and be awarded a degree. Seniors who have not met all degree requirements as listed below may participate in graduation ceremonies if they can complete all degree requirements before the beginning of the fall term following commencement. In any case, the degree will only be awarded when the student has completed all degree requirements.

**Degree Requirements**

Two degrees are offered: Bachelor of Arts and Bachelor of Science. Students majoring in biology, chemistry, computer science, conservation science, earth science, environmental science, geology, mathematics, molecular biology, neuroscience, physics or psychology may choose to receive either the Bachelor of Science or the Bachelor of Arts degree. All other majors are awarded the Bachelor of Arts. Both the undergraduate degrees require fulfillment of the following:

1. A minimum of 124 credit hours. A maximum of 40 credit hours in any one discipline may be included in this total. In the case of courses of study leading to teacher licensure and the music major, the student may apply up to the minimum credit hours required for the major toward the 124 for graduation. Duplication of coursework, physical education activity, modern language and music ensemble courses
exceed typical three credit hour courses and therefore increase the number of hours required for graduation.

2. A minimum cumulative grade point average (GPA) of 2.0 for all work taken at Muskingum College; 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. Unless otherwise specified by the academic department, a minor consists of at least 15 credit hours within the specific discipline, providing three credit hours are at the 300- or 400-level and a 2.0 GPA in the minor. All work within the specified discipline is counted as part of the major or minor. In the case of students pursuing multiple majors or minors in the same department, the GPA for each is calculated separately; an overall GPA of 2.0 in the academic discipline must be maintained. (Students pursuing multiple majors may write separate senior seminars, one in each of the disciplines involved, or with approval of each department chair, write one interdisciplinary seminar, credit for which is given in the department of their choice. Although the interdisciplinary seminar counts toward the credit hour requirements of only one major, the project may fulfill the senior studies requirement of all departments involved.)

5. At least 12 credit hours of the major completed in the junior and senior years at Muskingum.

6. The last 31 credit semester hours toward graduation must be earned as a degree-seeking student at Muskingum College or in approved off-campus study.

7. Transfer students must successfully complete a minimum of 48 credit hours at Muskingum College (includes approved off-campus study programs).

   Note: Only work at the 2.0 level or higher is accepted for transfer from other colleges and universities.

8. Satisfactory completion of the Liberal Arts Essentials.

Program of Liberal Arts Essentials (LAE)

Core Requirements (21-24 hours, including 6-8 writing unit hours)

The Liberal Arts Essentials that form the general education curriculum at Muskingum College ensure the breadth inherent in a liberal arts education. This broad educational base includes skills, knowledge, and dispositions. 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 cultivate a respect for the truth; that we recognize the importance and the diversity of historical and cultural contexts; and that we explore connections among formal learning, citizenship, and service to our communities.
The core provides the foundation on which a meaningful liberal arts and sciences education is built. The core consists of courses and components that emphasize fundamental communication and critical thinking skills, equip students with essential tools and knowledge for advanced learning and contribute to students’ intellectual, spiritual, social and physical well being.

A. Writing
   1. English 121 Composition (Exempted with SAT V 660/ACT E 30)
   2. Two writing unit courses, one at the 300- or 400- level (selected from among the disciplines and designated in the Undergraduate Course Schedule Booklet and course listings on the web by the symbol # preceding the titles)

B. Speaking
   Speech Communication 200. Fundamentals of Speech Communication

C. Mathematics
   One mathematics course, excluding Math 090: Developmental Mathematics (exempted with SAT M-670/ACT M 32)

D. Understanding the Arts and Humanities of Western Culture
   IDIS 150. Arts and Humanities in Western Culture

E. Achieving Wellness
   1. Physical Education 101. Concepts of Wellness
   2. Two courses selected from Physical Education 102, 140. Physical Education Service Courses. (Each service courses may be taken only once for credit; no more than three count toward the 124 hour graduation requirement.)

Area Requirements (35-37 hours, with requirements in each of the areas and courses counting in only one LAE area)

A. Understanding Religion and Ethics
   The two categories below are designed to help students explore religious ways of understanding life, articulate their own belief systems, and reflect on the means by which they evaluate and respond to ethical dilemmas, both personal and social. One course from each is required.

   1. Religious Understanding:
      Philosophy 342: Religions and Philosophies of Asia
      Religion 150: Biblical Theology
      Religion 251: The World of Islam
      Religion 252: The Judeo-Christian Tradition
      Religion 260: Introduction to Christian Theology
      Religion 261: Women and the Bible
      Religion 262: Global Christianity
      Religion 313: Women in Christianity
      Religion 320: History of Christianity: Ancient and Medieval
      Religion 326: History of Christianity: Reformation and Modern
      Religion 329: African-American Religion

   2. Moral Inquiry:
      History 315: The Holocaust
      Philosophy 203: Introduction to Ethics
      Philosophy 331: Environmental Ethics
Philosophy 343: Social and Political Philosophy  
(cf. Political Science 343: Social and Political Philosophy,  
Sociology 335)  
Political Science 342: Ethical Issues in Politics  
Philosophy 361: Topics in Moral Philosophy  
Religion 253: Biblical Ethics  
Religion 354: Christian Ethics in the U.S.  
Religion 393: Global Issues and Values  
Religion 451: The Christian Life and Ethics  
Sociology 369: Peacemaking

B. Scientific Understanding  
To give recognition which affects the quality of our lives and the  
environment, and to inculcate an appreciation and understanding of the  
physical world, the scientific method and the forces and elements  
inherent in the natural order, two of the following courses including  
laboratories are selected from two separate departments.  
Biology 105. Issues in Biology and 107. Laboratory; 111. Organismal  
Biology I and 107. Laboratory; 112. Organismal Biology II and 107.  
Laboratory  
Chemistry 105: Issues in Chemical Sciences; Chemistry 111.  
General Chemistry  
Geology 101. Introduction to Geology; 110. Environmental Geology  
Physics and 125. Introduction to Experimental Physics (lab);  
150. Introduction to Astronomy  
Psychology 151. General Experimental Psychology

C. Cultural Understanding  
The following categories of courses and experiences extend and intensify  
cultural understanding and international awareness, promoting a  
baseline of knowledge and appreciation of the richness and diversity of  
culture.  
A maximum of two courses in one department may count toward  
requirements under Cultural Understanding.

1. The Global Society  
a. Communicating in the World  
Satisfactory completion of one of the following options provides the  
direct, experiential knowledge of culture through emphasis on a  
modern non-native language or the direct, experiential knowledge  
of information technology needed to communicate and function in  
a global society.  
A semester course at the appropriate level in a foreign language,  
(which is not counted in another LAE area) or  
Participation in a Muskingum College approved international  
program, or
A three credit hour computer science course, or English Support Program 100. Advanced English as a Second Language Writing

b. Social Foundations
Selection of one of the following introductory courses helps build a foundation of understanding about the social and behavioral dimensions of human existence.
- Criminal Justice 101: Introduction to Criminal Justice
- Economics 215. Principles of Microeconomics
- Political Science 211. Introduction to State and Local Politics; 131. Introduction to World Politics
- Psychology 101. Introduction to Psychology
- Sociology 101. Sociological Perspective

c. International Perspectives
In order to expand understanding and tolerance of other societies, develop familiarity with patterns of social behavior in a comparative context, and lay the basis for responsible world citizenship, one course from the following category is required.
- Anthropology 201. Cultural Anthropology
- Business 412. International Business
- Economics 361. International Trade
- Geography 111. World Regional Geography
- History 346. Southeast Asian History; 348. The Western Impact on Modern Japan; 351. Latin American History since 1810; 356. History of Modern Africa
- Modern Language 200. Cross-Cultural Communication
- Music 310. Excursions in World Music
- Philosophy 342. Religions and Philosophies of Asia
- Political Science 231. Introduction to Comparative Politics; 351. International Relations
- Religion 393. Global Issues and Values
- Sociology 350. Social Change in an International Perspective

A semester course in a foreign language selected from 111, 112, 211 or 212 (which is not counted in another LAE area)

2. The Western Heritage
One course selected from each of the following categories (1, 2, 3) provides a background on the rise of Western civilization and an appreciation for its continuing traditions, achievements and contributions.

- Philosophy 325. Western Philosophy: The Ancients; 326. Western Philosophy: The Medieval; 327. Western Philosophy: The Early Moderns
- Philosophy 343. Social and Political Philosophy (cf. Political Science 343, Sociology 335)
Political Science 331. Politics of Western Europe
b. English 123. Masterpieces of Literature; 231. The Tradition of British Literature I; or 232. The Tradition of British Literature II
French 123. Masterpieces of French Literature in Translation
German 123. Masterpieces of German Literature in Translation
Spanish 123. Masterpieces of Hispanic Literature in Translation
Religion 394. Mythology
French 350. Survey of French Cinema;
German 350. Modern German Cinema
Interdisciplinary 115. Introduction to Integrated Arts
Music 111. Materials of Music I; 121. Introduction to Music; or two consecutive years of the same applied music lessons or ensembles
Spanish 350. Hispanic Cinema
Theatre 151. Introduction to Theatre; 275. Basic Acting; 350. History of Film; 351. World Theatre and Drama

3. The American Experience
By choosing one of the following courses students become acquainted with aspects of the history of the American nation, its institutions, customs, diversity of peoples and resources and the major challenges facing contemporary American society.

   English 233. The Tradition of American Literature; 341. Nineteenth Century American Fiction; or 343. Twentieth Century American Fiction
   History 211. United States History to 1877; 212. United States History since 1877; or 376. American Diplomatic History; 374: Ohio History
   Philosophy 353. Contemporary American Philosophy
   Political Science 111. American Political Systems; 316. Urban Politics; or 365. The American Indian (cf History 365 and Anthropology 365)
   Religion 368. Religion in the United States (cf History 368)
   Sociology 216. Social Problems in Contemporary America; 320. Racial and Cultural Minorities; or 401. American Society: Class and Culture

Sequence for Meeting the Liberal Arts Essentials (LAE)
   During their first year, students should take Composition, Arts and Humanities in Western Culture, Concepts of Wellness, at least one science course and a mathematics course. In the second year, another science course and additional courses to meet core and area requirements should be taken. In addition to Composition, students must complete two writing unit courses. These courses, at least one of which is at the 300- or 400-level, should be taken after Composition. Students enroll in courses to satisfy other area requirements throughout attendance according to the level of the particular course.

Second Baccalaureate Degree
   A second baccalaureate degree different from the first degree will be granted at a later date than the first with successful petition to the Vice President for
Academic Affairs. Criteria include (1) an appropriate plan of study and approval of the proposed major department; (2) courses which do not duplicate those constituting the major(s) of the first degree; (3) beyond the first degree, a minimum of 30-semester hours in residence, including half the hours for the major and a capstone experience.

Special Programs

**Senior Studies** provides a capstone experience for seniors in their major field of study. Through a seminar (an individual study or an advanced field experience), students learn to use bibliographic and research techniques and sources applicable to their chosen discipline; integrate earlier course work into a coherent pattern; engage in an extensive writing experience; gain experience in oral communication; develop independence, self-reliance and creativity; and explore a topic in depth.

**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. 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.

**Interdisciplinary Majors** draw on offerings in various departments. Students may elect an already established interdisciplinary major in American studies, conservation science, criminal justice, early childhood, environmental science, humanities, international affairs, international business, journalism, molecular biology, neuroscience or public affairs, or construct a self-designed interdisciplinary major in an area not currently available in the curriculum. Students considering a self-designed major should consult their academic advisor and a representative of the office of the Vice President for Academic Affairs.

**Field Experience Projects and Internships** encourage students to apply and extend their learning in real-world contexts. In recent years, Muskingum interns have earned academic credit while learning through experience in law and legislators’ offices, radio and television stations, hospitals, mental health institutions, businesses, and field research sites. These experiences are sponsored by individual academic departments. The Office of Career Services also assists students seeking internships that complement their personal learning goals. The goals, expectations and specific learning requirements are carefully specified in advance to assure good rapport among the College staff, the students, and the various cooperating agencies. Internship eligibility includes junior standing and a 2.50 cumulative grade point average. Each credit hour requires 40 work hours combined with readings and written projects or papers. Internships are graded S/U. See the Interdisciplinary course listing section for details on credit. A maximum of 16 hours of internship, including fieldwork in student teaching, may be applied toward graduation.
Preprofessional Education is offered through intense programs which prepare students for schools of medicine, dentistry, nursing, engineering, veterinary medicine, medical technology, law, physical therapy and the Christian ministry.

Summer Academic Program is a May term during which a variety of regular classes are scheduled in a condensed four-week period which begins the week after commencement. These include Liberal Arts Essentials, major courses, electives and special courses.

Credit by Examination allows students to earn credit for a course by passing a Muskingum College proficiency examination. Such examination requires a per-credit-hour fee and is graded on an S/U basis. A student earns credit for the course by scoring a C or better on the exam; no record is made of the attempt on the student’s transcript if the test grade is lower. Students may not repeat a course-by-proficiency examination or earn lower level credit in a discipline when higher level credit has already been earned. Students may also receive credit through the College Board’s College Level Examination Program (CLEP), Advanced Placement Program (AP) or the Proficiency Examination Program (PEP) of the American College Testing Program.

Cooperative Programs

Medical Laboratory Technology is available through an agreement with Southwest General Hospital in Middleburg Heights, Ohio, for a one year medical technology program. A limited number of qualified students are selected to complete the majority of their Liberal Arts Essentials and major requirements in three years and then spend a fourth calendar year in-hospital for their technical preparation. During the technical year, practical experience is augmented with studies in microbiology, serology, blood bank, chemistry and nuclear medicine, urinalysis and hematology. The 3-1 program, including 22 hours of credit at Southwest General, culminates in a Bachelor of Science degree from Muskingum and a medical laboratory technology certificate from Southwest General Hospital.

Binary Engineering Program affords students majoring in science and mathematics the opportunity to apply for admission to a binary program with the Case Institute of Technology of Case Western Reserve University. At the conclusion of the junior year accepted students enter Case Western, essentially as third-year engineering students. At the completion of the engineering degree requirements, normally two years later, they are awarded either a B.A. or a B.S. degree from Muskingum and a B.S. degree from the Case Institute of Technology of Case Western Reserve University.

Affiliate Programs

Muskingum College offers students the opportunity to earn academic credit from other institutions through its affiliate programs. These programs are typically focused toward a particular academic or internship experience for
which the off campus institution offers a specialization that cannot be obtained on campus. Following is a description of the programs for which Muskingum College has affiliate agreements. Students participating in these programs are generally considered to be enrolled at Muskingum College.

On receipt of an official transcript from an affiliate program, credit will be awarded for all preapproved coursework in which a passing grade has been assigned. Letter grades but no equivalent quality points will be assigned to transfer work. With the exception of calculations for Latin Honors and Dean’s List neither term nor cumulative grade point average will be affected by transfer work from affiliate programs.

**Washington Semester** is available through a cooperative arrangement with American University. Selected students may spend one semester in Washington, D.C. studying the American governmental system in action. Assignments may include the State Department, lobbying groups or Capitol Hill. The study is carried out through a seminar, an individual research project and regular courses at American University.

**The Art Institutes International** permits students majoring in art at Muskingum to spend their junior year studying at The Art Institute of Pittsburgh or at one of the other 17 locations of the Art Institutes. Commercial art programs are available in the areas of visual communications, interior design, fashion merchandising, industrial design technology and photography/multimedia.

**United Nations Semester** is a program under which Muskingum students may apply for one semester of study at Drew University, Madison, New Jersey during which time they take two courses involving on-site study at the United Nations headquarters in New York. Other courses up to a 15 hour maximum are elected from the Drew curriculum.

**International Study** provides the opportunity for sophomores, juniors and seniors to study for one or two semesters at a foreign university through the Muskingum or the East Central Colleges Consortium Student Exchange Programs. Formal student-exchange agreements exist with universities in Asia, Canada, Europe, Latin America, Puerto Rico and the USA. In most cases there is no extra fee for participation in these exchange programs. Students interested in study abroad should consult the Director of International Exchange Programs for further information. To make certain that their programs of study satisfy Muskingum’s requirements, students must have their programs approved by the Registrar, their faculty advisor and the appropriate study abroad advisors. (Study abroad exchange programs outside of those already established at Muskingum are also possible.)