HIRAM COLLEGE

MASTER OF ARTS
IN
INTERDISCIPLINARY STUDIES

B U L L E T I N

Updated: December 2009

Hiram College is fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Hiram's current Statement of Affiliation Status may be obtained from NCA by calling 312.263.0456.

In August, 2004, the North Central Association of Colleges and Schools also granted full accreditation to Hiram's Master of Arts in Interdisciplinary Studies.

Hiram College is committed to equality of opportunity and does not discriminate in its educational and admission policies, or employment on the basis of race, color, national origin, religion, gender, sexual orientation, age, or disability. The College will not tolerate harassment, prejudice, abuse, or discrimination by or of any of its students, faculty, or staff.

While every effort was made to provide accurate and up-to-date information in this publication, the College reserves the right to change, without notice, statements in the Bulletin concerning rules, policies, fees, curricula, courses, or other matters.

Master of Arts in Interdisciplinary Studies

Program Office

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GRADUATE STUDIES COUNCIL

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Cheryl B. Torsney, Ph.D., *Vice President and Dean of the College*

HIRAM HERITAGE

Members of the Christian Church (Disciples of Christ) founded Hiram College as the Western Reserve Eclectic Institute in 1850. In 1867 the college's charter was modified, and the name Hiram College was adopted. Hiram is now a selective, private liberal arts college located thirty miles southeast of Cleveland, Ohio, on 461 acres of the original Connecticut land-grant known as the Western Reserve. Privately endowed and non-sectarian in its outlook, Hiram College is dedicated to freedom of intellectual inquiry. Since its founding in 1850, Hiram College has ranked among the country's most prestigious liberal arts institutions.

THE MISSION STATEMENT OF HIRAM COLLEGE IS:

to foster intellectual excellence and social responsibility, enabling out students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times.

THE MISSION STATEMENT OF THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES AT HIRAM COLLEGE IS:

to foster imaginative and critically reflective approaches to complex, expansive problems within an interdisciplinary learning and research community.

VISION OF THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES AT HIRAM COLLEGE:

Our means to this end is an interdisciplinary curriculum, which enhances the students' abilities to recognize, understand, and act upon both contemporary and timeless questions. We believe that examination of these problems from multiple perspectives and aiming at the integration of these perspectives is specially suited to grappling with these expansive problems and also equips the student with knowledge, critical skills and sensibilities crucial for addressing other complex multi-faceted questions in life and work. We believe, further, that this curriculum especially requires active engagement in an intellectual community and open, reflective dialogue.

Goals of Interdisciplinary Study: Central to our mission are overarching goals for interdisciplinary study and research.

- To demonstrate disciplinary expertise through the acquisition of knowledge reflecting the thinking of experts and understanding of underlying assumptions and modes of inquiry in the discipline.
- To develop the ability to integrate disciplinary perspectives through discovering commonalities and resolving conflicts amongst them.
- To develop cognitive advancements, new understanding through enlarged perspectives, improved understandings, solutions to existing problems, or new models for representing phenomena.

Reflective Thinking: Essential to the task of articulating and integrating disciplinary perspectives is the cultivation of skills for critical and reflective thought.

- To develop insightful and thorough analysis and explanation in support of arguments and positions.
- To demonstrate the ability to substantiate claims though the effective use of credible authority, valid arguments, and relevant evidence.
- To demonstrate the ability to evaluate the logical and factual foundations of one's own positions and those of others. To learn to commit oneself to positions firmly while remaining open to the necessity of continuing reflection on them and their alternatives.

Dialogical Communication: Interdisciplinarity necessarily takes the form of dialogue. The recognition of multiple authoritative perspectives and the contextualization of any particular perspective entail an openness to other points of view. This openness is manifested in the dialogical nature of interdisciplinary work and expressed in oral and written communication as well as dialogical relationships with texts and absent authorities.

- To demonstrate the ability to learn utilizing multiple strategies to discover, evaluate, and synthesize relevant knowledge in a critical dialogue with relevant authorities and sources of information.
- To demonstrate the ability to express, clearly and effectively, ideas and perspectives relevant to addressing issues and solving problems.
- To demonstrate the creative and imaginative ability to be open to understanding what the world looks like from different perspectives.
- To demonstrate the ability to engage, critically and reflectively, with other positions and perspectives in conversation, written and oral, seeking deepened understanding and attentive to complexity and difference.

PROGRAM OVERVIEW

THE STUDENT

The MAIS Program offers students from a variety of backgrounds an alternative graduate education. We seek students who recognize the complexities of today's issues and feel a sense of responsibility to address them. Firmly grounded in the values and techniques of interdisciplinary learning, the MAIS Program offers adult students the opportunity to design a program of study that crosses disciplinary and departmental boundaries, which will contribute to their intellectual, social, and ethical development and provide them with the skills to recognize, understand, and act upon complex social problems.

Guided by our mission and core values, we have established a learning community at the graduate level that builds upon our liberal arts tradition, our extensive experience with interdisciplinary studies, and our expertise in educating working adults.

The program attracts individuals from a wide variety of disciplines and careers including education, environmental studies, health care, law, business, and the arts. It is designed for people looking for an academically challenging and intellectually stimulating graduate education who want the convenience of attending class every other Saturday.

THE CURRICULUM

The overarching objective of MAIS coursework is the development of the students' intellectual abilities, their social awareness, and their understanding of ethical issues through an interdisciplinary educational process. The first part of the MAIS program exposes our students to all of the fundamental elements of the program:

- The value of an interdisciplinary approach to their development as intellectually alive, socially responsible, ethically grounded professionals, community members, and citizens;
- The value of participating in a community of learners where the responsibility for that learning is shared;
- The integration of disciplinary insights through an examination of a large theme or issue, and how that integration can help them recognize, understand, and act upon complex social problems;
- The nature and the characteristics of graduate-level research.

The design of Hiram's MAIS Program was informed and influenced by our relationship with the Association of Graduate Liberal Studies Programs. The AGLSP is a national group of over 130 colleges and universities with programs similar to ours.

THE GRADUATE STUDIES COUNCIL

The Graduate Studies Council (GSC), chaired by the Director of Graduate Studies, includes full-time faculty members, and the Dean of the Center for Adult Studies. (The Center for Adult Studies is responsible for the Weekend College, undergraduate degree program for working

adults, and the Office of Graduate Studies.) The GSC advises the Director of Graduate Studies on academic and administrative matters pertaining to the Master of Arts in Interdisciplinary Studies Program. The members are involved in the admission process, review MAIS students' progress through the program, read and evaluate capstone proposals and projects, provide input on academic and administrative policies, and identify courses and faculty for the program.

THE FACULTY

Hiram College professors and visiting lecturers teach in the MAIS program. The program is designed to permit a broad participation from the full-time faculty at Hiram College. All faculty teaching in the program have their Ph.D. or the highest degree in their field. Faculty members will bring to the classroom strength of research and creative skills, matched by a commitment to teach motivated and dynamic students in this program. An interdisciplinary element, which emphasizes the interrelatedness of knowledge through cross-departmental teaching, has been an integral program at Hiram College for many years, and our faculty has a wealth of knowledge and experience in this area. Faculty also act as academic advisors to students in the MAIS program, and students have the opportunity and responsibility to discuss academic interests with their academic advisors.

THE SCHEDULE

Students pursuing a Master of Arts in Interdisciplinary Studies generally study part-time, and courses are offered to meet the professional's schedule. During the fall and spring semester, courses typically meet every other Saturday. We believe this format permits the students to manage their professional, community, and personal commitments while, at the same time, pursuing graduate study. It permits time for students to concentrate on their studies between class sessions while also attending to the many other demands on their time. The time between class sessions allows for assimilation of and reflection on course materials. During the summer, classes generally meet weekly, either on a weekday evening or on Saturdays.

DEGREE REQUIREMENTS

The content and pedagogy of courses in the MAIS program are designed to reinforce the students' understanding of how interdisciplinarity can be used to address complex social problems. This reinforcement contributes to the coherence of the program in the minds of the students. The overarching objective of each MAIS course is the development of the students' intellectual abilities, their social awareness, and their understanding of ethical issues through an interdisciplinary educational process.

The MAIS program includes a required research component and reflects our strong belief that graduate students should show evidence of the ability to engage in independent scholarly activity.

The Hiram College Master of Arts in Interdisciplinary Studies (MAIS) program has the following **core requirements:**

Two Interdisciplinary Seminars **12 hours**

The first two semesters of the program consist of team-taught, six-credit-hour core interdisciplinary seminars which are taken sequentially. The team-teaching approach to the interdisciplinary seminars represents a commitment to multiple disciplinary perspectives as an appropriate approach to questions or problems greater in scope than any single discipline could adequately address.

Students wishing to modify their sequence of courses or take a third six-hour seminar must petition the Graduate Studies Council to do so. The council will take into consideration the appropriateness of the course to the student's individual program of

study. Since these seminars are designed to be taken by students during their first year in the program, assignments will vary for the more advanced student.

Elective courses, typically four at four hours each **16 hours**

The program also includes elective courses with more narrow or specialized foci. These courses are designed to build on the interdisciplinary and research foundation provided by the core seminars. This can include independent studies.

Proposal Development **1-4 hours**

In their penultimate term, students, provided they have a 3.0 cumulative grade point average or above, will register for the proposal development course. In this course the student will work with individual faculty to develop a capstone proposal, which must be submitted to and approved by the Graduate Studies Council before the student will be allowed to register for the capstone course. This course is taken on a Pass/No Credit basis. Individuals must have approval from the Director of Graduate Studies prior to enrolling in proposal development. (For further details, see Guidelines for Capstone Projects.)

Capstone Project **4 hours**

The Capstone Course creates opportunities for reflection, assessment, integration, and demonstration of competence to unify and to support the individual's experience in the MAIS Program. Individuals must have the Proposal for the Capstone Project approved by the Graduate Studies Council prior to enrolling in the capstone course.

The intended goals of the course are:

- *To interpret individual experience in the MAIS Program holistically and as it relates to individual goals.*
- *To examine and articulate the meaning of interdisciplinarity.*
- *To integrate coursework through the discovery of commonalities.*
- *To assess educational outcomes of interdisciplinary study.*
- *To demonstrate competence in the application of interdisciplinary analysis and significant research resulting in the Capstone Project.*
- *To reflect on the cognitive and affective experience of doing interdisciplinary work.*

Capstone project topics might be drawn from a student's personal or professional domain. The work culminates in a written piece and public presentation before fellow students and faculty.

This course is taken on a Pass/No Credit basis.

(For further details, see *Guidelines for Capstone Projects)*

Total program requirements **36 hours**

PROGRAM EXTENSION GUIDELINES

Students are expected to complete all degree requirements within five academic years of beginning coursework, although two additional years might be granted upon request because of extenuating circumstances. No extensions are given beyond seven years. Extension requests are to be made to the Director of Graduate Studies. If the final essay or project is not approved within seven years of beginning MAIS courses, those courses that fall outside of this seven year period will no longer be counted toward the degree.

CONTINUATION OF CANDIDACY

Students are expected to submit their proposal for approval no later than the tenth week of the semester prior to when they plan to complete the essay/project. Students who do not have an approved proposal during the first term after completing the Proposal Development course, will automatically be registered for a one credit hour "Continuing Research" course for each term this requirement remains incomplete. Also, students who have not completed their capstone project during the first term after completing the "Capstone" course, will automatically be registered for a one credit hour "Continuing Research" course for each term this requirement remains incomplete. Students may request to be placed on "detached" status. A student in "detached" status will lose access to all student services, and will need to petition for re-activation of degree candidacy.

ACADEMIC ADVISING

Each student will meet with the Director of the Graduate Studies to determine the student's particular area of interest. Thereafter the Director of the Graduate Studies will connect the student with the appropriate academic advisors.

INDEPENDENT STUDY

During the course of the program, a student may take up to a maximum of eight semester hours in independent study courses. The purpose of an independent study course is to provide the student with an avenue to explore a particular subject that will not be addressed in any of the regular class offerings during the student's program. The independent study may be on a topic that is related to the capstone project, but it may not be simply a piece of the capstone. This is because during his or her MAIS experience, the student should be exploring a broad range of topics and disciplines and interdisciplinary approaches to knowledge.

A student wishing to enroll in an independent study course must meet with the Director of Graduate Studies, who will assist in matching the student with a faculty member who has the appropriate expertise for the proposed course. The student and the supervising faculty member will draw up a proposal that will be submitted to the Graduate Studies Council for approval. The proposal should clearly explain the subject of the course, the requirements, and the learning goals. Each course should involve meetings between the student and the supervising faculty member(s) and should reflect the appropriate type of work for the discipline(s) involved as well as for the topic and the number of credit hours. Arrangements for an independent study should be completed prior to the start of the semester in which it will occur.

Students may elect to take an independent study **reading seminar for 1-2 credit hours**.
In this type of class, the student should produce a review of the literature or an annotated bibliography, which demonstrates a familiarity with the subject matter, its context, and with the previous scholarship on the subject.

Students may also elect to take an independent study **research seminar for 3-4 credit hours**.
In this type of class, the student should produce a research paper or appropriate written work or art work for the project. The paper should demonstrate competence with the subject matter, its context, and with the previous scholarship on the subject. It should explore research questions and, as appropriate, incorporate original research and conclusions.

STUDY ABROAD

Hiram College is committed to international education. Students choosing to take a study abroad course will travel outside of the United States to gain a greater understanding of other cultures. The typical program centers on the disciplines of Hiram College faculty who offer courses in a host country.

TUITION AND FEES

Each year financial resources are assessed to determine the level of funding necessary to provide a quality education for those students attending Hiram College. The tuition and fees for the MAIS program are set in the fall semester for each academic year (including summer).

FINANCIAL ASSISTANCE

Statements are sent directly to students, and include any charges, financial aid awards, and payments received each semester. Payment must be arranged by one of the following methods before classes begin each semester:

1. Payment in full (or arrangements for financial aid completed)
2. Enrollment in a formal payment plan
3. Payment of the service fee if eligible for the tuition deferment plan

Payments not made when due are subject to a late fee at the end of each month. Lack of payment will jeopardize enrollment for future terms.

INSTALLMENT PLAN

Hiram College offers students the opportunity to participate in a four-month payment plan. To be eligible for this plan, students must complete a payment plan enrollment form and return it, along with their payment of the first installment and the plan fee, to the Office of Graduate Studies or the Business Office no later than the first weekend of the semester. The plan fee is currently $37.50.

DEFERMENT PLAN

Some companies offer some type of tuition assistance to employees who continue their education. Hiram College will permit students who receive reimbursement of education expenses from their employers to defer payment of their tuition until forty (40) days after the posting of semester grades. After this forty (40) day grace period, a late fee may be assessed. In addition, students must complete a deferment form and submit it with the required service fee to the Office of Graduate Studies or the Business Office no later than the first weekend of the semester. The service fee is currently $50.00.

FINANCIAL AID

Students may need to supplement their financial resources with student loans. Students who are enrolled for at least four hours, who are U.S. citizens or permanent residents, and who meet the federal criteria for need, are eligible for Stafford Loans under the Federal Family Education Loan Program. Consideration for eligibility is based on the completion of the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov (Hiram's Code is: 003049), and a Weekend College Financial Aid application.

ENROLLMENT IN THE PROGRAM

During the admission process the Graduate Studies Council will explore the potential student's professional and personal objectives and desire for personal growth. Interviews and writing samples, along with more quantitative measures, will insure that admitted MAIS students will benefit from the program and be likely to succeed.

Applicants for admission must submit the following for consideration:

- Completed application form.

- Official transcripts from all schools attended previously. Generally, the student should have attained a 3.0 or better grade point average (on a 4.0 scale) during at least the latter half of their undergraduate work.

- Personal essay in which the student discusses his or her personal and professional goals and the objectives for wanting to enroll in the MAIS program. This essay is used to assess the student's writing ability and education objectives, and to determine whether those objectives can be achieved through the MAIS program.

- Writing Sample. Strong writing skills are critical to success in the MAIS program. The writing sample could be a short scholarly essay or something written for a professional or community related activity.

- Two letters of recommendation describing the student's motivation, intellectual ability, and accomplishments.

The application process requires a personal interview with a faculty member of the Graduate Studies Council and the Director of Graduate Studies or his/her representative.

REGISTRATION POLICIES

REGISTRATION DEADLINES

The registration period begins on the 7th weekend of each semester and ends seven days before the first day of the term. Registration for a class will not be accepted after the class has begun. Registration forms are available in the Office of Graduate Studies. As courses may fill quickly, students are encouraged to register early. If enrollment in a course is low, the course may be cancelled. This decision will be made as early as possible in order to give students an opportunity to choose another course.

AUDITING COURSES

A limited number of spaces in selected courses may be available to auditors, and students taking the course for credit have priority in registration. The audit designation (AU) will appear as the grade on the student's transcript. Once the designation of audit has been selected it may never to changed to a grade or be applied toward a degree in the future. Students may not register to audit courses after the first meeting of the class. Students who wish to change their registration status from credit to audit must do so before the first class meeting.

REGISTRATION FOR ADDITIONAL COURSES AND COURSE CHANGES

MAIS courses are designed to generate intense participation by all students. Courses are academically rigorous and demand the student's full participation beginning with the first class, which may require advance reading. Every class meeting constitutes a substantial and crucial part of the course, and students are expected to attend every class. Therefore, students must register for courses or add courses to their schedules before the class has begun.

This program does not have an "add/drop" period. Withdrawal from a course may incur tuition liability and academic penalty.

WITHDRAWAL POLICY

Ceasing to attend a class, never attending, or notifying an instructor does not constitute official withdrawal. Notification of withdrawal must be made to the Office of Graduate Studies for the student to receive a refund or have an adjustment made in a transcript.

If a student needs to withdraw from a course before the semester begins through the Monday following the first class meeting there is no tuition liability, tuition is refunded at 100% (fees are refunded only if the student totally withdraws for the semester). If a student withdraws from a

course any time after the Monday following the first class meeting and through the Monday following the second class meeting, tuition will be refunded at the rate of 75% (no fees are refunded). If a student withdraws from a course after the Monday following the second class meeting and through the Monday following the fourth class meeting, the student will receive a refund of 50%. If a student withdraws after the Monday following the fourth class meeting through the end of the term, there is no tuition refund.

Withdrawing from courses may result in an academic notation on the transcript. If a student's official withdrawal is received prior to the beginning of the class through the Monday following the second class meeting, there is no grade designation on their transcript. If the withdrawal is received after the Monday of the second class meeting but before the final meeting of the class, a record of "W" for the course will appear on the transcript. If the student fails to submit a withdrawal form, a record of "F" will appear on the transcript.

REGISTERING FOR UNDERGRADUATE COURSES

Upon occasion, graduate students may find it useful to enroll in an undergraduate course at Hiram College either as an audit or for undergraduate credit. This may be done to acquire needed background for a graduate-level course or for a particular research interest. Graduate students may register for undergraduate courses after approval by their advisor and by permission from the Graduate Studies Council. Tuition and fees will be based on the per-credit-hour rate established for the Weekend College (undergraduate) program.

NON-DEGREE SEEKING STUDENTS

Students interested in taking graduate courses who are not enrolled in the MAIS program must complete a Non-Degree Seeking Student Application which may be obtained in the Graduate Studies Office. Hiram College will also require non-degree seeking students to submit their undergraduate transcripts. Applications will be reviewed by the Graduate Studies Council. Enrollment will be based on permission by the Graduate Studies Council and space availability.

GRADUATE COURSE AVAILABILITY FOR UNDERGRADUATE STUDENTS

In recognition of the academic capabilities of selected undergraduate students, graduate level elective courses (excluding introductory seminars) may be taken with permission of the Graduate Studies Council.

ACADEMIC POLICIES

CREDITS

Credits are expressed in semester hours; 36 hours of academic credit are required to receive a master's degree.

Most courses carry either four semester hours or six semester hours of credit. The four semester hour courses normally meet for four hours on seven alternate Saturdays. Six semester hour courses normally meet six hours for eight alternate Saturdays.

To obtain part-time status students must be registered for at least four credit hours of coursework per semester.

GRADES

A student's academic performance in individual courses taken at Hiram College will be graded with a letter grade or by the designations Pass (P) or No Credit (NC). If a student withdraws from a class through the second meeting, no notation will appear on the transcript. If the student withdraws after the second meeting and prior to the last meeting, a 'W' will appear on the transcript.

The academic standards are expressed in terms of grades that are worth points.

Each semester hour of credit for each letter grade carries the number of quality points indicated: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33 C=2.00; C-=1.67; F=no credit or points.

A student's work in courses using letter grades is evaluated as follows:

A – Exceeds requirements

B – Meets requirements

C – Below minimum requirements

F – Does not meet requirements

No more than two courses with a grade of 'C' or below will be applied to the MAIS degree.

P/NC – The 'Pass/No Credit' designation is used only for the proposal development and the capstone courses.

Grades are posted in a timely manner at the close of each semester. Academic records are maintained in the Office of the Registrar in accordance with the provisions of the Federal Educational Rights and Privacy Act of 1974. These records are made available upon request for review by the student to whom they pertain.

TRANSFER CREDIT

Degree seeking candidates may request that the Graduate Studies Council accept for credit graduate level courses taken at other colleges/universities. Such courses must make a logical contribution to the student's program. A maximum of six transfer credit hours may be applied toward an MAIS degree.

In order to be considered for transfer of credit the courses must be from a fully accredited college or university and the grade awarded for a course must be a minimum of "B-".

Matriculating students wishing to take a course at another institution for transfer credit must have prior approval of the Graduate Studies Council.

TIME TO COMPLETE DEGREE

A master's degree at Hiram College must be completed within five calendar years of a student's first registration. We strongly recommend that students maintain steady progress towards a degree and work with an academic advisor to plan a course of study. Exceptions to this timeline require approval from the Graduate Studies Council. Two additional years might be granted upon request because of extenuating circumstances. No extensions are given beyond seven years. If the final essay or project is not approved within seven years of beginning MAIS courses, those courses that fall outside of this seven year period will no longer be counted toward the degree.

CLASS ATTENDANCE

Attendance and active participation are mandatory in all classes. Students are required to read extensively, think critically about the readings, complete assignments on time, and fully engage in the activities of the course. Every effort should be made to notify the instructor and the Office of Graduate Studies prior to an unavoidable absence.

COMPLETION OF WORK IN A COURSE

Students are expected to complete all assigned coursework according to the deadlines set by the instructor. In the uncommon case of extreme medical, family, or personal emergency, a grade of "incomplete" may be assigned to a student who has performed adequately in the class but who is

unable to complete course requirements. In order to eligible for an incomplete the student must have completed at least 75% of the coursework. The student must submit an Incomplete Request Form on or before the last day of the class. The form must document the unfinished work to be completed and the arrangement for turning in the work. Students who take an incomplete in a course must have the approval of the Graduate Studies Council before they register for another course.

EXTENSION OF TIME FOR A CAPSTONE PROJECT

Normally, the capstone project is completed during the student's final semester. If there are extenuating circumstances, and upon approval of the Graduate Studies Council, a student may complete the project over a longer period of time. In such cases, the student would register for "continuation of candidacy" during each semester required.

OFFICIAL TRANSCRIPTS

Official transcripts are issued for a fee of $4/each transcript requested (normal 2-3 business days processing). Rush processing for transcripts is $14/transcript ($4/transcript + $10 rush fee). Overnight delivery is available for $21/transcript ($4/transcript + $17 USPS overnight fee). No transcript will be issued if a student owes Hiram College any part of tuition or fee account, library fine, or other obligation. All requests for official transcripts must be written and sent directly to the Registrar, Hiram College, PO Box 67, Hiram, Ohio, 44234.

APPEALS OF GRADES AND CAPSTONE DECISIONS

A student who wishes to appeal grading or capstone decisions may request that representatives from the Graduate Studies Council review the decision. The Director of Graduate Studies will consider student appeals of the Graduate Studies Councils' decisions. The Vice President and Dean of the College will act as the final appeals arbiter. All requests for appeals and the responses must be in writing. The requests must come within one month of first notification and the responses will be sent within two weeks excluding holidays.

GRADUATION

The MAIS program is deemed complete when all required work has been successfully approved. Only those students who have met the above requirements before commencement are permitted to participate in the commencement ceremony each year in May. Student accounts must be paid in full for the student to receive the actual diploma during the graduation ceremony.

All students must petition to graduate. MAIS students must file a formal petition for graduation with the Office of Graduate Studies during the semester prior to the one in which the student expects to graduate.

HIRAM COLLEGE RESOURCES

PHOTO IDENTIFICATION CARD

All Hiram College students are expected to have an up to date photo identification card. This card provides library borrowing privileges and access to campus facilities such as the athletic center.

HOUSING

Dormitory housing is provided as an optional service for MAIS students. Room reservations for Friday and/or Saturday night(s) are made in advance for the entire semester. Requests are made in the Office of Graduate Studies. The current charges are $15/night for the room and a $5/semester linen fee.

If a student decides to withdraw from housing, the Office of Graduate Studies must be notified. No credit or refund will be issued for unused housing unless the student cancels his/her room for the remainder of the term.

WRITING ASSISTANCE

Writing assistance is available for graduate students and may be arranged through the Office of Graduate Studies.

LIBRARY

The Hiram College Library is open seven days a week during the academic year. It offers a variety of study spaces including group study rooms, individual carrels and comfortable lounge seating for students looking for a quiet and pleasant place to study. The Center for Educational Technology, on the lower level, houses a collection of curriculum materials, videos, musical scores, CDs and audio-visual equipment. Electronic resources from around the world, available through the Internet, augment the general collection, numbering 170,000-plus items. The library subscribes to approximately 800 periodicals and is also a U.S. Government Depository, receiving approximately 7,000 federal documents annually. A staff of professional librarians is available to assist all students with anything from a simple informational question to scholarly research projects.

Hiram College is a member of OhioLINK, which makes the resources of more than 85 libraries throughout Ohio available to graduate students.

General Circulation Policies (Hiram College Library Materials)

All books and documents must be checked out from and returned to the Circulation Desk on the main floor. Videos, CDs, and other materials housed in the Center for Educational Technology must be checked out from and returned to the Center. Please note that not all items may be checked out, most notably periodicals, newspapers, and reference books.

A valid Hiram College ID card is required to check out materials. You will need to bring your ID to the library to ensure that the barcode on the back of the ID is linked to your record in the library's database. This is also necessary to borrow items through OhioLINK or to use certain online resources from off-campus.

There is no limit, within reason, to the number of items a student may borrow; we simply ask that you treat the materials gently and return them by the dates they are due. Another library patron may recall items before the end of the normal loan period if the borrower has had the use of them for at least two weeks. In such a case you will have three days to return the item, after which the item is considered overdue.

Items in Hiram College's main collection and government documents may be checked out for a 42-day period. Normally, two renewals are permitted for an additional 42 days each from the original due date, unless another patron has placed a hold on the item. You may renew the item yourself through the online catalog if it is within seven days of the due date. Otherwise you will need to bring the item to the library for it to be renewed. (See "OhioLINK" below for information concerning those circulation policies.)

Items in the Center for Educational Technology, including videos, CDs, and other materials, may be checked out for a seven-day period. One renewal is permitted.

For more information, contact the Circulation Desk at 330.569.5359 or, for items in the Center for Educational Technology, call 330.569.5360.

Fines (Hiram College Library Materials)

There is a $.10 per day fine imposed for each overdue item after a 3-day grace period. If the item is not returned within 14 days following the second overdue notice, the replacement cost of the book, plus a $15.00 processing fee and a $2.50 billing fee is billed to the borrower. If the book is returned the replacement cost and processing fee, but not the billing fee or the overdue fines, are

waived. If the book is not returned it is considered lost and the borrower is responsible for the replacement cost plus the processing fee. Replacement costs are considered to be the actual cost of the book, or, if the book is out of print, an average cost for that subject area. Please be aware that the average cost of an academic library book was slightly more than $50. Damaged items are treated on a case by case basis.

Blocked Library Accounts

Once a student's unpaid fines and/or replacement charges equal or exceed $25.00, the student is blocked from any further borrowing from the library, including reserves and OhioLINK, until fines are paid down to less than $25.00. Overdue fines are not calculated by the system until the book is actually returned and checked back in.

Reserves

Faculty may place books, photocopies, videos or CDs on reserve at either the Circulation Desk or in the Center for Educational Technology. Items may be placed on 3-day, 7-day, or closed reserves. Closed reserve items may be checked out one at a time for a 2-hour period and must be used within the library. One renewal is permitted. A $.50 per hour fine is imposed for overdue materials. If the item is not returned within 24 hours of checkout, the borrower will be billed the replacement cost of the item, plus a $15.00 processing fee. If the item is returned, the replacement cost, but not the processing fee or the overdue fines, is waived.

OhioLINK

Books the library does not own may be borrowed from other Ohio academic libraries through OhioLINK. Students may go into the OhioLINK catalog and request books directly online by supplying their name and barcode number. Requested items usually arrive at the Hiram College Library within 2 to 5 working days and may be picked up at the Circulation Desk (or you may have them sent to any other OhioLINK library you choose). The library will send an email to your Hiram email account when the book has arrived. Please check with the library to make sure your barcode and email are in the library's system.

OhioLINK books may be checked out for three weeks, with one renewal permitted. Videos and CDs borrowed through OhioLINK may be checked out for a 7-day period with no renewals permitted. Please note that OhioLINK fines are higher than Hiram charges--$.50 per day—and lost books incur a $135.00 charge, of which $50.00 is not refundable. These fines and fees apply to books, videos, and CDs.

Students may also borrow directly when visiting any OhioLINK library. A validated ID card is required. For more information contact the Circulation Desk at 33.569.5359.

Interlibrary Loan

Books not available through OhioLINK, as well as magazine and journal articles not available in the library may be requested through the Interlibrary Loan (ILL) service. For each request, simply fill out the appropriate form, obtainable in the library lobby. Normally, there is no charge, but in unusual circumstances, fees assessed by the lending library may be charged back to the student. Items requested usually take 10 to 14 days to arrive and may be picked up at the Circulation Desk. The book loan period is usually three weeks, although loan periods and renewals are up to the lending library. Article photocopies are yours to keep. For more information contact the Circulation Desk at 33.569.5359.

BOOKSTORE

The Bookstore, located in the Kennedy Center, carries course materials as well as office and school supplies, software, clothing, gifts, general books, compact discs, cards, candy, and health and beauty aids. Students can also order textbooks on line at the bookstore's website.

THE CAREER CENTER
The Career Center, located in Hinsdale 101, is available to all students. A number of resources are available, including a career library and personal counseling. Using the computers in the Resource Rooms, students may conduct Internet career research, prepare for job interviews, and check job opportunities on-line. Most of these resources are also available to students at all times from the Career Center website.

DINING SERVICES
Hiram College Dining Services provides a variety of food service operations for the campus.

INFORMATION TECHNOLOGY SERVICES
Every entering student is assigned an institutional identification number and provided with an account on the administrative software and College e-mail system. The College's Computer Center will provide students with a guide to campus technology resources available to them. Violations of the College's acceptable use policy may result in suspension of privileges. Students are responsible for monitoring their accounts and reporting any problems to the Office of Graduate Studies.

Specific details about these and other student services are available in the annual MAIS Academic Planner and Student Handbook.

HIRAM COLLEGE FACILITIES

THE JAMES H. BARROW FIELD STATION
The James H. Barrow Field Station was established in 1967 to provide Hiram College students the opportunity to supplement classroom activities with hands-on learning experiences. The Station has grown and developed into an active research and educational facility that not only enhances the College's science and environmental studies programs, but also provides a means for the general public to increase their understanding and appreciation of Ohio natural history. Experiences gained at the Field Station enhance student research, teaching, and leadership development.

The Station consists of a 260-acre parcel of land, with 100 acres of mature beech-maple forest, a cold-water stream, two ponds, old-fields of varying ages, young forests, a five-mile interpretive nature trail, a waterfowl observation building and meeting center, a lab building with student research areas and natural history displays, including live animal exhibits, and an aquatics building that includes an experimental stream and two containment pools. The Station also has experimental agricultural plots for research into the ecology of crop systems.

NORTHWOODS FIELD STATION
The Northwoods Field Station, located in the Hiawatha National Forest in the Upper Peninsula of Michigan, serves as a headquarters for trips in the spring, summer, and fall. The station is twelve miles from Lake Superior at the western boundary of the Pictured Rocks National Lakeshore and provides a semi-wilderness setting for special courses and field research in the summer. The buildings include six sleeping cabins and a main lodge — all designed and built by Hiram students and faculty since 1977. The camp is on the shore of Little Lost Lake, and is surrounded by federal lands of hardwood and conifer forests, meadows, bogs, a river, and more than a dozen other undeveloped lakes all within a two-mile hike of the station. Facilities can house up to sixteen students and two or three faculty families. Emphasis here is on living in harmony with nature, a low consumption lifestyle, and appropriate technology including wind power and solar water heating. Summer offerings vary and have included courses in field biology, field botany, geology, environmental studies, natural history, and photography. Other recent offerings include: astronomy, storytelling, writing, literature, and leadership.

THE CENTER FOR ADULT STUDIES

The Office of Graduate Studies is part of the Center for Adult Studies. This office administers both the undergraduate program for working adults (The Weekend College) and the graduate program (MAIS). This bulletin offers a description of the program, the curriculum, and the procedures governing the Master of Arts in Interdisciplinary Studies operation. Since a publication can never be comprehensive enough to answer every question, students are urged to direct all inquiries to:

Center for Adult Studies
at Hiram College
PO Box 67
Hiram, OH 44234
Phone: 330.569.6111
Fax: 330.569.5003
E-mail: mais@hiram.edu
Website: www.hiram.edu/mais

Cathy Mansor	Dean
Caryl Lopez	Admissions Counselor
Terrie Nielsen	Admissions Counselor
Tammy Cain	Administrative Assistant
Jill Corbett	Administrative Assistant
Keith Green	Recruiter

The Director of Graduate Studies, Vivien Sandlund, may be reached at 330.569-5469 or by e-mail at sandlundve@hiram.edu.

APPENDIX

ACADEMIC POLICIES

ACADEMIC HONESTY

According to Hiram College's mission statement it is our goal "to inspire our students to develop as intellectually and emotionally alive, socially responsible, ethical citizens capable of navigating the challenges of the 21st Century and designing lives and careers of their choosing."

Essays, term papers, laboratory reports, oral presentations and other course requirements are designed to challenge each student to develop his/her own ability to think clearly and critically about a subject, to observe phenomena, to interpret correctly, and to express his/her understanding fluently. The practice of academic integrity will help students achieve these goals.

Beyond these benefits to students' intellectual development lies on an even more important reason for demanding academic honesty: it is the foundation of an academic community. If scholars are unable to trust the integrity of the exchange of ideas represented by oral reports and papers, then the essence of the intellectual communication is destroyed. It is the student's responsibility to build on and acknowledge others' work, to create their own understanding and to share that understanding with others. Whenever a student does not live up to the ethical standards of the Hiram College community they inhibit their own and others' ability to develop intellectually and socially.

Diane Hacker defines plagiarism, one violation of academic honesty, in the fourth edition of Rules for Writers. A research paper is a collaboration between the writer and the student. "To be fair and ethical, you must acknowledge your debt to the writers of these sources. If you don't, you are guilty of plagiarism, a serious academic offense" (p. 399). To avoid any suspicion of plagiarism, students should acknowledge any work not their own; in other words, any language, illustration, information, or diagram which is not original must be documented. Assistance for proper, acceptable citations and examples of acceptable paraphrasing and summarizing can be found in Rules for Writers. Additional assistance in honest and acceptable use of sources can come from the faculty member teaching the course or from the Writing Center. When in doubt, ask!

In addition to plagiarism, other forms of academic dishonesty include giving or receiving help on any form of examination, sale or purchase of papers and test materials, abuse of computer privileges and regulations, and any other action which debases the soundness of the educational process. Misuse of library resources constitutes another form of academic dishonesty.

Any student who violates the integrity of the academic process will be subject to punishment. Faculty members report instances of academic dishonesty to the Director of Graduate Studies, who will work with the Associate Dean of the College to decide on an appropriate sanction. After consultation with the faculty member and the student, one of the following sanctions may be applied:

1. allow the student to do the paper or project again;
2. give the student an F on the paper or project;
3. give the student an F for the course;
4. dismiss the student from the College.

Each case remains on file in the Associate Dean's Office. If no further infractions occur, the file is destroyed when the student graduates. In the event of a second offense, the student will be *indefinitely suspended from the College*.

Annual Notification of Students Rights Under the Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), students enrolled at Hiram College are hereby notified of their rights to their education records:

1. Students have the right to inspect and review their education records within 45 days of the day Hiram College receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student shall be advised of the correct official to whom the request should be addressed.
   a. A student is defined as any person for whom an education record is maintained by Hiram College and who has begun attending classes at Hiram College.
   b. In general, an education record is defined as any records in any medium directly related to a student and maintained by the institution or by a party acting for the institution. An education record is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Hiram College. The following exemptions are **not** part of the education record or subject to this Act:
      i. Personal records maintained by the College staff/faculty if kept in the sole possessions of that individual, and the information is not accessible or revealed to any other person, e.g. faculty grade book, advising file.
      ii. Employment records not contingent on the student's enrollment. (Therefore, student worker records, evaluations, files are part of a student's education record).
      iii. Law enforcement records that are created by a law enforcement agency for that purpose.
      iv. Medical and psychological records used solely for treatment.
      v. Alumni records containing information relating to a person after that person is no longer a student at Hiram.

2. Students have the right to request the College amend an education record that the student believes to be inaccurate. They should write to the Registrar, clearly identifying the part of the record they want changed and specifying why it is inaccurate. If Hiram College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Hiram College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
   a. A school official is a person employed by Hiram College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Hiram College has contracted (such as an attorney, auditor, collection agent, degree conferral agent, document managing agent, and placement sites for internship, clinical, or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Hiram College

has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. As allowed within FERPA guidelines, Hiram College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hiram College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

5. At its discretion Hiram College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or invasive of privacy if disclosed. Designated Directory Information at Hiram College includes the following: student name, permanent address, local address, temporary address, electronic mail address, telephone number(s), date of birth, dates of attendance, class level (undergraduate/graduate, first-year, sophomore, etc.), degrees conferred, honors and awards received, major field(s) of study, participation in officially recognized activities and sports, weight and height of athletic team members, final theses/capstones, photograph, most recent previous educational agency or institution attended.

Students may withhold Directory Information by notifying the Registrar in writing within the first week of the academic semester the request is to become effective. (A request form to withhold Directory Information is available in the Registrar's Office). Please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should carefully consider the consequences of any decision made to withhold directory information as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused. Hiram College will honor the request to withhold all directory information, but cannot assume responsibility to contact the student every time a request is received. Regardless of the effect upon the student, Hiram College assumes no liability for honoring the student's instructions that such information be withheld.

Marketing

Unless notified to the contrary, Hiram College reserves the right to use photos and/or likenesses and/or quotes from any of the students in any marketing or advertising materials, including but not limited to Hiram's website.

CAMPUS POLICIES

DISABILITY ACCOMMODATIONS

Students requesting accommodations must provide official documentation of a disability from a medical doctor, psychologist, or psychiatrist. This documentation must be no more than three years old. The documentation should include the date of assessment and/or diagnosis, list assessment tools used and the results of these assessments, describe past services, describe the functional limitations of the disability and support the need for specific accommodations requested based on the assessment and/or medical documentation. In some cases, a student's current IEP will be sufficient documentation of specific learning disabilities. However, Hiram College reserves the right to require that a student update or obtain more complete documentation before requests for accommodations will be considered. Official documentation

should be forwarded to Coordinator of Student Disability Services, P.O. Box 67, Hiram College, Hiram, OH 44324.

DISCRIMINATION

Hiram College Board of Trustees, Statement on Cultural Diversity and Discrimination
The Board of Trustees of Hiram College accepts and endorses the goal of increasing and maintaining cultural diversity on campus. Recruitment and retention of minority and international students, faculty, and staff is an essential element in the provision of a quality education for all Hiram students. There can be no quality without diversity. Prudence in management, taking into account changing demographics and demands of funding sources, counsels as well toward a culturally diverse campus. Hiram College is committed to equality of educational opportunity and does not discriminate against applicants, students, faculty and staff based on race, national origin, religion, sex, sexual orientation, age, or disability. As such, Hiram College will not tolerate harassment, prejudice, abuse or discrimination by or of any of its students, faculty or staff.

HIRAM COLLEGE HARASSMENT-FREE WORKPLACE POLICY

Hiram College is committed to creating and maintaining an educational and work environment which is free of all forms of unlawful harassment. Any form of unlawful harassment will be considered unacceptable conduct, is prohibited, and will not be tolerated.

This policy defines what constitutes prohibited harassment and explains the procedures that the College will utilize to respond to allegations of violations of this policy. In addition to issuing and enforcing this policy, the College constantly strives through education and programs to inform College faculty, staff and students about the nature of prohibited harassment and to help insure that both preventative and corrective measures are in place. Every employee of the College has a responsibility to adhere to this policy and assist the College in its enforcement. Doing so assists the College in maintaining an academic and social environment which is based upon the principles of human dignity and respect.

FORMS OF PROHIBITED HARASSMENT

The College prohibits all forms of unlawful harassment. This includes harassment based on sex or gender. It includes harassment based upon race. It also includes harassment based upon age, religion, disability, sexual orientation, veteran or military status, national origin, ancestry, and any other status protected by law.

Sexual Harassment. Sexual harassment includes any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature that explicitly or implicitly involves a condition of one's employment or which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual statements, including comments about an individual's body or attire, sexual jokes and unwanted physical touching will not be tolerated.

Romantic Relationships with Students. Implicit in the concept of professionalism is the recognition by those in positions of authority that their relationships with students include an element of power. It is incumbent on those with authority to neither abuse nor to seem to abuse the power with which they are entrusted. Consequently, an employee who has direct professional or supervisory responsibility for a student may not initiate or consent to a romantic or sexual relationship with such a student. Direct professional responsibility for a student includes assigning grades, making writing recommendations, advising, coaching, directing performances, teaching, supervising, awarding financial aid, disciplining, and any other action that may affect the student's current or future study or employment.

Romantic Relationships Between Employees. Any supervisor who has direct professional or supervisory responsibility for another College employee may not initiate or consent to a romantic or sexual relationship with such an employee. In addition, the College strongly discourages the

initiation or consent to a romantic or sexual relationship between employees where there is not a direct professional or supervisory responsibility.

Ethnic Harassment. Ethnic harassment may include verbal or physical conduct that is directed at a person's race, religion, ancestry or national origin and which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Racial or ethnic slurs or statements having the purpose or effect of denigrating persons because of their race, religion, ancestry, or national origin will not be tolerated.

Other Forms of Prohibited Harassment. Other forms of prohibited harassment include verbal or physical conduct that is directed at a person's age, disability or veteran or military status and has the purpose or effect of either interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Statements having the purpose or effect of denigrating persons because of their age, disability or veteran or military status will not be tolerated.

"Electronic" Harassment. Each form of prohibited harassment is equally prohibited if it is done "electronically". The policy prohibits harassment which consists of the public display or sharing of sexually, racially, or ethnically offensive and unwelcome audio or visual materials, emails, internet web sites, web logs ("blogs"), pictures, or pornographic images.

Off-Campus Harassment. This policy prohibits all forms of unlawful harassment regardless of the location of the employee or student. College employees shall not engage in prohibited harassment of other employees or students during any off-campus trips or during any College-related events or activities away from campus.

Retaliation Prohibited. In addition to prohibiting unlawful harassment itself, the College also prohibits all forms of retaliation taken against any person who reports an allegation of prohibited harassment or who participates in the investigation of any allegation of harassment.

REPORTING HARASSMENT

Any employee who believes they have experienced or observed any conduct which violates this policy is obligated to report the alleged violation.

Harassment Policy Officer. The College appoints a staff member to act as the College's Harassment Policy Officer. This person has the responsibility to do the following:

- Provide information about the possible avenues for resolution of allegations of harassment.
- Provide information about the interpretation and enforcement of this policy.
- Provide education about prohibited harassment and methods of maintaining a harassment-free workplace and preventing prohibited harassment.
- Investigate allegations of violations of this policy.

Reports to Harassment Policy Officer or College Supervisors or Managers. An employee who believes they have either experienced or observed any conduct which violates this policy is required to promptly report the information they have which leads them to believe that a violation has occurred to the Harassment Policy Officer, the employee's supervisor, a human resources manager, or any other College employee with managerial or supervisory responsibility with whom the reporting employee is comfortable speaking about the issue. Supervisors, managers, or any other person with supervisory responsibilities are then responsible for reporting the incident to the Harassment Policy Officer.

INVESTIGATING HARASSMENT ALLEGATIONS

Allegations of policy violations will be promptly investigated by the Harassment Policy Officer. If the allegation of harassment involves the Harassment Policy Officer in a way that would make the Harassment Policy Officer's investigation of the allegation inappropriate or not objective, then the College will appoint a different person to act as the investigator.

Confidentiality. Although the College will strive to maintain the confidentiality of the investigation to the fullest extent practicable, it cannot guarantee absolute confidentiality. Each person involved in the investigation of an allegation of harassment will be required to maintain confidentiality.

Investigation Process. The person investigating the allegation will investigate the allegation in a manner that is prudent and thorough under the circumstances. Ordinarily, the investigation will involve the interview of the persons who allegedly experienced and observed the reported act of harassment and the persons alleged to have engaged in the prohibited conduct. In addition, written statements ordinarily will be required of each person believed to have relevant knowledge or information which could aid the investigator's investigation of the allegation. Finally, the investigator ordinarily will prepare a written report memorializing the facts gathered during the investigation and the investigator's conclusions regarding whether or not a violation of the policy has occurred.

CORRECTIVE MEASURES

The person investigating the alleged policy violation will share the results of the investigation with the College employees who have supervisory responsibility over the person alleged to have violated the policy who will then be responsible for determining whether or not corrective measures will be taken and, if so, what corrective measures will be taken. The person investigating the allegation will not participate in any decisions regarding the employment status of any person alleged to have violated this policy but may assist the College in implementing any corrective measures which are taken as a result of the results of the investigation. Any person found to have violated this policy will be subject to disciplinary action which may include termination of employment. Any person disciplined as a result of a violation of this policy may request that that decision be reviewed by the College President.

ALCOHOL AND SUBSTANCE ABUSE

Philosophy and Education As an educational community, Hiram College is committed to the life of the mind. The abuse of substances is contradictory to the purpose and goals of the institution. The College's intention is to provide an environment that fosters personal development and autonomy through individual choice. Freedom of choice exists with the understanding that every member of our community is expected to obey State Law, to comply with the College policies, and to take full responsibility for his/her own conduct whether under the influence of substances or not.

The College does not intend to monitor the personal lives nor to invade the legitimate privacy of its members, but will intervene if a member's conduct creates disorder or damage. Every effort will be made to enforce College policy consistently and to provide education related to substance abuse.

Alcohol Policy Use of alcohol can be both legal and illegal. When Hiram students are legally of age, they may consume alcohol in their rooms, except in dry residence halls (currently Bowler Hall during the week, and Henry Hall and New Quad at all times) or in any areas declared "substance free." Certain breaks or time periods may also restrict the use of alcohol by of-age students. With proper authorization, students of age may also consume alcohol at registered and/or College sanctioned events. If, however, a student is not legally of age and is consuming alcohol, such use is illegal regardless of where it occurs.

An open container of alcohol, defined, as "any single serving container which is or has been opened and still contains alcohol, or any multi-serving container of alcohol that is clearly not sealed or resealed," is not permitted in public places, including such areas as the hallways, stairwells, lounges or bathrooms of residence halls, or at unregistered events.

Prior to holding any event involving alcohol on the Hiram College campus, students should meet with the Director of Student Activities for complete information on permits, party registration contracts, logistics, etc. Students should plan well ahead for such events, as the process through the State can be a lengthy one.

Kegs are permitted only in designated areas when the proper forms have been completed and administrative approval has been granted. These forms are available through the Student Activities Office. The frequency of events involving alcohol will be monitored and approved by the Office of Student Activities.

Alcohol or the representation or mention of alcohol may not be used in any advertisement displayed on campus.

Illegal drugs or prescription drugs obtained without a doctor's prescription are illegal substances. Their possession and use are prohibited.

Enforcement of the policies guiding the use of alcohol and substances is a shared responsibility. Within the residence halls, the Resident Assistants and Professional Staff Members are charged with the responsibility of providing an environment that promotes development and autonomy. In order to ensure such an environment, the Residence Life Staff will respond to violations as they become apparent in the normal course of staff duties. Possession, distribution, and use of illicit substances as well as illegal consumption of alcohol and open container violations may result in disciplinary action.

Hiram asserts the responsibility each individual bears for his/her own action, whether or not the individual is under the influence of alcohol or illicit substances. If an individual chooses to use alcohol or illicit substances, and, by doing so, creates disorder or damage, the College will respond to the behavior. Examples of abusive behavior include destruction of College or private property, physical or verbal assault, or harassment of any type. In situations of this type, the College may: (1) Take appropriate educational action; (2) Take appropriate disciplinary action for a prohibited use of alcohol or drugs by the individual involved; (3) Follow the appropriate judicial procedure for the action in and of itself.

When disruption occurs as a result of abuse of alcohol or substances, or if there is a clear and present danger, the College must intervene. Violations involving alcohol will be dealt with on an individual basis. Severity of the incident, compliance when confronted and other factors will determine final sanctions in each instance. Sanctions will range from a written warning to suspension or dismissal from the College. In addition to misconduct sanctions, individuals may be mandated to the College's Alcohol and Substance Education Program. In cases where alcohol or substance-induced behavior has led to abusive behavior, the individual will be required to complete some form of individual education or professional psychological assessment; AS ILLICIT DRUGS ARE ILLEGAL, SEPARATE SANCTIONS AND GUIDELINES MAY APPLY IN CASES INVOLVING DRUGS. HIRAM COLLEGE IS IN COMPLIANCE WITH THE FEDERAL GOVERNMENT'S "DRUG FREE WORKPLACE" LEGISLATION.

AIDS/ HIV DISEASE

Acquired Immune Deficiency Syndrome (AIDS) is a disease, which at the present time does not have an effective vaccine or known cure. The most effective means of preventing the spread of

AIDS is through health education. AIDS is a serious health issue that Hiram College believes should be addressed in a responsible manner.

Based on medical information published by the U.S. Centers for Disease Control and disseminated through the American College Health Association, students with HIV, AIDS, or related disease(s), or a positive HIV antibody test do not constitute a health risk to others in a residential academic environment. Current evidence indicates that the AIDS virus is transmitted through intimate sexual contact or by exposure to contaminated blood or body fluids (breast milk, semen or vaginal/ anal secretions). The virus is not communicated and is not known to be spread through casual contact.

Responses to students with AIDS, HIV disease or AIDS-related conditions will be made on a case by case basis after analysis of the particular facts of each case. This response will be guided by the College's commitment to protection of individual rights, which includes confidentiality and due regard for the health and welfare of the community. Administrative actions will be taken if a student with AIDS or a related condition is determined to be acting in an irresponsible manner that places himself/herself or others at risk.

Hiram College will continue to review and revise its educational programs and policies as new information about AIDS becomes available.

SMOKING

Smoking is not permitted in any Hiram College building.