

HIRAM COLLEGE
MASTER OF ARTS
IN
INTERDISCIPLINARY STUDIES

BULLETIN

Updated August, 2017.

Hiram College is accredited by the Higher Learning Commission (HLC). Hiram's current Statement of Affiliation Status may be obtained by contacting the HLC or by referencing the HLC Mark of Affiliation on the Hiram College website.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
800.621.7440
www.hlcommission.org

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, the curriculum, courses, or other matters.

Master of Arts in Interdisciplinary Studies

Office of Professional and Graduate Studies

Hinsdale Hall, Room 205
P.O. Box 67
Hiram, OH 44234

330.569.5161 (voice)
330.569.5003 (fax)
MAIS@hiram.edu
<http://www.hiram.edu/admission/professional-and-graduate-studies>

COLLEGE OFFICERS

Lori Varlotta
President

Judith Muyskens
Interim Vice President and Dean of the College

Dexter Odom
Vice President for Business and Finance

Lindajean Heller Western
Vice President of Enrollment Management

Elizabeth Okuma
Vice President and Dean of Students

Scott Dunnell
Executive Director for Marketing and Communication

The College mailing address is P.O. Box 67, Hiram, Ohio 44234. The College switchboard number is (330) 569-3211 and the Office of Professional and Graduate Studies phone number is (330) 569-5161.

MAIS Program Leadership

Vivien Sandlund

Director of Graduate Studies

Jennifer Miller

Associate Dean for Academic Affairs, Office of Professional and Graduate Studies

Tom Deastlov

Director of Enrollment and Student Services, Office of Professional and Graduate Studies

MAIS Oversight Council (MOC) consists of Hiram College faculty members from a variety of academic disciplines. The Council meets regularly to approve MAIS capstone proposals, to approve new MAIS courses for the program, to recommend and approve program changes, to make significant decisions regarding the MAIS program, to assess the MAIS program, and to hear appeals from students.

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 OF HIRAM COLLEGE IS

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

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

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

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

to equip students with knowledge, critical skills, and sensibilities crucial for addressing complex and multi-faceted questions in life and work.

Goals of Interdisciplinary Study: Central to our mission are overarching goals for interdisciplinary study and research. In the MAIS program students are expected

- To explain and critically evaluate the assumptions, perspectives, and approaches of scholars in different disciplines.
- To integrate the insights and perspectives of scholars in different disciplines to answer significant questions.
- To develop cognitive advancements, enlarged perspectives, improved understandings, solutions to existing problems, or new models for representing phenomena through the integration of insights and perspectives from multiple disciplines.

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

- To develop insightful and thorough analysis and explanation in support of arguments and positions.

- To demonstrate the ability to substantiate claims through 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. MAIS students are expected

- 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 attentiveness to complexity and difference.

PROGRAM OVERVIEW

The MAIS Program prepares students to answer big questions and solve complex problems by integrating insights and approaches from multiple disciplines. Students learn to explain the nature of interdisciplinary inquiry and integration. They examine the ways in which scholars inquire in several disciplines. They choose a specific research question, and they integrate the approaches and insights of scholars from two chosen disciplines to answer the research question. The final product is a professional capstone paper in which students answer their chosen question through research in the two disciplines and the integration of scholarship from the two disciplines. Students are guided through the capstone proposal and capstone writing process by two advisors, one from each chosen discipline, and by the capstone proposal development and capstone course instructor.

Degree Requirements

To complete the Master of Arts degree, students are required to complete a total of 30 graduate credit hours and to fulfill the specific course and writing requirements for the program. Required courses include a sequence of three courses worth three credit hours each that address the nature of interdisciplinary research and the nature of disciplinary inquiry. In addition to these three courses, students must complete no fewer than four courses in specific disciplines, with each course worth three credit hours. Students must then complete a capstone proposal development course worth three credit hours and a capstone course worth six credit hours. In the capstone proposal development course, students write the proposal for the capstone project under the guidance of two advisors and the course instructor. Students submit the capstone proposal for approval by the MAIS Oversight Council (MOC). Students are admitted to the capstone course only after the capstone proposal has been approved by the MOC. In the capstone course, students research and write the final capstone under the guidance of two advisors and the course instructor. The final capstone is evaluated by the two advisors and by an outside reader. Once the capstone is approved, the student is required to present the capstone orally to the Hiram College community and the public.

A student may replace a disciplinary course with an independent study with the approval of the program directors. Students may do a maximum of two independent studies. Students may transfer no more than three graduate credit hours into the program with the approval of transfer credits by the program directors.

Students who wish to transfer credits into the program must provide a syllabus for each course that the student wishes to transfer into the program for credit.

The required 3-course sequence consists of the following courses:

MAIS 57100: Interdisciplinary Inquiry (3 semester hours)

Students in this course will explore the nature and process of interdisciplinary inquiry. Students will consider the value and uses of interdisciplinary inquiry in answering significant questions. Students will explore the approaches of scholars in different disciplines and will examine the ways in which scholarship from different disciplines can be integrated to answer significant questions and yield new knowledge.

Student Objectives:

- Explain the meaning and significance of interdisciplinary inquiry.
- Describe the process of interdisciplinary inquiry.
- Evaluate examples of interdisciplinary scholarship.
- Explain how scholars have integrated insights from two or more disciplines to answer a research question.
- Develop a tentative capstone topic idea.

MAIS 57200: Interdisciplinary Research (3 semester hours)

Students in this course will plan and complete a research project that requires the analysis of scholarship in two disciplines and the integration of insights from these two disciplines to answer a significant question. Pre-requisite: MAIS 57100 Interdisciplinary inquiry. j

Student Objectives :

- Develop an appropriate interdisciplinary research question of significance.
- Do a literature search in two disciplines on the research question.
- Write a critical literature review of sources in the two disciplines on the research question.
- Write a paper answering the research question that integrates supporting scholarly evidence from two disciplines.
- Further refine the tentative capstone project idea.

MAIS 57300: Methods and Approaches of Disciplines (3 semester hours)

This course will expose students a particular discipline or related disciplines and explore the particular disciplinary perspective and insights that the disciplinary perspective tends to produce. Students will examine the various assumptions and theories of the discipline, phenomena the discipline generally engages, and methods for producing and evaluating discipline related insights.

Student Objectives:

- Discern the assumptions of scholars in different disciplines.
- Describe the methodologies used by scholars in different disciplines.
- Compare and contrast the methodologies used by scholars in different disciplines.
- Do a literature search in two disciplines on a question or topic of significance.
- Prepare an annotated bibliography of sources in two disciplines on the question or topic chosen.
- Prepare a critical literature review of sources in two disciplines on the question or topic chosen.

In addition to the required 3-course sequence, students must take four disciplinary inquiry courses in various disciplines. Students who are ready to work on the capstone must take the capstone proposal development course followed by the capstone course.

MAIS xxxxx: Disciplinary Inquiry Courses (various disciplines) (total of four courses at 3 semester credit hours each)

These courses require students to describe, explain, and evaluate the assumptions, approaches, and research methods of scholars in various disciplines.

Student Objectives:

- Explain the assumptions of scholars in the particular discipline under study.
- Describe the methodologies of scholars in the disciplinary family under study, e.g. social sciences or humanities.
- Explore a specific topic through the lens of a particular discipline.
- Write a critical essay on an aspect of the course topic under study.

MAIS 5579: Capstone Proposal Development (3 semester credit hours)

In their penultimate term, students who have at least a 3.0 cumulative grade point average will register for the proposal development course. In this course, the student will work with individual faculty advisors and with the course instructor to plan, research, and write the capstone proposal. The course instructor and fellow students will provide support, feedback and guidance to each student during the writing process. The capstone proposal must be submitted to and approved by the MAIS Oversight Council before the student will be allowed to register for the capstone course. The capstone proposal development course is taken on a Pass/No Credit basis. Students must have approval from the Director of Graduate Studies prior to enrolling in the capstone proposal development course. For further details, see the Capstone Guidelines.

Student Objectives:

- Choose and refine the proposed capstone research question.
- Choose the two disciplines whose insights the student will use to answer the proposed research question.
- Prepare an annotated bibliography of relevant sources in the two chosen disciplines.
- Prepare a critical preliminary literature review of relevant sources in the two chosen disciplines.
- Write the capstone proposal to present to the MAIS Oversight Council.

MAIS 5580: Capstone (6 semester credit hours; divided into two sections taken over one full semester)

Students whose capstone proposals have been approved by the MAIS Oversight Council will register for the capstone course. In this course, the student will continue to work with individual faculty advisors and with the course instructor to research and write the capstone. The course instructor and fellow students will provide support, feedback and guidance to each student during the writing process. Students will also reflect on and assess their experiences with interdisciplinary inquiry and research. This course is taken pass/no credit. For further details, see the Capstone Guidelines.

Student Objectives

- Use research and interdisciplinary integration in writing the complete capstone paper.
- Reflect on the cognitive and affective experience of doing interdisciplinary work.
- Interpret individual experience in the MAIS Program holistically and as it relates to individual goals.
- Prepare the oral presentation of the capstone to the community.

Curriculum

MAIS courses are eight weeks in length for three credits each. Courses are offered sequentially, with two 8-week courses offered each semester. The capstone course is worth six credits and spans two 8-week terms. A student can complete the MAIS program in two years or five semesters by starting the program in the fall and taking two courses per semester, including the summers.

A course sequence for a student who begins the MAIS program in the fall may look like this:

Fall 1: MAIS 57100, MAIS 57200.

Spring 1: MAIS 57300, disciplinary course.

Summer 1: Disciplinary course, disciplinary course.

Fall 2: Capstone proposal development course, disciplinary course.

Spring 2: Capstone course (6 credits).

A course sequence for a student who begins the MAIS program in the spring may look like this:

Spring 1: MAIS 57300, disciplinary course.

Summer 1: Disciplinary course, disciplinary course.

Fall 1: MAIS 57100, MAIS 57200.

Spring 2: Capstone proposal development course, disciplinary course.

Summer 2: Capstone course (6 credits)

A course sequence for a student who begins the MAIS program in the summer may look like this:

Summer 1: Disciplinary course, disciplinary course

Fall 1: MAIS 57100, MAIS 57200.

Spring 1: MAIS 57300, disciplinary course

Summer 2: Disciplinary course

Fall 2: Capstone proposal development

Spring 2: Capstone course (6 credits)

Students may choose not to complete the program in five or six semesters. Students should be aware that the capstone proposal development course is offered in the fall and spring semesters only and not in the summer. The capstone course is offered in the spring and summers only and not in the fall.

Students who do not have approval of the capstone proposal at the end of the semester when they take the capstone proposal development course may continue in the next semester to work on the capstone proposal. They must register and pay for one credit hour of continuing research to pay for the college resources and advising. Students who do not complete the capstone at the end of the semester when they take the capstone course may continue in the next semester to work on the capstone. They must register and pay for one credit hour of continuing research to pay for the college resources and advising. Students have a maximum time of five years total in which to complete the MAIS program from the time of enrollment in the program until completion of the capstone. Students who do not finish within the 5-year limit may apply for an extension. No extensions will be given beyond seven years. Students who continue to work on capstone proposals or on capstones must register for one credit hour of continuing research in each semester in which they use college resources and advising. Students may stop out of the program by informing the program directors before the start of a semester, and they will not be charged for the semester. Students may not use advising or other college resources during the period when they are not enrolled. Students may not graduate in a semester in which they are not enrolled.

Assignment of Capstone Advisors

The Director of Graduate Studies assigns capstone advisors to each student at the beginning of the capstone proposal course. The semester prior to taking capstone proposal, students are required to schedule a meeting with the director to discuss potential capstone projects so that advisors can be selected. Every effort is made to match the student with faculty members whose expertise and research interests are the best fit for the proposed capstone project.

Students who have a capstone topic and have been assigned capstone advisors may choose to change the topic and/or capstone advisors during the capstone process. They must consult with the Director of Graduate Studies in order to do so. The requirements for changing topics and advisors depend on how far the student has gotten in the capstone process.

A student who is currently enrolled in the capstone proposal development course may change the capstone topic and capstone advisors without paying an extra fee. A student who has completed the capstone proposal development course or has had a capstone proposal approved may change the capstone topic and advisors by paying a fee equivalent to one credit hour of graduate tuition to cover the cost of new advising. In addition, the student must register for the 1-credit continuing research course needed for the next semester of work on the new capstone proposal. A student whose advisor or advisors become unavailable through no fault of the student's is not required to pay an extra fee for a new advisor or advisors.

A student who changes capstone topics and advisors after having received approval for the original capstone proposal must write and receive approval from the advisors and from the MOC for a new capstone proposal. A student who changes topics and advisors may retake the capstone proposal development course or the capstone course for no credit, if they have previously taken it at no charge to the student.

BIOLOGY CONCENTRATION

To enable biology teachers to earn a master's degree through the MAIS program by doing a biology concentration in our program, students will take the 3-course introductory MAIS sequence, 12 of the 18 credit hours in biology required for credentialing to teach at their high school, and the capstone proposal development and capstone course sequence. They must write an MAIS capstone. The total credit hours for the program with a biology concentration will remain at 30 credit hours. Teachers seeking the 18 hours required by the state may take those over and above the MAIS program as non-degree seeking students once they have finished the MAIS program or as additional hours not counted for MAIS program completion.

The Office of Strategic Academic Initiatives remains responsible for these teachers and their progress towards the 18 credit hours. They also remain responsible for determining if these candidates enter the program with the appropriate prerequisite biology knowledge to take the graduate level courses. It may be possible for a non-CAP student to take a biology course as long as they can demonstrate appropriate prerequisite knowledge using previous transcripts

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). Information about MAIS tuition and fees can be obtained by contacting the Office of Professional and Graduate Studies (330) 569-5161 or the Office of Student Accounts (330) 569-5114.

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 Student Accounts 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 Student Accounts no later than the first weekend of the semester. Students must apply every semester they wish to participate in the Deferment plan. 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 Professional and Graduate Studies Financial Aid application.

ENROLLMENT IN THE PROGRAM

During the admission process the MAIS Oversight 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 undergraduate 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) for the last two years or 60 credits of 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. The personal essay should address the following questions:
 - Why did you choose the MAIS program at Hiram College?
 - What are your personal motivations, interests, and goals for study?
 - How has your background prepared you for this program?
 - What skills do you bring to the MAIS program?
 - How will this program enable you to fulfill your life goals?

- Writing Sample. Strong writing skills are critical to success in the MAIS program. The applicant should submit a paper that he or she has written previously.
 - The paper must have been written in the last 5 years.
 - Choose something where you have been asked to analyze something, draw conclusions, support an opinion or otherwise generate an argument. We are looking for a critical analysis of a concept or issue. We are looking to see how you support that analysis in writing.
 - The writing sample could be a paper from a college level course or writing that was generated for a professional audience.
 - Business plans do not provide the narrative required of this sample.
 - Avoid items such as newsletter or other informational pieces.
 - The suggested length of the writing sample is 3-5 pages, typed, double spaced, 12 point font.
- Two letters of recommendation describing the student's motivation, intellectual ability, and accomplishments.

The application process requires a personal interview with representatives of the MAIS Oversight Council. An offer of admission expires after one calendar year at which time the applicant must reapply.

Readmission

Students who stop out of the MAIS program must complete a readmission application and discuss reenrollment with a representative from the Office of Professional and Graduate Studies. All academic and financial obligations must be met for a student to reenroll in the program.

REGISTRATION POLICIES

REGISTRATION DEADLINES

The registration period begins around the 5th weekend of each semester and ends prior to the start of a class. Registration for a class will not be accepted after the class has begun. Registration forms are available in the Office of Professional and 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 or make other arrangements.

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. Students are expected to fulfill regular attendance expectations and perform any additional tasks stipulated by the instructor. If these conditions are satisfactorily met, the audited course will be recorded on the student's official transcript with the mark of AU (Audit). If these conditions are not met, the student will receive a mark of ANC (Audit No Credit). Once the designation of audit has been selected it may never be 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.

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 Professional and Graduate Studies for the student to receive a refund or have an adjustment made in a transcript. Withdrawal from a course may incur tuition liability and academic penalty.

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 Director of the MAIS program. 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 Office of Professional and Graduate Studies. Hiram College will also require non-degree seeking students to submit their undergraduate transcripts with degree posted. Applications will be reviewed by the Director of the MAIS program and the Director of Academic Operations for Professional and Graduate Studies. The MOC may also be consulted. Enrollment will be based on permission and space availability.

GRADUATE COURSE AVAILABILITY FOR UNDERGRADUATE STUDENTS

In recognition of the academic capabilities of selected undergraduate students, graduate level elective courses may be taken with permission of the MOC.

ACADEMIC POLICIES

CREDITS

Credits are expressed in semester hours; 30 hours of academic credit are required to receive the Master of Arts degree in Interdisciplinary Studies.

Generally, courses carry three semester hours and meet four sessions face-to-face and with additional course time online in a blended format.

To obtain part-time status students must be registered for at least three 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 up to 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.

Academic Dishonesty

There are many forms of academic dishonesty, including plagiarism, the giving or receiving of help in any form on an examination, the sale or purchase of papers and test materials, the abuse of computer privileges and regulations, the misuse or abuse of online or library resources, and any other action which debases the soundness of the educational process. Any student who violates the integrity of the academic process will be subject to punishment, including possible dismissal from the College.

Hiram College believes that the development of intellectual honesty is at the heart of a college education. The process of education is severely compromised if we cannot depend on the academic integrity of each member of the community. Moreover, the principles of academic honesty are aligned closely with the principles of good scholarship and research, principles of critical thinking and reasoning, and the standards of professional ethics. Thus, students who fail to practice academic honesty not only risk losing the trust of the academic community, they also fail to develop the most essential skills and abilities that characterize a college graduate.

Faculty members, librarians and staff are expected to report all instances of academic dishonesty to the Director of Academic Operations, who will provide advice on an appropriate action.

TRANSFER CREDIT

Degree seeking candidates may request to have an evaluation for credit of graduate level course work taken at other colleges/universities. Such courses must make a logical contribution to the student's program. A maximum of three 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 MAIS Oversight Council.

TIME TO COMPLETE DEGREE

Students are expected to complete all degree requirements (including the final capstone project and presentation) within five academic years of beginning MAIS coursework. The timeline for completion is important to ensure students remain current in the coursework and knowledge of the MAIS curriculum. If a student has not completed all degree requirements at the end of his or her fifth academic year, students may complete an Application for Extension of Time Limits form and submit to the Director of the MAIS program. Students may be granted up to two additional years to complete the MAIS degree. No extensions are given beyond seven years.

CLASS ATTENDANCE

Attendance and active participation are important 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 Professional and 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 be eligible for an incomplete the student must have completed at least 75% of the coursework. An Incomplete Grade Request Form must be submitted by the final grade deadline for that semester. 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 Director of the MAIS program 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 enrolled in the capstone course. If there are extenuating circumstances, and upon approval of the Director of the MAIS program, a student may complete the project over a longer period of time. In such cases, the student would register for "continuing research" during each semester required.

OFFICIAL TRANSCRIPTS

Official transcripts are issued by the Registrar's Office. Students should contact the Registrar's Office (330) 569-5210 for information about how to order transcripts as well as costs associated with ordering transcripts. No transcript will be issued if a student owes Hiram College any part of tuition or fee account, library fine, or other obligation.

APPEALS OF GRADES AND CAPSTONE DECISIONS

A student who wishes to appeal grading or capstone decisions may request that representatives from the MOC review the decision. The Director of the MAIS program will consider student appeals of the MOC's 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 satisfactorily completed all 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 his or her diploma.

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

Graduate level students who have no more than six hours remaining and have an approved capstone proposal may petition through the Office of Professional and Graduate Studies to walk in May's Commencement Ceremony. Students should contact the PGS Office (330) 569-5161 for more information.

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 Professional and Graduate Studies.

If a student decides to withdraw from housing, the Office of Professional and 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 and returns his/her keys to the Office of Professional and Graduate Studies .

WRITING ASSISTANCE

Writing assistance is available for graduate students and may be arranged through the Office of Professional and Graduate Studies and in consultation with the Director of the MAIS program.

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 OFFICE OF CAREER AND ACADEMIC DEVELOPMENT

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 and Academic Development website: <http://www.hiram.edu/career>.

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 Professional and Graduate Studies.

Specific details about these and other student services are available online through Hiram College's website: www.hiram.edu

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.