

# Hiram College

## Office of Professional and Graduate Studies

# 2016-2017 Bulletin

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](http://www.hlcommission.org)*

The College is authorized by the Ohio Department of Higher Education. Hiram College programs are accredited by the Ohio Board of Nursing, the Commission on Collegiate Nursing Education (CCNE), the National Council for Accreditation of Teacher Education (NCATE), and The National Association of Schools of Music (NASM). Hiram College is recognized by the American Chemical Society.

### **Non-Discrimination Policy**

Hiram College is committed to equality of opportunity and does not discriminate in its educational and admission policies, scholarship and loan programs, and athletic and other school-administered programs 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 any of its students, faculty, or staff.

### **Notice of Change of Regulations: College Disclaimer**

Every effort is made to ensure the information contained in this document is accurate at the time of publication; however, Hiram College reserves the right to amend degree requirements, courses, College calendars, catalogs, schedules, fees, academic and other College policies and procedures as relevant to the mission and operation of the College without prior notice. All amendments will be communicated to the campus community by the appropriate College officials.

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## **ADMINISTRATION**

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**Lori Varlotta**

President

**Robert Haak**

Vice President and Dean of the College

**Richard Bartrem**

Interim Vice President for Business and Finance

**Lindajeane Heller Western**

Vice President of Enrollment

**Elizabeth Okuma**

Vice President and Dean of Students

**Cristine Boyd**

Chief Public Affairs Officer

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 number is (330) 569-5161.

# Hiram College

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Hiram College is a four-year coeducational liberal arts institution, continuously accredited by the Higher Learning Commission. Located on a 45-acre campus in the rolling countryside of northeast Ohio, the College is easily accessible from Cleveland, Akron, Warren, and Youngstown. Founded by members of the Disciples of Christ in 1850, Hiram is privately endowed and non-sectarian in its perspective and teaching. The college offers a Bachelor of Arts and a Bachelor of Science in Nursing degree (undergraduate program) and the Master of Arts degree (graduate program).

Surrounding the college, which is situated on one of the highest elevations in Ohio, is the beautiful rolling country of the Western Reserve, which still retains the New England atmosphere established by the early settlers of the area. The College is located in a setting of natural beauty suitable for outdoor activities in all seasons of the year.

Learning and growing through as many different experiences as possible, along with enduring friendships, are the keys to the Hiram experience. That experience cultivates extraordinary loyalty on the part of Hiram alumni, who have a record of providing exemplary support to the College. Recently, almost half of all alumni contributed financially to Hiram, and traditionally about 40 percent of all alumni give to Hiram's fund compared to a national average of about 25 percent.

## **THE MISSION AND VISION OF HIRAM COLLEGE**

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Hiram College's mission, core values, and vision provide a firm foundation for the college and inform its decisions and actions.

### **MISSION OF HIRAM**

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.

### **VISION OF HIRAM**

Hiram's students will be among those called to address the urgent problems facing our era. Answering this call will require timeless intellectual capacities for critical thinking, imaginative problem-solving, and reflective decision-making. Cultivating these skills in the foundational knowledge of humanity, nature, and their relationships, has been the essential core of the liberal arts tradition since its beginning in antiquity.

Hiram College commits to continuing the rich legacy of liberal learning for students, developing the knowledge, skills, and habits of mind acknowledged for over two millennia as both valuable in their own right and conducive to success in any endeavor. Throughout its rigorous core curriculum and specialized academic programs, Hiram College will emphasize the ability to think critically and communicate effectively, to engage in disciplined inquiry and autonomous learning, and to recognize the essential connectedness of all knowledge.

Liberal education has been traditionally concerned not only with developing the intellect, but also with educating the whole person. To this end, Hiram College attends to the emotional

and ethical lives of our students throughout both the curricular and co-curricular life of the campus, promoting respect for diversity, understanding of cultural difference, ethical reflection, and the ideal of engaged citizenship.

We believe in addition that learning by doing and knowing through experience are critically important preparation for the complex challenges that our students will confront in their lives and careers. Hiram College therefore commits to providing students, not only with rigorous and relevant preparation in their chosen areas of major study, but also with opportunities to prepare themselves to meet the challenges of their future careers through experiential learning, application of their new skills and knowledge to real problems, and attentive mentoring during the transition into their careers by both faculty and staff.

Because success will require rigorous preparation and superior effort, Hiram College expects the same of itself. Because our world sorely needs tolerance, civility, understanding and respect for diversity, Hiram must insist upon the same. Because solutions to the problems of our times can only be achieved through innovation, creativity, and boldness of vision, the College will continue to encourage and practice these, as it has since its founding in 1850.

This restatement of the College's mission was developed on the basis of an earlier text approved by the faculty and Trustees on June 1, 1985 which was based on a statement by James A. Garfield who served as principal of Hiram College (1857-1860) and later as the 20<sup>th</sup> President of the United States.

***“Tell me Burke, do you not feel a spirit stirring within you that longs to know — to do and to dare — to hold converse with the great world of thought and hold before you some high and noble object to which the vigor of your mind and the strength of your arm may be given?”***

From a letter dated January 15, 1857, from James A. Garfield, principal of Hiram College (1857-1860) and later twentieth President of the United States, to Burke A. Hinsdale, his student and later president of Hiram College (1870-1882).

## ■ TO KNOW

Since 1850, men and women have come to Hiram College expecting to gain valuable knowledge. For all, the broad base of the liberal arts and sciences seemed the best way to prepare for the lessons of life. Some saw their Hiram education as preparation for specific careers after graduation; others sought an undergraduate degree to pursue professional interests, as in medicine or law. Still others, perhaps without realizing it, came to refine their powers of observation, their skills in writing or speaking, their aesthetic sensibilities, and their analytical or critical skills, as well as to examine those moral and ethical foundations upon which culture is built. Hiram College continues to respect these various motives for gaining a liberal education. We believe that the study of the liberal arts and sciences is an inherently valuable activity, an end in itself; we also recognize that this kind of education is useful in a multitude of ways. Certainly the experience of our graduates demonstrates that our students, having been here, know how to lead more fulfilling lives.

## ■ To Do

In our aspirations for the future, we strive to build upon what has been done by our predecessors. Hiram College has maintained a strong academic reputation from the time that it was founded by members of the Christian Church (Disciples of Christ). As principal of the College before he became President of the United States, James A. Garfield solidified the institution's reputation for excellence. Our College is proud of its succession of distinguished scholars and teachers, from Almeda Booth and Burke Hinsdale in the nineteenth century through John Kenyon and Mary Louise Vincent in the twentieth. Traditionally, our faculty find new and effective ways to communicate an understanding of the liberal arts and sciences. They reach beyond the classroom to establish relationships of trust, mutual respect, and friendship with individual students. These distinctive qualities of a Hiram education are enhanced by the College's small size and village setting in the rolling hills of Ohio's Western Reserve. Future deeds must continue to be worthy of what has historically been done here.

## ■ TO DARE

Hiram College is a distinctive institution in that it has dared to foster innovation in the context of tradition, as evidenced by its introduction of the single-course plan, the Weekend College, and other experimental programs. In the coming years, Hiram must continue to meet contemporary needs while holding fast to that which is good in its rich heritage. This spirit of venturing forth into new and evolving disciplines while respecting the roots of liberal learning is enhanced by the resources of our own campus, by our nearby cities, and, through study abroad programs, by the world at large.

We are committed to a curriculum that requires the understanding of the interrelatedness of knowledge, that recognizes the integration of information for the resolution of issues, and that examines the ethical dimensions of human behavior. From this foundation, students shall pursue a sound understanding of a particular discipline that will prepare them for lifelong learning.

In order to take advantage of these opportunities, the students who come to Hiram, from a variety of backgrounds, should be individuals capable of intellectual and social growth, and ready to learn. As such, they will join a community enriched by their fellow students, the faculty and staff, our alumni, the families of our students, the Christian Church (Disciples of Christ), and our friends and colleagues near and far.

# The Office of Professional and Graduate Studies

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## ■ Staff

Gayle Bruno-Gannon - Partnership Site Coordinator

Christopher Byrne - Program Counselor

Thomas Deastlov - Director of Enrollment and Student Support Services

Sophie Kus – Program Counselor

Jennifer Miller – Director of Academic Operations

Vivien Sandlund - Director of the MAIS program/Professor of History

Lisa Schneider -Program Counselor

Nicole Wilson – Program Counselor

PGS Office: 330-569-5161

<http://www.hiram.edu/admission/adult-undergraduate>

The Office of Professional and Graduate Studies (PGS), located in Hinsdale Hall, offers a variety of programs for adult undergraduate and graduate students. We engage students through small class sizes, relevant coursework, and professional educators. Our nationally respected, liberal arts curriculum is designed to be convenient and flexible to fit the specific needs and lifestyle of adult learners. The PGS Office manages the academic programs and courses within the Weekend College, Community College Partnerships, online programs, off-campus programs (e.g. Northwoods), graduate studies, including summer graduate courses for professional educators, and Hiram's undergraduate summer school offerings.

## ■ Mission

The Office of Professional and Graduate Studies (PGS) has been serving the needs of post traditional learners for over 35 years. We are committed to providing exceptional service and quality instruction through our undergraduate and graduate academic programs. PGS is dedicated to helping students be successful by fostering and promoting lifelong learning, community involvement, exploring diversity, and by cultivating socially and ethically responsible learners.

## **THE HISTORY OF THE WEEKEND COLLEGE**

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Hiram College has long been a pioneer in curricular reform. In September 1977, the College instituted Ohio's first Weekend College, an innovative program to offer Hiram's traditional undergraduate courses to adults. Hiram is also distinguished by its long-standing commitment of off-campus and international education.

It was clear from the outset that a program designed for adults had to be serious and rigorous, while at the same time it had to be responsive to the specific needs of the adult learners. The structure of the Weekend College has proven to be an attractive alternative to evening programs as it has responded directly to both the demands and capabilities of adults for concentrated learning.

Classes meet on alternate weekends in a blended format with 50% of coursework on ground and 50% online. Face-to-face meetings take place between Thursday evening and Saturday afternoon. This format is possible because adult learners are highly motivated and capable of assuming a significant amount of independent study.

## **Admission to Professional and Graduate Studies at Hiram College**

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Hiram College admits students based on a holistic review of record. We look for students who have the ability to succeed at the College and who are likely to make a contribution to the Hiram community. Because Hiram offers a broad range of programs and opportunities, students present a variety of credentials and interests and come from many different social, geographical, economic, religious, and racial backgrounds. This diversity contributes to Hiram's vitality and encourages students to learn from each other; however, decisions on admission are made without regard to race, religion, gender, or national origin.

In addition to academic information, the motivation, initiative, and accomplishments of the individual are factors taken into consideration when evaluating an application for admission to programs within Professional and Graduate Studies. Qualities such as seriousness of purpose, emotional maturity, and breadth and depth of interests may affect the admission decision.

The admissions procedure consists of the following steps:

### **■ Degree-Seeking Students**

1. Complete a Professional and Graduate Studies admission application.
2. Submit official transcripts from high school or any college/university previously attended or where you have work in progress. Official transcript(s) should be sent directly to the Office of Professional and Graduate Studies at Hiram College.
3. Schedule an on-campus or phone interview to discuss the Professional and Graduate Studies program and your educational objectives.

Hiram College is eager to grant recognition for the accomplishments of its students outside of the classroom and for work that has been successfully completed at other accredited colleges or universities. It must be emphasized, however, that the awarding of advanced credit cannot

be allowed to detract from the College's commitment to the highest standards of academic performance.

## ■ **Non-Degree Seeking or Transient Students**

Individuals who want to take coursework for personal satisfaction may enroll under a non-degree seeking status. Students who have been regularly enrolled at another college or university may enroll as transient (unclassified) students and take a limited amount of coursework at Hiram College without becoming candidates for a Hiram degree.

1. Complete a non-degree, special student application for each non-consecutive semester enrolled.
2. Schedule an on-campus or phone appointment to register for class.

## ■ **Transfer of Credits**

Students transferring to programs within Professional and Graduate Studies at Hiram College may be eligible to receive transfer of credits. Courses in which students have earned grades of "C" or better, and which correspond to those offered at Hiram, are generally accepted for transfer of credit. Transfer credit hours are not included in the student's Hiram grade-point average.

A student may transfer in unlimited hours of transfer credit; however, in order to receive a Hiram College degree, a student must complete a minimum of 45 semester hours at Hiram College. Therefore, students transferring to Hiram should expect to spend at least three semesters to receive their degree. The work of the senior year (the final 30 hours) must be completed at Hiram College or in a Hiram College approved program. Students in the community college partnership programs taking designated courses in their program are exempt from this rule. Any exception requires approval of the Associate Academic Dean of the College.

Applicability of any accepted transfer credits to a major or a departmental requirement is expressly approved by the individual major departments. For the complete transfer policy, visit the registrar's page of the Hiram College website at <http://www.hiram.edu/academic-support-services/registrar/transfer-credit-guide-and-policy>

## ■ **Additional Hiram College Bachelor's Degree**

Hiram graduates who have already received either the B.A. or the B.S.N degree may wish to obtain the other bachelor's degree. Students interested in pursuing this must adhere to the following graduation requirements:

Students who have completed a Hiram College bachelor's degree and thus all general education requirements within the last five years may be exempt from completing general education requirements for their second Hiram bachelor's degree. All requirements for the major of the second bachelor's degree must be completed as well as maintaining a major and cumulative grade point average of 2.00. Major requirements are set by each academic program. Therefore, students should consult with a program counselor in PGS on requirements for the major.

Students returning to Hiram for their second bachelor's degree and who have been away from the College for five or more years may be required to follow the College's Core Curriculum general education requirements. Questions regarding status of general education requirements should be directed to the Registrar's Office.

Students pursuing both a Hiram B.A. and B.S.N. simultaneously must complete all requirements for each major, earn a 2.00 cumulative grade point average as well as a 2.00 grade point average in each major, and fulfill all general education requirements.

### ■ **Additional Hiram College Major after Hiram College graduation**

Hiram graduates who wish to return to Hiram to complete an additional major or minor may do so by contacting the Office of Professional and Graduate Studies. In most cases, students returning to complete an additional major/minor will not be eligible for financial aid. Questions regarding financial aid should be directed to the Financial Aid Office.

## **THE CURRICULUM**

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While the Office of Professional and Graduate Studies has incorporated a number of features designed to meet the needs of adult learners, the program should not be viewed as distinct from Hiram College itself. We believe each Hiram student, upon completion of the graduation requirements, will have an education in the depth, breadth, and interrelatedness of knowledge that is the liberal arts tradition.

The Office of Professional and Graduate Studies maintains Hiram's commitment to the principles that education makes an important difference in an individual's life. Many courses in the curriculum offer practical skills that are immediately relevant to a professional career. As a liberal arts institution, however, Hiram has steadfastly believed that the most useful education requires even more.

Our majors offer courses that help develop specialized skills to improve job capabilities; at the same time they provide opportunities for personal and cultural enrichment. Since education must entail depth in a special field of study, students are encouraged to focus their studies in particular disciplines.

Students have an important role in developing their own programs of study. A program counselor is assigned for each student to help plan a course of study, consider educational objectives, and generally provide advice and counseling. Adults who have taken college courses years ago, or who have never attended college, often feel uncomfortable about the prospect of returning to school. A close working relationship with one's program counselor alleviates the confusion and impersonal characteristic of other programs.

The graduation requirements constitute the general education component of a student's liberal arts education at Hiram. Students will improve their writing and analytical skills and will learn about the interrelatedness of knowledge. Each student will also explore interdisciplinary studies, which focus on both contemporary and timeless questions of intellectual relevance to mankind.

In addition to completing the general graduation requirements, students will also choose a major area of study. Students should explore the majors available and discuss their options with their program counselor and the staff in the Office of Professional and Graduate Studies.

## **CLASS SCHEDULE**

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The Office of Professional and Graduate Studies offers courses in a variety of delivery modes to meet the needs of the post traditional student. We offer courses in a blended format or fully online.

All courses are offered in an 8-week format. Online courses are offered in an asynchronous format. Although students are not required to log into their course at the same time as other students and instructors, students should expect to participate in their course at regular intervals throughout the week.

Blended courses are a combination of on campus and online delivery modes. On campus meeting days and times will be indicated on the course schedule. Online technology will compliment face-to-face meetings.

For classes that meet on campus we offer the following class meeting times during the fall and spring semesters:

- Period 1: Thursday, 6:00 p.m. – 10:00 p.m.
- Period 2: Friday, 6:00 p.m. – 10:00 p.m.
- Period 3: Saturday, 8:00 a.m. – 12:00 p.m.
- Period 4: Saturday, 12:15 p.m. – 1:15 p.m. (Blended workshops)
- Period 5: Saturday, 2:00 p.m. – 6:00 p.m.
- Period 6: Saturday, 6:30 p.m. – 8:30 p.m. (Labs)
- Period 7: Days and Times TBD (One-day workshops)

During the summer semester, classes will meet in the evenings during the week, in addition to the weekend schedule indicated above.

## **GRADUATION REQUIREMENTS**

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The requirements for graduation from Hiram College are the embodiment of the liberal arts tradition in our curriculum. We believe a Hiram College graduate must be able to write and speak effectively, be knowledgeable about our intellectual heritage, and be aware of the inter-relatedness of knowledge. We seek to accomplish this through our core courses, required of all students.

All undergraduate students in Professional and Graduate Studies are candidates for the Bachelor of Arts degree. This degree is conferred upon completion of 120 hours of credit with an overall grade-point average of at least 2.00 as well as a 2.00 grade-point average in the student's designated major and minor. Transfer students must complete the minimum number of semester hours of credit at Hiram College as indicated in Transfer of Credits (page 10). These requirements apply to all graduates.

The College's graduation requirements constitute the general education component of a student's liberal arts education at Hiram, known as the Core Curriculum. Courses used to fulfill these categories must encompass at least six different academic disciplines. Each student explores the breadth and diversity of the liberal arts through engaging in a series of

eight discipline-based courses distributed throughout the college. They will learn about the interrelatedness of knowledge through their interdisciplinary requirement. All students will enroll in two interdisciplinary experiences, which focus on both contemporary and timeless questions of intellectual relevance to humankind.

The Core Curriculum comprises approximately one-third of a student's course work at Hiram. Each Hiram student, upon completion of the graduation requirements, will have an education in the depth, breadth, and interrelatedness of knowledge that is the liberal arts tradition.

Through the process of completing the Core Curriculum, students acquire a foundation of experience to guide their decision about a major. Students will usually declare a major after exploring the opportunities available and discussions with their program counselor and faculty. The student's decision about a major is most often influenced by a genuine enjoyment of the department's faculty and course work. Hiram's small classes foster a mentoring relationship between professor and student which is strengthened by the depth of study in a student's major.

Requirements for students entering during the fall 2016 semester and forward are listed below.

**I. Writing Requirement:** All students must successfully complete a two-course writing sequence, Writing in the Liberal Arts (WRLA) 10101 and Foundations of the Liberal Arts (FDLA) 20101, or its equivalent as approved. These two courses are to be taken consecutively and should be completed during the student's first year at Hiram.

**II. Interdisciplinary Requirement:** All students must successfully complete two interdisciplinary courses. At least one of these courses must be team-taught.  
*An interdisciplinary course is one in which the perspectives of different disciplines are brought to bear on a single topic or on a series of related questions. The questions and issues may be historical, scientific, ethical, aesthetic, philosophical, or literary; abstract or concrete; local, national, or global.*

Note: Interdisciplinary courses used to fulfill one of the eight categories (CM, IM, MM, SM, CA, EW, UD, ES) cannot count double toward the interdisciplinary requirement. Although an INTD course may be approved as satisfying one of the eight categories, it cannot double-count for a single student. Students must choose to apply the INTD course toward either one of the eight categories or as an INTD requirement.

### III. Core Curriculum Requirement:

**Ways of Knowing:** Hiram College is committed to a rigorous, creative, and demanding intellectual environment that focuses on methods for acquiring and analyzing knowledge. One course that satisfies each of the relevant sets of goals is required.

#### **Creative Methods (CM)**

*The expression of human creativity involves the development of practical and evaluative skills. Courses satisfy this requirement by helping students to understand the creative process and by teaching them the intellectual skills necessary for reflection and evaluation of artistic products.*

- Goal: Acquire the vocabulary necessary to talk intelligently about one's own creative art as well as the creative art of others, and to clearly articulate the aesthetic experience.
- Goal: Develop the hands-on skills that are necessary for aesthetic expression and reflection, and practical knowledge essential to the implementation of creative techniques and concepts.

#### **Interpretive Methods (IM)**

*The human experience of meaning involves the application of interpretation to a broad variety of human endeavors, including art, music, literature, and philosophical and religious texts. Courses satisfy the goals for this requirement by teaching the skills necessary to interpret one or more forms of human expression.*

- Goal: Interpret the human experience of meaning as expressed in artistic and intellectual products.
- Goal: Apply the knowledge and perspective gained from interpretive analysis to a broader understanding of the world or to one's own life.

#### **Modeling Methods (MM)**

*Modeling involves the construction of abstractions that capture and simplify physical, social, biological, and other complex phenomena. The models are then analyzed using deduction and logic, statistics, and/or mathematics in order to better understand and interpret the original. Courses satisfy the goals for this requirement by teaching modeling and methods for analyzing models.*

- Goal: Understand the role of models in explaining the world and universe, including techniques for testing the accuracy and limitations of models.
- Goal: Use this understanding to solve problems: learn to apply models to understand a variety of real world situations.

#### **Experimental Scientific Methods (SM)**

*The application of reason to the natural world requires the use of the hypothetical-experimental method. Courses satisfy the goals for this requirement by teaching, in a hands-on laboratory environment, the empirical method in practical data-gathering learning experiences, and reflection on the nature and limits of this methodology.*

- Goal: Develop hands-on skill acquiring reproducible data and interpreting them within a theoretical framework.

- Goal: Understand the application and limitation of experimental data and theoretical frameworks to the natural world.

### **Social and Cultural Analysis Methods (CA):**

*Human behavior is organized by complex systems which differ widely across societies and over time. Human knowledge cannot be understood without considering historical, social, and cultural contexts. Courses satisfy this goal by teaching students the conceptual and analytic tools necessary to make sense of these essential dimensions of our existence.*

- Goal: Examine social life as displayed in history, culture, power structures, norms, or customs.
- Goal: Acquire the analytical skills and critical sensibilities to understand human society and culture.

**Ways of Developing Responsible Citizenship:** Hiram College is committed to the goal of developing socially responsible, ethical citizens. One course that satisfies each of the relevant sets of goals is required for each student.

### **Experiencing the World (EW)**

*Hiram students must prepare to live as citizens of the world. Courses help students to do this by helping them develop capacities for understanding international issues, other peoples and other cultures, and the nature of responsible, engaged global citizenship.*

- Goal: Demonstrate an informed understanding of the values and attitudes of people in another culture, and the ways in which these influence the contemporary world.
- Goal: Evaluate critically, and on the basis of explicit criteria, the culture of a foreign society.

### **Understanding Diversity in the United States (UD)**

*The United States is richly diverse. Encountering and learning the necessary skills for interaction with this diversity is essential to a liberal arts education at Hiram College. Courses satisfy these goals by introducing students to the diversity of our own country and equipping them with the intellectual skills necessary for conversing in this complex environment.*

- Goal: Demonstrate an understanding of the diversity of U.S. society and the ways in which different groups have experienced and confronted issues of diversity.
- Goal: Demonstrate as well an informed awareness and understanding of U.S. commonality – those principles and values that are most central to the experience of the United States.
- Goal: Address matters of diversity in a variety of contexts, including ethical, social, and personal.

### **Meaning, Ethics, and Social Responsibility (ES)**

*The ability to formulate and evaluate claims about meaning and value is essential to the tasks of forming identity and being responsible citizens. Courses satisfy this goal by teaching both conceptual tools and practical skills that permit students to reflectively evaluate their own lives and interact responsibly in the lives of others.*

- Goal: Understand the ways in which claims about values are discovered, articulated, and justified.
- Goal: Apply this understanding, in conjunction with practical skills, to reflective evaluation about one's own beliefs and those of others and/or engagement with contemporary social, political, and ethical problems.

### **“Leapfrogging” Core Curriculum Categories**

If a student places out of an introductory-level course and then proceeds to take an advanced level class in the same discipline, he or she might be eligible to receive General Education credit attached to the introductory class upon completion of the advanced-level course. This advanced course must be a logical sequel to the introductory-level class: it should apply and build upon the methodology and content learned in the introductory level class. The student should apply to the associate dean for this consideration. He or she should expect to fill out the appropriate Core Curriculum form to document his or her engagement with the learning outcome goals associated with the relevant Core category.

## **MAJOR AREAS OF STUDY**

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Students must successfully complete a major to graduate from Hiram College. The majors offered through Professional and Graduate Studies include: Accounting and Financial Management, Business Management, Communication, Entrepreneurship, Healthcare Services Management, Integrated Environmental Studies, Marketing, and Social Sciences.

### ***Accounting and Financial Management***

The Accounting and Financial Management program at Hiram College develops the student's ability to evaluate, analyze, and critique business strategies and transactions based on a complex body of accounting, tax, auditing and cost management principles. The Accounting and Financial Management program further enables students to recognize the financial and economic impact of such business strategies, use and develop financial models to assist in the analysis of business strategies, and effectively communicate the results of such analysis.

To satisfy the requirements for an accounting and financial management major, a student must complete all of the required accounting courses (30 semester hours), complete the required correlative courses (16 semester hours), and complete at least two advanced courses, chosen in consultation with their academic advisor. Transfer students will be required to complete at least 30 hours of the major (including at least one of the accounting and financial management advanced courses) through coursework at Hiram College.

#### **Accounting**

- ACCT 22500: Financial Accounting: CA
- ACCT 22600: Managerial Accounting
- ACCT 35100: Intermediate Accounting I
- ACCT 35200: Intermediate Accounting II
- ACCT 24000: Professional Responsibilities: ES
- ACCT 30900: Federal Tax Accounting
- ACCT 31900: Auditing
- ACCT 44100: Advanced Accounting
- ACCT 48000: Senior Capstone

**Economics**

ECON 20200: Principles of Macroeconomics

**Management**

MGMT 21800: Organizational Behavior: CA

MGMT 30200: Corporate Finance

**Mathematics**

MATH 10800: Statistics: MM

**Advanced Courses:** At least two (2) courses chosen in consultation with a departmental advisor from the following courses.

ACCT 32500: Cost Management

ACCT 33000: Financial Statement Analysis and Valuation

ACCT 33500: Decision Making Using Financial Models

ACCT 34000: Accounting Information Systems

MGMT 32100: Business Law I

Students must earn a C- or better in all Required and Advanced Coursework.

***Business Management***

The business management major is offered in the context of the liberal arts tradition. Managers are essentially decision makers who must possess the ability to reason clearly and to express themselves effectively.

To satisfy the requirements for the business management major, a student must take all of the required economics/management courses and a minimum of 13 semester hours of credit in one of the tracks. Transfer students will be required to complete at least 30 hours of the business management major at Hiram College.

**Accounting**

ACCT 22500: Financial Accounting: CA

**Economics**

ECON 20100: Principles of Microeconomics: MM

ECON 20200: Principles of Macroeconomics

**Management**

MGMT 21800: Organizational Behavior: CA

MGMT 25500: Principles of Marketing: CA

MGMT 47900: Research Methods and Design

MGMT 48000: Senior Seminar

**Mathematics**

MATH 10800: Statistics: MM

MATH 13200: Methods of Decision Making: MM

**Required Track Coursework** (students must complete a minimum of 13 semester hours of credit in one of the following tracks)

**Marketing:**

COMM 24900: Principles of Advertising  
MGMT 30100: Marketing Management  
MGMT 31800: Consumer Behavior  
MGMT 32600: Persuasion and Attitude Change  
MGMT 35500: Marketing Research  
MGMT 36100: Multinational Marketing: EW

**Organizational Leadership:**

ACCT 22600: Managerial Accounting  
ACCT 32500: Cost Accounting  
MGMT 22100: Group Interaction Processes  
MGMT 22200: Organizational Communication  
MGMT 36600: Organizational Development  
MGMT 30200: Corporate Finance  
MGMT 32100: Business Law I  
MGMT 32700: Human Resource Management  
MGMT 34000: International Management: EW  
MGMT 36800: Organizational Leadership

***Communication***

The communication major is designed to aid students in developing the skills and theoretical understanding necessary for a successful communicator. It assumes the practical application of knowledge about human communication and application of communication skills to every human situation or context. The major is helpful not only to communicators for media but also to managers who must convey instruction and ideas successfully and to individuals whose work requires skillful public contact.

To satisfy the requirements for a communication major, a student must take all the required communication and writing courses and a minimum of six communication courses (at least 20 hours) within one of the two tracks.

Transfer students will be required to complete at least half of the coursework in their Communication major at Hiram College.

**Communication**

COMM 10100: Foundations of Public Communication  
COMM 30000: Human Communication Theory  
COMM 47000: Research Methodologies  
COMM 48000: Senior Research

**Writing**

WRIT XXX00: Students must complete one writing course beyond Writing in the Liberal Arts and Foundations of the Liberal Arts.

**Required Track Coursework** (students must complete a minimum of six communication courses (at least 20 hours) within one of the following tracks)

**Organizational Communication:**

COMM 22000: Interpersonal Communication: CA  
COMM 22100: Group Interaction Processes  
COMM 22200: Organizational Communication

COMM 22500: Nonverbal Communication: CA  
COMM 23000: Argumentation and Advocacy  
COMM 25000: Communication between Cultures: EW  
COMM 28000: Business and Professional Communication  
COMM 32400: Gender Communication: CA  
COMM 32600: Persuasion and Attitude Change

**Mediated Communication:**

COMM 23700: Media Law and Ethics: ES  
COMM 24000: Survey of Journalism  
COMM 24100: Mass Media and Society  
COMM 24500: Public Relations  
COMM 24800: Media and Multiculturalism: UD  
COMM 24900: Principles of Advertising  
COMM 32600: Persuasion and Attitude Change  
COMM 34900: Media and Relational Communication: CA

***Entrepreneurship***

The mission of Integrated Entrepreneurship is to foster an expansive sense of the possible, an exploration of personal passion, an ownership of one's ideas and actions, and a commitment to add value to one's self and community.

At Hiram College, entrepreneurship is more than organizing and starting a business. It is a way of thinking. The skills and character fostered by the liberal arts are an excellent foundation for successful entrepreneurs, who use their passion to create valued products, services, and programs. The synergy of the liberal arts and entrepreneurship helps students develop the knowledge, skills, and mindset necessary to enhance their own lives, and those of their communities and society, no matter their areas of study or chosen career paths.

**Required Major Coursework:**

ACCT 22500: Financial Accounting: CA  
ECON 20100: Principles of Microeconomics: MM  
ENTR 20510: Entrepreneurial Mindset: CM  
ENTR 30600: The Entrepreneurial Process  
ENTR 38000: Entrepreneurial Financing  
ENTR 38000: Entrepreneurial Marketing  
ENTR 32100: Integrative Entrepreneurship  
ENTR 48000: Capstone  
MGMT 21800: Organizational Behavior: CA  
MGMT 25500: Principles of Marketing: CA  
MGMT 31700: Small Business Management  
MGMT 32100: Business Law 1  
MGMT 32600: Persuasion and Attitude Change  
MGMT 32700: Human Resource Management  
MGMT 38000: Project Management  
MATH 10800: Statistics: MM

## ***Healthcare Services Management***

Hiram College's strong liberal arts curriculum provides an excellent context for the healthcare services management major. As today's technologies of medical science become more complex and demanding, so do the larger ethical, humanistic issues which pervade the day-to-day practice of healthcare professionals. Developments in healthcare services have generated a need for managers who are able to facilitate the integration of the various parts of the healthcare delivery system. The demand for individuals who not only understand the clinical aspects but also have effective management and communication abilities has increased.

The Healthcare Services Management major is designed for certified/registered professionals in allied health fields who are graduates of a two-year accredited program and have passed a national registry exam. Examples of such professionals include: Registered Nurses, Cardiac Perfusionists, Dental Hygienists, Nuclear Medicine Technologists, Ophthalmology Medical Technicians, Physician Assistants, Respiratory Therapists, and Radiation Technologists.

Professionals who are certified/registered in an eligible area will receive 45 semester hours of credit at Hiram College toward a Healthcare Services Management major. This credit will constitute the allied health segment of the student's major. If a certified/registered professional chooses to major in an area other than Healthcare Services Management, he/she is not eligible to receive the 45 hours of credit at Hiram College. The major draws upon Hiram College's Biomedical Humanities Program, which emphasizes the ethical, religious, social, economic, and other non-technological issues in healthcare and helps student develop the skills to address the complexity of solving healthcare problems. It has an interdisciplinary focus, with core courses required of all students and correlative courses that permit the students to pursue their individual personal and professional interests.

The core courses stress the communication skills, diversity sensitivity, and ethical development required of all healthcare professions. These courses include a laboratory science course, statistics, communication and philosophy courses, and organizational behavior. Two Interdisciplinary courses are selected from Hiram College's Center for Literature and Medicine program, a consortium established with the Northeast Ohio Medical University (NEOMED).

To satisfy the requirements for the healthcare services major, a student must take all of the required courses and a minimum of four courses (at least 12 semester hours of credit) with at least two courses at the 300/400 level in the area of concentration. Transfer students must complete at least twenty-four (24) semester hours of coursework for the major at Hiram College.

### **Communication**

COMM 10100: Foundations of Public Communication

### **Interdisciplinary**

XXX00: Must come from the Biomedical Humanities area

XXX00: Must come from the Biomedical Humanities area

*\*These courses may also satisfy the general graduation INTD requirement.*

### **Laboratory Science**

XXX00: \_\_\_\_\_

**Mathematics**

MATH 10800: Statistics: MM

**Management**

MGMT 21800: Organizational Behavior: CA

**Philosophy**

PHIL 21900: Contemporary Moral Problems: ES

**Required Track Coursework:** Students must take a minimum of four courses (at least 12 semester hours of credit) with at least two courses at the 300/400 level in one of the two areas of concentration):

**Management**

*\* Courses that fulfill a core requirement may not be double-counted in the track.*

***Integrated Environmental Studies***

The Integrated Environmental Studies program encourages students to become informed and responsible citizens of the world by gaining enough breadth and expertise to critically evaluate issues that concern local and global human impacts on our natural environment, and subsequently on ourselves. More specifically, the program gives students many opportunities to develop interdisciplinary perspectives and emphasizes problem-solving approaches to understanding the dynamic and complex balance between human activities and the integrity of our environment. The course of study is strongly interdisciplinary in its nature and requires students to assimilate sometimes opposing perspectives and information from widely different domains of human endeavor, and to integrate these into an attitude of constructive environmental advocacy and problem-solving collaboration. Graduates are able to enter a wide range of careers, which include agricultural economics, public health, environmental assessment and planning, community development, environmental education, public lands management, public policy, and others.

To satisfy the requirements for the integrated environmental studies major, a student must take all the required interdisciplinary, environmental science, economics, mathematics, natural science, communication, writing and humanities courses, and one of the three tracks. Transfer students must complete a minimum of 35 hours in the major at Hiram College.

**Communication**

COMM 10100: Foundations of Public Communication: CA or

COMM 22000: Interpersonal Communication or

COMM 22100: Group-Interaction Processes or

COMM 23000: Argumentation and Advocacy

**Economics**

ECON 20100: Principles of Microeconomics: MM

**Environmental Studies**

EVST 18000: Integrated Perspectives in Environmental Studies

EVST 24100: Principles of Ecology: SM

EVST 33800: Environmental Activism and Policy

EVST 48000: Senior Seminar

**Humanities**

ENGL 28000: Survey of Environmental Literature or  
HIST 24000: American Environmental History: CA, UD or  
PHIL 27000: Environmental Ethics: ES

**Interdisciplinary**

INTD 22500: Humans and the Environment: ES

**Mathematics**

MATH 10800: Statistics: MM

**Natural Science**

CHEM 10100: Chemistry in Context: SM or  
EVST/GEOL 20900: Environmental Geology

**Writing**

WRIT 21500: Writing about Nature or  
WRIT 31100: Writing for Business or  
WRIT 32400: Writing for Science or  
WRIT 34500: Writing for Publication

**Required Track Coursework:** Students must complete all of the coursework in at least one of the following tracks:

**Environmental Sustainability and Social Responsibility:**

ECON 21000: Sustainable Economic Development: MM  
ECON/EVST 23200: Environmental Ecology  
EVST 28000: Energy and Sustainability  
EVST/SOAN 30300: Environmental Sociology: CA

**Natural Resource Conservation and Management:**

BIOL 10100: Beginning Field Biology  
BIOL/EVST 34400: Conservation Biology  
GEOL 28000: Oceanography  
EVST/SOAN 30300: Environmental Sociology: CA

**Urban Environment and Planning:**

EVST 28000: Energy and Sustainability  
EVST/SOAN 30300: Environmental Sociology: CA  
INTD 33600: Urban Design and Regional Planning  
INTD 36500: Urban Land Use Policy

## ***Marketing***

The American Marketing Association defines marketing as "... the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large." The marketing major at Hiram College develops students with the knowledge and skills to be successful in a wide variety of careers in marketing. An emphasis on a strong knowledge base, skill development, practical experience, ethics, and excellent writing and speaking skills uniquely prepares students to be agile in the diverse, rapidly changing, global marketing arena.

### **Required Major Coursework:**

ACCT 22500: Financial Accounting: CA  
COMM 24900: Principles of Advertising  
ECON 20100: Principles of Microeconomics: MM  
MGMT 21800: Organizational Behavior: CA  
MGMT 25500: Principles of Marketing: CA  
MGMT 31800: Consumer Behavior  
MGMT 35500: Marketing Research  
MGMT 28000: Service Marketing **OR**  
MGMT 28000: Social Media Marketing  
ENTR 32100: Integrative Entrepreneurship  
ENTR 38000: Entrepreneurial Marketing  
MGMT 48000: Marketing Capstone  
MATH 10800: Statistics: MM

### **Required Elective Coursework:**

COMM 24500: Public Relations  
MGMT 32600: Persuasion and Attitude Change  
MGMT 38000: Business Ethics  
MGMT 30100: Marketing Management  
MGMT 36100: Multinational Marketing: EW  
ENTR 20510: Entrepreneurial Mindset: Creativity and Innovation: CM

## ***Social Sciences***

Bureaucracy, technology, urbanization, and industrialization have radically transformed the way people live and what they believe. The disciplines of communication, economics, management, history, political science, psychology, and sociology provide the technique and knowledge to investigate the workings and development of modern society. A grasp of the complexity of human behavior and of the dynamics of societal change will enable students to come to terms with the bewildering prospects of living peacefully and comfortable in the modern world.

To satisfy the requirements for the social sciences major, a student must complete a minimum of 60 semester hours of coursework to include a Primary and Secondary Area of Concentration selected from the disciplines below. Transfer students must complete a minimum of 35 hours of major coursework at Hiram College.

Social Science Disciplines:

Communication  
Economics  
Education

History  
Management (excluding  
accounting & finance  
courses)

Political Science  
Psychology  
Sociology

**PRIMARY AREA OF CONCENTRATION:** Six courses (at least 20 semester hours) must be chosen from one discipline. At least two of these courses must be chosen from the 20000 level and at least two from the 30000 or 40000 level. Transfer students must complete at least four of these six courses at Hiram College.

**SECONDARY AREA OF CONCENTRATION:** Four courses (at least 12 semester hours) must be chosen from a second discipline. At least one of these courses must be chosen from the 20000 level and at least one must be chosen from the 30000 or 40000 level. Transfer students must complete at least two of these four courses at Hiram College.

**ADDITIONAL COURSEWORK:** Additional courses must be chosen from the disciplines listed above to bring the total to at least 60 semester hours. These courses may be distributed across the related departments and disciplines as the student chooses.

## **MINORS**

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Although minors are not required for graduation, many students choose one. A minor area of study consists of courses specified by each department. Typically, minors consist of five or six courses, over half of which must be taken at Hiram College. Minors available through the Office of Professional and Graduate Studies are accounting, communication, entrepreneurship, environmental studies, and management. Requirements for each of these minors are available in the Office of Professional and Graduate Studies.

## **DUAL MAJOR AND MINOR POLICY**

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The curriculum of the Office of Professional and Graduate Studies includes eight majors that may be completed in our weekend or online format at Hiram College and/or our community college partnership locations: Accounting and Financial Management, Business Management, Communication, Entrepreneurship, Healthcare Services Management, Integrated Environmental Studies, Marketing, and Social Sciences. Students may elect to double major while at Hiram College. Following is a list of the majors offered and acceptable secondary majors:

**Accounting and Financial Management:**

Students majoring in Accounting and Financial Management may choose a second major in Communication, Environmental Studies, Social Sciences, and Healthcare Services Management. Students may not double major in Accounting and Financial Management and Business Management.

**Business Management:**

Students majoring in Business Management may choose a second major in Communication, Environmental Studies, and Healthcare Services Management. Students may not double major in Business Management and Accounting and Financial Management or Social Sciences.

Communication:

Students majoring in Communication may choose a second major in Accounting and Financial Management, Business Management, Environmental Studies, and Healthcare Services Management. Students may not double major in Communication and Social Sciences.

Integrated Environmental Studies:

Students majoring in Integrated Environmental Studies may choose a second major in Accounting and Financial Management, Business Management, Communication, Social Sciences, and Healthcare Services Management.

Healthcare Services Management:

Students majoring in Healthcare Services Management may choose a second major in Accounting and Financial Management, Business Management, Communication, Environmental Studies, and Social Sciences.

Social Sciences:

Students majoring in Social Sciences may choose a second major in Environmental Studies. Students may not double major in Social Sciences and Accounting and Financial Management, Business Management, Communication, or Healthcare Services Management.

Although minors are not required for graduation, many students choose one. A minor area of study consists of courses specified by each department. Typically, minors consist of five or six courses, over half of which must be taken at Hiram College. Minors available through the Office of Professional and Graduate Studies are accounting, communication, entrepreneurship, environmental studies, and management. Requirements for each of these minors are available in the Office of Professional and Graduate Studies.

Minors cannot be taken in the same academic area as the major. Courses cannot be applied toward both a major and a minor without the approval of the relevant departments and the Director of Academic Operations for Professional and Graduate Studies. Following is a list of the majors offered and acceptable minors:

Accounting and Financial Management:

Students majoring in Accounting and Financial Management may choose a minor in Communication, Entrepreneurship, or Environmental Studies. Students may not major in Accounting and Financial Management and minor in Accounting or Management.

Business Management:

Students majoring in Business Management may choose a minor in Communication, Environmental Studies, or Entrepreneurship. Students may not major in Business Management and minor in Accounting, or Management.

Communication:

Students majoring in Communication may choose a minor in Accounting, Environmental Studies, Entrepreneurship, or Management.

#### Integrated Environmental Studies:

Students majoring in Integrated Environmental Studies may choose a minor in Accounting, Communication, Entrepreneurship, or Management.

#### Healthcare Services Management:

Students majoring in Healthcare Services Management may choose a minor in Accounting, Communication, Environmental Studies, or Entrepreneurship. Students may not major in Healthcare Services Management and minor in Management.

#### Social Sciences:

Students majoring in Social Sciences may choose a minor in Accounting, Environmental Studies, or Entrepreneurship. Students may not major in Social Sciences and minor in Communication or Management.

*Only three (3) courses can be used to satisfy requirements for both the double major or major and minor. All other minor course requirements must be separate from the major course requirements. Any student interested in a minor offered by Hiram College, but not in through Professional and Graduate Studies, should consult his or her program counselor and the Director of Academic Operations for Professional and Graduate Studies.*

## **ACADEMIC PROCEDURES**

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### **■ Registration**

New students may register for classes only after they have completed all admission procedures and been admitted to the College. Program Counselors in the Office of Professional and Graduate Studies will assist new students with their first semester of course registration. Subsequent registrations will be completed in conjunction with scheduled registration and advising sessions. Full payment of all charges is due before the classes begin.

All students must register for classes during the scheduled registration period each semester. Prior to this official registration, students must meet with their program counselor during the scheduled advising times to plan their academic work for the coming term. Registration for students already enrolled in the weekend program occurs during the preceding semester. Course spaces are filled on a first come, first serve basis.

Generally, once a course has met, no student will be permitted to add the course to his/her schedule. To add a course after a course has met, a student must complete a course add slip and obtain written permission from the instructor of the course as well as the Director of Academic Operations for Professional and Graduate Studies.

## ■ Classification of Students

Designations are made each semester in accordance with the following table:

<b>Class</b>	<b>Credit hours</b>
Freshman	0-23
Sophomores	24-55
Juniors	56-89
Seniors	90 and above

## ■ Traditional Students Registering for Professional and Graduate Studies Courses

During the 12-week session, traditional students with junior or senior standing and a minimum 2.0 GPA may take one PGS course on a space available basis and with permission of the Director of Academic Operations for Professional and Graduate Studies. Students who wish to take a PGS courses must go to the Associate Dean's office (Hinsdale 3<sup>rd</sup> floor) and complete a course add form. If the PGS hours place a student over 20 hours for the semester, they must receive permission from the Dean of the College. When registration for PGS students is complete, traditional students will be notified if they have been accepted in the course they requested. Students who are accepted into a PGS course should be aware that, due to the condensed format for class meetings, attendance at all sessions is required. Excessive missed classes may result in failure of the course. Students should also be aware that course calendars between traditional and PGS can vary. Students are advised to check the meeting dates for all classes carefully.

Please note that PGS online session 1 is handled the same as a 12-week course. PGS online session 2 is handled the same as a 3-week course. It is College policy that traditional students may not take a three-week course through PGS except in very unusual circumstances and must receive permission not only from PGS's Director of Academic Operations but also the Associate Dean of the College. In addition, students must receive special permission from the Associate Dean of Students in Residential Education to remain on-campus during a 3-week term when they are taking only a PGS or online class. International students with F-1 visas will have additional restrictions and must be approved by the Director of International Services prior to enrolling in any online course.

During the summer term, traditional students may register online for PGS courses without restriction, and take as many courses as they would like. For more information contact The Office of Professional and Graduate Studies, Hiram College, 330.569.5161, or [www.hiram.edu/pgs](http://www.hiram.edu/pgs).

## ■ Grade Reports

Final course grades are recorded by the Registrar's Office at the end of each semester and are posted electronically. Students required to submit a hard copy of their grades for reimbursement purposes must contact the Registrar's Office at (330) 569-5210 each semester to request an official grade letter.

## ■ Credits

Credits are expressed in semester hours; 120 hours of academic credit are required for graduation.

Courses carry either three hours of semester credit or four hours of semester credit. Within the blended format, courses normally meet for four hours face-to-face on four alternate weekends with additional course content and engagement such as participating in discussions, taking tests or quizzes, or other course activities taking place online in-between face-to-face meetings. Fully online courses are eight weeks in length. Registration for online courses occurs during the scheduled advising and registration sessions. Online courses follow a different withdrawal policy. See the Withdrawal and Refund section in this bulletin for more detailed information on withdrawing from an online course.

To obtain full-time status for financial aid purposes, a student must be enrolled in a minimum of twelve (12) hours of coursework per semester; three-quarter time status requires nine (9) to eleven (11) hours of coursework per semester; and half-time requires six (6) to eight (8) hours of coursework per semester.

## ■ Special Methods of Gaining Credit

The development of new criteria for granting college credit is an important indication of the Office of Professional and Graduate Studies' concern for the special circumstance of the adult learner.

It is recognized that many adults have acquired college-level knowledge through life and work experiences. So, in addition to granting credit for courses taken at other accredited colleges or universities and for professional courses taken at accredited institutions, credit will be awarded for demonstrated learning from personal experiences. Such learning may have come from work experience, volunteer work, community service, travel, military service, or extensive reading.

Hiram College will not, however, award credit for the actual experience. For example, a student would not receive credit for having lived in a foreign country or for working in a specific field for a long time. The student would have to demonstrate that he/she acquired and possess college-level knowledge as a result of the experience.

Students seeking experiential learning credit must analyze their learning, document their experiences, match their previous learning to an actual Hiram College course, and finally compile a portfolio. The portfolio will be evaluated by faculty members who determine if the student's demonstrated learning matches what is covered in the scope and the quality of the learning presented in the portfolio.

Hiram College accepts credit for satisfactory scores on the College Level Examination program (CLEP) subject examinations. The credit received for performance on CLEP exams is decided upon by Hiram College, since each college or university establishes its own policy. Students who have taken the CLEP exams and wish to be granted credit, as well as those who want more information on the exams, should direct inquires to the Office of Professional and Graduate Studies.

A maximum of 75 hours of credit from previous college work, experiential learning, and/or CLEP will be applied toward a Hiram College degree.

## ■ Official Transcripts

### Current Hiram College Students

Current students should make their request through Student Portal. After logging in, click on Order Transcripts Online link under the Registrar's Office heading (which securely connects you to [iwantmytranscript.com](http://iwantmytranscript.com)), and follow the step by step instructions for placing your order including delivery options and fees. Electronic delivery of your transcript is highly recommended either by providing us with an email contact or by using an in-network provider. During the order process, up to five additional documents needed to accompany your transcript may also be uploaded and sent to your recipient.

**Please note:** Transcripts issued electronically to students will have a watermark stating "ISSUED TO STUDENT" across the transcript, and in general will not be considered official by third parties.

### Non-Current Hiram Students

Non-current students should go directly to [iwantmytranscript.com](http://iwantmytranscript.com). If this is your first time to visit this site, go to "Don't have an account?" Select Hiram College from the dropdown and click SIGN UP. Complete all information on the Recipient Info Screen and click CONTINUE. Go to the upper right hand corner of the screen and click and download CONSENT FORM. Print out this form, sign and date it, and fax it to 513-697-0012.

Your account is ready now to access anytime you need to order transcripts from Hiram College--just login and follow the instructions for placing your order, including delivery options and fees. Electronic delivery of your transcript is highly recommended either through providing us with an email contact or by using an in-network provider. During the order process, up to five additional documents needed to accompany your transcript may also be uploaded and sent to your recipient.

**Please note:** Transcripts issued electronically to students will have a watermark stating "ISSUED TO STUDENT" across the transcript, and in general will not be considered official by third parties.

If you attended Hiram College prior to 1988, electronic delivery of your transcript is not an option at this time; however, you may still order through [iwantmytranscript.com](http://iwantmytranscript.com). A paper transcript will be mailed.

### Payment and Delivery Time

The charge for each transcript requested electronically is \$4.00 plus a \$3.00 processing fee for each recipient. Generally, if a transcript request is received by 3:00pm for ELECTRONIC DELIVERY, we should be able to provide same day processing and delivery. If a PAPER transcript needs to be sent, please allow an additional 2-3 days for processing. If overnight delivery of a PAPER transcript is requested, the additional fee will be \$20 (plus the \$7 transcript and processing fee). Institutions who pay for transcripts should contact

330.569.5210 for more information. The transcript fee is \$4 plus a \$3 processing fee, for a total of \$7.00.

Turnaround times may increase during the end of each semester because of increased volume. Be aware that final grades are posted on transcripts about one week after a term ends and degrees are posted between two to three weeks after a term ends. Please be sure to indicate in the request if you have a deadline by which the transcript must be received. You can also request a transcript be sent after the posting of final grades and/or a degree.

If you have a "hold" on your account, a transcript will not be processed. Generally, holds are placed if you have an outstanding financial obligation to the College OR failure to complete an exit interview for student/Perkins Loan borrowers. Shortly after placing your order, you will be notified if you have a hold on your account and whom you should contact regarding the hold.

If you have questions, please contact the Registrar's Office at registrar@hiram.edu, or by calling 330-569-5210.

## ■ Withdrawals and Refunds

Any student who needs to withdraw from a course or courses **must** contact their Program Counselor in the Office of Professional and Graduate Studies before a course withdrawal can occur. Students can contact the PGS office at (330) 569-5161 for additional information pertaining to course withdrawals.

Ceasing to attend a class, never attending, or simply notifying an instructor **does not** constitute an official withdrawal from a course. Notification of withdrawal from a course or courses must be made to the Office of Professional and Graduate Studies in writing. Emailed requests for withdrawal must come from your Hiram email account. Any tuition refunds for course(s) will be subject to the PGS course withdrawal refund schedule. Any and all tuition refunds are based upon the date that a student "officially" notifies the Office of PGS. It is the student's responsibility to ensure the course has been withdrawn and that any outstanding financial obligations are met with the College.

A student required to leave the College for disciplinary or academic reasons is not entitled to any refund. Refunds of financial aid from the federal and state programs are governed by the respective regulations.

### **Online/Blended Classes:**

- Prior to the date of the first class, students will receive a full refund of tuition charges.
- For seven days, beginning the date of the first class, students will receive a 75% refund of tuition charges and no notation will appear on their transcript.
- For seven days, beginning the eighth day following the first class, students will receive a 50% refund of tuition charges and a grade of 'W' will appear on their transcript.
- From the date of the second class, (15<sup>th</sup> day for Online campus) through the end of the term, students will not receive any refund of tuition charges and a grade of 'W' will appear on their transcript.
- Students who drop their course after the start of the last week of the class session will receive an 'F' on their transcripts

**Online Classes:** Because online classes typically start on the Monday prior to PGS on-ground classes, dates for withdrawals and refunds differ from ground-based classes. Weeks run Monday through Sunday.

- Prior to the opening of the online class, students will receive a full refund of tuition charges.
- From the date of the first class through the first week, students will receive a 75% refund of tuition charges and no notation will appear on their transcript.
- After the first week of the class and before the second week of class ends, students will receive a 50% refund of tuition charges and a grade of 'W' will appear on their transcript.

**Workshops:**

- You must notify your program counselor via Hiram e-mail no less than 24 hours prior to the start of the workshop to be eligible for a withdrawal and refund. Failure to do so will result in a grade of NC and no refund issued.
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Any student who needs to withdraw from a course or courses must contact the Office of Professional and Graduate Studies before a course withdrawal can occur. Course withdrawals can be initiated by phone or in writing by completing a course withdrawal form, available in the PGS office, located in room 205 of Hinsdale Hall or by contacting the PGS office and requesting a course withdrawal through the student's secure Hiram e-mail account. Students can contact the PGS office at 330-569-5161 for additional information pertaining to course withdrawals.

## ■ Grading System

Letter grades and their numerical equivalents are:

### **Undergraduate and Graduate Grading System**

Letter Grades - Numerical Point Values - Description of Grade

A	4.00 points per hour	Excellent (undergraduate); Superior (graduate)
A-	3.67 points per hour	
B+	3.33 points per hour	
B	3.00 points per hour	Very Good (all levels)
B-	2.67 points per hour	
C+	2.33 points per hour	
C	2.00 points per hour	Satisfactory (undergraduate); Below Average (graduate)
C-	1.67 points per hour	
D+	1.33 points per hour	
D	1.00 points per hour	Poor (undergraduate); Not awarded (graduate)
D-	0.67 points per hour	
F	0 points or credits	Failure (all levels)
NF	0 points or credits	Never attended – Failure (all levels)
SF	0 points or credits	Stopped attending – Failure (all levels)
I	not computed,	Incomplete
NR	not computed,	Grade Not Reported
W	not computed,	Withdrew
AU	not computed,	Audit
ANC	not computed,	Audit - No Credit
P	not computed,	Pass/No Credit - Pass
NC	not computed,	Pass/No Credit - No Credit

The mark F means failing work; it is computed in the grade-point average. The course must be repeated at Hiram College if the student is to receive credit. Successful repetition of the work does not remove the original grade from the transcript but does remove the F from the student's grade-point average. The grade earned from the most recent enrollment in a repeated course is computed in the student's grade-point average. The mark P indicates passing work (grade of C- or higher) without specific reference to quality; it is not included in the grade-point average. The grades NC (no credit), AU (audit), ANC (no credit in audit course), and I (incomplete) are not included in the grade-point average. The NR (grade not reported) is not included in the grade-point average and is only assigned by the Registrar's Office in cases where no grade has been reported by faculty.

### **Grade-Point Average**

To determine a student's grade-point average, the total number of points earned is divided by the total number of graded hours attempted, which are also known as GPA hours. Thus, a student taking 30 hours of work and earning 90 points would have a grade-point average of 3.00. Grades of W, P, NC, ANC, I, and NR are not included in this computation. When a course is repeated, the grade from the most recent enrollment in the course is the grade included in the student's grade-point average. See each academic department for procedures to determine grade point average in departmental majors.

### **Incomplete Grade Policy**

The Incomplete (I) mark indicates work incomplete for reasons beyond the student's control. Normally, the student will have completed at least 75 percent of the course work. The student and instructor jointly file the Incomplete Grade Contract which states the reasons for the incomplete and sets a precise deadline for completion of the work. The Incomplete Grade Contract is available from the Registrar's Office and through Faculty Portal.

Upon expiration of the contract, which may not exceed one calendar year, the instructor is obliged to record a permanent grade determined by the degree to which course requirements have been met. If no grade is reported by the instructor, the incomplete grade is permanently recorded as an F. Upon graduation, all course work listed on a student's transcript must have a grade. Any incomplete course work must be assigned a grade by the instructor. If no grade is reported by the instructor, the incomplete grade is permanently recorded on the student's transcript as an F.

### **Change of Grade**

The grade submitted to the Registrar by the faculty member is regarded as the final mark in a course. A grade cannot be changed unless the faculty member requests it, and then only with permission of the Academic Review Board. There will be a one-year time limit for challenging a grade, after which students forfeit their right to petition to change their grades unless extraordinary circumstances intervened.

## **Grade Appeal Process**

Students may equate effort exerted on course projects with appropriate grades. Faculty, however, are professional educators charged with assessing the quality of student work, irrespective of student effort. Misunderstanding of what grades measure may lead to student disagreements with faculty regarding final grades.

Students with questions about a grade received on an individual assignment should discuss that grade with the instructor. Students with questions about a final grade should contact the instructor to ensure the accuracy of the recorded grade. If the instructor agrees that a grade change is warranted, the instructor will take the case to the Academic Review Board (ARB). If, after discussion with the instructor, the student still believes that his or her grade resulted from prejudicial, capricious, or otherwise unjust evaluation, he or she may appeal using the following process and timeline.

1. Step One, to occur within 10 working days of official grade posting on Web4student: The student sends a formal letter of appeal to the instructor stating the rationale for the appeal and meets with the instructor to discuss the grade.
2. Step Two, to occur within 13 working days of official grade posting on Web4student: If the issue is not resolved, the student may appeal to the department chair, or, if the department chair has issued the grade in his or her faculty capacity, to the associate dean.
3. Step Three, within 15 working days of official grade posting on Web4student: If resolution is not reached within the department after every effort has been made, the student may write a formal letter of appeal to the associate dean stating the rationale for the appeal and request a hearing before the associate dean.
4. Step Four, with 18 working days of official grade posting on Web4student: The associate dean, in consultation with the chair and the instructor, will make a final decision.

Documented extenuating circumstances may alter the timeline stated above.

This process is designed to protect both the student, whose voice needs to be heard, and faculty, whose expertise needs to be trusted.

## **■ Class Attendance**

Class attendance policy is the prerogative of the individual instructor, and responsibility for class attendance rests with the student. A student who is absent from class for any reason is responsible for arranging with the instructor to make up the work missed. When academic activities or class trips cause students to be absent from classes, the professor responsible for the activity will give the names of all students involved in the activity to the Office of the Dean of Students. Student athletes should consult the Student-Athlete Policy Manual regarding missing class for intercollegiate practices and meets.

## ■ Pass/No Credit Regulations

Courses taken to fulfill requirements for graduation within a student's major, minor, or core curriculum requirements cannot be taken Pass/No Credit. Pass/No Credit (P/NC) credit may be earned in two ways:

1. Some courses are only offered on a pass/no credit basis. For a course to be offered P/NC, a faculty member's request must be approved by the faculty, and the course must be so designated on the course schedule;
2. Students may elect, at the time of registration, to take a regularly graded course on a Pass/No Credit basis. Students must complete an add slip and a pass/no credit registration form in the Registrar's Office. Students may change the grade mode of a course from a letter grade to P/NC, or vice-versa, ONLY during the first two weeks of the eight-week session. Absolutely no changes from a Pass/No Credit to a letter grade or vice-versa will be permitted after the deadline.

If the course is taken P/NC, the faculty submits a P or NC; the grade of P is recorded if the student receives a C- or better in the course, and the student is awarded credit hours which will be counted in the hours earned towards graduation. However, there will be no effect on a student's grade-point average. If a student receives a grade of NC for a course, no hours will be awarded.

If available, letter grades are revealed only to other colleges and universities in the event they should require them for the transfer of credit or admission, or to prospective employers, and then only at the request of the student. Students are permitted to know the letter grade for courses taken P/NC and should contact the faculty member of the course for this information. Students preparing to attend professional or graduate schools are reminded that excessive use of the P/NC option may endanger admission or the granting of graduate fellowships.

A student may take a maximum of twenty (20) semester hours under the elective pass/no credit option. Transfer students may take a maximum of one-sixth of their Hiram course work pass/no credit. A grade of C- or better is required to receive credit for courses taken under this option. Graduation requirements and courses in a major/minor may not be taken pass/no credit. A student may elect to take only one pass/no credit course per semester, not to exceed 20 semester hours. Transfer students may take no more than 1/6 of their total Hiram hours as P/NC. Summa Cum Laude will be awarded only on the basis of an academic record with no more than three pass/no credit courses, for a total of 12 semester hours, *elected* by the student. Summa cum laude will be awarded to **transfer** students only on the basis of no more than two pass/no credit courses *elected* by the student under the pass/no credit option.

## ■ Formal Auditing of Courses

Hiram College courses may be audited with the permission of the instructor and are subject to class size or space restrictions. Students must formally register for the course either on-line or with an add slip, and complete an audit registration form in the Registrar's Office. It is important to note that audited courses do not provide credits toward graduation. An audit fee is charged per credit hour; the student is subject to all the general college policies on withdrawal and refunds.

Students may change the grade mode of a course from a letter grade to an audit, or vice-versa, ONLY during the first week of the eight week session. Absolutely no changes from an audit to a letter grade or vice-versa will be permitted after these deadlines. 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).

### ■ **Workshops, Independent Study and /or Independent Research**

Students who wish to receive credit for Independent Study (28100) or Independent Research (48100) must register by submitting a course description and add slip signed by the course instructor. For Independent Research, the department chair's signature is also required. Any Independent Study or Independent Research courses taught by someone other than a full-time faculty member must also be approved by the Associate Dean of the College.

### ■ **Graduation**

All students must petition to graduate. PGS students must file a formal petition for graduation with their program counselor prior to the semester in which they complete their requirements for graduation.

Undergraduate students who have no more than 12 hours remaining to degree completion by the end of spring semester, may petition to walk in Hiram College's May Commencement ceremony by completing Hiram's Early Walk form. As part of the petition process, the student must also submit their plan for completing the last hours which are not to exceed 12.

A graduation fee of \$150 will be added the student bill for spring term, issued in December, for those whose expected graduation date is in the spring. For those who are identified as August graduates or December graduates, the fee will be added to the student bill earlier, at the beginning of or during the graduation term. This fee covers overall graduation processing, the cap and gown, and commencement activities; there is no reduction in fee for those who do not attend commencement.

### ■ **Senior Residency Requirement**

Students must complete at least 45 hours of credit at Hiram College. If a student has completed 45 or more hours of credit at Hiram College, he/she cannot transfer the remaining credit hours to Hiram and graduate. The work of the senior year (the final 30 hours) must be completed at Hiram College or through an approved Hiram College program. Any exception requires approval of the College's Associate Academic Dean as well as the Director of Academic Operations of Professional and Graduate Studies. Questions regarding the senior residency requirement should be directed to the Director of Academic Operations of Professional and Graduate Studies.

### ■ **"Stop-Out" Policy**

Degree requirements in effect when the student enters Hiram College remain in effect for the student during a five-year period from his/her date of entrance. However, after an absence

from the College of two consecutive semesters or more, the student may be required to continue under different graduation requirements. Moreover, any special arrangements for meeting the degree requirements may be withdrawn after a five-year period.

### ■ Graduation with Honors

Students may graduate cum laude, magna cum laude, and summa cum laude from Hiram College. Students who receive one of these honors are judged on the basis of cumulative grade-point average. The minimum grade-point requirements are 3.50 for cum laude, 3.70 for magna cum laude, and 3.90 for summa cum laude. Summa Cum Laude will be awarded only on the basis of an academic record with no more than three pass/no credit courses, for a total of 12 semester hours, *elected* by the student. Summa cum laude will be awarded to transfer students only on the basis of no more than two pass/no credit courses *elected* by the student under the pass/no credit option.

### ■ Departmental Honors

Graduating seniors may receive Departmental Honors if they meet the following criteria:

An overall grade-point average of at least 2.80 and

A departmental grade-point average of at least 3.60 and

A sum of grade-point average (1 and 2) which equals 6.80

Further requirements for departmental honors such as papers, examinations, performances, or productions. These will be determined by each department conferring the honors.

In addition, the student must be recommended by the department for these honors.

### ■ Honor Societies

Hiram College has local chapters of many nationally organized honor societies. Each of these in its own right reflects the seriousness of academic pursuits. Together they exemplify the liberal arts tradition of honoring academic excellence in Hiram College students.

Phi Beta Kappa membership has long been recognized as the highest distinction an individual can receive for scholarly excellence in undergraduate studies in the liberal arts and sciences. It is a distinctive honor for an institution to be awarded a Phi Beta Kappa chapter. Since the founding of Phi Beta Kappa in 1776 at the College of William and Mary in Williamsburg, Virginia, only 280 additional colleges and universities have been deemed worthy of sheltering a Phi Beta Kappa chapter.

The Hiram College Chapter, designated Mu of Ohio, was instituted in the spring of 1971 and elected its first class of twenty seniors and two juniors in May of that year. The Chapter is an

organization that exists independently of the College and is composed of professors, staff, and students.

Admission to Phi Beta Kappa always represents a judgment by the Chapter about the quality of a student's work at Hiram. Students who wish to be considered for Phi Beta Kappa must take courses in a broad range of liberal studies, including substantive work in the humanities, natural sciences, and social sciences. The national organization of Phi Beta Kappa requires that all candidates study mathematics and a foreign language to a level commensurate with a liberal education.

Criteria for membership in the Hiram chapter include a GPA of 3.7 or above (though students with GPAs of 3.6 or above who have extraordinary breadth may be considered); effective for the graduating class of 2015, the foreign language requirement is four semesters or through 10400. For students graduating before 2015, the foreign language requirement remains at 10300; and at least one college level mathematics course (determined by consultation with members of the Department of Mathematical Sciences to exclude Mathematics 10100-19700). Courses of a pre-professional or vocational nature (i.e., accounting and related courses, music or theater performance, education methods courses, studio art, practica) cannot be considered in determining eligibility for Phi Beta Kappa.

Alpha Society membership is one of Hiram's highest scholastic honors. Its members receive public recognition each year. Membership is limited to students who have completed 12 or more hours of graded course work at Hiram College and whose cumulative grade-point average is 3.75 or better.

Dean's List is awarded each semester to students who, during the semester, complete 12 or more hours of graded course work at Hiram College with a semester grade-point average of 3.6 or better.

Kappa Delta Pi is a national education honor society of men and women devoted to the teaching profession. The purpose of Kappa Delta Pi is to promote excellence in and recognize outstanding contributions to education. Students who have reached junior standing, have maintained a 3.25 or better cumulative and education grade-point average, and have at least 12 semester hours of Professional Education courses are eligible for membership.

Omicron Delta Kappa, a national leadership honor society, was established at Hiram College in 1962. Juniors and seniors selected to membership hold responsible positions on the campus, have gained the respect of the student body for the quality of their achievements, and rank in the top 35 percent of their class.

Phi Alpha Theta is the national history honor society. Hiram College's chapter, Alpha Iota Pi, was established in 2001. Membership is open to students who have achieved a minimum of a

3.1 average in at least 12 semester hours of history courses, have attained a minimum of a 3.0 average in all other courses, and are in the top 35 percent of their class.

Lamda Pi Eta is the official communication studies honor society of the National Communication Association. Hiram Colleges chapter, Zeta

Lambda, was established in 2011. Membership is determined by an overall GPA of at least 3.00, a GPA in communication courses (equivalent of 12 semester credit-hours) of at least 3.25, junior standing, and a ranking in the top 35 percent of the class.

Sigma Theta Tau International is nursing's honor society. Its membership comes from a global nursing community of nurse leaders and has over 475 chapters in 90 countries. Its vision is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. Membership is selective and is extended to baccalaureate and graduate nursing students who have demonstrated excellence in academic performance and scholarship and to nurse leaders who have exhibited exceptional achievements in nursing.

## **ACADEMIC SERVICES**

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### **■ The Writing Center**

The Hiram College Writing Center exists to support the school's comprehensive commitment to writing. The Writing Center offers information, services and programs for all students. Its goals are to enhance writing proficiency and foster permanent affection and respect for language.

In the 1970s, Hiram College was one of the first schools in the nation to institute a Writing Across the Curriculum program. Writing at Hiram College is now an integral part of nearly every class—not just English. The Writing Center supports students as they work through a rigorous writing program that begins with the Writing in the Liberal Arts course the students' first year and continues through graduation.

At Hiram College students learn that writing is a slow process, not a “midnight miracle.” Faculty encourages revision and rewriting because they know that a first draft represents only the beginning of a complicated process. Trained Writing Assistants are available to read papers during any stage of that process, and will help students clarify their thinking and achieve greater precision.

Hiram College is proud of its excellent students and believes in encouraging the full exploration of their talent. Consequently, the Writing Center sponsors programs and workshops that introduce students to the world of professional writing.

### **■ The Office of Career and Academic Development**

Hiram College recognizes that career planning is an important part of development in college. The Office of Career and Academic Development, located in Hinsdale 101, offers students opportunities to develop lifelong skills in self-assessment, career research, and job search techniques.

A number of tools are available to help students with these tasks. In addition to personal counseling, classes in career planning and job search are taught every semester. A career library including information on choice of majors, occupational outlook, and job opportunities can be used by any student.

The Office of Career and Academic Development encourages students to make appropriate use of technology in their career planning and has a variety of software available to help them do that. Using resources available through this office, students may conduct internet career research, prepare for job interviews, use review software to prepare for graduate school admissions testing and check job opportunities on-line. Most of these resources are available to students at all times from the office's website.

## ■ **Off-Campus Hiram College Facilities**

### *The James H. Barrow Field Station*

The James H. Barrow Field Station was established in 1967 to provide Hiram College students and visitors the opportunity to fully engage with the natural world through hands-on learning experiences that illuminate how life works and to promote the conservation of all life. For over 45 years, the Station has grown and developed from its initial 75 acres into an active research and educational facility of over 500 acres that not only enhances the College's science and environmental studies programs, but also provides a means for both students and the general public to increase their understanding and appreciation of natural history and their role in our environment. Experiences gained at the Field Station allow students to develop essential skills in research, teaching, and leadership that are carried forward into their professional lives.

The Station comprises 533 acres, including about 150 acres of mature beech-maple forest; a large stretch of Silver Creek; a cold-water stream; two built ponds; old-fields of varying ages; young and intermediate aged forests; and a five-mile interpretive nature trail. The Station also benefits from the Kennedy Observation Building for classes, meetings and viewing wildlife and the Frohring Laboratory building, which was renovated and expanded in 2007, with a modern and spacious teaching lab and several smaller spaces for student/faculty research, and for animal research and wildlife rehabilitation. The Station also has natural history displays, including live animal exhibits, and an endangered waterfowl conservation center for the care, research, and conservation of internationally and regionally endangered birds such as the Madagascar teal, the white winged wood duck, and the trumpeter swan. Student involvement in all aspects of the Station makes such research possible and guides its direction by collaboration among students, faculty, and staff. Students who are involved in the projects often gain valuable experiences and make contacts with other students and faculty through presentation of their work at professional meetings.

The Field Station's buildings, experimental fields, and natural and semi-natural areas are maintained entirely by college students under the supervision of an excellent staff. Student workers also gain experience in the practical aspects of operating an educational facility. Teaching experience is gained through the nature education outreach programs, which are developed and executed by Hiram faculty and staff, with full collaboration of the students. These programs are designed to educate pre-college students about the natural history of northeastern Ohio and about such critical issues as habitat preservation and conservation of natural resources. Alumni often credit their experiences at the station as inspiration for further

study in science, education, and environmental studies. In all activities, direct involvement of students in the learning process is the key to success.

### ***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 wilderness setting for special courses, field research in the summer, and general visits by students and alumni.

Hiawatha Campus is for those who enjoy interacting with the great outdoors. Emphasis is on living in harmony with nature. The camp has a beautiful lodge and six sleeping cabins, built by Hiram students and faculty in the late 1970's. Facilities can house up to 24 people. Although "rustic" (there is no electricity, cell phone access is very limited, and composting outhouses are the preferred method of sanitation), the main lodge is outfitted with a modern kitchen and indoor plumbing, including flush toilets and showers (powered by hand-pumping from the well).

The camp is on the shore of Cherry Lake and is surrounded by federal forest lands, meadows, bogs, a river, and more than a dozen other undeveloped lakes, all within a two-mile hike of the station.

Course offerings have included field biology, field botany, geology, environmental studies, natural history, and photography. Other recent offerings include: astronomy, storytelling, writing, literature, and leadership. The Spring Three-Week term has been especially successful with team-taught interdisciplinary courses about subjects as diverse as water and Shakespeare.

## **THE RESIDENTIAL DIMENSION**

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Too often students enrolled in evening and weekend programs are denied the valuable extra-curricular benefits of the residential college. It is important to recognize that only part of the process of education is accomplished in the classroom. An important and distinctive quality of a Hiram education is the sense of community that exists between professors and scholars. Since Hiram College has long valued the intellectual and social community, the Office of Professional and Graduate Studies incorporates the residential experience, not as a country club or a hotel, but as an attempt to provide a special environment for student interaction.

Many adult learners will wish to take advantage of the special PGS residence hall that is available for weekend students staying overnight. Students stay in rooms in Gray-Bancroft Residence Hall. Students must provide their own linens and have a signed housing contract with the Office of Professional and Graduate Studies prior to being issued residence hall keys.

For weekenders, a place to relax can be a special haven. Some students like the convenience of walking to the library after class and then strolling back to the dorm. Others welcome the chance to compare notes, attend all college functions, or just visit with friends.

## ■ Housing Policy

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Housing is provided as an optional service for all students. Room reservations for Friday and/or Saturday night(s) are made in advance for the term (or semester, if the student chooses to reserve a room for both 8 week terms). There are, however, a limited number of extra rooms available each weekend in case of emergencies (inclement weather, etc.) or unexpected stays. Requests are made in the Office of Professional and Graduate Studies during or after registration weekend (the sixth weekend of each term). No housing requests are accepted unless arrangements are made for full payment of the housing fee. While every effort will be made to accommodate all students wishing to stay in the residence hall, requests for housing will be accepted and filled in the order in which they are received in the Office of Professional and Graduate Studies. Under normal circumstances, students will not have to share a room. However, Hiram College reserves the right to assign roommates if needed.

Students are housed on the third or fourth floor of Gray Dormitory (located next to the Kennedy Center). Housing is also available at two or three bed & breakfast establishments in the area.

Entry cards and keys are issued by the Office of Professional and Graduate Studies on the first weekend of the term. For convenience, students may keep their entry cards and keys for the entire term (or the whole semester, if the student reserves a room for both terms). Students also may leave personal items in their rooms, but Hiram College assumes no responsibility for lost or stolen items. Students **must** return their keys to the Office of Professional and Graduate Studies at the end of the term (or semester, if the room is reserved for both terms) or a charge will appear on their student bill. 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 the entry card and key to the Office of Professional and Graduate Studies. For example, if a student does not use his/her room on the third and fourth weekends of class but occupies the room during the other four weekends, no refunds are given. However, if after staying the first three weekends a student officially cancels the remainder of the term, he/she is eligible to receive a refund for the unused weekends. All housing withdrawals must be made in the Office of Professional and Graduate Studies by the Wednesday before the weekend he/she will not be staying.

## **2016-2017 ACADEMIC CALENDAR**

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### **Fall Semester, 2016**

8 Week 1 Blended: August 25-October 15

8 Week I Online: August 22- October 16

8 week 2 Blended: October 20-December 17

8 Week 2 Online: October 16- December 18

### **Spring Semester, 2017**

8 Week 1 Blended: January 12- March 4

8 Week 1 Online: January 9- March 5

8 Week 2 Blended: March 9-May 6

8 Week 2 Online: March 6-May 7

Baccalaureate and Commencement –Saturday, May 13, 2017

### **Summer Semester, 2017**

**Summer 1 (blended and online courses):** May 15 – July 9

**Summer 2 (blended and online courses):** June 19 – August 13

\*Refer to the Course Schedule page on my.hiram.edu for specific meeting dates and times for all classes.

## **TUITION AND FEES**

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Each year financial resources are assessed to determine the level of funding necessary to provide a quality education for those students attending Hiram College. A sizeable amount of each student's cost is borne by the College through the income from its productive endowment, accumulated through years of giving by alumni, trustees, and friends.

Every effort will be made to operate within the fee schedule printed in this bulletin; however, the College does retain the right to adjust fees when the cost of goods and services dictates adjustment.

PGS tuition and fees for the 2016-2017 academic year are as follows:

- Tuition - \$455 per credit hour
- Comprehensive Fee - \$125 per semester
- Online Course Fee - \$25 per credit hour

*The comprehensive fee covers the use of technology, admission to Hiram College events, use of the library and physical education facilities and special PGS activities. There are no additional fees for the use of such facilities as the student center, the pool, the gym, the library, or parking on the street.*

Students who choose to audit a course must pay a \$50.00 per credit hour fee plus the comprehensive fee and any fees applicable for the specific course. (i.e., 3 credit hour courses would cost \$150.00 plus fees; 4 credit hour courses would cost \$200 plus fees.)

### **■ Payment Regulation**

Bills and notices are sent directly to the student's permanent address in his or her name. Requests to have bills sent to an address other than their permanent address or to another person must be made in writing to the Registrar's Office. Total payment for the term must be made or an installment payment plan arrangement completed prior to the due date for each semester. Financial aid credit is applied proportionately to each payment period.

Payments not made when due are subject to penalties on the unpaid balance after the due date. The penalties are stated under "Non-Refundable Fees."

## ■ Tuition Deferment Plan

Many companies or corporations offer some type of tuition assistance to employees who continue their education. Some employers pay the college directly, others prefer to have the students pay their tuition and then reimburse them when they receive their grades. Students should check with their employers regarding the tuition assistance program and the proper procedures for participation.

Students who participate in company reimbursement plans may be eligible for tuition deferment. Hiram College will permit students who receive reimbursement for educational expenses from their employers to defer payment of their tuition until forty (40) days after the receiving semester grade reports. After this forty (40) day grace period a late fee may be assessed. It will be the responsibility of the student to notify Hiram College of any delay due to their employer's procedures for processing payments. To enroll in this plan students must complete a deferment form signed by their employer/supervisor and submit it with the required \$50.00 service fee to the Students Accounts Office by the established bill due date. The Deferment Form and the \$50.00 service fee must be paid each semester a student chooses to participate in the Deferment Plan. Students can pay the \$50.00 online through their e-bill or at [www.hiram.edu/paymybill](http://www.hiram.edu/paymybill), or mail a check to Hiram College Student Accounts, PO Box 1808, Hiram, Ohio 44234.

## FINANCIAL AID

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Hiram College's financial aid program enables qualified students with financial need to attend Hiram. We believe that all families should be willing to invest in the students' Hiram education by using financial resources, educational loans, and student employment. Hiram supplements loans and employment with scholarships and/or Hiram College Grants. Financial aid awards at Hiram are generally a combination of loans, work-study, scholarship, and need-based grants.

Financial need is the primary criterion considered in awarding aid. Need is defined as the difference between the total cost to attend Hiram and the amount your family can reasonably be expected to pay. The cost of attending Hiram includes tuition, fees, room and board. The actual costs for 2016-2017 are outlined in the "2016-2017 Fees and Charges" section of this catalog. The Free Application for Federal Student Aid (FAFSA) is used to determine each family's ability to pay for college expenses. The FAFSA takes into account various factors, including parental income and assets, student's savings and summer earnings, family size, parents' age, and other children in college. All financial aid awards are made on a one-year basis; each year a new FAFSA is used to determine eligibility for aid. A student receiving aid at the time of admission to Hiram may expect to continue receiving assistance as long as financial need continues, financial aid resources are available, and a satisfactory academic progress is made. If financial need rises during your college career, your application will be re-evaluated and provided financial aid resources are available, you may see an increase to your financial assistance. Financial assistance can also decrease if there is a reduction in your financial need. The FAFSA provides the specific family and financial information used to calculate the family contribution and financial aid for each student.

Upper-level students who were not awarded need-based aid when they entered Hiram may apply for and receive aid if they demonstrate financial need and if funds are available.

The Higher Education Opportunity Act requires each institution to provide certain consumer information, which is made available annually online each fall. This information is available online at <http://www.hiram.edu/about/profile/consumer-info>. Instructions on how to access the information can also be found in the Financial Aid Handbook, available on the Hiram College Financial Aid webpage <http://www.hiram.edu/admission/financial-aid/documents-and-resources> or in printed form upon request by calling the Financial Aid Office at 330-569-5107.

### ■ **Federal Pell Grants**

Pell Grants were established by the Higher Education Act of 1972. Grants range from \$590 to \$5,815, but the actual amount available each year depends on congressional action. Eligibility is determined by the federally determined EFC after completing the FAFSA and the award amount is based upon the Federal Pell Grant chart issued for the specific award year by the Department of Education. For the 2016-2017 academic year, student's whose EFC is between 0 and 5,234 are eligible for a Federal Pell Grant, provided they are enrolled full-time. Students that are enrolled less than full-time will have their Federal Pell Grant prorated.

### ■ **Federal Supplemental Educational Opportunity Grants (FSEO Grant)**

Supplemental Educational Opportunity Grants, funded jointly by the federal government and Hiram College, are designed for Pell-eligible students who would be unable to attend college without the assistance of the grant. Eligibility is determined through the FAFSA.

### ■ **Ohio College Opportunity Grant**

Students who are residents of Ohio may be eligible for grant and scholarship funding from the Ohio Department of Higher Education. The main grant that many Hiram students are eligible for is the Ohio College Opportunity Grant. This grant is provided by the State of Ohio to high need students and range in value up to \$2,832 for full-time enrollment. The grant is prorated for students attending less than full-time. A listing of all current programs offered through the State of Ohio is available online at <http://students.ohiohighered.org/paying/state-scholarship>.

### ■ **Federal Direct Loan Program** (subsidized and unsubsidized)\*

Student loans are available through the Federal Direct Loan Program, which includes Subsidized Loans, Unsubsidized Loans, and PLUS Loans (Parent Loans for Undergraduate Students). These loans are funded and guaranteed through the federal government. When the student completes the FAFSA, their financial aid award letter will include their eligibility for their Stafford Loan eligibility. Parents of interested in applying for the PLUS loan should log on to <http://www.hiram.edu/financial-aid/loan-information>.

The Federal Perkins Loans is a revolving fund and is funded by the repayment of previous borrowers at Hiram College. It is awarded to students who show exceptional need and will be included as part of the student's award letter if he or she is eligible.

In addition to the federal loans, Hiram College administers two special-use college loan programs: the Kennedy Loan Fund and the Trustee Loan Fund. Both of these loan funds are used as "last dollar" funds, after all other loan options have been exhausted and/or denied. Information regarding these loans, including further eligibility criteria and application process, can be obtained from the Financial Aid Office.

All of these loans have different eligibility requirements, interest rates, repayment rates, etc., and regulations governing their use change frequently. Current information is available from the Financial Aid Office, on our website ([www.hiram.edu/admission/financial-aid/loan-information](http://www.hiram.edu/admission/financial-aid/loan-information)), and in the Hiram College Financial Aid Handbook.

## **ACADEMIC POLICIES**

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### **■ Academic Honesty**

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.

Any student who violates the integrity of the academic process will be subject to punishment, including possible dismissal from the College. There are many forms of academic dishonesty, including 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.

Faculty members and librarians are expected to report all instances of academic dishonesty to the Associate Dean of the College, who will provide advice on an appropriate action.

### **■ Plagiarism**

The most common form of academic dishonesty is plagiarism. An essay or term paper is designed to develop a student's own ability to think clearly and critically about a subject and to express ideas fluently. Similarly, a laboratory report is designed to develop a student's capacity to record observed phenomena and to interpret them correctly. A creative work in the arts is intended to demonstrate the student's own creative abilities. If a student confounds these purposes by receiving unacknowledged assistance from an outside source, he or she is guilty of plagiarism. 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.

Hiram College expects students to develop a thorough understanding of what constitutes plagiarism and to avoid it in all forms of campus communication. When plagiarism occurs in work required for a course, it is particularly serious and becomes a reportable offense. Hiram College's plagiarism policies are equally binding on both rough and final drafts.

Students must assume that collaboration in completion of assignments is prohibited unless explicitly specified by the instructor. Students must acknowledge any collaboration and its extent in all submitted work. This applies to collaboration on editing as well as collaboration

on substance. (This statement is not intended, however, to discourage students from forming study groups.)

There are two categories of plagiarism offenses. Category I includes instances of plagiarism in which there is clear intent to falsify, mislead, or misrepresent another's work as one's own. An obvious example would be an attempt to hide the source of plagiarized material by not even including it in the paper's bibliography. Category II includes instances in which there is not clear intent. Instead, there is evidence that the student made a simple mistake in citation, or did not fully understand what constitutes plagiarism. The process for dealing with cases of plagiarism is intended to facilitate the development of the student as a scholar who practices academic honesty. First offenses involve a penalty left to the discretion of the instructor and the Associate Dean. Students are expected to learn from these mistakes and, therefore, there is less tolerance for subsequent offenses.

Cases of plagiarism are handled in the following ways:

- The course instructor judges whether the offense is Category I or II.
- All cases of plagiarism are reported to the Associate Dean of the College who will maintain a database of plagiarism cases.
- For first-offense, Category II cases involving an underclass (not a senior) student, the course instructor has the option of allowing a makeup of the paper or assignment, coupled with a penalty. These cases do not require a conference with the Associate Dean and the student.
- All other cases require a conference with the Associate Dean.
- Category I cases, even if first offense, may result in an F in the course.
- A pattern of Category II offenses, or any second offense, will usually result in a suspension from the College.
- Records of plagiarism are kept by the Associate Dean. The student's advisor (for traditional students) or the Office of Professional and Graduate Studies Director of Academic Operations (for PGS students) is informed of the results of plagiarism cases.
- Appeals of plagiarism case decisions may be made to the Dean of the College.

### **Special Note on Collaborative Work**

Students must assume that collaboration in completion of assignments is prohibited unless explicitly specified by the instructor. Students must acknowledge any collaboration and its extent in all submitted work. This applies to collaboration on editing as well as collaboration on substance. (This statement is not intended, however, to discourage students from forming study groups.)

## ■ Academic Review Board

All policies, procedures, and standards regarding academic probation, suspension, and readmission are determined by the Hiram College Academic Review Board (ARB). The ARB consists of eight voting faculty members and additional non-voting resource staff, including representatives from the offices of the Academic Dean and the Dean of Students.

Any student with both a cumulative and term Grade Point Average above 2.00 is considered to be in Good Academic Standing.

Any student whose cumulative Grade Point Average (GPA) is below 2.00 does not meet the academic standards of the college and is subject to Academic Probation or Suspension.\* (See \* below)

### ***Probation***

A student whose cumulative Grade Point Average (GPA) drops below 2.00 (in a 4.00 system) is placed on Academic Probation and automatically comes under the jurisdiction of the ARB. At the end of each semester the ARB reviews the academic work of all students who are on Probation.

*Note: A semester consists of a combination of a twelve-week session, three-week session and two eight week sessions. The cumulative GPA is recomputed only at the end of the three-week session or second eight week session of each semester and at the end of the last summer session.*

### ***Terms of Probation***

A PGS student whose cumulative GPA falls below 1.00 after attempting at least 10 semester hours of graded course work or falls below 2.00 after attempting at least 20 hours of graded course work will be placed on Academic Probation. A student who is on Academic Probation must meet the following conditions for each semester that the student remains of Probation:

1. While on Probation a student must take graded courses (i.e., not Pass/No Credit). The student may not withdraw from any course (grade of W) nor take an Incomplete in any course (grade of I).
2. None of the courses chosen for the semester may be independent study courses, nor may they be courses already taken for which the grade received was C or better.
3. The student must achieve a GPA for all courses taken in the semester of at least 2.00.

A student who fails to meet any of these conditions for the semester is subject to suspension from the College at the end of the semester.

Requests for exemptions from and changes in these conditions must be by written petition to the Chair of the ARB. The petition must be approved by the ARB before the exemption or change can be made.

### ***Special Categories and Extreme Cases***

Normally, new students at Hiram College are not eligible for suspension until the end of their second semester at Hiram. But the Board reserves the right to suspend students at the end of their first semester if their academic performance during that semester is extremely poor. The Board also reserves the right to suspend any first year student whose cumulative GPA is below 1.00 at the end of the student's second semester, regardless of that student's first semester GPA.

Students are expected to be aware of and follow these regulations. If extenuating circumstances should arise, the student should first consult with his/her advisor and with the Chair of the ARB. Then, if necessary, submit a written petition to the Chair of the ARB for an exemption from or a change in a regulation. The petition must be approved by the ARB before the exemption or change can be made.

### **■ Release of Directory Information**

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.

Hiram College designates the following student information as public or “Directory Information” which may be disclosed by the institution for any purposes, at its discretion. This information includes: name, campus address, campus telephone number, date(s) of attendance, date of birth, previous institution(s) attended, major field(s) of study, degree conferred, awards received, past and present participation in officially recognized sports and activities, and physical characteristics of athletes.

Requests to withhold disclosure of directory information must be made in writing to the Registrar.

### **■ 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 that the College amend an education record that the student believes to be inaccurate. Students 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. Students have 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. Students have 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.

Documentation of FERPA violations is maintained in the Registrar's Office and in the Office of the Vice President and Dean of the College.

6. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research.

Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## ■ 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

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### ■ Disability Accommodations

**Kevin P. Feisthamel, Director of Counseling, Health and Disability Services**

B.A. University of Connecticut

M.A. John Carroll University

Ph.D. University of Akron

Web address: <http://www.hiram.edu/resources/health-counseling-and-disability-services/disability-services>

The College makes every effort to provide reasonable assistance to students with permanent or temporary disabling conditions. In providing support services to students with special needs, our goal is not only to provide the support that is needed in order to have the opportunity for academic success here at Hiram, but also to help develop both the functional skills and the skills of self-advocacy that will help students in their lives after Hiram.

In order for accommodation requests to be considered, the following documentation must be provided: a self-disclosure form identifying the specific diagnosis of the disability; current documentation of the disability (a copy of the most recent IEP or 504 plan is helpful, but typically does not contain all of the documentation needed); educational, developmental and medical history relevant to the disability; copy of the most recent reports or evaluations containing the actual scores of testing/assessments; specific information as to how the disability impedes college life and academic performance; and suggested accommodations. The College reserves the right to require more detailed or more current documentation when necessary to consider accommodation requests. Students are encouraged to contact the Director of Disability Services early in their college career to discuss any anticipated special needs.

## ■ Discrimination

### *Hiram College Board of Trustees, Statement on Cultural Diversity and Discrimination*

Hiram College is committed to equality of opportunity and does not discriminate in its educational and admission policies, scholarship and loan programs, and athletic and other school-administered programs 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.

## ■ 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 or 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.

## ■ Emergency Closing Information

1. WWW.HIRAM.EDU will have the most current information about any delay/closing here at Hiram. You should be able to find the information in a box in the upper left-hand corner of the page (where a picture is usually posted, except in these emergency situations). PLEASE NOTE: We do NOT post delay/closing information on HOME.HIRAM.EDU, only on WWW.HIRAM.EDU.
2. The Information Line: 330.569.5959 will also have the most current information, and should be called first. Then if you need more information you should call the Office of Professional and Graduate Studies directly.
3. Through The CampusWire.com, we now have the ability to send you a text message. **In order for you to receive Emergency Closing Information you must make sure we have your current cell phone number at all times.**
4. When possible, we will try to send out an email to your Hiram account. However, this should only be considered as a back-up, and you should always use the website and/or information phone line as your primary source of information about classes.

These sources will be our only methods of communicating with you in the event of an emergency, and you should not expect to receive a phone call from our office. Trying to call each student individually causes a delay in getting the information out, and is not a practical way to reach a large number of students quickly.

As always, we urge you to use your own judgment regarding whether or not it is safe to travel. Because people come from all over, it is impossible for us to know driving conditions for each of you. If you do not feel you can get here safely, please email your instructor at his or her Hiram email and copy our office ([hwc@hiram.edu](mailto:hwc@hiram.edu)). We will contact you as soon as possible to confirm that we received the message.

## ■ Awarding of Transfer Credit Policy

### ***SUMMARY OF TRANSFER CREDIT POLICY***

Hiram College follows an established policy in the awarding of transfer credit to ensure degree integrity. At the discretion of the Registrar's Office, transfer credits are initially accepted to fulfill core curriculum credit or elective credit. Applicability of any accepted transfer credits to a major or a departmental requirement is expressly approved by the individual major departments. A student may transfer in unlimited hours of transfer credit; however, in order to receive a Hiram College degree, the student must complete a minimum of 45 semester hours at Hiram College. Therefore, students transferring to Hiram should expect to spend at least three semesters to receive their degree. The work of the senior year

(the final 30 hours) must be completed at Hiram College or in a Hiram College approved program. Any exception requires approval of the Associate Academic Dean of the College.

Credit hour values transfer; grades do not. The credit hours from the awarding institution are applied to the student's degree, not the credit hours of the Hiram College equivalent course, if applicable. Hiram College operates on a semester hour system. Generally, semester hours transfer in equally as awarded by the issuing institution. *Please see additional credit hour criteria below for more information.* In the case of quarter hours, a quarter hour to semester equation is applied. Quarter hours are divided by 1.5 to provide the equivalent semester hours. For example, a course worth 4 quarter hours converts to 2.66 semester hours. If fractions remain in the total number of hours transferred in, that number is rounded down to the next whole number. For example, if a student transfers in 52 quarter credit hours, 34.66 semester hours remain after the conversion process. The 34 semester hours would be applied to the student's academic record, and the student must successfully earn 86 semester hours in order to graduate.

Progressing towards graduation, transfer students may take a maximum of one-sixth of their Hiram course work under the Pass/No Credit option. For additional Pass/No Credit information, please refer to the "Pass/No Credit Regulations" and the "Graduation with Honors" sections of the catalog.

#### **STATEMENT OF CRITERIA ESTABLISHED BY HIRAM COLLEGE REGARDING TRANSFER OF CREDIT EARNED AT ANOTHER INSTITUTION**

When determining transferability of credits, Hiram College follows the guidelines of the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education, and the Council for Higher Education Accreditation's, Inter-Institutional Transfer and Award of Credit guidelines. Therefore, the following three criteria are employed when evaluating transfer courses:

1. The educational quality of the learning experience being evaluated for transfer;
2. The comparability of the level, nature, and content of the learning experience to that offered by the receiving institution;
  - o Transfer institution must be fully accredited by a Hiram-approved regional, national, international, or professional accrediting body.
  - o Transfer courses must reflect a similar level of rigor to courses listed in the Hiram College catalog.
  - o Transfer courses with no corresponding Hiram College course are evaluated based on the general standard of academic content.
3. The appropriateness and applicability of the learning experience to the programs offered by Hiram College, in light of the student's educational goals;
  - o Hiram College reserves the right to deny or award partial transfer credit for courses that do not meet these standards.
  - o Only applicable courses, in which the student received a grade of "C" or better, are considered for transfer. This demonstrates that the coursework was completed at a satisfactory level.
  - o Courses graded as "P" (Pass) or "S" (Satisfactory) are not accepted unless officially designated as equivalent to a grade of "C" or better by the institution which issued the grade.
  - o A maximum of 75 hours of transfer credit may be applied toward the minimum 120 hours that are required to earn a Hiram College degree.

- Certain programs with outside accrediting agencies or other departmental restrictions may not accept transfer courses older than 7 years.
- Previously transcribed experience credits by a regionally accredited institution will be accepted by Hiram College; those student bringing experience directly to the College for consideration of credit must be reviewed and approved by individual academic departments and will be limited to 30 credit hours. For further information, please see Additional Methods of Gaining Transfer Credit.
- An official transfer credit evaluation requires that an official transcript be received in a sealed envelope (unopened by the student) by the College Registrar's Office, Admissions Office, or Professional and Graduate Studies. ***For information regarding international transcripts, please see the Origination of Coursework section below.***
- Upon receipt of an official transfer credit evaluation, students who wish to appeal a decision may request that the Registrar's Office complete a re-evaluation. If, upon completion of the re-evaluation, the student has further concerns, the Dean of the College or the Associate Dean of the College may be asked to make the final determination.

### ***ACCREDITATION CRITERIA***

Determination of the institutional source and quality of coursework, as reflected by the accreditation held by the originating institution, is the overarching criterion used to assess the eligibility of a course for evaluation and the awarding of Hiram College transfer credit.

Accreditation affords reason for confidence in an institution's or a program's purposes, in the appropriateness of its resources and plans for carrying out these purposes, and in its effectiveness in accomplishing its goals, insofar as these things can be judged. Accreditation speaks to the probability, but does not guarantee, that students have met acceptable standards of educational accomplishment. While coursework from both collegiate and non-collegiate originating institutions may be considered in this process, each institution must be accredited by a regional, national, international, or professional accrediting body that is recognized by Hiram College. Coursework from institutions that do not have accredited status are not eligible for evaluation and awarding of Hiram College credit.

#### **A. University Level Institutions**

Consistent with established educational practices, Hiram College evaluates and awards credit for courses at accredited post-secondary institutions (e.g., colleges, universities, community and junior colleges, technical colleges and institutes).

#### **B. Non-University Level Institutions**

On a case-by-case basis, seminars, workshops, training programs and other formal learning experiences provided by non-collegiate agencies and organizations (e.g. Armed Forces, General Motors, licensure through national registries, recognition by foreign ministries of education, etc) may be eligible for consideration in the evaluation process. While some courses may be denied Hiram College credit, other courses may be deferred to the appropriate major department for further assessment and a Pass/No Credit determination. For further information, please see Additional Methods of Gaining Transfer Credit.

### C. Other Institutions

Credits earned at institutions such as proprietary business schools, vocational/technical schools, or other single purpose institutions are not transferable without individual assessment.

## ***ORIGINATION OF COURSEWORK CRITERIA***

Courses originating from accredited domestic, international, and inter-institutional affiliated institutions may be considered for transfer credit at Hiram College.

### A. Domestic Institutions

The evaluation and awarding of Hiram College transfer credit for coursework originating at U.S. institutions is based on official transcripts. To be eligible for evaluation, coursework must appear on an official transcript from the institution that offered the coursework and initially conferred the credit. Students may be asked to provide additional documentation such as course descriptions, syllabi, etc, for clear determination of applicability.

### B. International Institutions

The evaluation and awarding of Hiram College transfer credit for coursework originating at non-U.S. institutions is also based on official transcripts from the institution that offered the coursework and initially conferred the credit. Students may be asked to provide additional documentation such as course descriptions, syllabi, and certified true copies of translations if the original documents are not in English.

### C. Inter-institutional Affiliations

Coursework originating at a branch or regional campus of an institution will, for the purposes of evaluation and award of Hiram College transfer credit, be treated in a manner similar to coursework originating at the institution's main campus. This principle shall not apply unless the branch or regional campus is specifically and separately accredited.

Further, it is recognized that some free-standing institutions have established close contractual relationships that, in terms of interdependent course offerings and academic record keeping, resemble a main-regional campus configuration. In those cases where such a relationship can be documented, the coursework is evaluated based on the accreditation criteria in this policy. For example, a student, while enrolled at Home

University, a domestic, regionally accredited institution, takes courses at an affiliated foreign institution. The coursework is recorded on the Home University transcript in a manner similar to courses taken on the main campus of said university. In this case, the coursework is evaluated in the same way as courses taken on the main campus of Home University.

## ***LEVEL AND NATURE OF COURSEWORK CRITERIA***

The following levels of coursework are eligible for evaluation by Hiram College.

### **A. Post-Secondary Level**

Undergraduate and graduate level coursework is considered for the evaluation and awarding of transfer credit at Hiram College, regardless of whether the coursework is completed prior to or after high school graduation. Coursework that is clearly secondary is not awarded credit.

### **B. Undergraduate Level**

Lower division coursework typically taken during the first half of a degree, as well as upper division courses usually associated with the last half of a degree program, are determined to be undergraduate level coursework.

### **C. Graduate Level**

Hiram College grants up to six semester hours of applicable graduate level transfer credit, at the discretion of the Office of Professional and Graduate Studies.

### **D. Non-University Level**

Courses determined to be at a developmental level are not awarded Hiram College credit. This category includes but may not be limited to study skills, career skills, or employment focused courses.

Hiram College does not award credit for host-based orientation courses, music lessons, or most physical education courses. Technical or skills-based courses are evaluated on an individual basis.

## ***ADDITIONAL METHODS OF GAINING TRANSFER CREDIT***

Hiram College awards credit based on minimum score requirements for select college level examinations. Examples include, Advanced Placement Level (AP), College Level Examination Program (CLEP), International Baccalaureate Examinations (IB), and Cambridge International Examinations (CIE). Guidelines for awarding these types of credit can be found on the Registrar's Office website:

Hiram College also recognizes that many Professional and Graduate Studies students have acquired knowledge through life and work experience. Such learning may have come from outside seminars through one's employer, volunteer work, community service, travel, military service, or extensive reading. It must be emphasized, however, that the awarding of advanced credit cannot be allowed to detract from the College's commitment to the highest standards of academic performance. Hiram College does not award credit for the actual experience, but rather for the learning that has resulted from the experience. For example, a student would not receive credit for having lived in a foreign country, but must demonstrate that he/she acquired and possesses college-level knowledge as a result of the experience in that country. The quantity and quality are the basis for awarding credit. It is important to keep this in mind when considering whether or not to apply for experiential learning or outside seminar credit. For further information on additional ways of gaining transfer credit, please contact the Office of Professional and Graduate Studies at 330.569.5161.

## ***AWARDING OF CREDIT TO FULFILL CORE, GENERAL EDUCATION, or ELECTIVE REQUIREMENTS***

Hiram College is committed to a rigorous, creative, and demanding intellectual environment that focuses on methods for acquiring knowledge and understanding about human beings and the world and to the development of socially responsible, ethical citizens

The Registrar's Office and the Office of Professional and Graduate Studies determine if transferred courses, after meeting the requirements within the above Statement of Criteria, align with the learning outcomes of our Core Curriculum and General Education Requirements respectively, and therefore, fulfill said requirements. Decisions are made based upon course descriptions, syllabi, and, when needed, student writing samples from the course. If the Registrar's Office and Office of Professional and Graduate Studies are unable to determine clear alignment, the Dean of the College or the Associate Dean of the College will be asked to make the final determination.

Courses that do not fulfill Core Curriculum or General Education Requirements but align with the learning outcomes of Hiram College courses will be transferred in as elective hours, and may be applied to the student's major upon approval by the appropriate department. Courses that do not have a similar Core or General Education course to align with, will be reviewed for transfer as such based upon course descriptions, syllabi, and if needed, student writing samples, in order to determine a reasonable match with the appropriate goals of a Core Curriculum or General Education Requirement.

## ***AWARDING OF CREDIT TO FULFILL FIRST-YEAR COLLOQUIUM REQUIREMENTS***

All Hiram College traditional students are required to complete both a First-Year Colloquium (FRCL) and a First-Year Seminar (FSEM). The Colloquia are a series of seminars on special topics across the liberal arts and sciences, designed to introduce students to college-level writing and oral communication. The First-Year Seminars continue the students' introduction to the examination of substantial intellectual issues, while seeking to improve the students' college-level writing and analytical abilities by emphasizing research across disciplines. Professional and Graduate Studies students are required to complete both Writing in the Liberal Arts and Foundations of the Liberal Arts (FDLA), which have similar learning outcome goals as the First-Year Colloquium and First-Year Seminar. For additional information on the goals of Core Curriculum, please see Hiram's Core Curriculum section.

The Registrar's Office determines if transferred courses, after meeting the requirements within the above Statement of Criteria, align with the learning outcomes of our FRCL and WRLA, respectively, and therefore, fulfill such requirements. Decisions are made based upon course descriptions, syllabi, and, when needed, writing samples from the course. Those students, for whom the First Year Colloquium or Writing in the Liberal Arts is waived, are required to take FDLA, which is considered to be essential for a student's future success at Hiram College. In addition to honing research writing skills, the course strengthens oral communication, critical thinking and analytical skills. It is a top centered, discussion based course which provides a solid introduction to the liberal arts.

## ■ Library Policies

### Hiram College Library Materials Rules

Item	Loan Period	# of Renewals	Period for each Renewal	Overdue Fines	Time Overdue Before Declared Lost	Lost Item Replacement Bill
Book	28 days	2	28 days	\$0.10 per day	30	\$62.50*
Video (DVD & VHS)	7 days	1	7 days	\$0.10 per day	30	\$62.50*
Laptops**	2 hours	1	2 hours	\$5.00 per hour	24 hours	\$1,500.00
Reserve - Closed	2 hours	1	2 hours	\$0.50 per hour	24 hours	depends on item
Reserve - 1 Day	1 day	0	0	\$0.50 per day	2 days	depends on item
Reserve - 3 Day	3 days	0	0	\$1.00 per day	2 days	depends on item
Reserve - 7 Day	7 days	0	0	\$1.00 per day	2 days	depends on item

\* All but \$2.50 is forgiven if the item is returned after being billed

\*\* [Wireless laptops may be checked out for use within the building.](#) If you need a laptop for an extended period and for use outside the building, please contact the Center for Educational Technology. A power cord may also be checked out with the laptop and power cords have the same basic circulation rules, except the replacement fee is \$70.00.

### OhioLINK Materials Rules

Please note that items must be picked up within ten days of receipt. While the library has set up an automatic email notification system, it is ultimately your responsible to determine items have arrived. You may track them through the [Check Your Library Account](#) option.

OhioLINK policies are set by the group and we cannot unilaterally change the policies.

Item	Loan Period	# of Renewals	Period for each Renewal	Overdue Fines	Days Overdue Before Declared Lost	Lost Item Replacement Bill
Book	21 days	6*	21 days	\$0.50 per day	30 days	\$125.00 **
Media	7 days	3*	7 days	\$0.50 per day	30 days	\$125.00 **

\* Renewals are not guaranteed and may be denied.

\*\* All but \$50 is forgiven if the item(s) is returned after being billed.

## SearchOhio Materials Rules

SearchOhio is a group of Public Libraries in Ohio that allow OhioLink patrons to borrow from their institutions. You may track them through the [Check Your Library Account](#) option. SearchOhio policies are set by the group and we cannot unilaterally change the policies.

Item	Loan Period	# of Renewals	Period for each Renewal	Overdue Fines	Days Overdue Before Declared Lost	Lost Item Replacement Bill
Book	21 days	3*	21 days	\$0.50 per day	30 days	\$25.00
Media	7 days	3	7 days	\$0.50 per day	30 days	\$25.00

\* Renewals are not guaranteed and may be denied.

## InterLibrary Loan Rules

Books not available through the Library's collection or through OhioLINK may be borrowed through Interlibrary Loan. To request an a book through Interlibrary Loan, use the [Interlibrary Loan Request Form for Books](#).

Item	Loan Period	# of Renewals	Period for each Renewal	Overdue Fines	Days Overdue Before Declared Lost	Lost Item Replacement Bill
Interlibrary Loan Book	variable*	variable **	variable **	\$1.00 per day	1 day	depends on item***

\*The loan period for interlibrary loan items is determined by the lending library. This period is indicated on the "strap" around the item.

\*\* Any renewals, and the length of those renewals, are at the discretion of the lending library and must be requested before the book is due by contacting the Hiram College Interlibrary Loan department.

\*\*\*Generally, this is the replacement cost of the item, as determined by the lending library, as well as any processing fees assessed by the lending library.

If you have questions, please contact Terri Foy at x5359 or by email at [foytm@hiram.edu](mailto:foytm@hiram.edu).

## **THE OFFICE OF PROFESSIONAL AND GRADUATE STUDIES**

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This bulletin offers a description of the program, the curriculum and the procedures governing the Office of Professional and Graduate Studies' operation. Since a publication can never be comprehensive enough to answer every question, students are urged to direct all inquiries to:

The Office of Professional and Graduate Studies  
Hiram College  
Hinsdale Hall, Room 205  
P. O. Box 67  
Hiram, Ohio 44234

Telephone: (330) 569-5161  
Fax: (330) 569-5003  
e-mail: [hwc@hiram.edu](mailto:hwc@hiram.edu)  
web site: [www.hiram.edu/pgs](http://www.hiram.edu/pgs)