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MAIS Program Leadership and Location

Staff

Amber Chenoweth, Associate Dean of Academic Affairs

Thomas Deastlov, Director of Enrollment and Student Support Services

Karyne “Missie” Mallinak, Academic Support Coordinator

MAIS Oversight Council (MOC)

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

Office of Professional and Graduate Studies

Hinsdale Hall suite 205

330-569-5161

MAIS@hiram.edu

https://www.hiram.edu/academics/graduate-studies/

Mission and Vision of the MAIS Program

Mission

The mission of the Master of Arts in Interdisciplinary Studies program at Hiram College is to foster imaginative and critically reflective approaches to complex, expansive problems within an interdisciplinary learning and research community.

Vision

The vision of the Master of Arts in Interdisciplinary Studies program at Hiram College is to equip students with knowledge, critical skills, and sensibilities crucial for addressing complex and multi-faceted questions in life and work.

Goals of Interdisciplinary Study:

Central to our mission are overarching goals for interdisciplinary study and research. In the MAIS program students are expected
• To explain and critically evaluate the assumptions, perspectives, and approaches of scholars in different disciplines.
• To integrate the insights and perspectives of scholars in different disciplines to answer significant questions.
• To develop cognitive advancements, enlarged perspectives, improved understandings, solutions to existing problems, or new models for representing phenomena through the integration of insights and perspectives from multiple disciplines.

**Reflective Thinking:**

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

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

**Dialogical Communication:**

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

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

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

Degree Requirements

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

A student may replace a disciplinary course with an independent study with the approval of the program directors. Students may do a maximum of two independent studies. Students may transfer no more than three graduate credit hours into the program with the approval of transfer credits by the program directors. Students who wish to transfer credits into the program must provide a syllabus for each course that the student wishes to transfer into the program for credit.

Required 3-course Sequence

MAIS 57100: Interdisciplinary Inquiry (3 credit hours)

Students in this course will explore the nature and process of interdisciplinary inquiry. Students will consider the value and uses of interdisciplinary inquiry in answering significant questions. Students will explore the approaches of scholars in different disciplines and will examine the ways in which scholarship from different disciplines can be integrated to answer significant questions and yield new knowledge.
Student Objectives:
- Explain the meaning and significance of interdisciplinary inquiry.
- Describe the process of interdisciplinary inquiry.
- Evaluate examples of interdisciplinary scholarship.
- Explain how scholars have integrated insights from two or more disciplines to answer a research question.
- Develop a tentative capstone topic idea.

MAIS 57200: Interdisciplinary Research (3 credit hours)

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

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

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

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

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

Additional Coursework

In addition to the required 3-course sequence, students must take four disciplinary inquiry courses in various disciplines. Students who are ready to work on the capstone must take the capstone proposal development course followed by the capstone course.
**MAIS 5xxxx: Disciplinary Inquiry Courses (various disciplines; 3 credit hours each)**

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

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

**MAIS 55790: Capstone Proposal Development (3 credit hours)**

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

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

**MAIS 55800 and 55820: Capstone I and II (3 credit hours each)**

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

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

The Curriculum

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

A course sequence for a new student in the MAIS program may look like this:

- Fall 1: MAIS 57100 and MAIS 57200
- Spring 1: MAIS 57300 and MAIS 5xxxx (disciplinary course)
- Summer 1: MAIS 5xxxx (disciplinary course) and MAIS 5xxxx (disciplinary course)
- Fall 2: MAIS 55790 and MAIS 5xxxx (disciplinary course)
- Spring 2: MAIS 55800 and MAIS 55820

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

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

Assignment of Capstone Advisors

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

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

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

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

**Biology Concentration**

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

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

Each year financial resources are assessed to determine the level of funding necessary to provide a quality education for those students attending Hiram College. The tuition and fees for the MAIS program are set in the fall semester for each academic year (including summer). Information about MAIS tuition and fees can be obtained by contacting the Office of Professional and Graduate Studies (330) 569-5161 or the Office of Student Accounts (330) 569-5114.

**Financial Assistance**

Statements are sent directly to students, and include any charges, financial aid awards, and payments received each semester. Payments not made when due are subject to a late fee at the end of each month. Lack of payment will jeopardize enrollment for future terms. Payment must be arranged by one of the following methods before classes begin each semester:

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

**Installment Plan**

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

**Deferment Plan**

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

**Financial Aid**

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

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

Applicants for admission must submit the following for consideration:

- Completed application form.
- Official undergraduate transcripts from all schools attended previously. Generally, the student should have attained a 3.0 or better grade point average (on a 4.0 scale) for the last two years or 60 credits of undergraduate work.
- Personal essay in which the student discusses his or her personal and professional goals and the objectives for wanting to enroll in the MAIS program. This essay is used to assess the student’s writing ability and education objectives, and to determine whether those objectives can be achieved through the MAIS program. The personal essay should address the following questions:
  - Why did you choose the MAIS program at Hiram College?
  - What are your personal motivations, interests, and goals for study?
  - How has your background prepared you for this program?
  - What skills do you bring to the MAIS program?
  - How will this program enable you to fulfill your life goals?
- Writing Sample. Strong writing skills are critical to success in the MAIS program. The applicant should submit a paper that he or she has written previously.
  - The paper must have been written in the last 5 years.
  - Choose something where you have been asked to analyze something, draw conclusions, support an opinion or otherwise generate an argument. We are looking for a critical analysis of a concept or issue. We are looking to see how you support that analysis in writing.
  - The writing sample could be a paper from a college level course or writing that was generated for a professional audience.
  - Business plans do not provide the narrative required of this sample.
  - Avoid items such as newsletter or other informational pieces.
  - The suggested length of the writing sample is 3-5 pages, typed, double spaced, 12 point font.
- Two letters of recommendation describing the student’s motivation, intellectual ability, and accomplishments.

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

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

Registration Policies

Registration Deadlines

The registration period begins around the 5th weekend of each semester and ends prior to the start of a class. Registration for a class will not be accepted after the class has begun. Registration forms are available in the Office of Professional and Graduate Studies. As courses may fill quickly, students are encouraged to register early. If enrollment in a course is low, the course may be cancelled. This decision will be made as early as possible in order to give students an opportunity to choose another course or make other arrangements.

Auditing Courses

A limited number of spaces in selected courses may be available to auditors, and students taking the course for credit have priority in registration. Students are expected to fulfill regular attendance expectations and perform any additional tasks stipulated by the instructor. If these conditions are satisfactorily met, the audited course will be recorded on the student’s official transcript with the mark of AU (Audit). If these conditions are not met, the student will receive a mark of ANC (Audit No Credit). Once the designation of audit has been selected it may never be changed to a grade or be applied toward a degree in the future. Students may not register to audit courses after the first meeting of the class. Students who wish to change their registration status from credit to audit must do so before the first class meeting.

Registration for Additional Courses and Course Changes

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

Withdrawal Policy

Ceasing to attend a class, never attending, or notifying an instructor does not constitute official withdrawal. Notification of withdrawal must be made to the Office of Professional and Graduate Studies for the student to receive a refund or have an adjustment made in a transcript. Withdrawal from a course may incur tuition liability and academic penalty.
If a student needs to withdraw from a course before the semester begins through the Monday following the first class meeting there is no tuition liability, tuition is refunded at 100% (fees are refunded only if the student totally withdraws for the semester). If a student withdraws from a course any time after the Monday following the first class meeting and through the Monday following the second class meeting, tuition will be refunded at the rate of 75% (no fees are refunded). If a student withdraws from a course after the Monday following the second class meeting and through the Monday following the fourth class meeting, the student will receive a refund of 50%. If a student withdraws after the Monday following the fourth class meeting through the end of the term, there is no tuition refund.

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

Registering for Undergraduate Courses

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

Non-Degree Seeking Students

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

Graduate Course Availability for Undergraduate Students

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

Credits

Credits are expressed in semester hours; 30 hours of academic credit are required to receive the Master of Arts degree in Interdisciplinary Studies. Generally, courses carry three semester hours and meet four sessions face-to-face and with additional course time online in a blended format. To obtain part-time status students must be registered for at least three credit hours of coursework per semester.

Grades

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

The academic standards are expressed in terms of grades that are worth points. Each semester hour of credit for each letter grade carries the number of quality points indicated: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33 C=2.00; C-=1.67; F=no credit or points.

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

- A – Exceeds requirements
- B – Meets requirements
- C – Below minimum requirements
- F – Does not meet requirements

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

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

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

Academic Dishonesty

There are many forms of academic dishonesty, including plagiarism, the giving or receiving of help in any form on an examination, the sale or purchase of papers and test materials, the abuse of computer privileges and regulations, the misuse or abuse of online or library resources, and any other action which debases the soundness of the educational process. Any student who violates the integrity of the academic process will be subject to punishment, including possible dismissal from the College.
Hiram College believes that the development of intellectual honesty is at the heart of a college education. The process of education is severely compromised if we cannot depend on the academic integrity of each member of the community. Moreover, the principles of academic honesty are aligned closely with the principles of good scholarship and research, principles of critical thinking and reasoning, and the standards of professional ethics. Thus, students who fail to practice academic honesty not only risk losing the trust of the academic community, they also fail to develop the most essential skills and abilities that characterize a college graduate.

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

**Transfer Credit**

Degree seeking candidates may request to have an evaluation for credit of graduate level course work taken at other colleges/universities. Such courses must make a logical contribution to the student’s program. A maximum of three transfer credit hours may be applied toward an MAIS degree.

In order to be considered for transfer of credit the courses must be from a fully accredited college or university and the grade awarded for a course must be a minimum of “B-“. Matriculating students wishing to take a course at another institution for transfer credit must have prior approval of the MAIS Oversight Council.

**Time to Complete Degree**

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

**Class Attendance**

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

**Completion of Work in a Course**

Students are expected to complete all assigned coursework according to the deadlines set by the instructor. In the uncommon case of extreme medical, family, or personal emergency, a grade of “incomplete” may be assigned to a student who has performed adequately in the class but who is unable
to complete course requirements. In order to be eligible for an incomplete the student must have completed at least 75% of the coursework. An Incomplete Grade Request Form must be submitted by the final grade deadline for that semester. The form must document the unfinished work to be completed and the arrangement for turning in the work. Students who take an incomplete in a course must have the approval of the Associate Dean of Academic Affairs before they register for another course.

**Extension of Time for a Capstone Project**

Normally, the capstone project is completed during the student’s final semester enrolled in the capstone course. If there are extenuating circumstances, and upon approval of the Associate Dean of Academic Affairs, a student may complete the project over a longer period of time. In such cases, the student would register for “continuing research” during each semester required.

**Official Transcripts**

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

**Appeals of Grades and Capstone Decisions**

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

**Graduation**

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

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

Specific details about all student resources are available online through Hiram College’s website: www.hiram.edu

Photo Identification Card

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

Housing

Dormitory housing is provided as an optional service for MAIS students. Room reservations for evenings for which classes meet are made in advance for the entire semester. Requests are made in the Office of Professional and Graduate Studies.

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

Writing Assistance

Writing assistance is available for graduate students and may be arranged through the Office of Professional and Graduate Studies and in consultation with the Associate Dean of Academic Affairs.

Library

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

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

All books and documents must be checked out from and returned to the Circulation Desk on the main floor. Videos, CDs, and other materials housed in the Center for Educational Technology must be checked out from and returned to the Center. Please note that not all items may be checked out, most notably periodicals, newspapers, and reference books.
A valid Hiram College ID card is required to check out materials. You will need to bring your ID to the library to ensure that the barcode on the back of the ID is linked to your record in the library’s database. This is also necessary to borrow items through OhioLINK or to use certain online resources from off campus.

For more information about general circulation policies, fines, blocked library accounts, reserves, OhioLINK usage and policies, and/or interlibrary loans contact the Circulation Desk at 330.569.5359 or visit the library’s website: http://library.hiram.edu.

**Bookstore**

The Bookstore, located in the Kennedy Center, carries course materials as well as office and school supplies, software, clothing, gifts, general books, compact discs, cards, candy, and health and beauty aids. Students can also order textbooks online at the bookstore’s website: https://www.hiram.edu/bookstore or www.hiramcollegebookstore.com. A tutorial for how to order textbooks is available at https://www.hiramcollegebookstore.com/how-order-textbooks.

**The Office of Career and Academic Development**

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

**Dining Services**

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

**Information Technology Services**

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

1. Please go to www.hiram.edu for the most current information about any closings or delays. Information is also available on Hiram’s official Twitter and Facebook accounts.

2. The College has the ability to send you a text message. In order for you to receive Emergency Closing Information via a text message, we need to maintain your current cell phone number at all times. Please stop by the Registrar’s Office in Teachout Price Hall, call them at 330.569.5210, or email them at registrar@hiram.edu, if you need to update your cell phone number.

3. When possible, an email will be sent to your Hiram account. However, you should always use the website and/or the Information Line as your primary source of information.

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 (mais@hiram.edu). We will contact you as soon as possible to confirm that we received the message.

Epilogue

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: mais@hiram.edu
web site: www.hiram.edu/pgs