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The Office of Professional and Graduate Studies

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PGS Office

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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 40 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

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

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](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**

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**

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**: 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

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 (see College Catalog). 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. 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. Effective for all student who are audited for graduation on or after August 21, 2017, if a course is approved for two cores, it may be used to fulfill both requirements for a single student. Departmental breadth is ensured by requiring students to take 3-4 credit hour courses in at least six different academic disciplines across all courses taken with the exception of INTD, FRCL/FSEM/WRLA/FDLA. Having been counted as fulfilling an interdisciplinary requirement does not preclude a course from being counted as fulfilling core requirements. Refer to the Hiram College Catalog for full details on the general education requirements and guidelines.

The Core Curriculum comprises approximately one-third of a student’s course work at Hiram. 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 in the Fall 2018 semester and forward are listed below.

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 should be completed during the student’s first year at Hiram.
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.

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.
Hiram Connect Requirement

Hiram Connect will be a graduation requirement for all PGS students entering in fall 2017 and beyond. Hiram Connect requires students to integrate and apply classroom learning with high-impact, out-of-classroom experiences, strengthening intentional career exploration, and personal development through reflection.

Hiram Connect for PGS will consist of three stages:

1. STDV 18000: Connecting To and Through Hiram College – required 1 credit hour course accompanying FDLA 20101 in the first year of coursework at Hiram College.
2. Completion of 120 clock hours of approved Connect experience time.
3. Connect reflection in Capstone/senior seminar course.

There are five key questions at the center of the Hiram Connect program:

1. Curriculum: What should I learn? What should I learn to do?
2. Career: To what work can I devote myself? How can I support myself?
3. Calling: How will I make my life meaningful?
4. Character: Who am I and who should I become?
5. Community: Where do I belong? And how will I serve my community?

Referred to as the “5 Cs” students will grapple with these questions throughout their educational experience at Hiram College. They will be introduced to these questions in the STDV 18000 course and in that course they will be required to create and submit a plan to accomplish 120 clock hours of out-of-classroom experiences that, added to coursework, will provide opportunities to explore and reflect on the 5 Cs. With the help of advisors and instructors, students will develop an understanding of what Connect is about and the steps they will be expected to complete in order to fulfill the Connect requirement.

- The Connect Plan will be submitted and approved prior to the completion of STDV 18000. The plan must account for the completion of 120 clock hours of experience.
- The plan must demonstrate an understanding of the 5 Cs as they relate to the student’s own experiences.
- The plan must articulate the steps the student intends to take to ensure that their involvement in their workplace, community, or other life experiences connects to their coursework and to the world at large.
- The plan must demonstrate the ways in which it is possible to take your education into the real world and engage in new experiences or current experiences in new ways.
The goal is to communicate specific ways the student plans to grapple with the 5 Cs in critical and reflective ways and add experience, previous skills, and knowledge into a new and more nuanced context.

**Experiential Learning Guidelines**

We recognize that PGS students have full lives that include work, school, family, and community. To assist working adults to complete appropriate experiences without having to schedule or plan separate internships or travel experiences, the following guidelines have been established:

a. Experiences can begin as soon as the students’ Connect Plan has been approved.

b. The student must engage in and document/prove 120 clock hours of work, community, or life experience as it relates to their education and the 5 Cs.

c. The 120 clock hours can be a combination of experiences, but must be documented through supervisor signature/verification of time spent, vigilant journaling, or careful recording of experiences (i.e. blogs, photos, videos, portfolios, etc.)

d. The student must submit documentation of these experiences along with a reflective essay, highlighting the Connect experience as it related to the 5 Cs.

e. The experience and the reflection must be INTENTIONAL: students must consider the value in these experiences: How have you learned? What have you learned? Why does it matter? How have you progressed?
   
   i. Hiram encourages students to step outside of their comfort zone and experience the world in new ways.
   
   ii. Must be a NEW experience, cannot be retrospective.
   
   iii. Emphasis on purposefulness of this endeavor.

f. The documentation of experience and the essay must demonstrate active engagement in the Connect experience: did the student ask questions, solve problems, make decisions, investigate, and examine?

g. The 120 clock hours of Connect experience as well as the reflection process and the essay connecting this experience to the 5 Cs must be completed before the student begins their capstone work.

**Major Areas of Study**

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, Integrative Exercise Science, Marketing, and Social Sciences.
Accounting and Financial Management

*Major available through Weekend College, Online, Lorain County Community College, and Cuyahoga Community College.*

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 the required accounting courses, complete the required correlative courses, 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 34000: Accounting Information Systems
- ACCT 44100: Advanced Accounting
  *Students must earn a C- or better in this list of courses*

  - 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
- MGMT 32100: Business Law I

**Management**

*Major available through Weekend College, Online, and Cuyahoga Community College.*

The 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 management major, a student must take all of the required economics/management courses and a minimum of 15 semester hours of electives. Transfer students will be required to complete at least 30 hours of the 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 40100: Research Development
- 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 15 semester hours.

- 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
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

Major available through Weekend College.

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 40100: Research Development
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

Major available through Lakeland Community College.

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 30100: Entrepreneurial Marketing
Healthcare Services Management

Major available through Weekend College.

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 that 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**

*Major available through Lorain County Community College.*

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 the area of concentration. 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: Career Explorations in IEST
- 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
- INTD 28000: Contemporary Environmental Issues

**Mathematics**

- MATH 10800: Statistics: MM
Natural Science

Any SM designated course

Writing

WRIT 21500: Writing about ...or
WRIT 31100: Writing for Business or
WRIT 34500: Writing for Publication

Required Area of Concentration (choose 4 of 5):

ECON 21000: Sustainable Economic Development
EVST 28000: Energy and Sustainability
INTD 22700: Land Use Policy
GEOL 20900: Environmental Geology
EVST 31000: Introduction to GIS

Integrative Exercise Science

Major available through Cuyahoga Community College.

The Integrative Exercise Science Department emphasizes a combination of a strong science education, hands on experiential learning in laboratory and clinical settings, and a foundation in biomedical humanities designed to develop ethically grounded, humanistic healthcare, fitness and wellness providers.

Students majoring in Integrative Exercise Science complete a strong core of exercise science coursework integrated with biology and biomedical humanities courses. An internship or research project as a culminating experience provides the opportunity for the student to apply the theoretical knowledge of coursework and laboratory experiences into a practical or research environment.

BIOL 13100 Human Anatomy and Physiology w/lab (4)
BIOL 13300 Human Anatomy & Physiology II w/lab (4)
IES 10100 Foundations of Exercise Science (3)
IES 31200 Physiology of Muscular Activity & Exercise (4)
IES 32000 Kinesiology & Applied Biomechanics (4)
IES 34600 Essentials of Strength Training & Conditioning (4)
BIMD Electives (4)
BIMD Elective (4)
IES 40000 Exercise Testing & Prescription (4)
IES 48000 Senior Seminar/Capstone (4)
IES 48100 or 49800 Independent Research or Internship (1-3)
Area of Concentration courses (choose 2):

IES 2xxxx IES 200 Level Elective (3)
IES 31100 Nutrition & Fitness (3) OR
IES 40100 Exercise Testing & Prescription for Special Populations (4)

Marketing

Major available through Lakeland Community College.

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 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

Major available through Weekend College.

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 and SOSC 48000 Capstone. 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.
Dual Majors and Minor Policy

Dual Majors

The curriculum of the Office of Professional and Graduate Studies includes nine 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, Integrative Exercise Science, Marketing, and Social Sciences. Students may elect to double major while at Hiram College. However, the following dual major combinations are NOT allowed:

- Accounting and Financial Management and Business Management
- Business Management and Social Sciences
- Communication and Social Sciences
- Healthcare Services Management and Social Sciences

Minor Policy

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. The following major/minor combinations are NOT allowed:

- Students may not major in Accounting and Financial Management and minor in Accounting or Management.
- Students may not major in Business Management and minor in Accounting or Management.
- Students may not major in Healthcare Services Management and minor in Management.
- 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

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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-23</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24-55</td>
</tr>
<tr>
<td>Junior</td>
<td>56-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 and above</td>
</tr>
</tbody>
</table>

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 Associate Dean of Academic Affairs for Professional and Graduate Studies. Students who wish to take a PGS courses must go to the Associate Dean’s office (Hinsdale 3rd 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 Associate Dean 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.

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, undergraduate students 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 inquiries 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.

**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, (15th 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.

**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.

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 Associate Dean of Professional and Graduate Studies. Questions regarding the senior residency requirement should be directed to the Associate Dean 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.

Housing Policy

Many adult learners will wish to take advantage of the special PGS residence hall that is available for weekend students staying overnight. 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 is provided as an optional service for all students. Room reservations for Friday and/or Saturday night(s) are made in advance and may be made for the 8-week term or the entire semester. There are also a limited number of extra rooms available each weekend which may be reserved for a $20 fee per night. Requests are made in the Office of Professional and Graduate Studies. No housing requests are accepted unless arrangements are made for full payment covering the duration of their reservation. 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. 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.

**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. 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 2018-2019 academic year are as follows:

- Tuition - $494 per credit hour
• Comprehensive Fee - $150 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.

**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.
Emergency Closing Information

1. [WWW.HIRAM.EDU](http://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](http://HOME.HIRAM.EDU), only on [WWW.HIRAM.EDU](http://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.
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:

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