Muskingum College admits students of any race, color, religion, sex, national or ethnic origin, handicap, physical challenge, disability, sexual orientation, socio-economic status and political affiliation.
The 2004-2005 Muskingum College Catalog describes the program that will be offered by the College in this academic year. Every effort has been made to reflect the Muskingum College program, policies and procedures in this Catalog. The College reserves the right to change, without notice, rules, policies, fees, curricula, courses or other matters. Any course may be closed at any time because of limited resources or canceled for reasons beyond the College’s control, such as faculty unavailability or enrollment insufficiency.
**Muskingum Profile**

**Degrees:** Bachelor of Arts, Bachelor of Science, Master of Arts in Education, Master of Arts in Teaching

**Expenses:**

**Undergraduate Expenses for Two Semesters (2004-2005):**
- Tuition: $14,920
- Room (3,100) and Board (3,100): $6,200
- Fees (matriculation, student activities): $370
- Technology (195) and Phone (60): $255

**Graduate Expenses (2004-2005)**
- Tuition: $265 (per semester hour of credit)

**Admission Requirements:**

**Recommended:**
- Undergraduate: 15 units of secondary school
  - 4 units English
  - 2 units foreign language
  - 3 units college prep math
  - 2 units science
  - 2 units social science
  - 2 other units approved by accredited high school

**Graduate Admission to College:** Earned baccalaureate degree from a regionally accredited college or university, with minimum grade point average of 2.70. Individual degree programs may have additional requirements including a higher minimum grade point average.

**Admissions Programs:** Early Admissions, Advanced Placement, Transfer Students and rolling admission plan

**Enrollment (Fall 2003):** 1,608 undergraduates, 406 graduate students

**Faculty:** 94 full-time, 77% with doctorate and 87% with terminal degrees, 16:1 student-faculty ratio

**Library:** 215,000 volumes, 574 print journals, and access to over 16,500 online journals, 17,000 electronic books, 1,200 electronic videos, and 110 research databases. A member of OPAL and OhioLINK consortia, library services to Muskingum College students, faculty, and staff include borrowing privileges at 84 academic libraries throughout the state.

**Campus:** 225 acres with 20 major buildings

**Location:** New Concord; 125 miles south of Cleveland, 70 miles east of Columbus


Undergraduate Teacher Licensure: Early Childhood, Middle Childhood, Adolescent/Young Adult, Multi-Age Health and Physical Education, Multi-Age Foreign Language, Multi-Age Music, Multi-Age Visual Arts, and Intervention Specialist, Mild/Moderate (ages 5-21)

Graduate Teacher Licensure: Early Childhood (initial licensure); Early Childhood (second licensure); Middle Childhood; Adolescent/Young Adult; Early Childhood Intervention Specialist; Intervention Specialist Mild/Moderate (initial licensure); Intervention Specialist Mild/Moderate (second licensure); Intervention Specialist Talented and Gifted; Principal, Ages 3-14, Principal, Ages 8-21; EEH (validation); Early Childhood Development (validation); Reading (endorsement)

Preprofessional Programs: Christian Ministry, Dentistry, Engineering (affiliate program with Case Institute of Technology of Case Western Reserve University, Cleveland, Ohio), Law, Medical Technology (affiliate program with Southwest General Hospital, Middleburg Heights, Ohio), Medicine, Physical Therapy, Speech Pathology and Audiology (affiliate program with Kent State University, Kent, Ohio), Veterinary Medicine
General Information

Location
Muskingum College, located in east-central Ohio, is easily accessible by major east-west and north-south highways. The village of New Concord, Muskingum’s home town, is located on US 22 and 40, along Interstate 70, 115 miles west of Pittsburgh and 70 miles east of Columbus. US Interstates 77 and 70 intersect ten miles east of New Concord near Cambridge; Zanesville is sixteen miles to the west.

History
Muskingum College is rich in tradition, its proud heritage reaching back to the first half of the nineteenth century when Ohio was an infant state and covered wagons were bringing adventurous settlers westward over the newly-completed National Road through New Concord. The College’s Indian name, sometimes mispronounced and often misspelled, is a source of pride to those who cherish the history of that colorful part of frontier America “beyond the Alleghenies.”

During its first half-century Muskingum adhered to the educational patterns of the classical college of the period. In 1854 women were admitted on an equal basis with men. After the Civil War a period of steady growth began, accelerating until the frontier classical college of less than a hundred students has evolved into a modern liberal arts and sciences college. Today, approximately 1,600 undergraduates and more than 800 graduate students study on Muskingum’s beautiful 225-acre campus.

When Franklin College, an important educational institution of the Presbyterian Church in the 19th century, closed in 1927, its alumni rolls came to Muskingum.

In January 2000, Dr. Anne C. Steele became Muskingum College’s 20th President.

Presbyterian Heritage
On March 18, 1837, the state legislature granted a group of New Concord citizens a charter to establish a college in the village. Because the community was settled largely by farm people of Scots-Irish descent, the predominant religion was Presbyterian. In 1877 Muskingum became associated with the Synod of Ohio of the United Presbyterian Church. With the merger of the Presbyterian and United Presbyterian churches in 1958, Muskingum became associated with the newly-created United Presbyterian Church in the USA. In 1983 that church merged with the Presbyterian Church in the United States to form the Presbyterian Church (USA). Muskingum’s direct affiliation is with the three-state Synod of the Covenant.

Accreditation
Muskingum College has been continuously accredited since 1919 by the North Central Association of Colleges and Schools (renewed in 2003) and is authorized by, and receives periodic reauthorization from, the Ohio Board of Regents to grant its degrees. The program in chemistry is approved by the
American Chemical Society. Muskingum College is fully approved for teacher education by the Ohio Department of Education and is a member of the Interstate Certification Compact which provides for comparable certification in numerous other states including, Pennsylvania, New York and New Jersey. Muskingum holds memberships in the American Council on Education, the Council for the Advancement and Support of Education, the Council of Independent Colleges, and the Association of Independent Colleges and Universities. Muskingum College is an accredited institutional member of the National Association of Schools of Music. The College is also a member of the Ohio Confederation of Teacher Education Organization (OCTEO).

Mission
The mission of Muskingum College is to offer quality academic programs in the liberal arts and sciences in the setting of a residential, coeducational, church-related college and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected. Its primary purpose is to develop intellectually, spiritually, socially and physically whole persons, by fostering critical thinking, positive action, ethical sensitivity and spiritual growth, so that they may lead vocationally productive, personally satisfying and socially responsible lives.

Campus
Muskingum’s scenic campus occupies 225 acres of rolling land in the village of New Concord. A small lake near the center of the campus is crossed by a foot bridge connecting the academic area, on one hill, to three of the residence halls on another. Nearby is the 3500-seat football stadium. An eight lane all weather track around the football field was completed in 1981, and in 1986 Muskingum’s recreation center was opened. Also on the campus are a softball field, a baseball diamond, a number of athletic fields for intramural sports and varsity practice and nine tennis courts. The McAllister Biology Station, a 57-acre tract of land located in nearby Otsego, is used as a biology preserve and study area.

Academic Facilities
A description of the major college facilities follows:
The Boyd Science Center (1971) is a four-floor building housing the biology, chemistry, geology, mathematics and computer science and physics departments, along with the modern language department and the computer and network services center. It has modern facilities and laboratory equipment for undergraduate science instruction, including: proton nuclear magnetic resonance spectrometers, ultraviolet-visible light spectrophotometers, a microcomputer-based physics laboratory, mass spectrometer, infrared spectrophotometer, carbon-13 nuclear magnetic resonance spectrometer, x-ray diffraction equipment, an image analysis system and the College’s shared servers, network, voice, and PBX systems. The Science Center was named in memory and honor of Thomas A. and Grace Jean Bethel Boyd, alumni of Muskingum, in 1990. Mr. Boyd was known for his research on fuel.
Brown Chapel (1912) is a multipurpose building which serves as church, chapel, auditorium and classroom. Its main auditorium seats 500 and houses an organ whose moveable console permits its use for recitals and church services. The lower level contains a lounge area, music practice rooms, a small chapel and offices. The chapel was named for J. M. Brown of Wheeling, West Virginia, a benefactor of the College and long-time member of the board of trustees.

Philip and Betsey Caldwell Hall (2004) honors the extraordinary legacy of Philip and Betsey Caldwell, lifelong champions of higher education. A 1940 Muskingum College graduate and member of the Board of Trustees for 37 years, Mr. Caldwell served as chairman and chief executive officer of Ford Motor Company. Mrs. Caldwell, a graduate of the University of North Carolina, has participated in many historic restoration and preservation initiatives and, for many years, was a member of the Mount Vernon Advisory Board. Caldwell Hall is a state-of-the-art academic building that includes classrooms equipped with advanced information technology, television and radio studios, a 250-seat theatre, an experimental theatre, costume and set design laboratories, an exhibit hall, and faculty offices.

Cambridge Hall (1929) was built largely with funds contributed by citizens of nearby Cambridge. Formerly housing the natural sciences, it was remodeled in 1972 for use by the social science division. Along with classrooms it contains seminar rooms, a visual aids auditorium, sociology and psychology laboratories, a teaching lab, a nursery school with observation rooms, land- and-aquatic-animal rooms, a photographic dark room, surgery room and closed-circuit television connections with research rooms as well as a 14-station computer laboratory.

Computer, Network and Telephone Facilities include multiple RISC servers running a variety of operating systems, four open access laboratories running a current version of the Windows operating system (one lab also has Linux) on the academic quad, four seven-day/24 hour open access facilities on the residential hills and four discipline specific facilities for the Physics, Psychology, Modern Language and Art departments. Additional support equipment includes dot matrix and laser printers in the laboratories, distributed color plotters and laser printers in academic departments and scanning services. All campus computers and classrooms are connected to the campus-wide fiber optic backbone. All campus offices and residential rooms are provided with network and telephone outlets. Local calls and voice mail are provided without cost. The college is connected to the national Internet community through links to the Columbus OARnet hub.

John Glenn Physical Education Building (1935) was named in 1962 in honor of the distinguished astronaut/senator alumnus. It houses two gymnasiums, a swimming pool and recreational equipment.
**Johnson Hall** (1899) is named for Dr. Jesse Johnson, Muskingum’s president from 1893 to 1902. Renovated in 1977, it contains art studios and a 160 seat proscenium thrust theatre.

**The College Library** (1960) accommodates 310 students for group or individual study. Its collections include more than 215,000 volumes, 574 print journals, and access to over 16,500 online journals, 17,000 electronic books, 1,200 electronic videos, and 110 research databases. The library is an official depository for United States and State of Ohio publications and information. The Muskingum College Library online catalog and other electronic library resources are available to students and faculty at [http://muskingum.edu/~library](http://muskingum.edu/~library) as well as in the library itself. A member of OPAL and OhioLINK consortia, library services to Muskingum College students, faculty, and staff include borrowing privileges at 84 academic libraries throughout the state.

**The Little Theatre** (1900) constructed for physical education purposes and remodeled in 1943 as a theatre, is used primarily for experimental drama and rehearsals.

**Montgomery Hall** (1921) the campus administrative hub, contains administrative and faculty offices and classrooms. It is named for Dr. J. Knox Montgomery Sr., president of Muskingum from 1904 to 1931.

**Paul Hall** (1873) the oldest building on campus, is named for Dr. David Paul, president of the College from 1865 to 1879. A National Historic Site, the building houses the music faculty.

**The Recreation Center** (1986) connects on all floors with the John Glenn Physical Education Building to provide a complete varsity and intramural complex. Its construction was made possible by the contributions of over 5,000 donors to the College’s Design for Tomorrow planning and fundraising program in the 1980s. The facility includes a varsity gymnasium with seating for 2,800; four handball/racquetball courts; gymnastics, conditioning and training rooms; a practice room for baseball, softball, golf and archery; locker rooms for students, faculty, staff and officials; an observation lounge; offices and seminar/conference rooms.

**The Student Center** (1960) the campus social center, houses lounges, a snack bar, mail room, campus bookstore, meeting rooms and administrative offices, including student life.

**The Wellness Center** provides regular physician hours, a pharmacy and treatment for minor illnesses; available on campus for residential students.

**Residence Halls**

The majority of students live in the residence halls that are clustered atop two hills overlooking the football field, the lake and the Hollow. Finney, Kelley, and Patton make up the East Residence Area. Additionally, a number of thematic Program Houses are located along Lakeside Drive. The West
Residence Area is comprised of Memorial, Moore, and Thomas Halls and the Townhouses. An additional building, Lexington Arms, is located at the southern tip of campus.

**Finney Hall** (1961) named for the late Harold P. Finney of Cleveland, a college benefactor and former chairman of the board of trustees, houses 130 first-year and upperclass men and women.

**Kelley Hall** (1956) is the largest residence hall on campus and is named for Ruth Kelley Montgomery, wife of 1932-1962 Muskingum College President, Robert Montgomery. Kelley houses 240 first-year and upperclass men and women.

**Lexington Arms** is a small apartment building which was acquired by the College in 1997. The eight apartments accommodate 22 upperclass men and women.

**Memorial Hall** (1951) was built as a memorial to Muskingum alumni who served in World War II. The building accommodates 100 first-year and upperclass women.

**Moore Hall** (1958) housing more than 100 first-year and upperclass men, is named for the late Paul M. Moore of Aliquippa, Pennsylvania, a longtime member of the board of trustees and a benefactor of the College.

**Patton Hall** (1922) reopened in the summer of 1996 after major renovations. Named for Emma Patton Montgomery, wife of John Montgomery, President of Muskingum College from 1904-1931, it houses 120 upperclass students and is home to four of Muskingum’s social clubs.

**Program Houses** are individual houses which accommodate from 6 to 14 students. Houses typically include the language houses.

**Thomas Hall** (1961) accommodating 150 first-year and upperclass men and women, is named for the late Roger Crile Thomas and his brother, Paul M. Thomas, of Phoenix, Arizona.

**The Townhouses** (1998) are Muskingum’s newest housing facility. The 12 suites accommodate 72 upperclass men and women.

**International Education**

Muskingum College intentionally promotes programs that encourage and develop international awareness and understanding. Formal student exchange agreements exist between the College and universities around the world, and a wide range of additional study abroad opportunities is available. The Liberal Arts Essentials (LAE) program requires exposure to international perspectives, and an international faculty and student body add diversity to the campus. The curriculum features a significant and growing amount of coursework in foreign area studies, international business, international affairs and foreign languages and literatures.
Center for Advancement of Learning
The Center for Advancement of Learning which administers both the PLUS Program and the Learning Strategies and Resources Program (LSR) provides academic assistance to all students. Its programs and professional learning consultants staff use a learning strategies approach to help students build on their strengths and develop lifelong learning skills. All students have the opportunity to meet on a weekly basis with the professional staff.

Americans with Disabilities Act (ADA) Compliance
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, reasonable accommodations/academic adjustments will be provided to any student who upon verification of documentation that establishes a disability and the need for accommodations due to a substantial impairment in one or more major life functions. Documentation should be submitted to the director of the Center for Advancement of Learning. Documentation should be current, conducted by a qualified professional, and contain evidence to establish a rationale supporting the need for accommodations. Reasonable accommodations are provided with no additional charge to students.

PLUS Program
The PLUS Program provides comprehensive academic support services for students with disabilities including a content-based, learning strategies tutorial. As defined by the National Joint Committee on Learning Disabilities, learning disabilities are a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical abilities, occurring in persons of average to very superior intelligence and presumed to be due to central nervous system dysfunction.

Selection of students for admission to the PLUS Program is carefully directed by the program’s administrators. Qualified students with disabilities may seek professional services by applying to the PLUS Program. A student’s initial application must include all materials as required for regular admission to the College. In addition, documentation of the disability should be given to the program director. This documentation should be recent, conducted by a qualified professional and include clear and specific evidence of the disability. Applicants to the PLUS Program are carefully screened and those qualified are extended invitations for on-campus interviews. All PLUS Program fees are based on two levels of tutorial instruction participation. Tutorials are based on a learning strategies model and there is no developmental support provided.

All students must be aware that some majors have minimum admission criteria and they may be advised to reconsider their intention of pursuing academic majors leading to vocations which require special licensing and certification requirements or proficiency on certain basic skill tests. As students declare academic majors, they are assigned advisors in the relevant department. PLUS Program learning consultants serve as program advisors only, helping students in scheduling appropriate course loads and considering their best options in selecting a major.
Learning Strategies and Resources (LSR)

All LSR students are expected to meet weekly with the professional learning consultants and implement a learning strategies approach designed to increase academic success. Employing appropriate strategies is essential in college due to the nature and volume of work. Often students need assistance to adapt existing strategies or create new ones as they connect information, extend associations, and effectively use memory capacity. Guidance in time management, textbook reading, notetaking and memory strategies is provided. Strategies for exam preparation and meeting college level writing expectations are also offered. For continuing LSR students, sessions focus on helping them generalize strategies for successful performance across the curriculum.

Non-Discrimination Statement

Muskingum College does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, physical challenge, disability, sexual orientation, socioeconomic status or political affiliation, in admission or access to, or treatment or employment in its education programs and activities, including rights and privileges, educational policies, scholarship and loan programs, athletic activities and school-administered programs. The Director of Human Resources, Compliance Coordinator, has been designated to coordinate the College’s compliance with the nondiscrimination requirements under Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of handicap, race, sex and age, respectively. The Director of Human Resources, Montgomery Hall, may be contacted at (740) 826-8114.

Grievance Procedure

Muskingum College’s internal grievance procedure provides for prompt and equitable resolution of complaints made by students and employees alleging any action prohibited by US Department of Education, Office for Civil Rights, regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, (29 USC 794), and Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of handicap and sex, respectively. Complaints should be set forth in writing and addressed to the Director of Human Resources, Compliance Coordinator, Montgomery Hall, (740) 826-8114, who has been designated to coordinate the College’s compliance activities pursuant to the indicated regulations. The full text of the grievance procedure pertaining to alleged handicap or sex discrimination, as well as the grievance procedures applying to other matters, may be found in such college publications as The Student Handbook or The Faculty Handbook.

Auxiliary Aids and Services

Muskingum College makes available to qualified students with disabilities those reasonable accommodations and auxiliary aids or services that are necessary to provide them with appropriate access to the learning environment and the opportunity to demonstrate academic achievement.

Where applicable reasonable accommodations, including auxiliary academic
aids or services, are not available from public or private rehabilitation agencies, the College provides them to the qualified student with a disability. The scope and amount of auxiliary academic aids or services so provided is determined on an individual basis, depending upon the extent and nature of the student’s challenging conditions.

Auxiliary academic aids and services are offered through the College’s Center for Advancement of Learning. To procure auxiliary aids or services, qualified students must identify themselves to and direct all requests for those aids or services to the Director of the Center for Advancement of Learning, who is responsible for making auxiliary aids or services available. Other accommodations, such as those physical in nature, are arranged by the College’s Director of Human Resources, Compliance Coordinator, Montgomery Hall, (740) 826-8114.

Auxiliary aids or services provided to qualified students with a disability may include additional time for completing examinations, proctoring of examinations in an alternative test environment, a reader for examination questions, scribing oral responses to examination questions, cassette recorders for recording lectures, coordination of Textbooks on Tape services, tape recording of text material unavailable through other services and providing sign language interpreters for the hearing impaired.

**Availability of Student Records**
Muskingum College abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the College and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar’s Office.

**Sources of Consumer Information**
Muskingum College’s undergraduate academic programs and policies are described in this catalog. Graduate academic programs and policies are described in the Graduate Catalog.

More specific information about undergraduate programs is available from the Registrar, departmental chairs and in The Student Handbook at www.muskingum.edu/campus/secure/studenthandbook. Additional information about graduate programs is available from the Office of Graduate and Continuing Studies, and from program directors.

Accreditation documents can be reviewed in the Office of the Vice President for Academic Affairs.

Muskingum’s costs and refund policy are detailed in this catalog and in printed material available, along with specific information about financial aid programs and the rights and responsibilities of aid recipients, in the Office of Student Financial Services.

Information concerning specific fees and charges is available from the Business Office.

“**Student Right to Know” Act**
Information pertaining to the “Student Right to Know” Act and PRAXIS results (listed in the Education Department’s section in this catalog) for
Muskingum College’s Teacher Education students is available on the Muskingum College website, www.muskingum.edu, or in hard copy form from the Registrar and the Office of Admission.

**Annual Crime Statistics Disclosure**

Muskingum College provides statistics for the previous three years concerning reported crimes which have occurred on campus, in certain off-campus buildings, and at property owned or controlled by the college. In addition, this report includes crimes on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security such as policies concerning crime prevention, the reporting of crimes, alcohol and drug use, sexual assault, and other matters. This report is available at www.muskingum.edu/~safety/safetyoncampus.html, or by contacting the Campus Police department.