

Academic Opportunities

Minors and Additional Majors

One or more minors and a second or additional majors may be declared by a student and shown on the transcript. All of the program requirements for the minor or additional major must be fulfilled. The faculty advisor for the first major is responsible for advising the student regarding the program of courses and for the degree. Refer to each program listing for requirements.

Second Degree

A student who either has received or will receive a baccalaureate degree from another accredited college or university may obtain a second baccalaureate degree from MacMurray. To earn a second degree, a student is required to pursue at least 30 additional credit hours (excluding activity hours) in residence, fulfill all College requirements for the second degree, and fulfill all requirements in the major field of study for the second degree.

Preparation for Professional Schools

MacMurray offers pre-professional programs to prepare students for graduate work in professional schools in the health sciences and in art therapy, law, and the ministry. The pre-professional programs are not majors in themselves. Students enroll in a major related to their future profession.

Students interested in one of these programs will work closely with their major advisors to select a B.A. or B.S. program which will maximize the students' possibilities for being admitted to the graduate school of their choice. The advisors will assist with selection of courses, arrange for internships, help students prepare for admission tests, and guide students through the graduate school application and interview process.

Dean's List

Each semester students are recognized for academic achievement by being named to the Dean's List. These names are forwarded to The National Dean's List for publication in the annual edition which honors outstanding students from 2500 American colleges and universities. In order to be eligible for inclusion on the Dean's List, students must earn a 3.50 semester grade point average or better on 12 credit hours, excluding Pass/Fail credits.

Program Honors

Special programs leading to graduation with honors in a particular major are available in Biology, Criminal Justice, English, History, Nursing, and Spanish.

All students participating in such programs must have at least a 3.0 quality point average in the major. All other requirements, including a higher minimum grade point average, are determined by faculty in the individual program. Students interested in qualifying for program honors should confer with their faculty advisor before the conclusion of the sophomore year to determine specific requirements and to register their candidacy for honors with the Registrar.

A student successfully completing all of the requirements for program honors will be recognized by appropriate notations on the official college transcript and in the commencement program.

College Honors at Graduation

Seniors earning a cumulative quality point average of 3.90 to 4.00 will be graduated summa cum laude; those earning an average of 3.80 to 3.89 will be graduated magna cum laude; those earning an average of 3.50 to 3.79 will be graduated cum laude. To qualify for honors, the last 60 hours must be completed at MacMurray. Transfer grades as well as MacMurray grades are included in calculating eligibility.

Career Experience and Field Practicum

Career Experience provides the opportunity for exposure to and experience in the professional world of business, industry or government. The student works for an organization under the supervision of a MacMurray faculty member and earns academic credit as well. Career Experience courses are numbered 293, 393, or 493, depending on the student's level. They are graded Pass/Fail.

Field practicum, available in some majors, provides a more advanced opportunity to combine classroom theory with active participation in the professional world of business, industry or government. The student works for an organization under the supervision of a MacMurray faculty member and earns academic credit as well. Letter grades are assigned. Field Practicum courses are numbered 275, 375, or 475, depending on the student's level and major.

Both Career Experience and Field Practicum are available to students with a grade point average of at least 2.0 who are at the second-semester sophomore level or higher. No more than 15 hours of credit toward graduation may be earned in Career Experience and Field Practicum combined.

The Office of Career Services works with faculty advisors to help locate Career Experience and Field Practicum opportunities for students and to administer the programs.

Directed Study

To be eligible for Directed Study, a student must have a grade point average of at least 2.00, either cumulative or in the most recent semester. A student may not repeat a course by Directed Study.

For a course in the regular curriculum, the regular course number will be used, followed by the designation DS. For a course outside the regular curriculum, the faculty member will specify the credit hours and the proper level of the course, designating the course by the number 174, 274, 374, or 474.

Directed Study for regular catalog courses is limited to students who have irreconcilable schedule conflicts, subject to the willingness of a faculty member to direct the study. A Directed Study will not be offered during a term in which the regular course is being taught.

A special registration form, which requires the approval of both the supervising faculty member and the Registrar, becomes a part of the student's permanent file. The faculty member provides a detailed syllabus setting forth objectives of the course, an outline of course content, a list of required readings and other references, information on examinations, papers, and projects, and the basis for evaluation of the student's work.

Independent Study

Students who have a grade point average of at least 3.00 cumulative or in the immediate preceding semester are eligible to take Independent Study, subject to the willingness of a faculty member to supervise the study. Independent Study may be two, three or four hours. It is limited to no more than eight credit hours total.

The purpose of Independent Study is to study material outside the regular curriculum. The "curriculum" is defined as those courses published in the current College catalog. Courses listed in this catalog will be taught as regular classes and cannot be taken as Independent Study. The foregoing does not prohibit independent work in a regular course. Independent Studies usually are initiated and organized by the student.

A special registration form, which requires the approval of both the supervising faculty member and the Registrar, becomes a part of the student's permanent file. Course numbers are designated according to the classification of the student: 147 for freshmen, 247 for sophomores, and 347 or 447 for juniors or seniors.

Special Topics Courses

Special Topics Courses are courses offered outside the regular curriculum. The "curriculum" is defined as those courses published in the current College catalog. Such courses must be submitted to the Curriculum Committee for approval and such approval reported to the faculty prior to submitting a course for inclusion in the schedule of classes. A syllabus must be filed in the office of the Registrar.

A Special Topics course may not be offered more than once, after which the course must be submitted to the Curriculum Committee and the faculty for possible addition to the regular curriculum.

Special Topics courses may be for three hours or, for a lab course, four semester hours. Students may not take more than eight hours of Special Topics courses. Such courses are numbered 141, 241, 341, or 441, the faculty member indicating the appropriate level. Special Topics courses may not be required for completion of a major. They may be used as program electives.

May Term and Summer Session

MacMurray offers two opportunities for study in the summer. The May Term is an intensive three-week session, beginning in mid-May, when a student takes one course full time and receives three semester credits for it. Some of the courses are regular courses, but others are innovative, and still others are study tours to places like New York City, the British Isles, and the Mediterranean. Schedules and information are available in the Records and Registration Office.

Following the May Term, a six-week summer session runs from mid-June to mid-July. Students may take as many as three three-credit courses in the summer session. Schedules and information are available in the Records and Registration Office.

Off-Campus Study

MacMurray students have many opportunities to study beyond the Jacksonville campus. Opportunities exist here in the United States and all over the world. Study with an approved off-campus program will earn credit toward graduation.

Students may study off campus for one fall or spring semester. Students may study off campus for an unlimited number of May and summer terms. All off-campus study with other institutions is subject to MacMurray standards for transfer credit.

MacMurray itself offers a variety of opportunities to study off campus in the United States and abroad. Students are encouraged to consider traveling and earning class credit during May Term on tours led by MacMurray faculty. Students may also study off campus during summer term. Students interested in increasing their proficiency in Spanish should consider the Spanish program's MacMurray in Mexico summer course (Spanish 400).

To apply for study off campus during the fall or spring semester, a student must have junior standing at the beginning of the program, a cumulative grade point average of 3.0 or better, and letters of recommendation from two faculty members. The application is sent to the Academic Standards Committee and must be received by September 15 for the spring semester, February 15 for the fall semester.

Financial aid is available to help pay for those programs. All students must submit a FAFSA and an off-campus study financial aid participation form. All federal and state grants and external scholarships will be applied to the tuition costs of the program first. Any remaining amount of tuition costs up to but not exceeding the tuition costs of MacMurray College can be offset by

MacMurray grants and scholarships, excluding tuition exchange and tuition remission benefits. The application of MacMurray grants and scholarships is limited to the first two students accepted by an off-campus program each academic year; the aid is limited for one semester of off-campus study, and no more than 50 percent of the MacMurray grants and scholarships will be applied to the costs of the off campus program.

If a student accepts a MacMurray College grant or scholarship to help pay for off-campus study, that student is expected to return to MacMurray's Jacksonville campus for at least one semester unless he or she is graduating. Students who do not return are expected to refund the MacMurray aid.

The following programs have been approved for off- campus study:

- **May Term Study Tours led by MacMurray faculty**
Opportunities to earn three credits traveling with MacMurray faculty. Recent destinations have included Thailand, Greece and Italy, Paris and Barcelona, Germany and Austria, Norway and Denmark, and the British Isles.
- **Central College Study Abroad**
Programs in several countries around the world.
- **The Washington Center** – Programs in Washington, D.C.
- **Urban Life Center** – Programs in Chicago.
- **MacMurray in Mexico (Spanish 400)**
Summer study at the Universidad Nacional Autónoma de México.

Information on study abroad is available from Dr. Eric Berg. Information on other opportunities may be obtained from Dr. Allan Metcalf, the Registrar.