

Special Courses and Credit Programs

1. Independent Study Guidelines

a. Policy

Independent study is available to students who wish to explore a particular area of study outside a classroom setting. Projects must be carefully designed and directed toward a specific goal under the direction of a qualified faculty member who meets regularly with the student during the study. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Independent Study” form for each project undertaken, obtains the required approval signatures, and writes a proposal according to the guidelines given on the application.
- (2) The student submits the signed application and a copy of the proposal to the Registrar’s Office.
- (3) The Registrar’s office reviews the application and if approved the student is registered for the course by the Registrar’s Office. One copy of the application is sent to the faculty member supervising the experience and another is retained in the Registrar’s Office. The third copy of the application is returned to the student confirming the registration.
- (4) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

2. Directed Study Guidelines

a. Policy

Directed study is available to junior and senior students who need to complete a catalogued course at a time other than when it is offered. Each department has designated which courses may be offered by directed study. Each study must be done under the supervision of a qualified faculty member who will meet with the student from three to five hours per credit hour of the course. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Directed Study” form for each course, obtains the required signatures, and returns the application to the Registrar’s Office.
- (2) The Registrar’s Office reviews the application. If approved, the student is registered for the course by the Registrar’s Office. One copy of the application is returned to the student and one is sent to the sponsoring faculty member.
- (3) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

c. Rationale

To allow students to complete certain catalogued courses at times when they are not normally offered and to ensure that the proper amount of supervision is given to each student doing a directed study.

3. Cocurricular Activities Guidelines

- a. Students participating in a full session of an intercollegiate sport may register, at most, twice for one credit per season of involvement. However, only one credit may be applied toward the General Education physical education activity requirement. Students participating in two intercollegiate sports may apply only one toward the General Education physical education activities requirement. A maximum of one credit may be counted as an elective. Credit may be granted only during the semester in which the completion of participation occurs and will not be awarded after the fact.
- b. Students participating in music ensembles register for 0-.5 credits during the semester of participation. If the registration is for credit, a pass/fail grade will be recorded.
- c. The editors of the College newspaper, The Swinging Bridge, and the College yearbook, The Clarion, may register for the course ENGL 392 Student Publications Practicum (1). Permission of the advisor is required before enrollment. The course may be repeated for a total of four (4) credits.

4. Credit Earned Through Examination Programs

Messiah College awards credits earned through the approved testing programs listed below. A maximum of 32 credits may be earned by all forms of testing. (Approved by action of the Dean's Council, 2/8/97.)

a. Advanced Placement (AP)

Students who have taken college level courses in high school may possibly receive college credit for them by taking the AP Examination of the College Entrance Examination Board, if their high school offers it. Granting such credit may reduce the number of semester hours students need for graduation. Official transcripts of AP test results should be sent to the Messiah College Registrar's Office for evaluation.

b. International Baccalaureate (IB)

IB is a curricular program with university entrance examinations which may be taken in any country and recognized in any country. Students who have taken IB courses in high school may possibly receive college credit for them by taking the IB examination. Granting such credit may reduce the number of semester hours students need for graduation. Official transcripts of IB test results should be sent to the Messiah College Registrar's Office for evaluation.

c. Credit by Examination

(1) Policy

Messiah College offers a limited number of courses by which students may earn credit for the course by taking a "challenge" exam in lieu of the course. Each department designates which course(s) may be taken as credit by exam.

(2) Procedure

- (a) Prior to taking the exam, the student must obtain an application form from the Registrar's Office.
- (b) The student presents the form to the appropriate department chair who will make arrangements for the challenge exam or designate the examining professor.
- (c) When the exam has been taken, the department chair or examining professor will indicate the grade (Pass/Fail) on the application form.

- (d) The student pays the credit by examination fee at the Business Office, obtaining the approval signature showing that payment was made.
- (e) The form is returned to the Registrar's Office
- (f) The Registrar's Office records credit on the student's transcript if the examination is passed. If the student fails the exam, no record is made on that student's transcript, and the student will be required to take the courses or credits that were to have been waived by successful completion of the exam. Completion of the course is not required if it was intended to be elective credit.

d. College Level Examination Program (CLEP)

Students who wish to verify knowledge of college level work in a given discipline may take the CLEP test (Messiah is not an approved test site) and receive CLEP credit on the transcript. These credits are evaluated by the Registrar's Office and may be applied to general education and major requirements. Any student considering CLEP opportunities should contact the Registrar's Office for further information.

5. Departmental Honors Courses

- a. To encourage scholarly initiative and in-depth investigation within a limited area of study, Messiah College provides able students with an opportunity to pursue honors courses within their major. Students may qualify for an honors course by 1) earning a GPA of 3.50 for all courses and completed at the College to the middle of their junior year and 2) meeting all other requirements as prescribed by the department (e.g., GPA for major courses).
- b. Each department offering an honors course prescribes the nature of the work, the point at which it shall begin, and whether the credit in whole or in part may be counted toward fulfillment of a student's major requirements. The Department must also approve a student's work for a given semester before permission can be given to proceed with the next semester's work.
- c. Up to six semester hours of credit in honors courses may be earned at the rate of three hours per semester. Only the grades of A and B will carry credit. If the honors work is of such high quality as to merit the grade of A, the student will graduate with honors in the discipline, provided he/she has completed six semester hours.
- d. Students participating in the College Honors Program may meet their senior honors project requirement through an approved Departmental Honors Course.
- e. Graduation with honors in a discipline is recognized at Commencement and is noted on the student's diploma and academic transcript. Only senior students may participate in Departmental Honors courses.