

## INTRODUCTION

McDaniel College is private selective College of the Liberal Arts and Sciences, located in Westminster, Maryland, U.S.A. (2 College Hill, Westminster, MD 21157-4390, U.S.A.). McDaniel College was founded in 1867, and it is listed among the best Liberal Arts Colleges of the United States of America. The institutional accrediting agency of McDaniel College is the Commission on Higher Education of the Middle States Association of Colleges and Schools, recognized by the U.S. Department of Education ((3624 Market Street, Philadelphia, PA 19104-2680)

The Budapest Campus of McDaniel College, established in 1994, offers a standard American four-year undergraduate degree program in Hungary, leading to the award of a Bachelor of Arts degree from McDaniel College. The language of instruction is English. McDaniel College Budapest has full accreditation in the United States from the Middle States Commission on Higher Education, the accrediting agency for McDaniel College.

Pursuant to Section 1(b), Paragraph 110 of the Act on Higher Education No LXXX (1993), McDaniel College Budapest is registered in Hungary by the Ministry of Education as a foreign institution of higher education. On May 10, 2010, the Hungarian Ministry of Education reaffirmed the permission of McDaniel College Budapest to operate in Hungary in accordance with Sections (2) and (6), Paragraph 116 of the Act on Higher Education No. CXXXIX (2005).

Students have the option to transfer to the main campus for the upper two years of study, leading to the BA degree, or complete the four-year program and earn their degrees in Hungary. It is, however, mandatory for all degree students of the Budapest Campus to complete at least one study abroad semester at the main campus of the college in Westminster, Maryland.

The academic standards and regulations, the major and degree requirements of the Budapest Campus of McDaniel College are identical with those of the main campus in Maryland. Students satisfying all requirements for graduation at the Budapest Campus will receive their Bachelor of Arts degrees from McDaniel College, Westminster, Maryland, U.S.A.

From the academic year 2007/2008 McDaniel College introduced an ambitious new Plan for Integrated Study in the Liberal Arts, which has modified the degree requirements for those who started their studies in 2007/2008 or after. For the students having started their studies in earlier years, the old Basic Liberal Arts and degree requirements continue to apply. In the booklet, you will find the description of the old requirements in the Appendix. Wherever there have been minor changes in the course requirements for the various major fields of study, they are indicated in parentheses. The general rule is that the major and degree requirements effective during the academic year in which you started your studies continue to apply to you in satisfying the requirements for graduation.

This Academic Guidance Bulletin is intended to help you understand the various academic standards, requirements, and regulations and effectively plan your study program.

Dr. Gabor Drexler

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Degree requirements (for students having started their studies prior to 2007/2008)

(Old) Basic Liberal Arts Requirements (for students having started their studies before 2007/2008).....

- Heritage Sequence.....
- Global Perspective/Cross-Cultural Studies.....
- Humanities.....
- Natural Science and Mathematics.....
- Social Science.....

Competence Requirements.....

- English Composition.....
- Foreign Languages.....
- Mathematics Proficiency Test.....
- Physical Education (Fitness and Skills).....

(Old) BLAR Check List (for students having started prior to 2007/2008

(compiled by Gabor Drexler)

### **THE FIRST PRINCIPLES**

**McDANIEL College** believes that liberally educated men and women think and act critically, creatively, and humanely. They take charge of their lives and develop their unique potential with reason, imagination, and human concern. They take their place in the global community, understanding their responsibilities to aid individuals and to contribute to the larger society. McDaniel accepts the challenge to provide an academic and social environment that promotes liberal learning.

- We strive to place students at the center of a humane environment so that they may see and work toward their personal goals while respecting others and sharing responsibility for the common good.
- We provide a foundation of knowledge about the past and present so that students may be informed about the world.
- We provide various approaches to knowledge and personal achievement so that students can think critically about, respond creatively to, and form sensitive, intelligent decisions concerning the world and its future.
- We provide instruction in fundamental skills so that the students can express themselves for their own satisfaction and to the larger community.
- We provide solid and respected professional programs for the committed student, and, more important, we provide a liberal arts education as an integral part of professional training so that the student will be more flexible, more successful, and happier in the world of work.
- In the classrooms, in the residence halls, in the laboratories, on the playing fields, and in the lounges, McDaniel College works to disseminate these *First Principles*.

## THE HONOR CODE

The honor system of McDaniel College is not simply a body of procedures. It assumes that students accepted for enrollment believe in academic integrity, which is central to the pursuit of knowledge. It also assumes that academic integrity is a social obligation and that academic dishonesty is unacceptable as other forms of lying, cheating, or stealing. Thus, the college community believes that students found guilty of violating the Honor Code should be subject to penalties, including suspension from college.

Academic violations include cheating on exams and plagiarism. Students must take responsibility for their own actions and must discourage academic dishonesty. They are also required to report all instances of academic honor violations. A student may not avoid academic penalty for an Honor Code infraction by withdrawing from a course or the college.

### Honor Pledge

Students must sign an honor pledge on all work (tests, examinations, papers and other graded work). If the pledge is not signed, the instructor cannot assign a grade for the work. The honor pledge has the following wording:

**“I have neither given nor received unauthorized aid on this examination (work), nor have I knowingly tolerated any violation of the Honor Code.”**

### Examples of Honor System Infractions

#### I. Cheating

##### A. Tests and Quizzes

1. Taking a test or quiz using notes or other aids unless permitted by the instructor.
2. Taking a test or quiz with prior knowledge of the contents of that particular test or quiz without the consent of the instructor.
3. Asking, giving, or receiving answers during the test or quiz.
4. Leaving the test area to obtain answers.

##### B. Homework

1. Handing in another's work as one's own.
2. Consulting with another reference or person unless permitted by the instructor.
3. Exceeding the time limit when one exists.

##### C/ Aiding others in tests, quizzes, and homework

1. Explicitly giving another answers, either verbal, written, or by any signal.
2. Discreetly giving another answers, such as leaving a paper in another's plain view.
3. Obtaining a test, quiz, or answer key before a test is administered

##### D. Falsifying information influencing academic standing

1. Falsifying attendance records, such as signing someone else's name on attendance sheets.
2. Falsifying test, quiz, or other recorded work, such as changing an answer after the work has been graded to obtain a higher grade; changing a grade if the work is handed out before the grade is recorded

## **II. Plagiarism**

The use of another person's work, facts, or ideas without proper acknowledgement is dishonest. It usually involves the attempt to gain unfair academic advantage.

Buying a prepared paper, taking a paper or speech from an organization's file, borrowing or stealing a paper from another student and submitting that work as one's own, copying whole sections or chapters from reference works, are the most obvious forms of plagiarism. They are also the most easily identifiable and the most avoidable.

To avoid even the hint of dishonesty, students should always acknowledge, either in the text or in the footnote of an assignment, facts not of general knowledge and the ideas and phrasing of others. This rule applies to all types of work, including speeches, research papers, creative writing, expository essays, book reports, computer programs, etc.

In all your papers at McDaniel College, you will be required to document your sources properly and use quotation marks around even short passages that are directly quoted. Failure to do so will constitute plagiarism, which is dishonest, and for which ignorance of proper procedures is no excuse.

The charge of plagiarism against a student will be made if the instructor is convinced that that student understands what constitutes plagiarism and still persists in plagiarizing.

## **III. Preparing Papers**

A. The composition of a paper must be a student's own work. Assistance from anyone other than the instructor must be acknowledged.

B. If a student's paper is typed by someone else, the student must notify the typist That the paper must be prepared precisely as submitted. Any unacknowledged editing by a typist is plagiarism.

C. A student may not submit a copy of a paper or substantially the same paper in different courses for credit without the express permission of all instructors who will consider the paper.

## **IV. Computer Programs and Resources**

The college provides computing resources to support the academic research and instructional activities of the institution. The resources are intended for the sole use of College faculty, staff, students, and other authorized users. Any unethical or unacceptable use of the computer resources will be considered a violation of the Honor Code. The following types of activities are examples of such violations: attempting to alter system, hardware, and software configurations; accessing or monitoring another individual's files, software, electronic mail, or computer resources without the permission of the owner; misusing the college's computing resources so as to reduce their efficiency; breaching or attempting to breach the computer security systems, whether with or without malicious intent; engaging in any activity that might be harmful to systems or to any stored information such as creating or propagating viruses, disrupting services, or damaging files. Certain types of unethical behavior are illegal acts according to the laws in force both in Hungary and in the United States.

### **Guidelines for the Administration of Quizzes, Tests, and Examinations**

1. Tests will normally be taken with the class assembled at an announced time and place.
2. The instructor is expected to proctor the tests and examinations in his/her course
3. The proctor must make sure that students are seated from each other as far as possible during the taking of tests. If necessary, a more spacious classroom should be allocated for the tests and written examinations.
4. Students must remain quiet during the tests to allow others to concentrate and to avoid any misunderstanding.
5. If students have any questions, they are expected to communicate with the proctor only.
6. To minimize both temptations and misunderstandings, students should not take notes and books into the classroom during tests, unless the use of such aids is permitted by the instructor.
7. Students should normally be prohibited to leave the classroom during the tests or examinations. If a student feels that he/she would not be able to comply with this requirement, he/she should notify the instructor beforehand.
8. The use of cell phones and electronic translators is prohibited during tests and exams.
9. It is up to the instructor to determine whether it is reasonable to allow students to use calculators on a test or exam. The instructor should notify students of this option prior to the test date.

### **Honor Code Procedures at McDaniel College Budapest**

In cases of Honor Code violations, the instructor will apply the following procedures:

1. The instructor will take the paper and assign a grade of "F," or "0" in case a numerical scale is employed for evaluation, for the work in question. Unless the instructor's action is overturned on appeal, the student will not be allowed to redo the work or retake the test.
2. The instructor notifies the Dean in writing of the Honor Code violation and the action he/she has taken. The report must be filed within one week.
3. A copy of the report of the violation of the Honor Code will be entered in the student's file.
4. Any two violations of the Honor Code in the same class will mean that the student will fail the class.
5. Any three violations of the Honor Code will result in the suspension of the student for the remaining part of the semester. Further consequences may be determined by the Appeals Board. In some flagrant cases of Honor Code violations, the student may be dismissed from College.
6. The student may appeal, in writing, the action of the instructor to the Dean. This appeal must be submitted within one week of the alleged violation of the Honor Code.
7. The Dean, or his appointed representative, will convene an Appeals Board to hear the student's appeal. The instructor and the student will be permitted to make their respective cases to the Appeals Board. A student filing an appeal is entitled to be assisted by an instructor or a student, of his/her own choice. The hearing may include witnesses. The decisions of the Appeals Board are final.
8. The Appeals Board will consist of three members: the Dean, or his appointed representative, an instructor, and a student. The instructor and the student member of the Appeals Board will be randomly selected by the Dean for each case.
9. A third case of an Honor Code violation will be automatically referred to the Appeals Board.
10. A suspended student may appeal for readmission once his/her suspension is over.
11. A student suspended for Honor Code violations may not ask for a refund, or prorated refund, of tuition and fees for the semester in which he or she was suspended.
12. A suspended student will not lose any credits for courses that he/she has already successfully completed at McDaniel College Budapest.
13. Formal complaints of plagiarism, once they have been made in writing to the Dean, will also be handled in the manner outlined above.

## THE AMERICAN SYSTEM OF HIGHER EDUCATION

American colleges and universities have several distinctive features. First, they provide a broader and more varied education than many other institutions by giving their students three kinds of courses:

- general courses to fulfill **competence requirements** for all students, regardless of their fields of specialization,
- **required courses** within their chosen major fields of study and
- **electives** that students can choose from any discipline that interests them.

Another characteristic of the American system is its **flexibility**. You are not expected to decide on your major when you enter college if you are still in doubt, as all courses you take in the first year will, in some way, contribute to the completion of the requirements for graduation. It is, however, advisable to make up your mind before the end of the first year. It is possible to change majors even in the second or the third academic year, although, the later you change your mind, the less chance you have in fulfilling the degree requirements in four years of study. You must also know that all requirements (see section on **degree requirements**) have to be met in order to qualify for the degree. In this respect, there are no more or less important requirements - each requirement has the same weight.

McDaniel College is committed to the principles of providing a liberal arts education as an integral part of professional training, so all students are expected to take courses in the Liberal Arts in addition to the major courses.

Most courses last one semester, and you will be graded at the end of each semester. The **average workload** is to carry four courses in one semester. There are usually two formal exams (mid-term tests and final exams), plus other course requirements you are supposed to satisfy in order to earn a passing grade. The role of the mid-term test is to provide feedback to you about your performance in the given course. The **final course grade is a composite** of the scores you attained on the two formal exams and other assignments during the semester.

Unlike the tradition of many countries in which a longer period is allocated for the examinations, the semester at an American college ends with the final exams, and you have just one weekend at your disposal to read for these exams. This feature of the American higher education requires students **to attend all classes and work on a regular basis**. In each course, you will be expected to take **quizzes** (in-class tests) and do **home assignments**. Your work will be assessed at regular intervals during the semester to provide you with constant feedback about your academic performance.

There are **no make-up exams**, but even if you have been failed in one or two courses, you can still proceed to the next semester and take new courses. Obviously, you will have **to retake** the courses in which you have been failed. To sum up the aforesaid, the major and degree requirements serve as a **general framework**, but in the end, you determine the pace (speed) of your progress. You should carefully study the major and degree requirements and have them in sight when you plan your individual study program and choose courses for a given semester.

Your academic progress toward satisfying the requirements for the degree is measured in **credit hours** (number of credits), of which a student has to earn **128** at McDaniel. One credit hour equals 15 hours of classroom instruction in a semester consisting of 15 weeks, in other words, a four-credit course will involve at least 60 hours of classroom instruction in one semester. Students satisfying all requirements for a course and achieving a passing grade will earn four credits for each course listed on the curriculum of McDaniel, unless otherwise indicated.

As you are expected to earn 128 credits for graduation, you should earn an average of 32 credits in one academic year and 16 credits in one semester. That is why the average workload in one semester is to carry four courses and earn 16 credits.

What happens if you cannot take four regular credit courses in the first semester or you are failed in a course and earn less than 16 credits? The first semester is always the most difficult one as you have to adjust to a new environment and hitherto unfamiliar academic requirements. It is very important not to undertake a heavier load than you can carry, and later on, you can gradually make up for the missing

credits, as you improve your language proficiency and study skills and gain more self-confidence. You must, however, be aware of the requirement that **you are expected to carry at least three courses and earn twelve (12) credits in one semester in order to retain your status as a full-time student**. Students who have been admitted into the four-year degree program are expected to maintain a full-time status throughout their studies.

Another crucial requirement for graduation is **to attain an overall grade point average of at least 2.0** (“C” average) in all the courses that you take during your studies. The same rule applies to **all the courses required for your major, in which the GPA will be calculated separately** and you will have to attain the same minimum GPA of 2.0. If you cannot satisfy the GPA requirement for graduation, you will have to enroll for extra semesters and retake courses in order to raise your GPA to the required minimum level. So while you concentrate on earning credits, you should always keep an eye on your Grade Point Average. To pass courses with the lowest passing grade (“D”) will not take you closer to graduation, as the numerical value of “D” is one and if you earn too many “D” grades, your overall GPA will be closer to 1.0 than 2.0.

**DEGREE REQUIREMENTS**  
**Effective from the academic year 2007/2008**

Students are required to fulfill the following requirements during the four years of study to earn a **Bachelor of Arts (BA) degree:**

- **Complete successfully at least 128 credit hours (earn 128 credits).** The 128 credit hours are distributed among the course requirements of the major, the McDaniel Plan for Integrated Study in the Liberal Arts, at least one January Term course and electives. The last 32 credit hours have to be completed in residence at McDaniel College. **Courses taken in Budapest count as courses taken in residence.** Current faculty policy restricts the number hours taken for credit in **internships** to twelve (a maximum of 12 credits may be counted toward the credit requirement for graduation)
- **Complete all course requirements for at least one academic major,** including the Capstone Experience in the senior (fourth) year, subject to the following regulations:
  - a/ It is recommended that no more than 52 credits in any one discipline be counted toward the required 128 credits. Any additional credits earned for the major will be added to the 128 credits needed for graduation
  - b/ You must attain a minimum overall **Grade Point Average (GPA) of 2.0 (“C” average) or above in all the courses required for the major**
  - c/ **The GPA for double and dual majors will be calculated separately for each department.** To complete a double or dual major, you must have a GPA of at least 2.0 in EACH subject area (discipline) and its supplementing courses
  - d/ Although completion of a minor is not a requirement for graduation, most students decide to complete one or more. The requirements for a minor are: completion of at least 24 credit hours (24 credits) and other requirements as set by the sponsoring department and attain a GPA of at least 2.0 or better in all the courses taken for the minor
- **Attain a cumulative Grade Point Average of at least 2.0 (“C” average) in all the courses taken during the studies**
- **Complete the requirements for the McDaniel Plan for Integrated Study in the Liberal Arts** (see below)
- **Complete at least one American Experience Semester** at the home campus of the College in Westminster, Maryland
- **Complete one January/June Term**  
January/June Term is a three-week term for two credits in which students and faculty explore new areas of knowledge. All students must complete at least one such two-credit course

- **Physical Activity and Wellness** (four courses)  
Each student must demonstrate an acceptable level of knowledge and competence in four courses or activities that are intended to develop physical fitness and/or promote informed and positive attitudes and behaviors that lead to lifetime wellness. A credit/fail option is available for all Physical Activity courses that are not taken as a requirement for a specific program. Students are required to complete four such 0.5 credit courses for graduation in fitness (PEF) and skills (PES) with at least one taken in each category.
- **TOEFL Requirement**  
All students whose native language is not English will be required to pass the Test of English as a Foreign Language with appropriate scores (**a minimum of 80\* on the Internet-based test**) by the end of the sophomore (2<sup>nd</sup>) year

\* a minimum TOEFL iBT score of 77-79 may also be acceptable with a balanced distribution of scores among the four sections of the test, plus the passing of a written and oral exam before the English Proficiency Assessment Committee at the Budapest Campus

### **THE MCDANIEL PLAN FOR INTEGRATED STUDY IN THE LIBERAL ARTS**

#### **A. First Year Seminar FYS (one course)**

First Year Seminar focuses on developing fundamental skills that are necessary for academic success: critical thinking, effective writing, analytic reading, and oral communication. It also serves as an introduction to important dimensions of college life: the First Principles, the Honor System, academic expectations and regulations, study skills and time management.

#### **B. Introduction to College Writing CW (one or two courses)**

All first-year students will be given introductory instruction in writing. Students will be placed in either ENG 1002 College Composition or ENG 1101 Introduction to College Writing: The Argument. Students must complete ENG 1101 with a grade of "C" or higher. If a student does not earn a grade of "C", he or she must take the course again by the end of the sophomore (2<sup>nd</sup>) year and earn a grade of "C" or better.

Incoming students who have earned scores of 700 or higher on the SAT verbal test or SAT II English will satisfy the first-year writing requirement, but no additional credits will be awarded for SAT scores. Students having taken higher-level IB exams in English with scores of at least 5 or higher will satisfy the first-year writing requirement.

#### **C. Sophomore (2nd year) Interdisciplinary Studies SIS (one course)**

Courses offered in the Sophomore Interdisciplinary Studies Program examine an issue, topic or question from an interdisciplinary perspective. In addition to offering an enlarged perspective on the subject, these courses introduce students to the relationships between disciplines: their similarities and differences in content and methods, and the ways in which different disciplines inform and define one another. Courses under this program will be taught collaboratively by faculty from at least two different disciplines.

NOTE: Students in the entering class of 2007 are strongly encouraged, though not required, to enroll in a Sophomore Interdisciplinary Studies course.

#### **D. Global Citizenship (three courses)**

To fulfill the Global Citizenship requirement, students must take one course with a multicultural focus and two courses with an international or cross-cultural focus.

- 1/ One course with a multicultural focus (MC). Multicultural education will give students an understanding of the cultural pluralism of American society. Multicultural courses focus on the cultures and experiences of diverse groups in the United States or elsewhere that have been historically subordinated or marginalized and defined by such categories as race, gender, sexuality, class, religion, and disability.
- 2/ Two courses that examine the perspectives and customs of cultures outside the U.S. or the relationship between the U.S. and foreign cultures (IW). One of these courses must be international non-western (IN), dealing with the cultures of Asia, Africa, or the indigenous Americas

#### **E. Second language SL**

McDaniel students whose native language is English must demonstrate proficiency in a second language by one of the following:

- placing above the third semester of college-level language instruction through an approved language proficiency examination
- completing a 2000-level (intermediate) language course
- completing an approved program of second language in a study abroad program
- **Second language study will not be required of students who are demonstrably proficient in a language other than English.**

**Students whose native language is other than English are exempt from this requirement.**

#### **F. Departmental Writing Requirement**

Students will further develop their abilities in writing through a program of departmental writing. Each department or major program at the College provides a course or courses or a strategy to develop writing skills appropriate for its majors. Students must complete the requirement in Departmental Writing as indicated in their declared major. In some cases, this is incorporated into the course requirements for the major; in other cases, it is in addition to the requirements for the major.

#### **G. Critical Inquiries in the Liberal Arts ( altogether seven courses)**

Critical Inquiry courses explore vital areas of knowledge. They focus on key practices and methodologies that are central to the academic search for knowledge and are designed to advance the capacity for clear, critical and creative thinking and communication. Students must take a total of seven courses in Critical Inquiries. **Although some courses may count toward several different categories, a given course may be used in fulfillment of only one category. No more than three Critical Inquiry courses from a student's major may count toward the Critical Inquiry requirement**

*1. Scientific Inquiry and Quantitative Reasoning (three courses).* Students must take three courses in Scientific Inquiry and Quantitative Reasoning; these three must include at least one course in Quantitative Reasoning (QR) and one in Scientific Inquiry that includes an approved laboratory component (SIL). **Students must be aware that they first need to pass the Mathematics Proficiency Exam in Arithmetic and Basic Algebra, which is a prerequisite for courses that satisfy the distribution requirement in Quantitative Reasoning (MAT 1107 College Algebra or STA 2215 Introduction to Statistics)**

2. *Social, Cultural and Historical Understanding (two courses)*. Courses in Social, Cultural and Historical Understanding (SCH) explore the richness of human experience. These courses examine the myriad dimensions of human experience and achievement- ethical, historical, political, psychological, religious and social – and teach students the methods of research and theoretical analysis necessary for the study of individuals, societies and cultures.

3. *Textual Analysis and Creative Expression (two courses)*. Human creativity may be defined and explored from a broad range of disciplinary perspectives – the humanities, sciences and the fine arts. Courses in this category require students to examine creativity from different perspectives. Textual analysis courses (TA) focus on the interpretation of written texts. Creative Expression courses (CE) focus on the interpretation of creative texts or products, or on the reflective participation in the creative process itself. Students must take one course in Textual Analysis and one course in Creative Expression.

**Please note!**

**Major courses with McDaniel Plan designations can be used to satisfy the distribution requirements of the McDaniel Plan as well. Under Critical Inquiry, however, no more than three major courses may be counted toward its categories and a given course may be used in fulfillment of only one category. Courses with dual or several McDaniel Plan designations may be used to fulfill several distribution requirements of the McDaniel Plan at the same time.**

## ACADEMIC PROGRAMS

### The academic year

The academic year consists of two semesters and optional January/June Terms.

### Choosing a Major

Currently, students admitted into the four-year undergraduate degree program of McDaniel College Budapest may choose from the following major fields of study or dual majors.

#### SINGLE BASIC MAJORS

- **Art History**
- **Art**
- **Specialization in Art and Art History**
- **Business Administration**
- **Economics**
- **Communication**
- **Political Science & International Studies**

#### DUAL MAJORS

- **Art & Communication**
- **Business Administration & Economics**
- **Political Science & Economics**

Each **major** offers a basic program, involving up to 52 credit hours of required coursework (thirteen four-credit courses) within the chosen field of study and sometimes from supplementary disciplines. Often, students with a traditional major will also choose one or more **minors** in other areas of study, either to complement the major or for personal enrichment. The minimum requirement for a minor is completion of at least 24 credit hours (six courses) in the given field.

The **dual major** is a popular choice among students. Though it offers less depth in a single area, it provides a broader perspective by combining the requirements of two majors. If, in the course of your studies, you find the workload too difficult, you may decide to satisfy the course requirements **for one major field only** and use the courses taken in the other subject area (discipline) to complete a Minor.

The **double major** is an option for the most ambitious students who want to graduate with two complete major programs to broaden their preparation for future careers.

The main campus of McDaniel College in Maryland offers a wide variety of academic programs: 25 majors, 26 dual majors and 50 minors. In addition to the major fields of study available in Budapest, McDaniel Budapest students transferring to Westminster for the upper two years have the option to graduate with other majors as well. The course offerings in Budapest enable students to satisfy almost all general and many of the major requirements in the first two years, so they can concentrate on the remaining courses required for the chosen major while on the main campus and meet all degree requirements within the four years of study.

### **First-Year Seminar**

The seminar, which is a standard four-credit course, offers students an opportunity to ease the transition from high school to college and to prepare them to meet the academic requirements of college. **Transfer students with more than twelve credits are exempt from having to take the First-Year Seminar.**

### **January/June Term**

Successful completion of one three-week Term in January or in June (two credits) is a requirement for graduation. Full-time undergraduates are entitled to enroll in one January/June Term course without paying additional tuition.

### **Guided Independent Study**

Sophomore (2<sup>nd</sup> year), Junior (3<sup>rd</sup> year) and Senior (4<sup>th</sup> year) students in good standing may undertake guided independent studies for credit under the direction of a faculty member if they do not find adequate courses in the curriculum or if they would like to conduct an in-depth study in one specific field. Such requests have to be submitted on the appropriate request form at the beginning of the semester.

To receive credit for an independent or special study, the focus of the project must be predominantly academic in nature. The number of credits will vary with academic content and the number of hours spent in study. In general, it is assumed that at least 37 hours of work will be required for one credit (searching for sources on the chosen topic, reading, writing the paper, consultations with the faculty sponsor, etc.)

### **Internships**

McDaniel College conducts an active program of internships for junior and senior students. Each internship must be sponsored by a member of the faculty. To enroll for an internship, students must complete the appropriate request form at the beginning of the semester. **Not more than twelve credit hours of internships may be counted toward the 128 credit hours required for graduation** and the major departments are entitled to determine how many credits earned for internships may be counted toward satisfying the requirements for a major. Internships are graded Credit-Fail only.

Internships are defined as activities that predominantly involve job or job-related experience, though they must have an academic dimension as well. The number of credits allowed will vary with the kind of activity and the number of hours spent on the job. In general, it is assumed that at least 37 hours of work will be required for one credit. **Credit will not be awarded for unapproved internship projects carried out in prior semesters.**

## ACADEMIC PROCEDURES AND REGULATIONS

### Academic class

The College assigns students' class levels according to the following credit criteria:

0 to 23 credits	- freshman
24 to 56 credits	- sophomore
57 to 84 credits	- junior
85 or more credits	- senior

### Grading System

The academic progress of students in each course taken at College is determined by a system of grades designated by letters.

<b>A+ Outstanding</b>	<b>100 +</b>
<b>A Excellent</b>	<b>93- 100</b>
<b>A-</b>	<b>90 - 92</b>
<b>B+ Good</b>	<b>88 - 89</b>
<b>B</b>	<b>83 - 87</b>
<b>B-</b>	<b>80 - 82</b>
<b>C+ Average</b>	<b>78 - 79</b>
<b>C</b>	<b>73 - 77</b>
<b>C-</b>	<b>70 - 72</b>
<b>D+ Poor</b>	<b>68 - 69</b>
<b>D</b>	<b>63 - 67</b>
<b>D-</b>	<b>60 - 62</b>
<b>F Failure</b>	<b>below 60*</b>

\*The assessment of the students' performance is facilitated by using a scale of 100 points. Instructors are entitled to apply individual scales for their courses, depending on the nature of the course requirements, assignments and tests.

<b>CR</b>	<b>Credit</b>
<b>W</b>	<b>Withdrawal</b>
<b>I</b>	<b>Incomplete</b>
<b>NR</b>	<b>Not Resolved</b>
<b>AU</b>	<b>Audit</b>

Letter grades must be assigned for the mid-term test and for the final grade. It is the scores on which the mid-term letter grades are based that will be counted toward the final grade depending on the weight assigned to them by the instructor. Mid-term grades will not appear on the permanent academic record of the students.

Plus and minus grades (e.g. an A- or a B+) may be assigned and will appear on the student's transcript. **They affect the overall grade point average of students** (See numerical values of letter grades below). **A, B, C,** and **D** are passing marks, "A" indicating the work of the highest rank, "D" of the lowest. Students receiving the grade of **F (Failure)** must repeat the course if they wish to receive credit for it.

### Credit (CR)

Credits assigned for courses approved for transfer, Pass/Fail courses, internships and some January Terms.

### **W (Withdrawal)**

A student who withdraws from a course before the deadline specified for withdrawals in the Calendar of the Semester receives a grade of **W (Withdrawal)**, and the course is not counted in figuring the student's grade point average but the grade of W is recorded. Students should be aware that they are expected to meet the course requirements in 75 percent of the courses that carry in a given semester. In other words, if a student carries four courses, he/she has the option to withdraw from one. Withdrawal from more than one course requires the approval of the Academic Dean

### **Incomplete (I)**

If a student cannot, because of factors over which he/she has no control, such as a protracted illness, complete the requirements for a course, the student may request the instructor to grant a grade of **I (Incomplete)** for the course. Such requests will be honoured in justified cases only. Students receiving the grade of "I" for a course must complete the course within one year from the date of record. If the work for which an Incomplete has been assigned is not finished within one academic year, the instructor will determine the grade for the course or an "F" will be assigned. **The granting of an Incomplete is not an option for graduating seniors in their final semester. Students may not graduate with a grade of Incomplete on their academic record.**

### **NR (Not Resolved)**

NR is recorded if no grade is reported for a student by the instructor. An NR will be changed to an "F" if it is not resolved within one academic year. **The general policy is that all students should be graded at the end of the semester and no NRs will be assigned.** If a student does not take the final exam and cannot offer any justifiable reason or has not complied with other assignments before the end of the semester, he/she will be graded on the basis of the information available for the instructor to evaluate the student's performance on the course

### **AU (Audit)**

Audited courses appear on the student's transcript, but they do not carry grades or credit.

### **Grade Point Average**

The general quality of students' work is determined numerically and is called the grade point average (GPA). The GPA is calculated in two steps. First, the letter grades are converted to numerical grades on the following four-point scale:

<b>A+</b>	<b>= 4.3</b>
<b>A</b>	<b>= 4</b>
<b>A-</b>	<b>= 3.7</b>
<b>B+</b>	<b>= 3.3</b>
<b>B</b>	<b>= 3</b>
<b>B-</b>	<b>= 2.7</b>
<b>C+</b>	<b>= 2.3</b>
<b>C</b>	<b>= 2</b>
<b>C-</b>	<b>= 1.7</b>
<b>D+</b>	<b>= 1.3</b>
<b>D</b>	<b>= 1</b>
<b>D-</b>	<b>= 0.7</b>
<b>F</b>	<b>= 0</b>

The **quality points** for each course are computed by **multiplying** the number of credits assigned for the course by the numerical value of the grade the student earned (If a student earned B- for a course, the numerical value of B- should be multiplied by the number of credits, so the quality points for the course will be 2.7 x 4 = 10.80)

The grade point average for one semester is calculated by **dividing the number of quality points by the total number of credits** represented by the regularly graded courses the student has attempted (carried), including the credits for the failed courses (exclusive of courses graded “Incomplete.”) Thus, a student taking four 4-credit courses (totalling 16 credit hours) who received one A, two Bs, and one C would have earned a GPA of 3.00 for the semester.  $(4 \times 4) + (8 \times 3) + (4 \times 2) = 48:16 = 3.00$

Similarly, **an overall or cumulative GPA** for all work attempted at McDaniel College is calculated by adding the quality points for each semester and dividing them by the total number of semester credit hours attempted (total number of credits in the regularly graded courses the student has taken).

Grades from transfer courses are not calculated into the McDaniel College grade point average. The credits accepted for courses taken at other schools will be recorded on the McDaniel transcript. Only grades earned at the Budapest and Westminster campuses of McDaniel College or its affiliated programs will be calculated in the student’s grade point average.

### **Student Academic Load**

If you hope to graduate within a four-year period, you are advised to register for the normal student load, which is to carry four four-credit regular courses in one semester. The minimum number of credit hours required for full-time status is 12 (to carry at least three credit courses). Students may carry fewer hours only with permission from the Dean.

First semester freshmen are advised against attempting five courses. No student will be permitted to carry six regular 4-credit courses in one semester.

**Students whose Grade Point Average is below 2.5 and those who have unresolved Failures (F) or Incompletes in their academic records will not be allowed to carry five regular (4-credit) courses in the following semester.**

Guided independent studies for credit count as regular courses. A student will not be allowed to register for five four-credit courses if he/she wishes to do an independent study in the given semester.

### **Registering for Courses, Adding/Dropping Courses**

Before the end of each semester, you should pre-register for the courses of the following semester. Pre-registration is vital for planning courses and class schedule, however, it does not exempt you from the obligation to confirm your registration at the beginning of the new semester.

In the first two weeks, you have the possibility of adding and dropping courses by completing a request form each time. These changes will not be entered into your permanent academic record. It is important to know that **you are expected to attend all classes of the courses you have registered for from the first day of classes.** If you wish to drop a class, do not forget to fill out a drop request form and submit it to the Secretariat (Room 222).

### **Course Designations**

Courses are designated by the letter code of the department (e.g. BUA, ECO, MAT) and a system of four-digit numbers. The first digit indicates the class standing that a student must attain to be eligible for the course. Courses intended for freshmen are numbered in the series beginning 1000. Freshmen (1<sup>st</sup> year students) may not register for any course numbered 2000 or above, except by placement or with the permission of the instructor.

Special Topic courses, Internships and Guided Independent Studies have the following special designations:

<b>Special Topic courses:</b>	<b>2265, 3365, 4465</b>
<b>Internships:</b>	<b>2295, 3395, 4495</b>
<b>Independent Studies</b>	<b>2298, 3398, 4498</b>

### **Prerequisites**

Prerequisites for courses are specified on the List of Course Offerings for each semester. There are, however, certain regulations all students should be aware of.

Passing both sections of the **Mathematics Proficiency Test** is a general prerequisite for all courses in Business Administration, Economics, Mathematics, and Statistics, with the exception of BUA 1101 Principles of Accounting I, which may be taken by having passed the Arithmetic section of the Mathematics Proficiency Test only.

### **Class Attendance**

Class attendance is a necessary part of the learning process. In all courses regular and prompt attendance is required. Irregular attendance or prolonged absence without any justifiable cause will result in denying credit for the given course. Your instructors have the right to delete your name from the roster in such cases. If that happens before the withdrawal deadline, you have the option to request withdrawal from the course. If it happens when the deadline for withdrawals has already expired, you will be assigned an "F" for the course.

Absence from class does not excuse you from class assignments, recitations, readings, term reports, examinations and any other academic work designated by the instructor. For a minor illness when absence may not last for more than a couple of days, inform the professor of the illness and make up for the missed work. For more serious medical problems or accidents that require missing several classes, leave a message with the Secretariat to inform the Administration of your condition. It will then notify your professors about the anticipated length of your absence. After recovery, meet with each professor and discuss what your obligations are in order to make up for the missed work.

### **Minimum Scholastic Requirements**

In order to maintain satisfactory academic standing, students must complete successfully the normal program of semester credit hours with a GPA of **at least a 2.0 or "C" average**. Any student whose cumulative grade point average drops below 2.0 will receive a **letter of academic warning**. If a student cannot improve his/her standing in the following semester, he/she will be placed on **academic probation**, which may lead to **suspension or dismissal from college if no progress is demonstrated**.

### **Satisfactory Progress Standards**

All students receiving any type of financial aid, including merit-based academic scholarships from U.S. federal sources, must meet the College's satisfactory progress standards in order to continue receiving aid each year.

Students not making satisfactory progress will be notified and placed on a one-semester probation. If the standards are not met following the one-semester probation, financial aid will be withheld. American students may appeal in writing to the Director of Financial Aid on the main campus (Patricia Williams pwilliams@mcdaniel.edu)

### **Satisfactory Progress Standards for Financial Aid from U.S. federal sources**

Number of Semesters	Cum GPA	Credits Earned
1	1.0	12
2	1.5	24
3	1.6	36
4	1.7	48
5	1.8	60
6	1.9	72
7	1.95	84
8	2.0	96

### **Syllabi**

For all courses, the instructor is expected to hand out a **syllabus** at the beginning of the semester, outlining the main topics to be covered, the prescribed textbooks and other reading materials, the specific requirements for the course, the guidelines for grading, etc.

### **Mid-term Grade**

The mid-term letter grade is usually based on the results of a mid-term test that is administered at one of the regular classes during the mid-term week as fixed in the Calendar. In certain courses, students are assigned take-home assignments for mid-term. If you cannot take the mid-term test for any reason and the instructor does not have enough information to assess your performance up to mid-term, he/she has the option to assign an NR grade (not resolved). If you are prevented from taking the mid-term test because of illness or any other justifiable reason beyond your control, **try to give advance notice** to the instructors or **clarify the situation with them as soon as possible**, otherwise you risk being assigned a grade of "F" for mid-term, and the contribution of your mid-term grade will be zero percent to the final grade.

### **Final Grade**

Students must be assigned appropriate letter grades at the end of each semester. The final grade is calculated on the basis of the grading system as determined by the instructors for their courses. The results of the mid-term test and final exam still carry a decisive weight in computing the final grade. In addition to these two formal exams, several other criteria may be established (in-class tests, presentations, take-home assignments, term papers, etc. with specific weight attached to them).

### **Withdrawal from Courses with a Grade of "W"**

If you experience difficulties in meeting the requirements for a course or you feel that your workload is proving too heavy, you have the option to withdraw from a course before the deadline specified on the Calendar.

A withdrawal means no credits, no grades earned in the given course. The withdrawal will not influence your Grade Point Average, but it will be recorded on the transcript. The course from which you have withdrawn does not have to be retaken, unless it is listed as a major or other requirement.

If you performed poorly on the mid-term test in any course, you are advised to consult your instructor about your chances of fulfilling the course requirements. It is advisable to withdraw from a course if the prospects for achieving a passing grade are slim, or you must lessen the workload by dropping one course and concentrating on the remaining ones. If the total number of remaining credit hours drops below twelve (less than three four-credit courses), the request for withdrawal will have to be approved by the Academic Dean, as the general rule is that students are required to fulfill the requirements in **75 per cent** of the courses carried in a given semester.

### **Late Withdrawal**

In special circumstances, students may request withdrawal from a course after the withdrawal deadline has expired. Such requests will be considered by the Academic Dean and only in cases of genuine emergency, such as protracted illness late in the semester. In such cases, a grade of "W" may be permitted provided that the student's work was satisfactory ("C-" or better) at the time of withdrawal.

### **Incomplete (I) and Not Resolved (NR) Grades**

If a student has been assigned an "I" or "NR" for a course, it is his/her responsibility to clarify with the instructor at the beginning of the following semester what additional requirements he/she is expected to satisfy in order to earn a passing grade within the time limits specified in the section on the grading system. If a student does not take the final exam and cannot offer a sound and justifiable reason for missing the exam, they will be graded at the end of the semester, nonetheless, on the basis of their overall performance.

### **Audit (AU)**

If a student wishes to audit a course, the amount of participation required in the course will be determined by the professor. Students who choose this option are expected to attend all classes and must complete course requirements as assigned. While audited courses appear on the student's transcript, they do not carry grades or credit. If a student does not meet the instructor's requirements, the instructor has the right to delete the student's name from the record. **Students may elect to switch from audit to credit prior to the deadline for withdrawals on the Calendar.**

### **Credit/Fail Option**

This option is available for qualified junior and senior students (3<sup>rd</sup> and 4<sup>th</sup> year) who wish to take elective courses in order to earn additional credits. The grade of Credit (CR) in a Credit/Fail option adds credits toward graduation, but does not enter into computation of the student's GPA. Students who receive a grade of "C-" or better under this option will earn four credits; students who receive a grade of "D+" or lower will be assigned "F", which will be recorded and does enter into computation of the student's GPA. **Courses fulfilling major/minor or the McDaniel Plan requirements may not be carried under this option.**

Students signing up for courses under the Credit/Fail option should indicate a CR under the Grade Method column on the registration form. Although a student must declare the Credit/Fail option prior to the deadline for course drops, he/she may request a change from Credit/Fail to letter grade before the end of the semester. All internships and some January Term courses are normally graded on a Credit-Fail basis.

### **Repeat policy**

A student has the option to repeat and pass a course previously failed in order to gain credits towards graduation. The student will receive the quality points for the new grade, and the original failing grade will no longer be used in the calculation of the grade point average. If a student repeats a course previously passed in order to obtain a better grade, he/she does not earn any new credits towards graduation. If the second passing grade is higher than the first, it will be used to determine the grade point average. If it is not higher, then the first grade will continue to be used. In either case, there is no limit to the number of times a course may be repeated. All grades will remain on the student's transcript, including the previous Failures. Transcripts will be marked indicating the repeated courses.

### **Change of Grade/Grade Appeal**

Once a grade has been reported to the Office of the Registrar on the main campus, it may be changed only with the permission of the instructor and the Dean, and generally when there has been a recording or arithmetical error. If, however, a student believes that a semester grade has resulted from prejudicial or capricious evaluation, he/she should consult first with the professor of the course. If the case is not resolved, the student may appeal to the Dean. If the Dean finds insufficient reason to support the student's complaint, the appeals process is ended. Should the Dean find clear evidence of prejudicial or capricious evaluation, the Dean will recommend to the professor that the grade be changed. If the professor refuses to change the grade, the Dean will appoint an *ad hoc* faculty committee to consider the case. The committee will be composed of two members with at least one coming from the professor's discipline. The Committee's decision will be final. **The deadline for appealing a grade is the last day of classes of the semester following the term in which the course was taken.**

### **Credit Transfer**

The college recognizes International Baccalaureate (IB) Diploma and grants credits to new students admitted into the degree program for examinations in higher-level IB courses with test scores of 5 or higher. Students should request a Transcript of Grades from the organization (email address: [transcripts.ibna@ibo.org](mailto:transcripts.ibna@ibo.org)) to be mailed directly to the Registrar of McDaniel College

Students wishing to transfer credits for courses taken at other accredited American colleges or universities prior to their acceptance into McDaniel College Budapest should request an official transcript to be sent to the Registrar's Office of McDaniel College in the United States. To facilitate the evaluation process, they should provide the descriptions and/or syllabi of the courses they took.

If a student wishes to have credits approved for transfer for courses taken at accredited institutions of higher education outside the American system, he/she should submit detailed official documentation in English or with a certified English translation on the course requirements, grading system, the number of hours of classroom instruction, the assigned grades, etc. through an American credentials evaluation agency, e.g. World Education Services ([www.wes.org](http://www.wes.org)).

All decisions regarding the transfer of credits will be taken by the Registrar on the main campus on the recommendations of the Budapest Campus. Credits will be granted for courses that are standard liberal arts courses or that compare to the offerings of McDaniel College, provided the following conditions are met:

**1/ Credits must be based on grades of “C-” or better. The grade of “P” (Passed) or the equivalent is transferable for elective courses only.**

**2/ Courses meeting Major or Minor requirements will be accepted for transfer only with the prior approval by the relevant departments of McDaniel College.**

If a student enrolled at McDaniel College Budapest wants to take a summer course at another school, he/she must submit a Transfer Credit Request form for approval before registering at the off-campus location.

Students who attend the study-abroad program of one of the institutions/programs affiliated with McDaniel College will have their grades, as well as credits, transferred to McDaniel College. Students who attend study abroad programs not affiliated with the College must request a leave of absence. **Only credits (no grades) can be transferred from a non-affiliated program.**

#### **Junior Check**

At the end of the 2<sup>nd</sup> academic year, students will receive a report on the progress they have made in satisfying the requirements for graduation and on the remaining tasks.

#### **Academic Records and Transcripts**

Academic records are permanently held by the Registrar's Office in Westminster. Grade Reports for each semester are provided in Budapest, but transcripts are issued by the Registrar's Office in Westminster. Official transcripts have to be requested from McDaniel College. No transcript will be considered as an official record as long as it contains grades of NR or Incomplete.

#### **Privacy of Educational Records**

In accordance with The Family Educational Rights and Privacy Act of passed by the U.S. Congress in 1974, the educational records of students are handled confidentially. Any student is entitled access to his/her educational records. Parents of dependent students may have access to students' educational records without their prior consent.

#### **Students with Learning Disabilities**

If you are a student with learning disability, you are not alone. College students with disabilities are intelligent, talented, and capable individuals who have met the standards for admission to the institution. In part, the success of these students can be attributed to their ability to cope effectively with the added challenges of a disability. All students with documented disabilities are entitled to reasonable accommodations from college pursuant to **Section 504** of the Federal Rehabilitation Act of 1973. It is within your legal rights to ask for accommodations, such as extended time and/or a separate room for the examination, the possibility of taking an oral exam, etc.

**Dismissal from College**

Academic dismissals normally occur at the end of either semester. Students may be dismissed from College for grave violations of the Honor Code or when their academic performance is so low as to justify such action. If a student wishes to appeal the decision, he/she should present a written appeal to the Dean, supplemented by written comments from the student’s instructors. A student who has been dismissed from college may apply for readmission after a full semester’s absence from McDaniel College Budapest.

**Withdrawal from College**

Students who desire to withdraw from the college during the academic year should give advance notification. Unofficial withdrawal means “F” in all the courses carried in the given semester. If a student withdraws from college prior to the deadline for withdrawals from courses, he/she will receive grades of “W” in each enrolled course. In the event of withdrawal from College after the date for withdrawals from courses specified on the Calendar, a student will receive a grade of “WP” (withdrawn passing for grades of “D-“ or better) or “WF” (withdrawn failing for grades of “F”).

**Refund Policy**

Students are not entitled to a refund of the tuition fee if they are compelled to withdraw for academic or disciplinary reasons. Students are entitled to a refund on a pro-rata basis if studies are interrupted due to reasons beyond their control, such as prolonged illness, or other unexpected circumstances, the death of a parent, the obligation to do military service, etc. The refund is applicable from the first day of the month following notification of the above-described circumstances with accompanying official certification.

**Refund Schedule**

- A. Non-refundable: EUR 200 application fee
- B. Refundable:
  - First week 80 %
  - Second week 60 %
  - Third week 40 %
  - Fourth week 20 % of the tuition fee
  - After fourth week no refund

**Leaves of Absence**

Students in good standing who elect to leave the college temporarily must make their intention known before they leave. They are expected to notify the college about their intended re-enrollment at least one month prior to the beginning of the new semester.

**Readmission to College**

Students who have been suspended or dismissed or leave the college on their own volition without having obtained an approved leave of absence are expected to seek readmission by submitting a formal application in writing and by completing a new Application Form. Requests for readmission will be favourably considered if a dismissed student can present evidence of satisfactory academic performance as demonstrated by acceptable grades in courses taken at other institutions of higher education.

**STATEMENT OF NON-DISCRIMINATION**

McDaniel College, in compliance with Federal and State laws and regulations governing affirmative action and non-discrimination, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities as defined by law. Accordingly, nothing in this publication should be viewed as directly or indirectly expressing any limitation, specification, or discrimination as to race, religion, color, or national origin, or to disability, age, sex, sexual orientation, or status as a disabled or Vietnam-era veteran.

### **The American Experience Semester in the United States and Transfer to the Main Campus for the Upper Two Years**

All students of the Budapest Campus of McDaniel College are required to complete at least one study abroad semester on the main campus of the college in the United States. It is also possible to transfer to the main campus for the upper two years, leading the BA degree.

#### **I. When to Go**

You are eligible to go to the main campus anytime after your first year (first two semesters) at McDaniel College Budapest **as long as you are able to meet the language proficiency, academic and financial requirements. The transfer procedure should be started at the beginning of the preceding semester.**

#### **II. Language Proficiency and Academic Requirements**

To study on the main campus you must meet the following requirements:

- 1/ Have completed your freshman (first) year at the Budapest campus
- 2/ Have an overall GPA of at least 2.0 ("C" average)

**4/ Have a valid TOEFL test score of at least 213 on the CBT or 80\* on the iBT (if your native language is other than English).** Normally, students are required to meet the TOEFL requirement by the end of the sophomore (2<sup>nd</sup> year). If you plan to complete the American Experience semester in the second year, you should register for the TOEFL test earlier, at least four months before you intend to apply

\* a minimum TOEFL iBT score of 77-79 will also be acceptable with a balanced distribution of scores among the four sections of the test, plus the passing of a written exam and an interview before the English Proficiency Assessment Committee at the Budapest Campus

#### **III. Financial Requirements**

In addition to meeting the language proficiency and academic requirements, you must verify that your family (sponsor) has funds to cover your expenses in the United States. The transfer procedure cannot start until you have submitted the following documents:

- **The Certification of Finances Form** (download from the main campus website: Admissions>Undergraduate Admissions> How to Apply> Apply as an International Student)  
The purpose of submitting the Certification of Finances form, giving the amount of the expected family/sponsor contribution for the semester on the main campus, is to verify that your family/sponsor has understood and is aware of the payment obligations.
- A **bank statement** verifying that the funds indicated on the Certification of Finances form are available. The bank statement shows that there are enough readily available funds to meet all expenses for your study abroad semester on the main campus. If you plan to transfer for the upper two years, you are expected to present proof of the availability of funds for at least one academic year (c. USD 25,000). If the bank statement is issued in a language other than English, it must be accompanied by an English translation!

#### IV. Entry into the United States

In addition to a valid passport, there are two documents that you need to enter the United States as a student:

##### I-20 Form

McDaniel College will request the I-20 Form (Certificate of Eligibility for the Nonimmigrant (F-1) Student Status) from the U.S. Immigration and Naturalization Service when you have met the following requirements:

- Submitted the **Certification of Finances** form and **bank statement** (See Section III)
- Presented a **valid TOEFL Score Record** with adequate scores (See Section II)

##### F1 Student Visa

Students are expected to apply for the F-1 student visa on an individual basis. (The issuance of the I-20 Form does not mean that a student will automatically receive the F-1 student visa.) You should visit the US Embassy website regarding information on applying for a visa, the fees, and scheduling an interview: ([http://hungary.usembassy.gov/home/Visas to the US/Non-Immigrant Visas](http://hungary.usembassy.gov/home/Visas%20to%20the%20US/Non-Immigrant%20Visas))

The U.S. Immigration and Nationality Act states that every foreign national is “presumed to be an intending immigrant” until judged otherwise. Therefore, during your visa interview, you will need to prove to the Consular Officer that you have strong and stable ties to your family and home country to indicate that your stay in the US will be temporary and that you will not work illegally while there.

#### V. Optional Practical Training after graduation

Those planning to transfer to the main campus for the upper two years should bear in mind that there are lots of part-time jobs for students on campus, but international students (foreign nationals) are forbidden to take jobs off-campus in the first year of their studies. Later on, it is possible to obtain a work permit. They should also be aware of a federal program (OPT – Optional Practical Training). **Optional Practical Training** (OPT) is a period during which undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for more than nine months are permitted by the United States Citizenship and Immigration Services (USCIS) to work for at most one year on a student visa without needing to acquire a work H-1B visa towards getting a practical training to complement their field of studies. F-1 students are permitted a total of 12 months towards practical training, which can be distributed between Curricular Practical Training (CPT) and OPT.

#### VI. Cost of the American Experience Semester

International students from the Budapest Campus are entitled to a 54 percent discount from the tuition fee. The other fees are standard charges for all students on the main campus. U.S. citizens need to clarify the financial terms with Ms. Patricia Williams, Director of the Financial Aid Office ([pwilliams@mcdaniel.edu](mailto:pwilliams@mcdaniel.edu)) A precondition of eligibility for any financial aid, scholarship or discount is to satisfy the minimum academic requirements (to maintain an overall GPA of at least 2.0) the following is a breakdown of the **basic costs for one semester**:

(The rates are for the academic year 2011/2012. A modest annual increase is possible)

<b>Special Tuition fee (with the 54 percent discount)</b>	<b>USD 8,000*</b>
<b>Room (double occupancy)</b>	<b>1,950**</b>
<b>Board (14 meals a week)</b>	<b>1,740***</b>
<b>Student health insurance</b>	<b>350****</b>
<b>Matriculation fee</b>	<b>400*****</b>
<b>Residence Security Deposit</b>	<b>250</b>
.....	
	<b>USD 12,690*****</b>

\* McDaniel College grants a 54% discount from the tuition fee to all Budapest students who satisfy the basic academic requirements for transfer (the standard tuition fee for one semester is USD 17,390)

\*\* You may choose to live off-campus, but if you so choose, you are expected to make individual arrangements for finding an apartment. It is recommended, however, that you live on campus for the study-abroad semester. The amounts given above are based on the rate of a standard double room in a traditional residence hall. The rates for apartment-type housing, double occupancy, equipped with kitchen facilities are higher (North Village \$2,735, Pennsylvania Avenue houses \$2,235). The rates for single rooms range from \$2,320 per semester (residence halls) to \$ 3,045 per semester (apartment-type housing).

\*\*\* The college offers “block plans” of 150, 180, 210, or 240 meals per semester (an average of 11-16 meals per week) in order to provide maximum flexibility. Students living in the residence halls are required to take the 210 (14 meals a week) or 240 meal plan. Board is optional for students living in apartment-type housing or off-campus

\*\*\*\* The annual student health insurance is billed on the first semester every year

\*\*\*\*\* The Matriculation fee is a one-time fee, which is required of all students, while Room Security Deposit is required of students in campus housing. The unused balance of the residence security deposit is returned when a student leaves campus housing

\*\*\*\*\* The actual amount will depend on the type of housing and meal plan that you choose. In addition, you should plan on an additional ca. \$3/400 for textbooks.

## **VII. Payment Information for Transfer Students**

Tuition, room, and board are normally billed on a semester basis. Statements reflecting the charges minus financial aid are normally sent **to your McDaniel email address from the Bursar's Office**. The actual cost for the semester depends on the type of housing and meal plan.. If there is a surplus, it will be refunded, if you need to pay a little more, you can do that on arrival.

### **Deadline for payment**

**Payment should reach the bank of McDaniel by August 7, if you transfer for the Fall Semester or by January 8, if you transfer for the spring semester.** Students enrolled for more than 22 credits per semester are billed for each credit hour over 22 (USD 1,045 per credit)

### **Methods of Payment**

You may transfer funds directly to the bank of McDaniel. To do so, your bank will need the following information:

McDaniel's bank  
**Branch Banking and Trust Co. (B.B. and T. Co.)**  
**45 West Main Street, Westminster, MD 21157**  
**Bank Routing Number: 055003308**  
**Bank Swift Code: BRBTUS33 (for international wires)**  
**Account Name: McDaniel College Operating Account**  
**Account Number: 5150416878**

**INCLUDE THE STUDENT'S NAME ON THE TRANSACTION SHEET**

McDaniel College  
Bursar's Office  
2 College Hill  
Westminster, MD 21157 4390 U.S.A.

If you have questions, please call the Bursar Ms. Harriett Corbran (1410/857 2210) or send her an email message ([hcorbran@mcdaniel.edu](mailto:hcorbran@mcdaniel.edu))

### **VIII. The Archway**

The Archway is an online tool on the web-site of the main campus ([www.mcdaniel.edu](http://www.mcdaniel.edu)) that allows you to access information in the administrative database of McDaniel College, including your academic records, the course selection for each semester, etc. All students at the Budapest Campus of McDaniel College are assigned usernames, McDaniel ID numbers to be able to activate their email accounts (the username serves as the first tag of your individual McDaniel email account (eg. John Smith – [js07@mcdaniel.edu](mailto:js07@mcdaniel.edu)). Contact the Help Desk Manager ([help@mcdaniel.edu](mailto:help@mcdaniel.edu)) to receive your username and ID #

**Please note! Your McDaniel ID Number can be found at the top of your transcript. Your Student Card has been issued by the Hungarian Ministry of Education and its ID No is irrelevant from this point of view.**

### **IX. Choosing Classes/Registering**

- Pre-registration for the courses you wish to carry during your American Experience semester takes place in Budapest in the preceding semester. The academic requirements are the same on both campuses
- The course offerings are made available on Archway at the web-site of McDaniel College ([www.mcdaniel.edu](http://www.mcdaniel.edu)) prior to the pre-registration period indicated on the Calendar of the main campus
- It is important to pre-register in the first days of the pre-registration period to make sure that you reserve your place in the courses that you wish to take
- The Registrar's Office does not accept pre-registration for more than four regular (4-credit) courses

### **X. Housing**

There is a variety of housing facilities on main campus: 1) a traditional double room in a dormitory with a shared community bathroom; 2) a suite-style area with several rooms that share some common space and bathrooms; 3) an apartment style with a kitchen area; 4) a house with bedrooms for 5-11 students, living room, and kitchen area, and 5) a residence called International House where all international students (also from places other than Budapest) may live. McDaniel Budapest students may request to live together.

- You should notify the main campus of your housing preference by mid-tem of the semester preceding your American Experience semester. For example, if you intend to go to the main campus in the spring semester, you must notify the Office of Residence Life by mid-point in the fall semester.
- You must email the Director of Residence Life, Michael Robbins, ([mrobbins@mcdaniel.edu](mailto:mrobbins@mcdaniel.edu)) to let him know of your housing choice. He will be in touch with you regarding your housing assignment.

### **XI. Student Medical Record and Required Immunizations**

All students attending McDaniel College are required to have on file a Student Medical Record form and proof of having had required immunizations.

- You should download the Student Medical Record form from the main campus website, (Home>Student Life>type in *Medical Records* in the "Search" category), complete it and send it to the main campus.
- When you have obtained the required vaccinations and undergone the medical checkup, the completed and verified Medical Form should be mailed to the Student Health Services, McDaniel College, 2 College Hill, Westminster, MD 21157-4390 or faxed to 1/410-857-2703 (secure fax). The Medical Form should arrive at the main campus prior to your departure.

## **XII. Arrival in the US**

When making arrangements to travel to the main campus, keep the following in mind:

- Check the Academic Calendar on the main campus website to determine your arrival date: it is the day before New Student Orientation.
- Purchase your airline ticket to arrive at one of two airports: Washington Dulles (IAD) or BWI (Baltimore-Washington International). BWI is closer and the preferred airport for pick-up.
- Send your flight information to Ms. Rose Falkner ([rfalkner@mcdaniel.edu](mailto:rfalkner@mcdaniel.edu)) who runs the International Programs Office.
- Upon arrival you will be met by a McDaniel student who will take you to the campus and help you move into your residence.
- If you arrive earlier in the US, you will have to make other arrangements regarding getting to the main campus and moving in to your residence, since campus housing may not be available until the official move-in date.

## **XIII. Academic Advising for International Students**

Dr. Sarah Stokely, Associate Dean of Student Life ([sstokely@mcdaniel.edu](mailto:sstokely@mcdaniel.edu)) serves as the primary academic advisor for international students and assists in course selection, general requirements for the BA degree, registration concerns and any academic difficulties that may arise with their classes. Students should also keep in touch with their major requirements, which will assist them with course selection and help them plan their study-programs

## **XIV. Student Life on the Main Campus**

The main campus has many clubs, sports teams, and college sponsored social events for students to participate in. There are two programs, however, that focus on international students:

- The International Club is a student-run organization whose membership includes both international and American students. The club organizes trips to Baltimore and Washington, musical and film events, and the Annual International Dinner.
- The *Home Away from Home Program* matches an international student to a local host family. The families invite their student to visit them at home, to go to dinner or for short trips. Throughout the semester there also are college-sponsored social events for all the students and their host friends and families.
- On the main campus, Ms. Rose Falkner Director of International Study ([rfalkner@mcdaniel.edu](mailto:rfalkner@mcdaniel.edu)) serves as the advisor for international students, the mentor of the *International Club* and the *Home Away From Home Program* and will help international students become involved in these groups .

## **XV. Contact Information**

You can contact the following people as you plan your American Experience semester:

- Ms. Rose Falkner [rfalkner@mcdaniel.edu](mailto:rfalkner@mcdaniel.edu)  
Director of International & Off-Campus Study
- Mr. Michael Robbins [mrobbins@mcdaniel.edu](mailto:mrobbins@mcdaniel.edu)  
Director of Residence Life

## MAJOR REQUIREMENTS FOR THE FOUR YEARS OF STUDY

The course requirements for each major and minor are based on the requirements and course selection of the main campus of the college in Westminster, Maryland. The Budapest Campus offers all courses required for completing the major and other academic requirements for graduation. **The courses currently available at McDaniel College Budapest are printed in bold.** The actual selection of courses for the coming semester will be announced to students before the end of the preceding semester. McDaniel College Budapest reserves the right to cancel or add courses or to make substitutions if necessary.

### Basic Major

#### **ART HISTORY (AHY)**

(45 credits)

- AHY 1113 History of Western Art I**
- AHY 1114 History of Western Art II**
- One course (4 credits) in Art**
- PHI 1113 Philosophy from Ancient Times to the Renaissance OR**
- PHI 1114 Philosophy from the Renaissance to Contemporary Times**
  
- AHY 4492 Capstone Seminar (1 credit)**  
*(A major research project and presentation under the supervision of a faculty member)*

**Seven additional Art History courses, beyond AHY 1113 and AHY 1114, two of these courses must be global or international in nature:**

- AHY 2207 Archeology of Greece
- AHY 2220 The Art of the Ancient Near East
- AHY 2222 Art of the Medieval World**
- AHY 2223 History of Japanese Art to A.D. 1573
- AHY 2224 Japanese Art from 1573 to 1868
- AHY 2225 Survey of American Art
- AHY 2226 History of Chinese Art to 960 AD
- AHY 2227 History of Chinese Art 960-1800 AD
- AHY 2229 Arts of India, China, and Japan
- AHY 2235 Art of the Renaissance 1300-1600 AD (no longer available)
- AHY 2300 The Art of the Renaissance in Northern Europe**
- AHY 2301 The Art of the Baroque in Northern Europe**
- AHY 2239 Romanticism and Impressionism**
- AHY 2240 Twentieth-Century Art**
- AHY 2241 The Arts and Architecture of the African Continent and Beyond
- AHY 2242 Art and Culture of Islam
- AHY 2250 Traditional Native American Arts and Architecture
- AHY 2302 Italian Renaissance Art (A.D. 1300 to 1600)**
- AHY 2303 Italian Baroque and Rococo Art
- AHY 3305 Sacred Architecture

### Departmental Writing Requirement

- AHY 3200 Writing in Art and Art History**

**Minor in ART HISTORY (AHY)**

(20 credits)

- AHY 1113**    **History of Western Art I**
- AHY 1114**    **History of Western Art II**

Three upper-level Art History courses

- .....
- .....
- .....

Basic major

**ART (STUDIO ART)**

(49 credits)

- AHY 1113**    **History of Western Art I**
- AHY 1114**    **History of Western Art II**
- AHY 2240**    **Twentieth Century Art**
- ART 4492**    **Senior Show Preparation Capstone (1 credit)**

This course will prepare students for their Senior Exhibition under the supervision of a faculty member. Work will be matted and/or framed to exhibition quality standards.

Seven courses in Studio Art and two courses (eight credits) in Advanced Studio I & II

- ART 1101**    **Perceptual Drawing**
- ART 1117**    **Design**
- ART 2201**    **Life Drawing**
- ART 2206**    Computer Graphics
- ART 2209**    Digital Collage and Painting
- ART 2210**    **Digital Photography**
- ART 2211**    Sculpture
- ART 2214**    Metalsmithing/Jewelry
- ART 2215**    Photography
- ART 2216**    **Graphic Design I**
- ART 2219**    Ceramics
- ART 2265**    SP: Mixed Media Collage (offered in Spring 2008)
- ART 3301**    **Drawing Concepts: Drawing II**
- ART 3306**    Printmaking
- ART 3307**    **Web Design**
- ART 3310**    **Watercolor**
- ART 3313**    **Painting**
- ART 3318**    **Graphic Design II**
- ART 4490**    Portfolio Preparation
- ART 4100**    **Advanced Studio I**
- ART 4200**    **Advanced Studio II**

**Departmental Writing Requirement**

- AHY 3200**    **Writing in Art and Art History**

- ART 2295; 3395; 4495** **Internship in Studio Art (0-4 credits)**
- ART 2298; 3398; 4498** **Independent Studies in Studio Art**

**SPECIALIZATION IN ART AND ART HISTORY**  
(41 credits)

- ART 1101**    **Perceptual Drawing**
- ART 1117**    **Design**
  
- AHY 1113**    **History of Western Art I**
- AHY 1114**    **History of Western Art II**
- AHY 2240**    **20<sup>th</sup> Century Art**
- AHY 4492**    **Capstone Seminar (1 credit) OR**
- ART 4492**    **Capstone Senior Show Preparation (1 credit)**

Five additional Studio Art or Art History courses (two courses must be 3000 level or beyond; two courses in Art History and one course in either Art History or Studio Art

- .....
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**Departmental Writing Requirement**

- AHY 3200**    **Writing in Art and Art History**

**SPECIALIZATION IN GRAPHIC DESIGN**  
(53 credits)

- AHY 1113**    **History of Western Art I**
- AHY 1114**    **History of Western Art II**

Eight courses in Studio Art. Recommended courses:

- ART 1101**    **Drawing**
- ART 1117**    **Design I**
- ART 2206**    **Computer Graphics**
- ART 2215**    **Photography or**
- ART 2210**    **Digital Photography**
- ART 2216**    **Graphic Design I**
- ART 3306**    **Printmaking**
- ART 3310**    **Watercolor**
- ART 3318**    **Graphic Design II**

Two courses from:

- COM 1103**    **Introduction to Communication: Media**
- COM 1110**    **Public Speaking**
- BUA 2209**    **Principles of Marketing**
- ENG 2212**    **Professional Communication**
- PSY 1106**    **Introduction to Psychology**
- ART 3395**    **Internship (4 credits)**
- ART 4492**    **Senior Show Preparation Capstone (1 credit)**

**Departmental Writing Requirement**

- AHY 3200**    **Writing in Art and Art History**

Dual major

**ART – COMMUNICATION**

(60 credits: 28 in Art Component and 32 in Communication component)

- ART 1101      **Perceptual Drawing**
- ART 1117      **Design I**
- ART 2206      **Computer Graphics**
- ART 2215      **Photography**
- ART 2216      **Graphic Design I**
- ART 3306      Printmaking
- AHY 2240      **20<sup>th</sup> Century Art**
- COM 1102      **Introduction to Communication I: Interpersonal**
- COM 1103      **Introduction to Communication II: Media**
- COM 2203      **Quantitative Research Methods (Prerequisites: Completion of COM 1102, COM 1103)**
- COM 2204      **Qualitative Research Methods**

**Three additional four-credit courses** in Communication at the 3000 level or above (Internships do not apply)

At least **one Capstone Senior Seminar** in either Art or Communication and an internship is also recommended

**Departmental Writing Requirement**

- AHY 3200      **Writing in Art and Art History**

**MATHEMATICS REQUIREMENTS FOR BUSINESS ADMINISTRATION AND ECONOMICS**

Successful completion of BOTH the Arithmetic and Algebra portions of the **Mathematics Proficiency Test** is a prerequisite for all courses in Business Administration, Economics, Mathematics and Statistics with the exception of BUA 1101 Principles of Accounting I, for which passing of the Arithmetic part of the test is sufficient.

For each of the above majors, **one course is required** in advanced Mathematics.

**MAT 1107 College Algebra** is open to students who satisfied the basic requirements of the Mathematics Proficiency Test.

**MAT 1117 Calculus I**

Students having scored at least 11 on the placement part of the Mathematics Proficiency Test or having completed MA 1107 with a grade of "C" or better are encouraged to take MAT 1117 Calculus I, for it provides an useful background for microeconomic theory. The key topics are the derivatives, curve sketching techniques, indefinite and definite integral, multivariable calculus. The emphasis will be on computational skills, ideas and problem solving, rather than mathematical theory.

**MAT 2218 Linear Algebra** is open to the most ambitious students having completed Calculus with a grade of at least "C-" or having the permission of the professor to take the course. It is an introduction to the study of vector algebra and applications, determinants and matrices; the theory and solution of systems of linear equations; the theory of finite-dimensional vector spaces and linear transformations.

**DUAL MAJOR: BUSINESS ADMINISTRATION AND ECONOMICS  
/56 CREDITS/**

(Completion of ECO 2201 is a prerequisite for all upper-level – 3000 and 4000 - courses in Business and Economics)

**Required courses:**

**BUA 1101 Principles of Accounting I**

**BUA 1102 Principles of Accounting II**

One course from advanced Mathematics:

**MAT 1107 College Algebra and/or**

**MAT 1117 Calculus I**

**ECO 2201 Principles of Economics**

**STA 2215 Introduction to Statistics for Social Science**

**STA 2216 Statistical Methods**

**ECO 3303 Microeconomic Theory**

**ECO 3320 Macroeconomic Theory**

**ECO 4405 *The History of Economic Thought\** (prerequisites: ECO 2201 and junior or senior standing)**

Two courses from among:

**ECO 3304 International Economics**

**ECO 3305 American Economics History**

**ECO 3318 European Economic History**

**ECO 3324 *Managerial Economics\** (prerequisites: ECO 2201, STA 2215)**

**ECO 3326 Economic Development**

**ECO 3327 Industrial Organization and Public Policy**

**ECO 4310 *Money and Financial Markets\** (prerequisites: ECO 2201 and senior standing)**

One course from among:

**BUA 2201 Intermediate Accounting I**

**BUA 2209 Principles of Marketing (for students starting their studies prior to 2006/2007)**

**BUA 2213 Auditing**

**BUA 2215 Cost Accounting: A Managerial Emphasis**

**BUA 3307 Investments**

**BUA 4323 *Corporate Finance & Financial Management\** (Prerequisite: completion of BUA 1101, STA 2215)**

One course from among:

**BUA 2205 The Legal Environment of Business**

**BUA 2209 Principles of Marketing (from 2006/2007)**

**BUA 2210 Ethics and Business**

**BUA 2211 Entrepreneurship**

**BUA 2214 Principles of Management**

**BUA 2220 *Psychology in the Workplace* (prerequisite: completion of PSY 1106 Introduction to Psychology)**

**BUA 3325 Managing Systems in the Macro Environment**

One course from among:

**COM 1110 *Speech Arts – Public Speaking* (for students having started their studies prior to 2010/2011)**

**ENG 1103 Introduction to Journalism**

**ENG 1103 *Advanced News Reporting and Writing* (prerequisite ENG 1103)**

- ENG 2208      Advanced Composition
- ENG 2212      Professional Communication
- ENG 2214      Editing and Desktop Publishing
- ENG 3311      Writing in Professional Contexts

**\* Capstone (finishing) Experience - two such courses are required:**  
***EC 4405 History of Economic Thought and either EC 4310 Money and Financial Markets, BA 4323 Corporate Finance & Financial Management, or ECO 3324 Managerial Economics***

Single Basic Major

**BUSINESS ADMINISTRATION (BUA)**

**48 CREDITS**

**Required courses:**

- BUA 1101      **Principles of Accounting I**
- BUA 1102      **Principles of Accounting II**
- One course from advanced Mathematics
  - MAT 1107 **College Algebra and/or**
  - MAT 1117 **Calculus I**
- ECO 2201      **Principles of Economics**
- STA 2215      **Introduction to Statistics for Social Science**
- STA 2215      **Statistical Methods**
- ECO 3303      **Microeconomic Theory**
- ECO 3320      **Macroeconomic Theory**

One course from among:

- ECO 3304      **International Economics**
- ECO 3305      American Economic History
- ECO 3318      European Economic History
- ECO 3324      **Managerial Economics\*** (prerequisites: ECO 2201, STA 2215)
- ECO 3326      Economic Development
- ECO 3327      Industrial Organization and Public Policy
- ECO 4310      **Money and Financial Markets\*** (prerequisites: ECO 2201 and senior standing)

One course from among:

- BUA 2201      Intermediate Accounting I
- BUA 2213      Auditing
- BUA 2215      Cost Accounting: A Managerial Emphasis
- BUA 3307      Investments
- BUA 4323      **Corporate Finance and Financial Management\*** (Prerequisite: completion of BUA 1101, STA 2215)

**\*at least one of these capstone experience courses is required**

One course from among:

- BUA 2205      The Legal Environment of Business
- BUA 2209      **Principles of Marketing** (for students having started their studies from 2006/2007)
- BUA 2210      Ethics and Business
- BUA 2211      Entrepreneurship
- BUA 2214      Principles of Management
- BUA 2220      **Psychology in the Workplace** (Prerequisite: Completion of PSY 1106)
- BUA 3325      Managing Systems in a Macro Environment

One course from among:

- COM 1110**    **Public Speaking** (for students having started their studies prior to 2010/2011)
- ENG 1103**    **Introduction to Journalism**
- ENG 1103**    **Advanced News Reporting and Writing** (*prerequisite ENG 1103*)
- ENG 2208    Advanced Composition
- ENG 2212    Professional Communication
- ENG 3311    Writing in Professional Contexts

**MINOR IN BUSINESS ADMINISTRATION**

/24 CREDITS/

- BUA 1101**    **Principles of Accounting I**
- BUA 1102**    **Principles of Accounting II**
- ECO 2201**    **Principles of Economics**
- STA 2215**    **Elementary Statistics for Social Science**

One four-credit business elective at the 2000 level or above

- .....

One course from

- ECO 3303**    **Microeconomic Theory**
- ECO 3324**    **Managerial Economics**
- ECO 4310    Money and Financial Markets
- BUA 4323**    **Corporate Finance & Financial Management**

**MINOR IN ACCOUNTING** (available on the main campus only)

(24 credits)

- BUA 1101**    **Principles of Accounting I**
- BUA 1102**    **Principles of Accounting II**
- BUA 2201    Intermediate Accounting I
- BUA 2202    Intermediate Accounting II

Two courses from among:

- BUA 2205    Legal Environment of Business
- BUA 2212    Tax Accounting
- BUA 2213    Auditing
- BUA 2215    Cost Accounting: A Managerial Emphasis
- BUA 3301    Advanced Accounting

Single Basic Major  
**ECONOMICS (ECO)**  
(44 CREDITS)

**Required courses:**

One course from advanced Mathematics:

- MAT 1107 College Algebra and/or**
- MAT 1117 Calculus I**

- STA 2215 Introduction to Statistics for Social Science**
- STA 2216 Statistical Methods**
- ECO 2201 Principles of Economics**
- ECO 3303 Microeconomic Theory**
- ECO 3320 Macroeconomic Theory**
- ECO 4405 *The History of Economic Thought\**** (prerequisites: ECO 2201 and junior or senior standing)

**Three courses of Economics electives at the 3000 level or above**

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*\* The required capstone course in Economics is ECO 4405 History of Economic Thought*

One course from among:

- COM 1110 Public Speaking** (for students having started their studies prior to 2010/2011)
- ENG 1103 Introduction to Journalism**
- ENG 1103 Advanced News Reporting and Writing** (prerequisite ENG 1103)
- ENG 2208 Advanced Composition**
- ENG 2212 Professional Communication**

**MINOR IN ECONOMICS**

/24 credits/

- ECO 2201 Principles of Economics**
- ECO 3303 Microeconomic Theory**
- ECO 3320 Macroeconomic Theory**
- STA 2215 Elementary Statistics for Social Science**

**Two additional four-credit Economics courses at the 3000 or 4000 level**

- .....
- .....

## COMMUNICATION (COM)

Basic major (44 credits)

### Required courses:

- COM 1102 Introduction to Communication: Interpersonal**
- COM 1103 Introduction to Communication: Media (formerly Mass Communication)**
- COM 2203 Quantitative Research Methods**  
(Prerequisites: Completion of COM 1102, COM 1103 with an overall GPA of at least 2.0)
- COM 2204 Qualitative Research Methods (Qualitative Procedures)**  
(Prerequisites: Completion of COM 1102, COM 1103 with an overall GPA of at least 2.0)
- COM 4594 Senior Seminar**  
(Prerequisites: completion of COM 2203, COM 2204)  
This Capstone Seminar requires each student to design, execute and present a significant research project which focuses on a specific Communication phenomenon and uses either quantitative or qualitative methodology.

**FOUR additional four-credit courses** in Communication at the 3000 or 4000 level. (Internships do not apply)

- COM 3306 Approaches to the Study of Language
- COM 3314 Language and Discourse
- COM 3320 Communication and Interactive Media
- COM 3321 The Origins of Human Communication
- COM 3323 The Age of Information
- COM 3326 Organizational Communication**
  - COM 3330 Film Analysis: Hollywood Classics
  - COM 3332 Television Analysis and Criticism
  - COM 3333 Fiction into Film
  - COM 3337 Scriptwriting
- COM 3338 European Film Art** (available on the Budapest Campus only)
  - COM 3351 Gender and Communication
- COM 3352 Intercultural Communication**
  - COM 3353 Cultural Studies
  - COM 3355 Critical Theory and Popular Culture
  - COM 3365 Special Topics in Communication
  - COM 3371 Communication Systems
- COM 3381 Health Communication**

TWO courses chosen from

- BUA 2209 Principles of Marketing**
  - BUA 2210 Ethics and Business
- COM 1110 Public Speaking**
  - COM 2210 Basic Video Editing
  - COM 2250 Television Production
- COM 2265 Digital Photography and Web Design (up to 2009/2010)**
- ENG 2204 Advanced News Reporting and Writing**  
(Prerequisite: Completion of ENG 1103 Introduction to Journalism)
  - ENG 2205 Media Ethics
  - ENG 2207 Creative Writing – Fiction
  - ENG 2208 Advanced Composition
  - ENG 2212 Professional Communication
  - PHI 1102 Critical Thinking
  - SIS 2201 Propaganda

**MINOR IN COMMUNICATION (from 2010/2011)**

/24 credits/

- COM 1102 Introduction to Communication: Interpersonal**
- COM 1103 Introduction to Communication: Media**

THREE additional courses (at least one for each group below)

**Group 1**

Interpersonal related courses:

- COM 3310 Rhetorical Theory & Criticism**
- COM 3326 Organizational Communication**
- COM 3352 Intercultural Communication**

**Group 2**

Media related courses

- COM 3330 Film Analysis**
- COM 3332 Television Analysis and Criticism**
- COM 3333 Fiction into Film**
- COM 3338 Great Masters of European Film**
- COM 3355 Critical Theories and Popular Culture**

**Choose one:**

- COM 3381 Health Communication** or
- COM Production of an information campaign**

**MINOR IN COMMUNICATION (for students having started their studies prior to 2010/2011)**

/24 credits/

- COM 1102 Introduction to Communication I: Interpersonal**
- COM 1103 Introduction to Communication II: Media (formerly Mass Communication)**
- COM 2203 Quantitative Research Methods**  
(Prerequisites: Completion of COM 1102, COM 1103 with an overall GPA of at least 2.0)
- COM 2204 Qualitative Research Methods**  
(Prerequisites: Completion of COM 1102, COM 1103 with an overall GPA of at least 2.0)

TWO additional four-credit courses in Communication at the 3000 level or above.

(Internships do not apply)

- .....
- .....

**MINOR IN FILM AND VIDEO STUDIES** (available on the main campus only)

/24 credits/

COM 2210	Basic Video Editing
COM 2250	Television Production
COM 3330	Film Analysis
COM 3337	Scriptwriting

ONE course from

COM 3332	Television Analysis and Criticism
COM 3333	Fiction into Film
COM 3365	Special Topics in Communication
COM 3338	European Film Art (offered only on the Budapest Campus)

ONE courses from

MUL 2224	History of Film Music
THE 1111	Stagecraft
THE 1113	Acting
THE 3328	Playwriting
ENG 1103	Introduction to Journalism
ENG 2205	Media Ethics
COM 4590	Independent Study with Campus TV Station

Single Basic Major

**POLITICAL SCIENCE AND INTERNATIONAL STUDIES /PSI/ from 2010/2011**

/46 credits/

**PSI 1101 Introduction to Political Science**

Two courses in Political Inquiry from:

- PSI 2206 American Political Thought**
- PSI 2208 Inventors of Political Ideas: Introduction to Political Theory\***
- PSI 2219 Research Design and Methods**

\*Up to 2010/2011

- PSI 1111 Classical Political Thought or**
- PSI 1112 Modern Western Political Thought**

**Two hours (credits) in directed studies from**

- PSI 2295, 3395, 4495 Internship in Political Science or**
- PSI 2298, 3398, 4498 Guided Independent Studies in Political Science**

**PSI 4492 Senior Seminar (Capstone, four credits)**

*An analysis of various topical or recurring problems in the area of either domestic or international politics. This course serves as a focal point for an integration of methodology, theory and substantive problem areas*

**At least three courses from American Politics\*\*:**

- PSI 1115 Promises to Keep: Introduction to Minority Politics
- PSI 2201 American Political Institutions
- PSI 2202 State & Local Government
- PSI 2207 American Public Policy
- PSI/EPS 2215 Environmental Policy**
- PSI 2216 United States Campaigns & Elections**
- PSI 3306 National Security in a Changing World
- PSI 3307 U.S. Foreign Policy (from 2010/2011)**
- PSI 3308 American Constitutional Law
- PSI 3319 American Civil Liberties
- EPS 3115 Political Ecology
- ENG 2210 Media and Politics**

**At least three courses from International Politics\*\*:**

- PSI 2203 International Law & Organization**
- PSI 2204 Approaches to International Relations**
- PSI 2205 The European Union: History, Institutions and Major Policies**  
(available at the Budapest Campus only)
- PSI 2213 Comparative Politics of Europe**
- PSI 2214 African Politics through Literature
- PSI 2217 Contemporary African Politics
- PSI 2236 The Politics of the Middle East
- PSI 3307 U.S. Foreign Policy**
- PSI 3310 Politics of Developing Areas
- PSI 3312 The Politics of African Diaspora
- PSI 3313 Politics of Global Feminisms
- PSI 3315 The Politics of Ethnicity and Nationalism
- PSI 3317 Comparative Politics of Communist & Post-Communist Political Systems
- PSI 3333 Conflict Resolution, Peacemaking and Peacekeeping in Post-Cold War World**

**\*\* Students must take a total of SEVEN courses from the above two groups**

**Departmental Writing Requirement**

Two courses from Political Inquiry:

PSI 2206 American Political Thought

PSI 2208 Inventors of Political Ideas: Intro to Political Theory

Two courses from:

PSI 2203 International Law and Organization

PSI 2204 Approaches to International Relations

PSI/EPS 2215 Environmental Policy

**MINOR IN POLITICAL SCIENCE**

/24 credits/

- PSI 1101**      **Introduction to Political Science**

**One course in Political Inquiry from**

- PSI 2206**      **American Political Thought** or  
 **PSI 2208**      **Inventors of Political Ideas: Introduction to Political Theory**

**Two courses from American Politics**

- .....

- .....

**Two courses from International Politics**

- .....

- .....

Basic Major

**POLITICAL SCIENCE AND INTERNATIONAL STUDIES (PSI)**

**Prior to 2010/2011**

/42 credits/

**Required courses:**

- PSI 1101**      **Introduction to Political Science**  
 **PSI 1111**      **Classical Political Thought** OR  
 **PSI 1112**      **Modern Political Thought**
- PSI 3398**      **Guided Independent Study** (two credits)  
 **PSI 4492**      **Senior Seminar (Capstone 4 credits)**

At least three courses from American Politics\*:

- PSI 2201**      **American Political Institutions**  
 **PSI 2202**      **State & Local Government**  
 **PSI 2207**      **American Public Policy**  
 **PSI 2215**      **Environmental Policy**  
 **PSI 2216**      **United States Campaigns & Elections**  
 **PSI 2222**      **Research Methods and Design**  
 **PSI 2265**      **Approaching Democracy (Special Topic; offered in Spring 2004)**  
 **PSI 2206**      **American Political Thought**  
 **PSI 3308**      **American Constitutional Law**  
 **PSI 3319**      **American Civil Liberties**

At least three courses from International Relations/Comparative Politics\*:

- PSI 2203**      **International Law & Organization**  
 **PSI 2204**      **Approaches to International Relations**  
 **PSI 2213**      **Comparative Politics of Western European Polities**  
 **PSI 3307**      **U.S. Foreign Policy**  
 **PSI/CCS 3310** **Politics of Developing Areas**  
 **PSI/CCS 3317** **Comparative Politics of Communist & Post-Communist Political Systems**  
 **PSI/CCS 3333** **Conflict Resolution, Peacemaking and Peacekeeping in Post-Cold War World**

\* Altogether seven courses are required from the above two categories (at least three in each)

**DUAL MAJOR: POLITICAL SCIENCE - ECONOMICS**  
**/56 credits/**

**Required courses:**

- PSI 1101**      **Introduction to Political Science**
- PSI 2208**      **Inventors of Political Ideas: Introduction to Political Theory\***
  - \* Up to 2010/2011
  - PSI 1111** **Classical Political Thought or**
  - PSI 1112** **Modern Western Political Thought**
- PSI 4492**      **Capstone - Senior Seminar (four credits)**  
An analysis of various topical or recurring problems in the area of either domestic or international politics. This course serves as a focal point for an integration of methodology, theory and substantive problem areas

**Three additional Political Science courses**

- .....
- .....
- .....

- ECO 2201**      **Principles of Economics**
- ECO 3303**      **Microeconomic Theory**
- ECO 3320**      **Macroeconomic Theory**
- ECO 4405**      ***The History of Economic Thought – Capstone***

**Two courses of Economics at the 3000 or 4000 level**

- .....
- .....

- STA 2215**      **Introduction to Statistics for Social Science**
- STA 2216**      **Statistical Methods**

## MATHEMATICS PROFICIENCY REQUIREMENT

Passing **BOTH** sections (Arithmetic and Basic Algebra) of the Mathematics Proficiency Test is a prerequisite for all courses in Business Administration (BUA), Economics (ECO), Mathematics (MAT) and Statistics (STA) with the exception of BUA 1101 Principles of Accounting I, for which passing of the Arithmetic part of the test is the pre-requisite.

For students having started their studies prior to 2007/2008 the Mathematics Proficiency Test is a graduation requirement, irrespective of the major field of study they plan to complete.

For students having started their studies since 2007/2008 the Mathematics Proficiency Test is no longer a graduation requirement if it is not required for their major fields of study. **You must be aware, however, that in order to satisfy the distribution requirement in Quantitative Reasoning under the New McDaniel Plan for Integrated Study in the Liberal Arts, you will have to take one course in Mathematics or Statistics, for which passing of the Arithmetic and Basic Algebra sections of the Math Proficiency Test is a prerequisite.**

The test booklet contains three parts: **Part I – Arithmetic; Part II – Algebra; Part III (placement for advanced courses in Mathematics)**. In Part I there are 25 problems, in Part II 20, in the Placement part 15. Students **have 80 minutes at their disposal for parts I & II of the test, and 40 minutes for the Placement part**. Business/Economics major are required do **all three parts** of the test.

The requirement for passing is at least 20 correct answers (out of 25 problems) in the Arithmetic section; 14 correct answers (out of the first 20 problems) in Basic Algebra. Students passing parts I & II of the test are eligible for MAT 1107 College Algebra. Students scoring at least 11 on the placement part are eligible for taking MAT 1117 Calculus I.

The Mathematics Proficiency Test may be taken at the beginning and at the end of every semester (for the dates, consult the Calendar).

Those failing to pass either part of the test will be referred to a **Mathematics Workshop (Arithmetic MAT 1001; Basic Algebra MAT 1002)** to improve their skills. The Pass/Fail non-credit Mathematics Workshops serve either as a preparation for taking and passing the Mathematics Proficiency Test or as an alternative method for demonstrating competency in these subjects by performing at a satisfactory level during the semester-long workshops.

Students who have taken college level Mathematics courses comparable to MAT 1106 (Finite Mathematics) and MAT 1107 (College Algebra), or MAT 1117 (Calculus I) prior to enrollment at the College, will have satisfied the mathematics proficiency requirement.

## TOEFL REQUIREMENT

All students whose native language is other than English are required to pass the TOEFL (Test of English as a Foreign Language) test at an appointed testing centre in the 2nd academic year and attain a score of a minimum of 80\* on the Internet-based test (iBT) (equivalent to 213 on the CBT version or 550 on the paper-based version of the test).

\* a minimum TOEFL iBT score of 77-79 may also be acceptable with a balanced distribution of scores among the four sections of the test, plus the passing of a written and oral exam before the English Proficiency Assessment Committee at the Budapest Campus

**Completion of the TOEFL requirement is a prerequisite for enrolling for the third academic year in Budapest as well as for the American Experience Semester or transfer to the main campus of the college for the upper two years. Students who fail to meet this requirement by the end of the 2<sup>nd</sup> academic year will be required to take intensive remedial courses to prepare them for the test in the third year and will be allowed to carry a reduced number of regular credit courses parallel. This rule will continue to apply in subsequent semesters until the TOEFL requirement is met.**

Students are advised to take the two-credit ESL/TOEFL 1103 Preparatory Course and Intro to Critical Reading to prepare them for the test. A good command of the language is the foundation for a successful performance on the test, but other skills are also required, such as the ability to work under pressure, good organization, efficient management of time, efficient skills in analytical reading, etc. All these skills can be improved by practice.

**The appointed TOEFL Testing Center in Hungary is the Computer Laboratory of the Hungarian Fulbright Commission (Fulbright Commission Budapest, Prometric Testing Center, 1082 Budapest, Baross u. 62. Ground Floor No. 015).** At the testing center, there is an opportunity to take free practice tests of the Internet-based version. Accessible by trams 4 or 6. Get off at Baross utca stop. (Information by email: [advising@fulbright.hu](mailto:advising@fulbright.hu))

#### **Registration for the TOEFL Test**

The registration fee is USD 200 (Fall 2010)

Students wishing to take the test in Budapest should contact the **European Regional Office of ETS (Region 12)** in the Netherlands:

Regional Registration Center No 12 (Europe)  
Thomson Prometric  
PO Box 2024  
8203 AA Lelystad, The Netherlands

If you have a valid credit/debit card, you can register for the test by phone (00 31-320 239 540) or online ([www.ets.org/toefl](http://www.ets.org/toefl)). You can also mail your completed Scheduling Form directly to the regional registration center, enclosing a bank check, Eurocheck, or money order in U.S. dollars made payable to ETS-TOEFL.

If you wish to take the test in your home country or elsewhere, visit [www.toefl.org](http://www.toefl.org) to find out the test locations, the test dates and the address of the regional registration center at which you should register. On the opening page, click on Register for the TOEFL and select Test Locations and Dates at the top of the next page.

Early registration closes seven days prior to the test date (not including the day of the test). **It is advisable to register for the test well in advance to make sure that you can take the test on the requested day** and the Score Record is received on time (it takes about three weeks by mail)

Early registration closes seven days prior to the test date (not including the day of the test). Late registration closes three days prior to the test date (not including the day of the test). Registrations received after the early registration deadline incur a late fee of US\$ 35.

#### **Payment by Credit Card**

If you have a valid **credit card** (VISA, MasterCard, JCB, American Express, Discover), you can register for the test by phone, calling the following number in the Netherlands. Before calling the organization, study the International Test Scheduling Form, which you find in the TOEFL Information Bulletin, as you will have to answer the same questions (e.g. test center code for Hungary: 1183). When registering by phone, you are given a registration number, which you must bring to the test center on test day, test date, reporting time, test center address.

**Registration by phone: 00 31-320 239 540**

Fax: 00 31-320 239 541

Email: [euregs@thomson.com](mailto:euregs@thomson.com)

**Online Registration**

Test takers with VISA, American Express, JCB, MasterCard, or Discover credit cards (no other card may be used) may also register for the test online. The web-site for the iBT test is: [www.toefl.org](http://www.toefl.org) – choose “How to register” – online – register online

**Registration by Mail and Payment by Bank Check**

You can mail your completed Scheduling Form **directly** to the regional registration center (see above), enclosing a bank check, Eurocheck, or money order **in U.S. dollars** made payable to ETS-TOEFL and drawn on a bank in the United States. The bank name and its address should be preprinted on the face of the check. The Registration Form must be received at least 4 weeks before your earliest test date.

**Reschedule or Cancel Registration**

To reschedule or cancel your registration, make your request no later than 3 days before your test date (not including the day of your request or the day of the test). The rescheduling fee is US\$60. Your original registration fee must be paid before you can reschedule.

**Reschedule or cancel online:** Log in to your TOEFL® iBT account, click “View Order(s)” on your home page, then click “Modify” or “Cancel” on the Order Summary page. **Reschedule or cancel by phone:** contact your Regional Registration Center (PDF).

**Test Takers with Disabilities**

Test takers who need accommodations cannot register online or request standby registration.

You must contact **ETS Disability Services** directly before you register. Make sure you include all the necessary paperwork and mail it to: **ETS Disability Services, P.O. Box 6054, Princeton, NJ 08541-6054, U.S.A.**

**McDaniel College Budapest**

Name:.....

**Chart of Courses Taken**

**1<sup>st</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**2<sup>nd</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**3<sup>rd</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**4<sup>th</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**5<sup>th</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**6<sup>th</sup> semester**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

**7<sup>th</sup> semester**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6.....

**8<sup>th</sup> semester**

- 1.....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6.....

**9<sup>th</sup> semester**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**10<sup>th</sup> semester**

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**McDANIEL COLLEGE BUDAPEST**

Name: .....

**MAJOR/MINOR REQUIREMENTS CHECK LIST**

**Major field of study:** .....

Courses taken to satisfy major requirements      Final Grade

1/.....

2/.....

3/.....

4/.....

5/.....

6.....

7/.....

8/.....

9/.....

10/.....

11/.....

12/.....

13/.....

14/.....

**Minor**.....

Courses taken to satisfy minor requirements      Final Grade

1/.....

2/.....

3/.....

4/.....

5/.....

6/.....

**Minor.....**

Courses taken to satisfy minor requirements      Final Grade

1/.....

2/.....

3/.....

4/.....

5/.....

6/.....

(NEW) McDANIEL PLAN FOR INTEGRATED STUDY IN THE LIBERAL ARTS
Effective from 2007/2008

FYS 1101 First-year Seminar (one course)
[ ] .....

Departmental Writing Requirement
[ ] .....

CW College Writing (one or two courses)
[ ] ENG 1002 (by placement)
[ ] ENG 1101 (with at least "C")

Physical Activity and Wellness
(four courses in skills (PES) and fitness (PEF)
at least one from each category)

SIS Sophomore Interdisciplinary Studies
(one course)
[ ] .....

[ ] .....
[ ] .....
[ ] .....
[ ] .....

Global Citizenship (three courses)
A/ International or cross-cultural focus (CCS):
International Western (IW), International
Non-Western (IN) (two courses)

SL Second language
(Students whose native language is not
English are exempt from this requirement)
A/ three courses, including one
intermediate

(two courses)
[ ] IW .....
[ ] IN .....

2000-level) course or
[ ] .....
B/ An intermediate-level language
proficiency exam
[ ] .....

[ ] MC .....

TOEFL
(at least 80 on the iBT)
[ ] Total score ..... Test Date.....

Critical Inquiries in the Liberal Arts (7 courses)
A maximum of three major courses may be used
to satisfy the Critical Inquiries requirements as well.
Although some courses may count toward several
different categories, a given course may be used in
fulfillment of only one category.

A/ Scientific Inquiry (SI) and Quantitative Reasoning (QR)
(three courses - at least one from each category, including
one SI course with a lab component (SIL))

AMERICAN EXPERIENCE SEMESTER

[ ] QR .....
[ ] SI .....
[ ] SIL .....

[ ] Year/Semester .....

B/ (SCH) Social, Cultural and Historical Understanding
(two courses)

January/June Term (two credits)
Year .....

[ ] .....
[ ] .....

Math Placement Test
Prereq. for courses in BUA, ECO, MAT, STA

C/ TA Textual Analysis (one course)

[ ] Test taken .....
Scores: Arithmetic .....
Basic Algebra.....

[ ] .....

D/ CE Creative Expression (one course)

[ ] .....

**McDANIEL COLLEGE****Budapest Campus****Course Offerings with McDaniel Plan Designations****Art and Art History**

CE	ART	1101	Perceptual Drawing
CE	ART	1117	Design
	ART	2201	Life Drawing
CE	ART	2210	Digital Photography
	ART	2216	Graphic Design I
	ART	2265	SP: Mixed Media Collage (Spring 2008)
	ART	3307	Web Design
	ART	3310	Water Color
	ART	3313	Painting
	ART	3318	Graphic Design II
	ART	4492	Capstone Senior Show Preparation (1 credit)
CE	AHY	1113	History of Western Art I (from 15,000 B.C. to 1400 A.D.)
CE	AHY	1114	History of Western Art II (from 1400 A.D. to the present)
SCH	AHY	2222	Art of the Medieval World
	AHY	2235	Art of the Renaissance 1300-1600 AD (up to 2008)
SCH	AHY	2239	Romanticism and Impressionism
SCH	AHY	2240	Twentieth-Century Art
IN	AHY	2242	Art and Culture of Islam (Spring 2010)
MC	AHY	2250	Traditional Native American Arts and Architecture (Spring 2010)
SCH	AHY	2300	Art of the Renaissance in Northern Europe
SCH	AHY	2301	Art of the Baroque in Northern Europe
	AHY	3200	Writing in Art and Art History
	AHY	4492	Capstone Seminar (1 credit)

**Business/Economics**

QR	MAT	1107	College Algebra
QR	MAT	1117	Calculus I (by placement)
QR	STA	2215	Introduction to Statistics for Social Sciences (Elementary Statistics for Social Sciences)
QR	STA	2216	Statistical Methods
	BUA	1101	Principles of Accounting I
	BUA	1102	Principles of Accounting II
	BUA	2209	Principles of Marketing
	BUA	2220	Psychology in the Workplace
	BUA	4323	Corporate Finance and Financial Management
SCH	ECO	2201	Principles of Economics
	ECO	3303	Microeconomic Theory
	ECO	3320	Macroeconomic Theory
IW	ECO	3304	International Economics
	ECO	3324	Managerial Economics
	ECO	4310	Money and Financial Markets
	ECO	4405	History of Economic Thought

**Communication**

	COM	1102	Introduction to Communication I: Interpersonal
	COM	1103	Introduction to Communication II: Media
	COM	1110	Public Speaking
	COM	2203	Communication Research Methods: Quantitative
	COM	2204	Communication Research Methods: Qualitative
	COM	2265	Digital Photography and Web Design (up to 2009/2010)
	COM	3326	Organizational Communication
	COM	3330	Film Analysis: Hollywood Classics (Fall 2006)
CE	COM	3338	Great Masters of European Film Art (Budapest Campus only)
IN	COM	3352	Intercultural Communication
	COM	3381	Health Communication
	COM	4594	Senior Seminar

**Political Science and International Studies**

SCH	PSI	1101	Introduction to Political Science
SCH	PSI	1111	Classical Political Thought (up to 2010/2011)
SCH	PSI	1112	Modern Political Thought (up to 2010/2011)
IN	PSI	2203	International Law and Organization
	PSI	2204	Approaches to International Relations
	PSI	2206	American Political Thought (formerly PSI 2265)
	PSI	2208	Inventors of Political Ideas: Intro to Political Theory (from 2011/2012)
	ENG	2210	Media & Politics
IW	PSI	2213	Comparative Politics of Europe (Comparative Politics of Western European Polities)
	PSI/EPS	2215	Environmental Policy
SCH	PSI	2216	United States Campaigns and Elections
	PSI	3307	U.S. Foreign Policy
IN	PSI	3333	Conflict Resolution, Peacemaking and Peacekeeping in Post-Cold War World
	PSI	3398	Guided Independent Study (2 CR)
	PSI	4492	Senior Seminar

**Competence Courses**

FYS	FYS	1170	First Year Seminar - An Introduction to the Liberal Arts through Research
	ESL	1001	Fundamentals of Composition (by placement) – 2 credits
	ESL	1002	Oral Communication Skills – 2 credits
	ESL	1003	Introduction to Critical Reading/TOEFL – 2 credits
	ENG	1002	College Composition (by placement)
CW	ENG	1101	Introduction to College Writing: The Argument
	ENG	1103	Introduction to Journalism
	ENG	2204	Advanced News Reporting and Writing
	ENG	1115, 1116	Newspaper Practicum (2 credits each; by placement)
	MAT	1001/1002	Mathematics Workshop (non-credit)

**Physical Education****Skill activities**

PES	EPE	1069	Badminton
PES	EPE	1071	Basketball
PES	EPE	1091	Volleyball

**Fitness Activities**

PEF	EPE	1055A	Special Topics in Fitness Activities (Aerobics)
PEF	EPE	1047	Folk/Social Dance (Salsa)
PEF	EPE	1055Y	(Sp Topic) Yoga

<b>Electives</b>			
SIL	BIO	2100	The Molecular Design of Life
	CCS	1103 BP	The European Heritage - Venice-Vienna Tour (one credit)
	CCS	2203	Introduction to Hungarian Culture
IN, SCH	CCS/MUL	2212	World Music
MC	ENG	2100	Multicultural Voices in Contemporary American Literature
IW, TA	ENG	2220	World Literature
SI	GSC	2210	History of Modern Science
IW	HIS	2202	Formation of Western Society (formerly HIS 1105)
	HIS	1106	Western Civilization II I
IW, SCH	HIS	1134	Understanding Europe I
IW, SCH	HIS	1135	Understanding Europe II
MC/SCH	HIS	2105	Holocaust and Memory
FL	HUN	1101	Elementary Hungarian I
FL	HUN	1102	Elementary Hungarian II
SCH/TA	PHI	1113	Philosophy from Ancient Times to the Renaissance
SCH	PSY	1106	Introduction to Psychology
	PSY/IDS	2212	The Psychology of Gender
SIS	SIS	2025	Correspondences in Art and Literature
SIS	SIS	2100	Gender, Fiction and Sexuality in Central Europe

(Please note that the College reserves the right to cancel or add courses or to make substitutions)

### **Explanation of Codes**

McDaniel Plan designations for students starting their studies from 2007/2008

CE	Creative Expression
CW	College Writing
FYS	First Year Seminar
IN	International Non-Western
MC	Multicultural
IW	International Western
PEF/PES	Physical Fitness
QR	Quantitative Reasoning
SCH	Social, Cultural, and Historical Understanding
SI	Scientific Inquiry
SIL	Scientific Inquiry w/Lab
SIS	Sophomore Interdisciplinary Study
SL	Second Language
TA	Textual Analysis

### **Remarks**

Courses may be used to satisfy several distribution requirements of the McDaniel Plan at the same time but **in Critical Inquiries (altogether seven courses), a given course may be used in fulfillment of only one category and no more than three courses from a student's major with Critical Inquiries designations may count toward the Critical Inquiry requirement**

## APPENDIX

### **Degree Requirements for students having started their studies prior to the academic year 2007/2008**

Students are required to fulfill the following requirements during the four years of study to earn a **Bachelor of Arts (BA) degree**:

- **Complete successfully at least 128 credit hours (earn 128 credits).** The last 32 credit hours have to be completed in residence at McDaniel College. Ordinarily, if students have been in residence for two years or more, they will be permitted to take as many as eight (8) of the last 32 hours off campus. If these are required for a major or a minor, the department or program head must approve, as well. **Courses taken in Budapest count as courses taken in residence.** Current faculty policy restricts the number hours taken for credit in **internships** to twelve (a maximum of 12 credits may be counted toward the credit requirement for graduation)
- **Complete all course requirements for at least one academic major**, including the Capstone Experience in the senior (fourth) year, subject to the following regulations:
  - a/ You may not count more than 52 semester hours (52 credits) in any one subject area (major or minor) toward the required 128 credits. Any additional credits earned will be added to the 128 credits needed for graduation
  - b/ You must attain a minimum overall **Grade Point Average (GPA) of 2.0 (“C” average) or above in all the courses required for the major**
  - c/ **The GPA for double and dual majors is calculated separately for each department.** To complete a double or dual major, you must have a GPA of at least 2.0 in EACH subject area (discipline) and its supplementing courses
  - d/ Although completion of a minor is not a requirement for graduation, most students decide to complete one or more. The requirements for a minor are: completion of at least 24 credit hours (24 credits) and other requirements as set by the sponsoring department and attain a GPA of at least 2.0 or better in all the courses taken for the minor
- **Complete the College’s Basic Liberal Arts Requirements (BLAR)**

At least one third of the total coursework during the four years of study must be taken in the Liberal Arts according to specific distribution requirements. The required set of courses is designed to give college-level understanding of broad areas of knowledge in addition to the chosen major field of study

  - a/ A two-semester Heritage Sequence dealing with major aspects of Western civilization
  - b/ One course in Global Perspective (Cross-Cultural Studies), exploring the history and traditions of the cultures of Asia, Africa, or the indigenous Americas
  - c/ Three courses in Humanities
  - d/ Two courses in Natural Science and/or Mathematics
  - e/ One course in Social Science

- **Complete the Competence Requirements**
  - a/ Successfully complete **English Composition I & II**
  - b/ 1/ Pass the **TOEFL Test** in the second academic year with a minimum score of 80 on the Internet-based version with at least 20 in each section – equivalent to 213 on CBT (required of students whose native language is other than English)  
2/ Complete at least two college-level courses in a foreign language (required of native speakers of English)
  - c/ Pass both parts (Arithmetic and Basic Algebra) of the **Mathematics Proficiency Test**
  - d/ Satisfy the **Physical Education** requirements (four 0.5 credit courses in fitness and skill)
- **Complete a First-Year Seminar** (required of students starting their studies from the academic year 2004/2005 onwards)
- **Complete one January/June Term** (two credits)
- **Attain an overall Grade Point Average of at least 2.0 (“C” average) in all the courses** taken during the studies

#### **(OLD) BASIC LIBERAL ARTS (BLAR) REQUIREMENTS**

##### **HERITAGE SEQUENCE (HS)**

A two-semester sequence dealing with important aspects of Western civilization. Courses taken to satisfy the Heritage Sequence requirement may not be used for fulfilling other BLAR requirements. Sequences taken to satisfy major requirements in Political Science, History, etc. can be used to fulfill the Heritage Sequence requirement as well.

HIS 1134, 1135 Understanding Europe I & II (History of Europe I & II)  
AHY 1113, 1114 History of Western Art I & II  
PSI 1111 Classical Political Thought &  
PSI 1112 Modern Western Political Thought  
HIS 1105 Formation of Western Society (formerly Western Civilization I) &  
HIS 1106 Western Civilization II

#### **DISTRIBUTION REQUIREMENTS**

##### **GLOBAL PERSPECTIVE (GP) – CROSS-CULTURAL STUDIES (CCS)**

One course that explores one or more cultures of Asia, Africa, the indigenous Americas, or the Pacific Rim, either exclusively or in explicit comparison with cultures of other regions (e.g. Intro. to Chinese Civilization; South Asian Civilizations; Cultural Anthropology; Japan: The Land of Contrast; East Asian Philosophy, etc.) All Cross-Cultural Studies (CCS) courses fulfil this requirement as does any other course so designated by the faculty.

NOTE: Courses designated as fulfilling the Humanities /HU/ or Social Science /SS/ requirement, and which are cross-listed as Cross-Cultural Studies(CCS)/Global Perspective (GP) courses, may be used to satisfy BOTH the GP requirement AND all or part of the other distribution requirement.

CCS 2203 Introduction to Hungarian Culture  
CCS/MUL 2212 World Music

### **HUMANITIES (HU)**

Three courses, each from a different category, from the following:

- Art History (AHY),
- Cinema Studies,
- History (HIS),
- Interdisciplinary Studies (IDS),
- Literature (American, British, Comparative, French, etc.),
- Music History or Appreciation (MUL),
- Philosophy (PHI),
- Religious Studies (REL),
- Theatre History or Appreciation (THE).

### **NATURAL SCIENCE AND MATHEMATICS /NSM/**

Two courses, each from a different category, from the following:

- Biology (BIO),
- Chemistry (CHE),
- General Science (GSC),
- Physics (PHY),
- Mathematics (MAT)

### **SOCIAL SCIENCE (SS)**

One course from the following:

- Economics (ECO 2201 Principles of Economics automatically satisfies the SS requirement)
- Political Science & International Studies (PSI)
- Psychology (PSY)
- Sociology (SOC)
- Communication 2203/2204

## **COMPETENCE REQUIREMENTS**

**Students are expected to complete their academic competence requirements in English Composition, basic Mathematics, and the TOEFL by the end of their second academic (sophomore) year.**

### **First-Year Seminar (FYS) Research as an Introduction to Liberal Arts**

Mandatory for all first-semester students

### **English Composition (EC)**

All students must demonstrate competence in English by passing ENG 1101 & ENG 1102 (Introduction to College Writing: The Argument; Writing about Literature). Students entering the program with weaker writing skills will be referred to ENG 1002 College Composition first.

Incoming students who have received scores of 670 or higher on the verbal portion of the SAT or 700 or higher on the SAT II writing test will be exempted from ENG 1101 but will not receive any additional credits. Incoming students who earned scores of 5 or higher on the IB exam in English will receive credits for the IB work and will be exempted from ENG 1101.

### **Foreign Languages /FL/**

**One or two courses of college level instruction in a foreign language are required of students whose native language is English.** International students are exempted from this requirement. If you have taken fewer than three years of a foreign language, or if you wish to start a new language, you are required to take two courses, unless your performance on the foreign language department's placement test places you above the 1101 course in that language. If you have taken three or more years of a language, and if you wish to continue in that language, you are required to take a course, based on placement, at the 1102 level or higher.

### **Mathematics Proficiency Test**

Regardless of the major field of study, all students starting their studies before the academic year 2007/2008, are required to demonstrate competence in basic Mathematics (Arithmetic and Algebra) by passing the Mathematics Proficiency Test. **Successful completion of both the arithmetic and algebra portions of the Mathematics Proficiency Test is required as a prerequisite for all courses in Business Administration, Economics, Mathematics and Statistics, with the exception of BUA 1101 for which passing of the arithmetic portion is sufficient.** The tests are administered at the beginning and at the end of each semester.

### **Physical Education Fitness and Skills /PEF and PES/**

With the exceptions noted below, all students must present evidence of an acceptable level of knowledge and competence in courses involving **fitness** (courses numbered Exercise Science and Physical Education EPE 1002-1055, and EPE 1141-1155), and **skill** (EPE 1066-1099 and EPE 1166-1180). **The requirement includes the completion of four such courses, with at least one coming from each category (0.5 credit each).**

Students may reduce all or some of this proficiency requirement by presentation of certification indicating skilled expertise. Evidence of such performance must be certified by the Head of the Exercise Science and Physical Education Department. No credit is earned by these exams. A student may not receive credit twice for the same activity.

If a student wishes to modify or reduce the proficiency requirement because of age or physical limitations, he/she must submit an application outlining the reasons to justify the exemption.

### **Fitness and Skill Activities /0.5 credit each/**

#### **Skill activities**

EPE 1071	Basketball
EPE 1091	Volleyball
EPE 1069	Badminton

#### **Fitness Activities**

EPE 1055	(Special Topic in Fitness Activities) Aerobics
EPE 1055	(Special Topic) Yoga
EPE 1047	Folk/Social Dance (Salsa)

**(OLD) BASIC LIBERAL ARTS AND COMPETENCE REQUIREMENTS CHECK LIST**

**HERITAGE SEQUENCE (HS)**

(Two-semester sequence) Courses taken to satisfy the HS requirement cannot be used for fulfilling other BLAR requirements

- 1/.....
- 2/.....

**DISTRIBUTION REQUIREMENTS**

**Global Perspective (GP) – Cross-Cultural Studies (CCS)**

One course (HU and SS courses cross-listed as English Cross Cultural Studies (CCS) courses may be used to satisfy both the GP requirement and all or part of the other distribution requirements

- 1/.....

**Humanities (HU)**

.....  
Three courses - each from a different category  
Art History (AHY), Cinema Studies (COM),  
History (HIS), Literature (ENG, CL, FR/GER/SP),  
Music (MUL),Philosophy (PHI), Interdisciplinary  
Studies (IDS), Religious Studies (REL), Theatre Studies (THE)

- 1/.....
- 2/.....
- 3/.....

**Natural Science & Mathematics (NSM)**

Two courses – each from a different category  
Biology (BIO), Chemistry (CH),  
Exercise Sc. & Phys Ed (EPE), General Sc. (GSC)  
Mathematics (MAT), Physics (PHY)

- 1/.....
- 2/.....

**Social Science (SS)**

One course - Pol. Sc. (PSI), Economics (EC 2201),  
Psychology (PSY) , Sociology (SOC)  
Communication (COM 2203/4)

- 1/.....

**Guided Independent Studies**

- .....
- .....

**COMPETENCIES**

**TOEFL** Test date:.....  
Scores:.....

**Writing (EC)**

- 1/ ENG 1101
- 2/ ENG 1102

**Foreign Language (FL)**

Not compulsory for international students whose native tongue is other than

- 1/.....
- 2/.....

**Math Proficiency Test**

**Score Date Status**

- 1/ Arithmetic .....
- 2/ Algebra .....

- Arithmetic Workshop
- Algebra Workshop

**Physical Education**

(four courses from two types of activities, at least one from each)

**Fitness (PEF) Skill(PES)**

- 1/.....
- 2/.....
- 3/.....
- 4/.....
- Exempted

**January/June Term**

- Year completed:.....

**Internships**

- .....
- .....