



6-1964

## **The Bulletin, Off-Campus Courses and Extension Services 1964-1966, Volume 64, Number 4, June (1964)**

Moorhead State College

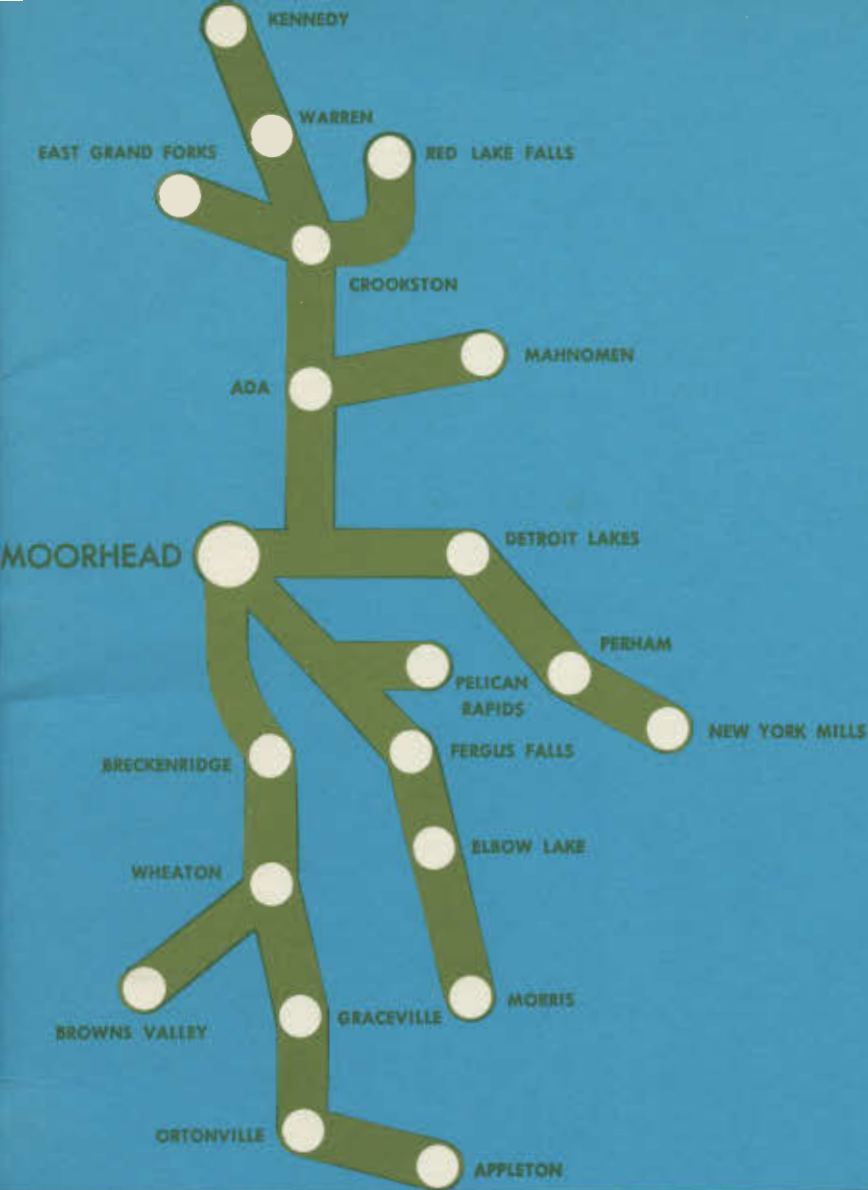
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# MOORHEAD STATE COLLEGE

MOORHEAD, MINNESOTA

## OFF-CAMPUS COURSES

AND EXTENSION SERVICES

1964-1966

OFFICE OF FIELD SERVICES

210 MACLEAN HALL

**To the friends of Moorhead State College:**

Moorhead State College continues to increase in size, and in the number and quality of its services to the citizens of western Minnesota. In the last few years many new departments have been added, including Philosophy, Political Science and Economics, Foreign Languages, Sociology and Anthropology, and Speech.

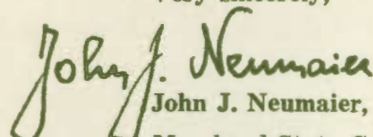
Within the last five years the enrollment has more than doubled, with more than 2500 individuals registered for courses during each of the three quarters of 1963-1964. During this period, from ten to fifteen per cent of the total enrollment has been of students registering in courses offered off the campus in nearby communities. During 1963-1964, more than 900 students took 46 courses offered in 13 communities, and more than 3,000 quarter hours of credit were awarded for these off-campus courses alone.

This booklet is concerned primarily with college classes offered off the campus. The service area of Moorhead State College, and the communities in which off-campus courses are most frequently offered, are roughly indicated by the stylized map on the cover. Contained in the booklet, among other things, is a list of classes which may be offered off-campus if sufficient demand is reported to the Office of Field Services and if a qualified instructor is available in the community and at the time desired.

Off-campus classes are equivalent to on-campus classes in course requirements, credits offered, material covered, and standards of excellence. Their instructors are either regular members of the college faculty, or "guest instructors" whose qualifications have been approved by the chairman of the department offering the course, and the Academic Dean. The chief difference between on-campus classes and those offered off the campus is the meeting time and the frequency of class sessions. Instead of meeting three or four times each week, for fifty minutes, most off-campus classes meet once a week, for three hours or more, for ten to twelve weeks.

We hope that you will find this booklet interesting, informative, and helpful, and that you will retain it for future reference. If you have any questions, please feel free to write to the Director of Field Services, Moorhead State College, or directly to me.

Very sincerely,

  
John J. Neumaier, President  
Moorhead State College

Cover design by Mr. John Youngquist, Department of Art

The Bulletin  
**MOORHEAD STATE COLLEGE**

Founded in 1887

MOORHEAD, MINNESOTA



OFF-CAMPUS COURSES

and

Extension Services

1964-1966

VOLUME 64

JUNE, 1964

NUMBER 4

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## EXTENSION SERVICES AT MOORHEAD STATE COLLEGE

### CONTINUING EDUCATION

The primary aim of any college is to provide post high school education through two, four, or even five years, until the completion of an associate, baccalaureate, or graduate degree. Most colleges also have functions beyond this basic goal, usually called "extension" services.

At Moorhead State College these services are many and varied. They include lectures, concerts, and recitals open to the public without charge; theatrical productions and Fine Arts presentations open to the public at a nominal admission charge. They also include consultation and lecture service by faculty members; college facilities made available for public events; workshops and institutes and conferences, on subjects ranging from international politics to speed reading, from piano teaching methods to civil defense procedures.

### EVENING CLASSES

Among the major extension services at Moorhead State College are classes offered in the evening, either on the campus or in nearby communities. The evening classes on the campus offer residence credit, and are listed in the regular daytime schedule each quarter. All inquiries about evening on-campus courses should be addressed to the Office of the Registrar.

### OFF-CAMPUS CLASSES

Moorhead State College also offers classes in communities near Moorhead, within a service area defined by the Minnesota State College Board, during the fall, winter, and spring quarters of each year. These classes provide continuing education for teachers in service, those otherwise employed, and individuals with a high school diploma who wish to earn college credit. Off-campus courses are of particular value for teachers wishing "refresher" courses, those who are beginning their "fifth year" of training in anticipation of revisions in state teacher certification requirements, and those who are beginning or continuing graduate work towards a master's degree. There appears also to be an increasing demand for off-campus courses open to individuals who wish to take college work for the first time, or those who wish to study in some "cultural" area but are not planning to seek a degree. Off-campus classes thus enable an individual to earn non-residence college credit by attending part-time, at his convenience, while employed on a full-time basis during the day.

### REQUESTING CLASSES

On the following pages are listed the courses which Moorhead State College can make available in off-campus communities if

enough prospective students indicate they will enroll, and if a qualified instructor can be secured whose residence and schedule will permit him to offer the course in the community desired.

From this listing the prospective off-campus student is asked to select those courses he would like to take. He should list those courses on the appropriate postcards on pages 7 - 10 of this booklet, and mail the cards according to the deadlines indicated. Requests for off-campus courses are tallied by the Office of Field Services, and the off-campus schedule for each quarter is established on the basis of requests received and the availability of qualified instructors. Two or three weeks before each quarter opens, a schedule of off-campus classes will be mailed to every individual who submitted a request card.

### COURSES AVAILABLE OFF-CAMPUS

Courses are listed by departmental or subject headings, with course numbers in numerical sequence under each heading. Quarter hours of credit offered are listed after the course title. Courses intended primarily for freshmen are numbered 100 through 199, for sophomores 200 through 299, for juniors 300 through 399, and for seniors 400 through 499. Courses numbered with the suffix "g" offer graduate credit; courses numbered 500 and above are open to graduate students only. For course descriptions and prerequisites consult the 1963-1965 Moorhead State College catalogue, and subsequent supplements or bulletins.

#### Accounting

- 229. Elementary Accounting I - 4 hours
- 230. Elementary Accounting II - 4 hours
- 231. Elementary Accounting III - 4 hours

#### Art

- 100. Elements of Art — 4 hours
- 270. Art Appreciation — 4 hours
- 340. Art in the Elementary School — 2 hours
- 344. Special Studies in Elementary School Art — 2 hours
- 440. Art in the Secondary School — 3 hours

#### Biology

- \*102. Matter and Life — 3 hours

#### Chemistry

- \*102. Matter and Chemical Change — 3 hours

#### Education

- 313. Human Growth and Development — 3 hours
- 314. Educational Psychology — 3 hours
- 321. Guidance and Counseling — 3 hours
- 374, 374g. Educational Measurement and Evaluation — 3 hours
- 430, 430g. Supervision in the Elementary School — 4 hours

\* Applicable on General Studies requirements.

## COURSES AVAILABLE OFF-CAMPUS

## Education (continued)

- 442, 442g. Curriculum and Instruction — 3 hours  
 490, 490g. Foundations of Education — 3 hours  
 492, 492g. Administration of the Elementary School — 3 hours  
 500. Introduction to Research — 3 hours  
 501. Psychological Foundations of Education — 3 hours  
 502. Statistics in Research — 3 hours  
 504. The School and Society — 3 hours  
 511. The School and the Individual — 3 hours  
 542. Elementary School Curriculum — 3 hours  
 545. Diagnostic and Remedial Procedures in Reading — 3 hours

## English

200. Introduction to Literature — 4 hours  
 202. Introduction to the Novel — 4 hours  
 205. The Short Story — 3 hours  
 206. Introduction to Shakespeare — 4 hours  
 208. Introduction to the Theatre — 4 hours  
 210. Advanced Composition — 4 hours  
 308, 308g. History of the English Language — 3 hours  
 338. Creative Writing — 3 hours  
 340. Literature in the Elementary School — 3 hours  
 342. Language Arts in the Elementary School — 3 hours  
 343. Reading in the Elementary School — 5 hours  
 345, 345g. Problems in the Teaching of Reading — 3 hours  
 360, 360g. Adolescent Literature — 3 hours  
 380, 380g. General and Descriptive Linguistics — 3 hours  
 390, 390g. Special Methods in Language Arts in the Elementary School — 3 hours  
 400, 400g. Significant Books in American Culture — 3 hours  
 402, 402g. Contemporary Drama — 3 hours  
 404, 404g. Contemporary Novel — 3 hours  
 406, 406g. Contemporary American and English Poetry — 3 hours  
 414, 414g. The Age of Enlightenment — 3 hours  
 416, 416g. Romantic Prose and Poetry — 3 hours  
 417, 417g. Victorian Prose and Poetry — 3 hours  
 422, 422g. Shakespeare — 4 hours  
 430, 430g. The Social Approach to Literature — 3 hours  
 440, 440g. Teaching English in the Secondary School — 3 hours  
 450, 450g. Language and Composition in the Secondary School — 3 hours  
 495, 495g. Literary Criticism — 3 hours  
 513. Studies in American Literature — 3 hours  
 540. Problems in Secondary School English — 3 hours

## COURSES AVAILABLE OFF-CAMPUS

## Geography

210. Principles of Geography — 4 hours  
 310. North America — 4 hours  
 312. Asia and Oceania — 4 hours  
 315. Europe and Northern Africa — 4 hours  
 317. Latin America — 4 hours  
 410, 410g. Regional Geography — 4 hours  
 411, 411g. The Geographic Factors in Cultural Development — 3 hours

## History

212. History of the United States I — 3 hours  
 213. History of the United States II — 3 hours  
 214. History of the United States III — 3 hours  
 250. Minnesota History and Government — 4 hours

## Humanities

- \*211. The Renaissance — 4 hours  
 \*212. Eighteenth Century European Culture — 4 hours  
 \*213. Twentieth Century American Culture — 4 hours

## Mathematics

- \*100. Introduction to Modern Mathematics — 4 hours  
 121. College Algebra — 5 hours  
 203. Foundations of Arithmetic — 3 hours  
 303, 303g. Contemporary Mathematics for Elementary Teachers — 3 hours  
 340. Mathematics in the Elementary School — 3 hours  
 390, 390g. Special Methods in Mathematics in the Elementary School — 3 hours  
 410, 410g. Modern Mathematics — 3 hours  
 440. Mathematics in the Secondary School — 3 hours

## Philosophy

- \*101. Introduction to Philosophy I — 4 hours  
 \*102. Introduction to Philosophy II — 4 hours  
 \*103. Introduction to Philosophy III — 4 hours  
 \*110. Deductive Logic — 4 hours  
 \*140. Ethics — 4 hours  
 \*211. Logic of Scientific Method — 3 hours  
 (Replaces Science 302 in General Studies Group II requirement.)

## Physical Education

348. Workshop in Health and Physical Education in the Elementary School — 4 hours

## Physics

- \*102. Matter and Energy — 3 hours

## Political Science

- \*110. Great Issues of Politics — 4 hours  
 \*111. American Government — 4 hours

\* Applicable on General Studies requirements.

## COURSES AVAILABLE OFF-CAMPUS

## Political Science (continued)

- \*112. International Relations — 4 hours
- 212. State and Local Government — 4 hours
- 310, 310g. International Organizations — 4 hours
- 325. Political Parties and Interest Groups — 3 hours

## Psychology

- \*210. General Psychology — 4 hours
- 211. Applied Psychology — 4 hours
- 215. Advanced General Psychology — 4 hours
- 305. Social Psychology — 4 hours
- 310. Psychology of Personality — 4 hours
- 410, 410g. Personality Theory — 4 hours
- 411, 411g. Abnormal Psychology — 4 hours

## Science

- 220. Elements of Science — 4 hours
- (302. No longer offered. Replaced by Philosophy 211.)
- 340. Science in the Elementary School — 2 hours
- 390, 390g. Special Methods in Science in the Elementary School — 3 hours
- 440. Science in the Secondary School — 3 hours

## Social Studies

- 340. Social Studies in the Elementary School — 2 hours
- 390, 390g. Special Methods in Social Studies in the Elementary School — 3 hours
- 440. Social Studies in the Secondary School — 3 hours

## Special Education

- 416, 416g. Mental Retardation — 3 hours
- 420, 420g. Education of the Handicapped Child — 3 hours
- 421, 421g. The Gifted Child — 3 hours
- 440, 440g. Methods in Teaching the Mentally Retarded — 3 hours

## Speech

- \*200. Fundamentals of Speech — 4 hours
- 202. Speech for Business and Industry — 4 hours
- 204. Argumentation and Debate — 4 hours
- 206. Oral Interpretation — 3 hours
- 328. The American Theatre — 4 hours
- 340. The Teaching of Speech — 4 hours
- 342. The High School Dramatics Program — 3 hours

If the course you wish to take is not included in this list, write to the Office of Field Services and indicate the class or classes you wish to take, the community in which you would like to have it offered, and the quarter that would be most convenient. The college will make every possible effort to offer all classes for which a sufficient number of requests is received.

\* Applicable on General Studies requirements.

## Mail This Card Not Later Than July 15, 1964

I would like to take the following Moorhead State College off-campus course or courses during fall and/or winter quarters of 1964-1965 at \_\_\_\_\_

	Dept.	Course Number	COMMUNITY Course Title
First choice	_____	_____	_____
Second choice	_____	_____	_____
Third choice	_____	_____	_____
Fourth choice	_____	_____	_____
Fifth choice	_____	_____	_____
Check below if you wish to remain on the mailing list for this bulletin:		Mr. _____	_____
		Mrs. _____	_____
		Miss _____	_____
		Street and No. _____	_____
		City and State _____	ZIP code _____

## Mail This Card Not Later Than January 15, 1965

I would like to take the following Moorhead State College off-campus course or courses during the spring quarter of 1965 at \_\_\_\_\_

	Dept.	Course Number	COMMUNITY Course Title
First choice	_____	_____	_____
Second choice	_____	_____	_____
Third choice	_____	_____	_____
Fourth choice	_____	_____	_____
Fifth choice	_____	_____	_____
Check below if you wish to remain on the mailing list for this bulletin:		Mr. _____	_____
		Mrs. _____	_____
		Miss _____	_____
		Street and No. _____	_____
		City and State _____	ZIP code _____

Place  
4¢  
stamp  
here

**OFFICE OF FIELD SERVICES**

Moorhead State College

Moorhead, Minnesota 56560

Place  
4¢  
stamp  
here

**OFFICE OF FIELD SERVICES**

Moorhead State College

Moorhead, Minnesota 56560

**Mail This Card Not Later Than July 15, 1965**

I would like to take the following Moorhead State College off-campus course or courses during fall and/or winter quarters of 1965-1966 at \_\_\_\_\_

	Dept.	Course Number	COMMUNITY Course Title
First choice	_____	_____	_____
Second choice	_____	_____	_____
Third choice	_____	_____	_____
Fourth choice	_____	_____	_____
Fifth choice	_____	_____	_____

*Check below if you wish to remain on the mailing list for this bulletin:* Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_  
Street and No. \_\_\_\_\_

\_\_\_\_\_ City and State \_\_\_\_\_ ZIP code \_\_\_\_\_

**Mail This Card Not Later Than January 15, 1966**

I would like to take the following Moorhead State College off-campus course or courses during the spring quarter of 1966 at \_\_\_\_\_

	Dept.	Course Number	COMMUNITY Course Title
First choice	_____	_____	_____
Second choice	_____	_____	_____
Third choice	_____	_____	_____
Fourth choice	_____	_____	_____
Fifth choice	_____	_____	_____

*Check below if you wish to remain on the mailing list for this bulletin:* Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_  
Street and No. \_\_\_\_\_

\_\_\_\_\_ City and State \_\_\_\_\_ ZIP code \_\_\_\_\_

Place  
4¢  
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**OFFICE OF FIELD SERVICES**

Moorhead State College

Moorhead, Minnesota 56560

Place  
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**OFFICE OF FIELD SERVICES**

Moorhead State College

Moorhead, Minnesota 56560

**OFF-CAMPUS CLASSES**

**PURPOSE**

Moorhead State College offers extension or off-campus courses in communities near Moorhead in order to make college credit available to individuals who cannot attend regular daytime or evening classes on the campus, because of full time employment or other reasons.

These classes are open to any student who meets the standards of admission to the college, and who has completed the prerequisites for the specific course he wishes to take.

**LOCATION**

Moorhead State College off-campus classes are offered in communities in the service area established by the Minnesota State College Board. Within the past five years, the college has offered courses in the following communities: Ada, Appleton, Breckenridge, Browns Valley, Crookston, Detroit Lakes, East Grand Forks, Elbow Lake, Fergus Falls, Fertile, Graceville, Kennedy, Morris, New York Mills, Ortonville, Pelican Rapids, Perham, Red Lake Falls, Warren, and Wheaton.

Class sessions are usually held in the local high school or elementary school, in a classroom made available through the courtesy and cooperation of the local superintendent and other administrators. The college would like to take this opportunity to express its gratitude to these superintendents, principals, and others who have cooperated so fully in making classrooms available, in providing custodial service, heat, and light, and in helping to organize and publicize these off-campus classes.

**CREDIT**

Completion of any degree program at Moorhead State College requires a specific minimum of residence credits, those earned in courses taken on the campus, according to regulations outlined in the college catalogue. Off-campus courses offer non-residence credit, applicable on any degree program to which the course applies. This credit can usually be applied towards a degree program at another accredited college or university, but students are cautioned to make sure the number of off-campus credits they take does not exceed the maximum authorized.

In specific cases, the Registrar of the institution to which the student wishes to apply the credit determines whether or not a given course is suitable for that student's degree program. This decision is not made by Moorhead State College.

**MAXIMUM LOAD**

Teachers employed full-time are advised to enroll for no more than one off-campus course per quarter. Regular on-campus students may take off-campus courses, so long as their total credit load during the quarter does not exceed the maximum specified in the college catalogue.



## ADMISSION

No credit is granted for any off-campus course until the student has been formally admitted to Moorhead State College. Admission to the college is gained by completing the appropriate application form and submitting suitable credentials, according to college regulations. At the first class session of each off-campus course, the student is required to complete a form indicating his admission status and, if necessary, to complete a formal application for admission and provide complete official transcripts. Off-campus courses are open to regularly enrolled on-campus students, who wish to take an off-campus class because of schedule conflicts.

## TUITION

Tuition rates are uniform at all Minnesota State Colleges, and are established by the Minnesota State College Board. They are subject to change without advance notice. At present, tuition for an off-campus course is \$8 per quarter hour of credit offered, for both Minnesota residents and non-residents, and for both undergraduate students and graduate students. Thus tuition for a 3-hour course is \$24, for a 4-hour course \$32, and for a 5-hour course \$40.

## LATE REGISTRATION FEE

Tuition is due and payable at the first class session of an off-campus course. If the student enrolls at the second class session, he must pay an additional \$5 late registration fee.

Registration is not possible after the second class session.

## REFUNDS

If a student cancels his registration in an off-campus class, for any reason, he is entitled to a refund of one-half of the tuition paid, but only if he formally withdraws from the course not later than the fourth class session. After the fourth class session no refund is made.

Applications for a refund must be made in writing, to the Office of Field Services, and can not be made through the instructor. No refund is made of the \$5 late registration fee.

## ENROLLMENT

Enrollment in an off-campus class includes registration (completion of the registration form) and payment of tuition, and is normally completed at the first class session. There is no pre-registration or advance enrollment for an off-campus course. Regular daytime or evening on-campus students are not permitted to include registration in an off-campus course in the on-campus enrollment; they must register at the first class session of the off-campus class, and pay tuition at the off-campus rate.

A student may register at the second class session, upon payment of the additional \$5 Late Registration fee. The instructor can not waive the late registration fee, for any reason.

No student may enroll after the second class session.

Tuition is paid by check (**not cash**) made payable to Moorhead State College. This check is turned in to the instructor at the time of registration and is **not** mailed to the college. Textbooks are purchased with a separate check. (See below).

## TEXTBOOKS

After the second class session, the instructor orders the textbooks through the Moorhead State College Bookstore. These books are purchased by the student from the instructor, and are paid for by a separate check made payable to the Moorhead State College Bookstore. This check is turned in to the instructor when the books are received. It should **not** be sent to the college, and payment for a textbook should **not** be included in the tuition check.

## RETURN OF BOOKS

If a student cancels his registration in an off-campus class after purchasing a textbook, he may sell the book to another individual, but the book is not returnable to the Moorhead State College Bookstore except at the second-hand price current at the time the book is returned. Arrangement for such resale must be made by the student, who should deal directly with the Moorhead State College Bookstore. Neither the instructor nor the Office of Field Services handles book returns.

## CLASS SIZE

The Minnesota State College Board recommends a minimum enrollment of twenty students in every off-campus course. However, upon occasion a class may be held with fewer students registered, depending upon the number of courses being offered and the over-all number of off-campus students during the quarter. If the enrollment is less than twenty at the second class session the class may be subject to cancellation. In such cases, full tuition is refunded to all students.

## MEETING TIMES

The Office of Field Services schedules the date, hour, and location of the first meeting of an off-campus class. Meeting times or evenings may be changed, if both the instructor and the students wish to make this change. The instructor keeps the Office of Field Services informed of any change in schedule.

## ORGANIZATIONAL MEETINGS

On occasion, the instructor and the prospective students of an off-campus class may hold an initial organizational meeting at which it will be determined if there is sufficient interest or enrollment to warrant continuing the class, or at which one of a group of possible courses will be selected. Such an organizational meeting is **not** a "first class session," and the time spent at this meeting is not included in the total clock hours of class attendance. The second meeting is thus the "first class session," and tuition paid at that time is not subject to the late registration fee. The second class session

is, then, actually the third meeting of the group, but registration is still possible upon payment of the late registration fee.

#### NUMBER AND LENGTH OF CLASSES

Ten clock hours of actual class session, not including any intermission or coffee breaks, must be held for each quarter hour of credit offered. Thus a 3-hour course will meet a total of 30 clock hours (1800 minutes), a 4-hour class will meet a total of 40 clock hours (2400 minutes), and a 5-hour course will meet a total of 50 clock hours (3000 minutes), not including any coffee breaks.

A typical 3-hour off-campus class begins at 6:30 p.m. and runs until 9:15 p.m., with a 15-minute coffee break from 7:45 to 8:00. Such a session would total two and one half hours, or 150 minutes, not including the intermission. Twelve such weekly sessions would total 1800 minutes, or 30 clock hours, of actual class time, the required minimum. If preferred, the class might meet from 6:30 p.m. until 9:45, with a 15-minute coffee break. Such a session would total three hours, or 180 minutes, of class time, and ten weekly meetings would complete the required 30 clock hours of actual class time.

Similarly, a 4-hour class might meet from 6:30 to 10:00 weekly for 12 weeks, with a ten-minute coffee break, for the total minimum of 40 clock hours or actual class time.

Ordinarily an off-campus class meets for ten to twelve weekly sessions per quarter. Upon agreement between instructor and students, the instructor may schedule one or more weeks with two sessions, or one or more Saturday sessions, in order to complete a quarter's work before a preferred deadline. Occasionally a class session is cancelled because of weather conditions, illness, or other unavoidable factors. Such sessions must be made up, at a rescheduled time acceptable to both instructor and students, in order to meet the minimum number of total clock hours of actual class time specified by the Minnesota State College Board.

#### LENGTH OF QUARTER

Off-campus classes are offered only during the three quarters of the academic year, and not during the summer. Moorhead State College offers two 5-week summer sessions on the campus, plus workshops and institutes of various kinds.

The fall quarter ordinarily begins late in September, and closes just before Christmas. The winter quarter ordinarily begins early in January and closes about mid-March. The spring quarter ordinarily begins during the second half of March, and closes the first week in June.

Occasionally an off-campus class may begin a week or more before the on-campus classes begin, because of holidays and other factors, or it may begin a week after the on-campus classes begin, because weather conditions, or illness, cause the initial meeting to be postponed.

#### EMERGENCIES

Upon occasion, an off-campus class session must be postponed and rescheduled because of weather conditions, the instructor's illness, or other reasons. Each off-campus instructor establishes an "emergency plan" for his class, through which he notifies a key individual (one of the students, a local school official, etc.) who then arranges to telephone all available other students, local radio stations, and other media. In bad weather, off-campus students are advised to listen to local radio stations, and to check with school administrators, to see if the scheduled class is to be held.

#### STANDARDS

An off-campus course is expected to differ from one offered on the campus only in the location in which it is offered, and the times and duration of the class sessions. Course titles and credit hours are identical with those of courses offered on the campus, and students are expected to achieve the level of excellence demanded in on-campus classes. Ordinarily the instructor of an off-campus course uses the same textbooks, course outline, syllabus, bibliography, study aids, and examinations that he would in offering the same course on the campus.

#### ATTENDANCE

A student who registers for an off-campus course is expected to attend all sessions, and to complete all of the work assigned. Individual instructors may request written excuses for absences, and may arrange for make-up work or examinations when necessary, at their discretion. If a student has no reasonable excuse for an absence, an instructor is entitled to refuse to accept make-up work for the time the student was absent.

#### GRADES

The usual A, B, C, D, and F marks are awarded for off-campus courses, as prescribed in the college catalogue. Special arrangements must be made with the individual instructor for the grade of I, or Incomplete, which is awarded when a student can not complete the required work on time, for valid reasons, and may complete the course at a later date.

Final marks for the off-campus course are mailed by the college to the individual student, in an envelope self-addressed by the student, after the completion of the course.

#### AUDITING

A student may audit an off-campus course, if he meets the standards of admission to the course and registers and pays tuition as though he were taking the course for credit. A student may, upon occasion, change from regular to auditor status during the progress of an off-campus course, if the instructor authorizes the change.

**INSTRUCTORS**

Off-campus courses may be taught by regular members of the Moorhead State College faculty, who undertake such classes either as part of their regular academic load or as a special service in addition to their regular full-time academic load.

When no regular member of the faculty is available for a particular off-campus course, because of scheduling problems, a "guest instructor" may be employed if a qualified individual is available. No guest instructor is assigned to an off-campus course until he has submitted a formal application to teach in the Moorhead State College extension program, has submitted complete official transcripts of all his college work, and has been approved as qualified by the chairman of the department offering the course, and by the Academic Dean.

**SCHEDULING**

Off-campus classes schedules are planned from six to ten weeks prior to the opening of a quarter, and a complete schedule of all classes to be offered off-campus for a given quarter is mailed two or three weeks before that quarter opens.

The mailing list to which these schedules are sent, and to which this booklet is being mailed, consists of all individuals who have registered for a Moorhead State College off-campus class since the summer of 1959, school administrators in the Moorhead State College service area and nearby communities, and to all others who have indicated an interest in the Moorhead State College extension and off-campus program.

Establishing a schedule of off-campus courses for a given quarter requires the collection of individual requests for classes, and the tallying of these requests according to course, community in which desired, and quarter for which requested. For this reason suitable postcards have been inserted on pages 7-10 of this booklet, by which individuals may report the courses they wish to take. Students are asked to send in such requests as far in advance as possible.

When the individual requests have been tallied, the Office of Field Services attempts to secure a qualified instructor for each course for which there are sufficient requests in a specific community.

**HOW TO REQUEST AN OFF-CAMPUS COURSE**

(1) Determine one or more classes you would like to take, during what quarters, in a given academic year.

(2) Inform the Office of Field Services of this wish, making your request definite and specific. You may use the appropriate postcard in the center of this booklet, mailing it in as far ahead of the deadline as possible, or you may prefer to write a personal letter.

Your requests will be tallied, and all requests will be considered as the final schedule is planned.

**ACADEMIC CALENDAR**

1964-1965

**FALL QUARTER**

Opens Monday, September 21, 1964  
Closes Thursday, December 17, 1964

**WINTER QUARTER**

Opens Monday, January 4, 1965  
Closes Thursday, March 18, 1965

**SPRING QUARTER**

Opens Monday, March 22, 1965  
Closes Thursday, June 10, 1965

**GUEST INSTRUCTORS NEEDED**

Moorhead State College is interested in receiving applications from qualified individuals who wish to become "guest instructors" of off-campus courses. Guest instructors ordinarily have at least a graduate minor in the area in which they wish to teach, at least a master's degree, and preferably work beyond the master's towards a doctorate.

Additional guest instructors are needed, particularly for communities distant from Moorhead. Applications for approval to teach off-campus courses are welcomed from qualified individuals such as elementary and high school teachers, principals, and superintendents. To secure application forms, write to the Office of Field Services, Moorhead State College.

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