

EDITORIAL STYLE GUIDE

HOOD COLLEGE

OFFICE OF MARKETING AND COMMUNICATIONS

UPDATED SEPTEMBER 2024

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Writing Great Content Consistently: Usage, Style and Grammar

Hood College uses the Associated Press Stylebook and Webster's New World College Dictionary. Every institution that uses a style guide also has its own nuances. This document covers some of the most common elements of content and notes any Hood College exceptions.

Here are some helpful tips to follow across all types of content:

- **Write for readability.** If content sounds confusing or unclear when said out loud, it probably needs to be rewritten and simplified.
- **Lead with key details.** Try to include the most important information as close to the front of content as possible (who, what, when, where, why).
- **Avoid redundant content.** Cross-reference existing content whenever possible rather than reproducing it entirely.
- **Edit liberally.** Pare down lengthy prose that distracts readers from the substance of content; another option is to extract extraneous content and use it for other communication channels (e.g., email, blogs, social media).
- **Be inclusive.** Refer to the College's Inclusive Language Guide for best practices.

Academic Degrees

The following degree types are offered at Hood College:

1. Bachelor of Arts (B.A.)
 2. Bachelor of Science (B.S.)
 3. Bachelor of Science in Nursing (BSN)
 4. Doctor of Business Administration (DBA)
 5. Doctor of Nursing Practice (DNP)
 6. Doctor of Organizational Leadership (DOL)
 7. Doctor of Philosophy (Ph.D.)
 8. Master of Arts (M.A.)
 9. Master of Business Administration (MBA)
 10. Master of Fine Arts (MFA)
 11. Master of Science (M.S.)
 12. Post-baccalaureate Certificate (C)
- Use an apostrophe in *bachelor's degree* and *master's degree*; there is no apostrophe in *associate degree*. There is no possessive in formal degree name (e.g., *Bachelor of Arts* or *Master of Science*).
 - When abbreviating degree types, use periods if two letters (M.A. or B.S.) and no periods if more than two letters (MBA, MFA), except for Ph.D.
 - If not associated with a graduation year, write out *degree*—do not abbreviate. Use lowercase for the field of study. (See complete list of Hood academic programs on page 7.)
 - bachelor's degree in computer science

- If spelling the full, formal degree, use uppercase.
 - Bachelor of Science in Biology
- For informal usage, use lowercase for degree type and program, except for proper nouns.
 - A bachelor's degree in biology; a master's degree in English

Academic Subjects

- Uppercase when subject is the name of a language. Lowercase when subject is a general field of study.
 - They enrolled in a Spanish course.
 - She is a chemistry professor.
- Capitalize the full name of a specific course.
 - Biology of Food and Nutrition

Acronyms and Abbreviations

- Unless an acronym is well known (e.g., NASA), avoid using them. Do not use acronyms or abbreviations that the reader would not quickly recognize.
- If you need to abbreviate a Hood school or program name, first spell it out, then put the abbreviation or acronym in parentheses. All other references thereafter can be the abbreviation only.
 - Her work with the School of Behavioral and Health Sciences (SBHS) is now recognized in Journal of Medical Excellence. She is currently a visiting professor at SBHS.
 - After earning his Master of Nursing Science (MSN), Gary Young began working for Frederick Health. He attributes his MSN to preparing him to enter the healthcare workforce.

Attribution

- For undergraduate students and alumni, provide the name, graduation year (or anticipated) in two-digit format.
 - Patricia Bennett '72
- If there could be confusion of a graduation year (1914 vs. 2014), use the four-digit format for the earlier date and offset by commas.
 - Joan Smith, Class of 1914, studied education.
- The two-digit year is not offset by commas and is written as if an extension of the name.
 - Bob Richards '95 studied music.
- For graduate degrees, use a comma between student/alumni name and degree abbreviation. No space between degree and year.
 - Amanda Smith, M.S.'14
 - Kevin Jones, DOL'20

- For multiple Hood degrees, list undergraduate first, then graduate.
 - Jessica Park '12, MBA'14
- If an alumni hold two bachelor's degrees, list in chronological order and include abbreviation for second degree.
 - Helen Burns '82, B.A.'99
- Parents of alumni are designated with P plus student's class year; grandparents are designated with a G plus student's class year.
 - Natalie Hess, P'16
 - Tony Caballo, G'22
- To designate an honorary degree recipient using the year the degree was awarded, separate from name by a comma, with no space before year.
 - Wil Haygood, H'16
- Honorary designations, such as parent or honorary degrees, should follow Hood degrees. Honorary degrees precede parent year.
 - Marlene B. Grossnickle Young '76, H'14, P'09
- Post-baccalaureate certificates are abbreviated with C and should follow Hood degrees if applicable.
 - Alex Rodriguez, C'19
 - Brenda Donnor '08, M.S.'19, C'06
- Doctoral or terminal degrees not earned at Hood follow Hood degrees.
 - Jackie Tyler '79, Ph.D.
- Because anticipated graduation years are less obvious for graduate degrees, do not use year in headlines. Anticipated year can be used in narrative copy.
 - Amy Powell is a current MBA student. She expects to graduate in 2027.
 - Chad Watters, doctoral candidate
- Please note the direction of the apostrophe before the graduation year; it points toward the missing information: '13, not '13
- For faculty, provide the name followed by a comma, then doctoral degree abbreviation followed by a comma if applicable, then the title (lowercase)
 - Barry White, Ph.D., professor of biology

Compound Modifiers

As a general guideline, compound modifiers are hyphenated. If not used as a compound modifier, no hyphen.

- She is a first-year student.
- This is her first year at Hood.
- He has a full-time job.
- He works full time.

Dates and Times

- Always use Arabic numbers, without st, nd, rd or th.
- Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using

alone or with only a year. When the phrase uses only a month and year, do not separate by comma. When the phrase refers to a month, day and year, set off the year with commas.

- January 2011 was a cold month.
- Jan. 2 was the coldest day of the month.
- His birthday is May 8.
- Feb. 14, 2013, is the target date.
- Use numeric figures except for noon and midnight; a colon to separate hours from minutes; a hyphen with no spaces to separate hour span; a.m. or p.m. (lowercase, with periods). If you use from to describe a timespan, always use to or through.
 - We're meeting at noon.
 - The event ends at 10 p.m.
 - Convocation is held from 1:30 through 3 p.m. (Never: Convocation is held from 1:30-3 p.m.)
 - The store hours are noon-5 p.m.
- The only exception for this guideline is on X (formerly Twitter) or other character-constrained media. In these cases, choose the shortest-yet-clearest description of dates.
 - Mon 1/24 @ 4pm

Formal and Informal Titles

- Capitalize formal titles when they are used immediately before one or more names. A formal title generally is one that denotes a scope of authority, professional activity or academic activity.
 - Professor Emeritus of History Gerald McKnight
 - Vice President for Institutional Advancement Nancy Gillece '81
- Formal titles used after one or more names are not capitalized.
 - Tammi Simpson, vice president for community and inclusivity
 - Thurmond Maynard, chief of campus safety
- Informal titles serve primarily as occupational descriptions and are not capitalized.
 - high school teacher Rita Becker
 - astronaut John Glenn
- The use of "Dr." is typically reserved for medical physicians. Use Dr. before first name in informal or narrative copy. With formal titles, use M.D. after the name, offset by a comma.
 - Dr. Teresa Campbell has joined the staff of Frederick Hospital.
 - Arthur O. Anderson, M.D.
- For those with doctoral-level degrees, use the abbreviation after the name, offset by commas.
 - Jennifer Cuddapah, Ed.D., assistant professor of education
- With a few exceptions (e.g., The Hon.; The Rev.), honorifics (Mr., Mrs., etc.) should not be used in formal copy. The full name, without honorific, on first reference, and last name only on second reference are sufficient.

Formatting, Punctuation and Special Marks

- Use a single space after a period at the end of a sentence.
- Use quotation marks around titles of compositions unless it is the Bible or a reference material (encyclopedia, newspaper, dictionary, etc.).
- Use curly quotation marks and apostrophes, not straight.
- Per AP style, avoid the use of italics, except in special circumstances for stylistic emphasis (e.g., *Forging the Future, Corde et Mente et Manu*).
- Phone numbers should include the area code separated by hyphens.
 - 301-696-3800
- When using bulleted lists, capitalize the first letter of the first word and use periods at the end of each sentence in a bulleted list, but use no punctuation at the end of a single word or single phrase in each section of a list.
- Ampersands (&) should be used sparingly and only when part of an official name.
 - Hobart and William Smith Colleges
 - The College of William & Mary
- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.
 - The horse eats apples, bananas and carrots.
 - She had juice, peanut butter and jelly, and an apple.
- To create a strong break in sentence structure, or to emphasize a part of the sentence, separate by em dash with no spaces between dash and letters on either side.
 - The Hodson Trust donated \$54 million—the largest single gift in the College’s history—in 2023.
- Always place commas and periods inside of quotation marks and parentheses. Place exclamation points and question marks inside of quotation marks and parentheses only if the punctuation refers to the quoted part.
 - “We’re raising awareness for food insecurity,” President Nelson said.
 - “Why is food insecurity an important issue?” the reported asked.
 - It is a serious problem, but how do experts define “food insecurity”?
- Email addresses should always be lowercase.
 - marketingoffice@hood.edu
- When using an email address or web address in a printed piece, remove the underline/hyperlink.

Numbers

- Spell out numbers one through nine unless preceding a unit of measure or referring to ages of people, animals, events or things.
 - She earned two degrees from Hood.
 - The boy is 6 years old.
 - He grew 4 inches this year.
- Use numerals for 10 and greater.
 - He served as president for 20 years.

- Always insert a comma when using four or more digits (e.g., 1,000)
- Use the phrase “more than” and “less than” rather than “over” or “under” when referring to numbers.
 - We registered more than 100 attendees.

Plurals

- alumnus (singular male); alumna (singular female); alum/alums (gender neutral or informal usage); alumni (plural male; male and female); alumnae (plural female)
- curriculum (singular); curricula (plural)
- emeritus (singular male); emerita (singular female); emeriti (plural); emerit (gender neutral)
- faculty member (singular person); faculty (plural of all faculty members)

Spelling and Usage

In the case of alternate spellings or plurals, we typically use the AP Stylebook first, and Webster’s New World College Dictionary second.

- 4PLUS Program, 4PLUS
- adviser
- archaeology
- artificial intelligence, AI, generative AI
- The Blue and Grey (student newspaper)
- The Blue & Grey Club (athletics annual giving)
- catalog
- chair: not chairperson, chairwoman, or chairman
- Class of 2024
- *Corde et Mente et Manu*, Hood’s motto (With Heart and Mind and Hand)
- coursework
- cross country (Though AP uses cross-country, we follow the standard used by the NCAA)
- cum laude (with honor)
- dean’s list
- The Delaplaine Foundation, Inc. Multimedia Center, multimedia center
- The George B. Delaplaine Jr. School of Business (capitalize “The” in running text with no comma before Jr.)
- Departmental Honors
- doctoral (adj.), doctorate (noun)
 - She has applied for the doctoral program.
 - She is earning her doctorate.
- Downtown Frederick
- email, esports, but e-book, e-commerce, e-newsletter
- ext., abbreviation for campus extension (Call marketing at ext. 3800.)
- flier (one that flies); flyer (an advertising circular)

- GPA (grade point average)
- The Graduate School at Hood College (on second reference, the Graduate School)
- Grey
- Heart, Mind and Hands Core Curriculum
- Honors Program
- hors d'oeuvre(s)
- Hood College (on second reference, the College)
- the Hood Fund
- internet (lowercase, effective June 1, 2016)
- inaugural (not "first annual")
- magna cum laude (with great honor)
- marcom, not MARCOM (it is not an acronym.)
- MICUA (Maryland Independent College and University Association)
- Mortar Board
- Mount St. Mary's University
- NeighborHood Counseling Training Center (NCTC)
- NeighborHOOD Partners Program
- noncredit (adj. or adv.)
- nondegree
- nonprofit
- on campus, off campus (adj.); on-campus, off-campus (adv.)
 - This class takes place on campus.
 - She lives in an off-campus apartment.
- residence hall, not dorm or dormitory
- RSVP (never: Please RSVP)
- shelter-in-place
- Skill Accelerator (professional development badges)
- student-athlete, but student teacher, student veteran, student worker
- summa cum laude (with highest honor)
- supervisor
- theater (location); theatre (field of study)
- track and field
- The Michael S., P'09 and Marlene B. Grossnickle Young '76, H'14, P'09 Data Driven Frederick Center, Data Driven Frederick (DDF) on second reference, then DDF thereafter

Schools, Departments and Programs

Follow these examples for capitalizing departments and offices:

- Department of Biology, biology department
- Office of Human Resources, human resources office
- Department of English, English department

With the obvious exception of proper nouns, majors and minors are always lowercase:

- art and archaeology
- English
- biology

Schools

The College currently has two schools comprised of programs from multiple departments.

The George B. Delaplaine Jr. School of Business, business school

(On second reference, Delaplaine School of Business or DSB, never SOB.)

- Undergraduate
 - accounting, B.A.
 - business administration, B.A.
 - economics, B.A.
 - finance, B.A.
 - integrated marketing communication, B.A.
 - 4PLUS Program in business administration (B.A./MBA)
 - actuarial science minor
 - business administration minor
 - economics minor
 - management minor
- Graduate
 - organizational leadership, DOL
 - business administration, DBA
 - business administration, MBA
 - accounting certificate
 - financial management certificate
 - organizational management certificate

The Ruth Whitaker Holmes School of Behavioral and Health Sciences

(On second reference, School of Behavioral and Health Sciences or SBHS)

Department of Nursing, nursing department

- Undergraduate
 - nursing, BSN
 - public health, B.A.
- Graduate
 - nursing, MSN
 - nursing practice, DNP
 - nutrition science, M.S.
 - dietetics track
 - nutrition science track

Department of Psychology and Counseling, psychology and counseling department

- Undergraduate
 - art therapy, B.A.
 - psychology, B.A.
 - 4PLUS Program in art therapy and counseling (B.A./M.S.)
 - 4PLUS Program in psychology and counseling (B.A./M.S.)
 - biopsychology minor
 - psychology minor
 - forensic psychology minor
- Graduate
 - counseling, M.S.
 - clinical mental health track
 - school counseling track
 - counselor education and supervision, Ph.D.
 - thanatology certificate
 - trauma, crisis, grief and loss certificate

Department of Sociology and Social Work, sociology and social work department

- Undergraduate
 - social work, B.A.
 - sociology, B.A.
 - 4PLUS Program in sociology and business administration (B.A./MBA)
 - criminology and delinquency minor
 - pre-professional practice in social work minor
 - social science research minor
 - sociology minor
 - studies in women and gender minor

Stand-Alone Departments

Department of Art and Archaeology, art and archaeology department

- Undergraduate
 - art and archaeology, B.A.
 - archaeology concentration
 - art education concentration (pre-K-12)
 - art history concentration
 - studio art concentration
 - art therapy, B.A.
 - archaeology minor
 - art history minor
 - graphic design minor
 - studio art minor

Department of Biology, biology department

- Undergraduate
 - biology, B.A.

- environmental science and policy, B.A.
- sustainability studies, B.A.
- 4PLUS Program in environmental biology (B.A./M.S.)
- 4PLUS Program in biomedical science (B.A./M.S.)
- biology minor
- coastal studies minor
- environmental studies minor
- Graduate
 - biomedical science, M.S.
 - environmental biology, M.S.
 - geographic information systems (GIS) certificate

Department of Chemistry and Physics, chemistry and physics department

- Undergraduate
 - biochemistry, B.A.
 - chemistry, B.A.
 - environmental science and policy, B.A.
 - environmental chemistry concentration
 - chemistry minor
 - physics minor

Department of Computer Science and Information Technology, computer science and information technology department

- Undergraduate
 - computer science, B.S.
 - 4PLUS Program in computer science (B.A. or B.S./M.S.)
 - 4PLUS Program in information technology (B.A. or B.S./M.S.)
 - computer science minor
- Graduate
 - bioinformatics, M.S.
 - computer science, M.S.
 - cybersecurity, M.S.
 - health informatics, M.S.
 - information technology, M.S.
 - management information systems, M.S.
 - bioinformatics certificate
 - cybersecurity certificate
 - health informatics certificate

Department of Education, education department

- Undergraduate
 - early childhood education, B.A.
 - elementary/special education, B.A.
 - secondary education certification
- Graduate
 - curriculum and instruction, M.S.
 - educational leadership, M.S.

- education, multidisciplinary studies, M.S.
- mathematics education, M.S.
- mathematics instructional leadership, M.S.
- reading specialization, M.S.
- educational leadership certificate

Department of English and Communication Arts, English and communication arts department

- Undergraduate
 - English, B.A.
 - creative writing concentration
 - drama and theatre concentration
 - literature concentration
 - communication arts, B.A.
 - digital media concentration
 - integrated marketing communication, B.A.
 - 4PLUS Program in English and business administration (B.A./MBA)
 - graphic design minor
 - journalism minor
 - literature minor
 - public relations minor
 - studies in women and gender minor
 - theatre and drama minor
- Graduate
 - creative writing, MFA
 - poetry track
 - prose track

Department of Global Languages and Cultures, global languages and cultures department

- Undergraduate
 - Arabic and Middle Eastern studies, B.A.
 - French, B.A.
 - French, B.A. with secondary education certificate
 - Spanish: Iberian and Latin American cultural studies, B.A.
 - Spanish, B.A. with secondary education certificate
 - Arabic and Middle Eastern studies minor and certificate
 - French minor and certificate
 - German minor
 - Spanish minor and certificate

Department of History, history department

- Undergraduate
 - history, B.A.
 - public history concentration
 - 4PLUS Program in history and business administration (B.A./MBA)

- history minor
- public history minor

Department of Law and Criminal Justice, law and criminal justice department

- Undergraduate
 - law and criminal justice, B.A.
 - law concentration
 - criminal justice concentration

Department of Mathematics, mathematics department

- Undergraduate
 - mathematics, B.A.
 - mathematics with secondary education certificate, B.A.
 - actuarial science minor
 - data science minor
 - mathematics education minor
 - mathematics minor
- Graduate
 - mathematics education, M.S.
 - mathematics instructional leadership, M.S.
 - secondary mathematics education certificate

Department of Music, music department

- Undergraduate
 - music history and literature minor
 - music performance minor
 - music performance certificate
 - piano pedagogy certificate

Department of Philosophy and Religious Studies, philosophy and religious studies department

- Undergraduate
 - ethics minor
 - philosophy minor
 - religion minor

Department of Physical Education, physical education department

- No degree programs

Department of Political Science, political science department

- Undergraduate
 - environmental science and policy, B.A.
 - environmental policy concentration
- global studies, B.A.
- political science, B.A.
- 4PLUS Program in global studies and business administration (B.A./MBA)

- global studies minor
- nonprofit and civic engagement studies minor
- political science minor

Athletics

Men's sports

- baseball
- basketball
- cross country
- esports
- golf
- lacrosse
- soccer
- swimming
- tennis
- track and field
- volleyball

Women's sports

- basketball
- cross country
- esports
- field hockey
- golf
- ice hockey
- lacrosse
- soccer
- softball
- swimming
- tennis
- track and field
- volleyball

Club sport

- Equestrian

Buildings, Rooms and Outdoor Areas

- When a building or facility is named for someone, include the full formal name on first reference, followed by the shorter name on all other references.
 - Her class is in Tatem Arts Center. It is her first class in Tatem.

Academic Facilities

- Beneficial-Hodson Library and Learning Commons, library and learning commons, LLC
 - reading porch
 - Hood History Museum
 - Hood College Archive
 - Weisberg Archives
- Brodbeck Music Hall
- Hodson Annex (Cyber Lab)
- Hodson Science and Technology Center
 - Biomedical Research and Training Center
 - Kite Pharma Lab
- Rosenstock Hall
 - The Delaplaine Foundation, Inc. Multimedia Center, multimedia center
 - Hodson Auditorium in Rosenstock Hall
 - Hood College Broadcasting
 - Virginia Munson Hammell '67 Trading Room
 - The Michael S., P'09 and Marlene B. Grossnickle Young '76, H'14, P'09 Data Driven Frederick Center
- Tatem Arts Center
 - Avalon Performing Arts Studio/Black Box Theater
 - Hodson Gallery
 - moot courtroom

Administrative Facilities

- Alumnae Hall
- Alumnae House
- Joseph Henry Apple Academic Resource Center
- Coffman Chapel
 - The McCullagh Memorial Carillon
 - The McHenry Dean of the Chapel
- Gambrill Gymnasium
 - Print @Hood, print and mail services
 - ROTC office
- Whitaker Campus Center
 - Hood College Gear Shop
 - The Blazer (snack bar)
 - Whitaker Atrium
 - Whitaker Campus Commons
 - Whitaker Gallery

Athletic Facilities

- Gambrill Gymnasium
 - Huntsinger Aquatic Center
 - Monocacy Aquatic Club Swimming Pool
- Nicodemus Athletic Complex

- Ronald J. Volpe Athletic Center
 - Woodsboro Bank Arena
 - Cohen Hospitality Suite
 - Hodson Fitness Center
 - Shimano Athletic Training Room
- Esports Arena sponsored by Roy Rogers, esports arena
- press box
- softball field
- tennis complex
- Thomas Athletic Field

Residential Facilities

- Blazer Hall
 - The Christine Plankenhorn Tischer '65 Honors Center; Honors Center
- Coblantz Hall
 - Cheryl Brown Dreiling '69 Seminar Room
 - dining hall
 - Esports Arena sponsored by Roy Rogers, esports arena
- Coblantz Memorial Hall, Memorial
- Meyran Hall
- Shriner Hall
- Smith Hall

Outdoor Areas

- Andrew G. Truxal Pergola, the pergola
- Jeanne Zimmerman Geary '52 Alumni Plaza and Blazer Brick Promenade
- Hodson Outdoor Theater
- residential quadrangle, quad

Campus Events

- Accepted Students' Day (ASD)
- Baccalaureate
- Blue & Grey Golf Outing
- Commencement
- Convocation
- crab feast
- Discover Hood Day (DHD)
- Diwali
- Give Your Heart to Hood Day
- Graduate Degree Recipient Reception (GDRR)
- Graduate School Graduate Appreciation Week
- Graduate Virtual Open House
- Hanson Lecture Series (Sponsored by the Hanson Lecture Series through the Foundation for Enhancing Communities)

- Holi
- holiday dinner
- Holidays at Hood
- Homecoming and Fall Family Weekend
- Honors Convocation
- Hood Ring Ceremony
- Iftar
- International Education Week
- late-night breakfast
- Liberation Weekend
- Margaret S. Hood Ball
- Move-In Day
- Noel K. Lester Summer Chamber Music Festival
- Orientation
- Parade of Flags
- Reunion Weekend
- Scholars' Day
- Spring Fest
- Strawberry Breakfast
- Three-Minute Thesis (3MT)

Offices and Centers

- Martha E. Church Center for Community and Civic Engagement, Church Center
- Center for Computer Security and Information Assurance
- Center for Coastal and Watershed Studies
- Shirley Conner Hardinge Center for Global and International Studies, global studies office
- Center for the Humanities
- Catherine Filene Shouse Center for Career Development and Experiential Education, Career Center
- Josephine Steiner Student Success Center, student success center
- Center for Teaching and Learning, CTL
- Office of Academic Affairs, academic affairs office
- Office of Alumni and Constituent Engagement, alumni office
- Office of Corporate and Government Relations, corporate and government relations
- Office of the Dean of the Chapel, chapel dean's office
- Office of Financial Aid, financial aid office
- The Graduate School at Hood College, the Graduate School
- Office of Institutional Advancement, institutional advancement office
- Office of Institutional Research and Assessment, institutional research and assessment office, OIRA

- Office of Marketing and Communications, marketing and communications office, marcom
- Office of the President, president's office
- Office of the Provost, provost's office
- Office of the Registrar, registrar's office
- Office of Study Abroad, study abroad office

Publications

- Hood Magazine
- The Blue and Grey, Hood's campus newspaper
- Pergola Magazine (student-run journal in creative writing MFA program)
- Wisteria Literary Magazine (undergraduate student-run art and creative writing journal)

People and Titles

Presidents

- Debbie Ricker, Ph.D., interim, 2024-25
- Andrea E. Chapdelaine, H'24, Ph.D., 2015-24
- Ronald J. Volpe, H'15, Ph.D., president emeritus, 2001-15
- Robert N. Funk, Ph.D., interim, 2000-01
- Shirley D. Peterson, J.D., 1995-2000
- Martha E. Church, H'95, Ph.D., president emerita, 1975-95
- Ross J. Pritchard, Ph.D., 1972-75
- Theodore H. Erck, Ph.D., interim, 1971-72
- Randle Elliott, Ph.D., 1961-71
- Andrew G. Truxal, Ph.D., 1948-61
- Henry I. Stahr, 1934-48
- Joseph Henry Apple, 1893-1934

Senior Team

- Debbie Ricker, Ph.D., interim president
- Robert Klinedinst, vice president for finance
- Nikki Bamonti '00, M.A.'24, interim vice president for enrollment management
- Nancy Gillece '81, vice president for institutional advancement
- Tammi Simpson, J.D., vice president for community and inclusivity
- Laurie Ward, vice president for marketing and communications
- Paige Eager, Ph.D., interim provost
- Use *for* after vice president. Use *of* after other titles.