

State University are not required to provide a Ball State transcript. International students may have different transcript submission procedures than domestic students, and they should contact the Rinker Center for International Programs for specific information and requirements.

Standardized Tests

The Graduate School does not require programs to consider standardized test scores in admission. Programs have complete discretion concerning whether or not they require standardized test scores. You should refer to your program's graduate program handbook for more information about the admissions requirements and process for the program(s) you are interested in. If your program requires a standardized test score (GMAT or GRE), that score must be submitted to Ball State's Office of Graduate Admission directly from the administering agency.

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. It is your responsibility to ensure all deadlines and requirements are met. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements.

Probationary Admission

Ball State University recognizes that some students who do not meet the Graduate School GPA minimum may still be able to make a strong case for admission to a master's program. In these cases, programs may petition the dean of the Graduate School for probationary admission of a student whose grade point average from their degree-granting institution is less than 2.75 if there is sufficient evidence of the student's academic and/or professional achievement indicating their potential for success in a master's program. Probationary admission requires the approval of the program director, department chair, and dean of the Graduate School. Programs may also choose to not allow probationary admissions in their programs.

Students admitted on a probationary status must earn a minimum GPA of 3.0 in their first 9 semester credits of graduate work approved in advance by the program director, the chairperson (or their designee) of the major department, and the dean of the Graduate School. Upon the successful completion of these requirements, a student admitted under probationary status will be eligible to assume regular graduate student status. Students admitted under probationary status are not eligible for an assistantship until they assume regular student status.

Applicants who have a bachelor's degree from an institution that is not recognized by its regional accrediting association but who otherwise meet all Graduate School and department requirements for regular admission may request probationary admission. A recommendation for

probationary admission from the graduate program director must be accompanied by a rationale and a probationary course plan of 9 credits for approval by the department chair, college dean and dean of the Graduate School. Once admitted on probation, the applicant must earn a 3.0 after completing the probationary course plan and be recommended for regular admission by the academic department.

Compensatory course work may be required for students whose undergraduate majors do not prepare them for their chosen master's degree programs. Any such course requirements in addition to the requirements for the degree must be stated in the approved programs.

Exceptions to admission policies must be approved in advance by the dean of the Graduate School.

Deferral

After official admission to a master's degree, ~~certificate, or licensure~~ program, the student, with permission from the department, may defer enrollment for up to a ~~year. A deferral request must be approved by the end of the first week of classes for the original application term. If the deferral is longer than a year or the request is not approved with the allotted time,~~ the student may reapply for admission but must submit new application materials and meet all current admission requirements.

Conditional Admission

Applicants who have not submitted complete departmental admission materials or who have not yet been officially admitted to their departmental master's degree programs may be granted conditional admission. Students will be notified of conditions that must be met at the time of admission. If the conditions for a student's admission have not been fulfilled within the time period specified (usually one academic semester), the student will be barred from subsequent registration in the Graduate School.

Fresh Start Admission

A graduate student may request a "fresh start" when changing or returning to a graduate program leading to a master's degree at Ball State University. A "fresh start" is defined as beginning a graduate program and having the graduate academic record recalculated to reflect no credits attempted and no graduate grade point average for the new program. All graduate courses previously taken at Ball State University, however, will remain on the student's academic record.

To be considered for a fresh start, the student must submit a graduate application and a written statement of purpose for seeking readmission to the Dean of the Graduate School and must meet the following criteria:

- a period of time of no less than six years has expired since the student withdrew or was dismissed from a Ball State graduate program,

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- the student’s previous graduate GPA is below the minimum required to earn a master’s degree (3.0 on a 4.0 scale),
- the student meets current Graduate School admission requirements, and
- the student has been recommended for admission into the program by the appropriate department.

Courses completed in a previous Ball State graduate program will not transfer or be applied to the requirements of the new program. The new program must be finished and the degree conferred within six years of the completion of the first new course. The student must complete a minimum of 30 credits, and the program of study must meet all departmental and Graduate School requirements. Only one fresh start will be granted to any one graduate student at Ball State University. Final approval for a fresh start application rests with the Dean of the Graduate School.

Accelerated Master’s Program (AMP) Degree Plan

Ball State offers departments the opportunity to develop an accelerated master’s program (AMP) degree plan for their undergraduate students. All such programs must be approved through the normal curriculum approval process. Students who enroll in these programs may be able to count up to 9 credits to both the undergraduate and graduate degrees and may be able to earn both degrees in five years or less.

Admission Procedures and Program Policies

- Upon earning a minimum of 75 credits and a 3.25 cumulative GPA, students may apply to a combined program by completing the application into the desired graduate program and submitting required materials. Students must have earned at least 30 credits at Ball State. Standard master’s application and admission procedures as outlined in the Graduate Catalog apply.
- Students who are admitted into the program’s AMP must maintain a 3.25 GPA while an undergraduate student to remain in the program, and if their GPA falls below this level, they will be dismissed from the AMP. While a student maintains undergraduate status, the quality points earned in graduate courses will be used to calculate the undergraduate GPA. These courses will also transfer into the master’s degree program and will count towards the master’s degree GPA. If a student earns below a B (3.0) grade in a graduate course while enrolled in the AMP, the

department has the option of not accepting the course into the master’s degree program of study.

- As determined by the participating bachelor’s program, graduate courses earned as part of the AMP may be applied to the bachelor’s degree as electives or by substitution of graduate-level courses for required undergraduate courses in the major.
- The regular six-year time-limit for completing the master’s degree applies to students in a combined program once the student is formally accepted into the AMP.
- Combined bachelor’s/master’s plan students are not eligible for graduate assistantships until their bachelor’s degrees have been awarded and they have achieved graduate student status.
- Students will remain in undergraduate status and pay undergraduate tuition until they have fulfilled all requirements for their bachelor’s degree.

For each student enrolled in the accelerated program, the department will fill out the appropriate form and have it approved by the program director and the graduate dean. This form will outline the master’s level classes that will count towards both the undergraduate and graduate degrees, and the department will update the student’s DegreeWorks audit to reflect the student’s plan.

Students may earn graduate credit both in an AMP and under the Undergraduates Taking Graduate Courses policy. In circumstances where a Ball State undergraduate student earns credit under both policies, they may count 9 graduate credits toward both their undergraduate and graduate degrees in an AMP. Additionally, under the Undergraduates Taking Graduate Courses policy, the student may take an additional 3 graduate credits that may be applied to either the undergraduate or graduate degree, but not to both. Under no circumstances will undergraduate students be permitted to take more than 12 graduate credits.

Admission as a Nondegree Student

Ball State University has three categories of nondegree admission:

- 1) Admission as a Licensure Only Student

Admission can be granted to students working toward any of the following:

- License renewal or addition (post-bachelor’s)
- School services personnel and school administration

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Licensure students must meet the following admission criteria:

1. Hold an earned bachelor's degree from a college or university that is accredited by its regional accrediting association.
2. Have an undergraduate cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale on credit hours earned from the degree-granting institution; a latter half undergraduate GPA of 3.0; or have a cumulative graduate GPA of at least a 3.0 on 9 credits of graduate work; or hold a conferred graduate degree.

Licensures are classified as a non-degree program; please check with the Office of Financial Aid and Scholarships to see if your program is aide eligible. Specific licensure programs may have higher GPA requirements than the Graduate School minimums. A prospective student should contact the department and Office of Teacher Education Services and Clinical Practice, or consult the academic department's website and/or handbook for specific program requirements. Licensure students who later apply to a degree program must complete the regular admission procedure, must meet all entrance requirements of that program, and must have maintained at least a 3.0 GPA in their nondegree coursework after completing 9 credits. Credits must have been completed within the six-year time limit allowed for completion of a master's degree.

Transcripts

At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Once a student is recommended for acceptance into a licensure program, then they must submit one official transcript from all institutions from which the applicant had any degrees or certificates awarded. Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution. Final official transcripts must be received within the first semester of enrollment. An official transcript is one that has been received directly from the issuing institution, either by mail or electronically. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University. Applicants who are currently attending, or who have previously attended, Ball State University are not required to provide a Ball State transcript. International students may have different transcript submission procedures than domestic students, and they should contact the International Admissions for specific information and requirements.

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. It is your responsibility to ensure all deadlines and requirements are met.

Satisfactory Grade Point Average (GPA)

At any time after completion of 9 credits of graduate study, students must have and maintain at least a 3.0 graduate GPA.

2) Admission as a Certificate Student

Certificate nondegree students must meet the following admission criteria:

1. Hold an earned bachelor's degree from a college or university that is accredited by its regional accrediting association.
2. Have an undergraduate cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale on credit hours earned from the degree-granting institution; a latter half undergraduate GPA of 3.0; or have a cumulative graduate GPA of at least a 3.0 on 9 credits of graduate work; or hold a conferred graduate degree.

Certificates are classified as a non-degree programs, please check with the Office of Financial Aid and Scholarships to see if these programs are aide eligible. Specific programs may have higher GPA requirements than the Graduate School minimums. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. Nondegree students who later apply to a degree program must complete the regular admission procedure, must meet all entrance requirements of that program, and must have maintained at least a 3.0 GPA in their nondegree coursework after completing 9 credits. Credits must have been completed within the six-year time limit allowed for completion of a master's degree.

Transcripts

At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Once a student is recommended for acceptance into a certificate program, then they must submit one official transcript from all institutions from which the

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applicant had any degrees or certificates awarded. Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution. Final official transcripts must be received within the first semester of enrollment. An official transcript is one that has been received directly from the issuing institution, either by mail or electronically. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University. Applicants who are currently attending, or who have previously attended, Ball State University are not required to provide a Ball State transcript. International students may have different transcript submission procedures than domestic students, and they should contact [International Admissions](#) for specific information and requirements.

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. It is your responsibility to ensure all deadlines and requirements are met.

Satisfactory Grade Point Average (GPA)

At any time after completion of 9 credits of graduate study, students must have and maintain at least a 3.0 graduate GPA.

3) Admission as a Non-degree Only Student

Ball State University recognizes the need of many persons to pursue educational programs that may be related to their employment or that will otherwise enrich their lives. For these reasons, students with baccalaureate or advanced degrees who do not have further degree objectives but desire personal and professional enrichment may be admitted to graduate study as non-degree students. This includes students who may wish to take credits from Ball State University to transfer into an existing degree program at another university in which they are already enrolled.

Non-degree students not applying for a licensure or certificate program must meet the following admission criteria:

1. Hold an earned bachelor's degree from a college or university that is accredited by its regional accrediting association.
2. Have an undergraduate cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale on credit hours earned from the degree-granting institution; have a cumulative graduate GPA of at least a 3.0 on 9 credits of graduate work; or hold a conferred graduate degree.

Non-degree students (nonlicensure, noncertificate) are not eligible for financial aid. Non-degree students must acquire departmental permission for registration for any graduate course. Students who subsequently wish to be considered for admission to any graduate degree, certificate, or licensure program at Ball State University must complete the regular admission procedure, meet all requirements for their requested program, and have maintained at least a 3.0 GPA in their nondegree coursework after completing 9 credits. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. Credits must have been completed within the six-year time limit allowed for completion of a master's degree.

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Transcripts

At the time of application, students must submit one unofficial transcript from the institution(s) from which the student earned their bachelor's degree(s) and from any institution in which the student is currently enrolled. Final official transcripts for the conferred undergraduate degree(s) must be received within the first semester of enrollment. A hold will be placed on the student transcript release and on course registration for the following term until the official transcript is received and reviewed for eligibility. An official transcript is one that has been received directly from the issuing institution, either by mail or electronically. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University. Applicants who are currently attending, or who have previously attended, Ball State University are not required to provide a Ball State transcript.

Satisfactory Grade Point Average (GPA)

At any time after completion of 9 credits of graduate study, students must have and maintain at least a 3.0 graduate GPA.

Pathway to Convert Noncredit Course Experience into Credit

Ball State University recognizes the need to create flexible pathways for students to enter into advanced study by converting non-credit experiences into credit-bearing courses. In these cases, students will need to complete an application process and meet current admission requirements.

CERTIFICATE PROGRAMS

Ball State University offers graduate certificate programs in the following areas:

Adult/Community Education
 Applied Behavior Analysis
 Artist Diploma in Music Performance
 Athletic Coaching Education
 Autism
 Biotechnology
 Business Essentials
 College and University Teaching
 Community College Leadership
 Community and Economic Development - *admissions suspended*
 Computer Education
 Corporate Communications
 Criminal Justice and Criminology
 Curriculum Development and Leadership
 Digital Fabrication
 Disabilities for Post-Secondary Settings with an Emphasis on Autism
 Diversity Studies
 Early Childhood Program Administration
 Early Childhood Education, Master Teacher
 Education Communications
 Elementary Mathematics Teacher Leadership
 Emergency Management and Homeland Security
 Emerging Media Design and Development
 Emerging Media and Visual Reporting
 Emotional and Behavioral Disorders
 Enhanced Teaching Practice for Elementary Teachers
 Entrepreneurial Studies in Music
 Entrepreneurship
 Foundational Mathematics Teaching in Community College
 Geographic Information Science (GIScience)
 Gifted and Talented Education
 Health Economics
 Historic Preservation
 Human Development and Learning
 Identity Leadership
 Institutional Research
 Interpretive Ethnography

Literacy Instruction
 Literary Journalism
 Middle-Level Education
 Neuropsychology
 Planning and Design of Healthcare Environments
 Post-Master's Certificate in Nursing - Family Nurse Practitioner
 Professional Meteorology and Climatology
 Public Administration
 Public Health Education – *admissions suspended*
 Qualitative Research in Education
 Real Estate Development
 Response to Intervention
 Selling and Sales Management
 Social and Environmental Justice
 Statistical Modeling
 Sustainability
 Teaching English to Speakers of Other Languages (TESOL)
 Teaching Writing

Curriculum Criteria

The number of graduate credits for a certificate must be at least 12 credits and not more than one-half of the credits necessary for a related graduate degree. All certificate requirements must be met within five years. Students must earn at least a 3.0 GPA to qualify for a certificate, but no course with a grade below 2.0 (C- or lower) can be counted toward the certificate. No transfer credit is allowed to count toward the certificate. Credits earned toward the certificate can apply to a degree-granting program with departmental approval.

INTERNATIONAL STUDENT ADMISSION

International students interested in graduate study at Ball State University should visit the Rinker Center for International Programs (RCIP) Office of International Admissions website at www.bsue.edu/international for application forms. International students must meet all the university's regular admission requirements. All credentials from secondary schools, colleges, universities, and their equivalents from locations other than the United States are evaluated by RCIP. RCIP determines the transcript submissions procedures for international students.

Physical Examination Requirement for International Students

After arrival at Ball State University, during the registration process, all international students are required to appear at the University Health Center for a physical examination.

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Students must meet the minimum requirements for admission to a master's degree program and, if accepted, will be classified as nondegree students. With the department's approval, the student may defer admission for up to a semester. If the student wishes to defer longer than a semester, the student may reapply for admission but must submit new application materials and meet all current admission requirements.¶

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Clearance to enroll in graduate courses may be granted to students who are intending to transfer courses back to their home institution. Transfer of credit students are not taking graduate courses toward any graduate degree or licensure program at Ball State University and are not considered to be admitted to the Graduate School.¶

Clearance is granted to students who hold a baccalaureate degree and are actively pursuing a graduate degree program at another regionally accredited college or university and who wish to earn credits for transfer to that institution. Transfer of credit students normally will not be required to submit official transcripts (see next paragraph). However, students must request the dean of their graduate school to complete the Ball State University "Transfer of Credit Form" indicating they are in good academic standing (i.e., not under academic probation, suspension, and/or expelled).¶
 If the student has been offered admission to a graduate school at another institution but has not taken any graduate courses at the time transfer for credit status is requested, then the applicant must apply for regular nondegree status and meet all of the requirements for "Admission as a Nondegree Student" (p.) found in the *Graduate Catalog*.¶
 Approval for enrollment as a transfer of credit student is generally given for one academic semester. To be considered for an additional semester, students must reapply as a transfer of credit student. *No application fee is required for clearance as a transfer of credit student.* ¶
 Students who subsequently wish to be considered for admission to any graduate degree or licensure program at Ball State University must complete the regular admission procedure (including the appropriate application fee) and meet all requirements for their requested program. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. *No more than 9 credits earned as a nondegree student may be applied to any graduate degree program if a person is admitted as a degree-seeking student*

project committee dissents, the dissenting member and, if appropriate, the chairperson of the committee will file with the dean of the Graduate School a letter detailing the circumstances of the dissent. If the departmental advisor and the departmental chairperson are the same person, another member of the graduate faculty in the student's major department must also sign the form.

The student who writes a creative project will enroll in CRPR 698: Creative Project for a total of 3 or 6 credits. The creative research project is not used to meet the requirements for any course except CRPR 698.

The grading system used for CRPR 698 is credit/no credit.

Graduate Research Methodology Course Plan

This course plan is not approved as a research plan option in some master's degree programs. For these programs, a thesis, research paper, or creative project is required.

A candidate for a master's degree choosing the graduate research methodology course plan will complete an appropriate research course at Ball State University totaling a minimum of 3 credits. The research course, with departmental approval, will constitute a part of the master's degree major.

Each academic unit offering a master's degree will identify the course or courses it will use to satisfy the research course requirement of 3 or more credits. The research course may be taken in another department with the approval of the major-area advisor.

Research methodology courses identified as appropriate should emphasize either basic or applied research skills, or both. Unlike other graduate courses in the major area dealing with research, this course will have research as its primary focus and will be taught by persons with special research competencies and interests. Course content should include preparation of a research study, report, or paper.

Comprehensive Examinations for the Master's Degree

The Graduate School does not require comprehensive examinations for master's degree students. Departments and academic units that do have these requirements solely determine the format that is most appropriate for their disciplines but must adhere to the following general guidelines:

- The comprehensive examinations should be taken when the majority of the course work required for the master's degree is completed. The examinations will be offered each academic semester, the time and place to be determined by the administering department or academic unit.
- The examining committee will be made up of three members of the graduate faculty representing the student's major area(s) of study and will evaluate the student's performance.

- The committee decision will be either "pass" or "fail." A student's exam may be passed with one dissenting committee vote.
- The examining committee chairperson will notify the student, department chairperson or program director, and the Graduate School in writing of the outcome when the student has completed the comprehensive examination. If one member of the thesis committee dissents, the dissenting member and, if appropriate, the chairperson of the examining committee will file with the dean of the Graduate School a letter detailing the circumstances of the dissent.
- A failed examination may be repeated only one time. The committee members who administered the first examination will also administer the retest.
- A student who fails the examination after two attempts is not allowed to complete graduate studies in that program, and the master's degree will not be conferred.

Exceptions to the above guidelines must be approved in advance by the dean of the Graduate School.

A student must pass the comprehensive examination before submitting a final copy of the research paper, creative project, or thesis (if required) to the Graduate School

Final Thesis or Creative Project Defense

Candidates for master's degrees may be required or may choose to write a thesis or a six-credit creative project (see pages 14-15 of the current Graduate Catalog for a description of theses and creative projects). The Graduate School does not require an oral defense for theses or six-credit creative projects. Departments and academic units that do have this requirement solely determine the format that is most appropriate for their disciplines, but they must adhere to the following general guidelines:

- The defense will cover the thesis or six-credit creative project in its final form and will be administered by the student's committee. The time and place of the defense should be scheduled at least 10 days in advance. All committee members must be supplied a copy of the thesis or creative project well in advance of the scheduled defense to allow adequate time to review the final project. No defense will be given without all committee members present, unless prior consent is granted by the graduate dean in consultation with the chairperson of the committee and the absent committee member ([see Distance Conferencing Guidelines for videoconferencing policy](#)).
- If, in the opinion of the committee chairperson or upon a motion duly passed by a majority of the committee, it is deemed desirable to discontinue the oral defense, the chairperson may recess the oral defense until a time mutually agreeable to the student and the committee.
- After the conclusion of the defense and when the committee has determined the success or failure of the

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more restrictive limits on the number of transfer credits.

- No credits earned on any graduate degree will be eligible for transfer to a Ball State master's degree.
- No credits earned for a baccalaureate degree may be counted for credit toward a graduate degree at Ball State University.

Transfer of credit will be considered for graduate work taken only at regionally accredited institutions provided the courses meet institutional requirements and are appropriate for the student's planned and approved program. The research requirement must be taken at Ball State University.

Special Cases

Special cases involving policies not covered in this catalog will be submitted to the Graduate Education Committee for consideration and action. In general, the student's program committee has jurisdiction, but a student may appeal adverse decisions impacting his or her progress toward a graduate degree. See the student appeals guidelines. (p. 35)

Double Major

A student may earn a double major by completing a minimum of 15 credits of graduate work in each of the two approved fields of study. In some cases, a "common course" may apply to both majors if prior approval is obtained from the department chairpersons concerned. The double major option results in students obtaining a single master's degree with two listed major areas of study.

Dual Master's Degree

A student may earn two master's degrees congruently with shared credit. The requirements for the second master's degree include a minimum of 30 graduate credits; a major in a different field of study; submission of a thesis, research paper, or creative project or completion of the appropriate research methodology course(s), depending on specific degree requirements; and the meeting of other master's degree requirements as specified.

- Students must apply to and be accepted by both programs as soon as possible but no later than the date the student applies for graduation for the first degree.
- A plan for the program of study will be required and signed by representatives of each program (e.g. graduate coordinator or department chair/director), as well as the student, and filed with the respective departments and the Graduate School.
- Shared credits can be double-counted. A limit is set on the number of double-counted credits at 9 credits for programs that contain fewer than 45 credits. If one of the two programs is greater than or equal to 45 credits, the program with more credits could accept up to 6

additional credits from the "smaller" degree in addition to the original 9 credits for a total of 15 credits.

- A graduate student may complete capstones for either a single degree or both degrees, pursuant to agreement by all involved programs in addition to the 9 credits for the dual degree.
- A student working on dual degrees is operating under two independent 6-year clocks. A student cannot share credits with a new program after he/she has applied to graduate. Should a student wish to pursue another master's degree after filing for graduation, he/she must reapply to the Graduate School and work for a second master's degree.

Second Master's Degree

A student may earn a second master's degree. The requirements for the second master's degree include a minimum of 30 graduate credits; a major in a different field of study; submission of a thesis, research paper, or creative project or completion of the appropriate research methodology course(s), depending on specific degree requirements; and the meeting of other master's degree requirements as specified. No credits earned for the first master's degree may be transferred to the second.

Undergraduates Taking Graduate Courses

Undergraduates are limited to a total of 12 graduate-level credits, provided the student has:

- completed at least 90 credits toward the baccalaureate degree
- achieved a 3.0 overall grade-point average, and
- has the approval of the graduate program director, the department chairperson, the dean of the college in which the course is offered, and the dean of the Graduate School.

Undergraduate students wishing to enroll in graduate courses must complete the appropriate form, with all necessary signatures, before the first day of classes for the term during which the student wishes to take the graduate-level course. This form is available on the Graduate School's website. On the form, students will indicate if they want to take the course for undergraduate or graduate credit. If a student opts to take a graduate class for undergraduate credit, this means that the course will appear on their transcript as fulfilling the requirements for their bachelor's degree and will not be accepted for credit in a graduate program at Ball State or any other institution. If a student opts to take a graduate class for graduate credit, then these credits will not count towards the bachelor's degree, but may be transferred into a graduate program at Ball State or another institution (if accepted by the student's graduate program).

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Ball State undergraduate students admitted to and enrolled in an AMP may count 9 graduate credits toward both their undergraduate and graduate degrees, and take an additional 3 graduate credits that may be applied to either the undergraduate or graduate degree, but not to both. To be admitted into an AMP, students must have completed at least 75 credits toward their baccalaureate and have achieved a 3.2 cumulative undergraduate GPA (see Accelerated Master's Program). Under no circumstances will undergraduate students be permitted to take more than 12 graduate credits.

Checklist for Master's Degree

Procedure	Approved by	Date
Submit an application for admission.	Dean of the Graduate School	Check with department's program director.
Meet with program academic advisor to develop a program of study for the degree.	Program advisor	Before or at the time of registration.
Submit Topic Approval form along with description of proposed research paper, creative project, or thesis (not required in all programs).	Master's program committee, dean of the Graduate School	Before registering for research.
Submit approved thesis, research paper, or creative project.	Master's program committee, dean of the Graduate School	See Research Plans for required dates.
Apply for degree (graduation).	Dean of the Graduate School	The student is eligible to apply for graduation as early as registration for the final course(s) needed for the degree but no later

than the end of the fourth week of the semester of expected graduation.

SPECIALIST IN EDUCATION DEGREE (EDS)

The major purpose of the program for the specialist in education (EdS) degree is to provide a plan of advanced study for persons who need an additional year of study beyond the master's degree. The curricular program allows a greater depth of specialization than is possible at the master's level, and a plan of study is tailored to meet each candidate's specific needs. Although the specialist in education degree is self-contained and terminal, certain courses may sometimes be applied to a doctoral program.

Specific Functions

The specific functions of the specialist in education degree program are

- To prepare more effective and competent elementary and secondary classroom teachers.
- To prepare junior college and lower-division college teachers.
- To provide the candidate with the additional preparation needed to fill specialized school positions as superintendents, principals, supervisors, subject specialists, subject consultants, or similar school personnel.

Area of Specialization

Each candidate must have an area of specialization tailored to personal needs. In planning a candidate's program of study, the committee also will consider the student's general and professional education needs.

Ball State offers a Specialist in Education degree in the following area: Educational Administration and Supervision.

Admission Requirements

To be admitted to graduate study toward a specialist in education degree, a student must meet the following criteria:

- Hold an earned master's degree or equivalent degree from a college or university that is accredited by its regional accrediting association. (A student with a master's degree not considered the equivalent of those of Ball State University may be admitted under conditions determined by the department concerned and the dean of the Graduate School. Credentials from secondary schools, colleges, universities, and their

department or consult the department's website and/or handbook for specific program requirements.

- Be recommended for admission by the academic unit responsible for the doctoral degree program.

Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative GPA on the master's degree of at least 3.2 on a scale of 4.0. Applicants to these programs who have achieved a 3.2 GPA in their master's degree, but have less than a 3.0 on their baccalaureate work, meet the Graduate School's minimum GPA criteria. Specific programs may have higher GPA requirements than the Graduate School minimums. Please see admission requirements on the departmental website and in departmental or program handbooks. The fulfillment of the minimum Graduate School admission standards listed above does not guarantee admission to a specific degree program.

The faculty of the various graduate programs make recommendations for admission to the dean of the Graduate School. Offers of admission are not official until approved by the dean of the Graduate School. Official admission decisions are communicated to applicants by email from the dean of the Graduate School.

Students may register for graduate courses leading to the doctoral degree only upon official acceptance into their program.

After official admission to a doctoral program, the student, with permission from the department, may defer enrollment for up to one year. [A deferral request must be approved by the end of the first week of classes for the original application term.](#) If the deferral is longer than a year, [or the request is not approved within the allotted time](#), the student must reapply for admission, submit new application materials, and meet all current admission requirements.

Transcripts

At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Once a student is recommended for acceptance into a program, then they must submit one official transcript from all institutions from which the applicant had any degrees or certificates awarded. Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution. Final official transcripts must be received within the first semester of enrollment. An official transcript is one that has been received directly from the issuing institution, either by mail or electronically. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University. Applicants who are

currently attending, or who have previously attended, Ball State University are not required to provide a Ball State transcript. International students may have different transcript submission procedures than domestic students, and they should contact the Rinker Center for International Programs for specific information and requirements.

Standardized Tests

The Graduate School does not require programs to consider standardized test scores in admission. Programs have complete discretion concerning whether they require standardized test scores. You should refer to your program's graduate program handbook for more information about the admissions requirements and process for the program(s) you are interested in. If your program requires a standardized test score (GMAT or GRE), that score must be submitted to Ball State's Office of Graduate Admission directly from the administering agency.

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. It is your responsibility to ensure all deadlines and requirements are met.

Doctoral Program Degree Requirements

Minimum Graduate School doctoral degree requirements:

- Students must complete, including the dissertation, at least 90 credits of graduate work beyond the bachelor's degree, at least 40 of which, excluding dissertation credits, must be in the major. A minimum of 48 of the required 90 credits must be completed at Ball State University.
- For all doctoral programs, except the doctor of audiology (AuD), a minimum of 10 credits are required for the dissertation. A maximum of 24 dissertation credits may be counted toward a student's program of study.
- For all doctoral programs, except the doctor of audiology (AuD), students must complete a rigorous research component. Students will be expected to demonstrate competency with research tools applicable to their major areas. Such tools include additional languages, statistical methods, computer science, and research techniques. The required research tools will be determined by the student's doctoral committee and included on the student's program of study.

There is no Graduate School residency requirement for doctoral students at Ball State University. However, individual programs may have a residency requirement to encourage doctoral students to focus on course work or research. It permits close collaboration with faculty and students; it fosters a familiarity with the university's libraries, computing resources, specialized collections, and other unique campus facilities.

Selective Retention

Satisfactory Graduate Grade-Point Average (GPA)

At all times after completing 9 credits of doctoral study, a student must maintain a cumulative GPA of at least 3.2 for courses taken toward the doctoral degree.

Probationary Status

A student will be placed on academic probation if his or her cumulative GPA for courses taken toward the doctoral degree falls below 3.2 at any time after completion of 9 credits. Probationary status will be removed if a student, in completing the next 9 credits, brings the cumulative GPA to at least 3.2 for all course work toward the doctoral degree. If probationary status is not removed, a student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has reapplied for regular admission and has been readmitted.

Readmission Procedure

A student seeking readmission must present to the dean of the Graduate School a written request approved by the doctoral program director and the chairperson of the major department. The decision to readmit will be made by the dean of the Graduate School.

Readmission Status

Upon readmission, the student will be reinstated to the classification held when graduate study was cancelled.

Time Allowed for the Doctoral Degree

It is important that doctoral students be current in their fields of study when they graduate. Therefore, after a student has been admitted to a doctoral program and has taken at least one approved course, all requirements for the degree must be met within a seven-year period. If a student does not complete their degree within 7 years of taking their first course, they will be dismissed from the program unless an extension is granted (see below). Any courses required for the degree taken before admission to a doctoral program are subject to approval by a student's doctoral committee. Evidence of current knowledge in the area may be required.

Upon the recommendation of the doctoral advisor and director of graduate studies and with the approval of the

graduate dean, an extension of the time allowed may be granted for one additional year. In rare cases, an additional one-year extension may be granted, provided the student can demonstrate significant progress on the dissertation and their doctoral advisor and director of graduate studies supports the extension. Extensions are based on academic considerations and are limited. Final approval of all extensions rests with the dean of the Graduate School.

Comprehensive Examinations

Prior to the approval of the dissertation proposal, each doctoral degree student will take a comprehensive examination in their major and, if applicable, cognate area(s). Students should consult their departmental policies that regulate the comprehensive examination process, as variations exist within and across programs. Equitable administration and evaluation of the examinations are the responsibility of the department or, at the discretion of the department and the examining committee. Departmental comprehensive examination policies must be documented and clearly communicated to all students, and they must be on file with the Graduate School. The department should regularly review its policy and be certain that the most current policy is on file with the Graduate School at the beginning of each academic year. [For videoconferencing options, see Distance Conferencing Guidelines.](#)

Well in advance of the examination, the examining committee will identify the course work and other preparations appropriate to the student's program of study to be represented in the examination. The information will be communicated with the student as appropriate and as required in the program's examination policy. The examinations will be offered frequently enough for students to have the opportunity to sit for the comprehensive examination within a reasonable timeframe. The time and place of the exam will be determined by the administering unit.

Due to the unique clinical nature of the field, the department of Speech Pathology and Audiology has a separate comprehensive exam policy, approved by the GEC. Please consult the department's Doctor of Audiology Student Handbook for this policy.

Although the departments and academic units that house each doctoral program will determine the comprehensive examination format that is most appropriate for each respective discipline, all comprehensive examinations must meet the following general guidelines.

Examination format, timeline, and committee regulations:

Distance Conferencing Guidelines Regarding Doctoral Oral Comprehensive Examination or Master's Examination, Doctoral or Master's Dissertation/Thesis Proposal, and Doctoral or Master's Dissertation/Thesis Defense Meetings

These are Graduate School guidelines; a department or unit may create stricter guidelines as long as they are stated in the department's or unit's graduate-student policy statement or handbook. Programs should use good judgment in determining whether individual meetings should be conducted by video/audio conference or whether to enforce an on-campus-only policy when appropriate. All policies must be administered equitably. Exceptions to these guidelines, including requests for last-minute emergency distance conferencing by a committee member or student, must be approved by the program director or their designee, the student, and the chair of the committee and must be documented in a memo to the Graduate School that accompanies the Status of Comprehensive Exams form.

Facilities and Support Requirements

1. The student, the student's chair, and the unit's program director must agree at least one week in advance of the meeting that one or more committee members may attend via video or audio conference, except in cases of a last minute emergency (see above). Unless the student has received written permission from the chair of the examining or final project committee, and the program director, the student must attend the meeting in person and on campus. Documentation that distance conferencing occurred should be included in the Status of Comprehensive Exams form submitted to the Graduate School, including if exceptions were granted.

2. Audio communication must be sufficient for all examination or final project committee members and the student to be able to hear each other throughout the entire meeting. If possible, technology used for the video/audio conference should be supported by the Information Technology Services office of Ball State. The student should collect phone numbers that can be used to discuss any technical challenges that may emerge prior to or during the meeting. If technical difficulties are not resolved, and a backup plan cannot be established, the meeting must be cancelled or discontinued.

3. Communication must occur at least a week before the meeting between the student and the examining or final project committee chair regarding: (a) the transmission of any materials (e.g., text, slides, articles, etc.) that are referenced during the meeting, and (b) the method of obtaining written documentation from committee members for any required Graduate School or departmental paperwork.

4. If possible, a practice connection should occur before the date of the distance conference meeting to ensure relevant parties can connect via each method. The committee should have a backup plan identified if connectivity cannot be established in a stable fashion for all members in the distance conference. No prejudice can be held against the student if both primary and back-up conferencing means cannot be established and maintained. If connection issues or digital clarity issues affect the quality of the distance conferencing to the point that the student will be negatively impacted either by their ability to propose/defend (or by frustration with the technology on the part of the committee or student), and a backup plan cannot be established, the meeting must be terminated and rescheduled.