

Employment) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Indiana while attending a school located in Indiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Indiana while attending a school located in Indiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 31, or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Indiana while attending a school located in Indiana (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Indiana while attending a school located in Indiana (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

### Application for Graduation

Each graduate-degree-seeking student should file an application for graduation before the start of the semester in which the degree is to be granted. Check the Graduate School website for the deadline to apply for graduation.

### Commencement Ceremonies

Degrees are awarded at the end of each semester. Formal public ceremonies are held at spring, summer, and fall commencements. All candidates are welcome to attend commencement exercises, where graduate degrees are conferred individually.

## STUDENT ACADEMIC ETHICS AND ATTENDANCE POLICIES

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Students are expected to read, understand, and adhere to these community standards. Academic

dishonesty by a student will not be tolerated and will be treated in accordance with this policy. The Office of Student Rights and Community Standards is responsible for administering the Ball State Code of Student Rights and Responsibilities, which references a number of policies. The Office of the Associate Provost administers the policies on Grade Appeals and Academic Ethics.

Detailed information regarding requirements for veterans' attendance may be obtained from Office of Financial Aid and Scholarships. This information is kept current by directives received from the administrator of the Veterans Administration, VACO, Washington, D.C.

### Master's Degrees

All master's degree programs are selective and require departmental permission before admission and registration for any graduate courses. Students should [contact the appropriate department for special requirements. A minimum of 30 credits is required for a master's degree. Some programs are more than 30 credits. Check specific programs for degree requirements.](#)

Ball State University offers the following master's degrees: master of architecture (MArch), master of arts (MA), master of arts in education (MAE), master of business administration (MBA), master of fine arts (MFA), master of landscape architecture (MLA), master of music (MM), master of public administration (MPA), master of science (MS), master of social work (MSW), master of urban and regional planning (MURP), and master of urban design (MUD).

### Minors

Minors are usually available in the program of study for the master's degree. They are also available in anthropology, general foundations of business, GIScience, higher education, public health, and school library and audiovisual services. General foundations of business is a 12-credit minor that is *not open to* students who have an undergraduate major in any field of business or who are majoring in any field of business at the master's level.

### Plan of Study

A student's plan of study, including the major area and the minor area or electives, will be selected in consultation with the appropriate department chairperson or delegated representative who serves as the student's departmental advisor.

## MASTER'S DEGREE ADMISSION

### Application for Admission

Admission standards are established for each master's degree program at Ball State University by the responsible

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Actuarial Science .  
 Adult and Community Education .  
 Anthropology - *admissions suspended* .  
 Applied Behavior Analysis .  
 Applied Gerontology - *admissions suspended* .  
 Athletic Coaching Education .  
 Biology .  
 Business Education .  
 Career and Technical Education .  
 Chemistry .  
 Clinical Exercise Physiology .  
 Clinical Psychology .  
 Cognitive and Social Processes .  
 Communication Studies .  
 Counseling .  
 Curriculum and Educational Technology .  
 Educational Psychology .  
 Emerging Media Design and Development .  
 English .  
 Environmental Geoscience .  
 Executive Development and Public Service .  
 Fashion - *admissions suspended* .  
 Foundational Mathematics Teaching in the Community College .  
 History .  
 Interior Design .  
 Journalism .  
 Linguistics .  
 Mathematics .  
 Mathematics Education .  
 Music .  
 Natural Resources and Environmental Management .  
 Nursing .  
 Physics .  
 Physiology .  
 Political Science .  
 Public Relations .  
 Residential Property Management - *admissions suspended* .  
 School Counseling .  
 School Psychology .  
 Secondary Education .  
 Social Psychology .  
 Social Psychology and Clinical Mental Health Counseling (Dual Major) .  
 Sociology .

Deleted: Requirements and Usual Plan of Study¶

A minimum of 30 credits is required for a master's degree. Some programs are more than 30 credits. Check specific programs for degree requirements. The usual plan of study for the master of arts degree is as follows:¶

*Usual plan of study for the master of arts (MA) degree* ¶

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academic unit. All application materials, including a completed application form and unofficial transcripts, must be submitted to the Graduate School at least two weeks before the term in which the student wishes to begin graduate study. Departments may have earlier deadlines. Students may apply for admission to graduate study online at [www.bsu.edu/gradschool](http://www.bsu.edu/gradschool). A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. Enrollment for applicants whose admission materials arrive after the deadline may be deferred to a subsequent term.

Students must meet the following minimum Graduate School criteria to be considered for admission to graduate study toward a master's degree:

1. A baccalaureate degree from Ball State University or an equivalent degree from an institution accredited by its regional accrediting association is a prerequisite for admission to graduate study for a master's degree. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be considered for probationary admission to a master's program.
2. 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.
3. Meet departmental or program admission requirements.
4. Departments may recommend to the graduate dean that students with a latter half undergraduate GPA of a 3.0 be granted regular admission to their program.
5. [Departments may recommend to the graduate dean that students with 9 credits or more of graduate coursework with a GPA of 3.0 or students with a conferred graduate degree be granted regular admission to their program.](#)

An applicant who meets minimum Graduate School admissions standards is not guaranteed admission to a specific degree program. Specific programs may have higher GPA requirements than the Graduate School minimums.

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 admissions decisions are communicated to applicants by email from the dean of the Graduate School.

#### **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 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

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.

#### Departmental doctoral degree requirements may include, but are not limited to, the following:

- Cognates—Candidates may be required to have one or more cognate fields, each of which may consist of either 15 credits or 24 credits. For the 15-credit cognate, 9 credits must be taken at Ball State University; 12 credits of the 24-credit cognate must be taken at Ball State University. [Programs will determine the format of cognates that are applicable for their course of study and the courses that will be taken. The candidate, the program director, and the student's doctoral advisor will determine how the cognate appears on the candidate's program plan. In cases where programs want cognates to appear on the students' transcripts as a separate credential, the cognate curriculum must be approved through the normal curriculum process and appear in the Graduate Catalog.](#)

- **Internship**—Candidates in some doctoral programs may be required to take a full-time internship at an approved site.
- **Additional Language**—If an additional language is required, the selection is made by the student and the committee and must be approved by the director of the student's doctoral program. Additional languages typically contain a significant body of available materials in the student's field of research or are essential to the student's career objective or to a field of study in which the student will participate as part of the doctoral program. For international students, non-native languages other than English will be accepted at Ball State University if they meet these criteria. See "Policies Related to Doctoral Degree Completion" (p. 23) for specific guidelines concerning additional languages.

Candidates must meet any additional program requirements established by the academic unit responsible for each doctoral degree.

#### Doctoral Committee

The student's committee is appointed after the student has been admitted to study for the doctoral degree—usually during the first year of doctoral work. Until the committee has been appointed, the departmental program director will serve as the student's program advisor.

Upon the recommendation of the departmental program director, the dean of the Graduate School will appoint the student's committee and the at-large member. The committee will consist of either four or five voting members (approved for full graduate faculty status), depending on the student's program of study. All committees will consist of two members from the student's major area and an at-large member from a field or department not already represented on the committee. The rest of the committee will be structured as follows:

- Program without Cognate(s)—a fourth voting member will be a representative appropriate to the individual student's program of study.
- Program with Cognate(s)—a voting member will be appointed for each cognate on the individual student's program of study.

The committee chairperson will represent the student's primary area of study and must meet the criteria for Dissertation Chairperson Endorsement in the department of the student's major.

Please see specific degree program requirements for detailed policies concerning the appointment of doctoral committees.

In consultation with the student, the committee will determine the student's plan of study and guide the student's dissertation (at the department's discretion, separate committees may be appointed for

**Deleted:** Cognates are available in all major fields of study for the master's, specialist, and doctoral degrees. In addition, cognates are offered in community college leadership; composition; couples and family counseling; curriculum; diversity in counseling psychology; educational technology; English language arts; general field of education; general foundations of business; gifted studies; health psychology; health science; higher education; history, philosophy, and sociology of education; linguistics; literary theory; literature; neuropsychology; physiology; psychological assessment; psychology of human development; research methodology; social justice in counseling psychology; teacher education in higher education; TESOL; theory of computing; and vocational psychology. ¶

permitted a maximum of three attempts to pass the examination for each language.

If the examination facilities for a particular additional language are not available at Ball State University, the student will be examined by a cooperating institution or agency. Additional language proficiency established at other institutions will be accepted by Ball State University if the proficiency is approved by the program director, the chairperson of either the Department of Modern Languages and Classics or other appropriate academic unit, and the dean of the Graduate School. If the student's committee chairperson has been appointed at the time the request for acceptance of additional language proficiency is being evaluated, the approval of the committee chairperson will also be necessary.

If the additional language Concentration is being followed, students must successfully complete the examination in one language by the time they complete one half of the Ball State University courses prescribed for their degree programs. The examination for the additional language, if any, must be successfully completed before the student will be permitted to take the comprehensive examinations.

**DOC 700**

A doctoral student may enroll in DOC 700 prior to admission to candidacy under special circumstances when not registered for regular graduate course work. DOC 700 is a 0-credit course at a fee of \$75 that gives the student all the rights and privileges of a regular student. Registration in DOC 700 requires the approval of the student's committee chairperson, the departmental doctoral program director, and the dean of the Graduate School. Registration for DOC 700 is limited to any two academic year semesters.

**Residence, Transfer, and Extension Work**

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. 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 department chairperson 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. Extensions are based on academic considerations and are limited. The student requesting the extension of time allowed may be required to repeat preliminary examinations, to take additional course work, or both.

**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.

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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:

- A student must be in good academic standing to sit for the examinations. Good academic standing means that a student cannot be on academic probation and must have a cumulative GPA of at least 3.2.
- The comprehensive exam is one examination consisting of two parts, one written and one oral.
- Failed comprehensive examinations may be repeated one time only, in what will be referred to as the second administration of the comprehensive exams.
- Exceptions to these comprehensive examination guidelines will be given only under unusual circumstances, in consultation with the program director and department chair, and must be approved by the Dean of the Graduate School.
- At every stage of the examination, the student, the student's committee chair, and the program director will be informed in writing as to the student's status as it relates to the comprehensive examination.

Written examination procedure:

- The written examination will be taken during a time period identified by the student's program; exceptions must be approved by the program

director and the examining committee in advance. If applicable, students are encouraged to develop a written timeline for the written examination that is acceptable to the examining committee.

- The examining committee will decide if the student's written examination is of sufficient quality to proceed to the oral examination. The student, the student's doctoral chair, and the program director will be informed in writing as soon as this determination has been made, but no less than 4 weeks (excluding vacation periods) after the student completes the written examination.
- If a department has a policy regulating a written examination remediation process, it must be clearly stated within the departmental examination policy document and must be equitably administered within a timeframe not to exceed 3 weeks (excluding vacation periods) after the evaluation of the student's initial completion of the examination.
  - Remediation may occur only when a student passes at least half of the written examination but the examining committee has significant concerns about the content or quality of the written examination. The written examination may undergo remediation one time only across both the first and, if needed, second administration of the comprehensive exams.
  - If the remediation occurs during the first administration of the written examination, this will still constitute the student's first attempt of the written comprehensive examinations. The student will then not be eligible for remediation during the second administration (if a second administration is necessary).
- If the student fails the first administration of the written comprehensive examinations (including after any allowable remediation based on the program's policy), they may sit for a second administration in a timeline determined by the program and stated in the program's examination policy.
  - The student's examining committee may determine if the student is to retake the entire examination or only the portions failed in the first attempt. This is to be clearly communicated with the student in advance, as well as the student's doctoral chair, the program director, and the department chair.

Oral examination procedure:

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- The oral examination will be given within a timeframe determined by the administering unit but not to exceed the equivalent of 4 weeks (excluding vacation periods) from the date that the student received notification of their successful completion of the written examination. The length of the oral exam will be determined by the administering unit and stated in its comprehensive examination policy.
- Students and faculty are encouraged to complete the oral comprehensive examinations in person on Ball State University's campus. Both the student and the examining committee must adhere to the Graduate School's video conferencing policy when on-site participation is deemed infeasible.
- There is no remediation of the oral portion of the comprehensive examination.

Passing the comprehensive examination:

- The student, the student's chair, the program director, the department chair, and the Graduate School will be informed when the student passes their first or second administration of the exam using the Status of Comprehensive Exams form found on the Graduate School website. If a remediation of the written examination occurred, it will be noted on the form.
- If a student had successfully completed the comprehensive examination but has exceeded the time-clock for completing their doctoral program (approximately 7 years), they will be expected to retake and pass the entire examination, following these guidelines. This will constitute the student's revalidation of coursework for their program.

Failure of the comprehensive examination:

- A failed comprehensive examination is defined as one of the following:
  - failure of the written portion if the examining committee determines that the student should not proceed to the orals;
  - failure of the oral portion if the examining committee determines that the student was unable to correct deficiencies in the written portion or new concerns emerge in the oral portion that suggest student mastery of the field has not occurred.

- A student may pass either portion of the examination with one dissenting vote. However, if two or more committee members dissent, the student fails the entire examination.
- If a student fails the first administration of the exam (after remediation of the written examination, if applicable), the student is eligible for a second administration of the written portion of the comprehensive examinations.
- The student, the student's chair, the department chair, the student's director of doctoral programs, and the Graduate School will be informed each time the student fails an administration of the exam using the Status of Comprehensive Exams form on the Graduate School website. If a remediation of the written examination occurred, it will be noted on the form.

A student who fails to pass the second administration of the written examination is ineligible to continue and is dismissed from the doctoral program. The same guidelines as outlined above will be used to determine pass or fail.

**Dissertation**

The general supervision of the dissertation will be the responsibility of the student's committee chairperson. When needed, members of the committee will advise the candidate about the dissertation. The comprehensive examinations must be passed and the dissertation topic approved by the committee before the student enrolls for dissertation (DISS 799). The dissertation for a doctor of education degree candidate typically will be a study that will contribute to the solution of some important educational problem. The dissertation for a doctor of philosophy degree candidate will be a research problem that will contribute new knowledge or a new technique. The dissertation for the doctor of arts degree candidate may take the form of an original contribution to new knowledge; the production and use of innovative teaching materials such as the development of new teaching media, the writing of a textbook, or the designing of a curriculum or course of study; or the writing of a series of scholarly papers worthy of publication.

After the dissertation defense, the final approved copy, any accompanying materials, and an abstract (250-300 words in length, suitable for publication) must be filed with the Graduate School electronically. Although the department concerned has the responsibility for determining the manual or form to be followed in writing the dissertation, such matters as typeface, spacing, and professional typing standards must follow the specifications in Graduate

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• A student who fails to pass the second examination is ineligible to continue and is dismissed from the doctoral program. ¶  
• If more than seven years have elapsed after the student successfully completed the comprehensive examinations, the student must retake the entire examination. ¶

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

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<#>• The examining committee will be made up of a minimum of four members with full graduate faculty membership and will evaluate the student's performance. The examining committee will decide if the student's written examination is of sufficient quality to proceed to the oral examination. All committee members responsible for the oral portion of the examination must participate in the orals unless excused in advance by the graduate dean. ¶  
<#>• After completion of the orals, the committee decision for the entire examination will be either "pass" or "fail." A student may pass the entire examination with one dissenting vote. However, if two or more committee members dissent, the student fails the entire examination. ¶  
<#>• The examining committee chairperson will send written notification of the outcome of the comprehensives to the student and the dean of the Graduate School after the completion of the orals. ¶  
<#>• In the case of a failed comprehensive examination (see definitions below), the examining committee chairperson's written notification will include a statement of the reason or reasons for the failure and the time specified before the next examination. ¶  
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