

permanent record. For more information, see Withdrawal from All Classes in a Semester or Term.

Course-Withdrawal Period

The course-withdrawal period is from the sixth day of classes to the forty-fifth day of classes in a semester, sixth to the thirtieth day in a summer semester, and fourth to the fifteenth day of classes in a summer term. Saturday is not considered a class day for these purposes.

All student-initiated withdrawals will be accepted and recorded as *W* during this period. Students may obtain withdrawal forms from the Office of Registration and Academic Progress.

Students wishing to withdraw from a course during this period need to take the following actions:

1. See the instructor and discuss the withdrawal;
2. Take the initiative to obtain the withdrawal form with instructions; and
3. Submit the completed form to the Office of Registration and Academic Progress by the last day of the withdrawal period.

Withdrawal After the Course Withdrawal Period: Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances that make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. The faculty member is responsible for determining the grade to be assigned, *W* or *F*.

Withdrawal from All Classes in a Semester or Term

To withdraw from all courses during a semester or term, students must contact Office of Retention and Graduation, SC L-20, 765-285-3312 and complete an application for withdrawal. Students are strongly encouraged to discuss their withdrawal intention with staff in this office before removing courses from their schedule.

If students withdraw from all courses, instructors will be notified. Each instructor will be asked to report the last day of attendance, and a grade of *W* will be given for each course, provided the student withdrew by the published deadline. Grades of *W* will appear on the student's transcript but will not affect the GPA. Students must continue to attend classes until submitting a completed withdrawal form. If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, the Director of Retention and Graduation may grant an exception to permit withdrawal. Faculty members will record the last date of attendance and a grade of *W* or *F*.

Application for Graduation

All master's degree candidates must file an application for graduation with the Graduate School through Self-Service Banner. The student's department is responsible for submitting a degree check sheet to the Graduate School. All approved program changes made during the student's course work must be indicated on the degree check sheet.

Time Allowed for a Master's or Specialist Degree

All degree requirements must be met within six years. [If a student does not complete their degree within 6 years of taking their first course, they will be dismissed from the program. They must reapply for admission and meet current admission standards and degree program requirements.](#)

Time Allowed for a Certificate Program

[All certificate program requirements must be met within five years. If a student does not complete their certificate within 5 years of taking their first course, they will be dismissed from the program. They must reapply for admission and meet current admission standards and degree program requirements.](#)

Revalidation of Coursework

[If a student completed coursework more than six years ago for an unfinished master's or specialist degree and more than five years ago for an unfinished certificate and wishes to have that coursework apply to their current program then they may request. For course revalidation, they must](#) obtain permission from the department chairperson or designee and the dean of the Graduate School to demonstrate evidence of current knowledge in the out-of-date coursework. The methods for demonstrating currency will be determined on a case-by-case basis but may include written or oral examination on material covered in the course, retaking of out-of-date courses for credit or audit, passing a more advanced course in the same subject area, [employment-related experience](#), or presenting other evidence of currency in the field. The department chairperson or designee will present a written statement to the dean of the Graduate School outlining the conditions for revalidation of each course; the dean of the Graduate School will make the final determination on these conditions. If the dean of the Graduate School approves the conditions for revalidation, the department chairperson or designee will forward written results of these conditions, once satisfied, along with a recommendation for or against granting credit for the course(s) in question.

Deleted: When some but not all degree requirements were fulfilled more than six years earlier, a student may apply to have that coursework revalidated. In doing so, he or she

Any transfer credit used to meet degree requirements expires six years from the date each course was completed. Transfer work is not eligible for revalidation.

Final approval of any request to revalidate out-of-date coursework rests with the dean of the Graduate School.

Transfer and Extension Work

All off-campus courses offered by Ball State University are considered residence or campus credit.

A Ball State master's graduate who is working on the superintendent's license or high school principal's license (a 60-credit program) may take up to 15 of the 30 graduate credits beyond the master's degree at other institutions of higher education. Of these 15 credits, a maximum of 8 may be earned in extension.

Candidates for specialist in education degrees may take a maximum of 6 graduate credits beyond the master's degree at another institution of higher education. The remainder of the 30 graduate credits required for the degree must be earned in residence at Ball State. Upon recommendation of the department chairperson and with the approval of the dean of the Graduate School, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

- All work must have been completed within the time limit of six years allowed to complete a master's degree at Ball State University.
- Transfer work is not eligible for revalidation.
- Only graduate courses in which a student has earned a grade of B or better may be considered for transfer credit. A grade of B- is not transferrable.
- Credits may be transferred, but grades earned in courses taken at another institution do not transfer and are not used in computing the student's GPA at Ball State University.
- When a graduate course is taken at another university on a credit/no credit or pass/fail option, "credit" or "pass" are not accepted as transferrable unless approved by the appropriate academic unit.
- A master's degree candidate may transfer as many as 9 credits toward a degree program with a total of 44 or fewer credits. A master's degree program that requires a total of 45 or more credits may allow a student to transfer as many as 15 credits. Departments may set 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. 28)

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

Deleted: When all degree requirements were fulfilled more than six years earlier, a student must reapply for admission and meet current admission standards and degree program requirements. If readmitted to the degree program, a student may request to revalidate out-of-date course work as described above.¶

A student must meet additional requirements as determined by the department chairperson or designee and dean of the Graduate School if:¶

- The examinations are not passed with a *B (3.)* or higher, or¶
- Evidence of current knowledge is not persuasive, or¶
- The original recommendation of the department chairperson and the dean of the Graduate School was that examinations and/or the presentation of evidence were not appropriate.¶

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. 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

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