

**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**

Graduate minors are available for certain disciplines. Students wishing to take a minor should consult with their graduate program director. The graduate program director for the student must approve the minor as part of the student's program of study. Minors must have a curriculum that is approved through the University governance process and that appears in the Graduate Catalog.

**Plan of Study**

A student's plan of study, including the major area and electives (and minor if applicable), 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 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

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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 .

**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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**Deleted:** 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

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 program director or designee by the Thursday before 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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techniques in the same area and may include a foreign language competency. The dissertation is written on any research topic within the subject matter field, extending the bounds of knowledge in that field and making an original contribution to learning. Ball State offers doctor of philosophy degrees in the following areas:

- Counseling Psychology
- Educational Psychology
- Educational Studies
- Elementary Education
- English
- Environmental Science
- Human Bioenergetics
- School Psychology

The doctor of education degree is built upon breadth of course work that includes required study in Teachers College. The research competency for this degree is usually statistical in nature. The dissertation characteristically, but not necessarily, contributes to the solution of some important educational problem. Ball State offers doctor of education degrees in the following areas:

- Adult and Community Education
- Educational Administration and Supervision
- Elementary Education
- Higher Education
- Special Education

The doctor of arts degree in music is built upon a depth of course work in a primary field, an area of secondary emphasis usually related to the primary field, and another area of secondary emphasis on college teaching, including a required internship (on the Ball State University campus) and externship (at another college or university). The dissertation may make an original contribution to knowledge in the primary field, but it may also produce and examine innovative teaching materials or methods.

#### Doctoral Program Admission Requirements

To be considered for admission to graduate study toward a doctoral degree, a student must

- Hold an earned baccalaureate or equivalent degree from a college or university accredited by its regional accrediting association with a cumulative grade-point average (GPA) of at least 3.0 on a scale of 4.0 on hours earned from the degree-granting institution. A student with a baccalaureate degree not considered the equivalent to that of Ball State University may be admitted under conditions to be determined by the department concerned and the dean of the Graduate School. Credentials from international colleges, universities, and their equivalents outside the United States are evaluated by the Rinker Center for International Programs (RCIP) and the Graduate School.

- Submit one unofficial transcript of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded.
- Meet any additional admission standards established by the academic unit responsible for each doctoral degree program. A prospective student should contact the 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 program director or designee by the Thursday before 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

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