

courses for which they have already received credit. Students can earn up to 9 credits through this program.

The opportunities for earning advanced standing are:

- Credit by departmental examination
- Credit by departmental authorization
- Credit by departmental portfolio

Before offering credit in this manner, departments must submit a proposal to their college dean for approval that outlines the classes available for prior learning credit and how prior learning will be assessed, including the standards that students must meet in order to receive credit. All credits for prior learning for individual students must be approved by graduate program director, department chair, and college dean.

Students who earn credit for prior learning will be granted credit for the courses. Prior learning credit will not be awarded to students who have been enrolled or are currently enrolled in the courses for credit or audit.

STATEMENT ON DEMONSTRATED PROFICIENCY IN ENGLISH

Proficiency in the use of the English language is expected of all students who graduate with advanced degrees from Ball State University. Proficiency depends not so much on the ability to pass examinations—although the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL), or GRE may be required—as it does on the habitual use of acceptable English in spoken or written work. Each department will judge the qualifications of its advanced students in the use of English. Reports, examinations, and speech may be used in evaluating students' proficiency. Students found deficient in English will be offered an opportunity to remedy the deficiency and will be encouraged to seek the assistance the university provides for this purpose.

VETERANS RESIDENCY POLICY

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program), chapter 31 (Vocational Rehabilitation and 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 transfer or 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 [for every credential they are seeking](#) 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

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 <https://www.bsu.edu/gradapply>. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements and deadlines. 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 a regionally accredited institution recognized by Ball State University 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. Students with 9 credits or more of graduate coursework with a GPA of 3.0 or students with a conferred graduate degree may 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

Master's programs have two options for collecting applicant transcripts, and they will communicate transcript requirements on their website and/or handbook:

Option 1. Transcripts Showing Complete Academic Record: At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Option 2. Transcript From Highest Earned Degree: At the time of application, students must submit an unofficial transcript from the highest earned degree. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the

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first semester of enrollment to continue in the program. Programs choosing option 2 may request additional unofficial transcripts from specific applicants when needed to confirm if applicants have taken required pre-requisite courses or have met minimum admissions criteria. In these cases, programs will require applicants to upload transcripts into the application portal.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution.

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. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions 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.

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 for Master's Students

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. The program director may also specify a specific probationary course plan for students admitted on probation, and will communicate this with them directly.

Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, 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 be approved by the department chair, college dean and dean of the Graduate School. Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, a student admitted under probationary status will be eligible to assume regular graduate student status.

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

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must submit new application materials and meet all current admission requirements.

Conditional Admission

Applicants 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.

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 by the approved programs either in a specialized plan of study for the student communicated to them by their program advisor or in the graduate catalog as program requirements and curriculum.

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,
- 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. Exceptions to this policy must be approved by the Department Chair, program advisor, and the dean of the Graduate School.

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

Licensure students must meet the following admission criteria:

- A baccalaureate degree from Ball State University or an equivalent degree from a regionally accredited institution recognized by Ball State University is a prerequisite for admission to graduate study for a licensure program. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be considered for probationary admission.
- 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.
- Meet departmental or program admission requirements.
- 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.
- Students with 9 credits or more of graduate coursework with a GPA of 3.0 or students with a conferred graduate degree may be granted regular admission to their program.

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. An applicant who meets minimum Graduate School admissions standards is not guaranteed admission to a specific non-degree program. 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

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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. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution.

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. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, 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.

2. Admission as a Certificate Student

Certificate nondegree students must meet the following admission criteria:

- A baccalaureate degree from Ball State University or an equivalent degree from a regionally accredited institution recognized by Ball State University is a prerequisite for admission to graduate study for a certificate nondegree program. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be considered for probationary admission.
- 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.
- Meet departmental or program admission requirements.
- 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.
- Students with 9 credits or more of graduate coursework with a GPA of 3.0 or students with a conferred graduate degree may be granted regular admission to their program.

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. An applicant who meets minimum Graduate School admissions standards is not guaranteed admission to a specific certificate nondegree program. 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

Graduate programs have two options for collecting applicant transcripts, and they will communicate transcript requirements on their website and/or handbook:

Option 1. Transcripts Showing Complete Academic Record: At the time of application, students must submit

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unofficial transcripts from all colleges and universities previously attended. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Option 2. Transcript From Highest Earned Degree: At the time of application, students must submit an unofficial transcript from the highest earned degree. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program. Programs choosing option 2 may request additional unofficial transcripts from specific applicants when needed to confirm if applicants have taken required pre-requisite courses or have met minimum admissions criteria. In these cases, programs will require applicants to upload transcripts into the application portal.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution.

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. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions for specific information and requirements.

Probationary Admission for Certificate Students

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 certificate program. In these cases, certificate 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 certificate program. Probationary admission requires the approval of the certificate 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. The program director may also specify a specific probationary course plan for students admitted on probation, and will communicate this with them directly. Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, 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 be approved by the department chair, college dean and dean of the Graduate School. Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, a student admitted under probationary status will be eligible to assume regular graduate student status.

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.

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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. A baccalaureate degree from Ball State University or an equivalent degree from a regionally accredited institution recognized by Ball State University is a prerequisite for admission to graduate study as a nondegree only student. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be considered for probationary admission.

- 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 only students (nonlicensure, noncertificate) are not eligible for financial aid. Non-degree only 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.

Transcripts

At the time of application, students must submit one unofficial transcript from the highest earned degree. Once a student is accepted as a non-degree only student by the

graduate dean, they will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

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. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions for specific information and requirements.

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.

ACCELERATED MASTER'S PROGRAM (AMP)

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

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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 And Graduate Work 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 and Graduate Work 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. If an undergraduate student who takes graduate courses while enrolled in an AMP becomes ineligible to continue or withdraws from the program before earning their baccalaureate, the status of their graduate course work

will be dictated by the Undergraduates and Graduate Work policy.

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
- American Sign Language and Deaf Studies
- Applied Behavior Analysis
- Artist Diploma in Music Performance
- Athletic Coaching Education
- Autism
- Biotechnology
- Business Administration
- Business Analytics
- 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
- Finance
- Foundational Mathematics Teaching in Community College
- Geographic Information Science (GIScience)
- Gifted and Talented Education
- Healthcare Administration

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- Health Economics
- High-Performance Building Design
- Historic Preservation
- Human Development and Learning
- Identity Leadership
- Institutional Research
- Interpretive Ethnography
- Literacy Instruction
- Literary Journalism
- Logistics and Supply Chain Management
- 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 Office of International Admissions website at <https://www.bsu.edu/admissions/international>. International students must meet all the university's regular admission requirements. Graduate and International Admissions determines the transcript submissions procedures, as well as application deadlines, 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.

ENGLISH PROFICIENCY FOR NON-NATIVE SPEAKERS OF ENGLISH

Students who have academic experiences outside of the United States and are applying for admission to the Graduate School may be required to submit the results of the International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), or Pearson English Language Test (PTE) taken no more than 24 months prior to the date of application. A student intending to enroll at Ball State University may be required to retake the IELTS, TOEFL, or PTE before being admitted, regardless of the extent of previous training in English. Any exceptions to these rules must be approved by Graduate and International Admissions and the dean of the Graduate School. International graduate school applicants who do not submit a test score may be considered for conditional admission for English proficiency into our Intensive English Institute if approved by the graduate program of interest.

Any student admitted on conditional admission for English proficiency or with a score lower than 6.5 on the IELTS, 79 on the TOEFL, or 53 on the PTE will be required to take ENEF courses offered by the Intensive English Institute. Exceptions to this rule must be approved by Graduate and International Admissions, the dean of the Graduate School, the chairperson of the department in which the student is majoring, and the director of the Intensive English Institute. Any department may set a higher score requirement than a IELTS score of 6.5, TOEFL score of 79, or PTE of 53 for its majors.

Any student with an IELTS score between 6.0 - 6.5, a TOEFL score between 75 - 78, or a PTE score between 50 - 52 may be approved to enroll in academic classes while studying part time in the final level of the Intensive English Institute. A department may have different English proficiency requirements.

CONDITIONAL ADMISSION FOR INTERNATIONAL STUDENTS

An international applicant who meets all Graduate School academic requirements except for the minimum English proficiency requirement may be granted conditional

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admission. Programs are not required to consider applicants for conditional admission. Conditional admission requires a prospective student to complete the requirements of the Intensive English Institute (IEI) or provide proof of English proficiency via an acceptable score on a required English placement test before regular admission and enrollment in graduate academic courses. Graduate students enrolled in Level 6 of the IEI may be allowed to take one graduate level course while completing this level.

The initial I-20 will be generated by RCIP. Once RCIP certifies that the student has achieved English proficiency, he/she will be eligible for regular admission. Regular admission is determined by the student's major department. When a student's admission status changes from Conditional to Regular status, a new I-20 will be issued.

An applicant granted conditional admission status will not normally be approved for an assistantship until regular admission is earned.

Any exception to the above policy must be approved by RCIP and the dean of the Graduate School.

PROCEDURES FOR EARNING A MASTER'S DEGREE
GRADUATE ADVISING

Each department is responsible for evaluating the qualifications of its prospective graduate students. One of the evaluation tools used by some departments is a proficiency examination administered by the department. When undergraduate preparation in the chosen field of graduate study is insufficient, a student's major advisor may prescribe additional work. If the department determines that a student is deficient in one or more areas, the student is expected to remove these deficiencies.

The chairperson of the concerned department or the delegated representative will advise the student in outlining a degree program. All departmental advisors signing approval for graduate student academic programs must have been approved by their departments. When a student's eligibility is assured, the academic advisor will admit the student to candidacy for the master's degree and later will recommend the conferment of the degree. When required by the degree program, the research paper, creative project, and thesis will be written under the supervision of an academic advisor who is a member of the department in which a student has selected a major.

REGISTRATION

Upon receiving registration clearance, graduate students may register for courses on the Self-Service Banner section of *my.bsu.edu*. A Ball State University e-mail account is needed to use online registration services.

All students are expected to register before the beginning of a given term for which they will take classes. The period of advance registration for each semester and term is specified in the *Schedule of Classes* and the Office of Registration's website at *www.bsu.edu/registration*. The penalty for late registration is a late-registration fee. Changes of address or telephone number after registration are to be reported to the Office of the Registrar.

RESEARCH PLANS

Candidates for master's degrees will organize their graduate study to meet the requirements of one of four research plans:

- thesis, 6 graduate credits;
- research paper, 3 credits;
- creative project, 3 or 6 credits; or,
- graduate research methodology course plan, a minimum of 3 graduate credits.

The research requirement must be taken at Ball State University.

Before beginning work on a thesis/research/creative project, a student must submit a topic approval form, approved by his or her advisor and the appropriate departmental chairperson or designee, to the dean of the Graduate School. The form, obtainable online on the Graduate School's website, is to be accompanied by a short (up to 300 words) description of the proposed research paper, creative project, or thesis.

Although the concerned department has the responsibility for determining the manual or form to be followed in writing the thesis, research paper, or creative project, projects must also conform to Graduate School guidelines located on the Graduate School's website.

Students must be registered during their final semester. If not registering for a course or courses, the candidate will register for MAST 600, Master's Candidate, for a fee of \$75. A master's candidate may also take MAST 600 under other circumstances when not registered for a course or courses in order to access university services—for instance, while working off an incomplete grade—with the approval of the candidate's committee chairperson or graduate advisor.

THESIS (THES 698)

This plan requires the candidate to present a thesis embodying the results of a study of some subject directly related to the area of specialization. The thesis must show that the candidate can pursue a research problem successfully and draw valid and significant conclusions from the data. The student must have a committee of three faculty members selected in consultation with the department chairperson. A student's thesis may be approved with one dissenting committee vote. If one member of the thesis committee dissents, the dissenting

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member and, if appropriate, the chairperson of the thesis committee will file with the dean of the Graduate School a letter detailing the circumstances of the dissent.

A student is not permitted to submit a thesis before completing 12 credits of graduate work and the candidate's advisor and departmental chairperson have signed a statement approving the subject. A student must also be in good academic standing to register for THES 698.

Approval forms are available on the Graduate School webpage.

The approved thesis must be presented to the dean of the Graduate School in final form by the submission deadline during the term in which the student is to be certified for graduation. The final digital copy of the approved thesis, any accompanying materials, and up to 300-word abstract of the thesis describing the nature of the study and findings must be submitted to the Graduate School electronically. Two hard-copy documents, the Final Approval Form and the ETD Signature Form, signed by all three members of the student's committee and the department chairperson, must be submitted to the Graduate School. The approval form needs to be signed by all members of the committee, even if the thesis passes with a dissenting vote. 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. If the departmental advisor and the department chairperson are the same person, another member of the graduate faculty within the department of the student's major must also sign the form, indicating familiarity with the project and knowledge of the student's work.

The student who writes a thesis must enroll in THES 698: Thesis, for a total of 6 credits. The thesis is not used to meet the requirements for any course except THES 698.

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

RESEARCH PAPER (RES 697)

This paper must be an original study of nonthesis proportions showing that the candidate possesses the abilities to pursue a research problem successfully and to draw valid and significant conclusions from the data. It must be on some subject directly related to the candidate's area of concentration and must meet the approval of the student's departmental advisor and the department chairperson.

A student is not permitted to submit a research paper before completing 12 credits of graduate work and the candidate's advisor and the department chairperson have signed a statement approving the subject. A student must also be in good academic standing to register for RES 697. Approval forms are available online.

The approved research paper must be presented to the dean of the Graduate School in final form by the submission

deadline during the term in which the student is to be certified for graduation. The final digital copy of the approved research paper, any accompanying materials, and a 250- to 300-word abstract of the research paper describing the nature of the study and findings must be submitted to the Graduate School electronically. Two hard-copy documents, the Final Approval Form and the ETD Signature Form, signed by the student's advisor and the department chairperson, must be submitted to the Graduate School, showing that the work is accepted as the student's research paper for a master's degree. If the departmental advisor and the department chairperson are the same person, another member of the graduate faculty within the department of the student's major must also sign the form, indicating familiarity with the paper and knowledge of the student's work.

The student who writes a research paper must enroll in RES 697: Research Paper for 3 credits. The research paper is not used to meet the requirements of any course except RES 697.

The grading system used for RES 697 is credit/no credit.

CREATIVE PROJECT (CRPR 698)

The creative research project (3 or 6 credits) must be in the student's concentration area. Examples of creative projects are a musical arrangement, composition, or recital; painting(s), sculpture, or a craft project; a literary composition; and instructional units in science or social science. The creative project must be supported by a written report that includes background research and other significant information basic to the project, as well as a thorough description of the project itself. The student is required to have a committee of three for the 6-credit project and an advisor for the 3-credit project. These members will be selected in consultation with the department chairperson. For the 6-credit project, a student's creative project may be approved with one dissenting committee vote. If one member of the thesis 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.

A creative research project must show evidence of superior craftsmanship and creative scholarship and must be limited to students, on the recommendation of the department chairperson, who are capable of exhibiting these traits. It must meet the approval of the student's advisor and the chairperson of the department concerned.

A student is not permitted to submit a creative project before completing 12 credits of graduate work and obtaining a signed statement from the departmental advisor and the department chairperson approving the project. A student must also be in good academic standing to register for CRPR 698. Approval forms are available online.

The approved creative project must be presented to the dean of the Graduate School in final form by the submission deadline during the term in which the student is to be certified for graduation. The final digital copy of the approved project, any accompanying materials, and a 250- to 300-word abstract of the project describing the nature of the project must be submitted to the Graduate School electronically. Two hard-copy documents, the Final Approval Form and the ETD Signature Form, signed by all three members of the student's committee (for a 6-credit project) or the student's advisor (for a 3-credit project) and the department chairperson, must be submitted to the Graduate School, showing that the work is accepted as the student's creative research project for the master's degree. For the 6-credit project, if one member of the creative 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. 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 student, all the committee members must sign the Final Examination Form. The department chairperson or designate also signs the form and forwards it to the Graduate School.
- If the candidate has failed the defense, the committee must prepare a report including reasons for failure and requirements to be met. The committee chairperson must file this report with the dean of the Graduate School within seven days from the date of the defense. Permission to defend for a second time must be obtained from the chairperson of the student's committee and the dean of the Graduate School. Failure to pass the second defense will result in termination of master's degree study for said degree program.
- Upon passing the final thesis or creative project defense, the candidate can be formally recommended to receive the degree when all course work is completed satisfactorily.

A student who has failed the defense may request the department to be allowed to complete a master's degree without the thesis or six-credit creative project in academic areas in which the thesis or creative project is not required. The student must, however, complete all degree requirements for said degree program, including the appropriate research course or courses, as would any student who did not choose the thesis or creative project option.

GRADING SYSTEM

The graduate grading system and credit points are as follows:

A	4.000
A-	3.667
B+	3.333

B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	.667
F	0

The following grades are not included in the calculation of GPAs: *W* (Withdrawal), *I* (Incomplete), *AU* (Audit), and *EC* (Enrollment Continued).

All graduate grades are used in computing the student's cumulative GPA. An overall scholastic ratio of 3.0 GPA (*B* average) must be attained before admission to candidacy and the final awarding of any master's degree. An average of *B* is also required in the student's major. An overall scholastic GPA of 3.2 must be attained before admission to candidacy and the final awarding of any specialist or doctoral degree. No course with a grade below 2.0 (*C-* or lower) may be counted toward any degree program. Individual departments may have higher minimum grade requirements. Consult the individual departments for a description of the minimum grade requirements.

A grade of *I* represents incomplete work and is given only when the instructor permits a student to finish incomplete work. In cooperation with the department chairperson, the instructor determines the validity of the claim to an incomplete grade and outlines the procedure for its removal and the time limit for completing the work. The maximum time permitted for the completion of an *I* grade is one year. If an *I* grade is not removed within the time agreed upon, it automatically becomes an *F* grade. Upon written notification to the registrar, the dean of the Graduate School may approve an extension of time up to one more year.

At the close of each semester or term of attendance, a report of grades earned will be available on <http://my.bsu.edu>. Any change in a grade already reported must be made by the instructor on a Change-of-Grade form. Grade changes must be approved by the dean of the college concerned before filing in the Office of the Registrar. Any such change must be completed within one year of the close of the session for which the grade was due.

Incomplete capstone projects in CRPR 698, RES 697, THES 698, or DISS 799 may be handled in one of three ways: credit may be given on an ongoing basis if the student is making progress, with the understanding that the student cannot graduate until the project is submitted to and approved by the Graduate School; instructors may assign a grade of NC and may change the grade to CR when the project is complete; or instructors may request an extension of the I grade.

COURSE REPETITION

A graduate student may not repeat more than one time a course for which a grade has been given unless the course is offered for variable credit. The repetition of a course does not remove the previous grades from the student's official academic record. The last grade in a course will be used in computing the scholastic ratio (GPA). The credits will count only once toward meeting minimum credit requirements for graduation.

Individual programs may impose additional limitations on course repetitions with the approval of the dean of the Graduate School. Students are advised to familiarize themselves with program policies.

AUDITING A COURSE

A student who wishes to take a course without expectation of credit registers as an auditor. No credit will be earned; however, a transcript entry of "audit" may be recorded. The instructor will decide whether an audit class is to be posted on the permanent record.

CREDIT/NO CREDIT

The option of credit/no credit is generally not available for graduate courses above zero credits with the exception of graduate student teaching courses, RES 697, THES 698, CRPR 698, and DISS 799.

Retention in Master's Degree Programs SATISFACTORY GRADE POINT AVERAGE (GPA)

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

PROBATIONARY STATUS

Students will be placed on academic probation if their cumulative graduate GPA falls below 3.0 at any time after completion of 9 credits.

To remove probationary status, a student must have at least a 3.0 graduate cumulative GPA by the time the next 9 graduate credits are completed.

If probationary status is not removed, the student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has reapplied for reinstatement.

REINSTATEMENT PROCEDURE

Students seeking ~~reinstatement~~ must present to the dean of the Graduate School a written request approved by the chairperson of the major department. The decision to reinstate will be made by the dean of the Graduate School.

REINSTATEMENT STATUS

Students ~~reinstated~~ to graduate study will ~~be reinstated on probationary status~~. ~~To remove probationary status, a student must have at least a 3.0 graduate cumulative GPA by the time the next 9 graduate credits are completed.~~

Cancellation and Withdrawal

Cancellation Policy

If students do not wish to attend any university classes for which they are enrolled and it is before the official start date of all university classes, they may cancel their entire registration by contacting the Office of Registrar. The deadline for cancellation is the close of business on the Friday prior to the beginning of the term. Cancellation of registration does not result in a W on the student's record.

Change-of-Course Period

Students may drop a course through the fifth class day of a semester or through the third day of a summer term. Courses dropped through this period are not recorded on the student's permanent record. If, however, the student is enrolled in only one course, dropping a course during the first week of class constitutes a withdrawal from all classes. As a result, a W is recorded on the student's 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.

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**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 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 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.

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](#).

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 and Graduate Work

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

- completed at least 75 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.

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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).

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	Master's program committee, dean of the Graduate School	Before registering for research.

required in all programs).

Submit approved thesis, research paper, or creative project.	Master's program committee, dean of the Graduate School	See Research Plans for required dates.
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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.
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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 areas: Educational Administration and Supervision; School Psychology.

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 regionally accredited institution recognized by Ball State University (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).
- Have a cumulative GPA on the master’s degree of at least 3.2 on a scale of 4.0.
- Any additional admission standards established by the academic unit responsible for each specialist in education degree program.

An applicant who meets the minimum admissions standards is not guaranteed admission to a specific degree program. 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. Students may register for graduate courses leading to the specialist in education degree only upon official admission to the program.

A candidate will be considered for admission to graduate study leading to the specialist in education degree when he or she has met the entrance requirements and has met the following criteria:

- Submitted an application for admission.
- Submitted transcripts of previously conducted college work.
- Have completed whatever admission examinations are required by the program.
- Been approved by the screening committee for the specialist in education degree as a candidate for the degree.

Transcripts

Specialist programs have two options for collecting applicant transcripts, and they will communicate transcript requirements on their website and/or handbook:

Option 1. Transcripts Showing Complete Academic Record: At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for

one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Option 2. Transcript From Highest Earned Degree: At the time of application, students must submit an unofficial transcript from the highest earned degree. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program. Programs choosing option 2 may request additional unofficial transcripts from specific applicants when needed to confirm if applicants have taken required pre-requisite courses or have met minimum admissions criteria. In these cases, programs will require applicants to upload transcripts into the application portal.

Students who are admitted conditionally with unofficial transcripts, will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution.

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.

Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions 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

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program's graduate program handbook for more information about the admissions requirements and process for the program(s) you are interested in. ▼

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.

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.

Advancement to the Degree

The three steps of advancement for the specialist in education degree are the following:

- The applicant is admitted to graduate study.
- The student is admitted to candidacy for the degree.
- The candidate completes degree requirements.

The student is expected to know the requirements for the degree. The responsibility for correct interpretation of the rules rests with the student.

Transfer Credit

Candidates, with prior consent of the committee, may take up to 6 graduate credits in other approved institutions of higher education.

Time Allowed

See Time Allowed for a Master's or Specialist Degree.

Course Requirements

The student must complete, including the thesis, at least 30 credits of graduate work beyond the master's degree. The candidate will not be permitted to carry more than 15 graduate credits in a semester or 12 credits for the combined summer terms. If the student is employed, the course load should be reduced proportionately. At least 24 of the 30 credits required for the specialist in education degree must be taken in residence.

A candidate for the specialist in education degree may, on recommendation of his or her committee, apply up to 9 credits of graduate work taken beyond the master's degree toward the specialist in education degree if such course work does not violate other degree requirements.

APPROVED PROGRAM OF STUDY

During the first semester of study, specialist in education students are expected to establish an advising committee and to file an approved program of study with the Graduate School. Failure to meet this deadline may result in refusal to accept further course registration.

Committee

A student will have a committee of three, typically appointed during the first semester of graduate work beyond the master's degree. The committee, including the committee chairperson, will be appointed by the department chairperson in consultation with the candidate. Until the committee is appointed, the department chairperson or delegated representative will act as the student's program advisor. The committee, in consultation with the student, will develop the plan of study and guide the thesis. In cooperation with the Graduate School, the committee also will determine if and when the student is qualified to be admitted to candidacy for the degree, and finally, for the awarding of the degree.

FIELD EXPERIENCE OR INTERNSHIP

Departments offering programs leading to the specialist in education degree may approve, as an alternative to the 6-credit thesis requirement, a 6-credit supervised field experience or internship. This option is for students whose program purposes warrant such an alternative. A report written by the candidate and approved by the supervising professor must be filed in the academic unit offering the program. If the internship or field study option is selected, the student's committee will determine that research competencies are demonstrated.

FINAL EXAMINATION

All candidates will be required to pass final written and oral examinations, administered by the candidate's committee.

The student's thesis must be approved by the committee and the department chairperson before final oral and written examinations are taken. The final oral and written examinations must be taken at least two weeks before the close of the semester or term in which the student is to be certified. When the student satisfactorily passes the final oral and written examinations, the committee will file the signed approval form in the Graduate School office. This form is available in the Graduate School office.

APPLICATION FOR GRADUATION FROM THE SPECIALIST IN EDUCATION (EDS) PROGRAM

All specialist in education degree candidates must file an application for graduation in the Graduate School.

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COMPLETION OF SPECIALIST IN EDUCATION (EDS) DEGREE REQUIREMENTS

The student will be awarded the specialist in education degree after having

- Satisfactorily completed all course requirements with a GPA of at least 3.2.
- Satisfactorily passed the final written and oral examinations.
- Submitted an acceptable thesis or earned 6 credits in a supervised field experience or internship that has been approved by the candidate’s committee.

Selective Retention

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

PROBATIONARY STATUS

A student will be placed on academic probation if his or her cumulative GPA for courses taken toward the specialist in education 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 a 3.2 for all courses for the specialist in education 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 he or she has reapplied for regular admission and has been readmitted.

REINSTATEMENT PROCEDURE

A student seeking reinstatement after academic dismissal due to a cumulative graduate GPA below 3.2 must present to the dean of the Graduate School a written request approved by the specialist in education program director and by the chairperson of the major department. The decision to reinstate will be made by the dean of the Graduate School.

REINSTATEMENT STATUS

Upon reinstatement, the student will be reinstated on probationary status. To remove probationary status, a student must have at least a 3.0 graduate cumulative GPA by the time the next 9 graduate credits are completed.

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 their progress toward a graduate degree. See appeal guidelines (p. 34).

Checklist for the Specialist in Education Degree

Procedure	Approved by	Date
Submit an application. A prospective student should contact the department or consult the department’s website and/or handbook for specific program requirements.	Dean of the Graduate School; specialist program director	Check with appropriate specialist program director.
Obtain approval from the Advanced Graduate Studies Screening Committee (in the Teachers College).	Advanced Graduate Studies Screening Committee (in the Teachers College); dean of the Graduate School	After all application materials have been submitted.
Establish advisory committee, develop plan of study, and file an approved program with the Graduate School.	Specialist program committee; dean of the Graduate School	By the end of the first semester of study.
Apply for degree (graduation).	Specialist program committee; dean of the Graduate School	Two semesters before graduation but no later than the fourth week of the semester or term in which requirement will be completed.

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DOCTORAL DEGREES

Ball State University offers programs leading to the doctor of philosophy degree (PhD), the doctor of education degree (EdD), the doctor of arts degree (DA), and the doctor of audiology degree (AuD; see Department of Speech Pathology and Audiology for admission requirements and program information).

The doctor of philosophy degree is built upon depth of course work in the concentration area. It also requires a strong formal background in traditional research

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 regionally accredited institution recognized by Ball State University 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 International Admissions.
- At the time of application, students must submit required transcripts of previously conducted college work.

- 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 any doctoral program who have achieved a 3.2 GPA in a master's degree, but have less than a 3.0 on their baccalaureate work, meet the Graduate School's minimum GPA criteria. If a master's degree is not required for admission but an applicant has earned a 3.2 on a scale of 4.0 on their master's degree, they 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

Doctoral programs have two options for collecting applicant transcripts, and they will communicate transcript requirements on their website and/or handbook:

Option 1, Transcripts Showing Complete Academic Record: At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Students who are recommended for admission by their program will be admitted conditionally

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by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Option 2, Transcript From Highest Earned Degree: At the time of application, students must submit an unofficial transcript from the highest earned degree. Students who are recommended for admission by their program will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program. Programs choosing option 2 may request additional unofficial transcripts from specific applicants when needed to confirm if applicants have taken required pre-requisite courses or have met minimum admissions criteria. In these cases, programs will require applicants to upload transcripts into the application portal.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution.

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. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions 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.

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.

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

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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. 30) 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 advising/comprehensive examinations and the dissertation stage). The plan of study will be filed in the departmental office of the student's major area and the Graduate School as soon as possible after the committee has formed. Students who fail to do this in a timely fashion may have a registration hold at the recommendation of their departments.

The committee, in cooperation with the Graduate School, will determine whether the student is qualified to continue study during any of the three stages leading to the doctoral degree.

Stages of Doctoral Completion

STAGE 1. COMPLETION OF THE MASTER'S DEGREE OR ITS EQUIVALENT.

Requires completion with at least a 3.2 cumulative grade point average (GPA) at Ball State University or another university that is accredited by its regional accrediting agency. Students who have already completed a master's degree equivalent to that awarded by the major department are considered to have completed the first stage of the doctoral program unless the department stipulates otherwise.

Each academic unit that is responsible for a doctoral program will have a procedure to evaluate a student's progress during this stage. This evaluation will take place no later than the end of the second year to determine if the student is making satisfactory progress, and will be communicated in writing to the student. The evaluation is determined by the major department and could include, but is not limited to, an examination or other appropriate review that must be successfully completed before entering Stage 2.

STAGE 2. ADMISSION TO CANDIDACY

Requires the passing of the comprehensive examinations, and approval of the dissertation proposal (see below for specific information regarding requirements for the comprehensive examinations). In certain programs, students may also be required to have completed all course work and fulfillment of special departmental requirements. These should be specified in the departmental or program handbook. Completion of this stage is referred to as Admission to Candidacy for the degree. Enrollment in dissertation credits is permitted only upon the completion of this stage.

Deleted: completion of all course work and fulfillment of any special departmental requirements (e.g., additional language examinations, if any),

Deleted: If the foregoing requirements are not met, the student may be admitted to candidacy for the doctoral degree on probation, or the privilege of further study leading to the doctoral degree may be denied.

STAGE 3. DISSERTATION COMPLETION

Requires the research, writing, and final oral defense of the dissertation. During this stage, all doctoral candidates must be registered for a minimum of 3 credits each semester, except during the summer terms, until the final approved copies of the dissertation are deposited in the Graduate School, all credits for degree conferral have been completed, and the residency requirement (if any) has been fulfilled. Normally, if not registering for a course or courses, the doctoral candidate will register for three credits of DISS 799. However, a doctoral candidate in an externally accredited program that requires an internship experience is exempt from continuous enrollment while registered for internship credit. Students who fail to register for DISS 799 hours in a given Fall or Spring semester must register and pay the tuition costs for all missed hours once they resume enrollment at the university. A student's dissertation committee will be unavailable to work with the student during semesters in which they have not registered for DISS 799. Further, a doctoral candidate may request to be exempt from the continuous registration requirement for certain life events such as serious illness, serving as principal care-giver for a child/stepchild or other family member who is seriously ill, or other extraordinary circumstances under which this requirement would result in undue hardship for the student. Requests for exemption to the continuous registration requirement are to be made to the Graduate School. The Graduate Dean will consult with the doctoral candidate's dissertation chair, department chair, and program director prior to making a decision on the request. Generally, exemptions will be granted for a maximum of one semester. Students will be required to register during the semester they expect to graduate. The culmination of Stage 3 is degree conferral. No later than the first four weeks of the last semester before graduation, students must file an application for graduation with the Graduate School. Applications may be submitted online in Self-Service Banner at my.bsu.edu.

Policies Related to Doctoral Degree Completion**ADDITIONAL LANGUAGE REQUIREMENTS**

Students preparing for additional language exams may enroll in the appropriate language courses. Arrangements also may be made with the Department of Modern Languages and Classics for a tutorial class. Either the Graduate School Foreign Language Test (GSFLT) or a reading translation may be taken by the candidate, as determined by the department concerned. Other means of demonstrating appropriate language competence may be permitted, with the approval of the department, the Department of Modern Languages and Classics or other

appropriate academic unit, and the dean of the Graduate School. Material for this examination will be selected jointly by the chairperson of the concerned department and the Department of Modern Languages and Classics or other appropriate academic unit. A student may use a language dictionary during the examination and will be 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.

REINSTATEMENT PROCEDURE

A student seeking reinstatement due to academic dismissal for a cumulative graduate GPA below a 3.2 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 reinstate will be made by the dean of the Graduate School.

REINSTATEMENT STATUS

Upon reinstatement, the student will be reinstated on probationary status. To remove probationary status, a student must have at least a 3.2 graduate cumulative GPA by the time the next 9 graduate credits are completed.

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. 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:

- 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

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director and department chair, and must be approved by the Dean of the Graduate School.

- At every stage of the examination process, 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:

- 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 **and may not be readmitted or reinstated**. 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 School Requirements for Writing a Dissertation, available online and in the Graduate School office.

FINAL DISSERTATION DEFENSE

All candidates for the doctoral degree are required to complete successfully an oral defense covering the dissertation, in defensible, final form, administered by their doctoral committee. The time and place of the defense will be announced at least 10 days in advance. All committee members must be supplied a copy of the dissertation well

in advance of the scheduled defense to allow adequate time to review the final product. This deadline will be determined by the committee. 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 examining committee and the absent committee member.

Two dissenting votes among members of the examining committee are required to fail a candidate. If one member of the examining committee dissents, the dissenting examiner 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.

If the candidate has failed the defense, the examining committee must prepare a report including reasons for failure and requirements to be met. The examining committee chairperson must file this report with the dean of the Graduate School within seven days from the date of the defense. Permission to defend for a second time must be obtained from the chairperson of the doctoral committee and the dean of the Graduate School. Failure to pass the second defense will result in termination of doctoral study. Upon passing the final dissertation defense, the candidate will be formally recommended to receive the degree. Candidates must complete all degree requirements at least four weeks before the end of the semester or term in which they are certified for graduation.

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 their progress toward a graduate degree. See the "Graduate Student Appeals Process" for the guidelines for appeals.

Checklist for Doctoral Degree

Procedure	Approved by	Date
Submit an application for admission. A prospective student should contact the major department or consult the department's website and/or handbook for	Dean of the Graduate School; Departmental doctoral program director	Check with appropriate program director.