

THE GRADUATE SCHOOL

bsu.edu/gradschool

Location: West Quad 100

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Dean: Adam Beach

Associate Vice President for Research: Susan McDowell

OBJECTIVE OF GRADUATE STUDY

The objective of graduate study is to develop the intellectual breadth and specialized training necessary for careers in teaching, in research and academia, and in the professions. The graduate programs at Ball State University emphasize the knowledge, methods, and skills needed for scholarly teaching, problem solving and original research, creative expression, and intellectual leadership.

The problems facing society require new knowledge and new ways of using existing knowledge. To meet these challenges the university provides, through its graduate programs, an atmosphere that fosters scholarship and creative activity.

GRADUATE EDUCATION COMMITTEE

Policies and procedures for graduate programs are the responsibility of the Graduate Education Committee, subject to approval by the University Senate, the president of the university, and the board of trustees. The committee consists of 11 representatives elected by the graduate faculty of each college. The number of representatives from each college is based on the ratio of its membership to the total graduate faculty. Two members of the Faculty Council who are members of the graduate faculty also serve. Three members of the graduate faculty, recommended by the dean of the Graduate School, are appointed by the Faculty Council. In addition, one graduate student is selected by the Student Association from each college offering graduate programs. The dean of the Graduate School, the associate dean of the Graduate School, and the provost and vice president for academic affairs are ex-officio members.

GENERAL INFORMATION

Graduate Academic Course Load

Graduate students may register for a maximum of 15 credits in a semester, 6 credits in a five-week summer term, and 12 credits for the combined summer terms. Some departments may have lower maximums for graduate assistants. for the combined summer terms.

A full-time graduate student, as defined for the purpose of classification for financial aid or veterans' benefits, is a student registered for 9 or more credits in any semester. A half-time load would consist of 5 to 6 credits. A full-time student, as defined by the Office of the Bursar and Loan Administration for billing purposes, is a student registered for a minimum of 12 credits.

All requests for overloads or exceptions to the established minimum course load must be accompanied by a written statement from the student's advisor, committee chairperson, or department chairperson justifying the request based on academic considerations only. Requests will be acted on by the dean of the Graduate School.

Course Numbering

Undergraduate courses of similar content may not be repeated at the graduate level for credit. Courses numbered 500 and above are for graduate students; graduate-level "taught-with" courses—graduate courses that may be taken by undergraduates—are represented by 500-level numbers; 600-level numbers are used for graduate courses; and 700-level numbers are for doctoral courses. Enrollment in 700-level courses requires doctoral-level standing or permission from the department chairperson and the dean of the Graduate School.

It is the student's responsibility to ensure that courses that are not available for variable credit are not repeated as they can apply only once to a degree or certificate.

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.

Application for Graduation

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

Commencement Degrees

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. Academic dishonesty by a student will not be tolerated and will be treated in accordance with this policy.

Academic dishonesty includes, but is not limited to, the following:

1. Violations of procedures that protect the integrity of a quiz, examination, or similar evaluation, such as:
 - a. possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
 - b. copying from another person's paper;
 - c. communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
 - d. possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
 - e. taking a quiz or examination or similar evaluation in the place of another person;
 - f. utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
 - g. changing material on a graded examination and then requesting a regrading of the examination;
 - h. cooperating with someone else on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
2. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:
 - a. submitting an assignment purporting to be the student's original work that has been wholly or partly created by another person;
 - b. presenting as one's own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources;
 - c. submitting as newly executed work, without the faculty member's prior knowledge and consent, one's own work which has previously been presented for another class at Ball State University or elsewhere;
 - d. knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
3. Cooperation with another person in academic dishonesty, either directly or indirectly, as an intermediary agent or broker.
4. Knowingly destroying or altering another student's work whether in written form, computer files, art work, or other format.
5. Aiding, abetting, or attempting to commit an act or action that would constitute academic dishonesty.

Implementation Procedures

Cases of academic dishonesty will be handled according to procedures outlined in the Student Academic Ethics Policy, found in the Faculty and Professional Personnel Handbook. For more information, contact the associate provost.

Code of Student Rights and Responsibilities

The Code of Student Rights and Responsibilities outlines behaviors expected of students at Ball State University. The standards of conduct apply to students while on the campus, when attending university-sponsored events, or when otherwise relevant to the security or integrity of the university community. View it online at bsu.edu/sa/srcs/studentcode.

Student Attendance

At Ball State University student attendance at class meetings is expected. Faculty shall establish attendance policies for their courses. Such attendance policies must be communicated to students by faculty through course syllabi or outlines.

Absence caused by field trips in one of the student's courses or by official university responsibilities shall be announced in advance to instructors of the other course(s) in which the student is enrolled. A notice will originate in the office of the department chairperson and be brought to the instructor(s) by the student. This notice should be shown to the instructor(s) at least three (3) days before the field trip. All trips should be scheduled after the first week or before the last two weeks of a semester (last two weeks—including the examination period). Exceptions to these periods will be granted only after consultation with and approval by the provost and vice president for academic affairs and the vice president for student affairs and enrollment management.

Detailed information regarding requirements for veterans' attendance may be obtained from the [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 see the appropriate department chairperson for special 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).

MASTER OF ARTS DEGREE MAJORS

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|---|--|
| <ul style="list-style-type: none"> Actuarial Science Adult and Community Education Anthropology Applied Behavior Analysis Applied Gerontology Biology Business Education Career and Technical Education Chemistry Clinical Psychology Cognitive and Social Processes Communication Studies Counseling Curriculum and Educational Technology Educational Psychology Emerging Media Design and Development English Executive Development for Public Service Exercise Science Fashion Geology History Interior Design Journalism Kinesiology Linguistics Mathematics Mathematics Education | <ul style="list-style-type: none"> Music Natural Resources and Environmental Management Nutrition and Dietetics Physics Physiology Political Science Post-Secondary Foundational Mathematics Public Relations Residential Property Management School Counseling School Psychology Science Education Secondary Education Social Psychology Social Psychology and Clinical Mental Health Counseling
(Dual Major) Social Science
Admissions Suspended Sociology Special Education Speech-Language Pathology Statistics Student Affairs Administration in Higher Education Teaching English to Speakers of Other Languages (TESOL) Teaching English to Speakers of Other Languages (TESOL)
and Linguistics Technology Education Telecommunications Wellness Management |
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Requirements and Usual Plan of Study

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

<i>Usual plan of study for the master of arts (MA) degree</i>	
Major area of study including thesis, research paper, creative project, or graduate research methodology course	15-30 credits
Minor area of study of 8 or more credits and/or electives in any area or areas including the major area	0-15 credits

MASTER OF ARTS IN EDUCATION DEGREE MAJORS

Educational Administration and Supervision
 Elementary Education
 Physics
 Special Education

Requirements and Usual Plan of Study

<i>Usual plan of study for the master of arts in education (MAE) degree</i>	
Major area of study including thesis, research paper, creative project, or graduate research methodology course	15-21 credits
Three courses from the professional education core	9 credits
Minor area of study of 8 or more credits and/or electives in any area or areas including the major area	0-11 credits

MASTER OF SCIENCE DEGREE MAJORS

Accounting	Kinesiology
Biology	Management – Admissions Suspended
Chemistry	Mathematics
Computer Science	Natural Resources and Environmental Management
Educational Psychology	Nursing
Exercise Science	Nutrition and Dietetics
Fashion	Physics
Geography	Physiology
Geology	Quantitative Psychology
Health Science – Admissions Suspended	Residential Property Management
Historic Preservation	Software Engineering
Information and Communication Sciences	Statistics
Interior Design	Wellness Management

Requirements and Usual Plan of Study

The master of science program in historic preservation usually requires 30 or 52 credits of study, including a summer internship. For a student who holds a bachelor of architecture degree, a preservation and restoration Concentration is available under the master of architecture degree (30 credits). Admission to either program requires departmental permission.

A thesis is required for all students working toward the master of science degree, except those majoring in accounting, computer science, software engineering, information and communication sciences, and nursing. The usual plan of study for the master of science degree is as follows:

<i>Usual plan of study for the master of science (MS) degree</i>	
Major area of study including credit for thesis	15-30 credits
Minor area of study of 8 or more credits and/or electives	0-15 credits

Minors

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

Plan of Study

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

MASTER'S DEGREE ADMISSION

Application for Admission

Admission standards are established for each master's degree program at Ball State University by the responsible 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 bsu.edu/gradschool. A prospective student should contact the major department for specific program requirements, deadlines, and required application materials. Enrollment for applicants whose admission materials arrive after the deadline may be deferred to a subsequent term.

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

1. A baccalaureate degree from Ball State University or an equivalent degree from an institution accredited by its regional accrediting association is a prerequisite for admission to graduate study for a master's degree. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be considered for probationary admission to a master's program.
2. An undergraduate cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale on credit hours earned from the degree granting institution.
3. Meet departmental or program admission requirements.
4. Departments may recommend to the graduate dean that students with a latter half undergraduate GPA of a 3.0 be granted regular admission to their program.

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

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

Transcripts

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

Standardized Tests

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

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. It is your responsibility to ensure all deadlines and requirements are met.

Probationary Admission

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

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

Applicants who have a bachelor's degree from an institution that is not recognized by its regional accrediting association but who otherwise meet all Graduate School and department requirements for regular admission may request probationary admission. A recommendation for probationary admission from the graduate program director must be accompanied by a rationale and a probationary course plan of 9 credits for approval by the department chair, college dean and dean of the Graduate School. Once admitted on probation, the applicant must earn a 3.0 after completing the probationary course plan and be recommended for regular admission by the academic department.

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

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

Deferral

After official admission to a master's degree or certificate program, the student, with permission from the department, may defer enrollment for up to a semester. If the deferral is longer than a semester, the student may reapply for admission but must submit new application materials and meet all current admission requirements.

Conditional Admission

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

Fresh Start Admission

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

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

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

Admission as a Nondegree Student

Ball State University has two categories of nondegree admission:

1. Licensure Only (nondegree)—Licensure clearance is granted to students working toward any of the following:
 - License renewal or addition (post-bachelor's)
 - School services personnel and school administration
2. Nondegree (Nonlicensure)—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 nondegree students.

Both licensure and nonlicensure nondegree students must meet the following admission criteria:

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

Certificates and licensures are classified as a non-degree programs, please check with financial aid to see if these programs are aide eligible. Specific programs may have higher GPA requirements than the Graduate School minimums. Nondegree students who later apply to a degree program must meet all entrance requirements of that program and must have maintained at least a 3.0 GPA in their nondegree coursework. No more than 9 credits earned in nondegree status may be applied to an advanced degree program if the person is later admitted as a degree-seeking student. The department in which the student is studying and the dean of the Graduate School will determine which credits earned in nondegree status will apply to a degree program. Credits must have been completed within the six-year time limit allowed for completion of a master's degree.

Transcripts

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

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.

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.

CERTIFICATE PROGRAMS

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

Adult Education	Human Development and Learning
Applied Behavior Analysis	Identity and Leadership Development Program for Counselors
Artist Diploma in Music Performance	Information Systems Security Management
Athletic Coaching Education	Institutional Research
Autism	Instructional Design and Assessment – Admissions Suspended
Biotechnology	Interpretive Ethnography
Business Essentials	Literacy Instruction
College and University Teaching	Literary Journalism
Community College Leadership	Middle-Level Education
Community and Economic Development	Middle School Mathematics Education
Community Education	Neuropsychology
Computer Education	Planning and Design of Healthcare Environments
Criminal Justice and Criminology	Post-secondary Foundational Mathematics Teaching
Curriculum	Post-Master’s Certificate Family Nurse Practitioner
Digital Design and Fabrication	Post-Master’s Certificate Family Nurse Practitioner for the Adult Nurse Practitioner or Adult/Gerontology Nurse Practitioner
Disabilities for Post-Secondary Settings with an Emphasis on Autism	Post-Master’s Certificate in Nurse Educator
Diversity Studies	Professional Meteorology and Climatology
Early Childhood Administration	Public Administration
Early Childhood Education, Master Teacher	Public Health Education – Admissions Suspended
Elementary Mathematics Teacher Leadership	Public Relations, Corporate Communications
Emergency Management and Homeland Security	Public Relations Education
Emerging Media Design and Development	Qualitative Research in Education
Emerging Media and Visual Reporting	Real Estate Development
Emotional and Behavioral Disorders	Response to Intervention
Enhanced Teaching Practice for Elementary Teachers	Selling and Sales Management
Entrepreneurial Music	Social and Environmental Justice
Entrepreneurship	Statistical Modeling
Geographic Information Science (GIScience)	Teaching English to Speakers of Other Languages (TESOL)
Gifted and Talented Education	Teaching Writing
Health Economics, Policy, and Administration	
Historic Preservation	

Admission Requirements

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

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.

Transfer of Credit Status

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

Clearance is granted to students who hold a baccalaureate degree and are actively pursuing a graduate degree program at another regionally accredited college or university and who wish to earn credits for transfer to that institution. Transfer of credit students

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 9 graduate credits. They may take 500 and 600 graduate-level courses provided the student has:

- completed at least 90 credits toward the baccalaureate degree
- achieved a 3.0 overall grade-point average, and
- has the approval of the instructor and chairperson of the department offering each course, the dean of the College in which the course is offered, the dean of the Graduate School, and the dean of University College.

Undergraduate students wishing to enroll in graduate courses must complete the Undergraduate Student Enrolling in a Graduate Course form, available on the Graduate School’s website.

CHECKLIST FOR MASTER’S DEGREE

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

SPECIALIST IN EDUCATION DEGREE (EdS)

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

SPECIFIC FUNCTIONS

The specific functions of the specialist in education degree program are

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

AREA OF SPECIALIZATION

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

Areas of specialization currently available are educational psychology (school) and school superintendency.

ADMISSION REQUIREMENTS

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

- Hold an earned master's degree or equivalent degree from a college or university that is accredited by its regional accrediting association. (A student with a master's degree not considered the equivalent of those of Ball State University may be admitted under conditions determined by the department concerned and the dean of the Graduate School. Credentials from secondary schools, colleges, universities, and their equivalents outside of the United States are evaluated by the Rinker Center for International Programs Office of International Admissions and the Graduate School.)
- Have a cumulative GPA on the master's degree of at least 3.2 on a scale of 4.0.
- Have had at least two years of successful teaching experience or appropriate professional experience.
- 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. 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 the names of at least five people who may be asked to testify to the candidate's professional qualifications.
- Submitted transcripts of previously conducted college work. At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Once a student is recommended for acceptance into a program, then they must submit one official transcript from all institutions from which the applicant had any degrees or certificates awarded. Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution. Final official transcripts must be received within the first semester of enrollment. International students may have different transcript submission procedures than domestic students, and they should contact the Rinker Center for International Programs for specific information and requirements.
- 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.

Standardized Tests

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

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. 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:

1. The applicant is admitted to graduate study.
2. The student is admitted to candidacy for the degree.
3. 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.

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.

Readmission Procedure

A student seeking readmission 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 readmit will be made by the dean of the Graduate School.

Readmission Status

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

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 "Graduate Student Appeals Process."

CHECKLIST FOR THE SPECIALIST IN EDUCATION DEGREE

Procedure	Approved by	Date
Submit an application. See individual department descriptions for application materials required.	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 semester before graduation but no later than the fourth week of the semester or term in which requirement will be completed.

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. Persons pursuing the doctor of philosophy degree may major in counseling psychology, educational psychology (general, school), educational studies, elementary education, English, environmental science, and humanbioenergetics.

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. Persons pursuing doctor of education degrees may major in adult, higher, and community education; educational administration and supervision; elementaryeducation; science education; and special education.

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

DOCTORAL PROGRAM ADMISSION REQUIREMENTS

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

- Hold an earned baccalaureate or equivalent degree from a college or university accredited by its regional accrediting association with a cumulative grade-point average (GPA) of at least 3.0 on a scale of 4.0 on hours earned from the degree-granting institution. A student with a baccalaureate degree not considered the equivalent to that of Ball State University may

be admitted under conditions to be determined by the department concerned and the dean of the Graduate School. Credentials from international colleges, universities, and their equivalents outside the United States are evaluated by the Rinker Center for International Programs (RCIP) and the Graduate School.

- Submit one unofficial transcript of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded.
- Meet any additional admission standards established by the academic unit responsible for each doctoral degree program.
- Be recommended for admission by the academic unit responsible for the doctoral degree program.

Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative GPA on the master's degree of at least 3.2 on a scale of 4.0. Applicants to these programs who have achieved a 3.2 GPA in their master's degree, but have less than a 3.0 on their baccalaureate work, meet the Graduate School's minimum GPA criteria. Specific programs may have higher GPA requirements than the Graduate School minimums. Please see admission requirements for specific majors found in other areas of this publication or on the departmental website. 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 has two years in which to begin courses approved by the doctoral program director or the student's committee. A student who has not taken courses in an approved program during this two-year period will be dropped from the program. The student may reapply for admission.

Transcripts

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

Standardized Tests

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

Other Documents

If the program(s) you are applying to require letters of recommendation, a resume or CV, a personal statement, or other documents, these can be submitted or requested through our online application process. 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) and doctor of nursing practice (DNP), 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. Cognates are available in all major fields of study for the master's, specialist, and doctoral degrees. In addition, cognates are offered in community college leadership; composition; couples and family counseling; curriculum; diversity in counseling psychology; educational technology; English language arts; general field of education; general foundations of business; gifted studies; health psychology; health science; higher education; history, philosophy, and sociology of education; linguistics; literary theory; literature; neuropsychology; physiology; psychological assessment; psychology of human development; research methodology; social justice in counseling psychology; teacher education in higher education; TESOL; theory of computing; and vocational psychology.
- 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" 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 completion of all course work and fulfillment of any special departmental requirements (e.g., additional language examinations, if any), the passing of the comprehensive examinations, and approval of the dissertation proposal (see below for specific information regarding requirements for the comprehensive examinations). 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. 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. 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, and additional graduate study will not be possible until the student has reapplied for regular admission and has been readmitted.

Readmission Procedure

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

Readmission Status

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

Time Allowed for the Doctoral Degree

It is important that doctoral students be current in their fields of study when they graduate. Therefore, after a student has been admitted to a doctoral program and has taken at least one approved course, all requirements for the degree must be met within a seven-year period. Any courses required for the degree taken before admission to a doctoral program are subject to approval by a student's doctoral committee. Evidence of current knowledge in the area may be required. Upon the recommendation of the department chairperson and with the approval of the graduate dean, an extension of the time allowed may be granted for one additional year. In rare cases, an additional one-year extension may be granted, provided the student can demonstrate significant progress on the dissertation. Extensions are based on academic considerations and are limited. The student requesting the extension of time allowed may be required to repeat preliminary examinations, to take additional course work, or both.

Comprehensive Examinations

Near the time course work is completed, each doctoral degree student will take a comprehensive examination in his or her major and cognate area(s), if applicable. Administration and evaluation of the examinations are the responsibility of the department or, at the

discretion of the department, a student's doctoral committee, hereafter referred to as the examining committee. The examining committee will determine with the student, well in advance of the examination, the course work and other preparation appropriate to the student's program of study to be represented in the examination. The examinations will be offered each academic semester, the time and place to be determined by the administering department or academic unit.

While 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:

- 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.
- The written examination will be taken during one week; exceptions must be approved by the program director and the student's doctoral committee. The oral examination will be taken within three weeks (exclusive of vacation periods) of the written examination.
- The examining committee will be made up of a minimum of four members with full graduate faculty membership and will evaluate the student's performance. The examining committee will decide if the student's written examination is of sufficient quality to proceed to the oral examination. All committee members responsible for the oral portion of the examination must participate in the orals unless excused in advance by the graduate dean.
- After completion of the orals, the committee decision for the entire examination will be either "pass" or "fail." A student may pass the entire examination with one dissenting vote. However, if two or more committee members dissent, the student fails the entire examination.
- The examining committee chairperson will send written notification of the outcome of the comprehensives to the student and the dean of the Graduate School after the completion of the orals.
- In the case of a failed comprehensive examination (see definitions below), the examining committee chairperson's written notification will include a statement of the reason or reasons for the failure and the time specified before the next examination.
- A failed comprehensive examination is defined as one of the following: 1) failure of both the written and oral portions; 2) failure of the written portion if the examining committee determines that the student should not proceed to the orals; or, 3) failure of the oral portion if the examining committee determines that the student was unable to correct deficiencies in the written portion. If the student meets any of the definitions of a failed exam, the entire exam (both written and oral portions) must be repeated.
- A failed comprehensive examination may be repeated only one time. The committee members who administered the first examination will also administer the retest.
- A student who fails to pass the second examination is ineligible to continue and is dismissed from the doctoral program.
- If more than seven years have elapsed after the student successfully completed the comprehensive examinations, the student must retake the entire examination.

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

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 (350 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. See individual department descriptions for additional application materials required.	Dean of the Graduate School; Departmental doctoral program director	Check with appropriate program director.
Obtain approval from the department doctoral screening committee for admission.	Departmental doctoral screening committee, Dean of the Graduate School	After all application materials have been submitted.
Establish doctoral committee and submit approved plan of study.	Doctoral program director and committee, Dean of the Graduate School	Within one year of beginning course work.
Complete foreign language exam(s) (if required).	Departmental doctoral committee	By the time half of required program course work has been completed (first exam).
Complete comprehensive exams.	Departmental doctoral committee	Near completion of course work.
Apply for admission to candidacy.	Departmental program committee, Dean of the Graduate School	Must have completed a minimum of 30 credits at Ball State, passed comprehensive exam, submitted an approved plan for the proposed dissertation, and passed any foreign language exam(s) before applying.
Apply for degree (graduation).	Dean of the Graduate School	No later than the end of the first four weeks of the last semester before graduation.
Complete final defense of the dissertation.	Doctoral program committee	At least six weeks before the end of the semester of term to be certified for graduation.
Submit final draft of dissertation.	Doctoral program committee, Dean of the Graduate School	At least four weeks before the end of the semester or term to be certified for graduation.