

2019-2020 GRADUATE CATALOG

Ball State University Bulletin

Ball State University provides equal opportunity in employment and in its education programs, activities, and facilities without regard to race, religion, color, sex sexual orientation, disability, national origin, ancestry, or age. It also takes affirmative action to employ and advance minorities, women, Vietnam-era veterans, disabled veterans, and other disabled persons. For further information, please consult our Web site or contact the Office of University Compliance, Ball State University, Muncie, IN 47306; Phone: (765) 285-5162; TTY: (765) 285-2639.

The information presented here, correct at the time of publication, is subject to change.

Statement of Student Responsibility

Ball State University reserves the right to alter programs and requirements for graduation with any degree. An alteration of a curricular or graduation requirement is not made retroactive unless the alteration is to the student's advantage and the student desires it. Exceptions may be necessary when changes in professional certification or licensure standards require changes in academic requirements or in university programs. It is also the student's responsibility to know the university regulations for the standard of work required to continue in the Graduate School. Graduate School personnel will aid in every possible way, but the responsibility for an error in the interpretation of the rules rests with the student.

The Graduate School

www.bsu.edu/gradschool

Location: West Quad 203

Phone: 765-285-1301

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 12 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. Eight graduate students appointed by the Campus Council from each college offering graduate programs will serve for one year terms. 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.

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, as defined for the purpose of classification for financial aid or veterans' benefits, would consist of 5 to 6 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

Courses numbered 500 and above are for graduate students; graduate-level "taught-with" courses—graduate course sections taught along with a corresponding 400-level undergraduate course section—are represented by 500-level numbers. Exceptions to this rule, where certain course numberings at the 500-level may be necessary to differentiate specific progressions in a program, will be reviewed for approval by GEC. Undergraduate courses at the 100-, 200-, and 300-level can not be taught/with a 500-level course. Six hundred-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.

Undergraduate courses of similar content may not be repeated at the graduate level for credit. 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.

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

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

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

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

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

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

Doctoral Program Admission Requirements

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

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

- Submit one unofficial transcript of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded.
- Meet any additional admission standards established by the academic unit responsible for each doctoral degree program. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements.
- Be recommended for admission by the academic unit responsible for the doctoral degree program.

Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative GPA on the master's degree of at least 3.2 on a scale of 4.0. Applicants to these programs who have achieved a 3.2 GPA in their master's degree, but have less than a 3.0 on their baccalaureate work, meet the Graduate School's minimum GPA criteria. Specific programs may have higher GPA requirements than the Graduate School minimums. Please see admission requirements on the departmental website and in departmental or program handbooks. The fulfillment of the minimum Graduate School admission standards listed above does not guarantee admission to a specific degree program.

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

Students may register for graduate courses leading to the doctoral degree only upon official acceptance into their program.

After official admission to a doctoral program, the student, with permission from the department, may defer enrollment for up to one year. If the deferral is longer than a year, the student must reapply for admission, submit new application materials, and meet all current admission requirements.

Transcripts

At the time of application, students must submit unofficial transcripts from all colleges and universities previously attended. Once a student is recommended for acceptance into a program, then they must submit one official transcript from all institutions from which the applicant had any degrees or certificates awarded. Students wishing to transfer graduate credit from another college or university also need to submit an official transcript from that institution. Final official transcripts must be received within the first semester of enrollment. An official 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

Deleted: 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.