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Graduate Study Handbook

Introduction and Overview

At Ball State University, opportunities abound for learning, enhancing your employability, and enriching your life. We offer a broad range of academic programs leading to masters, specialist in education, and doctoral degrees. We also offer public school licensing in nearly all subjects.

Ball State offers nearly one hundred graduate degree programs in its seven colleges:

Applied Sciences and Technology

Architecture and Planning

Business

Communication, Information, and Media

Fine Arts

Sciences and Humanities

Teachers College

Opportunities for distance learning include master's degrees that can be completed online in Nursing, Physical Education (Coaching), Technology Education, and Career & Technical Education. For more information, contact the School of Extended Education at their website, or toll-free at 1-800-872-0369.

Ball State University's academic facilities are enviable--from the center for Energy Research, Education, and Service to the photography labs for use in the natural resources and environmental management program; from the Human Performance Lab to the architecture studios; from the Center for Early Childhood Development to the acoustically superb Emens Auditorium; from the large lecture rooms where prominent speakers appear to small seminar rooms and laboratories that offer the intimacy of close student-faculty interaction.

The technology you need is found all over campus including the Music Engineering Technology lab, with state-of-the art sound engineering equipment and computers, a fully equipped photojournalism lab, and the T.E.A.C.H. Lab (Technological Education and Assessment for Children with Handicaps).

All this is found on a beautiful campus in the northwest residential section of Muncie, a vibrant city of 78,000 in east central Indiana. We are located approximately 50 miles northeast of Indianapolis. Cultural opportunities abound, both on campus and in the Muncie Community.

Our students come from many states and several countries to receive the academic preparation needed in shaping their future careers. Students choose us for our high quality and wide variety of academic programs, our outstanding faculty, Ball State's low cost in comparison with other universities, and opportunities for involvement in many facets of university life and work.

The nearly 800 members of the graduate faculty at Ball State University are dedicated to providing a quality graduate experience. The achievements of our more than 45,000 graduate alumni bear witness to the success of Graduate Education at Ball State. We look forward to your becoming part of that success story.

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 in the professions.

Our graduate programs 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. At Ball State University, you can meet these challenges in an atmosphere that fosters scholarship and creative activity.

What are the Admission Requirements for Master's Study?

The Graduate School requires that Master's applicants meet the following minimum criteria to be admitted to Graduate Study. Each department also sets its own admission standards which may be more stringent than these. Contact the program director of the department to which you are applying for those criteria.

1. Bachelor's degree from a college or university that is accredited by its regional accrediting association. The department may also ask for additional information or materials.
2. One of the following:
 - A cumulative grade-point average on the baccalaureate of at least 2.75 on a 4.0 scale
 - A cumulative grade-point average of at least a 3.0 on a 4.0 scale in the latter half of the baccalaureate

Students applying for the [master of business administration](#) must achieve an acceptable combination of cumulative grade-point average on the baccalaureate and score on the Graduate Management Admission Test.

Note: Departments may have additional requirements. Contact the program advisor for information.

What are the Admission Requirements for Specialist or Doctoral Study?

1. Hold an earned master's degree or equivalent degree from a college or university that is accredited by its regional accrediting association. Exceptions are:
 - a. a baccalaureate only is required for school psychology, counseling psychology or audiology.
 - b. a student with a master's degree not considered the equivalent of those of Ball State University may be admitted under conditions to be determined by the department concerned and the dean of the Graduate School.
 - c. credentials from foreign secondary schools, colleges, universities, and their equivalents are evaluated by the Office of International Admissions and Sponsored Programs and the Graduate School.
2. Have a cumulative grade-point average on the master's degree of at least 3.2 on a 4.0 scale.

3. Achieve acceptable scores on the Graduate Record Examination (GRE) or on another approved graduate admissions test for non-native speakers of English
4. Meet any additional admission standards established by the academic unit responsible for each specialist in education or doctoral degree program.

After completing 9 hours of advanced graduate study, students must have and maintain at least a 3.2 grade-point average for courses taken toward a specialist or doctoral program.

Note: Students who do not meet these requirements may be admitted on a probationary basis. Contact the Graduate School for more information. Also, each department has their own set of requirements/guidelines. Please contact the specific department in which you are applying.

For information about standardized tests, contact:

Graduate Record Examination (GRE)
 Educational Testing Service
 Box 6000
 Princeton, New Jersey 08541-6000
 Phone: 609-771-7670
 e-mail: gre-info@ets.org
www.gre.org

Graduate Management Admission Test (GMAT)
 Educational Testing Service
 Box 6103
 Princeton, NJ 08541-6103
 Phone: 609-771-7330,
 e-mail: gmat@ets.org
www.gmat.org

**International students are required to take the Test of English as a Foreign Language (TOEFL) before being admitted to Ball State University. (Exceptions are granted by International Programs or the graduate school dean.) Contact:

TOEFL
 Box 6151
 Princeton, New Jersey 08541-6151, U.S.A.
 e-mail: etsinfo@ets.org
www.toefl.org

Where do I start?

For United States Citizens admission for graduate study at Ball State University is a two-stage process. Applicants should first complete a graduate school application, and send it to the Graduate School, along with the \$35 application fee (\$25 for students who have earned a Ball State University degree). Clicking this link will take you to the [Graduate School Admission Application](#)

Note: Departments may have additional requirements. Contact the program advisor for information.

Prospective International Students should first contact the Center for International Programs, located at:

102 Pittenger Student Center
Ball State University
Muncie, Indiana 47306
Voice: (765) 285-5422
email: intadmit@bsu.edu

They will guide you through the application process. Click [here](#) to visit the Centers website.

*Admission requirements for the Graduate School differ for Master's Programs and Specialist in Education or Doctoral Programs. Only students who have met the Graduate School admissions requirements can be considered for admission to individual programs, which may have additional admission standards and requirements. Therefore, the Graduate School application should be completed well in advance of the due date for application to individual programs. Contact the program director in the area of interest for application materials or additional information.

How will I be notified if I've been accepted?

After all application materials have been received by the Graduate School and your chosen degree program, a decision will be made. Once admitted to a degree program and/or cleared for registration, you will be notified by mail of your acceptance. The process is usually just a matter of weeks, but may be delayed if all materials are not received. The Graduate School does not require a student to accept or decline. However, individual programs may do this.

After I've been accepted, how do I register for classes?

If you are a new student, you may register online if you have received your user name and password and the term for which you are registering matches the beginning term on your application for admission. You may request a Schedule of Classes by contacting the Graduate School by phone (765-285-1297 or 866-285-GRAD) or e-mail (gradschool@bsu.edu). Be sure to contact your department regarding coursework requirements, and possible paperwork which may need to be done.

To register online, go to www.bsu.edu/web/studentervices. Click on course request. You need a Ball State University Outlook Account as well as your advisor code and degree code which are available from your department. For first time BSU students, a temporary account will be set up for you and should be included in your mailings. Continuing students will just need to use their previous account.

On campus registration can be done in person at the Registrar's Office in Lucina Hall. Registrations that do not require departmental approval can be mailed to the Registrar's Office, 2000 West University Avenue, Ball State University, Muncie, IN 47306. Registrations that require departmental permission should be sent to the attention of the appropriate departmental office, 2000 West University Ave., Ball State University, Muncie, IN 47306.

Are there deadlines for registration?

Yes. Deadlines are posted on the BSU website (www.bsu.edu/bursar) and are in the Schedule of Classes. You may also call 765-285-1643 for information. If you are registering after the date fees are due, you may be required to submit a payment prior to registration.

What are the different Academic Colleges?

College of Applied Sciences and Technology

The College of Applied Sciences and Technology offers graduate programs in dietetics, family and consumer sciences, nursing, technology education, career and technical education, sport and physical education, exercise science, wellness, and gerontology. Online master's degrees are available in Nursing, Physical Education (Coaching), Technology Education, and Career & Technical Education. The common thread that unites the academic programs in the College of Applied Sciences and Technology is the emphasis on the application of knowledge, whether in business, teaching, or service. This college emphasizes applied research and education in preparation for careers or advanced graduate study.

College of Architecture and Planning

The College of Architecture and Planning offers graduate professional degrees in landscape architecture, historic preservation, and urban planning, along with a post-professional graduate degree in architecture. Its educational programs focus on the studio method of education, with an emphasis on hands-on design experience. The departments within the college are organized to focus on programs, issues, and challenges specific to their separate disciplines, but the departments interact and cooperate to support interdisciplinary studies and share academic resources. Current outreach programs include community-based projects throughout Indiana, as well as in Great Britain, Germany, Mexico, Bolivia, and Russia.

College of Business

Ball State University's College of Business is accredited by AACSB-The Association to Advance Collegiate Schools of Business, a distinction shared by only 25 percent of the business programs in the United States. The master of business administration is one of the first programs of its kind in the nation to be offered by distance learning in addition to on campus. The Master of Arts in Education in Business Education enables secondary business teachers to professionalize their teaching certificates in marketing and business education. The master's degree in accounting is one of a few in the state designed specifically for students who want to meet the statutory requirements to sit for the Certified Public Accountant (CPA) examination.

College of Communication, Information, and Media

Formed in 1996, the College of Communication, Information, and Media at Ball State consistently ranks in the top ten colleges of its kind in the nation at both the graduate and undergraduate levels. The college serves graduate students in five master's level programs: communication studies, information and communication sciences, journalism, public relations, and digital storytelling. The college's programs use an integrated approach to prepare students for information and communication-based professions and industries: the technologies involved, the systems required, and the theoretical research underlying and the human communication skills necessary to serve society in the twenty-first century.

College of Fine Arts

The [College of Fine Arts](#) houses the School of Music, which offers several options for advanced study. Long cited for innovative programs, new music activities, a wide and varied performance program, and national leadership in music education, the School of Music offers programs leading to two master's degrees and the doctor of arts degree. Also, a degree in [Visual Arts Studio](#) is offered. Intensive study and performance opportunities are available in a beautiful campus setting including several concert halls and the acoustically superb Emens Auditorium. A new music performance building has recently been completed. Click here to see the [Music Instruction Building](#).

College of Sciences and Humanities

The [College of Sciences and Humanities](#) is the largest academic unit at Ball State University. Its twenty departments offer graduate work in the humanities; the physical earth, and life sciences; and the social sciences. The college is committed to liberal education and to preparing students who will become lifelong learners, able to adapt to the rapid social, cultural, and vocational changes ahead of them. The college offers master's programs that permit students either to enter the work force as highly skilled employees or to pursue further graduate study. Doctoral programs are available in the Department of English and in the sciences and science education.

Teachers College

[Teachers College](#) demonstrates excellence in the administration and the delivery of pre-school through grade twelve education and prepares outstanding professional educators and human service providers by supporting their continuing education, promoting research and development in their fields, and influencing policy decisions to enhance their efforts. The college prizes teaching excellence and emphasizes applied research that enhances best practice and improves the quality of life for others. The college also values service to communities and to the professions.

What is the typical Graduate Academic Load, and are overloads allowed?

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 semester hours during the Fall or Spring semester. A full-time student defined by the Bursar's office for billing fees is a student registered for a minimum of 12 semester hours. A half-time load would consist of 5 to 6 hours. Full-time for a summer term is 6 hours, with the requirements of half-time a minimum of 3 hours.

All requests for overloads or exceptions to the established minimum course load must be accompanied by a written statement from the Director of Graduate Studies or Department chairperson justifying the request based on academic considerations only. Requests will be acted on by the Dean of the Graduate School, the executive committee of the Graduate Education Committee, or both. An overload is defined as seven (7) or more credit hours for Summer Semester, and sixteen (16) or more for either Fall or Spring Semesters. The Graduate School allows departments approve overloads of 7-9 or 16-18, respectively. The Graduate School only needs to approve if the overload is above these levels. For further information about Graduate School Policies, click [here](#).

What type of financial assistance is available to me?

Ball State is committed to making graduate education affordable. For in-state students, the total cost for a full-year is as much as 14 percent lower than other publicly assisted universities in Indiana. At the graduate level, financial aid is available in the form of graduate fellowships, assistantships, scholarships, and housing allowances. Applicants for these awards must first apply for admission to the Graduate School.

In addition to the above, loans are available to graduate students. To be considered for a loan, students must complete a Free Application for Federal Student Aid (FAFSA). Loans are processed through the Office of Scholarships and Financial Aid. For more information, write to Office of Scholarships and Financial Aid Ball State University Muncie, IN 47306 or call 765-285-5600/800-227-4017 and request a copy of the “Dollars and Sense” brochure. You may also e-mail the office at finaid@bsu.edu, or visit their [website](#).

What are Assistantships and how do I apply?

There are two kinds of assistantships, graduate and doctoral, and are both available to qualified masters and doctoral level students for the academic year and during the summer, if work is available. If granted a position, full-time graduate and doctoral assistants receive a remission of the contingent portion of the general fee, remission of the graduate course fee, and an out-of-state fee waiver. Half-time assistants pay half fees including the nonresident fee.

Graduate and doctoral assistantships provide a monthly stipend and/or tuition assistance in exchange for work within a department. Contact individual departments for deadlines and requirements. Students employed as graduate or doctoral assistants for two consecutive full semesters receive tuition remission for the semester immediately following, even if they are not receiving a stipend. Assistants also receive a 10 percent discount on University Bookstore purchases.

Assistantships for students from any graduate program are available in a number of campus offices, including Center for Academic Assessment, the Center for Middletown Studies, the Office of Teaching and Learning Advancement, University Computing Services, University Libraries, Fisher Institute for Wellness and Gerontology, Intercollegiate Athletics, the Office of Academic Research and Sponsored Programs, University College, and University Advancement.

Students interested in applying for graduate or doctoral assistantships must return the application for admission to the Graduate School. In addition, students should contact the department or area of the desired assistantship as many academic units require the completion of their own assistantship applications. Deadlines for assistantship consideration also vary by academic unit, but it is suggested that students indicate their interest early in the spring semester prior to the following academic year.

Applications for assistantships are available from the academic department in which the student intends to major or the unit in which one is requesting work. You may mail requests for applications to the appropriate unit or department, Ball State University, Muncie, IN 47306.

A position description is available for all graduate assistantships on campus. Graduate Assistants should request a copy from their supervisor.

What are University Fellowships?

University graduate fellowships are available to qualified masters and doctoral level students. These fellowships allow the recipient to pursue a full-time course of study leading to an advanced degree with no obligation to the university other than to maintain a high level of academic performance. Fellowships are awarded on the strength of the student's grade point average, scores on standardized examinations (GRE), and letters of recommendation. Applicants for University Graduate Fellowships must be admitted to an advanced degree program.

Fellows will be appointed by the dean of the Graduate School on the recommendation of the appropriate department chairperson and with the approval of the appropriate college dean. Departments must forward dossiers to the dean of the Graduate School no later than March 1 to be considered for the following academic year.

Fellows will receive a remission of the contingent portion of the general fee, the graduate course fee, and the nonresident fee. Fee adjustments will be applicable only during the academic time period (usually August-May) of the fellowship award. Fellows will also receive a stipend that will be determined by the dean of the Graduate School. A fellowship does not cover the dedicated fees, special fees, or miscellaneous fees required by Ball State University. You are responsible for paying all dedicated fees, special fees, and miscellaneous fees each semester. If enrolling for courses where fees are assessed on a per credit hour basis, you are responsible for paying an amount equal to the dedicated fees, special fees, and miscellaneous fees each semester. The dedicated fees are due prior to the beginning of each semester. The Schedule of Fees may be accessed [here](#).

Students interested in applying for university graduate fellowships may obtain information on minimum qualifications and applications procedures from their major departments or the dean of the Graduate School, Ball State University, Muncie, IN 47306. You may contact the Graduate School by phone (765-285-1297), FAX (765-285-1328), or e-mail. Applicants must also complete the application for admission, return it to the Graduate School, and be admitted to an advanced degree program to be eligible for consideration for a university fellowship.

Are there Guidelines for Graduate and Doctoral Assistants?

Yes. According to the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990 as interpreted by university attorneys, all employees including graduate, research, and doctoral assistants must have their identity and employment eligibility verified by completing a Form I-9. The verification (I-9) process must be initiated on or before the first day of work, and must be completed within three (3) business days. If the employee is unable to present the required document(s) to establish eligibility for section 2 of the I-9 form within the time specified, the employee must produce a receipt showing that he or she has applied for the document(s). In addition, the employee must present the actual document(s) within ninety (90) days of the date of hire. Assistants who are not verified within three (3) business days of the date of employment could have their employment terminated. Verification must be done in person in Human Resources, Administration Building, room 350 or may be done during the Graduate Student Development Conference that is offered prior to fall semester.

- Eligibility -- A graduate student must have completed the bachelor's degree before the beginning of the semester or term in which the master's level assistantship begins and the master's degree before the beginning of the semester or term in which the doctoral assistantship begins.

- Stipend and Fee Remission -- Graduate assistants and doctoral assistants receive a stipend ranging that varies by academic department. Graduate students appointed for a summer term will be paid 15% of their previous academic year stipend, if work is available. [See revised fee statement.](#)

Note: Full-time graduate and doctoral assistants are not assessed the non-resident fee and pay only the student service fee provided the student is on contract by the last day of the university drop/add period. If the period of employment for regular graduate and doctoral assistants is at least two consecutive semesters (two summer terms constitute a semester), for fee adjustment purposes employment may be considered to include the semester immediately following the assistantship or the semester immediately preceding the second semester of the assistantship. The Student Service Fee charge to graduate and doctoral assistants must be paid prior to the beginning of the term. Those holding half-time graduate and doctoral assistantships pay half fees including the non-resident fee. For further information about Graduate School Policies, click [here](#).

If you are injured while performing your GA duties, please read these procedures carefully. Your program director or department chair, referred to hereafter as your supervisor, will need to complete the accident report form to document all on-the-job injuries. This [form](#) can be printed from the BSU website. Regardless of the nature or severity, all injuries incurred when on the job must be reported to the GA's supervisor at once, during the same shift on which the injury occurred. The Health Center provides and/or directs the medical care for employees injured on the job. The Health Center hours are 8:00 a.m. to 5:00 p.m. Monday, Thursday, and Friday and 9:00 a.m. to 7:00 p.m. on Tuesday and Wednesday.

Accident reports should be forwarded to the Health Center within twenty-four (24) hours of the accident's occurrence. The Health Center FAX number is 285-1103.

Graduate Assistants injured outside Health Center operating hours who are in need of immediate medical treatment but whose injuries are not so severe as to warrant Emergency Room treatment, should be referred to the US HealthWorks medical clinic. There are two US HealthWorks. One is located at 3025 N. Oakwood Avenue and is open 7:00 a.m. to 7:00 p.m. Monday-Friday. The other is located at 3911 W. Clara Lane and is open 8:00 a.m. to 8:00 p.m. seven days a week, except major holidays. After Health Center and US Healthworks hours or due to the severity of the injury, such injured employees should be referred to the BMH Emergency Room which is open twenty-four (24) hours a day every day.

The right to direct the medical treatment of graduate assistants injured on the job is retained by the University. Therefore, the decision of when and where to send an employee for medical treatment will be made by the graduate assistant's supervisor based on the nature and extent of the injury. If a graduate assistant is referred to US HealthWorks or the Emergency room, the person who made the referral should leave a voice mail message at 285-1823, so that HR may begin to manage the worker's compensation claim and verify worker's compensation coverage.

If a graduate assistant is referred outside of the University for emergency treatment, the GA must follow-up at the Health Center the next day the Health Center is open. Although US HealthWorks or the Emergency Room clinics may advise the employee to return there or to their personal physician for follow-up treatment, such non-emergency visits are not covered by worker's compensation.

In addition, specific internal departmental regulations for handling and reporting on the job injuries should continue to be followed.

Questions regarding worker's compensation or on the job injuries should be directed to Melissa Rubrecht (mrubrech@bsu.edu) or at 285-1823.

If I am chosen for an assistantship position, when and how do I get paid?

Graduate and doctoral assistants are paid on the last work day of each month except in September, the final payment of the academic year and the summer terms. The last check of Spring Semester is issued May 15; first term summer checks are issued the last working day of June, and second term summer checks are issued the lasting working day of July. Checks are distributed at the departmental or academic unit office in which you are employed. Pay dates are as follows:

September 15	January 31
September 30	February 28
October 31	March 31
November 30	April 28
December 31	May 15

*If a payday occurs on a weekend, the paycheck is remitted the Friday before.

*Deductions are made for the Indiana State Income Tax, the County Option Tax (when applicable), and the Federal Income Tax. Forms W-4 and WH-4 must be completed and returned to the Payroll Office.

*University Counsel is of the opinion that in most cases the stipend associated with Graduate and Doctoral Assistantships IS taxable income, and that withholding of income tax is required by law. However, you may wish to consult your own tax adviser with respect to the taxability of these payments under the applicable federal and state income tax laws. In the event you have determined that your stipend is exempt from taxation, please refer to instructions (line 3 of Form W-4).

Policy for Mid-Semester Assignments and Resignations of Assistants

Students filling an assistantship vacancy after the university drop/add period - no fee remission is available during the academic semester in which the student is initially appointed. All fees (contingent portion of the general fee, graduate course fee) will be waived for a subsequent academic term if the student is appointed as an assistant before the end of the drop/add period of that term.

Student vacating an assistantship after the university drop/add period - the fee remission will be available only during the semester in which a student resigns the assistantship after the drop/add period has ended.

Can I have additional employment as an assistant?

Graduate and doctoral assistants will normally not accept other employment. If a limited amount of employment is deemed advisable, such employment must be approved by the assistantship supervisor. In the event such additional employment is at Ball State University, the approval of the Graduate dean is also necessary. Assistants who accept additional employment at Ball State University will also have Medicare and FICA taxes deducted from their assistantship stipends if the additional work is categorized as professional.

What is the academic load for assistants?

Graduate and doctoral assistants must enroll in a minimum of 6 semester hours for each semester and a minimum of 3 semester hours in a summer term. Maximum load for a semester is 12 hours and 3 for a summer term. Requests for overloads or course loads less than the minimum required must be approved by the department chairperson and the dean of the Graduate School. See above sections for further explanation.

Amenities for Assistants

- Study rooms and lockable book trucks for Graduate Assistants are available in the Bracken Library. See the Graduate School for an assignment. Full-time doctoral candidates working on their dissertations are given first preference. Students may also be eligible for a Muncie Public Library card.
- There is no fee for regularly scheduled athletic events, theatre, or social organization events for university purposes. Tickets may be acquired by showing I.D. cards at the Worthen Arena Ticket Office for sporting events, and the Emens Box Office for other events.
- Recreation Facilities in the Irving Gymnasium Complex and at Ball Gymnasium are available to graduate and doctoral assistants and their dependents. For further information on recreation programs, services and facilities contact the Office of Recreation Programs, Room 201, Irving Gym, 765-285-1753.
- All regular graduate and doctoral assistants are entitled to a 10% discount at the Ball State Bookstore on purchases to be used for themselves only. This discount is available only during the time period in which the assistant is employed and receiving a stipend.
- Graduate and doctoral assistants may borrow from and save in the Ball State Federal Credit Union, 2900 N Oakwood or 1624 W University Ave, 765-285-1065.
- Graduate and doctoral assistants are eligible to register with the Ball State Career Center (765-285-1522). Professionally trained spouses of graduate and doctoral assistants may seek the assistance of the Career Center in locating employment during their stay in Muncie.
- Physical examinations, medical advice, bed patient care, and dispensary treatment are provided by the University Health Service. The University Health Service does not make out patient calls in dormitories or student residences.
- Graduate students may take out student health insurance. For further information concerning student health insurance, contact the Office of the Controller, Administration Building, Room 301, 765-285-8444.

Time Allowed for a Masters Degree

All degree requirements must be met within six years unless an extension of time is approved by the graduate dean on the recommendation of the Department chair.

For degree requirements fulfilled more than 6 years earlier, a student must apply for re-validation. In doing so, the student must obtain permission from the department chair and the graduate dean to demonstrate evidence of current knowledge in the out-of-date requirements. Re-validation of the out-of-date requirements may be demonstrated through examinations, retaking of out-of-date courses for credit or audit, or by presenting other evidence of currency in the field. The department chair will present a written statement to the graduate dean outlining the conditions for re-validation of the requirements; the graduate dean will make the final determination on these conditions. If the graduate dean approves the conditions for re-validation, the Department chair

will forward written results of these conditions once satisfied along with a recommendation for or against granting credit for the course(s) in question.

The student must meet additional requirements as determined by the Department chair and graduate dean if:

- the examinations are not passed with a B or higher (i.e. a “B-” grade is not considered passing) or evidence of current knowledge is not persuasive or
- the original recommendation of the Department chair and Graduate dean was that examinations and/or presenting of evidence were not appropriate.

Withdrawals and Incompletes

Withdrawal from class may be accomplished during dates established by the Registrar. The 1st withdrawal form requires only the student’s signature. The 2nd withdrawal form requires the professor’s signature and a passing grade of “C” or higher (i.e., a “C-” is not a passing grade). Be aware that withdrawing from a class may affect the course sequence and delay the completion of the M.A. degree. It may also affect the student’s assistantship if dropping a course reduces the student’s course load to less than 9 graduate hours.

In extenuating circumstances, an incomplete may be given upon approval from the professor. At that time, conditions are set forth for the work to be completed. The student is responsible for completing the work by the deadline established by the professor. The maximum time allowed is one year, although a shorter time may be established depending on circumstances, at the professor’s discretion.

MASTR 600 is a 0-credit hour course for master’s degree students who have completed all of their coursework for the degree, have one or more incompletes outstanding, and who need the use of university facilities, e.g., Bracken Library, to finish degree requirements. Registration for this course requires the approval of the department chairperson (or designate) and the Graduate School. The fee for this course is \$50.

After being admitted to candidacy for the doctoral degree, all doctoral candidates must be registered each semester during the academic year. If not registering for a course or courses or dissertation, the doctoral candidate will register in DOC 700, Doctoral Candidate, at a fee of \$50. If a candidate for a doctoral degree is certified by the Graduate School office as having completed all degree requirements before the end of the first five school days (change-of-course period) of the semester, that candidate is not required to register for DOC 700.

How do I apply for graduation?

Once you have satisfied all requirements for your program you may apply for graduation. Within the first four weeks of the semester in which you plan to graduate you will need to complete an [Application for Graduation](#) and a [Graduation Survey](#); both available online. If you plan to graduate in the summer, however, you must apply for graduation within the first two weeks of the Summer Semester. Your cap and gown is available for purchase at the University Bookstore. If you are a student who has received a National Defense or Direct Student Loan, or a Nursing Student Loan from Ball State University, you must make an appointment for an "Exit Interview" in the Student Aid finance Office (AD 201).

All students must apply to receive their graduate degrees in the Graduation Office. All requests for applications for graduation and any questions or concerns should be directed to the Graduation Office by phone (765.285.1291), FAX (765.285.1328), or [email](#).

Applications are available in three forms:

1. To apply for graduation **on-line**, click on the appropriate application form ([Master's or Au.D., Specialist](#) , [Doctoral](#)).
2. Click on one of the following for a **PDF version of the application** form ([Master's or Au.D., Specialist](#), [Doctoral](#)). To download Adobe Acrobat (needed to use these files), [click here](#).
3. Apply via printable form and complete in writing.

Mail printed forms to the Graduate School, West Quadrangle, Muncie IN 47306 or drop them off at the Graduate School.

Final Graduation Forms

All students completing an advanced degree must submit the appropriate paperwork to the Graduate School to be eligible for conferment of the degree. Make the appropriate degree selection below for the required list of forms. See your program advisor to determine which forms apply to you. Students may also contact the [Commencement Office](#) for more information and guidance.

-Master's Degree

Application for Graduation ([on-line](#) , [printable PDF](#))

[Title Page](#)

[Final Approval Form \(RES 697\)](#)

[Final Approval Form \(THES 698\)](#)

[Abstract \(Thesis or Creative Project only\)](#)

-Doctoral Degree

Application for Graduation ([on-line](#) , [printable PDF](#))

[Ed.D. or Ph.D. Checksheet](#)

[Doctor of Arts Checksheet](#)

[Title Page](#)

[Final Approval Form](#)

[Final Acceptance Page](#)

[Abstract](#)

-Specialist in Education Degree

Application for Graduation ([on-line](#) , [printable PDF](#))

[Final Checksheet](#)

[Final Approval Form](#)

What is there to do at Ball State University?

Student Organizations

Ball State has over 300 student organizations, including special interest organizations, sport and recreation groups, social fraternities and sororities, religious organizations, and many others. Members of student organizations have a chance to develop leadership skills, participate in community service and philanthropy projects, attend leadership retreats, meet new friends, and become a part of the university.

A list of the over 300+ student organizations is available at [The Student Organizations and Activities Website](#). There, you will find links to the “Pride Guide,” “Greek Life,” “Multicultural Organizations,” the “News Center,” and also a calendar of events.

Graduate students serve on the following university committees, Contract Faculty Affairs Committee, Creative Arts Committee, Creative Teaching Committee, Research Committee, Academic Assessment Advisory Committee, Academic Resources Committee, Admissions and Credits Committee, Continuing and Distance Education Committee, International Affairs Committee, Events Programming and Scheduling, the Student Center Committee, and the Graduate Education Committee. Detailed descriptions of these committees are available in the Graduate School. Interested students should contact Mary Kite, Acting Dean of the Graduate School.

Recreational Services

The emphasis of the Office of Recreation Services is to develop and implement a comprehensive recreation program for all members of the Ball State Community. This includes providing activities in competitive intramural sports, informal recreation, fitness and wellness activities, instructional recreation classes, and sponsoring family and youth recreation opportunities.

The University offers two main facilities; Ball and Irving Gym, which provide a wide variety of services such as swimming pools, racquetball and tennis courts, tracks, and weight rooms. For a more detailed description of recreational services provided at Ball State University, please go to the [BSU Rec Page](#), or you may [email](#) or phone 285-1753 or 285-PLAY for additional information on facility availability. Or stop by the Office of Recreation Services, Room 201, Irving Gym, M-F, 7:30am-4:00pm.

What are my options for housing?

Graduate students can find affordable housing that fits the lifestyle they prefer. On campus, housing options include two apartment communities, [Anthony and Scheidler](#). Nearly all apartments have two bedrooms. Internet access is available through an Ethernet connection for a small monthly fee. Modified units are available for disabled students. All utilities are included. Telephone, voice mail, and cable television are optional. An application for apartment housing sign-up can be found at the [Housing/Residence Life](#) website.

Graduate students also reside in Shively and Elliot Halls, both of which are restricted to students

who are twenty-one years old or older. Shively Hall is open year round, including holiday breaks and features twenty-four-hour quiet hours. Elliot Hall is the oldest residence hall on campus. Its unique architecture features fireplaces in the main floor lounge and large study lounges.

Please visit [Housing/Residence Life & Residence Halls Dining Service](#) for more information about campus housing.

Graduate students also can choose from a variety of off-campus apartment complexes and residences that are within walking distance or a short drive from campus. A [map](#) of housing complexes is available for viewing online.

Where can I park on campus?

To park on campus, all students must purchase a parking permit from Parking Services. To do so, applicants must present a current state vehicle registration certificate or a photocopy of the registration and a current Ball State photo I.D. Payment is required at the time of registration unless the person takes part in the payroll deduction plan. A student or employee may purchase only one yearly permit. Window stickers for additional vehicles are available at no cost.

Students or employees cannot register a vehicle owned by another student or employee unless Parking Services determines that such registration is necessary to avoid unreasonable hardship.

Any person owning, operating, or having custody of a motor vehicle on university property must comply with the rules, regulations, and procedures set forth by Parking Services. Employees and students should ensure that others who operate their motor vehicles also are familiar with the regulations.

General hours for parking lot enforcement are 7 a.m. to 7 p.m. Monday-Friday for red restricted lots and 7 a.m. to 5 p.m. Monday-Friday for yellow general faculty/staff and green commuter lots unless otherwise posted. All lots have entrance signs stating the type of permit required and enforcement hours, be sure to check carefully.

All parking facilities, except the parking meters, and the designated levels of parking structures, require a parking permit during enforcement hours.

Disabled Student Parking

Any student or employee parking in a disabled-driver space must display a Ball State University disabled driver sticker. Paperwork from the Bureau of Motor Vehicles indicating proof that the applicant has been issued a current disability placard or license plate must be presented in order to obtain a Ball State University disabled driver sticker.

Any student or employee who has been issued a Ball State Disabled-Driver Permit may park at disability parking signs (with the wheelchair access symbol), in **yellow** faculty/staff lots, **green** commuter lots, or in metered parking spaces without paying the meter.

Temporary disabled-driver parking is available with documentation presented to the Health Center, the Office of Disabled Student Development, or Parking Services. These permits are issued for a period not to exceed 4 weeks. For extensions, talk to the personnel in Disabled

Student Development, Student Center 307, (765-285-5293). Detailed information relative to the condition limiting mobility will be required.

Ball State University Apartment Parking

Campus apartment residents must purchase a current Ball State commuter permit and will be issued a residential permit by the housing office. This permit authorizes parking at the owner's apartment and is enforced seven days a week, 24 hours a day.

Visitors of apartment residents may obtain a visitor permit from the residential housing office and may park in designated visitor spaces.

Prohibited Parking

Parking is prohibited at all loading docks, dumpsters, entrances to buildings, drives, crosswalks, hashed out areas, fire hydrants, spaces posted with signs, yellow curbs, or anywhere the vehicle constitutes a safety or other hazard. All drives are fire lanes unless marked for parking. A vehicle parked on a sidewalk is subject to removal. Vehicles must be parked in a marked parking space at all times. Vehicles may not occupy more than one parking space. A vehicle parked where there is snow or ice cover should be checked daily.

In addition to the fines, the vehicle may be towed without a warning at the violator's expense if:

- an unauthorized vehicle is parked in a restricted lot
- a vehicle does not display a current license plate
- a vehicle is parked on campus when the permit has been revoked
- a vehicle is abandoned or stored on campus for 14 or more days
- a vehicle is parked in an area posted for no overnight parking.

Fines

"No Valid Permit", the violators have five business days to purchase and display the hang tag and matching window sticker. All violations must be paid within ten business days of issuance or a late fee will be assessed.

Fines are assessed to the permit holder. If the vehicle displays no permit, fines will be assessed to the employee or student who owns the vehicle, or to a student or employee who is a family member of the vehicle's owner. In all other instances the registered owner is the responsible party.

A citation will be issued for violations once every 24 hours. **Exceptions** are timed parking (i.e. meters and loading docks) where a citation may be issued for each violation of the time restriction.

The Code of Student Rights and Responsibilities

Student Code

Ball State University expects and requires all of its students to cooperate in developing and maintaining high standards of scholarship and conduct. Upon entrance into the university, students are not only presented with many rights, privileges, and opportunities, they are also faced with attendant responsibilities. In order for students to live and learn in harmony with others in the university community, they must assume responsibility for their actions and respect the rights and beliefs of other students and groups. Students, in addition have responsibilities for the understanding of and compliance with university purposes, goals, and policies.

The university community is not a sanctuary from the law. All students of the university are subject to local, state and federal laws. Also assumed are the obligations on the part of each individual to respect the rights of others, to protect the university as a forum for the free expression of ideas, and to obey the laws of the city, state, and nation.

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.

**If you would like to view The Code of Student Rights and Responsibilities in its entirety using Acrobat Reader, please click on the link below:

[The Code of Student Rights and Responsibilities](#)

Equal Opportunity and Affirmative Action Policy

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age.

Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer, layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to race, religion, color, sex (except where sex is a bona fide occupational qualification), sexual orientation, physical or mental disability, national origin, ancestry, age, or citizenship (for U. S. citizens and protected lawfully-admitted aliens).

The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of University Compliance, Ball State University, Muncie, IN 47306.

Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Office of

University Compliance is responsible for developing, coordinating, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.

Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of University Compliance in accordance with the Ball State University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process. A copy of this document may be obtained by contacting the Office of University Compliance.

The President will review the University's equal opportunity and affirmative action policy and programs at least once each year, measure progress against the objectives stated in the affirmative action programs, and report findings and conclusions to the Board of Trustees.

Statement on Sexual Harassment

1. Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment in employment violates Title VII of the Civil Rights Act of 1964, as well as state law. Student-on-student sexual harassment and sexual harassment directed toward a student by a University employee violates Title IX of the Education Amendments of 1972.

2. Ball State University will not tolerate sexual harassment of students or employees by members of its faculty or staff, its students or by other agents of the University and will respond in a suitable manner to every complaint.

3. The University has adapted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment for our academic community: Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, whether committed on or off campus, when:

3.1 submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a University-sponsored education program or activity;

3.2 submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment decisions or academic decisions or assessments affecting an individual; or

3.3 such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual harassment includes but is not limited to situations where one person has authority over another. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a faculty member's or supervisor's position.

4. Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting.

The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Sexual harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of instructional, advisory, or supervisory responsibilities. Instructional responsibilities, in particular, require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

5. Examples of conduct which may constitute sexual harassment include but are not limited to:

5.1 requests for sexual favors;

5.2 unwelcome physical contact such as hugging, rubbing, touching, patting, pinching or brushing another's body;

5.3 veiled suggestions of sexual activities;

5.4 requests for private meetings outside of class or business hours for other than legitimate academic or business-related purposes;

5.5 use in the classroom of sexual jokes, stories or images in no way germane to the subject of the class;

5.6 use in the workplace of sexual jokes, stories or images in no way germane to the subject of the work environment;

5.7 remarks about a person's body or sexual relationships, activities or experience that are in no way germane to the subject of the work or academic environment;

5.8 use of inappropriate body images to advertise events.

6. Members of the University community can expect to be free from sexual harassment and thus all members of the University community should guard against it. The fact that someone did not intend to sexually harass an individual is generally not considered a sufficient defense to a complaint of sexual harassment, although the reasonableness of the accused's perceptions may be considered. In most cases, it is the effect and characteristics of the behavior on the complainant and whether a reasonable person similarly situated would find the conduct offensive that determine whether the behavior constitutes sexual harassment.

7. The University will not tolerate retaliation or discrimination against persons who report or charge sexual harassment or against those who testify, assist or participate in any investigation,

proceeding or hearing involving a complaint of sexual harassment. In this context, retaliation means speech or conduct that adversely affects another's terms or conditions of employment or education and is motivated by an intent to harm the targeted person because of his or her participation in the filing or investigation of an allegation of sexual harassment. Any such retaliation – or encouragement of another to retaliate – is a serious violation of University policy and law, independent of whether the particular claim of sexual harassment is substantiated. Anyone who believes he or she has been subjected to retaliation in violation of this rule may use the procedures described in this policy to complain and seek redress.

8. Any member of the University community who believes he or she is being sexually harassed or is being retaliated against is encouraged to contact the Office University Compliance and make a complaint. The complaint will be investigated in accordance with the "Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process." A copy of this document may be obtained by contacting the Office of University Compliance.

9. The University can respond to specific instances and allegations of harassment only if it is aware of them. The University therefore encourages anyone who believes that he or she has experienced sexual harassment to come promptly forward (typically within 45 calendar days) with inquiries, reports or complaints and to seek assistance from the Office of University Compliance. In addition, any University employee who becomes aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report them to the Office of University Compliance. It shall be the responsibility of the Office of University Compliance to respond to allegations and reports of sexual harassment or refer them to other University officials for an appropriate response.

10. Any dean, chairperson, director or department head or other similar administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Office of University Compliance. These administrators must respond not only when they receive a specific complaint or report alleging improper activity, but also when such matters come to their attention informally. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to respond. Administrators should consult the Office of University Compliance prior to responding to any situation involving alleged harassment.

11. Possible sanctions for a person found engaging in behavior which is in violation of this policy include but are not limited to the following:

11.1 oral or written reprimand, placed in personnel file;

11.2 required attendance at a sexual harassment sensitivity program;

11.3 an apology to the victim;

11.4 loss of salary or benefit, such as sabbatical or research or travel funding;

11.5 transfer or change of job, class or residential assignment or location (i.e., removing the person from being in a position to retaliate or further harass the victim);

11.6 demotion;

11.7 suspension, probation, termination, dismissal or expulsion.

While counseling is not considered a sanction, it may be offered or required in combination with sanctions. Where alcohol/drugs are involved in the sexual harassment, such counseling may include a substance abuse program.

If students or student groups are guilty of sexual harassment, any of the sanctions set forth in the “Code of Student Rights and Responsibilities” may also be invoked.

12. The University seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of sexual harassment frequently have injurious, far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Knowingly making a false or frivolous allegation of sexual harassment will be considered a serious violation of University policy.

Graduate School Newsletter

Twice a year, once every semester, the Graduate School publishes a newsletter, *Scholar*. Included in each newsletter are numerous important topics that make it possible for students to keep themselves abreast of vital information. You can read the most recent edition, along with the past issues, by clicking [here](#) and going to the listed link.

Office of Academic Research and Sponsored Programs

The Office of Academic Research and Sponsored Programs has the pre-award research administration responsibility for Ball State University. Broadly speaking, it is responsible for the encouragement and support for research by faculty, students and staff.

Leading and encouraging efforts to secure external support via grants and other funding instruments constitutes the sponsored programs component. The Office is headed by the Assistant Vice President for Research, who reports to the Associate Provost. Further information about the office can be gathered by viewing their [website](#).

Also, the Office of Academic Research and Sponsored Programs produces a monthly newsletter containing articles of interest to all disciplines as well as a listing of funding and research opportunities available externally and internally. The newsletter includes a list of all of the faculty, staff, and students receiving awards during the previous month. This effort helps to extend recognition for the research and scholarly efforts of our academic community and illustrates the breadth and range of awards received. The newsletter can be sought by viewing the web-based [archive](#).

Internal and External Grants for Graduate Students

Ball State University offers a variety of internal programs that support student projects. The University Research, Creative Arts, and Burris/Indiana Academy Committees would like to encourage students to consider applying for a Student Internal Grant. Funds can be provided to assist in project costs such as travel or supplies. In-depth information, such as eligibility and specific guidelines can be retrieved by visiting the [Student Internal Guide](#) PDF files.

External grants supporting student projects are not offered by Ball State University, but are closely regulated by the University. Students must be selected by outside sources to achieve such support. Once selected, the student's project must be approved by the University. For a more detailed description of external grants, visit the [Proposal Development Process](#) website.

The Community of Science (www.cos.com) is a web-based collection of databases and services related to grantsmanship. Ball State University's subscription to COS allows faculty and students to access all of COS's tools from any campus computer connected to the Internet.

The COS Funding Opportunities database is updated daily and contains more than 23,000 records, representing over 400,000 funding opportunities, worth over \$33 billion. Coverage includes all the academic disciplines. Federal, state, local, and private funding sources are represented.

How to search for Funding Opportunities records:

1. Go on the [COS home page](#)
2. Click on the *Services* tab.
3. Select *COS Funding Opportunities* from the listing in the left column.
4. Select *Main Search*.
5. Enter keywords and other criteria, then do the search!

For more detailed searching instructions, contact Stephanie Fisher in OARSP, 765-285-5083.

Graduate Student Successes

Graduate students who have recently published a paper, received a grant, presented at a conference, or otherwise been recognized should send that information to [Jacquelyn Nelson](#), Assistant Dean, Graduate School (765.285.1294). These successes will be published in the upcoming newsletter and recognized during the Graduate Student Recognition Reception (see below).

Dean's Citation for Academic Excellence

Each semester, graduating students with a perfect (4.0) grade point average receive a certificate and letter from Dean Kite acknowledging their outstanding performance.

Graduate Student Recognition Week

Graduate Student Recognition Week will be held in April and will include a reception to recognize achievements and honors received by graduate students. This reception will be held in the Student Center Alumni Lounge. The winner of the Distinguished Dissertation Award and the Distinguished Master's Award, if given, will be recognized. Call 765-285-1297 for more information.

Student Identification Cards

An identification card is provided to students when they first enter the University, free of charge. The cards are used at a multitude of places such as the University Libraries, University Gyms, food courts, the Health Center, along with business establishments outside of campus. If a card is lost, it may be replaced by going to the Registrar's Office, located in Lucina Hall, for a small fee.

University Computing Services

The goal of University Computing Services is to provide the appropriate technology, information, and support services to enhance teaching and learning experiences at Ball State University. Through this web site, UCS is dedicated to providing you with this information in a timely and usable format. As a result, students of Ball State University are made available with the computing resources, hardware, software, and capable staff, at central locations to help them excel in their academic endeavors. The University has 18 different computer labs in which students are able to access. Information about where labs are located, and the hours in which they are open is able available by accessing the [University Computing Services website](#).

Grading System and Academic Probation

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 grade-point average: W (withdrawal), I (incomplete), AU (audit), and EC (enrollment continued).

No course with grades below C (2.0) may be counted toward any degree program. Individual departments may have higher minimum grade requirements.

All graduate grades are used in computing the student's cumulative grade point average. An overall scholastic ratio of at least 3.0 must be attained before admission to candidacy and final awarding of a master's degree; at least a 3.0 is also required in the student's major. Specialist in education and doctoral students must maintain at least a 3.2 to be eligible for candidacy and the final awarding of the degree. No course with grades below C (2.0) 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.

The Graduate School requires a student to maintain a scholastic ratio of at least a 3.0, otherwise, the student may be placed on Academic Probation.

University Calendar

The University provides students with a vast amount of resources, including upcoming dates for important events. Go to the [Online University Calendar](#) to find the exact dates concerning academic affairs, hours of operation, along with special events. Also, you may find information concerning upcoming arts and entertainment, camps, career development sessions and conferences, student organizational meetings, athletics, along with holiday breaks.

Blackboard @ BSU

Blackboard is an online course management system available 24 hours a day, 7 days a week. The system provides information delivery and communication tools for students, with an interface that is intuitive and easy-to-use. To learn more about Ball State's Blackboard system, you can access as a guest at this [website](#).

Tutoring and Supplemental Instruction Services (sending more info)

As part of University College, the Learning Center (NQ 323) offers a variety of academic support programs for students. These programs include free one-on-one peer tutoring in reading/study sessions, workshops, and review sessions.

Referral to Counseling and Psychological Services Center

The Counseling and Psychological Services Center offers a wide range of free and confidential psychological services to students in an effort to help them reach their educational goals and improve the quality of their lives. Services offered include individual and group counseling related to personal/social concerns; time management and study skills, career assessment and counseling; psychological testing; psychiatric consultation; and crisis/emergency services.

The Counseling Center also provides a Resource Room for students, providing students with information, possible solutions, and knowledge of skills for personal growth and exploration. The Resource Room offers a variety of materials that can be useful in exploring, learning, and working through specific issues. Books, audiotapes, workbooks, pamphlets, videotapes, and interactive computer programs are available. Assistants are available to help students locate the right resource for themselves. The Center is located in Lucina Hall, Room 320. Its website can be viewed by clicking [here](#).

Students Seeking Accommodations for Disabilities

The Americans with Disabilities Act defines a wide range of conditions which qualify students for accommodations. For example, students who are not able physically to write rapidly may qualify to have note-takers who are hired by the University. Students with certain types of learning disorders may qualify to take course examinations individually in the Learning Center in North Quad 323 rather than with their entire class. A variety of technological assistance is available to help disabled students obtain and process the content of a course.

Students who seek accommodations should contact Larry Markle, Director of Disabled Student Development, in Student Center Room 307, and/or call (765)285-5293. Examination of documentation of student disabilities, along with recommendations about the sort of accommodations which the University must provide under the law will be provided. Disabled Student Development's website can be viewed by clicking [here](#).

Electronic Communications and Computers

Outlook is the email service used at the university for student communications. A gateway allows email to pass to and from the Internet. You can also check your email from any computer that has access to the Internet. For more information on Outlook, you can reach the [University Computing Services Outlook Web Site](#).

To use the Outlook system, you must receive an access code. The access code consists of a USERNAME and a PASSWORD unique to each user. Access codes may be obtained at the Information Desk in RB 165. Call (765)285-1517 to ask about hours of operation, as they change for each semester. If you forget your Outlook password, ask for a password change at the Information Desk. You will need your valid Ball State I.D. or driver's license.

There are labs throughout campus where students can work. To locate available resources please visit the University Computing Services [website](#).

Universities Libraries

The very informative library [website](#) contains detailed information on each of the following topics. Bracken is the main library. A Science and Health Science Library is in Cooper Science Building and an Architecture Library is in the Architecture Building.

Library hours vary from the academic year, during summer sessions, academic vacations, and interims. Complete information is available by calling (765)285-7828, and on the Libraries' [website](#).

All materials are subject to recall any time after two weeks. Students have one week to return recalled materials and must do so in a timely fashion to avoid fines. If you need the material you can recall it and the current user will have two weeks before he/she must return it. If a book is missing or you need to request a recall, contact the circulation staff with the call number and title.

Interlibrary Loan

Library materials not owned by Ball State University Libraries and items declared lost or missing in WebCat may be requested through Interlibrary Loan. Interlibrary Loan request forms are available at the Interlibrary Loan Office, Bracken Library, First Floor East, or on the [ILL website](#).

On-Line Searching

Students who need to do library research of local and electronic resources should turn to the Ball State University Libraries [Home Page](#). Resources available via the Home Page include [CardCat](#), the Web-based catalog of the holdings of the University Libraries; [Databases](#), which provides access to Academic Universe and a host of other full-text article databases, scholarly and popular publications; and [Library Catalogs](#), which links library catalogs in Indiana and around the world.

Photocopying

Charges are ten a page if you use cash or six cents a page if you have a Copy Card. You can purchase a Copy Card from the machines at the library.

Donating Books to the Libraries

The University Libraries will accept unrestricted gifts of books, journals, and audiovisual materials. However, the library may not add all donations to its collections. Some materials may be sold by the [Friends of the Library](#). Individuals considering donations of materials should consult with the Head of Collection Development which can be reached at (765)285-8033, or with the Executive Secretary of the Friends of Bracken Library at (765)285-8149.

University Jargon

“B” Book – Ball State’s Directory of faculty, staff, and student names, phone numbers, addresses, and office locations. On-campus students receive a current edition shortly after school starts.

Bennie – The lovely winged statue of Beneficence, which honors the five Ball Brothers and is a symbol of Ball State and the powerful resources which the university offers her students. It is located on University Avenue, between the Administration Building and Lucina Hall.

Outlook—A very convenient and widely used system that allows electronic mail to be sent between computer users both on and off campus.

Lilly II—A project funded by the Eli Lilly Foundation which is designed to increase the retention of students, especially from the Freshman to Sophomore year, and to increase the six year graduation rate.

Scramble Light – The intersection of McKinley Avenue and Riverside Avenue where all vehicular traffics stops on the “walk” signal and pedestrians cross in many directions.