

**AGENDA FOR
UNIVERSITY SENATE
MEETING**

**March 30, 2006
CN 160**

4:00 P.M.

I. Roll Call

Approval of the minutes of January 26, 2006

II. Announcements

A. Next Scheduled Meetings

Agenda Committee – April 17, 2006, 8:00 a.m. AT 202F
University Senate Meeting – April 27, 2006, 4:00 p.m. CN 160
University Senate Meeting #1 2006-07 April 27, 2006
(IMMEDIATELY FOLLOWING LAST MEETING OF 2005-06)

B. Board of Trustees Action 3/18/06:

Approved, does not require Board of Trustees Approval

1. Guest Student Policy

C. Graduate Fee Remission Update

D. Mercury Resolution (Enclosure #1)

II. Recognition of Deaths – Phyllis Ann Yuhas

III. Committee Reports

A. Governance and Elections Committee – Ione DeOllos, Chairperson

B. Faculty Council – Joe Losco, Chairperson

C. University Council – Adam Stegner, Chairperson

- D. Campus Council – Asher Lisec, Chairperson
- E. University Core Curriculum Task Force II – Juli Eflin, Chairperson

- IV. Report by Chairperson of Senate – Bruce W. Hozeski (Enclosure #2 – Issues in the Senate System)

- V. Questions Directed to the President

- VI. Question and Answer Period

- VII. Unfinished Business
 - A. University Calendar (Enclosure #3)

- VIII. New Business
 - A. Doctoral Admissions Requirements (Enclosure #4)
 - B. Policies for Distance Education Courses (Enclosure #5)

- IX. Other Items

- X. Adjournment

MINUTES OF THE SIXTH MEETING OF THE 2005-06 UNIVERSITY SENATE
Thursday, January 26, 2006

Members Present: 53

Members Absent: 14

1. The meeting was called to order by the Vice Chairperson of the University Senate, Ione DeOllos, at 4:05 p.m. Roll call was taken by initialing the roster located at the entrance to CN 160.

Members Present: B. Adams, D. Balogh, A. Brown, L. Deckers, I. DeOllos, M. Faroh, S. Geraci, J. Gora, K. Gorman, D. Haber, D. Hahn, M. Harvey, M. Hawkins, R. Huffman, S. Islam, L. Johnson, K. Kabadaki, M. Karls, A. Lisec, J. Losco, J. McClure, W. McCune, J. McKean, B. Messner, W. Meyer, H. Mortimer, W. Mucherah, K. Neumann, J. Olesen, C. Payne, D. Pearson, J. Petersson, M. Popovich, G. Reid, J. Rybarczyk, G. Schultz, R. Shackelford, A. Stegner, F. Suppe, B. Tietz, B. Umansky, J. Vann, G. Watson, E. Whittern, B. Wills, P. Wohlt, E. Wolner, R. Yadon, T. Zivney

Substitutes: C. Maltas for J. Helton, J. Popovicova for J. Eflin, F. Bower for S. Johnson, J. Ledbetter for J. Schmutte

Members Absent: H. Boothe, A. Dyson, B. Hozeski, J. Jones, K. Kalumba, C. Kurtz, C. Lehnertz, M. McGrew, B. Mills, W. Sharp, R. Spangler, P. Spengler, J. Vann, E. Zygmunt-Fillwalk

2. A motion was made (Watson) and seconded (Mucherah) to approve the minutes December 1, 2005, as written.

Motion carried.

3. Announcements

- a. Next Scheduled Meetings

Agenda Committee – February 13, 2006, 8:00 a.m. AT 202F
University Senate – February 23, 2006, 4:00 p.m. CN 160

- b. Board of Trustees Action 12/16/05

Information items

1. Graduate Student Appeals Process
2. Digital Submission of Dissertations
3. Grade Appeals Policy

Action Items (Passed)

1. Supplemental External Review Letters for Promotion to Professor
2. Policy on Consensual Sexual or Romantic Relationships

c. Program Information – Academic Posting 2005-06, Volume XXXVII-5

Revised Programs

College of Applied Sciences and Technology

Department of Family and Consumer Sciences

Major in Family and Consumer Sciences

Major in Hospitality Management

Minor in Residential Property Management

School of Physical Education, Sport, and Exercise Science

Athletic Training Major in Physical Education

College of Communication, Information, and Media

Department of Journalism

Baccalaureate Degrees

College of Sciences and Humanities

Department of Mathematical Sciences

Teaching Major in Mathematics

Senior High, Junior High/Middle School Education Program

Middle School/Junior High Mathematics License

4. Deborah Balogh, Interim Provost and Vice President for Academic Affairs, recognized the deaths of Arthur L. Eiser, George Albert Michael, and Thomas H. Wetmore (Attachment #1)
5. Council and Committee Reports

a. Governance and Elections Committee – Ione DeOllos, Vice Chairperson of Senate

- (1) A motion was made (Adams) and seconded (Brown) to accept the addition of three student members (Katie Bills, Drake Land, Terry Nichter) to the Athletics Committee.

Motion carried, with abstentions.

- (2) Ione reported that a subcommittee is forming to work out issues that have surfaced since the implementation of the new Constitution.

- (3) The Committee is working on the issue regarding attendance at committee meetings. A letter will be mailed to all committee chairpersons regarding the attendance policy that is documented in the Faculty and Professional Personnel Handbook. A letter will also be mailed to the ex officio membership of the committees regarding their responsibilities, which changed when the new Constitution took effect this past Fall.
- (4) Other issues include the Diversity Policy Institute as well as the organization and appointments to the University Grade Appeals Committee.

b. Faculty Council – Joe Losco, Chairperson

- (1) Joe reported that the policy on doctoral degrees foreign language requirements was sent back to the Graduate Education Committee. The Guest Student Policy is an item of new business on today's Senate agenda.
- (2) A Fall Break proposal from the UEC was sent back to the UEC for further review.

c. University Council – Adam Stegner, Chairperson

Adam reported that the Council passed the Mercury Resolution and it will be forwarded to the Senate Agenda Committee.

d. Campus Council – Asher Lisec, Chairperson

Asher reported that the Council met in December and a quorum was not present at the meeting. There was no new business. The next meeting of the Council is February 2, 2006.

e. University Core Curriculum Task Force – II – David Perkins for Juli Eflin, Chairperson

David reported that the Task Force has copies of the departmental and college meeting reports. Juli is in the process of contacting the department chairpersons to obtain their approval prior to placing the reports on the website.

5. Report by the Vice Chairperson of the Senate – Ione DeOllos (1/26/06 Senate Agenda, Enclosure #1 – Issues in the Senate System)

Ione reviewed the issues in the Senate System.

6. Questions Directed to the President

The President reported on the following:

1. A President's Perspective will be out in the next day or so;
2. David Broder will be the commencement speaker for graduation ceremonies in the spring;
3. A committee is exploring options in regard to expanding recreation facilities on campus;
4. She met with the Indiana State Department of Health officials regarding wellness and reducing healthcare costs;
5. She endorsed the full smoking ban in Muncie;
6. She asked Kay Bales to meet with representatives from Ball Memorial Hospital, as well as the Muncie Chamber of Commerce regarding swine flu and other pandemics. They will be working on developing a crisis plan for the University and the community in the event of a pandemic.
7. She is working with Pat Barkey and Frank Sabatine to promote a Delaware County partnership with surrounding counties to encourage economic development, which includes submitting a grant application to the Department of Labor.
8. The President had a meeting with Bart Peterson, Mayor of Indianapolis, to discuss the expansion of Ball State's presence in Indianapolis.

7. Question and Answer Period

A senator asked about the Strategic Plan and in particular item #5 regarding immersion experiences. He asked the President what her ideas were with regard to compensating faculty for the one-on-one experiences. The President responded that a survey out of the Provost's Office is circulating and will help in identifying what immersion experiences are happening. They would then seek funding for those activities.

A senator questioned the President's definition of immersion experiences and why it does not include internships. The President explained that she included immersion experiences as any experience that is taken outside of the classroom, including internships. This experience would be worth more than three credits and have an end product.

8. Unfinished Business

There was no unfinished business.

9. New Business

Agenda Item VIII. A. (Guest Student Policy), motion from Faculty Council, was placed on the floor (1/26/06 Senate Agenda, Enclosure #2)

Following discussion, the motion on the floor carried.

10. The meeting adjourned at 4:35 p.m.

February 23, 2006

Ione DeOllos, Vice Chairperson

Mark Popovich, Secretary

mt

The members of the University Senate recognize with regret the deaths of:

Arthur L. Eiser, Professor Emeritus of Biology, who retired from Ball State University in 1991 after 33 years of service. A specialist in botany and plant ecology, Dr. Eiser engaged in an active research program in plant propagation, directing the projects of graduate students in the field. He co-authored at least seven laboratory manuals and several botanical booklets and served as co-coordinator of the department's biology courses for elementary teachers. He was also the department's administrative assistant and chairman of its committee for the design of the Life Sciences Building, as well as consultant to the campus Landscape and Grounds Program. Dr. Eiser was a member of Phi Sigma, Sigma Xi, the Ecological Society of America, and the Indiana Academy of Science. In the community, he served as a consultant in landscaping, and he was a leader in the Boy Scouts of America, mentoring 30 youth to the rank of Eagle Scout.

George Albert Michael, Professor Emeritus of Music History and Musicology Faculty Chairperson Emeritus, who served Ball State University for 18 years. After earning degrees from Eastman School of Music and New York University and serving as chair of the Department of Fine Arts at Transylvania University, Dr. Michael assumed his Ball State position in 1965. With specialties in Medieval and Renaissance music, as well as symphonic literature, Dr. Michael engaged in studies concerning the relation between music and cultural history, and he prepared a series of slides and recordings illustrating the history of musical instruments. For many years he was a violinist with the Muncie Symphony Orchestra, and he was active in the American Musicological Society, the College Music Society, and the American Chapter of the Bach Society.

Thomas Hall Wetmore, Jr., Professor Emeritus of English and Chairperson Emeritus of the Department of English, who retired in 1969 after 24 years of service. During a nine-year tenure as head of his department, he encouraged faculty productivity in writing and research and was instrumental in the establishment of the doctoral program in English, the summer Institutes in Linguistics and English Language and Composition, and the Institutional Assistance grants. He also edited *Twenty-Two Young Indiana Writers* and the anthology *Indiana Sesquicentennial Poets* and founded the *Ball State University Forum*. In addition, Dr. Wetmore published four textbooks in the fields of English and linguistics, served as educational collaborator for Coronet Educational Films, and was editor of the *Midwest English Review* and the *English Journal*. Among his many professional associations, he was state president of the Indiana College English Association and the American Association of University Professors.

Please let the minutes of the Senate record our regret of their loss and our appreciation of the contributions they made to Ball State University.

Council on the Environment 11/1/04
Senate Agenda Committee 11/22/04
Council on the Environment 12/22/05
University Council 1/19/06
Senate Agenda Committee 2/13/06

University Senate Agenda
March 30, 2006
Enclosure #1

Ball State University Mercury Minimization Initiative

Whereas mercury is one of the primary pollutants of concern in Indiana because:

- Mercury poisoning can cause irreversible brain, liver, and kidney damage.
- Fetuses and children are the most sensitive to mercury toxicity.
- Mercury is persistent in the environment and, as a highly toxic form methylmercury, bioaccumulates in many aquatic species.
- Significant quantities of mercury have been found in most Indiana streams and species of fish. Children less than 15 years of age, pregnant women and women who may become pregnant within 6 years have been advised not to eat any fish caught in Delaware county rivers and streams.
- Even very small amounts of mercury that are disposed of improperly can harm the environment. It only takes 3 grams (approximately 1/25 of a teaspoon) to contaminate a 60-acre lake.
- If a spill occurs, proper clean up is costly, difficult, and dangerous. Recent highly publicized mercury spills that have occurred in Muncie are notable examples.
- If cleaned-up or stored improperly, evaporation of mercury can occur, contaminating the air and exposing everyone that breathes it.
- Recycling mercury-containing items is the only safe way to dispose of them properly.

Whereas mercury has been commonly used in devices and substances throughout the university and cost-effective alternatives to most of those uses are now available.

Whereas Ball State University is a signatory on the Talloires Declaration, which pledges that the university will "Set an example of environmental responsibility by establishing programs of resource conservation, recycling, and waste reduction at the universities."

Be it resolved that the Ball State University Community commits to:

- Maintain an inventory of mercury containing items utilized anywhere on campus.
- Purchase non mercury-containing substitutes where possible.
- Implement a purchasing screening process to identify new purchases of mercury-containing items.

- Implement a phase-out plan for mercury containing devices and materials to be substantially completed within one year of the start of this initiative.
- Turn in mercury and mercury-containing items for recycling.
- Implement an internal awareness education program on the health and environmental dangers of mercury and the proper handling to avoid unintended releases.

Responsibilities

Deans and directors are ultimately responsible to identify mercury use in their areas of responsibility. The Office of Environmental Health and Safety will aid those responsible in meeting the legal requirements for inventorying and monitoring mercury use.

Each dean or director should form an advisory panel to establish a plan for the reduction or elimination of mercury use through finding appropriate substitutes or alternate methodologies that do not use mercury.

The Environmental Health and Safety office is responsible to clean mercury spills and to properly recycle or dispose of any mercury waste. The EH&S office is also responsible to develop and to provide awareness training resources.

ISSUES IN THE SENATE SYSTEM, 2005-06
January 26, 2006

CAMPUS COUNCIL

Defibrillators for Campus Police Vehicles - from Agenda Committee 11/21/05 (Public Safety)
Handicapped Parking (Temporary Permits) – from Agenda Committee 11/21/05 (Public Safety)

FACULTY COUNCIL

Evaluation of Teaching (Teaching Evaluation)
Restructuring Ball State Health Care Plans – from Agenda Committee 10/4/04
(Salary and Benefits)
Definition of Creative Arts for Faculty Award – from Agenda Committee 3/21/05
(Creative Arts)
Policy on Maternity Leave – from Agenda Committee 3/21/05 (Salary and Benefits)
1-2-1 Agreement (International Programs) – from University Council 9/15/05
Library Funding – from Agenda Committee 10/17/05 (Library)
Terminology of Contract Positions at BSU – from Agenda Committee 10/17/05
(Contract Faculty)
Funeral/Bereavement Leave for Heterosexual Domestic Partners – from Agenda Committee 11/21/05
(Salary and Benefits)
University Calendar – from Agenda Committee 11/21/05 (Undergraduate Education)
Athletic Funding – from Agenda Committee 11/21/05 (Financial and Budgetary Affairs)

UNIVERSITY COUNCIL

Policies for Distance Education Courses (Extended Education)
Retirement Models (Financial and Budgetary Affairs)

GOVERNANCE AND ELECTIONS COMMITTEE

Ex officio appointments in Student Affairs Areas
Reorganization of Office of Diversity Policy Institute, Center for Peace and Conflict Studies,
Office of Teaching and Learning Advancement – from Agenda Committee 11/21/05

3/30/06

Undergraduate Education Committee 2/20/06
Faculty Council 3/16/06
Senate Agenda Committee 3/20/06

University Senate Agenda
March 30, 2006
Enclosure #3

Supporting documents regarding Academic Calendar:

The UEC Calendar Subcommittee considered multiple models for solving the problem of Saturday finals (see below "Colleagues"). Students were firmly against eliminating Fall Break in order to eliminate Saturday finals, so some compromise had to be found. However, after agreeing upon a possible solution, we discovered that we had not accommodated Saturday classes. Working in cooperation with the Offices of the Provost and President, the final solution was the recommendation made by the UEC on Monday, 2/20/06:

"It was moved and seconded that Saturday finals be eliminated. To do this Saturday classes will begin the day after the annual Friday faculty meeting in the fall. Fall break will be Friday, Saturday and Sunday with the Friday classes moved to Tuesday immediately preceding Thanksgiving. UEC strongly recommends that fall break be anchored to the 3rd or 4th weekend of October. MOTION CARRIED"

Our motion attempts to solve several problems: having all classes meet the required number of meeting times, including Saturday classes, minimizing the confusion attendant to moving days of the week around, and minimizing the scheduling problems both athletics and the arts face in programming around an unstable fall break.

We recognized that the Tuesday/Thursday classes, along with the "once-a-week" classes on Tuesday, Wednesday, Thursday, Friday, and Saturday, will all get a full week off over Thanksgiving break, while the Monday/Wednesday/Friday classes will have an odd "Monday/Friday" schedule the week of Thanksgiving. Other schools seem able to handle the once-a-semester change. But the continuity of contact time for the vast majority of classes is preserved, and Fall Break can be sensibly placed on a recurring weekend rather than its unpredictable location at present. An important part of teaching and learning is the time between contact hours that both teachers and students take to assimilate and integrate new information, skills, and processes as the instruction develops over time. Adding minutes to Saturday classes deprives those learners of both the additional contact time and the incremental, in-between time necessary to assimilate and integrate new ideas or skills that all other classes allow.

While not a perfect compromise, students, faculty, and administration were able to support this proposal.

Thanks,

Michael O'Hara, Chair
UEC

Present:

Geraci, S.; Ottinger, L.; Rogers, B.; Spillman, M. and Waechter, D.

Geraci moved (Ottinger 2nd) elimination of Saturday finals by changing fall break to Friday, Saturday and Sunday and moving those Friday classes to the Tuesday immediately preceding Thanksgiving. Motion carried unanimously.

The subcommittee also recommends researching the possibility of establishing a consistent weekend for fall break (for example, the 3rd or 4th weekend of October). A consistent model for fall break may help alleviate scheduling problems currently experienced by athletics and the College of Fine Arts but more research is needed to ascertain the benefit.

1.) Start the semester earlier (on Thursday or Friday the week before the normal start). This would allow for elimination of Monday finals but would require classes to meet on days other than those they normally meet on.

Larry Ottinger pointed out this idea was considered a couple of years ago but was rejected due to concerns by student affairs (particularly housing). The subcommittee felt this idea would be too difficult to implement so it was taken off the table.

2.) Eliminate Fall Break entirely. The reclaimed Monday would replace the Monday immediately before finals. The "extra" Tuesday could be used in one of the following ways:

a.- Give faculty teaching Tuesday classes the opportunity to "forgive" a class meeting during the fall semester. Individual faculty would have discretion when deciding which Tuesday should be off.

b.- Eliminate courses on the Tuesday preceding Thanksgiving recess.

c.- Extend the Labor Day holiday by one additional day (Monday and Tuesday).

(Elimination of Fall Break also has the potential of solving other scheduling problems experienced by various departments in fine arts and the university's athletics programs.)

The subcommittee felt this proposal had some merits and should be considered further. We are aware there are legitimate concerns regarding adding an additional day to the Thanksgiving recess or extending the Labor Day weekend from three days to four. However, this proposal achieves the balance we're striving for and does not create the confusion associated with realigning meeting days. Student leadership, however, pointed out that this proposal would generate significant animosity among students who would feel that a significant "holiday" had been taken from them, both from those students who use that free time to advance or catch up on their academic activities and from those who take a mental health break.

3.) Reconsider the amount of time dedicated for finals. This proposal involves two different proposals, both of which permit Saturday commencement.

a.- Reduce the number of days for finals from five to four. Eliminate the three existing open blocks (B1, D1 and D5) and move three of the four Saturday blocks to these times. Move the fourth Saturday block to A3. This eliminates all existing "OPEN" blocks but allows all Saturday finals to be consolidated in the Tuesday through Friday time frame.

*Finals block A3 is reserved for NUR 316 group exams. However, NUR 316 is not identified as a course in the 2004/2006 catalog.

b.- Reduce the number of days for finals from five to four and a half (ending on Saturday after the 9:45-11:45 a.m. final) and move commencement from 2 p.m. Sunday to 2 p.m. Saturday. Realign finals blocks E1, E2, E3 and E4 so they occur earlier in the week. Use the two Saturday finals blocks for special departmental test administration (such as BIO 100 and MATHS 105, 106 and 108). These two special departmental testing blocks (scheduled for 7:30-9:30 and 9:45-11:45) would affect very few, if any, graduating seniors thus allowing both finals and commencement to be scheduled on the same day.

The subcommittee understands there may be some reluctance to change the existing five day model for finals.

However, this may be the only viable option to satisfy those who will not permit "forgiveness" of the missed Labor Day classes and wish to retain the existing model for Fall Break and Thanksgiving recess. We also understand revision of the university's finals schedule may present more challenges than those indicated above.

DOCTORAL ADMISSION AND DEGREE REQUIREMENT REVISIONS: AN OVERVIEW

Charge to Committee

During Spring Semester, 2005, Deborah Balogh, then Associate Provost and Dean of the Graduate School, asked a subcommittee of GEC to review current doctoral program requirements. A thorough study had not been done in more than 20 years. Since Ball State had matured as a doctoral-granting institution over the preceding two decades, its advanced degree programs needed to be assessed to see if they meet current university goals and objectives.

Procedure

All Ball State doctoral program directors were surveyed on the key points of admission and degree completion requirements. In addition, doctoral requirements of other institutions similar in size and classification to Ball State were gathered and studied for comparison. The results of those surveys were incorporated into the revised document.

Substantive Changes

1. Allow admission to a doctoral program with a baccalaureate degree rather than a master's degree (currently the master's degree is required for admission). Each doctoral granting unit will have the option of requiring a master's degree for admission. [Rationale: Two doctoral programs at BSU are already admitting with a bachelor's degree and have been successful in attracting high quality students. We want to extend the opportunity to all doctoral programs. Surveys of other institutions show this is common practice.]
2. Set the minimum baccalaureate degree GPA requirement for admission to a doctoral program at 3.0. [Rationale: Based on surveys of other institutions, we concluded this is an appropriate requirement. We believe that admission to a doctoral program requires a higher standard than that for a master's degree (2.75).]
3. Make cognate(s) requirement optional and allow each doctoral granting unit to determine if cognates are appropriate for its program. [Rationale: One doctoral program at BSU is already successfully doing this and we want to extend this flexibility to all graduate programs. Surveys of other institutions show this is common practice.]
4. Change doctoral committee make-up slightly to coincide with allowing cognates to be optional. This is more a rewording than an actual substantive change. Minimum number of members (4) does not change. The current requirement of two members from the student's major and a representative from each cognate(s), if any, and an at-large university representative (a faculty member outside the major and cognate(s) to be appointed by the dean of the Graduate School remains the same (a student with two cognates would have 5 members). Students without a cognate will have two faculty

5. members representing the major area, a university member-at-large, and a fourth member will be representative appropriate to the student's program of study (said member will be determined by the student and his/her committee chairperson). In addition, the committee chairperson will represent the student's primary area of study and could come from a department outside the student's major, if approved by the appropriate Doctoral Program Director and the dean of the Graduate School (all committees are approved this way now, so there is no change here). All committee chairpersons must meet the criteria for Dissertation Chair Endorsement in the department of the student's major. [Rationale: These changes are minimal when compared to current practice and are necessary for the optional cognate requirement and the current graduate faculty policy found in the Faculty Handbook.]
6. Drop the requirement for "Advanced Graduate Status" (permission to continue beyond the completion of 12 graduate hours). Each academic unit that is responsible for a doctoral program will have a procedure to evaluate a student's progress during Stage 1 (ordinarily the first year of graduate study) of degree completion. [Rationale: On our internal survey, BSU doctoral program directors recommended that we drop this requirement. It is now merely seen as a paper-shuffling exercise. No other institution surveyed had this requirement.]
7. Change the dissertation requirement from a set 10 hours to a minimum of 10 hours and a maximum of 24 hours. [Rational: BSU doctoral program directors indicated that we should allow a flexible number of dissertation hours. Other institutions surveyed also do this.]
8. Require continuous enrollment in a minimum of three graduate hours each academic semester (excluding summers) from the time the dissertation proposal is approved to degree conferral. If not registering for a graduate course, the student will register for DISS 799 for three hours (a maximum of 24 hours can be used on a plan of study). Doctoral students in an externally accredited program that requires internship are exempt from this requirement while registered for internship credit. Replaces the current requirement of continuous registration in DOC 700 (zero-credit) after proposal approval thru graduation. Allow a maximum of two academic semesters enrollment in DOC 700 under special circumstances, e.g., during the semester preceding the comprehensive examinations. [Rationale: A survey of other institutions showed this is standard practice. Students are utilizing university resources to complete the dissertation.]
9. Updated the foreign language requirement. "Foreign language was changed to "additional language." The types of languages allowed for this requirement were made flexible by allowing languages other than French, Spanish, or German as described in the current catalog. [Rationale: This allows languages, including American Sign Language or computer programming languages, depending upon the individual student's field of research. The doctoral committee members would determine what is appropriate for each individual student. This concept was approved by GEC a number of years ago, but the catalog language was never updated.]

Policies Not Changed [Rationale for 1-4: Based on survey of BSU doctoral program directors and survey of the requirements of other institutions.]

1. Requirement of a minimum of 90 semester hours beyond the baccalaureate degree for doctoral completion.
2. Requirement of 40 hours, excluding dissertation, in the student's major.
3. Requirement of a 3.2 GPA for admission with a master's degree and retention.

4. Residency requirement.
5. Number of committee members and how they are chosen, i.e., qualifications. However, the description changed slightly due to making the cognates optional and meeting the new graduate faculty policy guidelines. [Rationale: To match allowing cognates to be optional and the already-approved graduate faculty guidelines.]

What Do Departments Need to Do?

The above proposal does not require academic units to change their admission or program requirements. Academic units who want to keep these requirements as they are now, need not do anything. The proposal does give departments the option of being flexible on admission, cognate, and degree program requirements.

Curricular Affairs Subcommittee
Graduate Education Committee
2/14/06

DOCTORAL PROGRAM ADMISSION REQUIREMENTS

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

- **hold an earned baccalaureate or equivalent degree** with a cumulative grade point average (GPA) ~~on the master's degree~~ of at least **3.0** on a scale of 4.0. ~~(a baccalaureate only is required for school psychology, educational psychology, or audiology)~~ from a college or university accredited by its regional accrediting association. ~~(A student with a master's~~ **baccalaureate** ~~degree not considered the equivalent of to those 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 ~~foreign secondary~~ **international** colleges, universities, and their equivalents outside the U.S. are evaluated by the ~~Office of International Admissions and Sponsored Programs~~ **Center for International Programs (CIP)** and the Graduate School.

Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative grade point average (GPA) on the master's degree of at least 3.2 on a scale of 4.0. Please see admission requirements for specific majors found in other areas of this publication or on the departmental website.

- ~~had~~ **have** previous institutions attended submit two copies of official transcripts of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded. **[statement moved to this section from a paragraph deleted below]**
- achieve acceptable scores on the Graduate Record Examination (GRE) general test or other approved graduate admissions tests for non-native speakers of English. GRE scores older than five years normally are not acceptable. **[latter statement moved to this section from a paragraph deleted below]**
- ~~Hold a valid teaching license if deemed appropriate by the department(s) concerned and have had at least two years of successful teaching experience or approved professional experience when the proposed doctoral major is educational administration, elementary education, or science education.~~
- 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.**

~~Admission~~ **The fulfillment of the minimum Graduate School admission standards listed above** ~~to the university~~ does not guarantee admission to a specific degree program.

~~Admission to Advanced Graduate Study for the Doctoral Degree~~

~~The student will be considered for admission to advanced graduate study for the doctoral degree when the above entrance requirements have been met and when the student has~~

- ~~submitted an application for admission at the doctoral level.~~
- ~~submitted at least five satisfactory professional recommendations.~~
- ~~Taken the required standardized admission examinations (The student may arrange with the Counseling and Psychological Services Center to take these examinations). (At the discretion of the doctoral program director, a written statement of purpose with respect to a specific doctoral program and satisfactory scores on the Graduate Record Examination Advanced Test may be required in addition to the present requirements. GRE scores older than five years normally re not acceptable [last sentence moved above]~~
- ~~taken any other special admissions examinations and satisfied other requirements prescribed by the department concern.~~

Students may register for graduate courses leading to the doctoral degree only upon departmental recommendation for admission.

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.

DOCTORAL PROGRAM DEGREE REQUIREMENTS

Minimum Graduate School doctoral degree requirements:

- Students must complete, including the dissertation, at least 90 hours of graduate work beyond the bachelor's degree, **at least 40 of which, excluding dissertation hours,** must be in the major. A minimum of 48 of the required 90 hours must be completed at Ball State University. **[statements moved from another section of the catalog]** ~~A minimum of 40 hours of graduate work is required in the major for the doctor of philosophy in counseling psychology, elementary education, English, human bioenergetics, and school psychology and the doctor of education in adult, higher, and community education; educational administration; elementary education; science; science education; and special education.~~
- For all doctoral programs, **except the Doctor of Audiology, a minimum** of 10 hours of credit are required for the dissertation. **A maximum of 24 dissertation hours may be counted toward a student's program of study.**
- **For all doctoral programs, except the Doctor of Audiology, students must complete a rigorous research component** [already a requirement, but just placed here for clarity]. 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 ~~designated~~ **determined** by the student's doctoral committee **and included** on the student's program of study.

Optional departmental doctoral degree requirements may include, but are not limited to, the following:

- **Cognates** – ~~the candidates will~~ **may be required to** have either two cognate fields consisting of a minimum of 15 hours each or a single cognate field consisting of a

minimum of 24 hours. For the 15-hour cognate, 9 hours must be taken at Ball State University; 12 hours of the 24-hour 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 composition; foundations of business; general field of education; gifted studies; higher education; history, philosophy, and sociology of education; literary theory, literature; marriage and family counseling; neuropsychology; psychology of human development; teacher education in higher education; English language arts, theory of computing; and research methodology. ~~Cognates are not required for the doctoral program in English.~~

- Candidates **in some doctoral programs** may be required to take a full-time internship at an approved site.
- **Foreign Additional Language** - If an ~~foreign~~ **additional** language option is required, ~~the language(s) ordinarily will be selected from French, German, and Spanish.~~ **the** selection is made by the student and the committee and must be approved by the director of the student's doctoral program. ~~A foreign language other than French, Spanish, or German.~~ **Additional languages typically** ~~if it~~ contains a significant body of available materials in the student's field of research; ~~or if it is~~ **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. ~~Substitutions must be approved by the student's committee chairperson, the director of the doctoral program, and the dean of the Graduate School.~~ For international students, non-native languages **other than English** will be accepted at Ball State University if they meet these criteria. [Paragraph moved from another section of catalog.]

Please 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.

[Delete everything under "Doctor of Education in Science Education" and "Doctor of Arts in Music" on page 33. This information is included in the departmental descriptions of the programs.]

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 chairperson of the department concerned or a delegated representative~~ **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 regular 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 outside the major area~~

and cognate(s); 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 major area of study and must meet the criteria for Dissertation Chair Endorsement in the department of the student’s major.

Please see specific degree program requirements for detailed policies concerning the appointment of doctoral committees. [this will replace 2nd and 3rd paragraphs on page 34 in which specific committees are listed for two doctoral programs. This information should be moved to the departmental descriptions.]

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 within one year of the committee appointment. ~~beginning course work~~
Students who fail to meet ~~these~~ this deadline may not be allowed to continue to register for courses.

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

Approved Program of Study

~~Full-time doctoral students are expected to establish advising committees and to have approved programs of study on file with the Graduate School within one year of beginning course work. Part-time doctoral students are expected to establish their committees within one year and to have an approved program of study on file within two years. Students who fail to meet these deadlines may not be allowed to continue to register for courses. [last sentence moved to above paragraph]~~

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 chairperson of the department concerned or a delegated representative will serve as the student’s program advisor.~~

~~Upon 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 members, depending on the student’s program of study. If the~~

~~degree program is structured to include two 15-hour cognates, the committee will consist of five members: two from the student's major area, one from each of the two cognate fields, and one from a field outside the major area and cognates. The committee chairperson will represent the student's major area.~~

~~If the degree program is structured to include only one 24-hour cognate, the committee will consist of four members: two from the student's major area, one from the cognate field, and one from a field outside the cognate and major areas. The committee chairperson will represent the student's major area.~~

~~The committee for students pursuing the doctor of education degree in science education will consist of five members: two representing the subject area; one from Teachers College; a teacher education (regular category) faculty member; and one at-large member appointed by the dean of the Graduate School.~~

~~The student pursuing the doctor of arts degree will have a five-member committee with at least two members representing the student's area of primary emphasis, one representing the area of secondary emphasis, one or two representing the School of Music at large, and one appointed by the dean of the Graduate School to represent the university.~~

~~In consultation with the student, the committee will determine the student's plan of study and guide the student's dissertation. The plan of study will be filed in the departmental office of the student's major area [moved to above].~~

~~**Advancement to the Doctoral Degree** – delete all under this heading as it is re-written in slightly different format below.~~

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. 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 designate the end of Stage 2 (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 credits for dissertation hours 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. Activities are related to the research, writing, and final oral defense of the dissertation. During this stage, all doctoral candidates must be registered **for a minimum of three credits** each semester, **except during the summer terms,** ~~if not registering for a course or courses or dissertation, the doctoral candidate will register in DOC 700 Doctoral Candidate for a fee of \$50.~~ **until the final approved copies of the dissertation are deposited in the Graduate School, all credit hours for degree conferral have been completed,** and ~~completed one year (two consecutive semesters) of full-time study in residence~~ **the residency requirement has been fulfilled.** If not registering for a course or courses ~~or dissertation, the doctoral candidate will register in DOC 700 Doctoral Candidate for a fee of \$50.~~ **for three hours of DISS 799. A doctoral candidate in an externally accredited program that requires an internship experience is exempt from continuous enrollment while registered for internship credit.**

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 on-line at** <http://www.bsu.edu/gradschool/graduation/>.

POLICIES RELATED TO DOCTORAL DEGREE COMPLETION [no changes except Academic Course Load, just reordered]

~~Academic Course Load~~ – delete here; is in front of catalog.

Foreign Additional Language Requirements. Students preparing for ~~foreign~~ **additional** language exams may enroll in **the** appropriate ~~foreign~~ language courses. Arrangements also may be made with the Department of Modern Languages and Classics for ~~private tutoring~~ **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. ~~The Department of Modern Languages and Classics will set dates for the translation examination.~~ 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 ~~foreign~~ 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 ~~foreign~~ **additional** language are not available at Ball State University, the student will be examined by a cooperating institution or agency. ~~Foreign~~ **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 ~~foreign~~ **additional** language proficiency is being evaluated, the approval of the committee chairperson will also be necessary.

If the ~~foreign~~ **additional** language option 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 ~~second~~

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. ~~for instance, during the semester preceding the comprehensive examinations.~~ DOC 700 is a zero-credit course at a fee of \$50 which 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. [policy already on page 35; this is just rewritten to be inserted in a different format.]
Registration for DOC 700 is limited to any two academic year semesters.

Comprehensive Examinations. No change from current catalog.

Dissertation. No change from current catalog.

Final Dissertation Defense. No change from current catalog.

Residence, Transfer, and Extension Work. No change from current catalog.

Selective Retention. No change from current catalog.

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 the Graduate Education Committee is the board of appeal~~ **but a student may appeal adverse decisions impacting their progress toward a graduate degree. See "Graduate Student Appeals Process" for the guidelines for appeals.**
[This has already been approved by the governance structure and will appear in the next catalog.]

DOCTORAL PROGRAM ADMISSION REQUIREMENTS (*CLEAN COPY*)

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

- hold an earned baccalaureate or equivalent degree with a cumulative grade point average (GPA) of at least 3.0 on a scale of 4.0 from a college or university accredited by its regional accrediting association. 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 U.S. are evaluated by the Center for International Programs (CIP) and the Graduate School.

Some programs may require an earned master's degree or equivalent for consideration for doctoral study. In such cases applicants must have a cumulative grade point average (GPA) on the master's degree of at least 3.2 on a scale of 4.0. Please see admission requirements for specific majors found in other areas of this publication or on the departmental website.

- have previous institutions attended submit two copies of official transcripts of all previous college work, showing graduation from accredited institutions of higher learning with degrees awarded.
- achieve acceptable scores on the Graduate Record Examination (GRE) general test or other approved graduate admissions tests for non-native speakers of English. GRE scores older than five years normally are not acceptable.
- 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.

The fulfillment of the minimum Graduate School admission standards listed above does not guarantee admission to a specific degree program.

Students may register for graduate courses leading to the doctoral degree only upon departmental recommendation for admission.

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.

DOCTORAL PROGRAM DEGREE REQUIREMENTS

Minimum Graduate School doctoral degree requirements:

- Students must complete, including the dissertation, at least 90 hours of graduate work beyond the bachelor's degree, at least 40 of which, excluding dissertation hours, must be in the major. A minimum of 48 of the required 90 hours must be completed at Ball State University.

- For all doctoral programs, except the Doctor of Audiology, a minimum of 10 hours of credit are required for the dissertation. A maximum of 24 dissertation hours may be counted toward a student's program of study.
- For all doctoral programs, except the Doctor of Audiology, 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.

Optional departmental doctoral degree requirements may include, but are not limited to, the following:

- Cognates – candidates may be required to have either two cognate fields consisting of a minimum of 15 hours each or a single cognate field consisting of a minimum of 24 hours. For the 15-hour cognate, 9 hours must be taken at Ball State University; 12 hours of the 24-hour 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 composition; foundations of business; general field of education; gifted studies; higher education; history, philosophy, and sociology of education; literary theory, literature; marriage and family counseling; neuropsychology; psychology of human development; teacher education in higher education; English language arts, theory of computing; and research methodology.
- Candidates in some doctoral programs may be required to take a full-time internship at an approved site.
- Additional Language - If an additional language option 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.

Please 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 regular 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 Chair 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 within one year of the committee appointment. Students who fail to meet this deadline may not be allowed to continue to register for courses.

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 designate the end of Stage 2 (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 credits for dissertation hours 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. Activities are related to the research, writing, and final oral defense of the dissertation. During this stage, all doctoral candidates must be registered for a minimum of three credits each semester, except during the summer terms, until the final approved copies of the dissertation are deposited in the Graduate School, all credit hours for degree conferral have been completed, and the residency requirement has been fulfilled. If not registering for a course or courses, the doctoral candidate will register for three hours of DISS 799. A doctoral candidate in an externally accredited program that requires an internship experience is exempt from continuous enrollment while registered for internship credit.

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 on-line at <http://www.bsu.edu/gradschool/graduation/>.

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 option 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 zero-credit course at a fee of \$50 which 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.

Comprehensive Examinations. No change from current catalog.

Dissertation. No change from current catalog.

Final Dissertation Defense. No change from current catalog.

Residence, Transfer, and Extension Work. No change from current catalog.

Selective Retention. No change from current catalog.

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" for the guidelines for appeals.

POLICIES FOR DISTANCE SCHOOL OF EXTENDED EDUCATION COURSES

~~General policies for Distance School of Extended Education Courses~~

- ~~1.1 The following types of courses shall be considered Distance School of Extended Education Courses:~~
 - ~~1.11 Category I: Independent study by correspondence Learning Courses taught to students off-campus, or courses taught under contract to students at remote locations, and~~
 - ~~1.12 Category II: Courses taught primarily through electronic media to student(s) at remote locations, e.g.:~~
 - ~~1.121 Telecourses delivered via Indiana Higher Education Telecommunication System (IHETS), via satellite and/or Instructional Television Fixed Service (ITFS) off-campus, or open broadcast cable and/or public television;~~
 - ~~1.122 Radio;~~
 - ~~1.123 Computer data networks;~~
 - ~~1.124 Video and audio cassettes;~~
 - ~~1.125 Compact Disk/Read Only Memory (CD-ROM); Compact Disk Interactive (CD-I) for Computer Aided Instruction (CAI);~~
 - ~~1.126 Interactive/Computer Assisted Instruction with CD's (CAI);~~
 - ~~1.127 Internet Web-Based Courses taught through the Internet to off-campus students;~~
1. School of Extended Education courses are those offered live, electronically, on contract, or through independent learning at an off-campus location through the School of Extended Education.
 - 1.1 The following policies apply to School of Extended Education courses.
 - 1.2 Students enrolled in Distance School of Extended Education courses shall be entitled to support services of the University Libraries and University Computing Services. Access to other services and facilities shall only be available if the student has paid all necessary fees.
 - 1.3 Ball State students enrolled in Distance School of Extended Education courses shall only receive residency credit for such courses that originate at Ball State University.
 - 1.4 The Continuing and Distance Extended Education Committee of the Academic Policies Council shall have the responsibility for initiating, recommending, and periodically evaluating policies for distance education programs of the University.
 - 1.5 The University Core Curriculum Subcommittee of the Undergraduate Education Committee shall have the additional responsibility for approval and assessment of Distance School of Extended Education courses (~~Category I and II~~) offered for University Core Curriculum credit.
 - 1.6 In order to receive credit for a Distance School of Extended Education (~~Category I~~) independent learning course:
 - 1.61 Students shall be enrolled admitted according to regular the School of Extended Education admission policies guidelines of the University as stated on the undergraduate off-campus admissions application.
 - 1.62 Distance The School of Extended Education course registration will take place year-round with an established withdrawal period. Students who withdraw from a course will receive a "W" (Withdrawal).
 - 1.63 The Distance School of Extended Education course period will not exceed nine months without extensions of time. Incompletes will not be issued. Final grades for independent

learning courses are posted at the end of each semester. If an independent learning course is not completed by the end of the semester for which a student enrolls, an *I* (Incomplete grade) will be recorded for the course. Once the course has been completed, the instructor will replace the *I* with the final grade. Students not completing or withdrawing from the ~~Distance~~ **School of Extended Education** course by the end of the nine-month period will receive a failing grade.

- 1.7 Proposals by ~~colleges or departments~~ **colleges or departments** to offer existing or proposed degrees exclusively through ~~distance~~ **the School of Extended Education** will be reviewed as new or revised programs by the appropriate University Committee, including, but not limited to the Undergraduate Education Committee and the Graduate Education Committee. Approved guidelines for these proposals may be obtained from the ~~Dean of the School of Extended Education~~ **appropriate Chair of the Committee.**
- 1.8 **Enrollment in School of Extended Education** courses offered through ~~Correspondence~~ **independent learning** or ~~contract~~ **(Category I)**
 - 1.81 Enrollment in courses offered through, and enrollment limits for, independent ~~study by correspondence~~ **learning** and/or department courses taught by ~~contract~~ **(Category I)** shall be approved by the Chairperson of the Department offering the course, the Dean of the college, and the Dean of the School of Extended Education.
 - 1.82 Students who are enrolled as on-campus, full-time students shall not be allowed to enroll in ~~independent study by correspondence~~ **independent learning** or contract courses, if an on-campus section of an equivalent course is available during the proposed period of enrollment in the independent ~~study by correspondence~~ **learning** or contract course **without the approval of the Department Chairperson.**
 - 1.83 ~~Correspondence~~ **Independent Learning** or contract registrations for those incarcerated in a Department of Corrections facility shall be subject to the approval of the prison program director.
 - 1.84 Departments shall maintain ~~one a master syllabus at a time~~ **one a master syllabus at a time** for each independent ~~study by correspondence~~ **learning** or contract course. ~~in the event a College Dean or a Department Chairperson chooses to assign an alternate or replacement instructor to teach the course.~~
2. ~~Courses offered through electronic media~~ **(Category II) Policies and Procedures for School of Extended Education courses offered through electronic media.**
 - 2.1 Each ~~department and college~~ **department and college** may propose to offer courses to students at remote locations via electronic media ~~(Category II)~~. The Dean of the School of Extended Education shall have the responsibility for reviewing these proposals and recommending those courses **and programs** that should be offered. Criteria for selection include suitability of the subject and syllabus for ~~distance~~ **the School of Extended Education**, projected enrollment, and availability of resources. ~~(In cases where a Distance School of Extended Education course will be transmitted via public-access television, additional review of faculty qualifications for the course distance education may be warranted.)~~
 - 2.2 The Instructional Media **Support** ~~Committee and Distance Extended Education Technologies Subcommittee of the Academic Resources Committee~~ shall initiate and recommend policies for the operation of instructional media **support** and ~~distance~~ **extended** education technologies; receive and consider recommendations for improving instructional media **support** and distance education technologies; conduct a continuing evaluation of instructional media **support** and ~~distance~~ **extended** education technologies; and submit any recommendations for changes in policies, procedures, and practices in instructional media **support** and ~~distance~~ **extended** education technologies to the ~~Academic Resources Committee~~ **Faculty Council.**
 - 2.3 Ball State students may enroll in and receive Ball State credit for ~~Distance Education~~ **Distance Education** courses offered by other institutions that are members of the Indiana Partnership for Statewide Education.

- 2.31 The institution, which is the source of a distance education course, shall remain responsible for the course.
- 2.32 Transcripts and official student records will denote partnership course credit through distance education, listing both the "home" institution and the "host" institution for the course. The "home institution" shall mean the institution from which the student has indicated his or her intention to graduate. The "host institution" shall mean the institution that offers a particular distance education course.
- 2.33 Grades for Partnership courses will be recorded as part of the student's Ball State grade point average.
- 2.34 Only Distance the School of Extended Education courses that originate from Ball State shall receive residency credit.
- 3. ~~Policies for university courses offered by electronic media (Category II)~~ Policies Governing Faculty Teaching School of Extended Education courses offered through electronic media.
 - 3.1 Definition of Terms
 - 3.11 "Course Creator(s)": The faculty member or faculty members who develop the ~~(Category II)~~ an electronic course.
 - 3.12 "Instructor(s) of Record": The faculty member or faculty members who are assigned by the applicable department to implement the ~~(Category II)~~ an electronic course, including, but not limited to, responding to student inquiries, grading student work and issuing the grade for the ~~Distance~~ School of Extended Education course.
 - 3.2 Production Contract. Before an ~~(Category II)~~ electronic course is created, a written agreement shall be drawn up between the Course Creator, the department, and the University (the "Production Contract stipulating course content, provisions for the use of the electronic components of the course, and compensation to the Course Creator.
 - 3.21 ~~Course Program~~ Content: The Course Creator will be responsible for the content and professional integrity of any ~~(Category II)~~ electronic course, which is being offered through distance education the School of Extended Education via electronic media.
 - 3.22 The University shall own all copyrights in any and all materials that result or arise from ~~(Category II)~~ electronic courses (e.g., videotapes, audio tapes, CD-ROMs, CDI's produced by or through the University) including but not limited to all intellectual property rights therein, unless otherwise stipulated in a written alternative agreement.
 - 3.23 In accordance with the provisions of the Ball State University Copyright Policy, all rights in any and all materials prepared using the resources of the University for use in ~~Distance~~ School of Extended Learning Education courses including but not limited to all intellectual property rights therein, shall be owned by the University unless otherwise stipulated in a written alternative agreement.
 - 3.24 Materials prepared for use in an ~~(Category II)~~ electronic course may be used by any Instructor of Record assigned to teach the course.
 - 3.25 If more than one Course Creator is responsible for the creation and production of the course, all rights and compensation will be shared on a basis equivalent to the responsibility involved. Course Creators shall determine the relative contributions of each in advance, and the agreed upon determination shall be in writing as part of the Production Contract.
 - 3.3 Reuse, rebroadcast, retransmission of ~~(Category II)~~ electronic courses
 - 3.31 The Course Creator has the right to participate in the negotiation concerning non-commercial, educational uses by the University of the course he or she created. The agreement will be a part of the Production Contract signed before production begins. Unless otherwise agreed upon, any reuse,

rebroadcast, or retransmission of an ~~(Category II)~~ **electronic course** shall be with the permission of the Course Creator, whether or not the Course Creator is currently employed by Ball State University.

- 3.32 So long as a ~~Distance~~ **School of Extended Education** course is offered by the University, the Course Creator will be responsible for the content of the ~~Distance~~ **School of Extended Education** course and will be expected to recommend revisions when necessary.
- 3.33 If a non-real time version of the ~~Distance~~ **School of Extended Education** course is offered, the University will first offer the Course Creator the opportunity to be the Instructor of Record for all students enrolled in the course.
- 3.34 If the Course Creator chooses not to be the Instructor of Record for any use of the course or leaves the University, the Department Chairperson will name an Instructor of Record for the course.
- 3.4 Use of **copyrighted materials**: The Course Creator shall be responsible for identifying copyrighted materials used in the ~~Distance~~ **School of Extended Education** course for which clearance must be sought. The responsibility for clearing copyrighted materials for use in ~~Distance~~ **the School of Extended Education** courses rests with the University. This responsibility has been assigned to the University Libraries.
 - 3.41 The clearing approvals must be in written form.
 - 3.42 The clearing approvals must be filed with the University Libraries.
- 3.5 Visiting ~~performers~~ **Lecturers**
 - 3.51 Performance by visiting lecturer(s) may be recorded for reuse when the written permission of the visiting lecture(s) involved is secured.
- 3.6 Lifetime of a ~~Distance~~ **School of Extended Education** course
 - 3.61 After three years, the ~~Distance~~ **School of Extended Education** course will be reviewed by the Course Creator, the Dean of the respective college, and the Dean of the School of Extended Education. Should the Course Creator and the University agree that the ~~Distance~~ **School of Extended Education** course should continue, a new agreement will be written. Should the decision be made to discontinue the ~~Distance~~ **School of Extended Education** course, written notice will be sent by the Dean of the School of Extended Education to the University Libraries, the Ball State University Teleplex, the department, and, when appropriate, the Patent and Copyright Committee. Nothing in this policy shall be deemed as preventing the University from having one Course Creator develop a ~~Distance~~ **School of Extended Education** course which is identical or similar to a course previously developed by another Course Creator.
4. **Faculty compensation for School of Extended Education Electronic courses**
 - 4.1 The Course Creator shall receive compensation for ~~Distance~~ **the School of Extended Education Electronic** course development, major revisions, production, and/or delivery of the ~~Distance~~ **School of Extended Education** course.
 - 4.2 ~~The live, interactive delivery of the Distance Education course shall be made part of the load of the Course Creator, but shall not be part of the load of the Instructor of Record.~~ The Course Creator shall be compensated for the **non-real time** delivery of the ~~Distance~~ **School of Extended Education** course according to the contractual agreement signed prior to initial production.
 - 4.3 ~~The Instructor of Record shall be compensated for non-real time delivery of the Distance Education Course.~~ **In the case where the Course Creator is not the Instructor of Record, the live, interactive or non-real time delivery of the School of Extended Education course may be made part of the load of the Instructor of Record in**

accordance with the contractual agreement signed prior to initial production and with the approval of the Department Chairperson and College Dean.

5. Marketing ~~Distance School of Extended Education~~ Commercialized Materials of electronically created ~~Distance School of Extended Education~~ Education courses
 - 5.1 If electronically created, ~~Distance School of Extended Education~~ Education courses or related materials are to be commercialized; they shall be subject to the Ball State University Copyright Policy. Disclosure to the Patent and Copyright Committee shall occur to permit the determination of royalty income distribution. The University may negotiate agreements with third parties for the marketing or licensing of such materials where it determines it to be appropriate to do so.
 - 5.2 Under the guidelines of the Ball State University Copyright Policy, cost recovery for the University shall include initial investment in creating the ~~Distance School of Extended Education~~ Education course, but will not include any faculty compensation for instruction in the ~~Distance School of Extended Education~~ Education course.

Please note: Replaces pages 162-165 in the Faculty/Professional handbook.

(CLEAN COPY)

POLICIES FOR SCHOOL OF EXTENDED EDUCATION COURSES⁷⁷

1. School of Extended Education courses are those offered live, electronically, on contract, or through independent learning at an off-campus location through the School of Extended Education.
 - 1.3 The following policies apply to School of Extended Education courses.
 - 1.4 Students enrolled in School of Extended Education courses shall be entitled to support services of the University Libraries and University Computing Services. Access to other services and facilities shall only be available if the student has paid all necessary fees.
 - 1.3 Ball State students enrolled in School of Extended Education courses shall only receive residency credit for such courses that originate at Ball State University.
 - 1.4 The Extended Education Committee of the University Council shall have the responsibility for initiating, recommending, and periodically evaluating policies for distance education programs of the University.
 - 1.5 The University Core Curriculum Subcommittee of the Undergraduate Education Committee shall have the additional responsibility for approval and assessment of School of Extended Education courses offered for University Core Curriculum credit.
 - 1.6 In order to receive credit for a School of Extended Education independent learning course:
 - 1.61 Students shall be admitted according to the School of Extended Education admission guidelines as stated on the undergraduate off-campus admissions application.
 - 1.62 The School of Extended Education course registration will take place year-round with an established withdrawal period. Students who withdraw from a course will receive a "W" (Withdrawal).
 - 1.63 The School of Extended Education course period will not exceed nine months without extensions of time. Final grades for independent learning courses are posted at the end of each semester. If an independent learning course is not completed by the end of the semester for which a student enrolls, an *I* (Incomplete grade) will be recorded for the course. Once the course has been completed, the instructor will replace the *I* with the final grade. Students not completing or withdrawing from the School of Extended Education course by the end of the nine-month period will receive a failing grade.
 - 1.8 Proposals by colleges or departments to offer existing or proposed degrees exclusively through the School of Extended Education will be reviewed as new or revised programs by the appropriate University Committee, including, but not limited to the Undergraduate Education Committee and the Graduate Education Committee. Approved guidelines for these proposals may be obtained from the appropriate Chair of the Committee.⁷⁸
 - 1.8 Enrollment in School of Extended Education courses offered through independent learning or contract
 - 1.81 Enrollment in courses offered through, and enrollment limits for, independent learning and/or department courses taught by contract shall be approved by the Chairperson of the Department offering the course, the Dean of the college, and the Dean of the School of Extended Education.
 - 1.82 Students who are enrolled as on-campus, full-time students shall not be allowed to enroll in independent learning or contract courses, if an on-campus section of an equivalent course is available during the proposed period of enrollment in the independent learning or contract course without the approval of the Department Chairperson.

- 1.83 Independent Learning or contract registrations for those incarcerated in a Department of Corrections facility shall be subject to the approval of the prison program director.
- 1.84 Departments shall maintain a master syllabus for each independent learning or contract course.
2. Policies and Procedures for School of Extended Education courses offered through electronic media
 - 2.1 Each department and college may propose to offer courses to students at remote locations via electronic media. The Dean of the School of Extended Education shall have the responsibility for reviewing these proposals and recommending those courses and programs that should be offered. Criteria for selection include suitability of the subject and syllabus for the School of Extended Education, projected enrollment, and availability of resources. In cases where a School of Extended Education course will be transmitted via public-access television, additional review of faculty qualifications for the course may be warranted.
 - 2.2 The Instructional Media Support Committee shall initiate and recommend policies for the operation of instructional media support and extended education technologies; receive and consider recommendations for improving instructional media support and distance education technologies; conduct a continuing evaluation of instructional media support and extended education technologies; and submit any recommendations for changes in policies, procedures, and practices in instructional media support and extended education technologies to the Faculty Council.
 - 2.3 Ball State students may enroll in and receive Ball State credit for courses offered by other institutions that are members of the Indiana Partnership for Statewide Education.
 - 2.31 The institution, which is the source of a distance education course, shall remain responsible for the course.
 - 2.32 Transcripts and official student records will denote partnership course credit through distance education, listing both the "home" institution and the "host" institution for the course. The "home institution" shall mean the institution from which the student has indicated his or her intention to graduate. The "host institution" shall mean the institution that offers a particular distance education course.
 - 2.33 Grades for Partnership courses will be recorded as part of the student's Ball State grade point average.
 - 2.34 Only the School of Extended Education courses that originate from Ball State shall receive residency credit.
3. Policies governing faculty teaching School of Extended Education courses offered through electronic media
 - 3.1 Definition of Terms
 - 3.11 "Course Creator(s)": The faculty member or faculty members who develop an electronic course.
 - 3.12 "Instructor(s) of Record": The faculty member or faculty members who are assigned by the applicable department to implement an electronic course, including, but not limited to, responding to student inquiries, grading student work, and issuing the grade for the School of Extended Education course.
 - 3.2 Production Contract: Before an electronic course is created, a written agreement shall be drawn up between the Course Creator, the department, and the University. The "Production Contract" shall stipulate course content, provisions for the use of the electronic components of the course, and compensation to the Course Creator.
 - 3.21 Course Content: The Course Creator will be responsible for the content and professional integrity of any electronic course, which is being offered through the School of Extended Education via electronic media.
 - 3.22 The University shall own all rights in any and all materials that result or arise from electronic courses (e.g.,

- videotapes, audio tapes, CD-ROMs, CDI's, etc. produced by or through the University), including but not limited to all intellectual property rights therein, unless otherwise stipulated in a written alternative agreement.
- 3.23 In accordance with the provisions of the Ball State University Copyright Policy, all rights in any and all materials prepared using the resources of the University for use in School of Extended Education courses, including but not limited to all intellectual property rights therein, shall be owned by the University unless otherwise stipulated in a written alternative agreement.
- 3.24 Materials prepared for use in an electronic course may be used by any Instructor of Record assigned to teach the course.
- 3.25 If more than one Course Creator is responsible for the creation and production of the course, all rights and compensation will be shared on a basis equivalent to the responsibility involved. Course Creators shall determine the relative contributions of each in advance, and the agreed upon determination shall be in writing as part of the Production Contract.
- 3.3 Reuse, rebroadcast, retransmission of electronic courses
- 3.31 The Course Creator has the right to participate in the negotiation concerning non-commercial, educational uses by the University of the course he or she created. The agreement will be a part of the Production Contract signed before production begins. Unless otherwise agreed upon, any reuse, rebroadcast, or retransmission of an electronic course shall be with the permission of the Course Creator, whether or not the Course Creator is currently employed by Ball State University.
- 3.32 So long as a School of Extended Education course is offered by the University, the Course Creator will be responsible for the content of the School of Extended Education course and will be expected to recommend revisions when necessary.
- 3.33 If a non-real time version of the School of Extended Education course is offered, the University will first offer the Course Creator the opportunity to be the Instructor of Record for all students enrolled in the course.
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of Extended Education to the University Libraries, the Ball State University Teleplex, the department, and, when appropriate, the Patent and Copyright Committee. Nothing in this policy shall be deemed as preventing the University from having one Course Creator develop a School of Extended Education course which is identical or similar to a course previously developed by another Course Creator.

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