

# THE UNIVERSITY

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## MISSION

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Ball State University is a learning community engaged in the discovery of knowledge, the integration of learning experiences, and their application through civic and professional leadership.

We value the following attributes as they relate to the mission:

In our learning community, we value—

- Challenge and achievement
- Teamwork and problem solving
- Personalized learning

In our discovery of knowledge, we value—

- Intellectual freedom
- Inquiry and investigation
- Creative activity

In our integration of learning experiences, we value—

- Connection
- Coherence
- Collaboration

In our civic and professional leadership, we value—

- Integrity
- Social justice
- Social responsibility

## HISTORY

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Ball State University was founded as Indiana State Normal School, Eastern Division, in 1918. Its antecedents, all housed in what is now the Ball State Administration Building, were also normal schools, owned and operated under various names. In 1918, the Ball brothers, a prominent Muncie industrial family, bought the property and donated it to the state of Indiana, which, in turn, transferred control of the school to the board of trustees of the Indiana State Normal School in Terre Haute. In 1922, in recognition of the generosity of the Ball brothers, the board added Ball Teachers College to the school's name. In 1929, the Indiana General Assembly separated the two colleges, naming the campus in Muncie Ball State Teachers College.

On February 8, 1965, the general assembly renamed the institution Ball State University in recognition of its phenomenal growth in enrollment and physical facilities; of the variety and quality of its educational programs and services; and in anticipation of the much broader role it would be expected to assume in the future.

## DESCRIPTION

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Ball State University is a comprehensive, publicly assisted institution of higher education whose mission is to provide excellent education. It is located in Muncie, Indiana, a city of 70,000, 56 miles northeast of Indianapolis. Although its primary concern is for the citizens of Indiana, it offers programs with appeal to regional, national, and international audiences.

Ball State University offers a strong undergraduate liberal and professional education and selected graduate programs of high quality. Ball State students can choose from a comprehensive range of academic programs at the associate, baccalaureate, and master's levels, as well as doctoral programs in areas where the university has special competence. In addition to core academic programs in the arts, sciences, and humanities, the university offers more than 140 major and minor areas of study through its seven colleges: Applied Sciences and Technology; Architecture and Planning; Business; Communication, Information, and Media; Fine Arts; Sciences and Humanities; and Teachers College.

The university has a selective admission policy; in some areas, such as architecture, the university is very selective. Exceptionally well-qualified undergraduate students may enroll in the Honors College for more intellectually demanding programs of study. Students who have not decided on a major or who may need to strengthen their learning skills can take advantage of the special academic assistance and intensive educational counseling offered by University College.

As part of Ball State's commitment to excellence in education, the university offers students a friendly, collegiate atmosphere; a full range of out-of-class activities; and excellent, well-planned academic, residential, and recreational facilities. An impressive array of student support services contributes to the personal, social, and intellectual development of all students.

Although Ball State University is primarily a residential academic community, it also supports programs that reach students well beyond the immediate campus. Through interactive telecommunications, Internet courses, and on site courses, Ball State distance learning students are able to take courses and degree programs. The university has a strong commitment to cultural diversity and international programs. It offers exchange programs with universities throughout the world and a wide variety of opportunities for students to study abroad.

# THE GRADUATE SCHOOL

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*www.bsu.edu/gradschool*

Graduate School (765) 285-1297

*Associate Provost and Dean of the Graduate School: Deborah W. Balogh*

*Acting Associate Dean: Mary Kite*

*Assistant Dean: Jacquelyn S. Nelson*

## OBJECTIVE OF GRADUATE STUDY

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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. The graduate program at Ball State University emphasizes the knowledge, methods, and skills needed for scholarly teaching, problem solving and original research, creative expression, and intellectual leadership.

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

## GRADUATE EDUCATION COMMITTEE

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

# GENERAL INFORMATION

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## **Graduate Record Examination**

The Graduate Record Examination (GRE), verbal, quantitative, and analytical, is required for admission to a doctoral or specialist degree program. For non-native speakers of English, a different standardized test, recommended by the department head and approved by the graduate dean, may replace the GRE. Departments may also require GRE Advanced Subject Tests. The GRE is also required for a master's degree applicant in any of the following categories:

1. applicants whose undergraduate degrees were received from nonaccredited institutions;
2. applicants whose undergraduate grade point averages are below 2.75 on a 4.0 point scale;
3. applicants whose undergraduate degrees are from institutions with nontraditional grading systems; if nontraditional grades were received in the major field of study and related subjects, students are urged to submit both aptitude and, if available, advanced test scores;
4. applicants who expect to major in a department or enter a program that includes the GRE as a condition for admission.

## **Graduate Academic Load**

Graduate students may register for a maximum of 15 hours in a semester, 6 hours in a five-week summer term, and 12 hours for the combined summer terms.

Graduate assistants and doctoral assistants may register for a maximum of 12 hours in a semester and 3 hours in a five-week summer term. The minimum course load for an assistant is 6 hours of graduate credit in a semester and 3 hours in a five-week summer term.

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 in the fall or spring semester. A half-time load would consist of 5 to 6 hours. Full-time for a summer term is 6 hours; half-time, a minimum of 3 hours. A full-time student, as defined by the bursar's office for billing purposes, is a student registered for a minimum of 12 semester hours.

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

### **Course Numbering**

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

It is the student’s responsibility to ensure that courses are not repeated. A course applies only once to a degree or certificate.

### **Statement on Demonstrated Proficiency in English**

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

### **Application for Graduation**

Each graduate-degree student should file an application for graduation before the start of the semester in which the degree is to be granted. The deadline for filing the application is the end of the fourth week of the semester of graduation.

### **Commencement Degrees**

Degrees are awarded at the end of each semester, each summer session, and summer semester. Formal public ceremonies are held at spring, summer, and fall commencements. All candidates are urged to attend commencement exercises, where graduate degrees are conferred individually.

## **STUDENT ACADEMIC ETHICS AND ATTENDANCE POLICIES**

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Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Academic dishonesty by a student will not be tolerated and will be treated in accordance with this policy.

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

1. Violations of procedures that protect the integrity of a quiz, examination, or similar evaluation, such as
  - a. possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
  - b. copying from another person’s paper;
  - c. communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
  - d. possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;

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- e. taking a quiz or examination or similar evaluation in the place of another person;
  - f. utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
  - g. changing material on a graded examination and then requesting a regrading of the examination;
  - h. cooperating with someone else on a quiz, examination, or similar evaluation without the prior consent of the faculty member.
2. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as
    - a. submitting an assignment purporting to be the student's original work that has been wholly or partly created by another person;
    - b. presenting as one's own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources;
    - c. submitting as newly executed work, without the faculty member's prior knowledge and consent, one's own work which has previously been presented for another class at Ball State University or elsewhere;
    - d. knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
  3. Cooperation with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker.
  4. Knowingly destroying or altering another student's work whether in written form, computer files, art work, or other format.
  5. Aiding, abetting, or attempting to commit an act or action that would constitute academic dishonesty.

### **Implementation Procedures**

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

### **Code of Student Rights and Responsibilities**

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

To view the Code of Student Rights and Responsibilities see the following Web page: [www.bsu.edu/sa/dean/stucode](http://www.bsu.edu/sa/dean/stucode).

### **Student Attendance**

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

Absence caused by field trips in one of the student's courses or by official university responsibilities shall be announced in advance to instructors of the other course(s) in which the student is enrolled. A notice will originate in the office of the department chairperson and be brought to the instructor(s) by the student. This notice should be shown to the instructor(s) at least three (3) days before the field trip. All trips should be scheduled after the first week or before the last two weeks of a semester (last two weeks—including the examination

period). Exceptions to these periods will be granted only after consultation with and approval by the provost and vice president for Academic Affairs and the vice president for Student Affairs and Enrollment Management.

Detailed information regarding requirements for veterans' attendance may be obtained from the Office of Scholarships and Financial Aid. This information is kept current by directives received from the administrator of the Veterans Administration, VACO, Washington, D.C.

**Campus Security Report/Crime Statistics [668.46]**

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (20 U.S.C. 1092), Ball State University provides the required information to all faculty, staff, and students on the Web. Go to [www.bsu.edu/students](http://www.bsu.edu/students) and click on "Annual Security Report." The Annual Security Report is published annually and contains crime statistics for the three most recent calendar years and campus policy regarding reporting of on- and off-campus criminal activity; facility safety and access; law enforcement; sale, possession, and use of alcohol and illegal drugs, including sanctions. It also includes information regarding availability of drug and alcohol education programs, safety and crime prevention programs, and sexual assault prevention programs and procedures to follow when sex offenses occur. The Campus Security Report is available in printed form upon request. Contact the Office of the Dean of Students at 1 (800) 382-8540, selection 8, or (765) 285-5343.

**Report on Athletic Program Participation Rates and Financial Support Data [668.47]**

The Equity in Athletics Disclosure Act Report provides data on athletic participation rates and data on financial support for athletic teams. Contact Intercollegiate Athletics, Health and Physical Activity Building, Room 116 or (765) 285-1671.