

MASTER'S DEGREES

All master's degree programs are selective and require departmental permission before admission and registration for any graduate courses. Students should see the appropriate department chairperson for special requirements.

Ball State University offers the following master's degrees: master of architecture (MArch), master of arts (MA), master of arts in education (MAE), master of business administration (MBA), master of landscape architecture (MLA), master of music (MM), master of public administration (MPA), master of science (MS), and master of urban and regional planning (MURP).

Secondary teachers working toward professional licensing must major or minor in each field for which endorsement is sought. (For a complete explanation of professional requirements see page 263.)

MASTER OF ARTS DEGREE

Majors

Actuarial Science	Mathematics Education
Adult and Community Education	Music
Anthropology	Natural Resources and Environmental Management
Applied Gerontology	Physical Education
Biology	Physics
Career and Technical Education	Physiology
Chemistry	Political Science
Clinical Psychology	Public Relations
Cognitive and Social Processes	School Psychology
Communication Studies	Secondary Education
Counseling	Social Psychology
Curriculum and Educational Technology	Social Science
Educational Psychology	Sociology
English	Special Education
Executive Development for Public Service	Speech-language Pathology
Exercise Science	Statistics
General Science	Student Affairs
Geology	Administration in Higher Education
Health Science	Teaching English to Speakers of Other Languages (TESOL)
History	Technology Education
Family and Consumer Sciences	Telecommunications (Digital Storytelling)
Journalism	Visual Arts Studio
Linguistics	Wellness Management
Mathematics	

A minimum of 30 hours is required for a master's degree. Some majors are more than 30 hours. Check specific programs for degree requirements.

The usual plan of study for the master of arts degree is as follows:

Major area of study including thesis, research paper, creative project, or graduate research methodology course 15–30 hrs.
 Minor area of study of 8 or more hours and/or electives in any area or areas including the major area 0–15 hrs.

MASTER OF ARTS IN EDUCATION DEGREE

Majors

Business Education	Elementary Education
Educational Administration and Supervision	Physics
	Special Education
	Teaching in Elementary Education

Students working toward professional licensing in elementary education will major in elementary education.

All master's degree candidates majoring in business education must take the Graduate Management Admission Test (GMAT). All Miller College of Business graduate courses offered by the departments of accounting, finance, and marketing and management have full admission to a graduate program of the university as a prerequisite.

The usual plan of study for the master of arts in education degree is as follows:

Major area of study including thesis, research paper, creative project, or graduate research methodology course 15–21 hrs.
 Three courses from the professional education core 9 hrs.
 Minor area of study of 8 or more hours and/or electives in any area or areas including the major area 0–11 hrs.

MASTER OF SCIENCE DEGREE

Majors

Accounting	Family and Consumer Sciences
Biology	Information and Communication Sciences
Chemistry	Mathematics
Computer Science	Natural Resources and Environmental Management
Dietetics	Nursing
Exercise Science	Physical Education
Geography	Physics
Geology	Physiology
Health Science	Wellness Management
Historic Preservation	

The master of science program in historic preservation usually requires 55 hours of study, including a summer internship. For a student who holds a bachelor of architecture degree, a preservation and restoration option is available under the master of architecture degree (30 hours). Admission to either program requires departmental permission.

A thesis is required for all students working toward the master of science degree, except those majoring in computer science (a nonthesis option is available), management, or information and communication sciences.

The usual plan of study for the master of science degree is as follows:

Major area of study including credit for thesis. 15–30 hrs.
Minor area of 8 or more hours and/or electives 0–15 hrs.

Minors

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

Plan of Study

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

APPLICATION FOR ADMISSION

A baccalaureate degree from Ball State University or an equivalent degree from an institution accredited by its regional accrediting association is a prerequisite for admission to graduate study for a master's degree. An applicant with a baccalaureate degree not considered the equivalent of that of Ball State University may be admitted to graduate study under special conditions to be determined by the dean of the Graduate School.

Application for admission to graduate study is made on a form obtainable from the Office of Graduate Admissions. To be eligible for registration, the student must be admitted to a graduate degree program and the Graduate School must have received the graduate application and two copies of official transcripts from the institution granting the baccalaureate degree and each institution attended for undergraduate and graduate work (one copy to be sent to the Graduate School and the other to the department in which the student intends to major). An official transcript is one that has been received directly from the issuing institution. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University.

APPLICATION DEADLINE

All application materials, including a completed application form and official transcripts, must be submitted to the Graduate School at least **four** weeks before the term in which the student wishes to begin graduate study. Departments may have earlier deadlines and require additional supporting credentials for admission. A prospective student should contact the major department for specific program deadlines and prerequisites. Enrollment for applicants whose admission materials arrive after the deadline may be deferred to a subsequent term.

STANDARDS FOR ADMISSION

Admission standards are established for each master's degree program at Ball State University by the responsible academic unit. Students must meet the following minimum criteria to be admitted to graduate study toward a master's degree:

1. Hold an earned bachelor's degree from a college or university that is accredited by its regional accrediting association.
2. Satisfy one of the following:
 - a. an undergraduate cumulative grade point average of at least 2.75 on a 4.0 scale (all undergraduate course work, including work completed prior to the baccalaureate degree, is used to calculate the grade point average).
 - b. a cumulative grade point average of at least 3.0 on a 4.0 scale in the latter half of the baccalaureate.
 - c. an acceptable combination of cumulative grade point average on the baccalaureate and score on the Graduate Management Admission Test (GMAT) if the intended program is the master of business administration or the master of science in accounting.
 - d. A minimum 3.0 average in 9 semester hours of graduate work approved by the chairperson of the major department, approved in advance by the graduate dean, as well as, obtain a score on a standardized admission test with national norms. Both the test and the score must be acceptable to the academic unit in which the student intends to major. Official scores from the standardized test must be on file in the Graduate School prior to enrollment in the student's first graduate course. Such students will be considered degree-seeking students with probationary admission status.
3. Meet departmental or program admission requirements.

Regular admission is not complete until an approved program of courses required for the degree is filed with the major department. Compensatory course work may be required for students whose undergraduate majors do not prepare them for their chosen master's degree programs. Any such course requirements in addition to the basic 30 hours for the degree must be stated in the approved programs.

Students may be permitted to enroll in graduate courses before regular admission only upon recommendation of the major academic unit. Such students will be considered degree-seeking students with conditional admission status (see "Conditional Admission"). However, only 9 hours earned at Ball State University before being granted regular admission may be applied toward a master's degree program. Exceptions to this policy must be approved in advance by the dean of the Graduate School.

Admission to the university does not guarantee admission to a specific degree program.

CONDITIONAL ADMISSION

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

FRESH START ADMISSION

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

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

1. a period of time of no less than six years has expired since the student withdrew or was dismissed from a Ball State graduate program,
2. the student's previous graduate grade point average is below the minimum required to earn a master's degree (3.0 on a 4.0 scale),
3. the student meets current Graduate School admission requirements, and
4. the student has been recommended for admission into the program by the appropriate department.

Courses completed in a previous Ball State graduate program will not transfer or be applied to the requirements of the new program. The new program must be finished and the degree conferred within six years of the completion of the first new course. The student must complete a minimum of 30 semester hours, and the program of study must meet all departmental and Graduate School requirements.

Only one fresh start will be granted to any one graduate student at Ball State University.

Final approval for a fresh start application rests with the dean of the Graduate School.

ADMISSION AS A NONDEGREE STUDENT

Ball State University has two categories of nondegree admission:

1. Nondegree (Licensure)—Licensure clearance is granted to students working toward any of the following: professional grade teaching (post-master's), school services personnel and school administration and supervisory certificates, and endorsements added through completion of graduate credit. Students are

required to supply Graduate Admissions with official transcripts verifying the baccalaureate degree including all undergraduate work completed prior to the granting of the baccalaureate degree as well as any transcripts deemed necessary for added licensure. A student must have a cumulative undergraduate grade point average of at least 2.5 on a 4.0 scale or a 3.0 on a 4.0 scale in the latter half of the baccalaureate to be enrolled. Students whose cumulative undergraduate grade point averages are below 2.5 may be allowed to enroll in a nine-hour probationary plan of study consisting of undergraduate courses only. Probationary students must earn at least a 3.0 in the nine undergraduate hours to be considered for approval to take graduate courses.

2. **Nondegree (Nonlicensure)**—Ball State University recognizes the need of many persons to pursue educational programs that maybe related to their employment or that will otherwise enrich their lives. For these reasons, students with baccalaureate or advanced degrees who do not have further degree objectives but desire personal and professional enrichment may be admitted to graduate study as nondegree students. Students are required to supply Graduate Admissions with official transcripts verifying the baccalaureate degree, including all undergraduate work completed prior to the granting of the baccalaureate degree. A student must have a cumulative undergraduate grade point average of at least 2.5 on a 4.0 scale or a 3.0 on a 4.0 scale in the latter half of the baccalaureate to be enrolled.

Nondegree students who later apply to a degree program must meet all entrance requirements of that program and have maintained at least a 3.0 graduate grade point average in their nondegree course work. No more than 9 hours earned in nondegree status may be applied to an advanced degree program if a person later is admitted as a regular graduate student. The department in which the student is studying and the dean of the Graduate School will determine which credit hours earned in nondegree status will apply to a degree program. Credit hours must have been completed within the six-year time limit allowed for completion of a master's degree.

ADMISSION TO CERTIFICATE PROGRAMS

Ball State University offers certificate programs in the following areas: artist diploma, biotechnology, business essentials for professionals, college and university teaching, gerontology, and nursing. Students must meet the minimum requirements for admission to a master's degree program (page 11) and, if accepted, will be classified as nondegree students.

Curriculum Criteria The number of credits for a certificate must be at least 12 semester hours and not more than one-half of the credits necessary for a related graduate degree. All certificate requirements must be met within five years. Students must earn at least a 3.0 GPA to qualify for a certificate, but no course with a grade below 2.0 (C– or lower) can be counted toward the certificate. No transfer credit is allowed to count toward the certificate. Hours earned toward the certificate can apply to a degree-granting program with departmental approval, but students must apply for admission to degree programs before one-half of the required credits are completed.

RETENTION IN NONDEGREE STATUS

Satisfactory Grade Point Average

At any time after completion of 9 hours of graduate study, students must have and maintain at least a 3.0 graduate grade point average.

Probationary Status

Students will be placed on academic probation if their cumulative graduate grade point averages fall below 3.0 at any time after completion of 9 hours.

To remove probationary status, a student must have at least a 3.0 graduate cumulative grade point average by the time the next 9 graduate hours are completed.

If probationary status is not removed, the student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has reapplied and been readmitted. Students seeking readmission must present to the dean of the Graduate School a written request approved by the chairperson of the major department. The decision to readmit will be made by the dean of the Graduate School.

Readmission Status

Students readmitted to graduate study will carry the same classification held when graduate admission was canceled.

ADMISSION OF INTERNATIONAL STUDENTS

International students interested in graduate study at Ball State University should write to the Center for International Programs (CIP) for application forms or go to www.bsu.edu/international. These students must meet all the university's regular admission requirements. All credentials from secondary schools, colleges, universities, and their equivalents from locations other than the U.S. are evaluated by CIP.

English Proficiency for Non-Native Speakers of English

Students who are non-native speakers of English applying for admission to the Graduate School must submit the results of the Test of English as a Foreign Language (TOEFL) taken no more than 18 months before the date of admission. A student intending to enroll at Ball State University may be required to retake the TOEFL before being admitted, regardless of the extent of previous training in English. Any exceptions to these rules must be approved by CIP and the dean of the Graduate School.

Any student admitted with a score lower than 550 on the TOEFL will be required to take ENEFL courses offered by the intensive English institute in the Department of English. Exceptions to this rule must be approved by CIP, the dean of the Graduate School, the chairperson of the department in which the student is majoring, and the director of the Intensive English Institute. Any department may set a higher score requirement than a score of 550 for its majors.

If it is deemed advisable, CIP or the director of the Intensive English Institute may recommend to the dean of the Graduate School that a student be required to take one or more of the English Language Tests administered by the Ball State University Counseling and Psychological Services Center.

Any international student may take a course in English as a foreign language, regardless of whether such a course is required.

Any student who is required to take a course in English as a foreign language and whose progress is unsatisfactory will be required to repeat the course if the director of the Intensive English Institute deems it advisable or if the chairperson of the department concerned and the dean of the Graduate School deem it advisable. The chairperson of the department concerned and the dean of the Graduate School will take into consideration the recommendation of the English department. Before completing their coursework in the Intensive English Institute, students are required to pass an assessment of their proficiency in English.

Physical Examination Requirement for International Students

After arrival at Ball State University, during the registration process, all international students are required to appear at the University Health Center for a physical examination.

PROCEDURES FOR EARNING A MASTER’S DEGREE

GRADUATE ADVISING

Each department is responsible for evaluating the qualifications of its prospective graduate students. One of the evaluation tools used by some departments is a proficiency examination administered by the department. When undergraduate preparation in the chosen field of graduate study is insufficient, a student’s major advisor may prescribe additional work. If the department determines that a student is deficient in one or more areas, the student is expected to remove these deficiencies.

The chairperson of the concerned department or the delegated representative will advise the student in outlining a degree program. All departmental advisors signing approval for graduate student academic programs must have been approved by their departments. When a student’s eligibility is assured, the academic advisor will admit the student to candidacy for the master’s degree and later will recommend the conferment of the degree. The research paper, creative project, and thesis will be written under the supervision of an academic advisor who is a member of the department in which a student has selected a major.

REGISTRATION

Upon receiving registration clearance, graduate students may register for courses in person, by mail, or online via the Ball State University Web site. Please contact the following offices for registration assistance:

- | | |
|---|------------------------------------|
| Degree-seeking students | Office of Graduate Programs |
| in the Miller College of Business | WB 146, (765) 285-1931 |
| Degree-seeking students | Departmental Offices |
| in Teachers College | |
| All other degree-seeking students | Major departmental advising office |
| Non-degree students taking | Graduate School |
| classes on main campus | (765) 285-1297 |

Teacher licensing students	Educational License Office
..... TC 918, (765) 285-1168
All students taking classes at	School of Extended Education
off-campus sites (degree and	
nondegree, except for business, see above)	CA 200, (765) 285-1583

Mail registrations should be sent to the Office of the Registrar, Ball State University, Muncie, IN 47306. **Registration forms submitted after fees are due must be accompanied by payment.** Please check the *Schedule of Classes* for appropriate dates to begin registration and when payment of fees is required.

All day-class students are expected to register before the beginning of a semester or term. The period of advance registration for each semester and term is specified in the *Schedule of Classes*. The penalty for late registration is a late-registration fee.

Students not on campus are also urged to register in advance. Students for whom advance registration is impossible may register during regular office hours up to the day classes convene for a semester or term.

Information requested on the registration form includes the student's address and telephone number in Muncie for the school year. Changes of address or telephone number after registration are to be reported to the Office of the Registrar.

RESEARCH PLANS

Candidates for master's degrees will organize their graduate study to meet the requirements of four research plans: thesis, 6 hours of graduate credit; research paper, 3 hours of credit; creative project, 3 or 6 hours of credit; or graduate research methodology course plan, a minimum of 3 hours of graduate credit. The research requirement must be taken at Ball State University.

Before beginning work on a research project, a student must submit a *topic approval form*, signed by his or her advisor and the appropriate departmental chairperson, to the dean of the Graduate School. The form, obtainable in the department or the Graduate School office, is to be accompanied by a typewritten description of the proposed research paper, creative project, or thesis including a statement of the problem, the value and significance of the problem, and the research methodology to be used in the study.

Although the concerned department has the responsibility for determining the manual or form to be followed in writing the thesis, research paper, or creative project, such matters as weight of paper, typeface, spacing, and professional typing standards must follow specifications in "How to Write a Term Paper, Graduate Course Paper, Research Paper, Thesis, or Creative Project," available at www.bsu.edu/gradschool.

After receiving approval for RES 697 or THES 698, all master's degree candidates must be registered each semester during the academic year. If not registering for a course or courses, the candidate will register for MASTR 600, Master's Candidate, for a fee of \$50. Before degree conferral, registration and subsequent payment for MASTR 600 are mandatory for students who have not registered for MASTR 600 during required semesters. Registration in MASTR 600 is not required during the summer. Registration in MASTR 600 will give the master's candidate the rights and privileges of a regular student.

A master's candidate may also take MASTR 600 under other circumstances when not registered for a course or courses—for instance, while working off an

incomplete grade—with the approval of the candidate’s committee chairperson, the department advisor, and the dean of the Graduate School

Thesis (THES 698)

This plan requires the candidate to present a thesis embodying the results of a study of some subject directly related to the area of specialization. The thesis must show that the candidate possesses the abilities to pursue a research problem successfully and to draw valid and significant conclusions from the data. The student must have a committee of three faculty members selected in consultation with the department chairperson.

A student may not submit this paper until 12 hours of graduate work have been completed and the candidate’s advisor and departmental chairperson have signed a statement approving the subject. Approval forms are available at www.bsu.edu/gradschool.

The approved thesis must be presented to the dean of the Graduate School in final form at least four weeks before the close of the semester or term in which the student is to be certified for graduation. The original typed copy and one additional copy must be submitted unbound, with the two approval pages signed by all three members of the student’s committee and the department chairperson. An additional copy of the thesis may be required for the departmental file. It is the student’s responsibility to deliver this copy.

In addition, the student must submit three copies of a 100- to 150-word abstract of the thesis describing the nature of the study and findings. One copy of this abstract must be placed on file in the Graduate School office.

The student who writes a thesis must enroll in THES 698 Thesis, for a total of 6 hours of credit. The thesis is not used to meet the requirements for any course except THES 698.

Research Paper (RES 697)

This paper must be an original study of nonthesis proportions showing that the candidate possesses the abilities to pursue a research problem successfully and to draw valid and significant conclusions from the data. It must be on some subject directly related to the candidate’s area of concentration and must meet the approval of the student’s departmental advisor and the department chairperson. A student may not submit this paper until 12 hours of graduate work have been completed and the candidate’s advisor and the department chairperson have signed a statement approving the subject. Approval forms are available at www.bsu.edu/gradschool.

A student must submit the original typed copy of the research paper in its final approved form and one copy (both bound in black hardback folders) to the Graduate School office at least four weeks before the close of the semester or term in which the candidate is to be certified for graduation. The paper must be accompanied by a final approval form signed by the student’s departmental advisor and the department chairperson, showing that the work is accepted as the student’s research paper for a master’s degree. If the departmental advisor and the department chairperson are the same person, another member of the graduate faculty within the department of the student’s major must also sign the form, indicating familiarity with the paper and knowledge of the student’s work. An additional typed copy of the research paper may be required for the departmental file. It is the student’s responsibility to deliver this copy.

The student who writes a research paper must enroll in RES 697 Research Paper for 3 hours of credit. The research paper is not used to meet the requirements of any course except RES 697.

Creative Project (RES 697 or THES 698)

The creative research project (3 or 6 hours) must be in the student's concentration area. Examples of creative projects are a musical arrangement, composition, or recital; painting(s), sculpture, or a craft project; a literary composition; and instructional units in science or social science. The creative project must be supported by a written report that includes background research and other significant information basic to the project, as well as a thorough description of the project itself. The student is required to have a committee of three for the 6-hour project and an advisor for the 3-hour project. These members will be selected in consultation with the department chairperson.

A creative research project must show evidence of superior craftsmanship and creative scholarship and must be limited to students, on the recommendation of the department chairperson, who are capable of exhibiting these traits. It must meet the approval of the student's advisor and the chairperson of the department concerned.

A student is not permitted to submit a creative project before completing 12 hours of graduate work and obtaining a signed statement from the departmental advisor and the department chairperson approving the project. Approval forms may be obtained at www.bsu.edu/gradschool.

The original typed copy of the project in its final approved form and one copy—both bound in black hardback folders if for 3 hours of credit, both unbound if for 6 hours of credit—must be submitted to the Graduate School office at least four weeks before the close of the semester or term in which the candidate is to be certified for graduation. The 3-hour project must be accompanied by a final approval form, signed by the student's departmental advisor and department chairperson, showing that the work is accepted as the student's creative research project for the master's degree. If the departmental advisor and the departmental chairperson are the same person, another member of the graduate faculty in the student's major department must also sign the form. If for 6 hours of credit, the project must be accompanied by two approval sheets signed by the student's committee of three and the department chairperson.

If tape recordings, films, filmstrips, slides, photographs, or similar types of materials are part of a creative project, two copies of each must be submitted, whether the project is for 3 or 6 credit hours.

The student who writes a creative project for 3 hours will enroll in RES 697 Research Paper; for 6 hours, the student will enroll in THES 698 Thesis. (See directions for writing a thesis for further instructions). The creative research project is not used to meet the requirements for any course except RES 697 or THES 698.

Graduate Research Methodology Course Plan

This course plan is not approved as a research plan option in some master's degree programs. For these programs, a thesis, research paper, or creative project is required.

A candidate for a master's degree choosing the graduate research methodology course plan will complete an appropriate research course at Ball State University totaling a minimum of 3 semester hours. The research course, with departmental approval, will constitute a part of the master's degree major.

Each academic unit offering a master's degree will identify the course or courses it will use to satisfy the research course requirement of 3 or more semester hours. The research course may be taken in another department with the approval of the major-area advisor.

Research methodology courses identified as appropriate should emphasize either basic or applied research skills, or both. Unlike other graduate courses in the major area dealing with research, this course will have research as its primary focus and will be taught by persons with special research competencies and interests. Course content should include preparation of a research study, report, or paper.

GRADING SYSTEM

The graduate grading system and credit points are as follows:

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = .667	

The following grades are not included in the calculation of grade point averages: *W* (Withdrawal), *I* (Incomplete), *AU* (Audit), *EC* (Enrollment Continued).

All graduate grades are used in computing the student's cumulative grade point average. An overall scholastic ratio of 3.0 (*B* average) must be attained before admission to candidacy and the final awarding of any master's degree. An average of *B* is also required in the student's major. An overall scholastic average of 3.2 must be attained before admission to candidacy and the final awarding of any specialist or doctoral degree. No course with grades below *C* (2.0) may be counted toward any degree program. Individual departments may have higher minimum grade requirements. Consult the individual departments for a description of the minimum grade requirements.

I represents incomplete work and is given only when the instructor permits a student to finish incomplete work. In cooperation with the department chairperson, the instructor determines the validity of the claim to an incomplete grade and outlines the procedure for its removal and the time limit for completing the work. Forms are filed in triplicate: one with the department chairperson and two with the registrar's office, one copy of which is mailed to the student. The maximum time permitted for the completion of an *I* grade is one year. An exception is made when an *I* grade is given for RES 697, THES 698, or DISS 799. If an *I* grade is not removed within the time agreed upon, it automatically becomes an *F*. Upon written notification to the registrar, the dean of the Graduate School may approve an extension of time up to one more year.

It is common practice for an *I* grade to be given to students enrolled in RES 697, THES 698, and DISS 799 until the completed research paper, thesis, or dissertation has been submitted to the Graduate School office in its final approved form.

At the close of each semester or term of attendance, a report of grades earned is mailed to each student. Any change in a grade already reported must be made by the instructor on a Change-of-Grade/*I* Removal form. Grade changes must be approved by the dean of the college concerned before filing in the registrar's office. Any such change must be completed within one year of the close of the session for which the grade was due.

Course Repetition

A graduate student may not repeat more than one time a course for which a grade has been given. The repetition of a course does not remove the previous grades from the student's official academic record. The last grade in a course will be used in computing the scholastic ratio. The credit hours will count only once toward meeting minimum hourly requirements for graduation.

Individual programs may impose additional limitations on course repetitions with the approval of the dean of the Graduate School. Students are advised to familiarize themselves with program policies.

Auditing a Course

A student who wishes to take a course without expectation of credit registers as an auditor. No credit will be earned; however, a transcript entry of "audit" may be recorded. The instructor will decide whether an audit class is to be posted on the permanent record.

Credit/No-Credit

The option of credit/no-credit is not available for graduate courses with the exception of graduate student teaching courses.

RETENTION IN A MASTER'S DEGREE PROGRAM

Satisfactory Grade Point Average

At any time after completing 9 hours of graduate study, students must have and maintain at least a 3.0 graduate grade point average.

Probationary Status

Students will be placed on academic probation if their cumulative graduate grade point averages fall below 3.0 at any time after completion of 9 hours.

To remove probationary status, a student must have at least a 3.0 graduate cumulative grade point average by the time the next 9 graduate hours are completed.

If probationary status is not removed, the student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has reapplied for regular admission and has been readmitted.

Readmission Procedure

WITHDRAWAL FROM A COURSE

Change-of-Course Period

Students may drop a course through the fifth class day of a semester or through the third day of a summer term. Courses dropped through this period are not recorded on the student's permanent record. If, however, the student is enrolled in only one course, dropping a course during the first week of class constitutes complete withdrawal from the university. As a result, a *W* is recorded on the student's permanent record. Dropping the only course(s) one is taking before the beginning of the first week of classes constitutes cancellation of registration and does not result in a *W* on the student's record. For more information, see the section on "Complete Withdrawal from the University" on page 21.

First Course-Withdrawal Period

The first course-withdrawal period is usually the sixth day of classes to the twenty-third day of classes in a semester, the sixth to the fifteenth day in a summer semester, or the fourth to the seventh day in a summer session.

All student-initiated withdrawals will be accepted and recorded as *W* during this period. Students may obtain withdrawal forms from the office of the department involved and are encouraged to discuss the withdrawal with the professor.

Students desiring to withdraw from a course during this period

1. should see the instructor and discuss the withdrawal;
2. must contact the appropriate departmental office to obtain a withdrawal form and instructions; and
3. must return the completed form to the registrar's office no later than 4 P.M. on the last day of the first course-withdrawal period.

Second Course-Withdrawal Period

The second course-withdrawal period is from the twenty-fourth to the forty-fifth day of classes in a semester, the sixteenth to the thirtieth in a summer semester, or the eighth to the fifteenth day in a summer session.

The instructor's approval is required for withdrawal during this period. At the discretion of the instructor, a *W* may be granted during this period provided that

1. the student's grade in the course at the time of the withdrawal request is *A*, *B*, or *C*, or
2. a health condition exists that can be certified by the University Health Service or other appropriate medical authority, or
3. other verifiable extenuating circumstances exist that can make withdrawal academically justified, or
4. a student withdraws completely from the university (see "Complete Withdrawal from the University" on page 21).

A grade of *F* will be issued if none of the above conditions is met.

Students desiring to withdraw from a course during this withdrawal period must

1. contact the appropriate departmental office to obtain a withdrawal form and instructions;
2. contact the instructor for discussion and signature; and
3. return the completed form to the Office of the Registrar no later than 4 P.M. of the last day to withdraw.

Attendance in class must continue until the withdrawal form has been signed by the instructor and returned to the Office of the Registrar. Unauthorized discontinuance of enrollment or abandonment of a class or classes normally will result in the issuance of a grade of *F*.

COMPLETE WITHDRAWAL FROM THE UNIVERSITY

Students finding it necessary to withdraw from the university must report immediately to the Office of the Student Ombudsperson in the Administration Building, Room 212, and complete an application for withdrawal. All complete withdrawals from the university on or after the first day of classes must be on the required form and filed with this office.

The grade for each class will be *W* or *F* according to the following:

First Complete Withdrawal Period

The first withdrawal period begins the first day of classes and ends on the twenty-third day of classes in a semester or the seventh day of classes in a summer term. A student who withdraws completely from the university during this period will receive a *W* for each course in which he or she is registered.

Second Complete Withdrawal Period

The second withdrawal period begins the twenty-fourth day of classes and ends the forty-fifth day of classes in a semester or begins the eighth day of classes and ends the fifteenth day of classes in a summer term.

At the discretion of the instructor, a *W* may be granted during this period provided that

1. the student's grade in the course at the time of the complete withdrawal from the university is *A*, *B*, *C*, or *D*, or
2. a health condition exists that can be certified by the University Health Service or other appropriate medical authority, or
3. other extenuating circumstances exist that make complete withdrawal from the university desirable.

A grade of *F* will be issued if none of the above conditions is met.

Attendance in class must continue until the withdrawal form has been completed and accepted in the Office of the Student Ombudsperson. Unauthorized discontinuance of enrollment or abandonment of a class or classes normally will result in the issuance of a grade of *F*.

APPLICATION FOR GRADUATION

All master's degree candidates must file an application for graduation in the Graduate School. When applying for graduation (see page 5 for specific information), a student should obtain his or her planned program from the major department for submission to the Graduate School. All approved program changes made during the student's course work must be indicated on this form.

TIME ALLOWED FOR A MASTER'S OR SPECIALIST DEGREE

All degree requirements must be met within six years unless the graduate dean on the recommendation of the chairperson of the department offering the degree approves an extension of time.

When some but not all degree requirements were fulfilled more than six years earlier, a student may apply for revalidation. In doing so, he or she must obtain permission from the department chairperson and the graduate dean to demonstrate evidence of current knowledge in the out-of-date requirements. Revalidation of out-of-date requirements may be demonstrated through examinations or retaking of out-of-date courses for credit or audit or by presenting other evidence of currency in the field. The department chairperson will present a written statement to the graduate dean outlining the conditions for revalidation of the requirements; the graduate dean will make the final determination on these conditions. If the graduate dean approves the conditions for revalidation, the department chairperson will forward written results of these conditions, once satisfied, along with a recommendation for or against granting credit for the course(s) in question.

When all degree requirements were fulfilled more than six years earlier, a student must reapply for admission and meet current admission standards and degree program requirements. If readmitted to the degree program a student may request to revalidate out-of-date course work as described above. Final approval of a request to revalidate out-of-date course work rests with the dean of the Graduate School.

A student must meet additional requirements as determined by the department chairperson and graduate dean if

1. the examinations are not passed with a *B* or higher, or
2. evidence of current knowledge is not persuasive, or
3. the original recommendation of the department chairperson and the graduate dean was that examinations and/or the presentation of evidence were not appropriate.

Any transfer credit used to meet degree requirements is also subject to the six-year time limit.

TRANSFER AND EXTENSION WORK

All off-campus courses offered by Ball State University are considered residence or campus credit.

A Ball State master's graduate who is working on the superintendent's license or high school principal's license (a 60-hour program) may take up to 15 of the 30 hours of graduate credit beyond the master's degree at other institutions of higher education. Of these 15 hours, a maximum of 8 may be earned in extension.

Candidates for specialist in education degrees may take a maximum of 6 hours of graduate credit beyond the master's degree at another institution of higher education. The remainder of the 30 hours of graduate credit required for the degree must be earned in residence at Ball State.

Upon recommendation of the department chairperson and with the approval of the dean of the Graduate School, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

- Transfer of credit will be considered for graduate work taken only at regionally accredited institutions provided the courses meet institutional requirements and are appropriate for the student's planned and approved program. The research requirement must be taken at Ball State University.
- All work must have been completed within the time limit of six years allowed to complete a master's degree at Ball State University.
- Only graduate courses in which a student has earned a grade of *B* or better may be considered for transfer credit. A grade of *B-* is not transferrable.
- Hours of credit may be transferred, but grades earned in courses taken at another institution do not transfer and are not used in computing the student's grade point average at Ball State University.
- When a graduate course is taken at another university on a credit/no-credit or pass/fail option, hours of "credit" or "pass" are not accepted as transferrable unless approved by the appropriate academic unit.
- A master's degree candidate may transfer as many as 9 semester hours toward a degree program with a total of 44 or fewer semester hours. A master's degree program that requires a total of 45 or more semester hours may allow a student to transfer as many as 15 semester hours. Departments may set more restrictive limits on the number of transfer hours.
- Credit in courses taken by correspondence is not applicable toward any graduate degree.
- No credits earned on any graduate degree will be eligible for transfer to a Ball State master's degree.
- No credits earned for a baccalaureate degree may be counted for credit toward a graduate degree at Ball State University.

SPECIAL CASES

Special cases involving policies not covered in this catalog will be submitted to the Graduate Education Committee for consideration and action. In general, a student's major department or program committee has jurisdiction, but the Graduate Education Committee is the board of appeal.

DOUBLE MAJOR

A student may earn a double major by completing a minimum of 15 hours of graduate work in each of the two approved fields of study. In some cases, a "common course" may apply to both majors if prior approval is obtained from the department chairpersons concerned.

SECOND MASTER'S DEGREE

A student may earn a second master's degree. The requirements for the second master's degree include a minimum of 30 hours of graduate credit; a major and minor (if any) in different fields of study; submission of a thesis, research paper, or creative project or completion of the appropriate research methodology course(s), depending on specific degree requirements; and the meeting of other master's degree requirements as specified. No credits earned for the first master's degree may be transferred to the second.

UNDERGRADUATES AND GRADUATE WORK

Undergraduates may take graduate-level courses under the following conditions:

For **graduate** credit, the student

1. has 12 hours or less of course work remaining to complete the baccalaureate degree, and
2. has a 3.6 grade point average in his or her major, and
3. has the approval of the instructor and chairperson of the department offering each course and the dean of the Graduate School.

For **undergraduate** credit, the student

1. is in the 3/2 program in the Miller College of Business, which allows enrollment in specified graduate courses during the senior year;
or, the student
2. has achieved senior standing or has 12 hours or less of course work remaining to complete the major, and
3. has a 3.6 grade point average in his or her major, and
4. has the approval of the instructor and the chairperson of the department offering each course and the dean of the Graduate School.

CHECKLIST FOR THE MASTER'S DEGREE

<i>Procedure</i>	<i>Approved by</i>	<i>Date</i>
Submit an application for admission plus two copies of official and complete transcripts of all work taken.	Dean of the Graduate School	Check with appropriate department program director.
Meet with program academic advisor to develop a program of study for the degree.	Departmental advisor	Before or at the time of registration.
Submit Topic Approval Form along with description of proposed research paper, creative project, or thesis (not required in all programs).	Master's program committee, Dean of the Graduate School	Before you register for research.
Submit approved thesis, research paper, or creative project.	Master's program committee, Dean of the Graduate School	See information under "Research Plans" for required dates.
Apply for degree (graduation).	Dean of the Graduate School	The student is eligible to apply for graduation as early as registration for the final course(s) needed for the degree, but no later than the end of the fourth week of the semester of expected graduation.