

# Graduate Application

(765) 285-1297 or toll free (866) 285-GRAD  
www.bsu.edu/gradschool



A nonrefundable fee is required to be considered for admission to Ball State University (\$25 for those who have earned any degree from Ball State; \$35 for those who have not earned a degree from Ball State).

**Application fee attached**    \$25—graduated from Ball State    \$35—did not graduate from Ball State

Fill out the form completely by typing or printing with a ballpoint pen. Signature must be in writing. Send application and application fee (make check payable to Ball State University) to: **Graduate School, 2000 West University Avenue, Ball State University, Muncie, IN 47306.** Please print clearly.

Transcripts also must be sent to this address. See back of form for further instructions about transcripts and for general instructions and information. Indicate educational objective at Ball State by checking one of the six boxes below.

- Master's Degree  
List department or program \_\_\_\_\_
- Specialist in Education Degree  
List department or program \_\_\_\_\_
- Doctoral Degree (EdD, PhD, DA, or AuD)  
List department or program \_\_\_\_\_
- Licensure only (Administrative, Supervisory, Teaching)
- Licensure/Master's Degree  
List department or program \_\_\_\_\_
- Nondegree (Nonlicensure)
- Certificate Program

1. Social Security number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. Legal name: Last \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_  
Have you ever been enrolled at Ball State or any college or university under another last name? If yes, what name(s)?  
\_\_\_\_\_
3. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
County \_\_\_\_\_ ZIP \_\_\_\_\_
4. Telephone (\_\_\_\_\_) \_\_\_\_\_
5. E-mail address \_\_\_\_\_
6. If you are not a U.S. citizen, what is your country of citizenship?  
\_\_\_\_\_
7. In what state do you claim legal residence? \_\_\_\_\_
8. If employed, list your present position, location, and start date.  
\_\_\_\_\_
9. When do you plan to begin advanced study at Ball State?  
Term \_\_\_\_\_ Year \_\_\_\_\_

10. If you have ever attended Ball State as a graduate or undergraduate, what year(s) did you attend? \_\_\_\_\_
11. Describe any teaching, administrative, or supervisory experience you have had:  
Place \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_
12. List any teaching, administrative, or supervisory license(s) that you hold:  
License \_\_\_\_\_ State \_\_\_\_\_
13. List undergraduate major(s): \_\_\_\_\_  
List undergraduate minor(s): \_\_\_\_\_
14. If you hold a master's degree, list your area(s) of study:  
Major area(s) \_\_\_\_\_  
Minor(s) \_\_\_\_\_
15. Indicate planned type of housing while attending Ball State:  
 University Apartments    Residence hall    Off campus
16. Indicate location of your classes:  
 On campus    Off campus

17. List in chronological order all college-level institutions attended, including current enrollment. **Clearly indicate dates and degrees granted or to be granted.**

Official name of institution	Inclusive dates (month/year)	City and state	Degree and date granted/expected
_____	____/____ to ____/____	_____	_____
_____	____/____ to ____/____	_____	_____
_____	____/____ to ____/____	_____	_____
_____	____/____ to ____/____	_____	_____
_____	____/____ to ____/____	_____	_____

18. Questions or comments:  
\_\_\_\_\_

19. If you wish to be considered for an assistantship, indicate the type and the department or area.  
 Graduate    Doctoral  
Name department or area: \_\_\_\_\_  
Please contact the department directly, specifying your desire to be considered for an assistantship.  
(Additional questions on back.)

**Certification:** I certify that to the best of my knowledge the information given in this application is complete and accurate and that I will submit any other information deemed necessary by the Graduate Education Committee and the graduate dean. I understand that any misrepresentation or omission is grounds for immediate disqualification from further consideration for admission, withdrawal of any offer of admission, or dismissal from Ball State University.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Schedule of Fees may be accessed at [www.bsu.edu/bursar](http://www.bsu.edu/bursar)

\*We request your Social Security Number (SSN) to facilitate processing of your application. If you apply for financial aid, federal law requires that we obtain your SSN in order to process your application. If you are not applying for financial aid, you may refuse to provide us your SSN; you will not be

penalized for doing so. However, such refusal may result in delays in matching relevant information, such as standardized test scores and official transcripts, with your application.

# Ball State University

## Application for Graduate Admission

### Statistical Information\*

The following questions are for statistical purposes and used only in reporting data in aggregate form to internal and external constituencies.

20. Gender: Female  Male
21. Date of birth \_\_\_\_\_
22. Racial/Ethnic Background:
- A American Indian/Alaskan Native
- B Black (nonHispanic)
- S Hispanic
- C White (nonHispanic)
- O Asian
- P Native Hawaiian/Other Pacific Islander
- R Biracial
- N Other \_\_\_\_\_
23. What source of information was most helpful to you in deciding to apply to Ball State?
- |  |   |
|--|---|
| <input type="checkbox"/> Ball State undergraduate                          | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> Ball State Web pages                              | <input type="checkbox"/> Recommended by someone     |
| <input type="checkbox"/> GradGuide E-brochure from _____ at my institution |   |
| <input type="checkbox"/> Graduate School Web site                          | <input type="checkbox"/> Recommended by a friend    |
| <input type="checkbox"/> Gradschools.com                                   | <input type="checkbox"/> Newspaper, TV, or radio ad |
| <input type="checkbox"/> Other Internet site                               |   |

### A. General Instructions and Information

**1. Application Deadlines:** All application materials, including a completed application form, application fee, and other 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.

**2. Transcripts:** First-time applicants to Ball State must request two **official** transcripts of all previous academic work attempted beyond high school. Transfer credit posted on records of other institutions is unacceptable. Have one copy sent to the Graduate School; have the other sent to the chairperson of the department or area in which you plan to major.

**Note:** Transcripts will not be accepted directly from applicants. It is not necessary to request Ball State transcripts or transcripts of work taken anywhere before any Ball State degree. **All transcripts become the property of Ball State University.**

**3. Graduate Assistantships and Doctoral Assistantships:** Applicants for graduate or doctoral assistantships may apply by responding to Question 19 on the graduate application.

Application materials, including transcripts, should be on file before March 15 (earlier is preferable). If assistantships are available after this date, later applicants will be given consideration.

**Note:** Departments may have earlier deadlines.

**4. International Students:** Contact the director of International Programs before submitting an application for admission to graduate study or coming to the Graduate Office. Go to [www.bsu.edu/international](http://www.bsu.edu/international) for contact and more information.

**5. Students with Disabilities:** Ball State University intends its programs and services (including provision of alternative media) to be accessible to people with disabilities. Please call the Office of Disabled Student Development for information on access, adaptations, or accommodations at (765) 285-5293 or TDD users only at (765) 285-2206.

### \*Optional

The information presented here, correct at the time of publication, is subject to change. Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community. November 2005

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### B. Specific Instructions and Information Regarding Degree Applicants

**1. Master's Degree:** Admission standards are established for each master's degree program by the responsible academic unit. Admission to the university does not guarantee admission to a specific degree program. To be admitted to graduate study toward a master's degree, a student must meet the following minimum criteria:

- Hold an earned bachelor's degree from a college or university that is accredited by its regional accrediting association.
- Have one of the following:
  - an undergraduate cumulative grade point average (GPA) of at least 2.75 on a 4.0 scale.
  - a cumulative GPA of at least 3.0 on a 4.0 scale in the latter half of the baccalaureate.
  - an acceptable combination of GPA for the baccalaureate and score on the Graduate Management Admission Test (GMAT) if the intended program is the master of business administration or accounting.
  - a 3.0 average in 9 semester hours of graduate work approved by the chairperson of the major department and approved in advance by the graduate dean and a score on the Graduate Record Examination (GRE) acceptable to the academic unit in which the student intends to major. Such students will be considered probationary students until the conditions of their admission have been met.
- Meet departmental or program admission requirements.

**2. Specialist in Education (EdS) and Doctor's Degree (DA, EdD, PhD, and AuD):** Applicants must have a cumulative grade point average on the master's degree of not less than 3.2 on a 4.0 scale and are required to submit scores from the GRE. Applicants are encouraged to check with the departments in which they expect to study for additional requirements and deadlines for submission of department application materials.

**3. Nondegree Licensure Only (Administrative, Supervisory, Teaching):** Applicants are required to submit **official** transcripts verifying the baccalaureate degree including all undergraduate work completed prior to granting of the baccalaureate degree. Applicants must have a 2.5 cumulative GPA or 3.0 in the latter half of the baccalaureate (on a 4.0 scale) to be considered for admission. It is not necessary to request Ball State transcripts.

**4. Nondegree/Nonlicensure:** Applicants must meet the same admission requirements as those listed in B3 above.

**5. Licensure/Master's Degree:** Applicants are required to meet university and departmental admission standards. See B1.

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/sa/securityrep](http://www.bsu.edu/sa/securityrep). The Annual Security Report 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; and the 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 (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, Ball State University, 2000 West University Avenue, Muncie, IN 47306 or (765) 285-1671.