

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), master of urban and regional planning (MURP), and master of urban design (MUD). 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 354.](#))

MASTER OF ARTS DEGREE MAJORS

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

Requirements and Usual Plan of Study

A minimum of 30 hours is required for a master's degree. Some majors are more than 30hours. Check specific programs for degree requirements. The usual plan of study for the master of arts degree is as follows:

Usual plan of study for the master of arts (MA) degree	
Major area of study including thesis, research paper, creative project, or graduate research methodology course	15–30 hours

Minor area of study of 8 or more hours and/or electives in any area or areas including the major area	0–15 hours
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MASTER OF ARTS IN EDUCATION DEGREE MAJORS

Business with Career/Technical Endorsement Physics
 Educational Administration and Supervision Special Education
 Elementary Education

Requirements and Usual Plan of Study

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:

Usual plan of study for the master of arts in education (MAE) degree	
Major area of study including thesis, research paper, creative project, or graduate research methodology course	15–21 hours
Three courses from the professional education core	9 hours
Minor area of study of 8 or more hours and/or electives in any area or areas including the major area	0–11 hours

MASTER OF SCIENCE DEGREE MAJORS

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

Requirements and Usual Plan of Study

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 accounting, computer science (a nonthesis option is available), information and communication sciences, and nursing. The usual plan of study for the master of science degree is as follows:

Usual plan of study for the master of science (MS) degree	
Major area of study including credit for thesis	15–30 hours
Minor area of study of 8 or more hours and/or electives	0–15 hours

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, GIScience, 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.

Specific 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.

MASTER'S DEGREE ADMISSION

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 Master's degree admission to be determined by the dean of the Graduate School.

Apply for admission to graduate study online at www.bsu.edu/gradschool, where you may also download an application to print, complete, and submit to the Graduate School. You may also obtain a printed application form 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.

Admission Standards

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 considered for admission 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 (GPA) 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 GPA).
 - b. a cumulative GPA of at least 3.0 on a 4.0 scale in the latter half of the baccalaureate.
 - c. an acceptable combination of cumulative GPA 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 GPA 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. 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 admission policies must be approved in advance by the dean of the Graduate School.

An applicant who meets minimum Graduate School admissions standards is not guaranteed 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 GPA 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.

Nondegree Student Status

Admission

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 GPA 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 GPA is below 2.5 may be allowed to enroll in a 9-credit-hour probationary plan of study consisting of undergraduate courses only. Probationary students must earn at least a 3.0 GPA in the 9 undergraduate credit 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 may be 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 GPA 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 GPA 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.

Nondegree status retention

Satisfactory Grade Point Average (GPA)

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

Probationary Status

Students will be placed on academic probation if their cumulative graduate GPA falls 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 GPA 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.

Certificate Programs

Ball State University offers graduate certificate programs in the following areas:

- Applied Behavior Analysis
- Artist Diploma in Music Performance
- Autism
- Biotechnology
- Business Essentials
- College and University Teaching
- Elementary Mathematics Teacher Leadership
- Gerontology
- Information and Communication Technologies for Non-Engineers
- Information Systems Security Management
- Institutional Research
- Nursing

Admission

Students must meet the minimum requirements for admission to a master's degree program and, if accepted, will be classified as nondegree students.

Curriculum Criteria

The number of graduate 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.

Guest Student Clearance

Clearance to enroll in graduate courses may be granted to students who request to be considered a guest student. Guest students are not taking graduate courses toward any graduate degree or licensure program at Ball State University and are not considered to be admitted to the Graduate School.

Classifications

There are two classifications as a nondegree guest student:

1. **Special Status**—Clearance is granted to students who hold a baccalaureate degree who wish only to enroll in certain workshop courses for graduate credit. Students are required to supply the Graduate School with an official transcript showing conferral of the baccalaureate degree (a transcript showing a master's degree can substitute for an undergraduate degree). Students must complete the "Application Form for Guest Student Status" and indicate they wish to be considered for Special Status.
2. **Transfer of Credit Status**—Clearance is granted to students who hold a baccalaureate degree and are actively pursuing a graduate degree program at another regionally accredited college or university and who wish to earn credits for transfer to that institution. Students must complete the "Application Form for Guest Student Status" and indicate they wish to be considered for Transient Status. Transfer of Credit students normally will not be required to submit official transcripts (see next paragraph). However, students must request the dean of their graduate school to complete the Ball State University "Transfer of Credit Form" indicating they are in good academic standing (i.e., not under academic probation, suspension, and/or expelled).

If the student has been offered admission to a graduate school at another institution but has not taken any graduate courses at the time transfer for credit status is requested, then the applicant must apply for regular nondegree status and meet all of the requirements for "**Admission as a Nondegree Student**" found in the *Graduate Catalog*.

Approval for enrollment as a guest student is generally given for one academic semester (two summer sessions count as one semester). To be considered for an additional semester, students must reapply as a guest student. No application fee is required for clearance as a guest student. Students who subsequently wish to be considered for admission to any graduate degree or licensure program at Ball State University must complete the regular admission procedure (including the appropriate application fee) and meet all requirements for their requested program. No more than 9 hours earned as a guest student may be applied to any advanced degree program if a person is admitted as a regular graduate student.

Readmission Status

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

International Student Admission

International students interested in graduate study at Ball State University should visit the Rinker Center for International Programs (RCIP) Office of International Admissions Web site at www.bsu.edu/international for application forms. International 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 United States are evaluated by RCIP.

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.

English Proficiency for Nonnative 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 RCIP and the dean of the Graduate School.

Any student admitted with a score lower than 550 on the TOEFL (213 CBT/79 IBT) 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 RCIP, 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 (213 CBT/79 IBT) for its majors.

If it is deemed advisable, RCIP 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 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 course work in the Intensive English Institute, students are required to pass an assessment of their proficiency in English.

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 at www.bsu.edu/student-services. A Ball State University e-mail account is needed to use online registration services. Please contact the following offices for registration assistance:

Students seeking a degree offered through the Miller College of Business	Office of Graduate Programs, WB 147, 765-285-1931
Students seeking a degree offered through the Teachers College	Appropriate department
All other degree-seeking students	Major departmental advising office
Nondegree-seeking students taking classes on main campus	Graduate School, 765-285-1297
Teacher licensing students	Teacher Education Services, TC 918, 765-285-1168
All students taking classes at off-campus sites (degree and nondegree, except for business, see above)	Online and Distance Education in the School of Extended Education, CA 200, 765-285-1583

Mail registrations should be sent to the Office of the Registration, Ball State University, Muncie, IN 47306. *Registration forms submitted after fees are due must be accompanied by payment.* Please check the Office of Registration's Web site at www.bsu.edu/registration 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* and the Office of Registration's Web site at www.bsu.edu/registration. 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 online at www.bsu.edu/student-services or in person during regular office hours up to the day classes convene for a semester or term. A Ball State University e-mail account is needed to use online registration services. Information requested on the registration form used to register in person 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 one 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, the Graduate School office, and [online](#), 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 the [Graduate School guidelines](#).

After receiving approval for RES 697, THES 698, or CRPRJ 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 credit 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 online.](#)

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 final copy of the approved thesis, any accompanying materials, and a 100- to 150-word abstract of the thesis describing the nature of the study and findings must be submitted to the Graduate School electronically at <https://apps.bsu.edu/ElectronicThesis>. Two hard copy documents, the Final Approval Form and the ETD Signature Form, signed by all three members of the student's committee and the department chairperson, must be submitted to the Graduate School. A copy of the thesis may be required for the departmental file. It is the student's responsibility to deliver this copy.

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 credit 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 online.](#)

A student must submit the research paper in its final approved form at least four weeks before the close of the semester or term in which the candidate is to be certified for graduation. The final copy of the approved research paper, any accompanying materials, and a 100- to 150-word abstract of the research paper describing the nature of the study and findings must be submitted to the Graduate School electronically at <https://apps.bsu.edu/ElectronicThesis>. Two hard copy documents, the Final Approval Form and the ETD Signature Form, signed by all three members of the student's committee and the department chairperson, must be submitted to the Graduate School, 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. A 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 (CRPRJ 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 credit hours of graduate work and obtaining a signed statement from the departmental advisor and the department chairperson approving the project. [Approval forms are available online.](#)

The project in its final approved form must be submitted to the Graduate School at least four weeks before the close of the semester or term in which the candidate is to be certified for graduation. The final copy of the approved project, any accompanying materials, and a 100- to 150-word abstract of the project describing the nature of the project must be submitted to the Graduate School electronically at <https://apps.bsu.edu/ElectronicThesis>. Two hard copy documents, the Final Approval Form and the ETD Signature Form, signed by all three members of the student's committee and the department chairperson, must be submitted to the Graduate School, 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.

The student who writes a creative project will enroll in CRPRJ 698 Creative Project for a total of 3 or 6 hours of credit. The creative research project is not used to meet the requirements for any course except CRPRJ 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.

Comprehensive Examinations for the Master's Degree

The Graduate School does not require comprehensive examinations for master's degree students. Departments and academic units that do have these requirements solely determine the format that is most appropriate for their disciplines but must adhere to the following general guidelines:

- The comprehensive examinations should be taken when the majority of the course work required for the master's degree is completed. The examinations will be offered each academic semester, the time and place to be determined by the administering department or academic unit.
- The examining committee will be made up of three members of the graduate faculty representing the student's major area(s) of study and will evaluate the student's performance.
- The committee decision will be either "pass" or "fail."
- The examining committee chairperson will notify the student, department chairperson or program director, and the Graduate School in writing of the outcome when the student has completed the comprehensive examination.
- A failed examination may be repeated only one time. The committee members who administered the first examination will also administer the retest.
- A student who fails the examination after two attempts is not allowed to complete graduate studies in that program, and the master's degree will not be conferred.

Exceptions to the above guidelines must be approved in advance by the dean of the Graduate School.

A student must pass the comprehensive examination before submitting a final copy of the research paper, creative project, or thesis (if required) to the Graduate School.

Grading System

The graduate grading system and credit points are as follows:

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

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

All graduate grades are used in computing the student's cumulative GPA. An overall scholastic ratio of 3.0 GPA (*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 GPA 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 Office of the Registrar, 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 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 Office of the Registrar. 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 (GPA). 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 above zero hours with the exception of graduate student teaching courses.

RETENTION IN MASTER'S DEGREE PROGRAMS

Satisfactory Grade Point Average (GPA)

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

Probationary Status

Students will be placed on academic probation if their cumulative graduate GPA falls 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 GPA 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

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 cancelled.

CANCELLATION AND WITHDRAWAL

Cancellation Policy

If you do not wish to attend any university classes for which you are enrolled and it is before the official start date of all university classes, you may cancel your entire registration by contacting the Office of Registrar. The deadline for cancellation is the close of business on the Friday prior to the beginning of the term. Cancellation of registration does not result in a *W* on the student's record.

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 a withdrawal from all classes. As a result, a *W* is recorded on the student's permanent record. For more information, see *Withdrawal from All Classes in a Semester or Term*

Course-Withdrawal Period

The course-withdrawal period is from the sixth day of classes to the forty-fifth day of classes in a semester, sixth to the thirtieth day in a summer semester, and fourth to the fifteenth day of classes in a summer session. Saturday is not considered a class day for these purposes.

All student-initiated withdrawals will be accepted and recorded as *W* during this period. Students may obtain withdrawal forms from the Office of Registration and Academic Progress.

Students wishing to withdraw from a course during this period need to take the following actions:

1. should see the instructor and discuss the withdrawal;
2. must take the initiative to obtain the withdrawal form with instructions; and
3. must submit the completed form to the Office of Registration and Academic Progress by the last day of the withdrawal period.

Withdrawal After the Course Withdrawal Period: Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances that make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. The faculty member is responsible for determining the grade to be assigned, *W* or *F*.

Withdrawal from All Classes in a Semester or Term

Students finding it necessary to withdraw from all classes in a semester or term must report immediately to the Office of the Vice President for Student Affairs and Dean of Students (or designate) and complete an application for withdrawal. Beginning with the first day of classes, any requests for withdrawal from all classes must be made on the required form and filed with this office.

APPLICATION FOR GRADUATION

All master's degree candidates must file an application for graduation in the Graduate School. 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 TO EARN A GRADUATE DEGREE

All degree requirements must be met within six years unless the dean of the Graduate School, 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 dean of the Graduate School 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 dean of the Graduate School outlining the conditions for revalidation of the requirements; the dean of the Graduate School will make the final determination on these conditions. If the dean of the Graduate School 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 dean of the Graduate School 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 dean of the Graduate School 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 GPA 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, 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 appeals guidelines.

GRADUATE STUDENT APPEALS PROCESS

I. Rationale

The purpose of this document is to outline procedures for an appeal and to specify recourse available to graduate students who believe that decisions have adversely influenced their progress in graduate school. It is the intent of Ball State University to address fairly and expeditiously and to resolve appeals of graduate students. Students should refer to the *Code of Student Rights and Responsibilities* for more information.

II. Parties in the Appeal

The two parties in the appeal process shall include the appellant and the decision makers representing the unit having made the original adverse decision to be appealed, hereafter referred to as the "decision makers."

III. Basis for an Appeal

Graduate students may appeal adverse decisions impacting their progress toward a graduate degree. There are three permissible reasons to request an appeal:

- Allegation of violation of approved departmental, collegiate, and/or university policies, including those set forth in the *Graduate Catalog*.
- Allegation of unfair treatment on the part of the decision makers.
- Allegation of discriminatory treatment on the part of the decision makers.

Grade appeals should be conducted according to the process outlined in Section 6.5 of the *Code of Student Rights and Responsibilities*.

When an appellant alleges violation of approved departmental, collegiate, or university policies, including those set forth in the *Graduate Catalog*, then he or she must cite the specific policies that the decision makers failed to follow. When filing an appeal, the appellant must also provide a summary of the way(s) in which the policies were violated and how such violation(s) adversely affected the appellant.

Unfair treatment is defined as decisions that are arbitrary or capricious or are clearly not supported by the evidence. When an appellant alleges unfair treatment on the part of the decision makers, then he or

she must cite the specific treatment engaged in by the decision maker. When filing an appeal, the appellant must also provide a summary of the reasons why the decision in question was clearly not merited by the evidence available to the decision makers and must also attach to the summary specific and detailed evidence in support of the reasons listed in the summary.

When a request for reconsideration or appeal is filed that alleges discriminatory treatment on the part of the decision makers, the university's director of Equal Opportunity and Affirmative Action, or her or his designee, shall serve in an advisory capacity to the committee or hearing panel at each level of appeal.

Discriminatory treatment is defined as decisions based upon constitutionally or statutorily prohibited reasons, including unlawful discrimination. When an appellant alleges discriminatory treatment on the part of the decision makers, then he or she must cite the specific treatment engaged in by a decision maker. When requesting an appeal, the appellant must also provide a summary of the prohibited reasons upon which he or she believes the decision was based. These prohibited reasons are contained within the Ball State University anti-discrimination policy. The appellant must provide a detailed summary of the evidence that supports the appellant's allegation.

IV. Actions of the Appellant

Appeals should be considered first at the program, departmental, and college levels before being forwarded to the Graduate Education Committee (GEC). Graduate students should initiate an appeal by submitting a formal written appeal according to the established policy of their program, department, and/or college.

Following an adverse decision at the college level, a graduate student may appeal adverse decisions to the GEC within 10 working days of the adverse decision. The burden of proof is upon the appellant.

V. Actions of the Graduate Education Committee

Upon receipt of a formal appeal, the Executive Committee of the GEC will appoint a Graduate Appeals Panel and establish an appeals file. The stakeholders, including the appellant, at least one department and one college representative, and the members of the Graduate Appeals Panel, must be given at least 10 working days notice of the hearing date, time, and place.

VI. Graduate Appeals Panel

The Graduate Appeals Panel shall consist of three graduate faculty members and two graduate students. A designee of the dean of the Graduate School shall serve as a nonvoting ex officio member.

The members of the panel shall elect one of the three graduate faculty members as the panel chair. The graduate faculty members and graduate students serving on the panel shall not be members of the departments or colleges from which the appeal originates, nor shall they have a demonstrated conflict of interest in regards to the appeal.

VII. Graduate Appeals Hearing

Within 15 working days of receipt of a valid written appeal, a hearing will be conducted with the Graduate Appeals Panel, the appellant, witnesses for the appellant, representative(s) of the decision makers, and other witnesses with direct information about the appeal (unless an extension is granted by the Executive Committee of the GEC).

The chairperson of the Graduate Appeals Panel shall conduct the hearing with a view for generating a complete understanding of the circumstances surrounding the appeal. As such, each party shall be granted up to 30 minutes of testimony to present relevant information to the panel. The chairperson may disallow documentation or witnesses. The student shall be given the option of presenting first or second. Following the presentations, each party may request an additional five-minute rebuttal. Following the rebuttal, members of the panel may question the parties and witnesses to clarify relevant details. The hearing may

not be audiotaped or videotaped. The chair of the Graduate Appeals Panel will designate a secretary from the panel to keep minutes of the proceedings.

Immediately following the hearing, the Graduate Appeals Panel will consider the evidence and judge whether additional information is needed to inform their recommendation. Within five working days of the hearing, the panel must offer a written recommendation to the dean of the Graduate School whether to grant or deny the appeal. Copies of the recommendation must also be provided to the appellant, the decision makers, the dean of the college, and the chairperson of the Graduate Education Committee. The dean of the Graduate School must specify a recommended course of action to the appropriate parties.

VIII. Attendance at Hearing

In addition to the appealing party, the decision makers, and the members of the Graduate Appeals Panel, the following persons and no others will be permitted to attend the hearing: one current student or one full-time university employee invited by the appellant and one full-time university employee invited by the decision makers to assist the respective parties. Both parties may also invite witnesses to the hearing. Other university-affiliated person(s) whose presence is required for the hearing may also be approved by the Graduate Appeals Panel.

IX. Use of Witnesses for the Hearing

The appealing party or the decision makers may call witnesses as necessary. Witnesses must be affiliated with the university. The time used by the witness in her/his initial testimony shall be counted as part of the allotted time of the person who calls that witness. Time spent answering any questions by the other party or the Graduate Appeals Panel shall not be counted as part of the time allotted to the person who calls the witness.

The Graduate Appeals Panel may call or recall persons to give additional testimony concerning the issues involved in the case.

X. Materials Used in Hearing

The appellant must provide copies of any previous departmental and college rulings. The student must also provide a written statement outlining the basis of the appeal and provide any supporting documentation not to exceed a total of 20 pages.

The decision makers may present materials, not to exceed a total of 20 pages, no less than five days prior to the hearing. All records and decisions generated by the appeal shall be retained in the appeals file which shall reside in the office of the dean of the Graduate School.

XI. Confidentiality of Appeal Hearing

The Graduate Student Appeals Panel members shall not retain in their possession any personal files, materials received during the appeal procedure, or notes taken during the meetings of the Graduate Student Appeals Panel.

No party, Graduate Student Appeals Panel member, or other participant or observer in the appeal procedure shall reveal any facts, documents, or testimony gained through participating in or observing the hearing to any other person, unless required by a court of law to do so or upon the advice of the university's legal counsel.

XII. Additional Procedures

The chair of the Graduate Student Appeals Panel, in consultation with the chair of the Graduate Education Committee or his/her designee and under specific, compelling facts, may modify procedures or establish additional procedures for the conduct of hearings in order to ensure that they are conducted in a fair and

orderly manner provided that such procedures shall not be inconsistent with the procedures stated herein. Whenever possible, all parties must be notified of any modifications and additions to procedures in advance of the hearing.

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 CONDUCTING GRADUATE WORK

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

To earn graduate credit for graduate-level courses, an undergraduate student has

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

To earn undergraduate credit for graduate-level courses, an undergraduate student is in the 3/2 program in the Miller College of Business, which allows enrollment in specified graduate courses during the senior year, *or* has

1. achieved senior standing or has 12 hours or less of course work remaining to complete the major, and
2. a 3.6 GPA in his or her major, and
3. the approval of the instructor and the chairperson of the department offering each course and the dean of the Graduate School.

CHECKLIST FOR MASTER’S DEGREE

Procedure	Approved by	Date
Submit an application for admission plus one copy of official and complete transcripts of all work taken	Dean of the Graduate School	Check with your department’s program director.
Meet with program academic advisor to develop a program of study for your degree	Department advisor	Before or at the time of registration
Submit Topic Approval	Master’s program committee,	Before you register for

form along with description of proposed research paper, creative project, or thesis (not required in all programs)	dean of the Graduate School	research
Submit approved thesis, research paper, or creative project	Master's program committee, dean of the Graduate School	See 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.