

# Catalog Home

## Office of the Registrar

Indiana University-Purdue University Fort Wayne  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499

Your Graduate University

## Office of the Graduate Studies | Kettler Hall, Room 176 | 260-481-6795

### About this Bulletin

The *Bulletin* provides information about the graduate programs, rules, courses, and faculty of Indiana University-Purdue University Fort Wayne (IPFW). Information about IPFW's undergraduate programs appears in a separate publication, the *IPFW Undergraduate Bulletin*.

Information in the *Bulletin* will help students make important choices about their education, and it will familiarize them with the many important services IPFW provides. Since the *Bulletin* is a primary resource for making decisions about an IPFW education, it is important for students to retain a personal copy throughout their tenure at the university.

Changes occur as needs arise. Changes in rules and procedures generally become effective at the time they are published. Also, new or changed academic program requirements may provide you with additional options. Because of this, you should review statements on IPFW services, policies, programs, and courses in each new edition of the *Bulletin* published while you are a student. When you enter a degree or certificate program, you will be required to fulfill the requirements published in the *Bulletin* (or its supplement or departmental regulation) current at the time of your most recent entry or re-entry into that program at IPFW. Only with the written acknowledgment of your academic advisor can you elect to fulfill the requirements in any subsequent *Bulletin* or supplement. Your academic advisor can assist you with this choice and ensure that such changes are officially recorded.

NOTE: The information in this *Bulletin* is subject to change without notice. Actions by accrediting agencies, federal and state governments, and the boards of trustees, administration, and faculty of the universities may produce such changes.

### Welcome to IPFW

Thank you for selecting Indiana University-Purdue University Fort Wayne for your graduate studies. If you earned your undergraduate degree here, we're glad to have you back with us again. If you are new, we hope you will soon feel at home on campus.

Our graduate curricula are of the highest quality. Our graduate faculty members are dedicated teachers as well as nationally and internationally known scholars. The professional accreditation held by specific degree programs is further assurance that IPFW degrees adhere to recognized national standards.

IPFW graduate programs were created to meet the specific educational needs of individuals and businesses in northeast Indiana. The programs are designed to prepare leaders for our increasingly diverse society and sophisticated workplace.

Many graduate programs offer unique theoretical and practical learning experiences that draw on community resources. And the small size of graduate classes gives you and your faculty the opportunity to explore together complex subjects in depth.

Please remember that university services and support programs are for all students. The recreational facilities of the Gates Sports Center, informational resources of the Helmke Library, plays at the Williams Theatre, and job placement through Academic Counseling and Career Services are just a few of the opportunities available to you.

Best wishes for achieving your personal and career goals through graduate studies at IPFW.

Sincerely,

Michael A. Wartell  
Chancellor

## Part 1 — General Information

Click on a link to be taken to the entry below.

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Welcome to graduate studies at Indiana University-Purdue University Fort Wayne. You have chosen to attend the premier center for academic excellence in northeast Indiana. IPFW offers more academic and extracurricular opportunities than any other higher education institution in the region. A joint campus of two internationally recognized Big Ten schools, IPFW grants both Indiana University and Purdue University degrees.

IPFW offers several challenging and exciting graduate programs for those seeking to further their education. The IU and Purdue commitments to excellence in teaching, research, and service are reflected in all of our graduate programs. The university takes advantage of the latest technologies in order to enhance information exchange, classroom instruction, research, and communications. Indiana University and Purdue University carry traditions of distinction in humanities, fine arts, health sciences, social sciences, business, education, engineering, technology, and computer science.

IPFW provides access to an excellent education through academic diversity, flexibility, and affordability. IPFW students have access to superior research, academic, and extracurricular pursuits. IPFW is committed to the continued educational, economic, and cultural development of its 11-county service area.

Nearly 12,000 students, ranging in age from 14 to 73, are enrolled in more than 190 academic programs. Some 9,000 additional students pursue noncredit continuing education courses. While the diverse student body continues to grow, the average class size remains 24.

IPFW's graduate programs and courses are delivered through 10 academic units:

[College of Arts and Sciences](http://www.ipfw.edu/as) [www.ipfw.edu/as](http://www.ipfw.edu/as)

[Doermer School of Business and Management Sciences](http://www.ipfw.edu/bms) [www.ipfw.edu/bms](http://www.ipfw.edu/bms)

[School of Education](http://www.ipfw.edu/educ) [www.ipfw.edu/educ](http://www.ipfw.edu/educ)

[College of Engineering, Technology, and Computer Science](http://www.etc.ipfw.edu) [www.etc.ipfw.edu](http://www.etc.ipfw.edu)

[College of Health and Human Services](http://www.ipfw.edu/hsc) [www.ipfw.edu/hsc](http://www.ipfw.edu/hsc)

[College of Visual and Performing Arts](http://www.ipfw.edu/vpa) [www.ipfw.edu/vpa](http://www.ipfw.edu/vpa)

[Division of Continuing Studies](http://www.ipfw.edu/dcs) [www.ipfw.edu/dcs](http://www.ipfw.edu/dcs)

[Division of Labor Studies](http://www.labor.iu.edu) [www.labor.iu.edu](http://www.labor.iu.edu)

[Division of Organizational Leadership and Supervision](http://www.ipfw.edu/ols) [www.ipfw.edu/ols](http://www.ipfw.edu/ols)

[Division of Public and Environmental Affairs](http://www.ipfw.edu/spea) [www.ipfw.edu/spea](http://www.ipfw.edu/spea)

The university is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Various colleges, schools, divisions, and programs have earned additional accreditation through professional societies.

IPFW is a member of the Council of Graduate Schools and the Midwestern Association of Graduate Schools.

## Office of Graduate Studies

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**Mission** The mission of the IPFW Office of Graduate Studies is to facilitate offering a range of distinctive graduate programs, especially targeted professional master's degree programs, important to the social, economic, cultural, and intellectual life of northeast Indiana.

**Vision** IPFW will fulfill its roles as a comprehensive, public university and the largest provider of higher education in northeast Indiana through strategic visioning and accountability for graduate education services. Through collaborations with other campuses and organizations, including civic and corporate, IPFW will assess and respond to the graduate education needs of vital social, economic, cultural, and intellectual institutions and communities throughout the region.

Its programs will be of demonstrated quality and recognized nationally for the marriage of practical and liberal education, especially education that develops professional expertise based upon the cultivation of the skills of discovery and synthesis that support problem solving and innovation. To achieve this status, graduate programs at IPFW will be known for challenging, active-learning curricula that are based in research and field experience; a community of creative, motivated students and faculty; student and faculty involvement in research supported by grants and contracts; and rigorous program evaluation that includes professional placement and success of graduates.

Graduates will be prepared to fulfill individual and collective responsibilities and goals and will model advancements in production, services, and professional practice in the industrial, corporate, social service, civic, education, and other sectors of society.

**Contact:**

Steven T. Sarratore

Director of Graduate Studies

Kettler Hall, Room 176

260-481-6795

Fax: 260-481-5773

Web: [www.ipfw.edu/gradstudies](http://www.ipfw.edu/gradstudies)

E-mail: [graduate@ipfw.edu](mailto:graduate@ipfw.edu)

# From the Director's Desk

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The Office of Graduate Studies at IPFW provides an ever-growing array of programs ideally suited to serve the educational needs of northeast Indiana. Graduate education serves three vital functions for our community. First, graduate education is an important component of workforce development, providing the high-level skills and abilities required in the marketplace. Secondly, graduate education supports the development of the education infrastructure, providing teachers, professors, and administrators with the knowledge and skills they require to shape the future of education in the region and the country. And finally, graduate education offers the opportunity for discovery and re-discovery, creating new knowledge to help us understand our rapidly changing world.

Through the Office of Graduate Studies, IPFW addresses all of these vital functions. The MBA provides the advanced study required in the corporate community, while our programs in education serve teachers, administrators, and professional staff in K-12 schools across the region. The public affairs and public management programs and the nursing administration program prepare graduates to work in the public and health sectors, while professional communication graduates work as communication specialists in both public and private organizations. Advanced scientific and technical education is available in biology, computer science, technology, and mathematical sciences.

Furthermore, professionally oriented programs are also available in English and sociological practice, and the Master's of Liberal Studies program offers a flexible liberal arts curriculum. The new program in Organizational Leadership and Supervision offers specialties in leadership and human resources. Advanced certificate programs are available in a number of areas including statistics and public management. Additional programs are always under development to meet the ever-growing and ever-changing needs of the community.

The IPFW Office of Graduate Studies is here to serve its students and its community. Please let us know how we can help.

Best wishes,

Steven T. Sarratore  
Director of Graduate Studies

# Graduation Degree and Certificate Programs

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Graduate degree and certificate programs that you can complete at IPFW appear below and are fully described in Part 2. Additional programs are under development. Contact the Office of Graduate Studies for the most recent information.

| <b>Program</b>                  | <b>University</b> | <b>Degree/Certificate</b>         |
|---------------------------------|-------------------|-----------------------------------|
| <b>Applied Computer Science</b> | Purdue            | Master of Science                 |
| <b>Applied Statistics</b>       | Purdue            | Certificate in Applied Statistics |
| <b>Biology</b>                  | Purdue            | Master of Science                 |
| <b>Business</b>                 | Indiana           | Master of Business Administration |
| <b>Education</b>                | Indiana           | Master of Science in Education    |

*Counseling*  
*Educational Leadership*  
*Elementary Education*  
*Secondary Education*  
*Special Education*

|  |         |   |
|--|---------|---|
|  |         | (pending approval)  |
| <b>Engineering</b>                               | Purdue  | Master of Science in Engineering  |
|  |         | (pending approval)  |
|  |         | <i>Computer Engineering</i><br><i>Electrical Engineering</i><br><i>Mechanical Engineering</i><br><i>Systems Engineering</i>                             |
| <b>English</b>                                   | Indiana | Master of Arts  |
|  |         | Master of Arts for Teachers   |
|  |         | Certificate in Teaching English as a New Language   |
| <b>Liberal Studies</b>                           | Indiana | Master of Liberal Studies   |
| <b>Mathematical Sciences</b>                     | Purdue  | Master of Science   |
|  |         | Certificate in Applied Statistics   |
| <b>Nursing</b>                                   | Purdue  | Master of Science   |
|  |         | <i>Administration</i><br><i>Family Nurse Practitioner*</i><br><i>Adult Health Clinical</i><br><i>Nurse Specialist*</i><br><i>Critical Care Clinical</i> |
|  |         | Certificate in Nursing Administration   |
| <b>Organizational Leadership and Supervision</b> | Purdue  | Master of Science   |
|  |         | <i>Human Resources</i><br><i>Leadership</i>   |
| <b>Professional Communication</b>                | Purdue  | Master of Arts  |
|  |         | Master of Science   |
| <b>Public Affairs</b>                            | Indiana | Master of Public Affairs  |
|  |         | <i>Criminal Justice</i><br><i>Health Systems Administration</i><br><i>Public Management</i>   |
| <b>Public Management</b>                         | Indiana | Master of Public Management   |

|                                  |         |   |
|----------------------------------|---------|---|
|                                  |         | Certificate in Public Management  |
| <b>Sociological Practice</b>     | Indiana | Master of Arts  |
| <b>Speech-Language Pathology</b> | Purdue  | Master of Arts<br><br>(pending approval)  |
| <b>Technology</b>                | Purdue  | Master of Science<br><br><i>Information Technology</i><br><i>Industrial Technology</i><br><i>Facilities/Construction Management</i> |

\* In cooperation with Purdue University Calumet

**Accreditation** IPFW is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Information about North Central accreditation is available from the vice chancellor for academic affairs (KT 170, 260- 481-6805). You may also contact the North Central Association directly by writing to 39 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504; or by phone at 800-621-7440. Professional accreditation by specific programs is shown in Part 2.

**Graduation and Persistence Rates** Graduation and persistence rate information for IPFW is available in the admissions office and the registrar's office.

**Affiliation with Indiana University or Purdue University** IPFW is a campus of both Indiana University and Purdue University. If you are enrolled at IPFW as an Indiana University student and transfer to another campus of Indiana University, all credits and grades you have earned will be retained on your academic record. The same is true if you are enrolled at IPFW as a Purdue University student and transfer to another campus of Purdue University. However, if you change your university affiliation when transferring from IPFW to another campus, courses completed at IPFW will be treated as transfer credit. Similarly, if you have taken courses at another Indiana University or Purdue University campus, those prior credits will be included on your record if you enroll in the same university's program at IPFW. Your unit will decide how prior credits will apply to your program.

## Graduate Admission at IPFW

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You must be formally accepted as a graduate student at IPFW before you are eligible to register for graduate classes. For admission to programs offered through Purdue University, you should apply online at [www.purdue.edu/GradSchool/Admissions/admissions.html](http://www.purdue.edu/GradSchool/Admissions/admissions.html). Indiana University admission applications may be obtained from the IPFW graduate admissions clerk, KT 108A, 260-481-6812 (TTY 260-481-6820), or from the IPFW college, school, division, or department that offers the program you wish to enter.

**Classification of Applicants** Applicants for admission to most IPFW graduate programs are classified as (1) regular (degree-seeking), (2) nondegree (temporary, nondegree-seeking), (3) visiting, or (4) re-entry.

**Regular Admission** You are classified as an applicant for regular admission if you are seeking admission into an IPFW graduate degree program.

Successful candidates for regular graduate admission include promising applicants who (1) have earned baccalaureate degrees from colleges or universities of recognized standing, (2) have completed studies equivalent to those required of Indiana University or Purdue University baccalaureate recipients, and (3) have earned a B or better average in their undergraduate major. Regular admission, with specific conditions, may be available if you do not meet the above criteria. Some graduate programs at IPFW may impose higher or more specific criteria and may require you to provide additional evidence of previous academic performance (see Part 2).

After you furnish all required information and related documents, your application will be considered by the academic unit that offers the program you seek. For some graduate programs at IPFW, your application will also be considered by the Purdue University Graduate School, the Indiana University Graduate School, or another office responsible for admission to the program you have selected.

**Completed applications for regular admission and all required supporting materials have deadlines that vary. Contact your program office for deadline information.**

You must reapply for admission if you do not enroll within two years of your admission semester/session.

**Graduate Record Examination** As a degree-seeking applicant, you should take the Graduate Record Examination (GRE) if you (1) are seeking admission to a program that requires it (see Part 2); (2) wish to be considered for certain fellowship opportunities; (3) believe your previous academic record does not adequately reflect your abilities; (4) received a baccalaureate degree from a nonaccredited institution; or (5) elect to use the GRE Aptitude Test as a means to document proficiency in English.

**English Language Proficiency** The language of instruction at IPFW is English. Therefore, proficiency in reading, writing, speaking, and understanding English is vital to your academic success. If your native language is not English, you must provide evidence of your English language ability at the time you apply for admission. Normally this is done by taking the Test of English as a Foreign Language (TOEFL) and submitting the results as part of your admission application. Additional requirements for demonstrating English language proficiency after you are admitted are stated in Part 4 of this Graduate Bulletin ("Academic Regulations for Graduate Students").

**Nondegree Admission** You are considered an applicant for nondegree (temporary) admission if you (1) have earned a baccalaureate or advanced degree, (2) do not intend to pursue another degree, and (3) are seeking only personal or professional enrichment. You must be prepared to demonstrate that you have the necessary preparation for any course(s) in which you wish to enroll and may be required to obtain approval from the course instructors.

You may later seek regular admission and request that courses you completed while in nondegree admission status be considered for application toward a degree. The applicability of these courses will be determined by the college, school, division, or department that offers the program you are seeking, and typically no more than 12 credits will be considered.

**Visiting Students** If you are a graduate student in good standing at another accredited graduate school, you may apply for one semester's admission as a visiting nondegree student. Graduate students from institutional members of the CIC consortium may be visiting students for up to one year. Under the above circumstances, the IPFW Graduate Admissions office will assist with your application.

**Re-entry** You are considered an applicant for re-entry if:

(1) you previously were regularly admitted to an IPFW graduate program, have not registered for classes at IPFW for more than one year (or at any other Indiana University or Purdue University campus for more than one semester), and wish to resume your studies in the program in which you were last enrolled, or

(2) you previously were admitted to an IPFW graduate program in a nondegree classification, have not attended IPFW for more than one year, still meet the criteria for nondegree graduate admission status, and wish to resume your studies under this classification.

You must file a re-entry application at the IPFW Graduate Admissions office. Since your re-entry application will be subject to approval under applicable admission and academic policies of the IPFW graduate program in which you were last enrolled, you must allow ample time for your re-entry application to be processed.

## Academic Calendar

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# Academic Calendar 2007-08

## Fall Semester 2007

|   |                                 |
|---|---------------------------------|
| Classes begin                               | Monday, Aug. 20, 2007           |
| Labor Day holiday begins 4:30 p.m           | Friday, Aug. 31, 2007           |
| Classes resume                              | Tuesday, Sept. 4, 2007          |
| Fall break                                  | Monday-Tuesday, Oct. 8-9, 2007  |
| Thanksgiving recess begins after last class | Tuesday, Nov. 20, 2007          |
| Classes resume                              | Monday, Nov. 26, 2007           |
| Last week of classes/final exams            | Monday-Sunday, Dec. 10-16, 2007 |
| Classes and exams end                       | Sunday, Dec. 16, 2007           |

## Spring Semester 2008

|               |                       |
|---------------|-----------------------|
| Classes begin | Monday, Dec. 17, 2007 |
|---------------|-----------------------|

## Winter Intersession

|                       |                          |
|-----------------------|--------------------------|
| Classes begin         | Monday, Dec. 17, 2007    |
| Holiday recess begins | Monday, Dec. 24, 2007    |
| Classes resume        | Wednesday, Dec. 26, 2007 |
| Holiday recess begins | Monday, Dec. 31, 2007    |
| Classes resume        | Wednesday, Jan. 2, 2008  |
| Classes and exams end | Sunday, Jan. 13, 2008    |

## Spring Session

|                                    |                               |
|------------------------------------|-------------------------------|
| Classes begin                      | Monday, Jan. 14, 2008         |
| Martin Luther King Jr. Day holiday | Monday, Jan. 21, 2008         |
| Spring break begins                | Monday, March 10, 2008        |
| Classes resume                     | Monday, March 17, 2008        |
| Classes suspended 4:30 p.m.        | Friday, March 21, 2008        |
| Classes resume                     | Monday, March 24, 2008        |
| Last week of classes/final exams   | Monday-Sunday, May 5-11, 2008 |
| Classes and exams end              | Sunday, May 11, 2008          |

## Spring Semester ends

Sunday, May 11, 2008

## Summer Semester 2008



Classes begin

Monday, May 12, 2008

## **Summer Session I**

Classes begin

Monday, May 19, 2008

Memorial Day holiday begins 4:30 p.m.

Friday, May 23, 2008

Classes resume

Tuesday, May 27, 2008

Classes end 4:30 p.m.

Friday, June 27, 2008

## **Summer Session II**

Classes begin

Monday June 30, 2008

Independence Day holiday and Weekend Recess

Friday, July 4, 2008

Classes end 4:30 p.m.

Friday, Aug. 8, 2008

## **Summer Semester ends**

Sunday, Aug. 24, 2008

# **Academic Calendar 2008-09**

## **Fall Semester 2008**

Classes begin

Monday, Aug. 25, 2008

Classes suspended 4:30 p.m

Friday, Aug. 29, 2008

Classes resume

Tuesday, Sept. 2, 2008

Fall break

Monday-Tuesday, Oct. 13-14, 2008

Thanksgiving recess begins after last class

Tuesday, Nov. 25, 2008

Classes resume

Monday, Dec. 1, 2008

Last week of classes/final exams

Monday-Sunday, Dec. 15-21, 2008

Classes and exams end

Sunday, Dec. 21, 2008

## **Spring Semester 2008**

Classes begin

Monday, Dec. 22, 2008

## **Winter Intersession**

Classes begin

Monday, Dec. 22, 2008

Holiday recess begins

Thursday, Dec. 25, 2008

Classes resume

Monday, Dec. 29, 2008

Holiday recess begins

Thursday, Jan 1, 2009

Classes resume  
Classes and exams end

Monday, Jan. 5, 2009  
Sunday, Jan. 11, 2009

## **Spring Session**

Classes begin  
Martin Luther King Jr. Day holiday  
Spring break begins  
Classes resume  
Classes suspended 4:30 p.m.  
Classes resume  
Last week of classes/final exams  
Classes and exams end

Monday, Jan. 12, 2009  
Monday, Jan. 19, 2009  
Monday, March 9, 2009  
Monday, March 16, 2009  
Friday, April 10, 2009  
Monday, April 13, 2009  
Monday-Sunday, May 4-10, 2009  
Sunday, May 10, 2009

## **Spring Semester ends**

Sunday, May 10, 2009

## **Summer Semester 2008**

Classes begin

Monday, May 11, 2009

## **Summer Session I**

Classes begin  
Memorial Day holiday begins 4:30 p.m.  
Classes resume  
Classes end 4:30 p.m.

Monday, May 18, 2009  
Friday, May 22, 2009  
Tuesday, May 26, 2009  
Friday, June 26, 2009

## **Summer Session II**

Classes begin  
Independence Day holiday and Weekend Recess  
Classes resume  
Classes end 4:30 p.m.

Monday, June 29, 2009  
Friday, July 3, 2009  
Monday, July 6, 2009  
Friday, Aug. 7, 2009

## **Summer Semester ends**

Sunday, Aug. 23, 2009

## Part 2 — Program Descriptions

### I. Graduate

#### Applied Computer Science (M.S.)

#### Purdue University Master of Science (M.S.)

*Department of Computer Science*

*College of Engineering, Technology, and Computer Science*

*Kenneth L. Modesitt, Interim Chair*

*Beomjin Kim, Graduate Program Director*

*260-481-6180 ~ [www.ipfw.edu/academics/programs/graduate/applied](http://www.ipfw.edu/academics/programs/graduate/applied) ~ Engineering, Technology, and Computer Science Building 125*

The Master of Science with a major in applied computer science (ACS) is designed to meet the objectives of students with a professional interest in computer-related fields and to help meet the computing expertise needs of their employers. As the name implies, the philosophy of the program is applied. Courses of the program stress a hands-on approach, applying theory to the practical problems of developing engineering and information systems with large software content. To meet the needs of working professionals, courses are primarily offered in the evening.

Graduates of the program will be in a position to assume leadership roles

- providing technological and managerial perspectives on information management and the development of information systems,
- formulating and assessing requirements for complex software-based systems,
- using the principles of systems analysis and software engineering to design, implement, and test complex software-based systems,
- keeping abreast of the content and implications of technological advancements in applied computer sciences.

### Financial Aid

There are a limited number of graduate teaching assistantships available that include a stipend and substantial fee remission. Generally these are not available to first-term students.

### Admission Requirements

Applicants to the program should have an undergraduate degree in engineering, business, mathematics, computer science, or another undergraduate degree and significant experience in professional computer practice. Program entrance requirements include a bachelor's degree with a cumulative GPA of 3.0 or better, proficiency in a high-level computer language equivalent to a two-semester college course, a course in data structures, a course in statistics or probability based on two semesters of calculus, and a course in finite or discrete mathematics.

The admission process is selective and meeting the above minimum admission requirements does not guarantee admission into the program. Applicants to the ACS program are expected to submit scores from the Graduate Record Exam (GRE): the quantitative, analytic, and verbal aptitude components.

These requirements are in addition to the standard admission requirements of the Purdue Graduate School.

As an example, the following IPFW courses satisfy the admissions requirements for the applied computer science program:

- CS 260 Data Structures
- CS 360 Software Engineering
- MA 175 Discrete Mathematics

## Course Prerequisites

In addition to the program prerequisites, students must meet the course prerequisites for each course taken. This may mean the need to take additional undergraduate courses if a student's undergraduate or professional preparation is not in computer science.

## Degree Requirements

### 1. Curriculum Requirements

The curriculum requires 30 credit hours of approved graduate credit chosen with the guidance of a graduate advisor. The program will be configured to each individual's needs. Six of the 30 credit hours will consist of these core courses:

- ACS 560 - Software Engineering Cr. 3.
- ACS 562 - Systems Analysis and Design Cr. 3.

### 2. Remaining Requirements

The remaining 24 credit hours will be chosen from the listed courses. All of these courses have CS 260 and STAT 511 or equivalents as prerequisites unless stated otherwise. Many have additional undergraduate prerequisites. A limited number of other graduate courses in mathematics, engineering, and occasionally business may be approved on an individual basis.

## **Biology (M.S.)**

# **Purdue University**

## **Master of Science (M.S.)**

*Department of Biology*  
*College of Arts and Sciences*  
*Bruce A. Kingsbury, Chair*  
*George S. Mourad, Graduate Program Director*  
260-481-6305 ~ [www.ipfw.edu/bio](http://www.ipfw.edu/bio) ~ Science Building 330

The graduate program in biology helps you prepare to become a research scientist in academia, industry, or government, to obtain advanced education as a high school teacher, or to pursue further study in a professional or Ph.D. program.

Courses and faculty research cover a wide range of specific disciplines within biology: behavior, cancer biology, developmental biology, ecology, forestry, genetics, herpetology, immunology, microbiology, molecular biology, physiology, toxicology, and virology.

## Degree Requirements

The program includes nonthesis and thesis degree options. Each option is described below.

### Nonthesis Option

If you select this option, at least 30 credit hours of graduate course work are required. Fifteen of the credit hours must be at the 500 level within the Department of Biology. The remaining 15 hours can be fulfilled by some combination of the following: additional BIOL courses at the 500 level; up to 9 credit hours of BIOL 595 Special Assignments; up to 6 credit hours of undergraduate courses at the 300 or 400 level taken from other departments (students must earn a grade of no lower than B); or up to 15 credits of 500-level courses in other departments. Students also must satisfactorily complete a written examination prepared by each committee member during the student's last semester. A passing grade of B must be earned on the final exam. Students will have two attempts to pass the exam.

### Thesis Option

If you select this option, you must obtain a minimum of 30 credit hours of formal course work and research credits combined. A minimum of 18 credit hours of formal course work approved by the student's committee is required. The remaining 12 credits can be exclusively BIOL 698 Research M.S. Thesis or a combination of 9 credits BIOL 698 and 3 credits of BIOL 595 Special Assignments. BIOL 595 credits cannot be included in the 18 hours of formal course work. Students must present their research to the department in a seminar and pass a final oral defense of their thesis work after they have submitted their thesis to the examining committee.

## Description of Graduate Courses

The courses are grouped in the following three categories according to their content.

### Population and Community Biology

covering related topics presented in

- BIOL 502 - Conservation Biology Cr. 3.
- BIOL 505 - Biology of Invertebrate Animals Cr. 3.
- BIOL 543 - Population Ecology Cr. 4.
- BIOL 580 - Evolution Cr. 3.
- BIOL 582 - Ecotoxicology Cr. 3.
- BIOL 586 - Topics in Behavior and Ecology Cr. 3.
- BIOL 592 - The Evolution of Behavior Cr. 3.
- BIOL 595 - Special Assignments Cr. 1-4.
- BIOL 598 - Biology of Fish Cr. 4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3

## Organismal Biology

covering related topics presented in

- BIOL 505 - Biology of Invertebrate Animals Cr. 3.
- BIOL 533 - Medical Microbiology Cr. 3.
- BIOL 537 - Immunobiology Cr. 3.
- BIOL 544 - Principles of Virology Cr. 3.
- BIOL 556 - Physiology I Cr. 3.
- BIOL 559 - Endocrinology Cr. 3.
- BIOL 565 - Immunobiology Laboratory Cr. 1.
- BIOL 566 - Developmental Biology Cr. 3.
- BIOL 567 - Laboratory in Developmental Biology Cr. 1.
- BIOL 579 - Fate of Chemicals in the Environment Cr. 4.
- BIOL 580 - Evolution Cr. 3.
- BIOL 586 - Topics in Behavior and Ecology Cr. 3.
- BIOL 592 - The Evolution of Behavior Cr. 3.
- BIOL 595 - Special Assignments Cr. 1-4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3
- FNR 523 - Aquaculture Cr. 3

## Genetics, Cellular and Molecular Biology

covering related topics presented in

- BIOL 558
- BIOL 506 - Human Molecular Genetics Cr. 3.
- BIOL 509 - Molecular Biology and Applications Cr. 3.
- BIOL 515 - Molecular Genetics Cr. 3.
- BIOL 516 - Molecular Biology of Cancer Cr. 3.
- BIOL 533 - Medical Microbiology Cr. 3.
- BIOL 537 - Immunobiology Cr. 3.
- BIOL 540 - Biotechnology Cr. 3.
- BIOL 543 - Population Ecology Cr. 4.
- BIOL 544 - Principles of Virology Cr. 3.
- BIOL 556 - Physiology I Cr. 3.
- BIOL 559 - Endocrinology Cr. 3.
- BIOL 565 - Immunobiology Laboratory Cr. 1.
- BIOL 566 - Developmental Biology Cr. 3.
- BIOL 567 - Laboratory in Developmental Biology Cr. 1.
- BIOL 580 - Evolution Cr. 3.
- BIOL 584 - Molecular Biology and Applications Laboratory Cr. 1.
- BIOL 595 - Special Assignments Cr. 1-4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3

## **Business (M.B.A.)**

# **Indiana University**

## **Master of Business Administration (MBA)**

*Richard T. Doermer School of Business and Management Sciences*

*John Wellington, Dean*

*Zoher E. Shipchandler, Associate Dean and Interim MBA Program Director*

*260-481-6498 ~ Fax: 260-481-6879*

*www.ipfw.edu/bms/mba ~ Neff Hall 366*

*e-mail: mba@ipfw.edu*

### **Admission**

The Doermer School of Business and Management Sciences seeks candidates whose analytical abilities, leadership, interpersonal skills, and personal motivation indicate a strong potential to excel in a business career. Candidates are required to hold a four-year undergraduate degree in any discipline from a recognized institution.

The MBA Policy Committee considers a number of characteristics essential for success in the program and evaluates a candidate for admission based on these characteristics. An ability to excel in the MBA program is indicated by a high GMAT score, past academic achievements (undergraduate GPA), and recommendations that speak to the candidate's intellectual capacity. In addition, the committee considers several individual factors to be of equal importance. Motivation and leadership, as well as excellent communication and interpersonal skills, are highly valued in a professional manager. Successful candidates have these proven characteristics, which are revealed in past work experience, a self-evaluation essay, and recommendation letters. The committee carefully weighs all of these factors in making an admission recommendation to the Doermer School of Business and Management Sciences.

Admission decisions are valid for 12 months from the semester of acceptance indicated in the applicant's admission letter. Successful applicants who have not completed any degree-applicable courses within that period must reapply for admission.

### **Educational Objective Statement (Essay)**

Applicants must provide an essay of 300–400 words indicating your experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, specify your educational objectives as you contemplate beginning studies for the MBA program.

### **Graduate Management Admission Test**

All applicants are required to take the Graduate Management Admission Test (GMAT) as part of the admission process with the exception of (1) all master's or higher degree holders (including Ph.D., J.D., and M.D.) with a GPA of 3.5 or higher or (2) all bachelor's degree holders from an AACSB accredited business program with a GPA of 3.25 or higher.. The GMAT is an aptitude test and does not unduly benefit individuals with previous business education or experience.

The computerized GMAT is available by appointment throughout the year. (Additional information regarding test sites, registration, and content is contained at the official GMAT Web site [www.mba.com](http://www.mba.com).) An official GMAT score report must be submitted as part of the application for admission. GMAT test scores remain valid for five years from the date of the test. Only the most recent GMAT test score will be considered in determining admission.

## Transcripts

Applicants must have official transcripts sent directly to the MBA office from every college or university they have attended. Unofficial records or transcripts that have been issued to applicants cannot be accepted.

## Recommendations

Applicants are required to submit two letters of recommendation; the recommendation forms are included in the application packet. Recommendations should be obtained only from individuals qualified to evaluate an applicant's academic or on-the-job performance and attest to his or her ability to pursue a graduate degree. Suggested recommenders are employee supervisors or college professors.

## Language Competency

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and submit the results with their admission application. A minimum score of 250 on the computer-based test or 600 on the paper-based test is required. As an alternative to the TOEFL, the school will consider a minimum score of 80 earned on the Michigan Test of English Language Proficiency. Either test may be waived if the applicant has satisfactorily completed at least one year of full-time college-level work at a recognized college or university in the United States.

## Conditional Admission

Applicants may be granted conditional admission at the discretion of the director and/or MBA Policy Committee. Specific requirements of conditional admission will be addressed in the applicant's letter of admission.

## Deadlines

Applicants may apply for admission for fall or spring semesters, or for summer sessions. Completed applications and all required supporting materials should be received by the following dates to assure timely admission decisions.

|                                       | <b>Fall</b> | <b>Spring</b> | <b>Summer</b> |
|---------------------------------------|-------------|---------------|---------------|
| <b>Application Deadline</b>           | July 15     | Nov. 15       | April 1       |
| <b>International Student Deadline</b> | May 1       | Oct. 1        | Feb. 1        |
| <b>Final Admission Decisions</b>      | Aug. 10     | Dec. 20       | May 10        |

The Master of Business Administration (MBA) program is designed to prepare qualified students and working professionals for positions of responsibility as managers and leaders who are capable of making effective and ethical business decisions in a changing global environment.

## Goals

It is intended that graduates of the Master of Business Administration program will demonstrate:



1. the ability to solve problems innovatively, based on a knowledge of the tools, concepts, and theories of each of the functional business disciplines;
2. the ability to transcend functional boundaries, synthesizing and integrating information to make complex, short-term decisions with limited information, as well as conduct the research, competitive analysis, and environmental scanning necessary for long-term strategic decisions;
3. the ability to apply specialized skills to managerial problems inherent in a rapidly changing global environment;
4. the ability to effectively harness and use information technology;
5. effective written, oral, and presentation skills;
6. the interpersonal and team leadership skills needed to build an organizational environment that is effective and conducive to collaboration; and
7. a sense of professional and social responsibility in the conduct of managerial affairs.

The MBA program is accredited by AACSB International, the Association to Advance Collegiate Schools of Business, which is the accepted mark of excellence in graduate-level business programs. No other graduate-level business program in northeast Indiana, and only about one-third of those offered in the United States, has earned AACSB accreditation.

## **Special Resources**

The MBA program draws its strength from the following school and university resources:

### **Faculty**

The faculty who teach in the graduate program have earned doctoral degrees from a broad range of distinguished universities and bring a wealth of experience through their scholarly research and consulting in the business community.

### **Library**

The Walter E. Helmke Library houses a collection in excess of 360,000 books and provides full-text access to more than 24,000 periodical titles. In addition, the library subscribes to hundreds of databases and saves students valuable hours of research time. Further, the library's Document Delivery Service enables students to request materials from the collections of national and international libraries. Individual research assistance is available to all MBA students from a librarian specializing in business information.

### **Computers**

A broad range of computing resources is available. MBA students have access to leading statistical packages through the university's PC-based SPSS, ERP and graphics, and related software packages on the university's computer network.

### **Program of Study**

The MBA program requires the completion of a minimum of 33 credit hours. There are five classifications of courses in the program:

#### **Group 1—Business Essentials**

**Business Essentials Courses** Group 1 (Business Essentials) consists of short introductory business modules. These modules are required for students who do not have an academic background in business. Some or all of these modules may be waived, depending on the student's prior academic training. In addition, students who lack academic background in computer applications should take additional course work to address that deficiency.

## Business Essentials (4 credits) (must be admitted to the MBA program to enroll)

- BUFW X501 - Essentials of Accounting Cr. 1.
- BUFW X502 - Basic Finance Cr. 1.
- BUFW X503 - Introduction to Economics Cr. 1.
- BUFW X504 - Ethics and Regulatory Environment Cr. 1.

## Core Courses and Electives

Groups 2–5 are the core MBA courses. Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

## Group 2—Professional Core

### Professional Core (9 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW A524 - Decision Making and Economic Environment in a Global Economy Cr. 3.
- BUFW M540 - Data Analysis and Management Science Cr. 3.
- BUFW M542 - Leadership and Management of People in Organizations Cr. 3.

## Group 3—Strategic Management Core

### Strategic Management Core (15 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW D542 - Strategic Cost Management Cr. 3.
- BUFW F542 - Financial Analysis and Decision Making Cr. 3.
- BUFW M552 - Management of Information Technology Cr. 3.
- BUFW M560 - Marketing and Customer Relationship Management Cr. 3.
- BUFW M570 - Operations and Supply Chain Management Cr. 3.

## Group 4—Capstone Course

### Capstone (3 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW M590 - Strategic Management Cr. 3.

## Group 5—Electives

### Electives (6 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

**Total MBA Credits: 33 credits**

## Counselor Education (M.S.Ed.)

### Indiana University

### Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

The counselor education program provides the following options:

1. school counseling consists of 54 credits and can be completed in as few as three years.
2. agency/marriage and family therapy counseling consists of 60 credits and can be completed in as few as three years.

Each of the above options emphasizes:

- a) theory, skills, and strategies of counseling;
- b) research on counseling issues; and
- c) supervised counseling experience (on-campus practicums and off-campus internship).

## Acceptance to the Counselor Education Program

Acceptance to the program is available only for Summer Session II. Preference is given to applications received on or before April 1. To be considered, you must provide the following materials with your application for admission to graduate study in education:

1. a completed counselor education program application form, official transcripts from all colleges you have attended, three references, and copies of all applicable licenses.
2. a current résumé or curriculum vitae.
3. a statement, approximately two pages in length, that summarizes your
  - a) professional goals, including preferred professional setting(s), examples of typical employment activities, and any specialized interests;
  - b) past experiences contributing to the development of your cited professional goals; and
  - c) unique skills and characteristics aiding your pursuit of your cited goals.

After the dean of the School of Education has determined that you qualify for admission to graduate study in education, your application to the counselor education program and the additional material you have provided will be referred to

the coordinator of counselor education. The coordinator and appropriate faculty will evaluate your demonstrated academic ability and evidence of your aptitude for working with people. You will also be required to participate in group and personal interviews. Applicants are accepted to the program with the stipulation they adhere to the curriculum of their elected option.

## **Conditional Acceptance**

At the recommendation of the counseling program faculty, applicants with undergraduate GPAs below 3.2 (4.0=A) and/or limited applicable work experience may be accepted to the program contingent on their maintaining a GPA of 3.5 for their first year of course work (Summer II, fall, spring, Summer I) in the counselor education program. The GRE can be taken by students whose GPA falls below 3.2 to strengthen their case for admission.

## **Comprehensive Examination**

You must pass a comprehensive examination before you will be permitted to graduate. The examination covers the following elements: professional orientation, the helping relationship, groups, appraisal, research, social and cultural foundations, human development, and career counseling. This examination is patterned after the National Counseling Examination and is graded on a pass/no-pass basis. If necessary, after a minimum interim period of two weeks, you may retake the exam once. Specialty sections for each master's degree program are also included.

## **Supervised Experience**

The counselor education program requires the following supervised counseling experience with clients:

## **On-Campus Practicums**

You must enroll in and satisfactorily complete two practicums (for school) and three practicums (for agency/marriage and family therapy) in the IPFW Community Counseling Center. Your work in these courses will be observed and evaluated by a team of faculty and peers and closely supervised by selected faculty.

## **Counseling Internship**

For the school counseling option, all students must complete a 600-hour counseling internship in an accredited K–12 school. Students pursuing the agency/marriage and family therapy counseling option must complete 500 face-to-face client contact hours divided between the internship and the three practicums in an approved agency setting. Before you are permitted to work with clients, you must:

1. earn a minimum grade of B in each of two specified preparatory, pre-practicum courses and
2. comply with the Ethical Standards of the American School Counseling Association or the American Association of Marriage and Family Therapy.

Your specific responsibilities in the client/counselor relationship are detailed in the following school publications: Graduate Student Orientation Handbook and The Counselor Education Program Handbook. You are expected to conduct yourself professionally, uphold confidentiality, avoid dual relationships with clients, and refrain from any unsupervised counseling activities. Your failure to meet these expectations will result in your censure or dismissal from the program.

## **Licensing**

Completion of the school counseling option may lead to a School Counselor educator license for the State of Indiana. Completion of the agency/marriage and family therapy option may lead to subsequent licensure in marriage and family therapy and mental health counseling pending completion of additional state requirements (see counselor education faculty for more details).

## Requirements

You are required to follow the curriculum plan for your elected counseling track. Any variation from specified elements of these curricula can be granted only by written permission of the coordinator of counselor education.

To earn the master's degree with a major in counseling, you must satisfactorily complete the counseling foundation block plus either the agency/marriage and family therapy counseling core or the school counseling core curricula shown below. You also must satisfactorily complete supervised off-campus internships and two or three (agency/marriage and family therapy) on-campus practicums, a comprehensive examination, and a portfolio evaluation.

Subject to approval by the coordinator of counselor education, you may substitute up to 6 credits of graduate-level counseling courses you have successfully completed at IPFW or earned at another comparably accredited institution.

### Counseling Foundation Block (39 credits)

- EDUC G502 - Professional Orientation and Ethics Cr. 3.
- EDUC G503 - Counseling Theories and Techniques I: Humanistic and Existential Cr. 3.
- EDUC G504 - Counseling Theories and Techniques II: Behavior and Family Systems Cr. 3.
- EDUC G505 - Individual Appraisal: Principles and Procedures Cr. 3.
- EDUC G524 - Practicum in Counseling Cr. 3.
- EDUC G525 - Advanced Counseling Practicum Cr. 3.
- EDUC G532 - Introduction to Group Counseling Cr. 3.
- EDUC G550 - Internship in Counseling and Guidance Cr. 3-5.
- EDUC G552 - Career Counseling: Theory and Practice Cr. 3.
- EDUC G570 - Human Sexuality Cr. 3.
- EDUC G575 - Multicultural Counseling Cr. 3.
- EDUC G590 - Research in Counseling and Guidance Cr. 1-3.
- EDUC P514 - Life Span Development: Birth to Death Cr. 3.

### Agency/Marriage and Family Therapy Counseling Core (21 credits)

- EDUC G525 - Advanced Counseling Practicum Cr. 3.
- EDUC G551 - Advanced Internship in Counseling Cr. 3.
- EDUC G563 - Foundations of Mental Health Counseling Cr. 3.
- EDUC G567 - Introduction to Marriage and Family Counseling Cr. 3.
- EDUC G580 - Topical Seminar in Counseling and Guidance Cr. 1-3.
- EDUC G590 - Research in Counseling and Guidance Cr. 1-3.

### School Counseling Core (15 credits)

- EDUC G542 - Organization and Development of Counseling Programs Cr. 3.
- EDUC G551 - Advanced Internship in Counseling Cr. 3.
- EDUC G562 - School Counseling: Intervention Consultation and Program Development Cr. 3.

- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.

Total (54 or 60 Credits)

## **Educational Leadership (M.S.Ed.)**

### **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ www.ipfw.edu/educ ~ Neff Hall 250*

To earn the master's degree with a major in educational leadership, you must satisfactorily complete the following program:

**Foundational Domain: (9 credits)**

**One of the following: (3 credits)**

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.

**One of the following or any other approved P5XX course: (3 credits)**

- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.

**One of the following or any other approved H5XX course: (3 credits)**

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

**Administrative Domain: (27 credits; 30 credits for license)**

To qualify for the Indiana Building Level Administrator license, you must also do the following:

1. Complete an Administration Portfolio Assessment.
2. Complete EDUC A625 or A627 Elementary or Secondary Administration with a grade of A or B after completion of item 1 above.
3. Pass the School Leaders Licensure Assessment Praxis exam.
4. Provide a letter from your superintendent stating that you have at least two years of full-time teaching experience under a valid license.
5. Complete an interview and receive recommendation from Educational Leadership faculty.
  - EDUC M501 - Lab/Field Experience (Service Learning for Diversity) Credits: 0  
Service Learning for Diversity
  - EDUC M501 - Portfolio Checkpoint Credits: 0
  - EDUA T555 - Problems in Human Relations and Cultural Awareness Cr. 3.
  - EDUC A500 - School Administration Cr. 3.
  - EDUC A510 - School-Community Relations Cr. 2-3.  
(P: A500)
  - EDUC A608 - Legal Perspectives on Education Cr. 3.  
(P: A500)
  - EDUC A625 - Administration of Elementary Schools Cr. 3.  
(For License) or
  - EDUC A627 - Secondary School Administration Cr. 3.  
(For License)
  - EDUC A630 - Economic Dimensions of Education Cr. 3.  
(P: A500)
  - EDUC A638 - Public School Personnel Management Cr. 3.  
(P: A500)
  - EDUC A695 - Practicum in School Administration Cr. 3.  
(P: A500, 18 semester hours in Administrative Domain, portfolio checkpoint)

Choose one of the following:

- EDUC E535 - Elementary School Curriculum Cr. 3.
- EDUC S503 - Secondary School Curriculum Cr. 3.

Choose one of the following:

- EDUC E536 - Supervision of Elementary School Instruction Cr. 3.  
(P: A500)
- EDUC S655 - Supervision of Secondary School Instruction Cr. 3.  
(P: A500)

## Educational Leadership – Cohort Option

Educational Leadership students may choose to complete a 36 credit M.S.Ed. program cohort option in approximately 14 months. Students in this program may select a spring or summer start date. Completion of this program may lead to a Building Level Administrator license for the State of Indiana. For more information on this cohort option, please contact the School of Education at 260-481-4123.

## Elementary Education (M.S.Ed.)

# Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ www.ipfw.edu/educ ~ Neff Hall 250*

To earn the master's degree with a major in elementary education, you must satisfactorily complete the following program:

### Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Credits: 0
- EDUC P503 - Introduction to Research Cr. 3.

### Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

### Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
*(minimum 10 hrs.)*
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

### Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

### Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.



## Elementary Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

## Choose two from: (6 credits)

- EDUC E547 - Advanced Study in the Teaching of Social Studies in the Elementary Schools Cr. 3.
- EDUC E548 - Advanced Teaching of Science in the Elementary School Cr. 3.
- EDUC F549 - Advanced Study in the Teaching of Language Arts in the Elementary Schools Cr. 3.
- EDUC J515 - Methods of Small Group Instruction Cr. 3.
- EDUC N543 - Advanced Study in the Teaching of Mathematics in the Elementary Schools Cr. 3.
- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

## Electives: (6 credits — part of Elementary Core)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

# **Elementary Education: Early Childhood Emphasis (M.S.Ed.)**

## **Indiana University**

### **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in elementary education and an emphasis in early childhood, you must satisfactorily complete the following program:

#### **Introduction to M.S.Ed. Program: (6 credits — first two courses)**

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC P503 - Introduction to Research Cr. 3.

#### **Two Portfolio Checkpoints:**

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

#### **Foundations Block: (12 credits)**

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

#### **Choose one from Psychological Foundations: ( 3 Credits)**

- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.

#### **Choose one from Social Foundations: ( 3 Credits)**

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Early Childhood Core: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E507 - Evaluation of Classroom Behavior Cr. 3.
- EDUC E508 - Seminar in Early Childhood Formation Cr. 3.
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

## Choose one from: (3 credits)

- EDUA F500 - Early Literacy Development
- EDUC L524 - Language Education Issues in Bilingual and Multicultural Education Cr. 3.
- EDUC L530 - Topical Workshop in Language Education Cr. 1-6.

## Electives: (3 credits)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

## **Elementary Education: Reading Minor (M.S.Ed.)**

## **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ www.ipfw.edu/educ ~ Neff Hall 250*

To earn the master's degree with a major in elementary education and a minor in reading, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Reading Minor Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

Required courses:

- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

Total (36 Credits)

**Elementary or Secondary Education: Gifted and Talented K–12 Endorsement (M.S.Ed.)**

**Indiana University**

**Master of Science in Education (M.S.Ed.)**

*School of Education  
Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*  
260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250

To earn the master's degree with a major in elementary or secondary education and an endorsement in gifted and talented K-12, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E590 - Research in Elementary Education Cr. 1-6.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Suggested options for Psychological Foundations electives:

(not required)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.

- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Gifted and Talented Endorsement Core: (12 credits)

Choose one:

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.

Required:

- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC W554 - Creative Problem-Solving and Metacognition Cr. 3.
- EDUC W595 - Practicum: Gifted and Talented Cr. 3-6.

## Electives: (3 credits)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3. (P:E590) (Research Paper or Project)

Or

- EDUC S591 - Research Project in Secondary Education Credits: 3 (P: S590) (Research Paper or Project)
- Exit Checkpoint: Presentation of Research Paper or Project

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595 or S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

## Engineering (M.S.E.) (pending approval)

### Purdue University

## Master of Science in Engineering (M.S.E.) (pending approval)

*Department of Engineering  
College of Engineering, Technology, and Computer Science  
Carlos Pomalaza-Raez, Chair  
260-481-6362 ~ [www.engr.ipfw.edu/graduate/default.shtml](http://www.engr.ipfw.edu/graduate/default.shtml)  
Engineering, Technology, and Computer Science Building 327*

The proposed Master of Science in Engineering (M.S.E.) is designed to meet the needs of students and motivated professionals seeking to deepen their knowledge of the principles and practice of engineering. The curriculum and course offerings will prepare graduates for leadership positions in their field. The program will offer four areas of specialization:

- Computer Engineering
- Electrical Engineering
- Mechanical Engineering
- Systems Engineering

Course offerings will be flexible to meet the needs of both full-time students and working adults.

Approval for this program is pending. Contact the Department of Engineering for more information.

## English (M.A.)



# Indiana University

## Master of Arts (M.A.)

*Department of English and Linguistics*  
*College of Arts and Sciences*  
*Richard N. Ramsey, Chair*  
*Michael S. Stapleton, Graduate Program Director*  
260-481-6770 ~ Fax: 260-481-6985  
[www.ipfw.edu/engl](http://www.ipfw.edu/engl) ~ Classroom-Medical Building 147

To earn this degree, you must complete at least 30 credits (courses are generally 3 credits each). You also must demonstrate reading proficiency in an approved foreign language, normally by passing with a grade of A or B a 300-level literature course offered by the Department of International Language and Culture Studies. (The IPFW Department of International Language and Culture Studies may provide an examination as an alternative for students who are prepared to read literature and criticism in an approved language.) You must maintain a GPA of at least 3.0 or better in courses taken to fulfill degree requirements; no course with a grade below B will count toward the degree.

Your program must include at least one course in professional scholarship, one course in critical theory, and one 700-level seminar. It must include at least three courses in each of two of five available concentrations: (1) British literature before 1700, (2) British literature after 1700, (3) American literature, (4) English language and linguistics, (5) writing, rhetoric, and composition.

You may, with your advisor's approval, apply courses that satisfy core requirements to your concentration requirements. If you do, you must still complete enough approved elective courses to meet the required minimum of 30 credits.

You are expected to write a master's thesis (3–6 credits).

## Teaching Assistantships

Students in the M.A. program may qualify for appointment as teaching aides. Such appointments (with the title graduate aide) carry a stipend as well as partial remission of fees. Aides typically teach one or two sections of freshman or developmental composition.

## Program Requirements

- ENG B501 - Professional Scholarship in Literature Cr. 3.
- ENG B502 - Introduction to Literacy Studies and the Teaching of College English Cr. 3.
- ENG B605 - Modern Approaches to Literature Cr. 3.
- ENG B780 - Special Studies in British and American Literature Cr. 3.
- ENG C602 - Contemporary Theories of Composition Cr. 3.
- LING L575 - Introduction to Linguistic Theory Cr. 3.

### Core (9 credits)

### One course in professional scholarship

For example:

- ENG B501 - Professional Scholarship in Literature Cr. 3.
- ENG B502 - Introduction to Literacy Studies and the Teaching of College English Cr. 3.

## One course in critical theory

For example:

- ENG B605 - Modern Approaches to Literature Cr. 3.
- ENG C602 - Contemporary Theories of Composition Cr. 3.
- LING L575 - Introduction to Linguistic Theory Cr. 3.

## One seminar

For example:

- ENG B780 - Special Studies in British and American Literature Cr. 3.

## Concentration 1 (9 credits)

Three courses in one of the following:

- (1) British literature before 1700,
- (2) British literature after 1700,
- (3) American literature,
- (4) English language and linguistics, or
- (5) writing, rhetoric, and composition

## Concentration 2 (9 credits)

Three courses in one of the remaining concentrations

## Electives (3-5 credits)

Enough courses applicable to the degree to bring the program to at least 30 credits

## Minimum (30 credits)

## **English Teaching (M.A.T.)**

## **Indiana University**

## **Master of Arts for Teachers (M.A.T.)**

Department of English and Linguistics

College of Arts and Sciences

*Richard N. Ramsey, Chair*

*Michael S. Stapleton, Graduate Program Director*

260-481-6770 ~ Fax: 260-481-6985  
www.ipfw.edu/engl ~ Classroom-Medical Building 147

To earn this degree, you must complete at least 36 credits (courses are generally 3 credits each). You must maintain a GPA of at least 3.0 or better in courses taken to fulfill degree requirements; no course with a grade below B will count toward the degree.

At least eight of your courses (normally 24 credits) must be graduate-level courses administered by the Department of English and Linguistics. These must include (1) a course in the English language or linguistics, (2) a course in rhetorical or composition theory, and (3) a course in ethnic or minority literature. At least five more courses must be elected from among the graduate offerings of the Department of English and Linguistics. Up to 12 of the 36 required credits may be elected from courses approved by the director of graduate studies, but administered by a department other than English and Linguistics. For example, if you are working toward certification, you may be able to count some of your education courses as electives for the M.A.T.

You may elect to write a master's thesis (3–6 credits). If you do not write a thesis, you must complete a 700-level seminar. The M.A.T. program does not require you to demonstrate foreign language proficiency or to sit for a comprehensive examination.

To receive the M.A.T., in addition to completing these requirements, you must hold at least provisional public-school certification in English. You must complete all degree requirements within five years of your admission to the program.

## **Teaching Assistantships**

Students in the M.A.T. program may qualify for appointment as teaching aides. Such appointments (with the title graduate aide) carry a stipend as well as partial remission of fees. Aides typically teach one or two sections of freshman or developmental composition.

## **Program Requirements**

### **Core (9 credits)**

- A course in the English language or linguistics
- A course in rhetorical or composition theory
- A course in ethnic or minority literature

**Electives administered by the Department of English and Linguistics (15–27 credits)**

**Approved electives from appropriate departments (0–12 credits)**

**Minimum (36 credits)**

## **Liberal Studies (M.L.S.)**

# Indiana University

## Master of Liberal Studies (M.L.S.)

*College of Arts and Sciences*

*Michael E. Kaufmann, Graduate Program Director*

*260-481-6760 ~ [www.ipfw.edu/libstudies](http://www.ipfw.edu/libstudies) ~ Classroom-Medical Building 127*

The Master of Liberal Studies program enables you to study the liberal arts beyond the baccalaureate degree. If your undergraduate education was primarily professional, you can broaden your general education by building upon your life experience and skills. If you regard the liberal arts as subjects for lifetime learning, the M.L.S. provides a coherent, challenging program of graduate study. The program is not intended as preparation for doctoral study.

If you are accepted into the M.L.S. program, the program director will assist you in developing a course of study appropriate to your needs and interests. You may enroll in graduate courses offered by any department in the College of Arts and Sciences for which you have appropriate background or prerequisites. You may also enroll in courses with the LBST prefix, intended specifically for students in the M.L.S. program. These multidisciplinary courses focus on major issues in the natural sciences, social sciences, and humanities.

### Admission

For regular admission, you must have completed an undergraduate degree with a cumulative GPA of 3.0 or better (4.0=A). You may qualify for provisional admission if you do not meet these requirements. However, you may be required to complete prerequisite courses without credit toward the graduate degree.

### Academic Regulation

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

### Degree Requirements

To earn the M.L.S., you must complete the following requirements:

- Credits in other graduate-credit courses, including no more than 12 credits in English and no more than 9 credits in any other discipline Credits: 18
- LBST D501 - Humanities Seminar Cr. 3.
- LBST D502 - Social Science Seminar Cr. 3.
- LBST D503 - Science Seminar Cr. 3.

### One of the following (3 Credits)

- LBST D500 - Graduate Project Cr. 3-6.
- LBST D700 - Topics in Liberal Studies Cr. 3.

### Total (30 Credits)

## **Mathematics (M.S.)**

# **Purdue University**

## **Master of Science (M.S.)**

The M.S. with a major in mathematics is the appropriate program for you if you have an interest in a traditional mathematics program or if you are a secondary school mathematics teacher or a prospective Ph.D. student. To qualify for admission, you should have a strong undergraduate background in mathematics, including as much work as possible in abstract algebra, linear algebra, advanced calculus, analysis, and differential equations.

## **Academic Regulations**

In addition to satisfying regulations that apply to all Purdue University graduate students, you must earn at least a grade of B in each course used to satisfy degree requirements. However, your advisory committee may agree to accept up to two courses in which you earn grades of C.

## **Teaching Assistantships**

A limited number of half-time teaching assistantships (with the title graduate aide) are available. Contact the department chair for details.

## **Program Requirements**

Your plan of study must contain at least 30 credits, and normally will include the following courses:

- 3 Credits in another mathematics or statistics course
- 6 Credits in additional courses approved by your advisory committee. The courses may be in mathematical sciences. If you take courses outside mathematical sciences, you must select two from the same discipline.
- MA 571 - Elementary Topology Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.

Four courses in algebra and analysis selected from the following: (12 credits)

- MA 525 - Introduction to Complex Analysis Cr. 3.
- MA 540 - Analysis I Cr. 3.
- MA 541 - Analysis II Cr. 3.
- MA 553 - Introduction to Abstract Algebra Cr. 3.
- MA 554 - Linear Algebra Cr. 3.

One of the following (3 Credits)

- MA 560 - Fundamental Concepts of Geometry Cr. 3.
- MA 575 - Graph Theory Cr. 3.

Total (30 Credits)

## **Mathematics and Option in Applied Mathematics/Operations Research (M.S.)**

### **Purdue University Master of Science (M.S.)**

*Department of Mathematical Sciences  
College of Arts and Sciences  
David A. Legg, Chair  
W. Douglas Weakley, Graduate Program Director  
260-481-6233 ~ [www.ipfw.edu/math](http://www.ipfw.edu/math) ~ Kettler Hall 200*

The M.S. with a major in mathematics and an option in applied mathematics/operations research is the appropriate program if you are, or plan to be, employed in a position in business or industry that requires significant proficiency in mathematics. To qualify for admission, you should have a background in mathematics that includes ordinary differential equations, advanced calculus, linear algebra, and proficiency in a computer programming language.

### **Academic Regulations**

In addition to satisfying regulations that apply to all Purdue University graduate students, you must earn at least a grade of B in each course used to satisfy degree requirements. However, your advisory committee may agree to accept up to two courses in which you earn grades of C.

### **Teaching Assistantships**

A limited number of half-time teaching assistantships (with the title graduate aide) are available. Contact the department chair for details.

### **Program Requirements**

Your plan of study must contain at least 30 credits, and normally will include the following courses:

- CS 520 - Computational Methods in Analysis Cr. 3.
- MA 511 - Linear Algebra with Applications Cr. 3.
- MA 521 - Introduction to Optimization Problems Cr. 3.
- MA 525 - Introduction to Complex Analysis Cr. 3.
- MA 540 - Analysis I Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.
- STAT 528 - Introduction to Mathematical Statistics Cr. 3.

**Additional Courses:**

9 Credits in additional courses approved by your advisory committee. The courses are to be selected from graduate-level courses appropriate for your emphasis and may include courses from physics, engineering, business, statistics, mathematics, and computer science. Suggested courses include:

- CS 514 - Numerical Analysis Cr. 3.
- CS 543 - Introduction to Simulation and Modeling of Computer Systems Cr. 3.
- CS 580 - Algorithm Design Analysis and Implementation Cr. 3.
- MA 575 - Graph Theory Cr. 3.
- STAT 512 - Applied Regression Analysis Cr. 3.
- STAT 514 - Design of Experiments Cr. 3.

Total (30 Credits)

## **Nursing Administration (M.S.)**

### **Purdue University**

### **Master of Science (M.S.)**

Department of Nursing  
College of Health and Human Services  
*Carol Sternberger, Chair*  
*Katherine Willock, Graduate Program Director*  
260-481-6284 ~ [www.ipfw.edu/nursing](http://www.ipfw.edu/nursing) ~ Neff Hall B50

## **Advisory Committee**

Each candidate for a master's degree is assigned an advisory committee consisting of three members. The director of the nursing administration program serves as the major advisor and chair of the advisory committee. Other committee members include a student-designated professor and the chair of the Department of Nursing. This committee prepares and approves the plan of study (described below), advises, and assists in thesis development when applicable.

## **Plan of Study**

Students pursuing a master's degree should have a preliminary plan of study on file prior to the initial registration. The plan of study identifies a primary area that lists specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the chair of the Department of Nursing, and must be submitted to the Graduate School before the final semester of enrollment.

## **Transfer Credit**

Up to 49 percent of required credits for this degree may be accepted in transfer if not already applied toward another degree. No more than 12 graduate credits earned in a nondegree status will be counted toward the degree. At least 50 percent of the required credits for the degree must be earned at IPFW.

## **Grades**

A cumulative GPA of 3.0 or better on a 4.0 scale is required through completion of the program.

## **Time Limitations**

Special permission is required for students to continue in the program beyond five consecutive years.

## **Degrees**

It is the student's responsibility to apply for the master's degree. Applications must be received by the Department of Nursing by Sept. 1 for May graduation, Jan. 1 for August graduation, and May 1 for December graduation.

## **Master of Science**

The graduate program offers a Master of Science with a major in nursing administration with thesis and nonthesis options. This program is designed to expand the knowledge base of registered professional nurses to an advanced practice level in the speciality of nursing administration. The program will provide theoretical and practical knowledge in administration, healthcare organizational management and communication, and research and delivery of patient care in a variety of healthcare settings. The program's purpose is to prepare registered nurses for leadership positions in diverse healthcare systems and to provide an accessible program in nursing administration to meet the regional needs of northeast Indiana.

## **Admission Requirements**

- Baccalaureate degree with a major in nursing
- Degree must be from a school/department/college of nursing that is accredited by the NLN or CCNE
- Undergraduate grade-point average (GPA) of 3.0 or better on a 4.0 scale
- Registered Nurse Licensure and eligible for Indiana licensure
- Test of English as a Foreign Language (TOEFL) examination required for students whose native language is not English with a minimum score of 550 or 213 on computer-based exam
- Undergraduate research and statistics within the last 5 years
- Complete application online at [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions)

## **Note:**

If applicants have less than a 3.0 GPA, they may be required to take the Graduate Record Examination (GRE) for the quantitative, analytical, and verbal aptitude tests.

## **Degree Requirements**

To earn the Master of Science with a major in nursing administration, the following must be completed:

**Nursing Major (39 credit hours)**

**Core Requirements (14 credits)**



- NUR 521 - Theoretical Constructs in Nursing Cr. 3.
- NUR 523 - Nursing Research Cr. 3.
- NUR 525 - Informatics in Nursing Cr. 3.
- NUR 610 - Seminar on Healthcare Issues Cr. 3.
- NUR 665 - Managed Care Cr. 2.

### Area of Concentration (16 credits)

- NUR 650 - Nursing Administration Theory I Cr. 3.
- NUR 651 - Nursing Administration Theory II Cr. 3.
- NUR 652 - Nursing Administration Theory III Cr. 3.
- NUR 653 - Nursing Administration— Financial Management Cr. 3.
- NUR 671 - Administrative Practicum I Cr. 2.
- NUR 672 - Administrative Practicum II Cr. 2.

### Business Content (6 credits)

- NUR 654 - Human Resource Management Cr. 3.

Select one from the following:

- COM 574 - Organizational Communication Cr. 3.
- OLS 525 - Organizational Analysis and Action Cr. 3

### Scholarly Achievement (3 credits)

- NUR 682 - Nursing Administration: Concept Synthesis and Application Cr. 3.
- NUR 698 - Research/M.S. Thesis Cr. 3.

## Nursing Consortium (M.S.)

Through a consortium agreement with the Schools of Nursing at the West Lafayette, Fort Wayne, and Calumet campuses, a Master of Science with a major in nursing practice is offered to students in the West Lafayette, Fort Wayne, and Calumet areas. The primary purposes of these graduate nursing programs is to prepare nurses for advanced practice as nurse administrators, clinical nurse specialists (adult health or critical care), or as family nurse practitioners. Graduates from these programs are prepared to assume diverse leadership roles in clinical practice.

## Graduate Nursing Consortium Majors

*Family Nurse Practitioner*

*Adult Health Clinical Nurse Specialist*

*Critical Care Clinical Nurse Specialist*

*Nursing Administration*

For more information regarding the nurse practitioner and clinical nurse specialist programs, contact the Purdue Calumet Department of Nursing at 219-989-2815.

# **Organizational Leadership and Supervision (M.S.)**

## **Purdue University Master of Science (M.S.)**

### **Core Requirements (18 credit hours)**

All students complete the core courses to build a foundation in the key principles of organizational leadership. In these courses, students will learn how to assess and enhance organizational climates and cultures. In addition, they will use human resource practices, budgeting, and cost control methods to promote unit effectiveness.

- OLS 510 - Foundations of Behavior and Leadership in Organizations Cr. 3
- OLS 515 - Foundations of Human Resources Cr. 3
- OLS 520 - Foundations of Organizational Context Cr. 3
- OLS 525 - Organizational Analysis and Action Cr. 3

### **Research Courses**

All students will complete two research courses: a research skills course to increase knowledge and understanding of research principles and a capstone applied research project course. (Pre-requisites may be required for some of these courses.)

Select from the following list:

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- SOC P570 - Applied Research Methods Cr. 3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- STAT 511 - Statistical Methods Cr. 3.

And

- OLS 680 - Research in OLS Cr. 3

### **Human Resources Option (18 credit hours)**

The human resources option prepares students to understand the theory as well as the practice of HR. This option ties specific skills in HR practice to a broad-based perspective that will prepare graduates for the challenges of a changing workplace.

- One elective (approved by advisor)(3 credits)
- OLS 545 - Compensation and Benefits Cr. 3
- OLS 555 - Workforce Planning and Employment Cr. 3
- OLS 565 - Employee Relations Cr. 3
- OLS 575 - Contemporary Employment Practices and the Law Cr. 3
- OLS 585 - Health Safety and Security Cr. 3

## Leadership Option (18 credit hours)

Organizations need leaders at all levels as they face a global marketplace and a more diverse and rapidly changing society. This program prepares individuals with the theory, skills, and action-oriented perspective required of them as they live and work in a changing society.

- Two electives (approved by advisor)(6 credits)
- OLS 530 - System Change and Organization Development Cr. 3
- OLS 540 - Leading Collaborative Projects and Work Teams Cr. 3
- OLS 570 - Leadership Across Cultural Boundaries Cr. 3
- OLS 587 - Developing a Leadership Philosophy Cr. 3

## Professional Communication (M.A.)

### Purdue University Master of Arts (M.A.)

*Department of Communication*

*College of Arts and Sciences*

*Marcia D. Dixon, Chair*

*Steven A. Carr, Graduate Program Director*

*260-481-6825 ~ [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) ~ Neff Hall 230*

The master's program in professional communication serve students seeking career management and staff positions as communication specialists in industrial, service, governmental, and media-related sectors of the economy. The curriculum may also be used as preparation for doctoral programs.

Students prepare plans of study in one of two broad areas: communication management or media specialist. Students who pursue this program benefit from four distinctive features: (1) the curricular fusion of two respected academic traditions: rhetorical and communication theory; (2) a functionally proportioned study of rhetorical and communication theory and practice; (3) the complementary relation of the required core, which provides a coherent theoretical base, and the selections offered by the applied specialization and cognate options, which facilitate development of a plan of study tailored to personal career goals; and (4) the scheduling of offerings to accommodate part-time students, including employed professionals, and to expedite completion of the program in as little as two academic years.

## Degree Requirements

The curriculum consists of 33 credits in approved courses, a synthesis paper, and a written comprehensive examination. Comprehensive examinations will be routine. Under exceptional circumstances, you may be exempted from taking your comprehensive examination by the advising committee. The circumstances will include (1) achieving A's in all graduate courses (if you meet the following two criteria regarding synthesis paper and conference paper/publication and have all A's in courses up to your last semester, you are exempt from comprehensive exams even if you are taking courses that semester); (2) having the synthesis paper approved by the deadline for that semester; and (3) either having a single-authored competitive paper presented at a regional or national scholarly meeting or having a single-authored competitive paper published in a regional or national scholarly journal.

## Communication Theory Core (12 credits)

At least one of the following: (3 credits)

- COM 582 - Descriptive/Experimental Research in Communication Cr. 3.
- COM 584 - Historical/Critical Research in Communication Cr. 3.

At least three of the following: (9 credits)

- COM 512 - Theories of Interpersonal Communication Cr. 3.
- COM 518 - Theories of Persuasion Cr. 3.
- COM 520 - Small Group Communication Cr. 3.
- COM 521 - Theories of Rhetoric Cr. 3.
- COM 527 - Introduction to Cultural Studies Cr. 3.
- COM 559 - Current Trends in Mass Communication Research Cr. 3.
- COM 574 - Organizational Communication Cr. 3.

Specialization Courses (up to 21 credits)

- Cognate Studies: credits selected, with the approval of your advisor or advising committee, from upper-division or graduate courses in communication or other disciplines
- COM 502 - Classroom Communication Cr. 3.
- COM 507 - Introduction to Semiotics Cr. 3.
- COM 508 - Nonverbal Communication in Human Interaction Cr. 3.
- COM 515 - Persuasion in Social Movements Cr. 3.
- COM 516 - Analysis of Persuasive Messages Cr. 3.
- COM 517 - Communication in Politics Cr. 3.
- COM 522 - History and Criticism of Public Communication Cr. 3.
- COM 523 - Communication in Personal Relationships Cr. 3.
- COM 525 - Advanced Interviewing Cr. 3.
- COM 531 - Special Topics in Mass Communication Cr. 3.
- COM 534 - Comparative Telecommunication Systems Cr. 3.
- COM 537 - Educational/Instructional Television Cr. 3.
- COM 557 - Legal Dimensions of Communication Cr. 3.
- COM 560 - Rhetorical Dimensions of Mass Media Cr. 3.
- COM 563 - Public Policy in Telecommunication Cr. 3.
- COM 576 - Health Communication Cr. 3.
- COM 590 - Directed Study of Special Problems Cr. 1-3.
- COM 597 - Special Topics in Communication Cr. 3.

Total (33 Credits)

**Professional Communication (M.S.)**

**Purdue University**

**Master of Science (M.S.)**

*Department of Communication  
College of Arts and Sciences  
Marcia D. Dixon, Chair  
Steven A. Carr, Graduate Program Director  
260-481-6825 ~ [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) ~ Neff Hall 230*

The master's program in professional communication serve students seeking career management and staff positions as communication specialists in industrial, service, governmental, and media-related sectors of the economy. The curriculum may also be used as preparation for doctoral programs.

Students prepare plans of study in one of two broad areas: communication management or media specialist. Students who pursue this program benefit from four distinctive features: (1) the curricular fusion of two respected academic traditions: rhetorical and communication theory; (2) a functionally proportioned study of rhetorical and communication theory and practice; (3) the complementary relation of the required core, which provides a coherent theoretical base, and the selections offered by the applied specialization and cognate options, which facilitate development of a plan of study tailored to personal career goals; and (4) the scheduling of offerings to accommodate part-time students, including employed professionals, and to expedite completion of the program in as little as two academic years.

## **Degree Requirements**

The curriculum consists of 33 credits in approved courses, a synthesis paper, and a written comprehensive examination. Comprehensive examinations will be routine. Under exceptional circumstances, you may be exempted from taking your comprehensive examination by the advising committee. The circumstances will include (1) achieving A's in all graduate courses (if you meet the following two criteria regarding synthesis paper and conference paper/publication and have all A's in courses up to your last semester, you are exempt from comprehensive exams even if you are taking courses that semester); (2) having the synthesis paper approved by the deadline for that semester; and (3) either having a single-authored competitive paper presented at a regional or national scholarly meeting or having a single-authored competitive paper published in a regional or national scholarly journal.

## **Teaching Assistantships**

A limited number of teaching assistantships are available. The assistantship normally requires teaching two Fundamentals of Speech Communication courses or other duties as assigned. All recipients must be enrolled in two graduate courses during each of the regular semesters of the academic year. See [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) for details.

## **Communication Theory Core (12 credits)**

**At least one of the following: (3 credits)**

- COM 582 - Descriptive/Experimental Research in Communication Cr. 3.
- COM 584 - Historical/Critical Research in Communication Cr. 3.

**At least three of the following: (9 credits)**

- COM 512 - Theories of Interpersonal Communication Cr. 3.
- COM 518 - Theories of Persuasion Cr. 3.
- COM 520 - Small Group Communication Cr. 3.
- COM 521 - Theories of Rhetoric Cr. 3.
- COM 527 - Introduction to Cultural Studies Cr. 3.

- COM 559 - Current Trends in Mass Communication Research Cr. 3.
- COM 574 - Organizational Communication Cr. 3.

## Specialization Courses (up to 21 credits)

- Cognate Studies: credits selected, with the approval of your advisor or advising committee, from upper-division or graduate courses in communication or other disciplines
- COM 502 - Classroom Communication Cr. 3.
- COM 507 - Introduction to Semiotics Cr. 3.
- COM 508 - Nonverbal Communication in Human Interaction Cr. 3.
- COM 515 - Persuasion in Social Movements Cr. 3.
- COM 516 - Analysis of Persuasive Messages Cr. 3.
- COM 517 - Communication in Politics Cr. 3.
- COM 522 - History and Criticism of Public Communication Cr. 3.
- COM 523 - Communication in Personal Relationships Cr. 3.
- COM 525 - Advanced Interviewing Cr. 3.
- COM 531 - Special Topics in Mass Communication Cr. 3.
- COM 534 - Comparative Telecommunication Systems Cr. 3.
- COM 537 - Educational/Instructional Television Cr. 3.
- COM 557 - Legal Dimensions of Communication Cr. 3.
- COM 560 - Rhetorical Dimensions of Mass Media Cr. 3.
- COM 563 - Public Policy in Telecommunication Cr. 3.
- COM 576 - Health Communication Cr. 3.
- COM 590 - Directed Study of Special Problems Cr. 1-3.
- COM 597 - Special Topics in Communication Cr. 3.

Total (33 Credits)

## Public Affairs (M.P.A.)

## Indiana University

## Master of Public Affairs (M.P.A.)

*Division of Public and Environmental Affairs*

*Geralyn M. Miller, Graduate Program Director*

*260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260*

The Division of Public and Environmental Affairs (DPEA) is a multidisciplinary division of the Indiana University School of Public and Environmental Affairs (SPEA). Organized as a professional school, DPEA is dedicated to applied, interdisciplinary learning in the study of public affairs and is committed to teaching, research, and service. The interests of the faculty and professional staff typically fall into one or more of the following areas: policy and administration; finance and economics; urban affairs; environmental science and policy; criminal justice, law, and public safety; and health science administration and policy. The division's faculty, staff, and students work individually and jointly to solve problems that require DPEA's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The DPEA faculty at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, DPEA is able to call upon experienced government managers, healthcare administrators, law enforcement officials, practicing attorneys, and judges to teach specialized topics from its curriculum. The organizational design of the division reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

## **Admission to DPEA Graduate Programs**

Regular admission to the M.P.A. or the M.P.M. program requires a bachelor's degree from an accredited institution, with an undergraduate GPA of 3.0 or better. Any major is acceptable. Applications to either program must include official transcripts of all college and university work, references from three people familiar with your academic or professional abilities or potential, scores on the Graduate Record Examination general test or the Graduate Management Admission Test, and a nonrefundable university application fee.

*Provisional admission* may be granted if you are nearing completion of an undergraduate degree or if you fail to meet some criteria for regular admission.

*Nondegree admission* may be granted to visiting students who wish to take classes for one semester without being formally admitted to the M.P.A. or M.P.M. program.

## **Accelerated Master's Program**

Undergraduate DPEA students with a GPA of 3.5 or above may apply for admission to the AMP program as early as their junior year. If admitted, they are eligible to apply up to 24 approved graduate credits to the M.P.A. or up to 18 approved graduate credits to the M.P.M. that have been earned toward the undergraduate degree during their senior year.

You must have satisfied all general education and core requirements prior to starting the program. You must have completed a minimum of 96 credit hours toward the bachelor's degree prior to starting the program.

The Master of Public Affairs (M.P.A.) is an interdisciplinary professional program structured around concepts and skills essential to management, policy, and planning activities within governmental, quasi-governmental, and nonprofit organizations. The program provides knowledge and experience that can be used by professionals in various roles within a changing public sector.

The course of study requires completion of (1) the core requirements, (2) requirements for a concentration, (3) the experiential requirement or Mid-Career Option credit, and (4) sufficient electives to total 48 credit hours.

The curriculum of the core requirements encompasses preparation in a broad range of skills relevant to the operation of public and nonprofit agencies. It is based on the academic disciplines, but not limited to any one. It is problem-oriented, bringing the disciplines to bear on critical social, environmental, economic, and administrative issues.

Although the environment of public service is diverse and changing, effectiveness in that environment requires the development of special skills attained through detailed study in a chosen field of concentration. These span the variety of professional specialties found in public service. On the IPFW campus, DPEA offers the M.P.A. with three areas of concentration: criminal justice, health systems administration, and public management.

The academic regulations of public and environmental affairs provide liberal opportunities for replacing some course work with credit for prior experience through the Mid-Career Option. Students with no public affairs experience must complete a practicum in public affairs.

Thus, the program provides expertise in the core requirements and a specific concentration area, as well as a general

working knowledge of public affairs. The M.P.A. program is accredited by the National Association of Schools of Public Administration and Affairs (NASPAA).

## **Transfer Credit**

With the approval of the graduate program director, you may transfer up to 9 graduate credit hours of appropriate course work with grades of B or better earned at other accredited institutions. No more than 12 graduate credits completed as a nondegree student will be counted toward the M.P.A. You must complete a minimum of 24 credit hours of Indiana University SPEA courses, in addition to Mid-Career Option credits, to earn the M.P.A.

## **Course Waivers**

If your undergraduate course work contained material that the division agrees is equivalent to one or more required courses, you may be permitted to waive these courses and substitute elective courses.

## **Mid-Career Option**

The Mid-Career Option of the Master of Public Affairs program recognizes the professional capabilities of those with experience in the public or private sector. The student's experience does not necessarily have to be with a public agency, as management-level experience in the private sector is generally applicable to the public sector.

Mid-Career Option credit is granted based on experience gained until the end of the semester in which the student completes 24 credit hours. A maximum of 12 credit hours may be granted to students under the Mid-Career Option. The following guidelines are used in determining credit:

1. To receive 3 credit hours, a student must have a minimum of one year's technical administrative or policy work experience with a government or private agency.
2. Six credit hours may be awarded for two to four years of managerial experience in directing programs, preparing budgets, and making decisions on organizational or staff development; or for two to four years of professional experience in policy analysis or planning.
3. Individuals with four or more years of executive assignment may be awarded 9 to 12 credit hours. Applicants must have had responsibility for supervision of high-level staff or budget preparation, organizational control of public agencies, or executive responsibility for policy analysis or planning.

## **Mid-Career Option Application Process and Policies**

1. Students are eligible to apply for Mid-Career Option credit only after they have been admitted to the M.P.A. program. Once accepted into the program, they can apply for Mid-Career Option credit at any point in their degree program, up to the semester in which they complete 24 credit hours.
2. Determination of Mid-Career Option credit is made separately from decisions about transfer of credit.
3. Under no circumstances will the Mid-Career Option credit and transfer credit total more than 21 of the 48 credit hours required for the M.P.A.
4. Students receiving Mid-Career Option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
5. Students may appeal the initial Mid-Career Option credit decision by submitting a written request for reconsideration to the director of graduate studies.

## **Internships and Field Experiences**



You must complete an approved internship (SPEA V585) or be awarded Mid-Career Option credit to earn the M.P.A. You may take up to 6 credits of internship and field experiences. Normally, no more than 3 credits for SPEA V585 will apply to your concentration requirements. If you are granted more than 6 Mid-Career Option credits, you will not be permitted to enroll for credit in SPEA V585 without the permission of the director of graduate studies.

## **Academic Probation**

You will be placed on academic probation if your semester or cumulative graduate GPA falls below 3.0 (B). Provisionally admitted students and those on probation must earn a GPA of 3.0 or better for all graduate work completed within the next 12 credit hours or become subject to dismissal. Only courses with grades of C (2.0) or better are counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned.

## **Core Requirements (18 credits)**

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- SPEA V517 - Public Management Economics Cr. 3.
- SPEA V540 - Law and Public Affairs Cr. 1-3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V600 - Capstone in Public and Environmental Affairs Cr. 3.

## **Concentrations (18 credits)**

### **Criminal Justice (18 credits)**

The criminal justice concentration examines the development and evaluation of policies and programs in the criminal justice field. Students learn both the theoretical and practical aspects of agencies designed to reduce crime in society.

Note: Students with little or no criminal justice experience may be required to take one or both of the following courses at the undergraduate level before taking courses in the graduate criminal justice concentration.

- SPEA J101 - American Criminal Justice System
- SPEA J439 - Crime and Public Policy
- Other courses approved by the director of graduate studies
- SPEA J501 - Evolution of Criminological Thought and Policy Cr. 3.
- SPEA V509 - Administrative Ethics in the Public Sector Cr. 3.

### **One of the following: (3 credits)**

- SPEA J502 - Research Methods in Criminal Justice and Public Affairs Cr. 3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.

### **One of the following: (3 credits)**

- SPEA J666 - Criminal Justice Policy and Evaluation Cr. 3.
- SPEA J682 - Criminal Justice Planning and Management Cr. 3.

Two courses from one of the following groups (6 credit hours)

**Group A:**

- SPEA J582 - Criminal Justice Systems Cr. 3.
- SPEA J587 - Criminal Violation: Problems and Characteristics Cr. 3.
- SPEA J588 - Law and Control in Society Cr. 3.
- SPEA V550 - Topics in Public Affairs Cr. 1-3.  
(criminal justice topics only)
- SPEA V580 - Readings in Public Affairs Cr. 1-6.  
(criminal justice topics only)
- SPEA V585 - Practicum in Public Affairs Cr. 1-6.  
(criminal justice topics only)

**Group B:**

- SPEA V564 - Urban Management
- SPEA V569 - Managing Interpersonal Relations
- SPEA V570 - Public Sector Labor Relations
- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.
- SPEA V561 - Public Human Resources Management Cr. 3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.
- SPEA V566 - Executive Leadership Cr. 3.

**Nonprofit Management:**

- SPEA V522 - Human Resource Management in Nonprofit Organizations Cr. 3.
- SPEA V525 - Management in the Nonprofit Cr. 3.

**Health Systems Administration (18 credits)**

The health systems administration concentration examines policies and programs in the health field. Emphasis is placed on organizational and economic analysis.

- SPEA H517 - Managerial Epidemiology Cr. 3.
- SPEA V543 - Health Services Management Cr. 3.
- SPEA V545 - The U.S. Healthcare System Cr. 3.
- SPEA V546 - Health Services Utilization Cr. 3.

**Credit hours from the following: 6**

- SPEA V631 - Health Planning  
(or)
- SPEA V550 - Topics in Public Affairs Cr. 1-3.
- SPEA V580 - Readings in Public Affairs Cr. 1-6.

or

- SPEA V590 - Research in Public Affairs Cr. 1-6.

Choose one of the following:

- SPEA V567 - Public Financial Administration
- or
- SPEA V539 - Management Science for Public Affairs Cr. 3.
- or
- SPEA V562 - Public Program Evaluation Cr. 1-3.

Choose one of the following:

- SPEA V570 - Public Sector Labor Relations
- or
- SPEA V504 - Public Organizations Cr. 1-3.
- or
- SPEA V561 - Public Human Resources Management Cr. 3.

## Public Management (18 credit hours)

The public management concentration develops the quantitative and qualitative skills necessary for public and nonprofit management. Emphasis is placed on organizational, political, and economic analysis.

- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.

One of the following: (3 credits)

- SPEA V550 - Topics in Public Affairs Cr. 1-3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.

One of the following: (3 credits)

- SPEA V569 - Public Sector Labor Relations
- SPEA V570 - Managing Interpersonal Relations
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V561 - Public Human Resources Management Cr. 3.

## Experiential Component

Each M.P.A. student must obtain relevant professional experience through one of the following options:

- an approved internship (0–6 credit hours)
- SPEA V590 - Research in Public Affairs Cr. 1-6.

## Electives (9 credits)

Courses must be graduate courses approved by the director of graduate studies. Mid-Career Option credit reduces elective hours by the number of MCO hours awarded.

## Total (48 Credits)

## Public Management (M.P.M)

# Indiana University Master of Public Management

*Division of Public and Environmental Affairs  
Geraldyn M. Miller, Graduate Program Director  
260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260*

The Master of Public Management (M.P.M.) is an interdisciplinary professional program structured around concepts and skills essential to management, policy, and planning activities within governmental, quasi-governmental, and nonprofit organizations. The M.P.M. is a 36-credit-hour program made up of a core and three options for concentration. The core is comprised of six courses (18 credit hours) designed to provide foundation-level knowledge that is applicable to general public management and the groundwork for the concentrations. The three concentrations (criminal justice administration and policy, health systems administration and policy, and public administration and policy) are 12 credit hours. Students focus on an area of concentration that best reflects their career goals and plans. Students must also complete a 3-credit-hour practicum in public affairs. Students with at least one year of full-time management and/or policy experience can apply for an award of 3 credit hours to take the place of this practicum. The remaining 3 credits are to be fulfilled by an elective course approved by the director of graduate studies. The course of study requires completion of (1) the M.P.M. core, (2) the concentration requirement, (3) the experiential requirement, and (4) sufficient elective credits to total 36 credit hours.

The curriculum of this program, as contained in the core requirements, encompasses a range of skills relevant to managing public agencies. It is based on the academic disciplines but not limited to any one. It is also problem-oriented, bringing multidisciplinary approaches to bear on social, economic, and management issues.

Because public service and management are diverse and changing, effective managers should develop a special set of skills attained through detailed study in a chosen area of concentration. These concentrations span a variety of public management areas. Thus the program provides students with knowledge and skills in the core requirement areas and the concentration areas, as well as a general working knowledge of management.

## Transfer Credit

With the approval of the graduate program director, you may transfer up to 9 graduate credit hours of appropriate course work with grades of B or better earned at other accredited institutions. No more than 12 graduate credits completed as a nondegree student will be counted toward the M.P.M. You must complete a minimum of 18 credit hours of Indiana University SPEA courses, in addition to Experiential Option credits, to earn the M.P.M.

## Course Waivers

If your undergraduate course work contained material that the division agrees is equivalent to one or more required courses, you may be permitted to waive these courses and substitute elective courses.

### **Experiential Option**

The Experiential Option of the Master of Public Management program recognizes the professional capabilities of those with experience in the public or private sector. The student's experience does not necessarily have to be with a public agency, as management-level experience in the private sector is generally applicable to the public sector.

Experiential Option credit is granted based on experience gained until the end of the semester in which the student completes 18 credit hours. A maximum of 3 credit hours may be granted to students under the Experiential Option. To receive 3 credit hours, a student must have a minimum of one year's technical administrative or policy work experience with a government or private agency.

## **Experiential Option Application Process and Policies**

1. Students are eligible to apply for Experiential Option credit only after they have been admitted to the M.P.M. program. Once accepted into the program, they can apply for Experiential Option credit at any point in their degree program, up to the semester in which they complete 18 credit hours.
2. Determination of Experiential Option credit is made separately from decisions about transfer of credit.
3. Under no circumstances will the Experiential Option credit and transfer credit total more than 18 of the 36 credit hours required for the M.P.M.
4. Students receiving Experiential Option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
5. Students may appeal the initial Experiential Option credit decision by submitting a written request for reconsideration to the director of graduate studies.

## **Internships and Field Experiences**

You must complete an approved internship (SPEA V585) or be awarded Experiential Option credit to earn the M.P.M.

## **Academic Probation**

You will be placed on academic probation if your semester or cumulative graduate GPA falls below 3.0 (B). Provisionally admitted students and those on probation must earn a GPA of 3.0 or better for all graduate work completed within the next 12 credit hours or become subject to dismissal. Only courses with grades of C (2.0) or better are counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned.

## **Core Requirements (12 credits)**

The M.P.M. core is designed to provide foundation-level knowledge that is applicable to general public management and provide the groundwork for the concentrations.

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- SPEA V509 - Administrative Ethics in the Public Sector Cr. 3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.

- SPEA V566 - Executive Leadership Cr. 3.

## Concentrations (18 credits)

### Criminal Justice Administration and Policy (12 credits)

The criminal justice administration and policy concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related agencies.

**Note:** Students with little or no criminal justice experience may be required to take one or both of the following courses at the undergraduate level before taking courses in the graduate criminal justice administration and policy concentration.

- SPEA J101 - American Criminal Justice System
- SPEA J439 - Crime and Public Policy
- SPEA J501 - Evolution of Criminological Thought and Policy Cr. 3.
- SPEA J502 - Research Methods in Criminal Justice and Public Affairs Cr. 3.
- SPEA J582 - Criminal Justice Systems Cr. 3.
- SPEA J682 - Criminal Justice Planning and Management Cr. 3.

### Health Systems Administration and Policy (12 credits)

The health systems administration and policy concentration examines policies and programs in the health field. Emphasis is placed on organizational and economic analysis.

- SPEA H517 - Managerial Epidemiology Cr. 3.
- SPEA V543 - Health Services Management Cr. 3.
- SPEA V545 - The U.S. Healthcare System Cr. 3.
- SPEA V546 - Health Services Utilization Cr. 3.

### Public Administration and Policy (12 credits)

The public administration and policy concentration develops the quantitative skills necessary for public and not-for-profit management. Emphasis is placed on organizational, political, and economic analysis.

- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.
- SPEA V540 - Law and Public Affairs Cr. 1-3.

## Experiential Component

Each M.P.M. student must obtain relevant professional experience through one of the following options:

- an approved internship (0–6 credit hours)
- SPEA V590 - Research in Public Affairs Cr. 1-6.

## Electives (3 credits)

This elective course must be a graduate course approved by the director of graduate studies.

Total (36 Credits)

## Secondary Education (M.S.Ed.)

### Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in secondary education, you must satisfactorily complete the following program:

### Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

### Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

### Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3. (P: P503)

### Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Secondary Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.

## Choose one graduate course in content area of license (3 credits)

### Choose one from: (3 credits)

- EDUC F516 - Advanced Study in the Teaching of Secondary School English Language Arts Cr. 3.
- EDUC L520 - Advanced Study in Foreign Language Teaching Cr. 3.
- EDUC N517 - Advanced Study in the Teaching of Secondary School Mathematics Cr. 3.
- EDUC S518 - Advanced Study in the Teaching of Secondary School Science Cr. 3.
- EDUC S519 - Advanced Study in the Teaching of Secondary School Social Studies Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- HPER P545 - The Physical Education Curriculum Cr. 3.
- MUS E517 - Projects and Problems in Music Education Cr. 1-3.
- MUS E524 - Experimental Teaching in Elementary School Music Cr. 3.
- MUS E525 - Supervision of Music in the Public Schools Cr. 1-3.

## Electives: (6 credits — part of Secondary Core)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

## Capstone to M.S.Ed. Program: (3 credits — last course)

- EDUC S591 - Research Project in Secondary Education Credits: 3  
(P: S590)
- Exit Checkpoint: Presentation of Research Paper or Project

## Notes



1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

Total (36 Credits)

## Secondary Education: Reading Minor (M.S.Ed.)

### Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in secondary education and a minor in reading, you must satisfactorily complete the following program:

### Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

### Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

### Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3. (P: P503)

Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

### Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

### Reading Minor Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,

### Capstone to M.S.Ed. Program: (3 credits — last course)

- EDUC S591 - Research Project in Secondary Education Credits: 3  
(P: S590) (Research Paper or Project)
- Exit Checkpoint: Presentation of Research Paper or Project

### Total (36 Credits)

### Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

### **Sociological Practice (M.A.)**

# Indiana University

## Master of Arts (M.A.)

*Department of Sociology and Anthropology*

*College of Arts and Sciences*

*Diane E. Taub, Chair*

*Augusto De Vananzi, Graduate Program Director*

*260-481-6669 ~ 260-481-0474*

*www.ipfw.edu/soca/soc ~ Classroom-Medical Building 241*

The M.A. in sociological practice at IPFW prepares you to be a skilled practitioner of sociology. As a discipline, sociology examines the structures and dynamics of human life in groups. The goal of the program is to have students apply the sociological perspective to research, analysis, and intervention in the function of social institutions, organizations, and groups.

Successful completion of the M.A. in sociological practice program will enable you to:

Acquire an advanced understanding of sociological practice including history, theory, professionalism, and ethics.

Develop skills in the design, implementation, and analysis of social research and in the interpretation of social science research data for a nonacademic audience.

Develop skills to design and implement flexible, creative, research-based Interventions to affect change in groups, organizations, and societies.

## Admission

To be considered for regular admission, you must have a baccalaureate degree including a major in sociology or a related discipline with a grade-point average of B or better (3.0 on a 4.0 scale). GRE scores are optional. Your application for admission must include an essay that will demonstrate that your writing skills and career objectives are in line with the program. An interview is recommended.

If you have not completed an undergraduate degree in sociology, you may be admitted contingently if you have completed the following core undergraduate sociology courses or their approved equivalent with a grade of B or better in each course: sociological theory, sociological methods, and statistics. If you do not have one or all of these core undergraduate classes, you may be admitted with the contingency that you will need to complete these undergraduate courses or their approved equivalent before you are allowed to enroll in the parallel graduate courses.

## Academic Regulations

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

## Financial Aid

To be considered a full-time student and qualify for financial aid, graduate students must be enrolled for at least 9 credits per semester. Sources of financial aid for graduate students include, but are not limited to, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Perkins Loans, and Federal Work Study. You may qualify for appointment as a teaching or research aide. Such appointments carry a stipend as well as partial remission of fees.

## Degree Requirements

The **M.A. in sociological practice** is a 33 credit program composed of the core and applied research elective components.

### Core Component (18 credits)

The core component is designed to provide you, through a series of foundation seminars, with a general level of graduate training in the intellectual tools of sociology. Included are theory, methods, statistics, and professional development.

### Elective Component (15 credits)

The elective component provides an opportunity to develop a curriculum emphasizing the applied research component of sociological practice. After successfully completing the core component (except for the practicum or thesis), you will meet with your mentor to design a program selecting electives in applied sociology or other approved graduate courses.

### Practicum Option (6 credits)

The practicum option gives you hands-on professional practice experience. It is generally divided during a two-semester sequence. During the first semester, you will develop a practicum proposal intended to outline the expectations and anticipated outcomes of the practicum experience. The proposal must be approved by the practicum committee before you can register for the final semester of the sequence. While developing the proposal, carrying out the practicum, or writing the report, students may enroll for additional credits of SOC P698 as needed, but only 6 credits of the course will count toward meeting the degree requirements. The practicum will serve as a capstone experience in which you integrate and apply what has been learned in formal course work. The final report (40–100 pages) must incorporate policy recommendations for resolving a problem or improving the functioning of the organization or situation in which you were involved.

### Thesis Option (6 credits)

The thesis option prepares students for professional practice through a more traditional applied research project. The thesis should exhibit advanced theoretical and methodological knowledge, as well as demonstrate independent thinking and evaluation of the quality of a potentially publishable professional journal article.

Upon approval of the thesis committee, you will enroll in the first semester of SOC P699 and develop a thesis proposal. The proposal is intended to outline the problem addressed along with the theory and methods to be used. The proposal must be approved by the thesis committee before the student can register for the final semester of SOC P699. While developing the proposal or writing the thesis, students may enroll for additional credits of SOC P699 as needed, but only 6 credits of the course will count toward meeting the requirements.

## **Special Education (pending approval)**

An M.S.Ed. in special education is pending approval. Contact the School of Education for more information.

## Program Requirements

This thirty-six hour degree program will prepare candidates to work with individuals with mild disabilities in educational settings. Program graduates will be prepared to hold leadership roles in special education programs. They also will have fulfilled the educational requirements needed to attain an initial Indiana teaching license in Mild Interventions.

## **Special Education Mild Intervention (M.S.Ed.)**

### **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ www.ipfw.edu/educ ~ Neff Hall 250*

IPFW offers an undergraduate (25–26 credits) and a graduate (24 credits) program. Graduate students may select from either the graduate courses list or may mix in the undergraduate courses that parallel the graduate courses. All graduate courses apply toward a master's degree in special education beginning fall 2007 (pending final approval).

### **Program Requirements**

- EDUC K525 - Survey of Mild Handicaps (P: K505) Credits: 3
- EDUC K553 - Classroom Management and Behavior Support Credits: 3
- EDUC E535 - Assessment and Remediation of the Mildly Handicapped I Credits: 3  
(P: K525)
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0
- EDUC E536 - Assessment and Remediation of the Mildly Handicapped II Credits: 3  
(P: K525)
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0
- EDUC K565 - Collaboration and Service Delivery Credits; 0  
(P: K525)
- EDUC K595 - Practicum in Special Education Credits: 3  
(Practicum will be in elementary or secondary grades per current license) (Take as final course).
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC K541 - Transition Across the Life Span Cr. 3.

### **Notes**

(Rules 2002 licensed teachers will receive a certification in the same developmental level(s) as their current license. This certification will cover LD, MIMH, Moderate Disabilities, and EH.)

(Rules 46/47 and Bulletin 400 licensed teachers will receive a K–12 certification in Mild Disabilities upon completion of this program. This certification will cover LD and MIMH.)

## **Speech-Language Pathology (M.A.) (pending approval)**

# **Purdue University**

## **Master of Arts (M.A.) (pending approval)**

*Audiology and Speech Sciences*  
*Lucille Hess, Chair*  
260-481-6411 ~ [www.ipfw.edu/aus](http://www.ipfw.edu/aus) ~ Neff Hall 279

An M.A. in speech-language pathology is pending approval. Contact the Audiology and Speech Sciences Department for more information.

The M.A. in speech-language pathology is the professional degree necessary to practice speech-language pathology in any setting. Graduate training in speech-language pathology prepares individuals to provide speech-, language-, and communication-competence training to persons who are developmentally delayed or who have acquired speech-language problems due to disease or accident.

Graduates of the program will be prepared to provide services in a wide variety of settings, including schools, hospitals, extended-care facilities, universities, clinics, private practice groups, and early intervention programs.

## **Technology (M.S.)**

# **Purdue University**

## **Master of Science (M.S.)**

*College of Engineering, Technology, and Computer Science*  
*Gerald Voland, Dean*  
*Matthew Kubik, Graduate Program Director*  
260-481-6385 ~ [www.ipfw.edu/academics/programs/graduate/technology](http://www.ipfw.edu/academics/programs/graduate/technology) ~ *Engineering, Technology, and Computer Science Building 229*

The Master of Science in Technology prepares qualified students and working professionals to assume leadership positions facing the challenges of global technical competition. Faculty mentored creative projects are developed specifically to apply to individual career needs. A selection of graduate electives allows for the choice of additional degree specialization in:

- Information Technology/Advanced Computer Applications
- Industrial Technology/Manufacturing
- Facilities/Construction Management

The graduate will have advanced knowledge and skills that are required to function effectively in a modern, international, technical environment and to accept increasing responsibility in industrial and business positions. Elective choices will enable students to increase their technical knowledge within a chosen area of modern technology, as well as their knowledge in a related area such as leadership or communication.

## **Admission Requirements**

Applicants may have technical or non-technical backgrounds with a four-year undergraduate degree required from a recognized institution. Candidates are sought with creative abilities, leadership, interpersonal skills, and personal

motivation indicating strong potential to advance in a technology-related career. For regular admission, a cumulative GPA of 3.0 or better is required; however, the Graduate Committee evaluates candidates for admission based upon a number of characteristics essential for success in the program including the candidate's intellectual capacity and individual factors such as motivation, leadership, communication, and interpersonal skills.

## Teaching Assistantships

The Master of Science in Technology program may have graduate teaching assistantships available in one or more academic program areas. Teaching assistantships usually include a stipend and substantial fee remission. Teaching assistants typically teach one or two undergraduate introductory-level courses. Generally these are not available to first term students. Check with the program director for availability.

## Degree Requirements

### Technology Core (9 credits)

- TECH 646 - Analysis of Research in Industry and Technology Credits: 3
- IT 507 - Measurement and Evaluation in Industry and Technology Cr. 3.
- IT 508 - Quality and Productivity in Industry and Technology Cr. 3.

### Technology Specialization (12 credits) Choose one specialization area:

#### Information Technology/Advanced Computer Applications

- CPET 545 - Service-Oriented Architecture and Enterprise Applications Credits: 3
- CPET 565 - Mobile Computing Systems Credits: 3
- CPET 575 - Management of Technology Credits: 3
- CPET 581 - Wireless Sensor Networks Credits: 3
- CPT 555 - Advanced Network Security Cr. 3.

#### Industrial Technology/Manufacturing

- TECH 540 - Reliability and Maintenance Credits: 3
- TECH 550 - Tolerancing Techniques Credits: 3
- TECH 554 - Simulation Modeling Credits: 3
- TECH 560 - Industrial Projects Management and Control Credits: 3
- TECH 570 - Advanced Quality Engineering Methods Credits: 3
- TECH 580 - Robotics Credits: 3

#### Facilities/Construction Management

- BCM 582 - Principles of Facilities Management Credits: 3
- BCM 583 - Energy Management Credits: 3
- BCM 584 - Facilities Operation and Maintenance Credits: 3
- BCM 585 - Project Management and Sustainable Construction Credits: 3

## Technical/Leadership Electives (9 credits)

Choose courses with advice from your faculty mentor in order to create an individual plan of study.

## Directed Project (3 credits)

- TECH 598 - Directed Project Credits: 3

Total (33 Credits)

## II. Endorsement

### Gifted and Talented (K–12) Endorsement

This endorsement requires the following courses:

#### Program Requirements

- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.
- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC W554 - Creative Problem-Solving and Metacognition Cr. 3.
- EDUC W595 - Practicum: Gifted and Talented Cr. 3-6.

Total (12 Credits)

### Reading, Elementary

This endorsement requires the following courses:

#### Program Requirements

- EDUC E500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

One of the following (3 Credits)



- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Note:

All 24 credits may apply toward a master's degree in elementary education. The master's degree consists of 36 credits. Courses must be no older than six years and one semester for use in the master's degree at the completion of the degree.

## Total (24 Credits)

## Reading, Secondary

This endorsement requires the following courses:

## Program Requirements

- EDUC F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC S503 - Secondary School Curriculum Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,

## One of the following (3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Note

All 24 credits may apply toward a master's degree in secondary education. The master's degree consists of 36 credits. Courses must be no older than six years and one semester for use in the master's degree at the completion of the degree.

Total (24 Credits)

### **III. Certificate**

## **Graduate Certificate in Applied Statistics**

### **Purdue University**

## **Graduate-Level Certificate in Applied Statistics**

*Department of Mathematical Sciences*

*College of Arts and Sciences*

*David A. Legg, Chair*

*W. Douglas Weakley, Graduate Program Director*

*260-481-6233 ~ [www.ipfw.edu/math](http://www.ipfw.edu/math) ~ Kettler Hall 200*

The Graduate Certificate in Applied Statistics is designed to give engineers and technical managers the statistical knowledge and experience needed for good planning and quality control.

### **Admission**

You must have completed a calculus and a statistics course to be admitted. To apply, visit the Web site [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions). If you have questions, please call Doug Weakley at 260-481-6233 or e-mail [weakley@ipfw.edu](mailto:weakley@ipfw.edu).

### **Program Restrictions**

All of the courses are offered starting at 4:30 p.m. or later, two days a week; the certificate requires a grade of B or better in each course. Atmost, one course may be transferred from another institution. Courses applied toward the certificate may also be applied toward either of IPFW's master's programs in mathematics.

### **Certificate Requirements (12 credit hours)**

- STAT 512 - Applied Regression Analysis Cr. 3.
- STAT 514 - Design of Experiments Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.
- STAT 528 - Introduction to Mathematical Statistics Cr. 3.

## **Graduate Certificate in Nursing Administration**

This program is designed to expand the knowledge of registered professional nurses in nursing administration. The curriculum for the program evolves from the practical aspects of the nurse administrator's role and the Master of Science with a major in nursing administration. Up to 12 credits from the Graduate Certificate in Nursing Administration program may be transferred to the graduate degree program in nursing administration for students with a baccalaureate in nursing choosing to continue in the graduate degree program.

## Application and Admission

Apply online at [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions)

Applicants must:

- fulfill the requirements of IPFW for admission
- be a licensed RN with a baccalaureate degree in nursing **OR** be a licensed RN with a baccalaureate degree in a non-nursing field

## Certificate Requirements (17 credit hours)

- NUR 525 - Informatics in Nursing Cr. 3.
- NUR 650 - Nursing Administration Theory I Cr. 3.
- NUR 651 - Nursing Administration Theory II Cr. 3.
- NUR 653 - Nursing Administration— Financial Management Cr. 3.
- NUR 654 - Human Resource Management Cr. 3.
- NUR 665 - Managed Care Cr. 2.

## Graduate Certificate in Public Management

The Certificate in Public Management program is a 15-credit-hour program of study in public management that is flexible enough to be adapted to the needs of pre-career and in-service individuals. Career employees of public and private sector agencies seeking courses in public management, and especially those changing from professional or technical roles to managerial roles, may find the certificate program beneficial.

## Application and Admission

You must have a bachelor's degree from an accredited college or university to apply. You should request an application form from the Division of Public and Environmental Affairs (DPEA), and submit the application documents, along with official transcripts of your college and university work, to the division director. An application fee of \$30 is required of each student who has not previously enrolled in an Indiana University graduate program as a regularly admitted student.

## Program Restrictions

1. Students enrolled in a certificate program must complete it within 15 credit hours of approved DPEA course work with a minimum cumulative GPA of 3.0 (B) or better. Failure to do so results in automatic dismissal from the certificate program.
2. Students who have completed more than three SPEA courses are not eligible for admission to the certificate program.
3. Transfer credit, course substitutions, or course waivers are not accepted for meeting the Certificate in Public Management requirements.
4. Students admitted to a DPEA graduate degree program are not eligible for admission to the certificate program or eligible for the awarding of a certificate.
5. Admission to or successful completion of a certificate program does not guarantee subsequent admission to any DPEA graduate degree program.

6. Students enrolled in the certificate program, and who apply to the M.P.A. program, must meet all M.P.A. admission requirements.
7. Students planning to request admission to a DPEA graduate degree program after successfully completing a certificate program should follow the regular application procedure outlined for the degree program.

## Certificate Requirements (15 credits)

### Required Courses (9 credits)

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V561 - Public Human Resources Management Cr. 3.

### Electives (6 credits)

Two additional SPEA graduate public affairs courses approved by the director of graduate studies.

### Note:

Students interested in continuing their education for the Master of Public Affairs or the Master of Public Management should consider selecting the two elective courses from the core; one of the courses recommended is V506 Statistical Analysis for Effective Decision Making.

## Graduate Certificate in Teaching English as a New Language

### Indiana University

## Graduate-Level Certificate in Teaching English as a New Language (TENL)

*Department of English and Linguistics*

*College of Arts and Sciences*

*Richard N. Ramsey, Chair*

*Michael S. Stapleton, Graduate Program Director*

*260-481-6770 ~ Fax: 260-481-6985*

*www.ipfw.edu/engl ~ Classroom-Medical Building 147*

The graduate certificate in teaching English as a new language is intended primarily for students working toward a graduate degree in English and for practicing teachers who wish to be trained in teaching English to non-native speakers. It also serves people who are preparing to live abroad or who wish to facilitate their employment abroad, and those who have technical or business expertise and wish to work with non-native speakers in professional settings. The required courses will familiarize students with the major theoretical foundations of teaching English as a new and foreign language. Students will become acquainted with ENL pedagogy and resources and will acquire experience by teaching ENL learners in real classrooms. The TENL Certificate can stand alone as a separate credential or be integrated with the requirements of the M.A. or M.A.T. program in English.

# Application and Admission

Students who seek to integrate the TENL Certificate Program with an M.A. or M.A.T. in English must have completed an undergraduate major or minor in English with a cumulative GPA of at least 3.0 (4.0=A) or better and a GPA of at least 3.0 in all English courses. In addition, they must earn a satisfactory score on the general aptitude section of the Graduate Record Examination. Students who do not meet these requirements may be admitted conditionally. To receive the M.A.T., students must have at least provisional publicschool certification in English by the time they graduate.

Students who seek the certificate as a stand-alone credential must secure admission to the certificate program. Students must have earned a bachelor's degree from an accredited college or university with at least a 2.5 GPA or better; completed at least 3 credit hours of course work in linguistics with at least a 3.0 GPA or better; and completed at least 3 credit hours of course work in college-level writing (or the equivalent), with at least a 3.0 GPA or better. Students who do not meet these requirements may be admitted conditionally.

## Program Restrictions

No course with a grade below B may be applied toward the certificate. Students must maintain a minimum overall 3.0 (of 4.0) GPA or better in all graduate courses. Failure to do so will result in automatic dismissal from the program.

For further information, contact Professor Hao Sun, TENL certificate program coordinator, 260-481-6775, e-mail: [sunh@ipfw.edu](mailto:sunh@ipfw.edu).

## Certificate Requirements (18 hours)

### Grammar (3 credits)

SPAN S428 may, in conjunction with other linguistics courses, meet the grammar requirement.

- ENG G500 - Introduction to the English Language Cr. 3-4.

### Methods (6 credits)

- LING P511 - Methods and Materials for TESOL 1 Cr. 3.
- LING P512 - Methods and Materials for TESOL 2 Cr. 3.

### Language Acquisition (3 credits)

- LING L532 - Second Language Acquisition Cr. 3.

### Sociolinguistics (3 credits)

- LING L619 - Language and Society Cr. 3.

### Practicum (3 credits)

- LING L535 - TESOL Practicum Cr. 3.

# Part 3 — Course Descriptions

Part 3 consists of course descriptions in an alphabetical order that parallels the order used in the *Schedule of Classes*. Because of certain groupings of courses by sponsoring departments, you will find some cross-references, such as **Statistics (STAT)-See Mathematical Sciences**.

**Standard information for each course** includes the number, title, and credits (sometimes called credit hours or semester hours). For some courses, you will find information about the hours of laboratory or studio for which the course is scheduled during each week of a regular semester; these weekly hours are expanded during summer sessions. Fees for courses are assessed on the basis of credits and other factors.

**V.T. (Variable Title)** is shown for courses approved for variable titles. The title used for the course may be changed to specify the topic or other special focus of each offering of the course.

**The course numbering system** generally suggests levels of difficulty and appropriateness. Undergraduate courses eligible for graduate credit have numbers below 500. Courses at the 500 level in Purdue University departments are open to both advanced undergraduate and graduate students; other courses numbered 500 and above are generally open only to graduate students.

**Preparation for courses** is indicated as follows:

**P:** Indicates a prerequisite that must precede your enrollment in the course described. You may find one or more specific course numbers, the number of credits you should already have in a subject, or other conditions.

**C:** Indicates a corequisite that must be taken no later than the same semester you take the course described.

**R:** Indicates a recommendation concerning conditions to be met for enrollment in the course.

When no subject code is shown for prerequisites, corequisites, and recommended courses, they are in the same subject area as the course being described. If you lack a prerequisite or corequisite, you may seek the instructor's consent to enroll in the course.

**Session indicators (fall, spring, summer)** suggest the times at which courses are generally offered. However, scheduling patterns may vary.

IPFW reserves the right to add, withdraw, or change courses without notice.

**ACS 521 - Topics in Computer Graphics**

**ACS 544 - Performance Modeling and Evaluation of Computer Systems**

**ACS 560 - Software Engineering**

**ACS 562 - Systems Analysis and Design**

**ACS 564 - Human-Computer Interaction**

**ACS 566 - The Strategic Role of Information Systems**

**ACS 567 - Software Project Management**

**ACS 568 - Object-Oriented Systems Development**

**ACS 574 - Advanced Computer Networks**

**ACS 575 - Survey of Database Design**

**ACS 582 - Expert Systems**

**ANTH A495 - Individual Readings in Anthropology**

**ANTH E445 - Medical Anthropology**

**ANTH E455 - Anthropology of Religion**

**ANTH E470 - Psychological Anthropology**

**ANTH P361 - Prehistory of Eastern North America**

**ANTH P400 - Archaeological Methods and Techniques**

**ANTH P405 - Fieldwork in Archaeology**

**AUS 516 - Foundations of Assessment in Communication Disorders**

**AUS 521 - Phonetic and Phonological Disorders in Children**

**AUS 549 - Clinical Practice in Speech Language Pathology I**

**AUS 550 - Aural Rehabilitation for Adults**

**AUS 551 - Aural Rehabilitation for Children**

**AUS 590 - Directed Study of Special Problems**

**BIOL 502 - Conservation Biology**

**BIOL 505 - Biology of Invertebrate Animals**

**BIOL 506 - Human Molecular Genetics**

**BIOL 509 - Molecular Biology and Applications**

**BIOL 515 - Molecular Genetics**

**BIOL 516 - Molecular Biology of Cancer**

**BIOL 533 - Medical Microbiology**

**BIOL 537 - Immunobiology**

**BIOL 540 - Biotechnology**

**BIOL 543 - Population Ecology**

**BIOL 544 - Principles of Virology**

**BIOL 556 - Physiology I**

**BIOL 559 - Endocrinology**

**BIOL 565 - Immunobiology Laboratory**

**BIOL 566 - Developmental Biology**

**BIOL 567 - Laboratory in Developmental Biology**

**BIOL 579 - Fate of Chemicals in the Environment**

**BIOL 580 - Evolution**

**BIOL 582 - Ecotoxicology**

**BIOL 584 - Molecular Biology and Applications Laboratory**

**BIOL 586 - Topics in Behavior and Ecology**

**BIOL 592 - The Evolution of Behavior**

**BIOL 595 - Special Assignments**

**BIOL 598 - Biology of Fish**

**BIOL 698 - Research M.S. Thesis**

**BUFW A524 - Decision Making and Economic Environment in a Global Economy**

**BUFW D542 - Strategic Cost Management**

**BUFW D550 - Accounting and Control for Healthcare**

**BUFW D580 - Topics in Accounting**



**BUFW D586 - Independent Study in Accounting**

**BUFW E540 - Microeconomic Analysis and Decision-Making**

**BUFW E550 - Business Conditions Analysis**

**BUFW E552 - Public Policies Toward Business**

**BUFW E580 - Topics in Economics**

**BUFW E586 - Independent Study in Economics**

**BUFW F542 - Financial Analysis and Decision Making**

**BUFW F561 - Topics in Economic Education I**

**BUFW F562 - Topics in Economic Education II**

**BUFW F563 - Topics in Economic Education III**

**BUFW F575 - Topics in Finance**

**BUFW F576 - Independent Study in Finance**

**BUFW F587 - Portfolio Theory**

**BUFW F589 - Topics in Law**

**BUFW F590 - Independent Study in Law**

**BUFW G513 - Personnel Management**

**BUFW G545 - Collective Bargaining**

**BUFW G581 - Topics in Behavioral Studies**

**BUFW G591 - Independent Study in Behavioral Studies**

**BUFW H509 - Research Methods in Business**

**BUFW H511 - Master's Thesis**

**BUFW M540 - Data Analysis and Management Science**

**BUFW M542 - Leadership and Management of People in Organizations**

**BUFW M552 - Management of Information Technology**

**BUFW M553 - Topics in Information Systems**

**BUFW M554 - DSS/Expert Systems**

**BUFW M557 - Topics in Quantitative Methods**

**BUFW M560 - Marketing and Customer Relationship Management**

**BUFW M565 - Topics in Marketing**

**BUFW M566 - Independent Study in Marketing**

**BUFW M570 - Operations and Supply Chain Management**

**BUFW M575 - Topics in Operations Management**

**BUFW M576 - Independent Study in Operations Management**

**BUFW M588 - Strategic Management of Global Operations: Integrating International Aspects of Functional Areas of Business**

**BUFW M590 - Strategic Management**

**BUFW M592 - Communication Team Building Ethics and Regulatory Environment**

**BUFW X501 - Essentials of Accounting**

**BUFW X502 - Basic Finance**

**BUFW X503 - Introduction to Economics**

**BUFW X504 - Ethics and Regulatory Environment**

**CE 570 - Advanced Structural Mechanics**

**CHM 502 - Modern Chemistry in the High School**

**CHM 525 - Intermediate Analytical Chemistry**

**CHM 528 - Principles and Practice of NMR**

**CHM 533 - Introductory Biochemistry**

**CHM 534 - Introductory Biochemistry**

**CHM 535 - Biochemistry Laboratory**

**CHM 542 - Inorganic Chemistry**

**CHM 563 - Organic Chemistry**

**CHM 599 - Special Assignments**

**CMLT C541 - Modern Drama**

**CMLT C586 - Colloquium in Literature and the Other Arts**

**CMLT C592 - Genre Study in Film**

**COM 502 - Classroom Communication**

**COM 507 - Introduction to Semiotics**

**COM 508 - Nonverbal Communication in Human Interaction**

**COM 512 - Theories of Interpersonal Communication**

**COM 515 - Persuasion in Social Movements**

**COM 516 - Analysis of Persuasive Messages**

**COM 517 - Communication in Politics**

**COM 518 - Theories of Persuasion**

**COM 520 - Small Group Communication**

**COM 521 - Theories of Rhetoric**

**COM 522 - History and Criticism of Public Communication**

**COM 523 - Communication in Personal Relationships**

**COM 525 - Advanced Interviewing**

**COM 527 - Introduction to Cultural Studies**

**COM 531 - Special Topics in Mass Communication**

**COM 532 - Telecommunication Systems Management**

**COM 534 - Comparative Telecommunication Systems**

**COM 537 - Educational/Instructional Television**

**COM 557 - Legal Dimensions of Communication**

**COM 559 - Current Trends in Mass Communication Research**

**COM 560 - Rhetorical Dimensions of Mass Media**

**COM 563 - Public Policy in Telecommunication**

**COM 574 - Organizational Communication**

**COM 576 - Health Communication**

**COM 582 - Descriptive/Experimental Research in Communication**

**COM 584 - Historical/Critical Research in Communication**

**COM 590 - Directed Study of Special Problems**

**COM 597 - Special Topics in Communication**

**COM 598 - Synthesis Paper Research**

**CPT 555 - Advanced Network Security**

**CS 514 - Numerical Analysis**

**CS 520 - Computational Methods in Analysis**

**CS 543 - Introduction to Simulation and Modeling of Computer Systems**

**CS 547 - Information Storage and Retrieval and Natural Language Processing**

**CS 572 - Heuristic Problem-Solving**

**CS 580 - Algorithm Design Analysis and Implementation**

**CS 590 - Topics in Computer Science**

**ECE 547 - Introduction to Computer Communication Networks**

**ECE 565 - Computer Architecture**

**ECE 589 - State Estimation and Parameter Identification of Stochastic Systems**

**ECE 595 - Selected Topics in Electrical Engineering**

**ECE 602 - Lumped System Theory**

**ECE 604 - Electromagnetic Field Theory**

**ECE 606 - Solid-State Devices**

**ECE 652 - Wave Phenomena in Solids**

**ECE 654 - Solid State Devices II**

**ECET 581 - Workshop in Electrical and Computer Engineering Technology**

**EDUA F500 - Topical Exploration in Education**

**EDUA G598 - Comprehensive Examination in Counseling**

**EDUA G599 - Specialization Project in Counseling**

**EDUA M540 - Methods of Teaching in the Middle School**

**EDUA M550 - Practicum: Junior High/Middle School**

**EDUA T555 - Problems in Human Relations and Cultural Awareness**

**EDUC A500 - School Administration**

**EDUC A508 - School Law and the Teachers**

**EDUC A510 - School-Community Relations**

**EDUC A554 - Computer Applications for Administrators**

**EDUC A560 - Political Perspectives of Education**

**EDUC A590 - Independent Study in School Administration**

**EDUC A600 - Problems in School Administration**

**EDUC A608 - Legal Perspectives on Education**

**EDUC A625 - Administration of Elementary Schools**

**EDUC A627 - Secondary School Administration**

**EDUC A630 - Economic Dimensions of Education**

**EDUC A635 - Public School Budgeting and Accounting**

**EDUC A638 - Public School Personnel Management**

**EDUC A640 - Planning Educational Facilities**

**EDUC A653 - The Organizational Context of Education**

**EDUC A695 - Practicum in School Administration**

**EDUC A720 - Workshop on Selected Problems in School Administration**

**EDUC D512 - Seminar in Forms and Forces of Adult Education**

**EDUC E505 - Organization and Administration of Early Childhood Programs**

**EDUC E507 - Evaluation of Classroom Behavior**

**EDUC E508 - Seminar in Early Childhood Formation**

**EDUC E513 - Workshop in Elementary Social Studies**

**EDUC E516 - Workshop in Elementary School Science**

**EDUC E524 - Workshop in Early Childhood Education**

**EDUC E525 - Advanced Curriculum Study in Early Childhood Education**

**EDUC E535 - Elementary School Curriculum**

**EDUC E536 - Supervision of Elementary School Instruction**

**EDUC E547 - Advanced Study in the Teaching of Social Studies in the Elementary Schools**

**EDUC E548 - Advanced Teaching of Science in the Elementary School**

**EDUC E590 - Research in Elementary Education**

**EDUC E595 - Problem Analysis in Elementary Education**

**EDUC F516 - Advanced Study in the Teaching of Secondary School English Language Arts**

**EDUC F549 - Advanced Study in the Teaching of Language Arts in the Elementary Schools**

**EDUC G502 - Professional Orientation and Ethics**

**EDUC G503 - Counseling Theories and Techniques I: Humanistic and Existential**

**EDUC G504 - Counseling Theories and Techniques II: Behavior and Family Systems**

**EDUC G505 - Individual Appraisal: Principles and Procedures**

**EDUC G524 - Practicum in Counseling**

**EDUC G525 - Advanced Counseling Practicum**

**EDUC G532 - Introduction to Group Counseling**

**EDUC G542 - Organization and Development of Counseling Programs**

**EDUC G550 - Internship in Counseling and Guidance**

**EDUC G551 - Advanced Internship in Counseling**

**EDUC G552 - Career Counseling: Theory and Practice**

**EDUC G562 - School Counseling: Intervention Consultation and Program Development**

**EDUC G563 - Foundations of Mental Health Counseling**

**EDUC G567 - Introduction to Marriage and Family Counseling**

**EDUC G570 - Human Sexuality**

**EDUC G575 - Multicultural Counseling**

**EDUC G580 - Topical Seminar in Counseling and Guidance**

**EDUC G590 - Research in Counseling and Guidance**

**EDUC G592 - Seminar in Drug/Alcohol Abuse Prevention**

**EDUC H503 - History of Education in Western Civilization**

**EDUC H504 - History of American Education**

**EDUC H520 - Education and Social Issues**

**EDUC H522 - The Schooling of Women and Girls**

**EDUC H530 - Philosophy of Education**

**EDUC H538 - Critical Thinking and Education**

**EDUC H540 - Sociology of Education**

**EDUC H551 - Comparative Education I**

**EDUC J511 - Methods of Individualizing Instruction**

**EDUC J515 - Methods of Small Group Instruction**

**EDUC J520 - Learning Materials Development and Construction**

**EDUC K500 - Topical Workshop in Special Education**

**EDUC K505 - Introduction to Special Education for Graduate Students**

**EDUC K541 - Transition Across the Life Span**

**EDUC K599 - Master's Thesis in Special Education**

**EDUC L511 - Advanced Study in the Teaching of Writing in Elementary Schools**

**EDUC L520 - Advanced Study in Foreign Language Teaching**

**EDUC L524 - Language Education Issues in Bilingual and Multicultural Education**

**EDUC L530 - Topical Workshop in Language Education**

**EDUC L559 - Trade Books in the Elementary Classroom**

**EDUC M500 - Integrated Professional Seminar**

**EDUC M514 - Workshop in Social Studies Education**



**EDUC N517 - Advanced Study in the Teaching of Secondary School Mathematics**

**EDUC N523 - Workshop in Elementary Modern Mathematics**

**EDUC N543 - Advanced Study in the Teaching of Mathematics in the Elementary Schools**

**EDUC P501 - Statistical Method Applied to Education**

**EDUC P503 - Introduction to Research**

**EDUC P507 - Testing in the Classroom**

**EDUC P510 - Psychology in Teaching**

**EDUC P514 - Life Span Development: Birth to Death**

**EDUC P515 - Child Development**

**EDUC P516 - Adolescent Development**

**EDUC P540 - Learning and Cognition in Education**

**EDUC P555 - Emotional Development**

**EDUC P570 - Managing Classroom Behavior**

**EDUC P575 - Developing Human Potential**

**EDUC R505 - Workshop in Instructional Systems Technology**

**EDUC R506 - Practicum in Instructional Systems Technology**

**EDUC R523 - Utilization of Audio-Visual Materials**

**EDUC R533 - Organization and Curricula Integration of Audio-Visual Media**

**EDUC R543 - Preparation of Inexpensive Instruction Materials**

**EDUC R544 - Basic Instructional Photography**

**EDUC R546 - Survey of Instruction System Technology**

**EDUC R558 - Designing Instructional Video**

**EDUC R566 - Instructional Development Basics**

**EDUC R590 - Research in Instructional System Technology**

**EDUC S503 - Secondary School Curriculum**

**EDUC S505 - The Junior High and Middle School**

**EDUC S518 - Advanced Study in the Teaching of Secondary School Science**

**EDUC S519 - Advanced Study in the Teaching of Secondary School Social Studies**

**EDUC S530 - Junior High and Middle School Curriculum**

**EDUC S590 - Research in Secondary Education**

**EDUC S655 - Supervision of Secondary School Instruction**

**EDUC W551 - Education and Psychology of the Gifted and Talented**

**EDUC W553 - Methods and Materials for the Gifted and Talented**

**EDUC W554 - Creative Problem-Solving and Metacognition**

**EDUC W560 - Topical Seminar in Gifted Education**

**EDUC W595 - Practicum: Gifted and Talented**

**EDUC X504 - Diagnosis of Reading Difficulties in the Classroom**

**EDUC X515 - Workshop in Elementary Reading**

**EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School**

**EDUC X525 - Practicum in Reading**

**EDUC X530 - Topical Workshop in Reading**

**EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools**

**EDUC X590 - Research in Reading**

**ENG B501 - Professional Scholarship in Literature**

**ENG B502 - Introduction to Literacy Studies and the Teaching of College English**

**ENG B605 - Modern Approaches to Literature**

**ENG B612 - Chaucer**

**ENG B613 - Middle English Literature**

**ENG B622 - Elizabethan Poetry**

**ENG B624 - Elizabethan Drama and Its Background**

**ENG B625 - Shakespeare**

**ENG B627 - English Poetry of the Early 17th Century**

**ENG B628 - Milton**

**ENG B635 - British Literature 1660-1790**

**ENG B639 - British Fiction to 1800**

**ENG B642 - Romantic Literature**

**ENG B644 - Victorian Literature**

**ENG B645 - British Fiction 1800-1900**

**ENG B648 - 20th Century British Poetry**

**ENG B649 - 20th Century British Fiction**

**ENG B651 - American Literature 1800-1865**

**ENG B652 - American Literature 1865-1914**

**ENG B654 - American Literature since 1914**

**ENG B655 - American Fiction to 1900**

**ENG B656 - 20th Century American Fiction**

**ENG B657 - Recent Writing**

**ENG B660 - Studies in British and American Writers**

**ENG B666 - Survey of Children's Literature**

**ENG B668 - Topics in Children's Literature**

**ENG B673 - Studies in Women and Literature**

**ENG B675 - Studies in American Ethnic and Minority Literature and Culture**

**ENG B680 - Special Topics in Literary Study and Theory**

**ENG B688 - Irish Literature and Culture**

**ENG B695 - Individual Readings in English**

**ENG B699 - Master's Thesis**

**ENG B712 - Chaucer**

**ENG B725 - Shakespeare**

**ENG B731 - Milton**

**ENG B733 - Restoration and Augustan Literature**

**ENG B739 - British Fiction to 1800**

**ENG B741 - Romantic Literature**

**ENG B743 - Victorian Literature**

**ENG B745 - British Fiction 1800-1900**

**ENG B749 - 20th Century British Literature**

**ENG B751 - Major American Writers 1700-1855**

**ENG B753 - Major American Writers 1855 to the Present**

**ENG B780 - Special Studies in British and American Literature**

**ENG C501 - Teaching of Composition in College**

**ENG C505 - Teaching Composition: Issues and Approaches**

**ENG C507 - Writing Center Theory and Praxis**

**ENG C511 - Writing Fiction**

**ENG C513 - Writing Poetry**

**ENG C515 - Writing Prose Nonfiction**

**ENG C521 - Introduction to Professional Writing**

**ENG C531 - Theory and Practice of Exposition**

**ENG C532 - Advanced Argumentative Writing**

**ENG C565 - Theories and Practices of Editing**

**ENG C567 - Writing for Multiple Media**

**ENG C572 - Composing the Self**

**ENG C576 - Writers Reading/Readers Writing**

**ENG C590 - Internship in Writing**

**ENG C601 - History of Rhetoric**

**ENG C602 - Contemporary Theories of Composition**

**ENG C611 - Writing Fiction**

**ENG C613 - Writing Poetry**

**ENG C625 - Research Methods for Professional Writers**

**ENG C682 - Topics in Rhetoric and Composition**

**ENG C697 - Independent Study in Writing**

**ENG C780 - Special Studies in Rhetoric and Composition**

**ENG D552 - Linguistics and the Teacher of English**

**ENG D600 - History of the English Language**

**ENG D601 - Introduction to Old English**

**ENG G500 - Introduction to the English Language**

**ENG G541 - Materials Preparation for ESL Instruction**

**FILM K502 - Genre Study in Film**

**FINA H401 - Art Theory IV**

**FINA H411 - 19th Century Art I**

**FINA H412 - 19th Century Art II**

**FINA H413 - 20th Century Art: 1900-1924**

**FINA H414 - 20th Century Art: 1925-Present**

**FINA H415 - Art of Pre-Columbian America**

**FINA H495 - Readings and Research in Art History**

**FINA P421 - Advanced Drawing III**

**FINA P422 - Advanced Drawing IV**

**FINA P425 - Advanced Painting III**

**FINA P426 - Advanced Painting IV**

**FINA P431 - Advanced Sculpture III**

**FINA P432 - Advanced Sculpture IV**

**FINA P433 - Advanced Metalsmithing III**

**FINA P434 - Advanced Metalsmithing IV**

**FINA P435 - Advanced Ceramics III**

**FINA P436 - Advanced Ceramics IV**

**FINA P441 - Advanced Printmaking III**

**FINA P442 - Advanced Printmaking IV**

**FINA P495 - Independent Study in Fine Arts**

**FNR 505 - Molecular Ecology and Evolution**

**FNR 523 - Aquaculture**

**FOLK F512 - Survey of Folklore**

**FOLK F600 - Asian Folklore/Folk Music**

**FOLK F640 - Native American Folklore/ Folk Music**

**FOLK F801 - Teaching Folklore**

**FREN F325 - Oral French for Teachers**

**FREN F410 - French Literature of the Middle Ages**

**FREN F413 - The French Renaissance**

**FREN F423 - Tragedie Classique**

**FREN F424 - Comedie Classique**

**FREN F425 - Prose et Poesie du Dix- Septieme Siecle**

**FREN F443 - 19th Century Novel I**

**FREN F444 - 19th Century Novel II**

**FREN F446 - Poesie du Dix-Neuvieme Siecle**

**FREN F450 - Colloquium in French Studies**

**FREN F453 - Litterature Contemporaine I**

**FREN F454 - Litterature Contemporaine II**

**FREN F463 - Civilisation Francaise I**

**FREN F464 - Civilisation Francaise II**

**FREN F474 - Theme et Version**

**GEOG G315 - Environmental Conservation**

**GEOL G406 - Introduction to Geochemistry**

**GEOL G413 - Introduction to Geophysics**

**GEOL G415 - Geomorphology**

**GEOL G420 - Regional Geology Field Trip**

**GEOL G423 - Methods in Applied Geophysics**

**GEOL G451 - Principles of Hydrogeology**

**GER G404 - Deutsche Literatur seit der Romantik**

**GER G412 - Advanced German: Composition**

**GER G451 - Introduction to the Structure of Modern German**

**GER G575 - Historical Study of German Literature III**

**GER G577 - Historical Study of German Literature IV**

**HIST A301 - Colonial and Revolutionary America I**

**HIST A302 - Colonial and Revolutionary America II**

**HIST A303 - The United States from 1789 to 1865 I**

**HIST A304 - The United States from 1789 to 1865 II**

**HIST A313 - Origins of Modern America**

**HIST A314 - Recent U.S. History I 1917-1945**

**HIST A315 - Recent U.S. History II 1945-Present**

**HIST A345 - American Diplomatic History I**

**HIST A346 - American Diplomatic History II**

**HIST B351 - Barbarian Europe 200-1000**

**HIST B352 - The Age of Chivalry 1000-1500**

**HIST B355 - Europe: Louis XIV to French Revolution**

**HIST B361 - Europe in the 20th Century**

**HIST B378 - History of Germany II**



**HIST C388 - Roman History**

**HIST C393 - Ottoman History**

**HIST D410 - Russian Revolutions and the Soviet Regime**

**HIST F341 - Latin America: Conquest and Empire**

**HIST F342 - Latin America: Evolution and Revolution**

**HIST F432 - 20th Century Latin American Revolutions**

**HIST F447 - U.S.-Latin American Relations**

**HIST T425 - Topics in History**

**HPER H518 - Alcohol and Drug Education**

**HPER H519 - Problems and Issues in Health**

**HPER H528 - Issues in Substance Abuse**

**HPER H617 - Seminar in Health Education (Alcoholism Alcohol Education and Drug Misuse)**

**HPER P535 - Physical Education in the Elementary School**

**HPER P544 - Administration of Physical Education**

**HPER P545 - The Physical Education Curriculum**

**HPER P647 - Seminar in Physical Education**

**HPER S559 - Administration and Supervision of Safety Education**

**HPER S655 - Problems in Driver Education and Highway Safety**

**IT 507 - Measurement and Evaluation in Industry and Technology**

**IT 508 - Quality and Productivity in Industry and Technology**

**JOUR J413 - Magazine Article Writing**

**JOUR J425 - Supervision of School Publications**

**LBST D500 - Graduate Project**

**LBST D501 - Humanities Seminar**

**LBST D502 - Social Science Seminar**

**LBST D503 - Science Seminar**

**LBST D700 - Topics in Liberal Studies**

**LING L430 - Language Change and Variation**

**LING L532 - Second Language Acquisition**

**LING L534 - Linguistic Resources and the Teaching of English as a Second Language (TESOL)**

**LING L535 - TESOL Practicum**

**LING L541 - Introductory Phonetics**

**LING L543 - Syntactic Analysis**

**LING L575 - Introduction to Linguistic Theory**

**LING L590 - Linguistic Structure**

**LING L619 - Language and Society**

**LING L690 - Advanced Readings in Linguistics**

**LING P511 - Methods and Materials for TESOL 1**

**LING P512 - Methods and Materials for TESOL 2**

**LING T510 - Applied Traditional and Structural English Grammar**

**LING T660 - Contrastive Discourse**

**LSTU L590 - Poverty Welfare and Workfare**

**MA 510 - Vector Calculus**

**MA 511 - Linear Algebra with Applications**

**MA 521 - Introduction to Optimization Problems**

**MA 525 - Introduction to Complex Analysis**

**MA 540 - Analysis I**

**MA 541 - Analysis II**

**MA 553 - Introduction to Abstract Algebra**

**MA 554 - Linear Algebra**

**MA 556 - Introduction to the Theory of Numbers**

**MA 560 - Fundamental Concepts of Geometry**

**MA 571 - Elementary Topology**

**MA 575 - Graph Theory**

**MA 580 - History of Mathematics**

**MA 581 - Introduction to Logic for Teachers**

**MA 598 - Topics in Mathematics**

**ME 500 - Advanced Thermodynamics**

**ME 505 - Intermediate Heat Transfer**

**ME 509 - Intermediate Fluid Mechanics**

**ME 510 - Gas Dynamics**

**ME 563 - Mechanical Vibrations**

**ME 569 - Mechanical Behavior of Materials Sem.**

**ME 575 - Design Control Systems**

**MUS E517 - Projects and Problems in Music Education**

**MUS E518 - Foundations of Music Education**

**MUS E519 - Psychology of Music**

**MUS E524 - Experimental Teaching in Elementary School Music**

**MUS E525 - Supervision of Music in the Public Schools**

**MUS E526 - Exploratory Approaches to Music in Junior and Senior High**

**MUS E533 - Research in Music Education**

**MUS E534 - Practicum in Music Education**

**MUS E536 - Special Workshop in Music Education**

**MUS E545 - Guided Professional Experiences**

**MUS E574 - Orff Program Development I**

**MUS E575 - Orff Program Development II**

**MUS E594 - Vocal Pedagogy**

**MUS E595 - Seminar in Vocal Pedagogy**

**MUS G561 - Masters Choral Conducting I**

**MUS G562 - Masters Choral Conducting II**

**MUS G571 - Advanced Instrumental Conducting I**

**MUS G572 - Advanced Instrumental Conducting II**

**MUS M500 - Special Seminar in Music History**

**MUS M520 - Music for the Theatre**

**MUS M524 - Oratorio Literature**

**MUS M527 - Symphonic Literature**

**MUS M530 - Contemporary Music**

**MUS M531 - Song Literature I**

**MUS M532 - Song Literature II**

**MUS M540 - Graduate Music Appreciation**

**MUS M541 - Music History Review for Graduate Students I**

**MUS M542 - Music History Review for Graduate Students II**

**MUS M544 - Piano Literature from 1830 to the Present**

**MUS M556 - Research in the History and Literature of Music**

**MUS R571 - Opera Workshop**

**MUS R572 - Opera Workshop**

**MUS T511 - Theory Review for Graduate Students I**

**MUS T512 - Theory Review for Graduate Students II**

**NUR 521 - Theoretical Constructs in Nursing**

**NUR 523 - Nursing Research**

**NUR 525 - Informatics in Nursing**

**NUR 537 - Advanced Statistics and Data Management in Health Sciences**

**NUR 599 - Special Topics**

**NUR 610 - Seminar on Healthcare Issues**

**NUR 650 - Nursing Administration Theory I**

**NUR 651 - Nursing Administration Theory II**

**NUR 652 - Nursing Administration Theory III**

**NUR 653 - Nursing Administration— Financial Management**

**NUR 654 - Human Resource Management**

**NUR 665 - Managed Care**

**NUR 671 - Administrative Practicum I**

**NUR 672 - Administrative Practicum II**

**NUR 682 - Nursing Administration: Concept Synthesis and Application**

**NUR 698 - Research/M.S. Thesis**

**OLS 510 - Foundations of Behavior and Leadership in Organizations**

**OLS 515 - Foundations of Human Resources**

**OLS 520 - Foundations of Organizational Context**

**OLS 525 - Organizational Analysis and Action**

**OLS 530 - System Change and Organization Development**

**OLS 540 - Leading Collaborative Projects and Work Teams**

**OLS 545 - Compensation and Benefits**

**OLS 555 - Workforce Planning and Employment**

**OLS 557 - Creativity and Innovation in Organizations and Industry**

**OLS 560 - Leadership of Virtual Teams**

**OLS 565 - Employee Relations**

**OLS 570 - Leadership Across Cultural Boundaries**

**OLS 575 - Contemporary Employment Practices and the Law**

**OLS 584 - Constructive and Destructive Conflict and Cooperation**

**OLS 585 - Health Safety and Security**

**OLS 587 - Developing a Leadership Philosophy**

**OLS 680 - Research in OLS**

**PHIL 510 - Phenomenology**

**PHIL 514 - 20th Century Analytical Philosophy I**

**PHIL 515 - 20th Century Analytical Philosophy II**

**PHIL 524 - Contemporary Ethical Theory**

**PHIL 525 - Studies in Metaphysics**

**PHIL 530 - Deconstructionist and Postmodernist Philosophy**

**PHIL 575 - Problems in Esthetics**

**PHIL 576 - Philosophy and Literary Theory**

**PHIL 580 - Pro-Seminar in Philosophy**

**PHIL 590 - Directed Readings in Philosophy**

**PHYS 515 - Thermal and Statistical Physics**

**PHYS 520 - Mathematical Physics**

**PHYS 522 - Coherent Optics and Quantum Electronics**

**PHYS 524 - Physical Optics and Experimental Spectroscopy**

**PHYS 536 - Electronic Techniques for Research**

**PHYS 545 - Solid State Physics**

**PHYS 550 - Introduction to Quantum Mechanics**

**PHYS 570 - Selected Topics in Physics**

**PHYS 590 - Reading and Research**

**POLS Y339 - Middle Eastern Politics**

**POLS Y340 - East European Politics**

**POLS Y367 - International Law**

**POLS Y371 - Workshop in International Topics**

**POLS Y381 - History of Political Theory I**

**POLS Y382 - History of Political Theory II**

**POLS Y392 - Problems of Contemporary Political Philosophy**

**PSY 523 - Introduction to Theories of Psychotherapy**

**PSY 526 - Psycholinguistics**

**PSY 532 - Psychological Disorders of Childhood**

**PSY 540 - History of Psychology**

**PSY 550 - Introduction to Clinical Psychology**

**PSY 590 - Individual Research Problems**

**PSY 592 - Advanced Special Topics**

**SE 520 - Engineering Economics**

**SOC P510 - Seminar on Organizations and the Individual**

**SOC P514 - Health and Healthcare Issues**

**SOC P517 - Social Stratification and Social Practice**

**SOC P540 - Principles of Sociological Theory and Practice**

**SOC P550 - Statistical Techniques for Sociological Practice I**

**SOC P560 - Topics in Sociological Practice**

**SOC P562 - Topics in Policy Analysis**

**SOC P570 - Applied Research Methods**

**SOC P576 - Graduate Seminar in Sociological Pedagogy**

**SOC P578 - Mediation and Conflict Resolution Strategies**

**SOC P695 - Independent Research in Sociological Practice**

**SOC P697 - Professional Development**

**SOC P698 - Practicum in Sociological Practice**

**SOC P699 - Master's Thesis Research**

**SOC S516 - Seminar in Sociology of Family**

**SOC S518 - Seminar in Sociology of Religion**

**SOC S521 - Seminar in Deviant Behavior**



**SOC S528 - Research in Criminology**

**SOC S560 - Topics in Sociology**

**SOC S574 - Medical Sociology**

**SOC S575 - Social Gerontology**

**SPAN S407 - Survey of Spanish Literature I**

**SPAN S408 - Survey of Spanish Literature II**

**SPAN S411 - Spain: The Cultural Context**

**SPAN S412 - Latin-American Culture and Civilization**

**SPAN S418 - Hispanic Drama**

**SPAN S420 - Modern Spanish— American Prose Fiction**

**SPAN S425 - Spanish Phonetics**

**SPAN S426 - Introduction to Spanish Linguistics**

**SPAN S428 - Applied Spanish Linguistics**

**SPAN S450 - Don Quixote**

**SPAN S470 - Women and Hispanic Literature**

**SPAN S471 - Spanish-American Literature I-II**

**SPAN S472 - Spanish-American Literature II**

**SPAN S474 - Hispanic Literature and Society**

**SPAN S478 - Modern Spanish Novel**

**SPAN S479 - Mexican Literature**

**SPAN S480 - Argentine Literature**

**SPAN S495 - Hispanic Colloquium**

**SPEA H517 - Managerial Epidemiology**

**SPEA J501 - Evolution of Criminological Thought and Policy**

**SPEA J502 - Research Methods in Criminal Justice and Public Affairs**

**SPEA J582 - Criminal Justice Systems**

**SPEA J587 - Criminal Violation: Problems and Characteristics**

**SPEA J588 - Law and Control in Society**

**SPEA J666 - Criminal Justice Policy and Evaluation**

**SPEA J682 - Criminal Justice Planning and Management**

**SPEA V502 - Public Management**

**SPEA V504 - Public Organizations**

**SPEA V506 - Statistical Analysis for Effective Decision Making**

**SPEA V507 - Data Analysis and Modeling for Public Affairs**

**SPEA V508 - Topics in Quantitative Analysis**

**SPEA V509 - Administrative Ethics in the Public Sector**

**SPEA V512 - Public Policy Process**

**SPEA V517 - Public Management Economics**

**SPEA V522 - Human Resource Management in Nonprofit Organizations**

**SPEA V525 - Management in the Nonprofit**

**SPEA V539 - Management Science for Public Affairs**

**SPEA V540 - Law and Public Affairs**

**SPEA V541 - Benefit-Cost Analysis of Public and Environmental Policies**

**SPEA V543 - Health Services Management**

**SPEA V545 - The U.S. Healthcare System**

**SPEA V546 - Health Services Utilization**

**SPEA V550 - Topics in Public Affairs**

**SPEA V560 - Public Finance and Budgeting**

**SPEA V561 - Public Human Resources Management**

**SPEA V562 - Public Program Evaluation**

**SPEA V563 - The Planning Process**

**SPEA V566 - Executive Leadership**

**SPEA V580 - Readings in Public Affairs**

**SPEA V585 - Practicum in Public Affairs**

**SPEA V590 - Research in Public Affairs**

**SPEA V600 - Capstone in Public and Environmental Affairs**

**STAT 511 - Statistical Methods**

**STAT 512 - Applied Regression Analysis**

**STAT 514 - Design of Experiments**

**STAT 516 - Basic Probability and Applications**

**STAT 517 - Statistical Inference**

**STAT 519 - Introduction to Probability**

**STAT 528 - Introduction to Mathematical Statistics**

**THTR 501 - Stage Management**

**THTR 504 - Summer Repertory Theatre**

**THTR 531 - Acting Styles**

**THTR 536 - Advanced Problems in Acting**

**THTR 540 - Advanced Directing**

**THTR 542 - Advanced Problems in Theatre Directing**

**THTR 560 - Advanced Scenic Design**

**THTR 561 - Advanced Costume Design**

**THTR 562 - Advanced Light Design**

**THTR 570 - Dramatic Structure: Theory**

**THTR 576 - Playwriting**

**THTR 583 - American Theatre History and Drama**

**THTR 590 - Directed Study of Special Theatre Problems**

**VCD H495 - Readings and Research in Art History**

**VCD P443 - Advanced Photography III**

**VCD P444 - Advanced Photography IV**

**VCD P453 - Graphic Design III**

**VCD P454 - Graphic Design IV**

**VCD P475 - Computer Art and Design III**

**VCD P476 - Three Dimensional Computer Modeling**

**VCD P478 - Computer Animation**

**VCD V590 - Topics in Studio Fine Art**

**WOST W601 - Survey of Contemporary Research in Women's Studies: The Social and Behavioral Sciences**

**WOST W602 - Survey of Contemporary Research in Women's Studies: The Humanities**

**WOST W695 - Graduate Readings and Research in Women's Studies**

**WOST W701 - Graduate Topics in Women's Studies**

## **Part 4 — Regulations and Policies**

Changes in the following policies and regulations go into effect periodically and are published in the *Schedule of Classes* and the bulletins of the graduate schools. The bulletins of the Indiana University and Purdue University graduate schools also contain more detailed explanations of some policies and regulations.

Specific graduate programs may impose additional regulations or exceptions. These appear within the program descriptions in Part 2.

Click on a link to be taken to the entry below.

- [1. Affirmative Action, Nondiscrimination, and Nonharassment](#)
- [2. Admission](#)
- [3. Advisory Committee](#)
- [4. Transfer Credits and "Excess" Undergraduate Credit](#)
- [5. English Language Proficiency](#)
- [6. Credit by Examination](#)
- [7. Registration, Course Assignment, Enrollment Limits](#)
- [8. Grades](#)
- [9. Grade-Point Average](#)
- [10. Academic Standing](#)
- [11. Grade Appeals](#)
- [12. Learning Assessment](#)
- [13. Encumbrances](#)
- [14. Resident Study Requirement](#)
- [15. Academic Honesty](#)
- [16. Thesis and Non-Thesis Options](#)
- [17. Time Limits](#)
- [18. Degrees](#)
- [19. Parking and Traffic Regulations](#)

- [20. Residency Classification](#)
- [21. Senior Citizen Fee Remission](#)
- [22. Smoking](#)
- [23. Drug and Alcohol Abuse Prevention](#)
- [24. Student Identification \(Social Security\) Number \(SIDN\)](#)
- [25. Transcripts](#)
- [26. Release of Student Information](#)
- [27. IPFW Code of Student Rights, Responsibilities, and Conduct](#)
  - Part I: Student Rights and Responsibilities
  - Part II: Student Conduct Subject to Disciplinary Action
  - Part III: Student Disciplinary Procedures and Campus Appeals Board
  - Part IV: Policy on Students with Mental Disorders
  - Part V: Student Complaint Procedures
  - Part VI: Authority, Application, and Amendments
- [28. IPFW Statement of Integrity](#)
- [29. Ethical Guidelines for Student Computer Users at IPFW](#)

# 1. Affirmative Action, Nondiscrimination, and Nonharassment

IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

IPFW views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved solely as individuals on the basis of their personal abilities, qualifications, and other relevant characteristics.

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations, and orders and in conformance with the procedures and limitations as set forth in Purdue University's "Executive Memorandum No. D-1," which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam-era veterans through its affirmative action program.

If you have a question or complaint, or want advice, you may talk with the affirmative action officer or an official designee (Kettler 110N, 260-481-6106) or the director of Services for Students with Disabilities (Walb 113, 260-481-6657).

## 2. Admission

General requirements for admission to IPFW graduate programs are established by the Indiana University and Purdue University trustees and appear in Part 1.

Additional program-specific admission requirements may be imposed by the program into which you are seeking admission. Any such requirements become effective when published in the Bulletin (see Part 2) or its supplements. Applicants should be aware that certain criminal convictions may result in ineligibility for admission to certain programs of study.

## 3. Advisory Committee

Each candidate for a Purdue University master's degree is assigned an advisory committee consisting of three members. The chair of your committee is your major professor and is chosen by mutual consent among you, the professor you designate, and the chair of the department offering the program. Your major professor is your principal advisor in designing and conducting your research. Following selection of your major professor, you and that individual define the related areas from which you will select one additional professor to serve on your advisory committee; other members of the department may also be added. Appointment of your advisory committee is subject to approval by the chair of the department offering the program and the dean of the Graduate School, who may appoint additional members.

This committee will help you prepare your plan of study (described below), furnish academic advising throughout your graduate studies, and where applicable, advise you on the research and writing of your thesis.

**Plan of Study** Students pursuing a Purdue master's degree should have a preliminary plan of study on file prior to their first registration. Your plan of study identifies a primary area and related area(s) chosen on the basis of your interests and needs, and lists specific courses and all other requirements of the degree you are seeking. The formal plan of study should be approved by your advisory committee and the chair of the department offering the program, and must be submitted to the Graduate School before your final semester of enrollment.

## 4. Transfer Credits and "Excess" Undergraduate Credit

As determined by the division/department that offers your degree, credits you earned for graduate study at other universities may be applied to a master's degree at IPFW. Only credits associated with graduate courses in which you earned grades of B or better are eligible for consideration. Additional conditions and limitations may be imposed by the IPFW academic unit that offers the degree you seek (see Part 2).

Separate rules regarding the applicability of "excess" undergraduate credits apply to candidates for IU and Purdue degrees.

**Indiana University** With the approval of your division/department, you may apply to an Indiana University master's degree excess undergraduate credits you earned at Indiana University during your final undergraduate semester if (1) these credits were not applied to your undergraduate degree, (2) your total course load for that semester did not exceed that ordinarily taken by a full-time graduate student, and (3) the courses were approved for graduate credit.

**Purdue University** Under conditions established by, and with the approval of, your department, you may apply to a Purdue master's degree up to 12 undergraduate credits you earned at Purdue University or another accredited college or university while you held senior class standing if (1) these credits were not applied to your undergraduate degree, (2) the credits were earned in designated graduate courses, and (3) you earned a grade of B or better in the courses.

## 5. English Language Proficiency

Preliminary evidence of your ability in the English language is required as part of your admission application (see Part 1).

The following additional English proficiency requirements apply to candidates for Purdue University degrees and most Indiana University degrees:

International non-native speakers of English must achieve a TOEFL score of 550 or higher on the paper-based test, 213 or higher on the computer-based test, or 77 or higher on the Internet-based test, to be considered for admission to a degree program. In addition, applicants who take the TOEFL iBT must achieve the following minimum test scores, in addition to the overall required score: reading, 19; listening, 14; speaking, 18, and writing, 18.

As an alternative to the TOEFL, the graduate schools accept IELTS (Academic Module) scores of 6.5 or higher. (Non-native speakers of English who are U.S. citizens or who hold permanent visas are not required to submit TOEFL/IELTS scores.) The scores must be documented by an official report from Educational Testing Service of IELTS and must be no more than 24 months old at the time the application credentials are reviewed in the Graduate School.

The Graduate School will routinely waive the TOEFL/IELTS for applicants who have received a baccalaureate degree or graduate or professional degree, within the last 24 months, from a school where English is the primary language of instruction in a country where English is the native language. Official English-speaking countries, in addition to the United States, include: Anguilla, Antigua and Barbuda, Australia, Bahamas, Bahrain, Bangladesh, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Dominica, Fiji, the Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Montserrat, Namibia, New Zealand, Nigeria, Northern Mariana Island, Pakistan, Papua New Guinea, Philippines, Republic of Ireland, Seychelles, Sierra Leone, Singapore, St. Trinidad and Tobago, Tonga, Turks and Caicos Islands, Uganda, United Kingdom, Zambia, and Zimbabwe.

*All students should consult with their academic unit to find out exactly how to establish proficiency in written English.*

*If your native language is not English, you must demonstrate as early as possible in your studies that you are proficient in written English by satisfying one of the following options:*

1. Earn a score of 550 (213 computer-based) on the Test of English as a Foreign Language (TOEFL).
2. Earn a score of 600 or better on the verbal aptitude section of the Graduate Record Examination (GRE) or 36 or better on the verbal portion of the Graduate Management Admissions Test (GMAT).
3. Enroll and earn a satisfactory grade in ENG W130 Principles of Composition (ESL) at IPFW.
4. Earn a score of at least 80 on the Michigan Test of English Language Proficiency and meet other requirements specified by your academic department.
5. Demonstrate that you were exempted from undergraduate composition because you earned both a rank in the top 10 percent of your high school graduating class and an SAT verbal score of 650 or better.

*If your native language is English, you must demonstrate acceptable proficiency in written English before you file a plan of study. You may satisfy the proficiency requirement by meeting one of the following options:*

1. Demonstrate that you earned no grade below B in graded undergraduate composition courses completed prior to graduate admission. Grades of "Pass" or "Satisfactory" are not counted.
2. Earn a score of 600 or better on the verbal aptitude section of the Graduate Record Examination (GRE) or 36 or better on the verbal portion of the Graduate Management Admissions Test (GMAT).
3. Demonstrate that you were exempted from undergraduate composition because you earned both a rank in the top 10 percent of your high school graduating class and an SAT verbal score of 650 or better.

## 6. Credit by Examination

Under special circumstances, you may be permitted to establish credit in a specific graduate course by satisfactorily completing a comprehensive examination authorized by the division/department through which the course is offered.

## 7. Registration, Course Assignment, Enrollment Limits

**Registration** Your initial registration for each term must occur according to the timetables for registration established for each semester and published in IPFW's *Schedule of Classes*. In most cases, you will register for classes at your school/division or department office, the registrar's office, or via the OASIS Web registration system.

**Schedule Revisions and Late Registration** After your initial registration, you may revise your schedule in accordance with the policies listed below. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester or summer session. An academic advisor's approval may be required to process a course addition or withdrawal at the registrar's office.

**Addition of a Course** You may add a course after your initial registration by submitting a completed schedule revision (drop/add) form with appropriate signatures to your division/department, the registrar's office, or via the OASIS Web registration system.

| Weeks | Restrictions |
|-------|--------------|
|-------|--------------|

|                           |  |
|---------------------------|--|
| Through Week 1 of classes | School/division policies determine whether an academic advisor's approval is required. |
|---------------------------|--|

|           |  |
|-----------|--|
| Weeks 2-4 | Approval of the instructor is required. School/division policies determine whether an academic advisor's approval is required. |
|-----------|--|

|           |   |
|-----------|---|
| Weeks 5-9 | Approval of the instructor and your dean/division director is required. School policies determine whether an academic advisor's approval is required. Approval will normally be given only when extenuating circumstances are involved. |
|-----------|---|

|             |  |
|-------------|--|
| Weeks 10-16 | Courses cannot normally be added during this time. |
|-------------|--|

**Withdrawal from a Course** Subject to the time limits below, and in the absence of any allegation that you are guilty of academic dishonesty in the course, you may officially withdraw from a course by presenting a schedule-revision (drop/add) form to your department, the Registrar's office, or via the OASIS Web registration system.

| Weeks | Restrictions |
|-------|--------------|
|-------|--------------|



|                                 |  |
|---------------------------------|--|
| Through<br>Week 4 of<br>classes | School/division policies determine whether an academic advisor's approval is required; the course is not recorded on your record.  |
| Weeks 5-9                       | School/division policies determine whether an academic advisor's approval is required; a grade of W is recorded on your record.  |
| Weeks 10-16                     | Courses cannot normally be dropped during this period. You may withdraw from a course and receive a grade of W only if you are authorized to do so by an academic advisor and your dean/division director after they have consulted with the instructor. Such drops will not be approved if sought because of your poor performance in the course. |

After the end of Week 16, a course may be dropped only by following the change of grade procedure.

**Pass/Not-Pass Option** Separate rules apply to candidates for IU and Purdue degrees.

**Indiana University** If your GPA is 3.0 or better and you have completed graduate course work sufficient for a master's degree, your advisor may authorize your exercise of this option in courses outside your major and minor areas. Such courses may not be used to fulfill departmental language or research-skills requirements.

**Purdue University** You may not take courses under a pass/not-pass option.

**Enrollment Limits** Separate enrollment limits apply to candidates for IU and Purdue degrees.

**Indiana University** Unless you have special permission from your advisor, you may take no more than 16 credits in a semester.

**Purdue University** You may not take more than 18 credits in a semester

## 8. Grades

**Basis of Grades** Your instructor is responsible for explaining to you, preferably in writing at the beginning of an academic session, the course requirements and grading system to be used. You will be assigned a grade in each course at the close of the session.

You are responsible for the completion of all required work in each course by the time of the last scheduled class meeting or other deadline set by the instructor, unless you have officially withdrawn from the class, or unless you and the instructor have agreed that a grade of Incomplete (I) is warranted. To earn credit in a graduate course, you must receive a C or better. Most programs have additional grade policies.

**Semester Grades** The following grades may be assigned:

- A - Highest passing grade.
- B - Average passing grade for graduate courses.
- C - Lowest passing grade for graduate courses.
- D - No credit for graduate courses.
- F - Failure, or unauthorized discontinuance of class attendance; no credit.
- I - Incomplete; a temporary record of passing work that (1) was interrupted by circumstances beyond your control or (2) represents satisfactory work-in progress in an independent-study or self-paced course.
- IF - Unremoved Incomplete, Failing. Recorded for failure to achieve a permanent grade by the deadline stated in these regulations. Indiana University students who receive this grade will have a grade of F recorded on official transcripts.
- NC - Completion of the course as an auditor; carries no credit.
- NP - Not passing grade when enrolled under the P/NP enrollment option. Purdue University students who receive

- P - this grade will have a grade of N recorded on official transcripts.
- S - Passing grade; under the P/NP option, equivalent to a grade of A, B, or C.  
Satisfactory, credit; awarded upon satisfactory performance in a course offered only on an S/F basis, or on a departmental/divisional examination, or another award of special credit, or completion of a 0-credit course.  
Purdue University students who receive this grade will have a grade of P recorded on official transcripts
- W - whenever the course involves one or more credits.  
Withdrew; a record of the fact that you officially withdrew from (dropped) a course or were administratively withdrawn from a course for nonpayment of fees after the end of the fourth week.

**Incomplete** A grade of I may be granted to students (1) who are unable to complete specific course requirements for clearly unavoidable, nonacademic reasons (such as extended illness or relocation) and (2) whose work has been of passing quality up to that time. A grade of I will not be considered as an alternative to an anticipated low grade in a course. Certain IPFW colleges/schools/divisions or departments impose additional limitations on the use of I grades.

An instructor who reports a grade of I must provide the registrar's office with a form specifying (1) the reason for the incomplete, (2) the requirements for completing the course, (3) the grade earned for the course to date, and (4) the specific time limit, not to exceed one calendar year, allowed for completing the course.

An instructor must change the incomplete to a regular letter grade if requirements for the completion of the course are not met within the time specified. Given extenuating circumstances, the initial time limit may be extended for a period not to exceed one additional calendar year if approved by the instructor and the instructor's dean/division director, and if the registrar's office is notified before the expiration of the original time limit.

The registrar's office changes the I to a grade of IF unless you graduate or remove the incomplete within the time allowed. If you are enrolled at IPFW as an Indiana University student and receive an IF grade, a grade of F is recorded on your official transcript. If you re-enroll in the same course while the I is still on your record, and the course is not repeatable for credit, the original grade of I remains on your official transcript.

**Final Grade Report** Your complete record for the session and your cumulative GPA are reported to you, your major department, and your college/school/division.

**Changes of Grade** An instructor who discovers within 30 days of the grade-processing deadline that a grade reported for you was in error must promptly submit to the registrar a statement, countersigned by the instructor's department chair or division director, of the circumstances of the error and of the change to be incorporated in future GPAs. Correction of errors after this time requires the additional approval of the instructor's dean/director.

The registrar will inform you, the department chair/division director, and the dean of the change of grade.

## 9. Grade-Point Average

A grade-point average (GPA) is a weighted average of all credits for which a GPA-related grade (A, B, C, D, F, IF) has been assigned. The three GPAs used at IPFW are defined and computed (and rounded to two decimal places) as follows:

Semester GPA is computed using only those credits for which you are assigned a GPA-related grade for a specified grading period.

$$\text{Semester GPA} = \frac{4NA + 3NB + 2NC + ND}{N}$$

*All credits for which a grade of A, B, C, D, F, or IF was assigned for a specified grading period*

**Cumulative GPA** is computed using all credits for which you are assigned a GPA-related grade with the exception of credits earned in those courses that have been repeated and are not repeatable for credit.

All credits earned at IPFW or at another campus of IU or Purdue for which a grade of A, B, C, D, F, or IF was assigned are applicable.

$$\text{Cumulative GPA} = \frac{4\text{NA} + 3\text{NB} + 2\text{NC} + \text{ND}^*}{\text{All applicable credits for which a grade of A, B, C, D, F, or IF was assigned}}$$

*All applicable credits for which a grade of A, B, C, D, F, or IF was assigned*

Graduation GPA is computed using credits for which you are assigned a GPA-related grade in only those courses that fulfill a graduation requirement with the exception of credits earned in those courses that have been repeated and are not repeatable for credit, or that are excluded through credit transfer or academic renewal. If you are pursuing more than one degree program, your graduation GPA will be determined by the academic unit through which you register.

All applicable credits earned at IPFW or at another campus of IU or Purdue for which a grade of A, B, C, D, F, or IF was assigned are included if they were received for courses that fulfill a graduation requirement.

$$\text{Graduation GPA} = \frac{4\text{NA} + 3\text{NB} + 2\text{NC} + \text{ND}^*}{\text{All applicable credits for which a grade of A, B, C, D, F, or IF was assigned for only those courses that fulfill a graduation requirement}}$$

*All applicable credits for which a grade of A, B, C, D, F, or IF was assigned for only those courses that fulfill a graduation requirement*

\* Where NA represents the number of credits assigned the grade of A, NB the number assigned the grade of B, etc.

Note: Prior to June 1993, Purdue University transcripts and related Purdue University records were computed on a six-point scale (6.00 = A) rather than the four-point scale (4.00 = A) used by IU and IPFW. Since June 1993, all IU, Purdue, and IPFW GPAs are computed using the same four-point scale (4.00 = A).

## 10. Academic Standing

Only grades of A, B, or C are acceptable in fulfilling requirements. All grades, however, are used in the calculation of your GPA, and students are expected to maintain a graduation index representing a B average or better. Some programs impose more stringent grade and GPA requirements.

**Indiana University** You are placed on probation and are so notified by the registrar whenever your cumulative GPA is less than 3.0. Unless you bring your GPA up to 3.0 during your next semester of enrollment, you will not ordinarily be allowed to continue as an IU degree candidate.

**Purdue University** You are considered to be underperforming whenever your cumulative GPA is less than 3.0, and indices below this level are marked "low" on the grade reports. Should you fail to perform on a level satisfactory to your advisory committee or your department, you may be asked to discontinue study in a Purdue graduate program.

## 11. Grade Appeals

The Grade Appeals Policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals subcommittee.

**Appeal Deadlines** An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated with three calendar weeks of the completion of the prior step.

### **Steps in the Process of an Academic Appeal**

*Step 1. Course instructor:* The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the college/school shall authorize the extension.

*Step 2. Department/School/Program:* If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course, who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the college, school, department, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.

*Step 3. Grade Appeals Subcommittee:* If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the case to the Grade Appeals Subcommittee.

**Department/School/Program Appeals Procedure** Each department, school, or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that college/school/department/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each department, school, or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the vice chancellor for academic affairs, the dean of students, and students, upon request.

**Grade Appeals Subcommittee** This subcommittee shall consist of nine members elected from among the voting faculty according to procedures specified in the Bylaws of the Senate.

Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by university employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the college, school, department, or program committee's recommendation.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also recuse themselves from cases in which they have potential conflicts of interest, personal involvement, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will elect the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case.

If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid, and if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

**Reporting of Subcommittee and Panel Decisions** The subcommittee and each panel shall report its finding and actions to the student; the college, school, department, or program from which the appeal came; the instructor; the chair of the student's department; the dean or director of the student's school or division; the dean of students; and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee.

## 12. Learning Assessment

Indiana University-Purdue University Fort Wayne is committed to providing quality education for our students. We utilize a variety of learning assessment and evaluation processes to determine the effectiveness of our academic programs and service units as a whole. These processes are also important to you because they provide an opportunity for you to tell us how well we are meeting your needs. Learning is assessed by measuring your satisfaction with IPFW and by reviewing products of your work that demonstrate what you know and can do as a consequence of your graduate education. For example, you may be asked periodically to give us feedback about the quality of academic services via a questionnaire. You may also be asked to submit anonymous samples of your course work and to participate in focus groups. We use the information collected to refine the curriculum, ensuring that your learning objectives, and those of the academic units, are met.

If you have questions about learning assessment, please contact your department.

## 13. Encumbrances

If you are in arrears to IPFW, you are not eligible to receive transcripts or diplomas. The clearance of all financial obligations by the Friday before Commencement will be essential for graduation. If you clear the obligation later, the diploma will be released.

## 14. Resident Study Requirement

Separate rules apply to candidates for IU and Purdue degrees.

**Indiana University** With exception for allowable transfer credits, all candidates for IU master's degrees at IPFW must complete at least 30 credits of graduate work while enrolled at IPFW or another IU campus.

**Purdue University** All candidates for Purdue University master's degrees at IPFW must complete at least one-half of the total credits used to satisfy degree requirements while enrolled at IPFW

## 15. Academic Honesty

You are expected to adhere to the highest ethical standards in all course work and research. If you violate that code of conduct, you are subject to disciplinary action, including expulsion and rescission of a degree already granted. See the IPFW Code of Student Rights, Responsibilities, and Conduct later in this section.

## 16. Thesis and Non-Thesis Options

*If you are enrolled in a program that requires a thesis*, your advisor will provide information about research, formatting, and related requirements. Typically, the master's thesis is equivalent to no less than 3 or more than 9 hours of graduate credit. After the research has been completed and the thesis written, your examining committee comprised of no fewer than three faculty members will be appointed. The committee will conduct a final examination in which you will be asked to defend your thesis and otherwise demonstrate to the committee that you have attained all the capabilities for which the master's degree is awarded. Additional information may be found in the Indiana University or Purdue University Graduate School bulletins and from your division/department.

IPFW policy stipulates that the results obtained and the thesis prepared for an advanced degree are the property of Purdue University. The rights owned by the university include all economic and property rights, as well as the right to patent inventions and to copyright materials. Net proceeds normally will be shared with the inventor. Patents, inventions, and copyrights are supervised by Purdue Research Foundation's Division of Research and Scholarly Activities in accordance with "Executive Memorandum No. B-10," statement of University Policy, Principles and Administrative Procedures Relating to the Ownership of Patents, Copyrights, and Other Rights in Inventions and in Written and Recorded Materials. This policy includes procedures for you to gain ownership of patents and copyrights.

*If you are enrolled in a program that does not require a thesis, and depending on the academic regulations of the academic unit that offers the degree you seek, an examination committee comprised of no fewer than three faculty members may be appointed to participate in certifying that you have fulfilled the requirements for a master's degree. The committee's participation may take any of several forms, such as administration of a final comprehensive examination; evaluation of a creative, exploratory, or experimental project; or review of your academic record.*

## 17. Time Limits

Candidates for Indiana University master's degrees must complete all requirements within five consecutive years. You may normally count toward a master's degree only those courses (including transfer courses) and other requirements fulfilled within five years prior to the awarding of the degree. At the recommendation of your department and approval of the Graduate School, this requirement may be waived if it is clearly demonstrated that the knowledge contained in courses taken earlier is current.

## 18. Degrees

**Application and Registration for Degree** Separate policies apply to candidates for IU and Purdue degrees.

**Indiana University** Your application for a degree must be filed with your division/department at least 60 days before degree conferral, and all degree requirements (including thesis submission, where applicable) must be fulfilled at least 30 days prior to degree conferral. You must also be registered for courses or "for degree only" during the session in which you expect to receive the degree.

**Purdue University** You must be registered in courses or "for degree only" during the session in which you expect to receive the degree. If you are completing a thesis-option master's program, you must be registered for at least 3 credits of research unless you have been specifically permitted by your department to register "for degree only."

**Study Toward the Ph.D.** Qualified students in Indiana University or Purdue University master's degree programs may be authorized by their respective university to pursue initial work toward a Ph.D. at IPFW in areas where programs equivalent to those at Bloomington or West Lafayette can be arranged.

## 19. Parking and Traffic Regulations

**Parking** You are charged a parking fee based on the number of credits you take. This entitles you to park in open parking spaces (not in spaces designated as "A" parking) in lots or garages. Parking permits for students with disabilities are available from Police and Safety (PP105). Validation from a physician or the Office of Services for Students with Disabilities (Walb 113, 260-481-6657) is required.

**Traffic Regulations** The operation of motor vehicles on the IPFW campus is governed by applicable state, local, and campus regulations. University police officers are empowered to enforce these statutes. Additional information is published in the *Student Handbook and Planner*, with complete information about IPFW parking and traffic regulations appearing in the Vehicle Regulations and Emergency Information brochure, which is available from University Police and Safety and other campus locations.

## 20. Residency Classification

When you are admitted to IPFW, you are classified by the admissions office either as a resident or a nonresident of the State of Indiana. This classification is determined by rules established for all IPFW students by the trustees of Purdue University. If you are classified as a nonresident student, you must pay nonresident fees as shown in the schedule of fees.

Among other criteria, resident student status for fee purposes requires all independent students who enter or re-enter the State of Indiana to be domiciled in the state for 12 consecutive months before the first day of classes of the semester or summer session for which reclassification may be sought. If you think that you are classified incorrectly, you may

apply for resident student status. To apply for classification as a resident student, go to the following Web site and print off the application and instructions:

[www.purdue.edu/Registrar/CustServ/ResidencyForm.pdf](http://www.purdue.edu/Registrar/CustServ/ResidencyForm.pdf)

When complete, return to the Registrar, 2101 E. Coliseum Blvd, Fort Wayne, IN 46805-1499.

## 21. Senior Citizen Fee Remission

A waiver equal to one-half the resident credit-hour fees (to a maximum of 9 credits per semester) is available to residents of Indiana who are (a) age 60 or older, (b) retired and not full-time employees, and (c) high school graduates or GED recipients. **This program is available only during the week prior to the start of classes and also during late registration.** Additional information and applications are available at the financial aid office (Kettler 103, 260-481-6820 or 800-324-IPFW).

## 22. Smoking

Smoking is prohibited in any university facility and on any university grounds except in parking lots and designated smoking areas.

The purpose of this policy is to provide a healthy, comfortable, and productive environment for the campus community. Accordingly, all employees, students, and visitors are expected to comply.

## 23. Drug and Alcohol Abuse Prevention

Guidelines for the prevention of alcohol and substance abuse are included in the *Student Handbook and Planner*. Copies of the handbook are available at various campus locations.

## 24. Student Identification (Social Security) Number (SIDN)

You will be assigned a nine-digit number typically beginning with either 900 or 999 as your student identification number. It is used to identify records within IPFW and has no significance outside IPFW. It will not be provided to external agencies or individuals except in accordance with university policy on release of student information.

You are, however, required to provide IPFW with your Social Security Number so that IPFW can issue certain informational returns to the Internal Revenue Service and to you. You are also required to provide your SSN on the Free Application for Federal Student Aid if you desire to apply for federal or state financial aid. IPFW does not use your SSN as your student identification number, but only for those purposes required by law or governmental agencies.

## 25. Transcripts

If your record is not encumbered for any reasons described herein, you will (upon application to the registrar and payment of any prescribed fee) be entitled to receive an official transcript of your complete record, including any major(s) and minor(s).

**Note:** The registrar's office is the ONLY university office authorized to issue official transcripts. All requests for these documents must be directed to that office.

## 26. Release of Student Information

The IPFW policy governing access to student records, which complies with the Family Educational Rights and Privacy Act of 1974, is described below:

**Definitions** A record includes any data or information about you and related individuals, regardless of the media used to create or maintain the record.

Educational records include records maintained by the institution, but exclude records maintained by individuals and available only to those individuals or designated substitutes (that is, "personal files"). Your education records are located and maintained by administrators in one or more of the following offices: Admissions; Alumni Relations; Athletics, Recreation, and Intramural Sports; Bursar; Academic Counseling and Career Services; Center for Academic Support and Advancement, Continuing Studies; Financial Aid; Honors Program; Police and Safety; Registrar; Student Life; and academic units.

**Note:** The registrar's office is the ONLY university office authorized to issue official transcripts and certify students' enrollment status. All requests for such documentation must be directed to that office.

Directory information consists of your name, address, telephone number, e-mail address, class standing, college, school or division, major field of study, dates of attendance, current enrollment status, degrees and awards, recognized student activities, sports, and information related to participation on athletic teams. You may choose to restrict your address and/or telephone number from the directory information by completing a form in the registrar's office. Restriction of address at IPFW will restrict all information at other locations of Indiana University and Purdue University. Records of arrests and/or convictions are public records and thus not subject to university policy.

**Release in Emergencies** The confidentiality of all records may be broken in an emergency if deemed necessary by the severity of the emergency, the usefulness of the records, and the extent to which time is critical.

**Release to You** Your records are available to you with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of your parents' financial status; records related to your student employment, which are subject to other laws and are administered by the Human Resources office; medical and psychological records, which will be released only to a healthcare professional designated by you; and (if you signed a voluntary waiver of access) letters of recommendation related to admissions, candidacy for awards, and candidacy for employment - these records may be used only for the purpose originally intended.

You may see any of your available records within 30 days after submitting a written request, either in person or by mail, and you may copy any of these records, subject only to payment of any applicable copying charges. You will receive an interpretation of the record upon request, at or after the time that access is granted.

If you object to any part of your record and the responsible office will not revise the record as requested, you may request a formal hearing concerning the objection. Policies and procedures governing the hearing process will be specified by the vice chancellor for academic affairs.

**Release to IPFW Faculty and Staff** Your records are available to members of the faculty and staff who have a legitimate need for them, as determined by the administrator of the office responsible for maintenance of the record.

**Release to Others** Except as specified below, your records will be released only upon completion of a consent form or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law, and a record of the release will be maintained.

Records about you will be released to your parents without your consent if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher; to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

**Retention of Records** IPFW reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.



# 27. IPFW Code of Student Rights, Responsibilities, and Conduct

## Part I: Student Rights and Responsibilities

**Preamble** IPFW regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of IPFW's mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons.

In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws, and IPFW rules. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community

### A. Individual Rights and Responsibilities as Citizens

1. Students retain all of their citizenship rights when enrolled at IPFW.
2. Students who violate civil law may incur penalties prescribed by civil authorities. Only where IPFW's interests as an academic community are distinct from those of the general community should the special authority of IPFW be asserted.
3. Nondiscrimination. IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchanges of ideas, and enriches campus life.

IPFW views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue University's Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam-era veterans through its affirmative action program.

4. Antiharassment - It is the policy of IPFW to maintain the campus as a place of work and study for faculty, staff, and students free from all forms of harassment. In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. [See Antiharassment Policy.] This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation.

### B. Individual Rights and Responsibilities as Students

1. Degree-seeking students have the responsibility for selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for degrees. IPFW will provide advisors to assist students in academic planning, but

students are responsible for being knowledgeable about all academic requirements that must be met before a degree is granted.

2. Students have the right to receive accurately and plainly stated information that enables them to understand clearly:
  - a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within IPFW,
  - b. the graduation requirements for specific curricula and majors, and
  - c. the course objectives, requirements, and grading policies set by individual instructors for their courses.
3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class.
4. Students' course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their instructors. Students who feel that any course grade has been based upon criteria other than academic performance have the right to appeal through the IPFW grade appeals system. [See IPFW Academic Regulations-Grade Appeals.]
5. Students have the right to obtain a clear statement of basic rights, obligations, and responsibilities concerning both academic and personal conduct.
6. Students have the right to participate in the formulation of IPFW policies that directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.
7. Students have the privacy rights specified in the IPFW policy on the release of student information. [See IPFW Academic Regulations-Release of Student Information.]

**C. Rights and Responsibilities as Participants in Student Groups, Student Organizations, and Campus Activities**

1. Students have the right to form, join, and participate in groups or organizations that promote the common interests of students, including but not limited to groups or organizations that are organized for academic, professional, religious, social, economic, political, recreational, or cultural purposes.
2. Any group of students may petition to become a recognized IPFW student organization in accordance with the established guidelines. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.
3. Any student group recognized as an IPFW student organization shall be entitled to the use of available campus facilities in conformity with regulations. [See IPFW Regulations Governing the Use and Assignments of University Facilities at the Fort Wayne Campus.] Recognition shall not imply IPFW endorsement of group goals and activities.
4. Any recognized IPFW student organization or any group of students able to secure sponsorship by a recognized student organization and to demonstrate financial responsibility has the right to present speakers of its choice to address members of the IPFW community using appropriate campus facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the campus and the safety of persons or property.
5. Freedom of assembly shall be guaranteed to all members of the IPFW community. Such assemblies shall be consistent with IPFW regulations regarding the time, place, and manner of such assemblies.
6. A student, student group, or student organization has the right to distribute written material on campus without prior approval providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with IPFW activities.
7. Students who publish student publications under IPFW auspices have the right to be free of unlawful censorship. At the same time, students who publish such publications must observe the recognized canons of responsible journalism such as the Sigma Delta Chi Code of Ethics and avoid libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of

harassment and innuendo. Editors and managers of The Communicator may not be arbitrarily suspended or removed from their positions because of student, faculty, administrative, or public disapproval of their editorial policies or publications. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the Board of Directors. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of IPFW or of the student body.

**D. Summary of Rights and Responsibilities**

1. This statement of Student Rights and Responsibilities is a reaffirmation by the entire IPFW community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student's freedom to learn set forth in the foregoing articles, are essential to the proper operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, rules, and regulations of IPFW, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the State of Indiana.

Whenever a student or a group of students claims that these rights have been violated and that the student or group of students has been or will be adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to an appropriate body of the campus appeals system. In case of grade appeals, the individuals and committees designated in the IPFW grade appeals system shall have final authority. In all other cases, the Campus Appeals Board shall submit recommendations to the chancellor of IPFW. If necessary, the chancellor of IPFW may present such recommendations to the university president and Board of Trustees for their consideration. If the student has a question as to whether grade appeals procedures or student complaint procedures (Part V) shall be used to resolve a complaint, the dean of students shall decide which procedures shall be used after consulting with the unit head of the faculty or staff member with whom the student or group of students has the complaint. Once the appropriate process is identified, the dean of students will explain the timelines associated with that process.

2. The enumeration of these rights and responsibilities shall not be construed to deny or disparage others retained by the student. Nothing contained in this bill shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of IPFW.

**E. Amendment of Rights and Responsibilities**

Proposed amendments of these rights and responsibilities may be initiated by the Indiana-Purdue Student Government Association, Fort Wayne Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association, Fort Wayne Senate, and Community Advisory Council for consideration and recommendation before adoption by the Board of Trustees. In the event the Board of Trustees adopts an amendment not approved by the Indiana-Purdue Student Government Association and Fort Wayne Senate, either the Indiana-Purdue Student Government Association or Fort Wayne Senate may withdraw its endorsement of the rights and responsibilities in whole or in part.

**F. Definitions**

1. An IPFW activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of IPFW or with which IPFW has any official connection, whether taking place on or off campus. Included within this definition without limitation are IPFW cooperative education programs, internships, practicums, field experiences, and athletic or other intercollegiate activities.
2. IPFW property means property owned, controlled, used, or occupied by IPFW

## **Part II: Student Conduct Subject to Disciplinary Action**

**Preamble** Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of IPFW. Students are expected to exercise their freedom to learn with responsibility and to

respect the general conditions that maintain such freedom. IPFW has developed the following general regulations concerning student conduct that safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may discipline a student for academic or personal misconduct for the following actions:

**A. Academic Misconduct**

1. Cheating-intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.
2. Fabrication-intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating academic dishonesty-intentionally or knowingly helping or attempting to help another in committing dishonest acts.
4. Plagiarism-the adoption or reproduction of ideas or statements of another person as one's own without acknowledgment.

**B. Personal Misconduct** IPFW may discipline a student for the following acts of personal misconduct that occur on campus property or in connection with an IPFW activity:

1. Dishonest conduct, including but not limited to false accusation of misconduct; forgery, alteration, or misuse of any IPFW document, record or identification; and giving to an IPFW official information known to be false.
2. Release of access codes for IPFW computer systems to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.
3. Lewd or indecent conduct, or obscene conduct, or obscene expression as defined by law.
4. Disorderly or disruptive conduct that interferes with teaching, research, administration, or other IPFW or IPFW-authorized activity.
5. Failure to comply with the directions of authorized IPFW officials in the performance of their duties, including failure to identify oneself when requested to do so, and violation of the terms of a disciplinary action.
6. Unauthorized entry, use, or occupancy of campus facilities; refusal to vacate a campus facility when directed to do so by an authorized official of IPFW.
7. Unauthorized taking or possession of IPFW property or services; unauthorized taking or possession of the property or services of others.
8. Intentional action or reckless disregard that results in damage to or destruction of IPFW property or of property belonging to others.
9. Possession of firearms or other weapons; possession or display of any firearm except as authorized by the IPFW police; and intentional possession of a dangerous article or substance as a potential weapon, or of any article or explosive calculated to injure or discomfort any person. Public law enforcement officials who are required by their departments to carry their firearms at all times must register with the IPFW police.
10. Acting with violence; and aiding, encouraging, or participating in a riot.
11. Harassment, as defined by the IPFW Antiharassment Policy.
12. Hazing, defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
13. Physical abuse of any person or conduct that threatens or endangers the health or safety of another person.
14. Verbal behavior that involves an expressed or implied threat to interfere unlawfully with an individual's personal safety, or personally abusive language ("fighting words") inherently likely to provoke a violent reaction in a face-to-face situation.
15. Possession, consumption, distribution, or sale of alcoholic beverages as defined by state law, on campus except as expressly permitted by the Internal Operating Procedures for the Possession, Consumption, Distribution, and Sale of Alcoholic Beverages on the Fort Wayne Campus.
16. Use, possession, manufacture, processing, distribution, or sale of any drug or controlled substance except as expressly permitted by law. The term "controlled substance" is defined in Indiana, and

includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.

17. Violations of other published IPFW regulations, policies, or rules.
18. Violation of any IPFW rule governing student organizations, or the use of IPFW property (including the time, place, and manner of meetings or demonstrations on IPFW property), or of any other IPFW rule that is reasonably related to the orderly operation of IPFW.
19. Obstruction or disruption of any IPFW activity or inciting, aiding, or encouraging other persons to engage in such conduct. Obstruction or disruption means any unlawful or objectionable acts or conduct: (1) that seriously threaten the ability of IPFW to maintain its facilities available for performance of its educational activities, or (2) that are in violation of the reasonable rules and standards of IPFW designed to protect the academic community from unlawful conduct, or (3) that present a serious threat to person or property of the academic community. Such phrase shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by IPFW; using or occupying any such buildings or grounds in violation of lawful rules or regulations of IPFW, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of IPFW or the property of others, within such buildings and grounds.

#### C. Other Student Conduct Issues

1. Demonstrations. Any individual or group activity or conduct, apparently intended to call attention to the participants' point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Part II-A or B will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.
2. Misconduct Subject to Other Penalties. As provided in Chapter 273 of the 1969 Acts of the Indiana General Assembly, misconduct that constitutes a violation of these rules and regulations may be punished after determination of guilt by the procedures herein provided without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.
3. Personal Conduct Not on IPFW Property. IPFW may discipline a student for acts of personal misconduct that are not committed on campus property or in connection with an IPFW activity if the acts distinctly and adversely affect the security of the campus community or the integrity of the educational process.
4. Status During Disciplinary Proceedings. Except where summary action is taken as provided in Part III-C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any disciplinary penalty shall be a date established by the final adjudicating body (dean of students or the Campus Appeals Board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.

## Part III: Student Disciplinary Procedures and Campus Appeals Board

**Preamble** IPFW procedures for imposing academic and disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness. Except as provided in Part IV, the procedures hereby established shall be followed in all cases in which IPFW institutes disciplinary proceedings against students for violations of rules of student conduct set forth in Part II.

#### A. Disciplinary Procedures for Academic Misconduct

1. When a student commits an act of academic misconduct that is not related to a course in which the student is enrolled, the dean of students has the authority to initiate academic misconduct proceedings against the student after consulting with the dean or director of the college, school, or division in which the student is enrolled. The proceedings are governed by the same procedures that apply to acts of personal misconduct (Part III-B-1).
  2. When a student in a course commits an act of academic misconduct related to that particular course, the instructor who is teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with the established procedures (Part III-A-2a).
    - a. An instructor who has information that a student enrolled in a course being conducted by the instructor has committed an act of academic misconduct related to that course is required to hold an informal conference with the student concerning the matter within 10 class days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and the information upon which the allegation is based.
    - b. If the instructor concludes that the student did commit the act of misconduct as alleged, the instructor is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct may include, but is not limited to, any of the following:
      1. The student may be given a lower grade than the student would otherwise have received or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.
      2. The student may be required to repeat the assignment, complete some additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.
      3. The student may be given a lower grade than the student would otherwise have received or a failing grade for the course.
    - c. After imposing an academic sanction, the instructor is required to report the matter and action taken within 10 class days in writing to the student, the chair of the student's department, the dean or director of the student's college, school, or division, and the dean of students.
    - d. If the student's course grade is affected by the sanction, the student has the right to appeal the academic sanction imposed by an instructor through the IPFW grade appeals system. [See IPFW Academic Regulations-Grade Appeals.]
    - e. A student may not be placed on disciplinary probation or suspended or expelled from IPFW or a school or division within IPFW because of an act of academic misconduct unless the dean of students concludes that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct.
    - f. If the dean of students concludes that additional disciplinary action is warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III-B-1).
- B. Disciplinary Procedures for Personal Misconduct** Any member of the IPFW community may initiate a complaint with the dean of students. Disciplinary proceedings are those proceedings initiated by the issuance of a notice of charges and are governed by the following procedures. Disciplinary proceedings for an act of personal misconduct that is committed simultaneously with an act of academic misconduct are also governed by the following procedures unless the dean of students and the faculty member involved agree otherwise.
1. Notice of Charges
    - a. A disciplinary proceeding is initiated by the dean of students by sending a notice to the student who is the subject of the complaint. If disciplinary proceedings are initiated against a student under the age of 18, the dean is required to make reasonable efforts to assure that the parent(s) or, when appropriate, the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.
    - b. The notice shall be sent by certified mail to the student's address as it appears in the official records of IPFW or shall be delivered personally to the student. The notice shall quote the rule claimed to have been violated and shall fairly inform the student of the

reported circumstances of the alleged misconduct. The notice shall require the student to appear in the office of the dean of students at a time and on a date specified (which ordinarily will not be earlier than three class days after the mailing of the notice) to discuss the alleged violations. A copy of these regulations shall accompany each notice of charges.

- c. The notice shall inform the student of the following:
  1. The offense the student is alleged to have committed by citing the relevant section of these regulations;
  2. The date, time, and place of the alleged offense, and other relevant circumstances;
  3. The date, time, and place of the informal hearing to discuss the alleged violation;
  4. That the student may have an advisor or other counsel present during the hearing; that an advisor or counsel is limited to the role of advising the student; and that an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing;
  5. That the student neither answer questions and that a choice to remain silent will not be taken as an admission of guilt, nor shall it be detrimental to the student's position;
  6. That, if the student fails to appear for the hearing, the dean of students may (a) reschedule the conference; (b) dismiss the charges; or (c) if the dean of students reasonably believes the failure to appear to be inexcusable, impose any of the prescribed disciplinary penalties.

## 2. Informal Hearing

- a. When the student appears as required, the dean of students shall inform the student as fully as possible of the facts concerning the alleged misconduct and of the procedures that follow. The student may, but need not, make responses and explanations.
- b. If, after discussion and such further investigation as may be necessary, the dean of students determines that the violation alleged is not supported by the evidence, the dean of students shall dismiss the accusation and notify the student.
- c. If, after discussion, or if the student fails to appear, and if the dean of students believes that the violation occurred as alleged, the dean of students shall so notify the student and shall propose a disciplinary sanction by means of a written notice. The student, by such notice, shall be offered the choice of either consenting to the determination and proposed penalty or of requesting a hearing before the Campus Appeals Board. Should a student desire a hearing before the Appeals Board, the request shall be made in writing and delivered to the office of the dean of students no later than seven class days after the mailing of the notice.
- d. If no written choice is received by the dean of students within the time specified, no further hearing shall be held, the disciplinary sanction proposed by the dean of students shall be imposed, and the action shall be considered final.
- e. Both the student and the student's accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

## 3. Disciplinary Sanctions. The dean of students is authorized to impose any one or a combination of the following sanctions for acts of personal misconduct:

- a. Reprimand and Warning. A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.
- b. Disciplinary Probation. A student may be placed on disciplinary probation for a specified period under conditions specified in writing by the dean of students, with a warning that any violation of the conditions or any further acts of misconduct may result in additional disciplinary sanctions, including suspension or expulsion from IPFW. As a condition of probation, the student may be required to participate in a specific program, such as an

alcohol education program, or to provide a specific service, such as the repair or restoration of any property damaged or taken by the student.

- c. Restitution. A student may be required to pay the cost for the replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion.
- d. Participation in a Specific Program. A student may be required to participate in a specific program, such as an alcohol-education program. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion.
- e. Provision of a Specific Service. A student may be required to provide a specific service, such as the repair or restoration of any property damaged or taken by the student. If the student fails to provide the service as directed, the student may be subjected to additional sanctions, including suspension or expulsion.
- f. Suspension. A student may be suspended from classes and future enrollment and excluded from participation in all aspects of campus life for a specified period of time.
- g. Expulsion. A student may be dismissed from IPFW. The student may, after two years, petition for readmission to IPFW.

### C. Campus Appeals Board

1. Composition. The Campus Appeals Board shall consist of nine members selected in the following manner: Four students appointed by the president of Indiana-Purdue Student Government Association subject to confirmation by the Student Senate; three faculty members elected by the Fort Wayne Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From such panels of members and alternates, the chair shall designate a hearing panel consisting of a minimum of five members including at least two students.
2. Terms of Office. The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the Campus Appeals Board within the time specified, or to fill any vacancy on the panel of alternates within five days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute a Campus Appeals Board.
3. Hearings
  - a. The Campus Appeals Board may hear the following types of appeals from students: appeals of disciplinary findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; appeals of Student Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights. Students who wish to request a hearing before the Campus Appeals Board shall submit a written request to the dean of students who shall in turn contact the chair of the board. Before hearing the details of a case in which a faculty/staff decision or action is claimed to violate established rights, the designated hearing panel shall decide by majority vote whether there is a basis to grant the request for hearing. The basis for a decision to grant a request for hearing include (but are not limited to) a finding that: 1) improper procedures have been followed at earlier steps of the appeals process; 2) new information is present; or 3) the faculty or staff member has declined to accept the recommendation of the unit head or the head of the next highest administrative level. If a request for a hearing is granted, the chair of the board will make arrangements for the hearing by phone or e-mail. The student and all other parties shall be notified of the arrangements for the hearing.



- b. In all cases where an appeal is heard, the chair shall inform the parties to the appeal, in writing, of the following:
1. The violation alleged to have been committed, by citing the relevant section of these regulations;
  2. The date, time, and place of the alleged violation, and other relevant circumstances of the complaint, including a summary of the evidence upon which the charges are based;
  3. The date, time, and place of the hearing, which shall not be earlier than 10 class days after the date of the notice except by agreement of parties to the complaint;
  4. That the parties must prepare a list of the persons that may be presented as witnesses and/or whose statements may be offered as evidence at the hearing for distribution to the parties and submit that list to the chair no later than five class days before the hearing, excluding Saturdays, Sundays, and holidays;
  5. That the student is required to be present at the hearing and is entitled to present witnesses and to cross-examine witnesses who appear unless the Campus Appeals Board decides to proceed in the absence of the student because of extraordinary circumstances such as a student's refusal or inability to attend;
  6. That the student is entitled to be represented at the hearing by counsel or an advisor of his or her choice at his or her own expense, but that the student is still required to be present even if represented by counsel or an advisor; and that an advisor or counsel may not participate in presenting the case, questioning witnesses, or making statements during the hearings;
  7. That IPFW may be represented by legal counsel if it so elects, whose sole function shall be to advise the Appeals Board; and that counsel may not participate in presenting the case, questioning witnesses, making statements during the hearing, or be involved in the Board's determination of the appeal;
  8. That the hearing will be closed to the public, unless both parties to the appeal request an open hearing. The chair of the Campus Appeals Board shall make arrangements satisfactory to the Campus Appeals Board to accommodate observers if a hearing is to be public, and the Campus Appeals Board's choice of the place and determination of the number of observers that can be conveniently accommodated are final;
  9. That failure to appear at the hearing will be action for which the student forfeits the right of appeal if the Campus Appeals Board, upon diligent inquiry, finds such failure to be inexcusable;
  10. That the decision of the Campus Appeals Board shall be based solely upon matters introduced at the hearing and must be based upon a preponderance of evidence;
  11. That within 10 class days after the conclusion of the hearing, the chair of the Campus Appeals Board shall render a written decision and include a brief explanation of the decision and set forth the findings of fact upon which the decision is made. The chair shall promptly furnish copies of the decision to the student and to others with a need to know as determined by the Board. In the case of appeals concerning disciplinary findings and sanctions for alleged sexual assaults, both the appealing student and the student's accuser shall be informed of the outcome of the appeals proceedings.

Additional information to be provided in writing to the parties to the appeal is dependent upon the type of appeal to be heard.

- c. Students who are appealing a dean of students' disciplinary finding and sanction shall additionally be informed:

1. That the student need not answer questions during the hearing, and that a choice to remain silent will not be taken as an admission of guilt, nor shall it be detrimental to the student's position;
  2. Of the sanctions that may be imposed by the Campus Appeals Board;
  3. That the Campus Appeals Board shall make a finding whether the student has committed the violation(s) as charged and shall either reverse the decision of the dean of students and acquit the student, affirm the finding of the dean of students and the disciplinary sanction imposed, or affirm the finding of the dean of students but in cases where a proposed disciplinary sanction is believed to be inappropriate to the misconduct, reduce or increase the severity of the sanction;
  4. That the decision of the Campus Appeals Board is final and not subject to further appeal.
- d. Students who are appealing a dean of students finding and sanction against a student organization shall additionally be informed: (1) That the Campus Appeals Board shall have jurisdiction to hear and shall be required to hear any appeal from a student organization that the dean of students has refused to recognize, has suspended for a period of time, or from which recognition has been withdrawn. In such cases, the Campus Appeals Board shall have the authority to reverse the finding of the dean and restore the student organization to its original status, or to affirm the finding and penalty imposed by the dean, or to reduce or increase the severity of the disciplinary penalty. The action of the Campus Appeals Board shall be final.
  - e. Students who are appealing Student Judicial Court rulings shall additionally be informed: (1) That the Campus Appeals Board shall have discretionary jurisdiction to hear appeals from the student government association. In such cases, it may affirm or reverse a decision, and its action shall be final.
  - f. Students who are appealing faculty/staff actions or decisions claimed to violate rights established under Part I of the Code, the Americans with Disabilities Act, Ethical Guidelines for Computer Users, or HIV/AIDS Guidelines shall additionally be informed: (1) That the Campus Appeals Board shall have the authority to convey recommendations to the chancellor of IPFW, whose decision is final.
- D. **Summary Action** Summary disciplinary action by way of temporary suspension and exclusion from IPFW property may be taken against a student charged with misconduct without the issuance of a notice of charges and without the procedures prescribed in Part III-B on the following conditions: Summary action shall be taken only by the chancellor or the chancellor's designee, and only after the student shall have been given an opportunity to be heard if such procedure is practical and feasible under the circumstances. Summary action shall be taken only if the chancellor or the chancellor's designee is satisfied that the continued presence of the student on IPFW property threatens harm to the student or to any other persons or to the property of IPFW or of others. Whenever summary action is taken under this provision, the procedures provided for in Part III-B for hearing and appeal shall be expedited so far as possible in order to shorten the period of summary action.
- E. **Time Limitations** Time limitations specified in the preceding sections of this code may be extended by either the dean of students or the Campus Appeals Board for a reasonable period if an extension is justified by good cause under the totality of the circumstances. The documentation for extending the time limitations must be provided to the student.

## Part IV: Policy on Students with Mental Disorders

**Preamble** Incidents of alleged student misconduct normally will be adjudicated in accordance with the provisions of the preceding regulations. If, however, the available evidence indicates that the student may be suffering from a mental disorder (as defined by the current edition of the American Psychiatric Association Diagnostic and Statistical Manual), and if the student's behavior poses a significant danger of causing harm to self, other persons, or property, or substantially disrupts the normal activities of IPFW, the student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from IPFW.

#### **A. Review and Hearing Procedures**

1. The dean of students shall determine in each individual case whether it shall be handled through this policy or through other student disciplinary procedures.
2. A student may be requested in writing and/or orally (depending upon the urgency of the situation) to attend an informal meeting with the dean of students and an IPFW counselor for the purpose of determining the seriousness of the student's condition and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for IPFW concern. Parents, spouses, or other appropriate persons (i.e., faculty, counselors, psychologists, etc.) may be contacted either by the student or by IPFW for information and may, with the consent of the student, participate in the informal meeting. At the meeting the reasons for IPFW's concern regarding the student will be clearly stated, and the student will be given an opportunity to respond to these concerns. If after the meeting the student is found not to have a serious mental disorder, the student will be so informed in writing and allowed to continue as a student.
3. If, after the informal meeting, the dean of students and the IPFW counselor decide that the student should withdraw from IPFW and be permitted to re-enter IPFW only with their approval, the student shall be informed of such decision and the reasons therefore. The student will receive a written notice of the decision and reasons within 10 class days after the informal hearing. If the student agrees to voluntarily withdraw from IPFW on such conditions, regular withdrawal procedures will be followed. However, the student may be permitted to withdraw voluntarily without grades if in the judgment of the dean of students and the IPFW counselor the circumstances warrant such action.
4. If the student refuses to accept the decision of withdrawal reached by the dean of students and the IPFW counselor and refuses to withdraw from IPFW voluntarily, the student shall notify the dean of students of such refusal. The student may then appeal the withdrawal decision to a committee appointed by the chancellor of IPFW, consisting of a faculty member, a student, and an IPFW administrator, other than a member of the staff of the dean of students. The committee shall hear the entire matter again after notice to the student and the dean of students. The issues to be determined by the committee shall be (1) whether the student has a serious mental disorder, and (2) if so, whether the student should be involuntarily withdrawn from IPFW. The student and the dean of students and the IPFW counselor may attend the hearing and present evidence and question witnesses. They may be represented by counsel. The committee may, at its discretion, authorize an independent evaluation of the student by a licensed psychologist or psychiatrist at IPFW's expense. The committee shall make a written report containing its findings and conclusions within 10 class days after the hearing. Copies of the report shall be furnished to the student, the dean of students, and the chancellor of IPFW. The decision of the committee shall be binding upon the student and IPFW.

## **Part V: Student Complaint Procedures**

Students having complaints concerning actions or decisions which are claimed to violate rights established under Part I of the Code, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, Ethical Guidelines for Computer Users, or HIV/AIDS Guidelines, must first seek to resolve their complaints with the faculty or staff members responsible for the actions or decisions claimed to violate their rights. For a complaint to receive consideration under these procedures, the student must first make a reasonable effort to resolve the complaints informally with the responsible faculty/staff member. The effort to resolve the complaint informally with the responsible faculty/staff member must be initiated by the student in a documented manner no later than the fourth week of the fall or spring semester immediately following the session in which the action or decision which is the basis for the complaint occurred. The documentation only needs to be dated and indicate that the student has made a good faith effort at initiating the conversation with the responsible faculty/staff member. If the complaint is not resolved informally between the student and the responsible faculty or staff member, the student may pursue the complaint informally with the faculty or staff member's unit head who shall investigate, mediate, and suggest a resolution. Good-faith efforts will ensure the timely handling of such complaints. For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 30 calendar days of conclusion of the

previous step. In addition, it is expected that each step in the process will be concluded within 30 days of initiation. If the complaint remains unresolved after the unit head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level who shall investigate, mediate, and suggest a resolution. Only after all such remedies have been exhausted may the students request a hearing before the Campus Appeals Board. To request a hearing before the Campus Appeals Board, the student must file a formal complaint with the dean of students. The formal complaint must describe the action or decision claimed to violate established rights, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean of students shall direct properly received complaints to the chair of the Campus Appeal Board. The Campus Appeals Board shall have the authority and duty to reach findings and to convey recommendations to the chancellor of IPFW.

## Part VI: Authority, Application, and Amendments

- A. **Authority** As provided in the Indiana University-Purdue University Fort Wayne Management and Academic Mission Agreement, "Purdue University shall be responsible for all policies related to student matters. IPFW student rights, responsibilities, and standards of conduct will be established by campus administrators in consultation with the student and faculty government organizations and with the IPFW Community Advisory Council and shall be consistent with the principles established by Purdue and Indiana universities."
- B. **Application** These regulations, as from time to time amended, shall apply to all undergraduate and graduate students with either Indiana University or Purdue University affiliation while enrolled at IPFW and shall be deemed a part of the terms and conditions of admission and enrollment at IPFW. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern. They shall be enforced by the chancellor of IPFW.
- C. **Amendments** These regulations, and any amendments hereto, shall take effect on a date prescribed by the Trustees of Purdue University and shall remain in effect until rescinded or modified by them. Amendments may be proposed at any time by the Indiana-Purdue Student Government Association, Fort Wayne Senate, IPFW administrative staff, Community Advisory Council, or by the Trustees of Purdue University.

## 28. IPFW Statement of Integrity

**Preamble** This statement of integrity articulates the overarching principles that inform IPFW policies, procedures, and conduct. Policies that reflect these principles exist in official university documents or will be developed if a need for additional policies is identified.

**Statement** We as a university community are committed to integrity and ethical conduct. We foster an environment that nurtures and supports the complementary concepts of freedom and responsibility. Paramount to our commitment is continued validation and support of the highest ethical standards of equity, fairness, and confidentiality. We respect differences and embrace diversity. We are committed to equitable treatment and mutual respect for all members of the IPFW community.

We respect both individual rights and the public interest. We encourage a learning environment in which open and free pursuit of knowledge takes place and individuals share their personal convictions without imposing them on others. Additionally, we embrace the ideal of freedom of expression for faculty, staff, and students in their academic work and as citizens of the university. The professional contributions of all individuals involved are fully and accurately acknowledged.

It is the responsibility of the entire IPFW community to honor the principles of ethics and academic integrity. Students and faculty have the right to expect their work to be assessed on its academic merit. All members of the IPFW community are expected to espouse academic honesty and every individual is responsible for upholding this expectation. Ethical and honest behavior is required in all actions that support IPFW's academic mission.

IPFW takes seriously its responsibility to the citizens of Indiana. All faculty, students, and staff of the university will be responsible stewards of the public trust.

Working with our community partners, we share knowledge and resources for reciprocal benefit and advancement. IPFW faculty and staff pledge to uphold the highest ethical standards while providing an education of the highest academic quality.

## 29. Ethical Guidelines for Student Computer Users at IPFW

(Reprinted from IPFW Faculty Senate Document SD91-5, revised Dec. 10, 2001)

The IPFW Code of Student Rights, Responsibilities, and Conduct (hereafter, the Code) sets forth general policies and procedures governing the use of university facilities by students. The purpose of these guidelines is to interpret these policies and procedures specifically for students using the university's computing facilities.

University computer resources are designed to be used in connection with legitimate, university-related purposes. The use of university computing resources to disseminate obscene, pornographic, or libelous materials; to threaten or harass others; or to otherwise to engage in activities forbidden by the Code is subject to disciplinary action as specified in the Code.

**Intellectual Property Rights and Responsibilities** Central to an understanding of the rights and responsibilities of student computer users is the notion of intellectual property. In brief, this concept holds that materials stored in electronic form are the property of one or more rightful owners. Like any other property, electronically stored information, whether data or programs, can be stolen, altered or destroyed, misappropriated, or plagiarized. Such inappropriate activities violate the Code and are subject to disciplinary action as set forth in the Code.

**Access Rights and Responsibilities** The use of lab, e-mail, Web, and other computing resources should be focused on facilitating individual or small-group interaction; other uses - for example, using computer resources to conduct a commercial enterprise or private business - constitute theft from the university subject to disciplinary action as specified in the Code. Similarly, the introduction of information that interferes with the access or information of others - for example, the introduction of programs of a type commonly called "viruses" or of nonacademic, network-game simulations - is subject to disciplinary action. E-mail should not be used for junk mailings.

Junk-mail, including chain mail, wastes system resources and the time of those who receive it. Neither should e-mail be used to forge a message so as to have it appear to come from another user. All such inappropriate uses of e-mail are subject to disciplinary action, including, but not limited to, loss of the e-mail account.

Certain university-controlled computing resources are openly available to all students on a first-come, first-served basis; access to other resources is limited - often only by means of posted notices - to students in certain disciplines or specified courses; access to still other resources is carefully controlled by such means as user IDs and passwords.

Students are responsible for adhering to the spirit and the letter of these access controls. Violations of access rights can be interpreted under the Code as theft of university services whether or not those services have been separately billed. Students are also responsible for ensuring the confidentiality of access rights under their control. For example, release of a password, whether intentional or inadvertent, invites misuse by others and may be subject to disciplinary action.

**General Rights and Responsibilities** Despite access controls imposed, system failures may occasionally make it possible for students to inappropriately read, use, copy, alter, or delete information stored electronically on a university computer system. Students are responsible for not exploiting such system failures and for reporting them to proper university personnel so that corrective steps can be taken.

The university strives to maintain a quiet, library-like environment in its computer labs in order that lab users can use their time productively and with minimal distractions. Proper use of computer resources follows the same standards of common sense and courtesy that govern the use of other public facilities. Improper use violates those standards by infringing upon others' ability to fulfill their responsibilities.

## Part 5 — Services

IPFW provides a wide variety of support services for its students. Information on some of the more widely used services is listed below. For a complete listing of services, please consult the *Student Handbook and Planner*. Included in this section are descriptions of:

Click on a link to be taken to the entry below.

- [1. Academic Counseling and Career Services](#)
- [2. Alumni Relations](#)
- [3. Athletics, Recreation, and Intramural Sports](#)
- [4. Bookstore](#)
- [5. Center for Women and Returning Adults](#)
- [6. Child Care](#)
- [7. Computer Resources](#)
- [8. Continuing Studies](#)
- [9. Dean of Students](#)
- [10. Disabilities, Services for Students with](#)
- [11. Diversity and Multicultural Affairs](#)
- [12. Emergency Health and Security Services](#)
- [13. Fees](#)
- [14. Financial Aid](#)

- [15. Health and Wellness Clinic](#)
- [16. Housing Assistance](#)
- [17. International Student Services](#)
- [18. Library Services](#)
- [19. Personal Counseling Services](#)
- [20. Police and Safety](#)
- [21. Registration](#)
- [22. Student Handbook and Planner](#)
- [23. Student Life and Organizations](#)
- [24. Transcripts](#)
- [25. Veterans Services](#)
- [26. Voter Registration](#)
- [27. Writing Center](#)

IPFW's Regulations and Policies for Graduate Students; Code of Student Rights, Responsibilities, and Conduct; and Ethical Guidelines for Student Computer Users appear in Part 4.

IPFW's Undergraduate Academic Regulations appear in the *IPFW Undergraduate Bulletin*.

## 1. Academic Counseling and Career Services (ACCS)

Much like your undergraduate experience, having a strong, mutually respectful relationship with your graduate faculty advisor will assist you in reaching academic goals. This relationship will help you sequence classes appropriately, meet university deadlines, expedite issues of institutional regulations and assist with career goals. It is also your most important source of referral to other services.

Academic Counseling and Career Services (Kettler 109, 260-481-6595), while not providing advising services for graduate students, does provide career support for all IPFW students. Services include counseling and career information; inventories and assessment; a resource library; employer referral; and résumé, interview, and related job-search preparation. Your academic department may also house career information. Students entering graduate school should also contact Testing Services (Kettler 232, 260-481-6600) early to investigate the various tests required for post-graduate study and when the tests are administered.

## 2. Alumni Relations

More than 43,000 IPFW alumni represent the university worldwide. Eighty percent of IPFW alumni remain in Indiana, contributing to economic development of the state. The IPFW Alumni Association, headed by an 18-member board, oversees services and programs for all alumni. Services include scholarships for alumni children, stepchildren, and spouses; discounts for on-campus events; and bi-monthly alumni publications. Events include the annual fall Mastodon Roast, Homecoming pre-game party, Statehouse day, and many more. In addition, each college, school, and division has its own alumni council providing connections for alumni with professors, campus services, and a variety of events. IPFW Alumni Relations (Walb 125, 260-481-6807) assists in alumni development efforts, scholarship fundraising, and arranging services for alumni.

### 3. Athletics, Recreation, and Intramural Sports

Athletics, Recreation, and Intramural Sports (Gates Center 210, 260-481-6643) administers sports-related university activities and manages the Gates Sports Center. Contact the office for further information about programs and fees.

**Intercollegiate athletics** are open to all qualified students. IPFW competes in the National Collegiate Athletics Association (NCAA) Division I and is a member of the Mid-Continent Conference and the Midwest Intercollegiate Volleyball Association (MIVA). IPFW offers the following programs:

|                        |          |                         |          |
|------------------------|----------|-------------------------|----------|
| Basketball             | Baseball | Volleyball              | Golf     |
| Cross Country          | Soccer   | Tennis                  | Softball |
| Indoor Track (Women's) |          | Outdoor Track (Women's) |          |

Information about athletics participation is available from the Athletics, Recreation, and Intramural Sports and the admissions offices or go to [www.gomastodons.com](http://www.gomastodons.com).

**Intramural programs** are open to all eligible IPFW students, faculty, and staff and include the following sports: badminton, basketball, billiards, flag football, racquetball, table tennis, volleyball, and wallyball. Annual tournament events include a 5K run/walk event and a golf meet. Call 260-481-6617 for more details.

**Recreational and fitness programs** for individuals and groups make use of the extensive resources available at IPFW. Indoor facilities include a running track; aerobic and anaerobic conditioning equipment; and basketball, handball, racquetball, and volleyball courts. Outdoor facilities include a one-mile fitness trail; three-mile cross-country course; soccer, baseball, and softball fields; tennis courts; and a volleyball court. Aerobic exercise classes, Nautilus conditioning clinics, and fitness assessment programs are conducted throughout the year. Call 260-481-6617 for more details.

### 4. Bookstore

Follett's IPFW Bookstore has served the academic community at IPFW for more than 35 years, fulfilling students' needs from freshman classes to purchasing graduation apparel. Conveniently located in Kettler Hall (G10), the bookstore offers textbooks, general books, academically priced software, computer hardware, apparel, gifts, and more. In addition, the bookstore gives you the convenience of ordering your textbooks and other items online at [efollett.com](http://efollett.com). These items can be purchased for pick-up at the bookstore or shipped to your home. You can contact the bookstore at 260-483-6100 or by e-mail at [bookstor@ipfw.edu](mailto:bookstor@ipfw.edu).

### 5. Center for Women and Returning Adults

The Center for Women and Returning Adults (CWRA) serves as an advocate for women and nontraditional students by providing academic, financial, and personal assistance, while simultaneously familiarizing them with the network of services available on campus or in the community. The CWRA provides a continuum of services directed toward an extremely diverse subculture within the campus community. The nature of our services extends beyond the campus or student life spectrum into the life-planning arena that is specific to nontraditional students or individuals and family

members. Our involvement in child care, housing, financial, and domestic-abuse issues requires that our services be directed from the campus to the community. Special ongoing efforts designed to meet the needs of our subculture include STARS (Starting, Transfer, and Returning Students) orientations and Students With Families workshops and entertainment. In addition, the director of the Center for Women and Returning Adults oversees the Child Care Center and is the assistant dean of students.

## 6. Child Care

Child care and preschool are available on a part-time basis for children of IPFW students, faculty, and staff. The IPFW Child Care Center is at 4133 Hobson Road. Hours of operation during fall, winter, and spring are 7:45 a.m.-9 p.m. Mondays through Thursdays, and 7:45 a.m.- 5 p.m. Fridays. Summer hours are 7:15 a.m.-8 p.m. Mondays, Tuesdays, and Thursdays; 7:15 a.m.-5 p.m. Wednesdays; and closed Fridays. Evening care is based on sufficient enrollment. The center provides care for children ages 2-12 and a separate preschool for children ages 3-5. For registration or more information, contact the Child Care Center at 260-481-0111.

## 7. Computer Resources

IPFW's computing environment includes access to networked computers, and a variety of software, from word processing to discipline-specific applications.

**Student Accounts**-(includes e-mail, myIPFW, student-access labs) - Accounts for student computing resources are created upon the student's admission to IPFW. The student must complete an activation process before using the account, including sending or receiving e-mail. Student e-mail accounts are accessible from any student-access lab, e-mail quick station, or the Web. Student accounts remain active as long as the student is enrolled.

- *Web space*-Each student and official student organization receives 10 MB of Web space to be used in conjunction with university responsibilities.

**Computer Labs** -All student-access computer labs and computer-equipped classrooms are capable of accessing many software applications, student e-mail, and the Internet. The student-access computer labs are in Kettler Hall 204A, 217; Neff Hall B71, B73 (a shared-use lab); Science Building G15; Helmke Library, and Walb Union 221. Besides these student-access labs, some colleges, schools, and departments provide their students with access to additional specialized labs. The sponsoring departments define their availability and hours.

**Getting Help**-For the most current campus computing information and software documentation, visit the IT Services Web site at [www.its.ipfw.edu](http://www.its.ipfw.edu). Additionally, documentation is available in each student-access lab. Student consultants are available in person or via phone to assist students during most open lab hours. Student consultants cannot do assignments for students but can answer general computing questions. In addition, IT Services provides consultants at the Help Desk in Kettler 206. Help Desk staff can answer questions about specific services and facilities available to students.

## 8. Continuing Studies

The IPFW Division of Continuing Studies provides lifelong learning opportunities through its credit programs and public courses for professional development and personal enrichment.

The division increases student access to internationally recognized Indiana University and Purdue University degrees by partnering with IPFW's academic departments to provide the alternative delivery of college credit courses. The division manages off-campus instruction (Auburn, Bluffton, Decatur, Huntington, Kendallville, and the IPFW Warsaw Center), distance learning delivery (TV, DVD, Internet, and teleconferencing), and the university's Weekend College program. In addition, the division administers the associate and bachelor's degrees in general studies (A.A.G.S. and B.G.S.) and offers special workshops for teachers that provide graduate credit applicable toward relicensure.

The Division of Continuing Studies also provides noncredit options, many of which yield continuing education units. These include public courses for personal and professional development and customized corporate training for regional businesses.



The division manages approximately 20,500 enrollments annually.

## 9. Dean of Students

The dean of students office (Walb 111, 260-481-6601) may be contacted regarding any problem you are experiencing. Either direct assistance or referral to the appropriate individual or office will be provided. In addition, the dean and assistant dean handle student conduct problems, advise students of their rights and responsibilities, provide assistance in pursuing grade appeals and student complaints, assist in processing late full withdrawal requests, and serve as an advocate for students and their issues. The dean also oversees the student government association, personal counseling services, Services for Students with Disabilities, and the Center for Women and Returning Adults.

## 10. Disabilities, Services for Students with

Services for Students with Disabilities (SSD) coordinates IPFW's programming for people with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Persons with qualifying disability conditions per these regulations are eligible for specialized academic support services and other assistance through SSD.

SSD provides free and appropriate aids and services, including reader and sign-language interpreter services, accommodated exam proctoring facilities, disability-specific career/academic/personal counseling, coordination of the use of accessible computer workstations across campus, and more. SSD also serves the campus community as advocate/consultant on disability-related issues.

IPFW does not provide personal attendant care or transportation services. Students must be able to attend to their personal care and needs or must arrange independently for such services if needed. Although a personal escort may be provided during times of inclement weather, students are responsible for their transportation to and from campus and between classes and other facilities. Students with disabilities are responsible for attending classes as required by the class instructor's attendance policy.

To request services on the basis of disability or to receive further information, call 260-481-6657 or visit the director of SSD in the Walb Student Union, Room 113.

## 11. Diversity and Multicultural Affairs

Diversity and Multicultural Affairs (Walb 118, 260-481-6608) provides academic support, academic and personal advising, and cultural and thematic programming for students of all cultural and ethnic backgrounds. It also provides general support services to first-generation and non-traditional college students.

Many activities are planned through student organizations that are open to all IPFW students. Such groups include the Association of Burmese Students, Bangladesh Students Association, Black Collegian Caucus, Diversequality, Equal Rights Education Network, Hispanos Unidos, Indo-Pak Student Association, International Student Organization, National Society of Black Engineers, and the United Native American Students.

**First-generation and Non-traditional College Student Support Services (Walb 118, 260-481- 6847)** Academic-success programs, academic and personal advising, and general support services are provided.

**African American Student Support Services (Walb 118, 260-481-6604)** Academic-success programs, cultural heritage activities, and academic and personal advising are provided. Many activities are planned in cooperation with the Black Collegian Caucus.

**Hispanic Student Support Services (Walb 118, 260-481-6847)** Individual academic and personal assistance, scholarship and internship information, and information regarding campus and community events are all available. Many programs are coordinated with Hispanos Unidos, which is open to all members of the campus community interested in Hispanic culture.

**Asian American Student Support Services (Walb 118, 260-481-6608)** Academic support, academic and personal advising, and cultural activities are available. Activities are coordinated with various Asian American student organizations.

**Native American Support Services (Walb 118, 260-481-6847)** Cultural heritage programs and academic and personal advising are provided. Many activities are planned in cooperation with United Native American Students.

## 12. Emergency Health and Security Services

For life-threatening emergencies, dial 911 from any university office telephone. Then notify university police by calling 260-481-6911. From campus access-only phones, dial university police directly (16911). University police will call for additional assistance.

For routine healthcare needs, you are expected to remain under your personal physician's care while attending IPFW.

Escort service to and/or from classes for safety reasons is available anytime by dialing 16900 from any campus telephone.

IPFW Police and Safety (Physical Plant 102, 260-481-6827) and its officers are empowered to enforce state and local laws, as well as campus traffic and conduct regulations, and provide 24-hour emergency services on campus. The department conducts continuous security patrols, furnishes disabled-vehicle assistance, and maintains lost-and-found articles. Students and staff are urged to report all suspicious activity or other hazards to the department. Crime prevention policy information, crime incidence, and arrest statistics are available from Police and Safety.

## 13. Fees

All fees are subject to change by action of the trustees. Fees for the 2006-07 school year are shown below:

**Course Fees** (may not apply to continuing education courses):

|                       |                     |
|-----------------------|---------------------|
| Graduate residents    | \$248.25 per credit |
| Graduate nonresidents | \$536.05 per credit |

Students who audit classes are assessed regular course fees.

**Other Fees.** The following fees are in addition to the course fees listed above.

|                              |                                  |
|------------------------------|----------------------------------|
| Admission application fee    | \$55                             |
| Re-admission application fee | \$100                            |
| Late registration fee        | \$8.50 per credit, \$100 maximum |

**Refunds.** Whenever enrollment for a specific class is insufficient, IPFW reserves the right to cancel the class and refund all fees assessed. Course withdrawals for all other classes will result in course fee refunds according to the schedule on the next page.

If you are receiving federal Title IV financial aid (Stafford, Pell, Perkins, SEOG) and you make a full withdrawal, a calculation will be made to determine the amount of unearned aid that you will be required to repay. Specific information about this calculation may be obtained at the Financial Aid office, 260-481-6820.

|  |  |  |                          |  |  |                             |
|--|--|--|--------------------------|--|--|-----------------------------|
|  |  |  | <b>Percent of Refund</b> |  |  | <b>Last Day to Withdraw</b> |
|--|--|--|--------------------------|--|--|-----------------------------|

| No. of Weeks | 100%     | 60%       | 40%        | 20%        | 0%         | At the end of: |
|--------------|----------|-----------|------------|------------|------------|----------------|
| 14,15,16     | Days 1-7 | Days 8-14 | Days 15-21 | Days 22-28 | Thereafter | 9th Week       |
| 12 or 13     | Days 1-7 | Days 8-14 | Days 15-21 | Days 22-28 | Thereafter | 7th Week       |
| 10 or 11     | Days 1-7 | Days 8-14 | Days 15-21 | Days 22-28 | Thereafter | 6th Week       |
| 9            | Days 1-7 | Days 8-14 | Days 15-21 | Days 22-28 | Thereafter | 5th Week       |
| 8            | Days 1-3 | Days 4-7  | Days 8-10  | Days 11-14 | Thereafter | 5th Week       |
| 7            | Days 1-3 | Days 4-7  | Days 8-10  | Days 11-14 | Thereafter | 4th Week       |
| 6            | Days 1-3 | Days 4-7  | Days 8-10  | Days 11-14 | Thereafter | 4th Week       |
| 5            | Days 1-3 | N/A       | Days 4-7   | N/A        | Thereafter | 3rd Week       |
| 4            | Days 1-3 | N/A       | Days 4-7   | N/A        | Thereafter | 3rd Week       |
| 3            | Days 1-3 | N/A       | Days 4-7   | N/A        | Thereafter | 2nd Week       |
| 2            | Days 1-2 | N/A       | Days 3-4   | N/A        | Thereafter | 1st Week       |
| 1            | Day 1    | N/A       | Day 2      | N/A        | Thereafter | 3rd Day        |
| Less than 1  | Day 1    | N/A       | N/A        | N/A        | Thereafter | Thereafter     |

Refunds are not transferable from one student to another. To qualify for a refund, your class withdrawal must be processed during the periods specified above. The refund schedule for off-campus credit classes offered through the Division of Continuing Studies may differ from the one above and appears in registration materials published by the Division of Continuing Studies.

## 14. Financial Aid

IPFW attempts to meet the demonstrated financial needs of all applicants. For graduate students, the IPFW Financial Aid office uses federal Stafford Loans, federal Work-Study, department assistantships and scholarships, and alternative loans through lenders based on several eligibility factors. Contact Financial Aid (Kettler 102B, 260-481-6820, TTY 260-481-6082) for specific information about eligibility requirements, application procedures, types of aid available, and regulations related to financial assistance. A free federal financial aid information brochure is available in the Financial Aid office, or you can access the same information on the Internet at <http://studentaid.ed.gov>.

For financial aid purposes, graduate students are considered to be full-time students when enrolled in at least 9 credits during a semester, or three-quarter-time students when enrolled in at least 6 credits during a semester, or half-time students when enrolled in at least 4.5 credits during a semester.

Most graduate financial aid programs at IPFW are based on the premise that you are responsible for paying the cost with consideration given to your financial circumstances. IPFW financial assistance is awarded to supplement the resources you potentially have available to cover educational costs. Your ability to contribute toward educational costs is determined by the Free Application for Federal Student Aid (FAFSA). You must complete the FAFSA each year.

To apply for federal assistance, the FAFSA must be completed and filed listing IPFW's school code (001828) as the college that you are planning to attend. The paper FAFSA form is available in the Financial Aid office. Online filing (preferred process) is available at FAFSA on the Web: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Information about specific financial aid processes and assistance with filling out the FAFSA are available in the Financial Aid office, the Financial Aid Web site at [www.ipfw.edu/financial](http://www.ipfw.edu/financial), or on the FAFSA Web site. It is recommended that the FAFSA be completed before March 1 each year to give the maximum time for processing your financial aid and to know what options are available for funding. Graduate scholarships, assistantships, and alternative loans require a separate application process from the FAFSA.

Most graduate scholarships and all assistantships at IPFW are offered through the specific program in which you are admitted. There are also free Web-based scholarship searches at [www.fastweb.com](http://www.fastweb.com) or [www.finaid.org](http://www.finaid.org). Alternative loans require an application to be completed with a specific lender; a credit check is part of the application process. Paper alternative loan applications are available in the Financial Aid office or by Web at [www.ipfw.edu/financial/finaid/types/loans.shtml](http://www.ipfw.edu/financial/finaid/types/loans.shtml).

Acceptance of financial aid through the student Web portal, <http://my.ipfw.edu>, by returning the Financial Aid Award Letter, or completing an alternative loan application authorizes the university to apply aid to your account when it is received. If you are not able to attend IPFW, then it is your responsibility to officially withdraw from classes whether you are receiving financial assistance or not.

If you have experienced a change in income or resources compared to the information reported on the FAFSA, then you should contact the Financial Aid office about requirements for filing a Special Conditions Appeal. Your eligibility for financial aid can also be impacted by the Satisfactory Academic Progress standards that are monitored for financial aid eligibility. These standards are based on two criteria: (1) the percent of credit hours completed successfully compared to the total credit hours attempted and (2) the cumulative grade-point average. Information brochures are available in the Financial Aid office and are also mailed with the first award letter sent to you.

**Federal Student Loan Ombudsman Office** The ombudsman (ombudsperson) is Debra Wiley. Her number is 877-557-2575 and the Web site is [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov).

## 15. Health and Wellness Clinic

The IPFW/Parkview Health and Wellness Clinic provides comprehensive health services to meet the medical and psychological needs of students, faculty, and staff at IPFW.

**Location** The clinic is conveniently located in Walb Union, Room 234, 260-481- 5748. Parking is available in the parking garage next to Gates Sports Center.

**Hours** The clinic is open from 8 a.m. to 5 p.m. Mondays through Thursdays and 8 a.m. to noon Fridays. Special hours, which will be posted, are in effect for holidays and semester breaks.

**Staff** The clinic is staffed with two nationally certified family nurse practitioners and a medical assistant. Our collaborating physician is Matt Barb, M.D.

**Appointments** Appointments are available for your convenience. We also see clients on a walk-in basis.

**Services Provided** Our master's prepared, nationally certified family nurse practitioners are able to:

*Assess/diagnose* healthcare problems, obtain medical histories, perform physical examinations, administer immunizations, and order and interpret diagnostic studies such as lab work and X-rays.

*Treat* both minor and acute illnesses as well as chronic health problems such as diabetes, and they provide confidential gynecological services. Nurse practitioners prescribe medication and consult with physicians and other healthcare providers as needed.

*Promote healthy living* through patient education and counseling.

**Allergy Injections** Allergy serum may be stored at the clinic. Allergy injections can be given between the hours of 8 a.m. to 4:30 p.m. Mondays through Thursdays and 8 to 11:30 a.m. Fridays.

**Counseling Services** Counseling services are provided by Donald F. Smith, Garrett L. Gilmer, and Shauna Summers. They are available to provide assessment, evaluation, and ongoing assistance with personal problems such as depression, stress, anxiety, relationship issues, and substance abuse. Please call 260-481-6601 to schedule an appointment.

**Health and Wellness Education** Health and wellness education offers screenings, assessments, consultations, workshops, classes, and resources to help individuals gain awareness and abilities for better total wellness. Weight management, heart-healthy living, sports performance, eating disorders, diabetic control, breaking the smoking habit, and stress management are just a taste of the possible learning areas. Registered dietitians and certified physical fitness instructors are available to help you be a better you.

**Health Fees** Our clinic is a fee-for-service health facility. Students at IPFW are NOT currently assessed a student health fee. We request payment at each visit by cash, check, or credit card.

Students enrolled in the university's health insurance will be charged their co-pay for a routine office visit. Due to the large number of health insurance plans carried by students, we are presently only able to bill for AETNA, Chickering, Signature Care, Anthem, M Plan, HTH, Encore, Humana/ChoiceCare, MegaLife, and Sagamore. We also carry Medicaid and Medicare. Please bring a copy of your insurance card for clinic appointments.

Upon checking out, an insurance-ready itemized statement will be provided so that you may submit it to your insurance company.

## 16. Housing Assistance

IPFW Student Housing (260-481-4180) provides apartment-style living for students at IPFW. The IPFW Student Housing community will let you enjoy the freedom of apartment life without sacrificing the convenience and comfort of on-campus living. Each apartment is furnished and has a fully equipped kitchen, including microwave, garbage disposal, and dishwasher. Private bedrooms are individually keyed for privacy, and each bedroom is set up with high-speed Internet and cable. Community amenities include a computer lab, fireside community lounge, fitness room, and 24-hour laundry facilities. Additional information is available from the Student Housing office or visit the Student Housing Web site at [www.IPFWstudenthousing.com](http://www.IPFWstudenthousing.com)

If IPFW Student Housing can not accommodate your needs as a student, there is additional housing assistance provided through the Student Life office (260-481-6609). Student Life provides information concerning various rental units and any student discounts available in the surrounding area. Students seeking roommates may submit their names for publication on a resource list, which is continually updated and disseminated upon request. Student Life does not review or approve other residential facilities or rental agreements; it simply serves as a clearinghouse for information that can be helpful in looking for alternative housing.

## 17. International Student Services

International Student Services (Kettler Hall 104, 260-481-6034) provides admission and related services for new and continuing IPFW international students. Other available services for IPFW students include academic program planning and personal counseling, assistance with credit transfer and evaluation, visas and related Immigration and Naturalization Service concerns, and orientation. The office also coordinates various campus and community ethnic and cultural celebrations, and serves as the advisor for the International Student's Organization.

## 18. Library Services

The Walter E. Helmke Library (260-481-6512) offers excellent collections and services for IPFW students. Most are available from the library's Web site: [www.lib.ipfw.edu](http://www.lib.ipfw.edu). Major services include:

- User assistance at all times the library is open (Ask at the Service Desk)
- In-depth research consulting
- Remote access to hundreds of library databases and catalogs
- An interactive self-guided tour, plus librarian-prepared tutorials and course-related guides
- IUCAT - the online catalog for IPFW and all the libraries of Indiana University
- Electronic course reserves, called ReservesEXpress
- A fast, efficient, and subsidized document delivery service

Collections include more than 25,000 electronic and/or paper periodical subscriptions and more than 500,000 books, bound periodicals, and U.S. government publications on deposit as well as university archives, microforms, and DVDs.

In addition to the student-access computer lab, the library building offers wireless network access in all areas and several group workstations with a full range of application software.

## 19. Personal Counseling Services

Short-term counseling is available to assist students with personal problems such as depression, anxiety, relationship issues, and substance abuse. These services are free of charge to IPFW students. When appropriate, referrals are made to community mental health agencies. Contact Personal Counseling Services in the Walb Student Union 111, 260-481-6601.

## 20. Police and Safety

**Campus Safety and Security Information** IPFW strives to provide a safe and secure environment for students, staff, and visitors. The safety report pamphlet details a variety of safety services, policies, and information available to students, staff, and visitors. To obtain a copy, contact Admissions, Police and Safety, or Human Resources. Police and Safety is staffed 24 hours per day. To view the report, go to [http://www.phyplt.ipfw.edu/POLICE/REPORTS/IPFW\\_POLICE\\_CURRENT\\_ANNUAL.pdf](http://www.phyplt.ipfw.edu/POLICE/REPORTS/IPFW_POLICE_CURRENT_ANNUAL.pdf). For additional information, go to: [www.phyplt.ipfw.edu/POLICE/Police.htm](http://www.phyplt.ipfw.edu/POLICE/Police.htm).

## Emergency Procedures

**First Aid**-In life-threatening emergencies call 911 from a campus telephone or notify the university police by calling 16911 from any campus telephone or any emergency telephone on campus.

**Escort Service** - Call 16900 to give your location and to request service.

**Fire Emergencies** - Fire alarm pullboxes are located in all campus buildings. If you suspect a fire emergency, pull a fire alarm at once. Whenever you hear this continuous horn sound, use the nearest exit to leave the building as quickly and safely as possible. Once outside, move away from the building. Don't use elevators during fire emergencies or when you are in an otherwise unoccupied building.

**Weather Emergencies** - Intermittent blasts of the alarm horn indicate a TORNADO WARNING is in effect (a tornado has been sighted nearby). Take shelter in one of the following areas until notified by university officials it's safe to leave:

- |      |  |
|------|--|
| (CM) | Classroom-Medical Building basement  |
| (ET) | Engineering, Technology, and Computer Science Building ground-floor corridor |
| (GC) | Gates Sports Center basement   |
| (KT) | Kettler Hall basement or ground floor of south and east wings                |
| (LB) | Helmke Library basement  |
| (LS) | Life Sciences Resource Center, ground floor                                  |
| (MB) | Instrumental Rehearsal Room  |

|        |   |
|--------|---|
| (NF)   | Neff Hall basement  |
| (PG-1) | Parking Garage Ramp B Gold  |
| (PG-2) | Parking Garage Lower-Level Interior Ramp                                    |
| (SB)   | Science Building ground floor corridor                                      |
| (VART) | Visual Arts Building ground floor restrooms or corridor                     |
| (WT)   | Williams Theatre to Visual Arts Building ground-floor restrooms or corridor |
| (WU)   | Walb Student Union ground-floor stair areas                                 |

If you are in the Physical Plant or Printing Services/Warehouse, go to the Classroom-Medical Building basement.

**Adverse Weather** - During the winter months, snow emergencies and snow recesses are occasionally unavoidable. During an adverse weather closing, classes are canceled, and only essential personnel are to report. If you suspect that an adverse weather closing has occurred, please monitor radio and television stations for announcements or call the IPFW Weather Line at 260-481-6050.

## Traffic Parking Rules Summary

**Authority** -These regulations are adopted pursuant to the authority conferred by the laws of the State of Indiana upon the Boards of Trustees of Indiana University and Purdue University.

The respective Boards of Trustees deem it necessary and desirable to make and enforce these regulations for the safety and welfare of students, staff, and visitors in protection of property and the safe operation of the IPFW campus.

University police are empowered to enforce state laws and campus regulations under the supervision of the vice chancellor for financial affairs.

**Definitions**-When used in these regulations, the following words and phrases have these meanings:

Parked vehicle: a motor vehicle with no licensed driver at the wheel.

Permit: a parking placard issued by Police and Safety or its designees.

Restricted hours: when classes are in session between 7 a.m. and 11 p.m. Mondays through Saturdays and 10 a.m. and 11 p.m. on Sundays. During restricted hours, you must display a valid permit to park in designated "A" (employee) or handicapped parking areas. Appropriate coins must be placed in meters during these hours.

Vehicle: any propelled device with two or more wheels. Visitor: a person who is neither a student nor a staff member, including people attending meetings or conferences.

## Permits

**Registration Procedures**-Vehicle registration is required on an annual basis on or before the first day of classes for faculty and staff wishing to park in an "A" lot or for anyone requiring a disabled-parking permit. All vehicles parked in these two areas without a permit will be ticketed. Staff and faculty parking permits must be obtained from Police and Safety in the Physical Plant building.

Registration permits issued for cars and trucks are to be attached to the rearview mirror post with the permit number visible from the vehicle front. Only a current permit should be displayed. The parking permit is for use only by the purchaser and is the property of IPFW.

## Parking Regulations

"A" parking lots shall be used during restricted hours only by motor vehicles with an "A" permit (designated by green lined spaces). Some, but not all, "A" lots change to open parking after 5 p.m. weekdays and 7 a.m. to 11 p.m. on weekends. (**Note: Not all "A" lots change to open parking**). Signs in each lot will indicate if and when the lot will change to open parking. Both parking garages have areas designated as "A" parking and metered short-term parking. All undesignated areas are considered open parking and no permit is required.

Special and temporary parking permits may be obtained from Police and Safety when extenuating circumstances exist. If you arrive on campus and realize you do not have your permit, you may pick up a temporary permit at Police and Safety.

Authorization to leave a vehicle on campus overnight must be obtained from Police and Safety. Unauthorized vehicles left on campus 72 hours will be considered abandoned and will be removed. An accumulation of unpaid fines or improper parking will also provide cause for towing at owner's expense. Dock parking is only for loading and unloading vehicles. People who need to use the dock for more than 15 minutes must obtain authorization from Police and Safety.

People operating motorcycles may park in a vehicle stall or on motorcycle pads. Vehicles shall be parked between painted stall lines or in front of bumper blocks that indicate individual parking space.

The Allen County Extension office's parking lot is for clients only, and not for use by the campus community.

## Traffic Regulations

Campus vehicle operators must:

- obey all state and local regulations, including signs, signals, markings, and other traffic-control devices.
- not maintain a speed of more than 20 m.p.h. unless otherwise posted. In parking lots, the maximum speed is 15 m.p.h. Parking is never permitted within 15 feet of a fire hydrant or in designated fire lanes. People parking on grass will be ticketed and held responsible for damages.

Pedestrians have the right of way in all crosswalks. If a pedestrian enters or is about to enter a marked crossing, approaching vehicles must stop while the pedestrian is in the crossing.

All traffic accidents that occur on campus must be reported immediately.

All bicycles must be parked in bicycle racks. Bicycles chained to trees or signs or taken inside buildings may be impounded.

Skateboard use on campus is prohibited. See Police and Safety for the rollerblading policy.

## Violations and Fines

|   |       |
|---|-------|
| Meter Violation                           | \$ 15 |
| Failure to display a permit in "A" lot    | \$ 25 |
| ("A" permit holder who forgot permit)     | \$ 5  |
| Improper Parking                          | \$ 25 |
| Moving Violation                          | \$ 60 |
| Handicapped Parking Only                  | \$100 |
| Fire Lane                                 | \$ 50 |
| Displaying lost/stolen/counterfeit permit | \$ 50 |

*There is a charge to replace a lost or stolen permit.*



Appeals Appeal forms are available at Police and Safety (in the Physical Plant). Campus tickets may be appealed to the Traffic Appeals Board, which consists of faculty, staff, and students. Board decisions are binding and final.

If a ticket recipient does not respond or pay the fine within five working days from the date of issuance, Police and Safety shall notify the recipient by mail that unless the ticket/fine is appealed in writing or is paid within 10 working days after the date of notice, the ticket recipient has forfeited any appeal privilege. An administrative encumbrance fee shall be added to each unpaid fine. No appeals will be accepted or considered by any university appellate body unless filed within the 15-day period.

Failure to satisfy delinquent fines may result in denial of future academic registration, denial of parking privileges, and/or removal of vehicle from campus at owner's expense.

## 21. Registration

The IPFW *Schedule of Classes* is published for each semester and is widely distributed on campus and published at the *Schedule of Classes* Web site, [https://oasisinfo.ipfw.edu/pls/prod/xhwschedule.p\\_selectsubject](https://oasisinfo.ipfw.edu/pls/prod/xhwschedule.p_selectsubject). The printed *Schedule of Classes* provides detailed current information about:

- course offerings
- registration days and times
- fees and refunds
- the semester/session calendar
- important deadlines
- final-examination schedules
- general policies and procedures

Before you meet with your advisor, you should carefully examine each edition of the Schedule of Classes and make a tentative selection of classes in which you wish to enroll.

**Enrollment Status.** Graduate students are considered to be full-time students when enrolled in 9 or more credits during a semester, and part-time students when enrolled in 8 or fewer credits during a semester.

**Enrollment Status Certification.** The registrar's office is the ONLY university office authorized to officially certify your enrollment status. All requests for enrollment certification should be directed to that office. Your enrollment status for a specific semester can be certified only AFTER classes for that semester have begun and will be reported only as of the date requested.

## 22. Student Handbook and Planner

A student handbook and planner is published each fall semester to inform students of the services, programs, and activities available at IPFW. It also contains important information on university policies and the Code of Student Rights, Responsibilities, and Conduct. The handbook is available at the Kettler Information Desk, the dean of students office (Walb 111), the bookstore, and other campus locations.

## 23. Student Life and Organizations

The Student Life office (Walb 115, 260-481-6609) promotes extracurricular and cocurricular events that complement and enhance each student's academic experience and personal development. Nearly 100 recognized student organizations serve a variety of special interests. Additional information is available in the *Student Handbook*, at the Student Life office, or online at [www.ipfw.edu/stulife](http://www.ipfw.edu/stulife).

## 24. Transcripts

If your record is not encumbered for any reasons described herein, you will (upon application to the Office of the Registrar and payment of any prescribed fee) be entitled to receive an official transcript of your complete record, including any major(s) and minor(s).

**NOTE:** The registrar's office is the ONLY university office authorized to issue official transcripts. All requests for these documents must be directed to that office.

## 25. Veterans Affairs

IPFW's Veterans' Affairs benefits official certifies benefits and provides educational support services for veterans of the U.S. military.

Veterans' benefits information and counseling for first-time, continuing, or transfer students is available from the VA benefits official in the registrar's office, Kettler Hall 107, 260-481-6126. If you are receiving veterans' benefits, certification of your enrollment status is required each semester and should be requested at the registrar's office.

## 26. Voter Registration Information

Recent changes in the 1998 re-authorization of the U.S. Higher Education Act require colleges and universities to make available voter registration forms to all enrolled students. Any student not registered to vote may obtain an Indiana Mail-In Voter Registration Application (VRG-7) form, which is available at various convenient locations throughout the Fort Wayne campus. Please visit the Office of the Registrar's Web site, [www.ipfw.edu/registrar](http://www.ipfw.edu/registrar), and click on "services" for more information.

The forms are available at the following locations:

Office of the Bursar-Kettler Hall  
Office of Financial Aid-Kettler Hall  
Office of the Registrar-Kettler Hall  
Office of the Dean of Students-Walb Union  
Multicultural Services-Walb Union  
Gates Sports Center  
Information Center-Kettler Hall Lobby  
Walb Student Union Information-Lobby  
All School Dean's Offices

To be eligible to vote in Indiana, you must:

- be a citizen of the United States
- be at least 18 years old on the day of the next general or municipal election
- have lived in your Indiana precinct for at least 30 days before the next election, and
- not currently be in prison after being convicted of a crime.

## 27. Writing Center

Every writer needs a reader. A series of visits to the Writing Center can help experienced and beginning writers as they work on assignments for any class.

Graduate students may visit the Writing Center at any stage in the writing process and can benefit in multiple ways from utilizing its services. In free, individual conferences, writing consultants can help students better understand their assignment; focus, organize, and develop ideas; revise drafts; cite sources; and consider language and style issues. While consultants cannot edit or proofread drafts, they will help students develop editing and proofreading strategies.

Students can sign up for appointments via TutorTrac, which can be found on the Writing Center's Web site: [www.ipfw.edu/casa/wc](http://www.ipfw.edu/casa/wc). For same-day appointments, call 260-481- 5740 or stop by Kettler G19 to see if there are any available openings.

The Writing Center also offers online consulting; more information about this service is available at <http://www.ipfw.edu/casa/wc/NavBarLinks/online.html>. The Writing Center is open Mondays through Fridays during fall and spring semesters, with limited Sunday hours. Summer hours are also available. Visit the Web site for the current schedule and other information, such as tips for making the most of an appointment and handouts on various topics, including composing strategies, organization, citation, and grammar.

In addition to consultations and online services, the Writing Center provides regular workshops for students and faculty about a variety of writing issues. Additionally, the Writing Center has several services for instructors, including consultations on assignment design; class orientations to introduce students to the Writing Center; workshops specifically designed for an instructor's class; and a newsletter.

Finally, the Writing Center offers computers that students may use to work on their writing and reference books about writing in any discipline. Hard copies of handouts are also available in the center.

## Part 6 — Directory

Click on a link to be taken to the entry below.

- Administration
- General and Staff Officers
- Academic Units
- Faculty and Administrative Staff

### Administration

**Martin C. Jischke**, President, Purdue University

**Michael A. McRobbie**, President, Indiana University

*Michael A. Wartell*, Chancellor, IPFW

**Joanne B. Lantz**, Chancellor Emerita, IPFW

### General and Staff Officers

**Walter J. Branson**, Vice Chancellor for Financial Affairs

**Susan B. Hannah**, Vice Chancellor for Academic Affairs

*Edna D. Neal*, Vice Chancellor for Student Affairs

*Jack C. Dahl*, Associate Vice Chancellor for Institutional Research

*Carl N. Drummond*, Associate Vice Chancellor for Research and External Support

**Steven T. Sarratore**, Associate Vice Chancellor for Academic Programs, Director of Graduate Studies

*Kathleen L. O'Connell*, Assistant Vice Chancellor for Faculty Affairs

**Mark A. Franke**, Associate Vice Chancellor for Enrollment Management

**Kenneth C. Christmon**, Associate Vice Chancellor for Diversity and Multicultural Affairs

**Linda L. Ruffolo**, Executive Director of Development

**Irene A. Walters**, Executive Director of University Relations and Communications

**Melissa J. McIntosh**, Equal Opportunity Affirmative Action Officer

**Patrick A. McLaughlin**, Registrar

**Deborah M. Conklin**, Executive Director of the Division of Continuing Studies

## Academic Units

### College of Arts and Sciences

**Administration** L. Balthaser (emerita), Legg (associate dean), Lipman (dean)

**Department of Audiology and Speech Sciences** Dalby, Egly, P. Flynn (emerita), L. Hess (chair)

**Department of Biology** Blumenthal, Bosela, W. Cooper, Davies (emeritus), DeMott, Dhawale, Gillespie, Haddock, Holt (emeritus), Jordan, Kingsbury (chair), Lyng (emeritus), Manalis (emeritus), McLellan, Mourad, Mustafa, Paladino, Peters, Richeson (emerita), D. Ross, Shannon, Tobolski (emeritus), Visalli

**Department of Chemistry** Berger, Coburn, Columbia, Cox (emeritus), Duchovic, Ericson, J. Flynn (emeritus), Friedel (assistant chair), R. Friedman (chair), Gregory, Kimble, Linn, Longroy (emeritus), V. Maloney, Pacer (emeritus), Slack (emerita), Stevenson (emeritus), Tahmassebi, Wartell

**Department of Communication** Banks, Bermes, Carr, Dirksen, Dixson (chair), Fullman, Godwin-Starks, R. Hess, Mallin, McCants (emeritus), Simpson, Switzer, Tankel

**Department of English and Linguistics** Amidon, Anders, Bassett, Blythe, S. (interim chair) Brennan, Cain, Crismore, Darabi, Dehr, Devine (emeritus), Farnsworth, Felber, L. Friedman (emeritus), Griggs, Hostetter (emeritus), Huffman, Hume, Kalamaras, Kaufmann, Kozicki (emeritus), Lin, Minton, Moritz (emeritus), O'Hear (emeritus), R. Ramsey, C. Roberts (emerita), L. Roberts, Rumsey, Schwartz, Simon, Standley (emerita), Stapleton, Stauffer (emerita), J. Stewart, Sun, C. Thompson, van Nuis (emerita), Webb-Sunderhaus, Weller, Westerfield, Woolf (emeritus)

**Department of Geosciences** Argast, Chowdhury (emeritus), Crow, Drummond, Farlow, Isiorho (chair), Sunderman (emeritus)

**Gerontology Program** McLorg (director)

**Department of History** J. Bell (emeritus), Blumenshine, Cantor (emeritus), Erickson, Fischer (chair), Gates, Haw, Livschiz, C. Scott (emeritus), Schuster, A. Violette (emerita), R. Weiner

**Department of International Language and Culture Studies** Benito, Bugel, Clausen (emerita), Clegg, Conforti, Corbin (chair), Craig (emerita), Fox, Harroff (emeritus), Heimann, Jehle (emeritus), R. Johnson (emeritus), Oberstar, L. Roberts, Rosenfeld (emerita), Seiler (emerita), Summers, Virtue

**Journalism Program** Colbert (coordinator)

**Liberal Studies Program** Kaufmann (director)

**Department of Mathematical Sciences** Akkari, Beineke, Berry, Bulmahn (emerita), Chauhan, Coffman, Conn (emerita), Coroian, Deng, Dragnev, Finco (emeritus), Frederick, Hamburger, Hersberger, LaMaster, Legg (chair), Lipman, Mau, Osowski, Pan, Pippert (emeritus), Redett, Svoboda, D. Townsend, Vandell, J. Vetter, Wagner, Walsh, C. Weakley, W. Weakley, Zook, Zubovic

**Peace and Conflict Studies Program** Ashton (director)

**Department of Philosophy** Buldt (chair), Bruening, Butler, Dixie, Fairchild (emeritus), Long, D. Moore, Ohlander, Squadrito, Strayer

**Department of Physics** Grove, Lichti (emeritus), Littlefield (emeritus), D. Maloney, Masters, Miers (emeritus), Robinson (chair), Vasquez, Wang

**Department of Political Science** Bartky, Coufoudakis (emeritus), Downs (director of Mike Downs Center for Indiana Politics), Hannah, Houseman (emeritus), Lutz (chair), Smulkstys (emeritus), Toole, Ulmschneider, Wolf

**Department of Psychology** Abbott, Bendele, Blakemore (chair), Bordens, Cannon (emeritus), DeFonso, DiClementi, Drouin, Fazel (emeritus), Fliotsos (emeritus), Gerow (emeritus), C. Hill, Jackson, Kaiser, Kepes (emeritus), Lantz (emerita), Lawton, Lundy, D. Miller, Vartanian, Young

#### **Department of Sociology and Anthropology**

**Anthropology Program** Kuznar, McCullough (director, Archaeological Survey), Odden, A. Sandstrom (director), Sutter

**Sociology Program** Ashton, Bradley, De Venanzi, Holland, Iadicola, Nusbaumer, Overton, Shupe, W. Taub (chair), Tsai (emeritus), Usman (emeritus)

**Women's Studies Program** Fox (director)

## **Richard T. Doermer School of Business and Management Sciences**

**Administration** Byers (director of student center), J. Moore (associate dean), Shipchandler (associate dean for external relations and interim director of MBA program), Wellington (dean)

**Department of Accounting and Finance** Chuwonganant, D. Davis (emerita), S.W. Davis, Guice, Keller, Minke, Mitchell (emerita), Papiernik, Pfeffenberger (emeritus), Pollock (interim chair), Sharma, Slaubaugh

**Department of Economics** Adilov, Bialik, Bullion (emeritus), Dilts, Guthrie (emeritus), Haber, Kessler, Rassuli, Samavati, Stumph, R. Townsend (chair)

**Department of Management and Marketing** Bingi, H. Gibbons (emerita), R. Hill (emeritus), Hockemeyer (emerita), Karim, Karaatli, Khamalah (chair), Leonard (emeritus), Lingaraj (emeritus), Maile (emeritus), Metts, J. Moore, Moustafa, Palevich, Shipchandler, Suntornpithug, Todorovic, Turnipseed, Wellington

## **Division of Continuing Studies**

**Administration** Conklin (executive director), Fredrick (emeritus), M. Kelly (director of personal and professional development), R. Kingsbury (program coordinator), Marchionni (graphic designer), Mayhall (assistant director of credit programs), McCrory (director of northeast small business development center), Miarka-Grzelak (director of marketing), Pepple (Web/data specialist), Raymer (director of credit programs), Schaufelberger (ACELINK program coordinator), Schott (director of entrepreneurship and corporate training), Tanner (assistant director of personal and professional development), E. Vitz (assistant director of distance learning)

**General Studies** Hook (director), McMurtrie (academic advisor)

## **School of Education**

**Administration** Beard (director of licensing and advising), Gage (coordinator of advising), Jordan (director of curriculum lab), Kanpol (dean), Murphey (associate dean), Reynolds (director of field services and student teaching), Roberts (education specialist), R. Wiener (emerita)

**Educational Studies** Agness, Choi, Dirkes (emerita), Hickey, Huffman (emerita), Kanpol, Kirby (emeritus), Lindquist, Madden (emeritus), Merz, Moss, Murphey, J. Nichols (chair of educational studies), Nowak, Phillips (emeritus), Sinclair, Skelton (emeritus), Souers (emerita), Swim

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## College of Engineering, Technology, and Computer Science

**Administration** Mansfield (dean emeritus), Voland (dean), Broberg (associate dean), K. Modesitt (associate dean)

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**Department of Electrical and Computer Engineering Technology** Broberg (chair), Detraz (emeritus), H. Gates (emeritus), Goodmann, Hack, Laverghetta, Lin, Y. Liu, Luo, G. Steffen

**Department of Engineering** Abu- Mulaweh, Ashur, Chatterjea (emeritus), C. Chen, K. Johnson (emeritus), Kang, Mahmoud (emeritus), Mauritzen, S. Moor, Mueller, Njock Libii, Oloomi, Pomalaza-Raez (chair), E. Thompson, Voland, Walter, Wang, Younis, J. Zhao, T. Zhao

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## College of Health and Human Services

**Administration** L. Finke (dean), Hine (academic advisor), Kracker (associate dean)

**Department of Consumer and Family Sciences** Knight (chair), Lolkus, E. Waters (emerita)

**Division of Dental Education** Brian, Champion (director, dental laboratory technology), M. Cooper, Foley (director, dental hygiene), Huxoll (emerita), Kracher (chair), Leeuw (dental assisting interim codirector), Mann, Perez (dental lab technology acting director), Reininger (emeritus), Ringel, Schimmele (emeritus), Stuart (dental assisting interim co-director), Zonakis (emeritus)

**Department of Human Services** Eber, Hawley (emeritus), Parker, Wark

**Department of Nursing** J. Bauman (academic advisor), Beckman, Clemens, Cowen (emerita), Crill (emerita), Dannhausen, DeKoninck, Drake, Eichenauer (emerita), Erdman (emerita), Fincher (emerita), L. Finke (dean), Franz (emerita), Freiburger (emerita), Funck (emerita), Graham, Harges, Hartman, B. Hill (emerita), Jensen, Kaskel, L. Meyer (undergraduate director), J. Modesitt (academic advisor), O'Connell, Reimer, Salmon, Sorge, Sternberger (chair), Tierney (emerita), Willock

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**Administration** Crouch (noncredit coordinator), Mulder (credit coordinator)

## **Library**

**Administration** Adkins, M. Baden, K. Balthaser (emeritus), Codispoti, Garrison, Griffin (emeritus), W. Hunsberger (emeritus), Patterson, P. Sandstrom, Schulte, Skekloff, Truesdell (associate director), J. Violette, (director)

## **Division of Organizational Leadership and Supervision**

G. W. Abbott (emeritus), Bushong (emeritus), Chandler (emeritus), Creasser (emeritus), Gilbreath, Groff, Harp (emerita), Hite, Mansour-Cole, McDonald (chair), Montesino, Paddock (emerita), Rickert (emerita), Sherr, Voland (director), Wakley (emerita)

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**Public and Environmental Affairs Administration** Drummond (interim director), Fife, Grant (director of graduate studies), Guthrie (emeritus), Hancock, Leinbach (coordinator of advising and student services), Ludwin (emeritus), Mbuba, Miller (interim assistant dean), Otani, Owen (emeritus), Pearson-Nelson, Ziegler

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**Administration** Christy (dean)

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## **Department of Visual Arts**

**Fine Arts Program** Bradley (emeritus), Ganz, H. Garcia (emeritus), Goodman (acting chair), Hrehov, H. Kim, Kruse (emeritus), Lee (emeritus), McCroskey-Hrehov, Oettel (emeritus), Ushenko

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*Kirk A. Tolliver, Payroll Manager and Immigration Specialist (1987)* B.A., Indiana University, 1982; M.B.A., 1991.

*James G. Toole, Assistant Professor of Political Science (2002)* B.A., Haverford College, 1987; Ph.D., Brandeis University, 2000.

*Tammy R. Toscos, Continuing Lecturer in Computer Science (2002)* B.S., Indiana University, 1988; M.S., Purdue University, 2001.

*Douglas W. Townsend, Professor and Associate Chair of Mathematical Sciences\* (1976)* B.S., The Ohio State University, 1970; M.S., University of Illinois, 1975; Ph.D., 1976.

*Ralph E. Townsend, Chair and Professor of Economics (2006)* B.A., University of Maine, 1973; Ph.D., University of Wisconsin, 1983.

*Gary L. Travis, Graphic Designer and Art Illustrator (1989)* B.F.A., Indiana University, 1999.

*Shari S. Troy, Assistant Professor of Theatre History\* (2003)* B.A., Boston University, 1980; M.A., City University of New York, 1996; Ph.D., 2002.

*Cheryl B. Truesdell, Librarian and Associate Director (1983)* B.A., Indiana University, 1978; M.L.S., 1980.

*John E. Tryon, Professor Emeritus of Manufacturing Technology* B.S., Purdue University, 1939.

*Wen-hui Tsai, Professor Emeritus of Sociology (1975)* B.A., National Taiwan University (China), 1964; M.A., University of California, 1970; Ph.D., 1974.

*Jeffrey S. Tungate, Associate Head Men's Basketball Coach (2005)* B.A., Oakland University, 1993.

*David L. Turnipseed Jr., Associate Professor of Business Administration\*\* (1992)* B.S., University of Alabama, 1973; M.B.A., 1975; Ph.D., 1987.

*Bart L. Tyner Jr., Webmaster (1998)* A.B., Wabash College, 1989.

*Sally A. Uchtman, Administrative Assistant to the Chancellor (1990)* A.G.S., Indiana University, 1998.

*Emmanuel E. Udoh, Assistant Professor of Computer Science\* (2001)* B.Sc., University of IFW, Nigeria, 1982; M.Sc., University of Muenser, Germany, 1989; Ph.D., University of Srlangen, Germany, 1994; M.S., Troy State University, 2000.

*Georgia W. Ulmschneider, Associate Professor of Political Science and Prelaw Advisor\*\* (1983)* B.A., DePauw University, 1975; J.D., Washington University, 1978.

*Audrey A. Ushenko, Professor of Visual Arts (1988)* B.A., Indiana University, 1965; M.A., Northwestern University, 1967; Ph.D., 1979.

*Sushil K. Usman, Associate Professor Emeritus of Sociology and Anthropology* B.A., Lucknow Christian College, 1959; M.A., Lucknow University, 1961; M.A., University of Minnesota, 1967; Ph.D., Case Western Reserve University, 1976.

*William E. Utesch, Associate Professor of Education and Chair of Professional Studies (1991)* B.A., Eastern Illinois University, 1981; M.Ed., 1984; Ph.D., Purdue University, 1989.

*Hermine J. van Nuis, Professor Emerita of English* A.B., Calvin College, 1963; M.A., University of Michigan, 1968; Ph.D., 1972.

*Robert C. Vandell, Assistant Professor of Mathematical Sciences\* (1996)* B.S., University in Virginia, 1980; M.S., Miami University, 1986; Ph.D., Western Michigan University, 1996.

*Karen L. VanGorder, Business Advisor for Small Business Development Center (2006)* B.S., Indiana University, 1980.

*Lesa R. Vartanian, Associate Professor of Psychology and Assistant Faculty Athletic Representative\* (1997)* B.A., Michigan State University, 1990; M.A., Northern Illinois University, 1993; Ph.D., 1997.

*Desiderio A. Vasquez, Associate Professor of Physics (1993)* B.S., Universidad Catolica del Peru, 1982; Ph.D., University of Notre Dame, 1989.

*James F. Vernon, Assistant Professor of Jazz Studies and Saxophone (2002)* B.M., Indiana University, 1993; M.M., University of Denver, 1997.

*Randall S. Vesely, Assistant Professor of Education (2006)* B.A., University of Wisconsin, 1996; M.S., 2002; Ph.D., 2005.

*Joyce K. Vetter, Instructor in Mathematical Sciences (1990)* B.S., Central Michigan University, 1969; M.S., Western Michigan University, 1988.

*Aurele J. Violette, Associate Professor Emeritus of History* B.A., Bowdoin College, 1963; M.A., The Ohio State University, 1964; Ph.D., 1971.

*Judith L. Violette, Librarian and Director of Library Services\*\* (1974)* B.A., The Ohio State University, 1966; M.L.S., Indiana University, 1973.

*Nancy E. Virtue, Associate Professor of French (1993)* B.A., Assumption College, 1983; M.A., University of Wisconsin, 1987; Ph.D., 1993.

*Robert J. Visalli, Assistant Professor of Biology\* (2003)* B.S., Indiana University, 1986; Ph.D., University of Wisconsin, 1992.

*Eric Vitz, Coordinator of Student Computing (2002)* B.S., Great Lakes Christian College, 1995.

*Scott M. Vitz, Coordinator of Academic Computing (2000)* B.R.E., Great Lakes Christian College, 1995; M.A., Purdue University, 1998.

*Gerard Voland, Professor of Mechanical Engineering; Dean of the College of Engineering, Technology, and Computer Science; Director of the Division of Organizational Leadership and Supervision\* (2003)* B.S., University of California, 1971; M.S., 1973; Ph.D., Tufts University, 1989.

*Eric J. Wagenfeld, Director of Services for Students with Disabilities (2006)* B.S., Western Michigan University, 2000; M.A., 2003.

*Jeanne L. Wagenfeld, Administrative Assistant for the Vice Chancellor of Academic Affairs (2007)*

*Kimberly M. Wagner, First Year Experience Program Assistant (2004)* B.A., Purdue University, 2001; M.P.A., Indiana University, 2005.

*Linda J. Wagner, Continuing Lecturer in Mathematical Sciences (1996)* B.S., University of Illinois, 1973; M.S., 1978; A.S., 1989.

*Karen S. Wakley, Assistant Professor Emerita of Office Administration* B.S., Ball State University, 1963; M.S., Indiana University, 1965; M.A.Ed., Ball State University, 1979.

*Matthew P. Walsh, Assistant Professor of Mathematical Sciences\* (2002)* B.S., University of Waterloo, Canada, 1999; Ph.D., Auburn University, 2002.

*Steven J. Walter, Distinguished Professor of Systems Engineering and Director of the Center for Systems Engineering\* (2006)* B.S., University of Maryland, 1981; M.S., University of Colorado, 1986; Ph.D., 1990.

*Irene A. Walters, Executive Director of University Relations and Communications (1995)* B.S., Boston University, 1964.

*Gang Wang, Assistant Professor of Physics (2003)* B.S., University of Science and Technology of China, 1996; Ph.D., Northwestern University, 2003.

*Guoping Wang, Assistant Professor of Computer Engineering\* (2003)* B.S., Tsinghua University, China, 1988; M.S., Nanjing University, China, 1991; Ph.D., University of Oklahoma, 2003.

*Caroline R. Ward, Banner SIS Programmer and Analyst (2004)* A.S., Purdue University, 1982; B.S., 1984; M.S.Ed., 1998.

*Linda J. Wark, Associate Professor of Human Services (2002)* B.A., Purdue University, 1981; M.S., 1986; Ph.D., 1990.

*Michael A. Wartell, Professor of Chemistry and Chancellor (1993)* B.S., University of New Mexico, 1967; M.S., Yale University, 1968; Ph.D., 1971.

*Evelyn R. Waters, Assistant Professor Emerita of Consumer and Family Sciences* B.S., Ball State University, 1962; M.A., 1968.

*Cecilia A. Weakley, Assistant Professor of Mathematical Sciences\* (1987)* A.B., Goucher College, 1968; M.A., Wesleyan University, 1970; Ph.D., University of North Carolina, 1978.

*W. Douglas Weakley, Associate Professor of Mathematical Sciences and Director of Graduate Programs\* (1986)* B.S., George Mason University, 1974; M.S., Northwestern University, 1979; Ph.D., 1980.

*Kathleen J. Weatherford, Director of International Programs (2005)* B.A., Earlham College, 1983; M.A., University of Rochester, 1985; Ph.D., 1989.

*Sara Webb-Sunderhaus, Assistant Professor of English (2006)* B.A., Bluffton College, 1995; M.A., Miami University, 2001; Ph.D., The Ohio State University, 2006.

*Richard H. Weiner, Associate Professor of History (2000)* B.A., University of Massachusetts, 1988; M.A., University of California, Irvine, 1992; Ph.D., 1999.

*Andrew D. Welch, Production Artist and Graphic Designer (2004)* B.S. Purdue University, 2000; B.S., Indiana University, 2003.

*Worth H. Weller, Continuing Lecturer in English (2000)* B.A., Duke University, 1968; M.A., Indiana University, 2002.

*John F. Wellington, Professor of Management and Dean of the Richard T. Doermer School of Business and Management Sciences (2000)* B.S., Gannon College, 1967; M.S., Lehigh University, 1968; Ph.D., SUNY at Buffalo, 1977.

*L. Leigh Westerfield, Continuing Lecturer in English (2000)* B.A., Indiana University, 1978; M.A., 1981; Ph.D., 1989.

*James E. Whitcraft, Graphic Designer (1987)* B.A., Purdue University, 1985.

*Andrew A. White, Field and Laboratory Supervisor (2003)* B.A., Indiana University, 1993; M.A., Southern Illinois, 1999.

*Samuel K. Whiteman, Systems Programmer II (1984)* A.A.S., Purdue University, 1973.

*Roberta B. Wiener, Dean Emerita of Education and Professor Emerita of Education* B.A., Brooklyn College, 1957; M.S., 1961; M.S.W., Adelphi University, 1988; Ed.D., Hofstra University, 1973.

*Jane R. Wilks, Director of Leadership Fort Wayne (1988)* B.S., Miami University, 1967.

*Katherine M. Willock, Associate Professor of Nursing and Director of Graduate Programs\* (2005)* A.D.N., North Iowa Area Community College, 1980; B.S., University of Texas, 1988; M.S., Texas Women's University, 1990; Ph.D., Kansas State University, 1998.

*Mandi L. Witkovsky, Faculty Support Consultant, Information Technology Services (1999)* B.S., Indiana University, 2003.

*Sean M. Witkovsky, Network Systems Programmer (1996)* A.S., Purdue University, 2001.

*Danielle L. Witzigreuter, Coordinator of Student Government (2005)* B.A., Ball State University, 1998; M.A., 2000.

*Michael R. Wolf, Assistant Professor of Political Science (2001)* B.A., Michigan State University, 1992; M.A., Akron University, 1995; Ph.D., Indiana University, 2002.

*James D. Woolf, Professor Emeritus of English* A.B., College of the Ozarks, 1942; A.M., University of Michigan, 1949; Ph.D., Vanderbilt University, 1953.

*Warren W. Worthley, Professor Emeritus of Mechanical Engineering Technology* B.S.M.E., Ohio University, 1957; M.S., Michigan State University, 1958; D.Eng., University of Detroit, 1972; PE (Indiana).

*Linda M. Wright-Bower, Assistant Professor of Music\*\* (1987) B.A., University of Akron, 1977; M.S., 1983; Certificate, DePaul University, 1984.*

*David M. Young, Professor of Psychology\* (1976) B.A., Whittier College, 1971; M.S., University of Utah, 1974; Ph.D., 1976.*

*Nashwan T. Younis, Professor of Mechanical Engineering\* (1988) B.S., University of Mosul (Iraq), 1977; M.S., University of Nebraska, 1982; Ph.D., Iowa State University, 1988.*

*Rudy Yovich, Sports Information Director (2003) B.A., Edinboro University of Pennsylvania, 1988.*

*Laura A. Zeigler, Assistant Director of Admissions (1996) B.S., Pennsylvania State University, 1993; M.S.Ed., Indiana University, 1999.*

*Pamela R. Zepp, Computer Support Training Coordinator (1996) B.S., Indiana University, 1996; M.A., Purdue University, 2005.*

*Jiaxin Zhao, Assistant Professor of Mechanical Engineering\* (2002) B.S., University of Science and Technology of China, 1995; M.S., University of Missouri Rolla, 1997; Ph.D., Purdue University, 2002.*

*Tianxia Zhao, Assistant Professor of Electrical Engineering\* (2005) B.S., Sichuan University, 1993; M.E., National University of Singapore, 1999; Ph.D., University of Houston, 2003.*

*Stephen J. Ziegler, Assistant Professor of Public and Environmental Affairs (2003) B.S., Texas Christian University, 1991; J.D., Thomas M. Cooley School of Law, 1997; M.A., Washington State University, 2001; Ph.D., 2003.*

*Peter T. Zonakis, Associate Professor Emeritus of Dental Auxiliary Education D.D.S., Indiana University, 1961.*

*Dianna L. Zook, Instructor in Mathematical Sciences (1988) B.A., University of Steubenville, 1977; M.A., Kent State University, 1979.*

*Yvonne M. Zubovic, Associate Professor of Mathematical Sciences\* (1991) B.S., University of Akron, 1981; M.S., 1983; Ph.D., The Ohio State University, 1988.*

**\* Purdue Graduate Faculty**

**\*\* IU Graduate Faculty**

## **Colleges, Schools & Departments**

# **Indiana University-Purdue University Fort Wayne**

## **College of Arts and Sciences**

# **Audiology and Speech Sciences**

*Audiology and Speech Sciences*

*Lucille Hess, Chair*

*260-481-6411 ~ [www.ipfw.edu/aus](http://www.ipfw.edu/aus) ~ Neff Hall 279*

An M.A. in speech-language pathology is pending approval. Contact the Audiology and Speech Sciences Department for more information.

The M.A. in speech-language pathology is the professional degree necessary to practice speech-language pathology in any setting. Graduate training in speech-language pathology prepares individuals to provide speech-, language-, and communication-competence training to persons who are developmentally delayed or who have acquired speech-language problems due to disease or accident.

Graduates of the program will be prepared to provide services in a wide variety of settings, including schools, hospitals, extended-care facilities, universities, clinics, private practice groups, and early intervention programs.

## **Biology**

### **Special Resources**

The department has 15 full-time faculty members, several associate faculty, and two technicians. Faculty members at the Indiana University School of Medicine–Fort Wayne are also available to direct graduate research. Fourteen research laboratories are available in the Science Building. A 9,000-square-foot animal care facility provides housing for different species of experimental animals and also contains an animal surgical suite and five research laboratories. A 1,500-square-foot greenhouse with a head house is attached to the Science Building. Environmental plant growth chambers are also available. Faculty research laboratories are equipped with upto- date equipment and facilities.

Biology's Crooked Lake Field Station is about 30 miles northwest of Fort Wayne, on the shores of Crooked Lake. Among the most oligotrophic lakes in Indiana, Crooked Lake is approximately a mile long and more than 100 feet deep in some areas. The main laboratory building has research space for independent investigators and facilities to accommodate small groups of students.

## **Admission**

In addition to fulfilling the Purdue University Graduate School requirements, you must submit Graduate Record Examination (GRE) aptitude scores for the quantitative, analytical, and verbal aptitude tests.

### **Graduate Assistantships**

The department offers a limited number of graduate teaching assistantships to qualified students in the thesis option. These assistantships are available on a competitive basis and provide reduction of tuition and a stipend. Students receiving a teaching assistantship are expected to carry a half-time teaching load and must register for a minimum of 6 and a maximum of 12 credits. With satisfactory performance, a student awarded a teaching assistantship will normally be supported for four semesters (two academic years). Further support must be explicitly agreed upon by the Graduate Director. A limited number of research assistantships are also available from faculty receiving external support. Students should contact individual faculty members regarding the availability of research assistantships.

# Academic Regulations

The following academic regulations supplement those that apply to all Purdue University graduate students:

**Course load** In order to be considered a full-time graduate student, one must take at least 9 credit hours per semester during the fall and spring. Students must be registered in at least 9 credit hours to be considered full time in the summer.

**Grades and Index Requirement** Grades for courses used to satisfy a plan of study requirement must be C or better. A cumulative GPA of 3.0 on a scale of 4.0 (a B average) is expected. Students in the thesis option are expected to earn S (satisfactory) grades in BIOL 698 Research M.S. Thesis.

**Time Limitation** Full-time graduate students should complete the program within six semesters (three years) of admission. Part-time students should complete their degree in no more than 10 semesters (five years). Course and research credits greater than five years old will be dropped from the student's plan of study. Similarly, course and research credits earned by a student whose enrollment has been inactive for five years cannot be used on a new plan of study.

# Communication

*Department of Communication*

*College of Arts and Sciences*

*Marcia D. Dixon, Chair*

*Steven A. Carr, Graduate Program Director*

*260-481-6825 ~ [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) ~ Neff Hall 230*

The master's program in professional communication serve students seeking career management and staff positions as communication specialists in industrial, service, governmental, and media-related sectors of the economy. The curriculum may also be used as preparation for doctoral programs.

Students prepare plans of study in one of two broad areas: communication management or media specialist. Students who pursue this program benefit from four distinctive features: (1) the curricular fusion of two respected academic traditions: rhetorical and communication theory; (2) a functionally proportioned study of rhetorical and communication theory and practice; (3) the complementary relation of the required core, which provides a coherent theoretical base, and the selections offered by the applied specialization and cognate options, which facilitate development of a plan of study tailored to personal career goals; and (4) the scheduling of offerings to accommodate part-time students, including employed professionals, and to expedite completion of the program in as little as two academic years.

# Degree Requirements

The curriculum consists of 33 credits in approved courses, a synthesis paper, and a written comprehensive examination. Comprehensive examinations will be routine. Under exceptional circumstances, you may be exempted from taking your comprehensive examination by the advising committee. The circumstances will include (1) achieving A's in all graduate courses (if you meet the following two criteria regarding synthesis paper and conference paper/publication and have all A's in courses up to your last semester, you are exempt from comprehensive exams even if you are taking courses that semester); (2) having the synthesis paper approved by the deadline for that semester; and (3) either having a single-authored competitive paper presented at a regional or national scholarly meeting or having a single-authored competitive paper published in a regional or national scholarly journal.

# Teaching Assistantships



A limited number of teaching assistantships are available. The assistantship normally requires teaching two Fundamentals of Speech Communication courses or other duties as assigned. All recipients must be enrolled in two graduate courses during each of the regular semesters of the academic year. See [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) for details.

## English and Linguistics

The graduate programs of the Department of English and Linguistics help you prepare to teach, write professionally, or enter a doctoral program in English. They help inservice teachers enhance their understanding of British and American literature, the English language, and the teaching of writing. They provide a structured curriculum for students pursuing humanistic studies beyond the baccalaureate degree.

### Admission

To be regularly admitted to a master's program in English, you must have completed an undergraduate major or minor in English with a cumulative GPA of at least 3.0 (4.0=A) or better and a GPA of at least 3.0 or better in all English courses. In addition, you must earn a satisfactory score on the general aptitude section of the Graduate Record Examination. If you do not meet these requirements, you may be admitted conditionally. Conditions might, for example, require you to complete prerequisite courses without credit toward the graduate degree, or to maintain a given GPA during your first 6–12 credits in the program.

To receive the M.A.T. you must have at least provisional public-school certification in English. If you lack such certification when you enter the program, you must fulfill certification requirements while you complete the M.A.T. requirements.

### Degree Requirements

Separate requirements apply to the M.A. and the M.A.T. degrees. You must complete all degree requirements within five years of your admission to the program.

## Liberal Studies

*Liberal Studies Program*

*College of Arts and Sciences*

*Michael E. Kaufmann, Graduate Program Director*

*260-481-6760 ~ [www.ipfw.edu/libstudies](http://www.ipfw.edu/libstudies) ~ Classroom-Medical Building 127*

The Master of Liberal Studies program enables you to study the liberal arts beyond the baccalaureate degree. If your undergraduate education was primarily professional, you can broaden your general education by building upon your life experience and skills. If you regard the liberal arts as subjects for lifetime learning, the M.L.S. provides a coherent, challenging program of graduate study. The program is not intended as preparation for doctoral study.

If you are accepted into the M.L.S. program, the program director will assist you in developing a course of study appropriate to your needs and interests. You may enroll in graduate courses offered by any department in the College of Arts and Sciences for which you have appropriate background or prerequisites. You may also enroll in courses with the LBST prefix, intended specifically for students in the M.L.S. program. These multidisciplinary courses focus on major issues in the natural sciences, social sciences, and humanities.

### Admission

For regular admission, you must have completed an undergraduate degree with a cumulative GPA of 3.0 or better (4.0=A). You may qualify for provisional admission if you do not meet these requirements. However, you may be required to complete prerequisite courses without credit toward the graduate degree.

## Academic Regulation

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

## Mathematical Sciences

*Department of Mathematical Sciences  
College of Arts and Sciences  
David A. Legg, Chair  
W. Douglas Weakley, Graduate Program Director  
260-481-6233 ~ [www.ipfw.edu/math](http://www.ipfw.edu/math) ~ Kettler Hall 200*

Two M.S. programs are offered — one with a major in mathematics, one with a major in mathematics and an option in applied mathematics/operations research. More than one year of study will be required to complete either program. All courses are offered in the evening.

The M.S. with a major in mathematics is the appropriate program if you have an interest in a traditional mathematics program or if you are a secondary school mathematics teacher or a prospective Ph.D. student. To qualify for admission, you should have a strong undergraduate background in mathematics, including as much work as possible in abstract algebra, linear algebra, advanced calculus, analysis, and differential equations.

The M.S. with a major in mathematics and an option in applied mathematics/operations research is the appropriate program if you are, or plan to be, employed in a position in business or industry that requires significant proficiency in mathematics. To qualify for admission, you should have a background in mathematics that includes ordinary differential equations, advanced calculus, linear algebra, and proficiency in a computer programming language.

## Degree Requirements

The programs have separate sets of degree requirements.

## Sociology

*Department of Sociology  
College of Arts and Sciences  
Augusto De Vananzi, Graduate Program Director  
260-481-6669 ~ 260-481-0474  
[www.ipfw.edu/soca/soc](http://www.ipfw.edu/soca/soc) ~ Classroom-Medical Building 241*

The M.A. in sociological practice at IPFW prepares you to be a skilled practitioner of sociology. As a discipline, sociology examines the structures and dynamics of human life in groups. The goal of the program is to have students apply the sociological perspective to research, analysis, and intervention in the function of social institutions, organizations, and groups.

Successful completion of the M.A. in sociological practice program will enable you to:

- Acquire an advanced understanding of sociological practice including history, theory, professionalism, and ethics
- Develop skills in the design, implementation, and analysis of social research and in the interpretation of social science research data for a nonacademic audience
- Develop skills to design and implement flexible, creative, research-based interventions to affect change in groups, organizations, and societies

## **Admission**

To be considered for regular admission, you must have a baccalaureate degree including a major in sociology or a related discipline with a GPA of B or better (3.0 on a 4.0 scale). GRE scores are optional. Your application for admission must include an essay that will demonstrate that your writing skills and career objectives are in line with the program. An interview is recommended.

If you have not completed an undergraduate degree in sociology, you may be admitted contingently if you have completed the following core undergraduate sociology courses or their approved equivalent with a grade of B or better in each course: sociological theory, sociological methods, and statistics. If you do not have one or all of these core undergraduate classes, you may be admitted with the contingency that you will need to complete these undergraduate courses or their approved equivalent before you are allowed to enroll in the parallel graduate courses.

## **Academic Regulations**

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

## **Financial Aid**

To be considered a full-time student and qualify for financial aid, graduate students must be enrolled for at least 9 credits per semester. Sources of financial aid for graduate students include, but are not limited to, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Perkins Loans, and Federal Work Study. You may qualify for appointment as a teaching or research aide. Such appointments carry a stipend as well as partial remission of fees.

# **College of Engineering, Technology, and Computer Science**

## **Computer Science**

*Department of Computer Science  
College of Engineering, Technology, and Computer Science  
Kenneth L. Modesitt, Chair  
Beomjin Kim, Graduate Program Director  
260-481-6180 ~ [www.ipfw.edu/academics/programs/graduate/applied](http://www.ipfw.edu/academics/programs/graduate/applied)  
Engineering, Technology, and Computer Science Building 125*

The Master of Science with a major in applied computer science (ACS) is designed to meet the objectives of students with a professional interest in computer-related fields and to help meet the computing expertise needs of their

employers. As the name implies, the philosophy of the program is applied. Courses of the program stress a hands-on approach, applying theory to the practical problems of developing engineering and information systems with large software content. To meet the needs of working professionals, courses are primarily offered in the evening.

Graduates of the program will be in a position to assume leadership roles, such as:

- Providing technological and managerial perspectives on information management and the development of information systems
- Formulating and assessing requirements for complex software-based systems
- Using the principles of systems analysis and software engineering to design, implement, and test complex software-based systems
- Keeping abreast of the content and implications of technological advancements in applied computer sciences

## Financial Aid

There are a limited number of graduate teaching assistantships available that include a stipend and substantial fee remission. Generally these are not available to first-term students.

## Engineering

*Department of Engineering  
College of Engineering, Technology, and Computer Science  
Carlos Pomalaza-Raez, Chair  
260-481-6362 ~ [www.engr.ipfw.edu/graduate/default.shtml](http://www.engr.ipfw.edu/graduate/default.shtml)  
Engineering, Technology, and Computer Science Building 327*

The proposed Master of Science in Engineering (M.S.E.) is designed to meet the needs of students and motivated professionals seeking to deepen their knowledge of the principles and practice of engineering. The curriculum and course offerings will prepare graduates for leadership positions in their field. The program will offer four areas of specialization:

- Computer Engineering
- Electrical Engineering
- Mechanical Engineering
- Systems Engineering

Course offerings will be flexible to meet the needs of both full-time students and working adults.

Approval for this program is pending. Contact the Department of Engineering for more information.

## Technology

*College of Engineering, Technology, and Computer Science  
Gerald Voland, Dean  
Matthew Kubik, Graduate Program Director  
260-481-6385 ~ [www.ipfw.edu/academics/programs/graduate/technology](http://www.ipfw.edu/academics/programs/graduate/technology) ~ Engineering, Technology, and Computer Science Building 229*

The Master of Science in Technology prepares qualified students and working professionals to assume leadership positions facing the challenges of global technical competition. Faculty mentored creative projects are developed specifically to apply to individual career needs. A selection of graduate electives allows for the choice of additional degree specialization in:

- Information Technology/Advanced Computer Applications
- Industrial Technology/Manufacturing
- Facilities/Construction Management

The graduate will have advanced knowledge and skills that are required to function effectively in a modern, international, technical environment and to accept increasing responsibility in industrial and business positions. Elective choices will enable students to increase their technical knowledge within a chosen area of modern technology, as well as their knowledge in a related area such as leadership or communication.

## **Admission Requirements**

Applicants may have technical or non-technical backgrounds with a four-year undergraduate degree required from a recognized institution. Candidates are sought with creative abilities, leadership, interpersonal skills, and personal motivation indicating strong potential to advance in a technology-related career. For regular admission, a cumulative GPA of 3.0 or better is required; however, the Graduate Committee evaluates candidates for admission based upon a number of characteristics essential for success in the program including the candidate's intellectual capacity and individual factors such as motivation, leadership, communication, and interpersonal skills.

## **Teaching Assistantships**

The Master of Science in Technology program may have graduate teaching assistantships available in one or more academic program areas. Teaching assistantships usually include a stipend and substantial fee remission. Teaching assistants typically teach one or two undergraduate introductory-level courses. Generally these are not available to first term students. Check with the program director for availability.

# **College of Health and Human Services**

## **Nursing**

### **Nursing Administration**

Department of Nursing  
College of Health and Human Services  
*Carol Sternberger, Chair*  
*Katherine Willcock, Graduate Program Director*  
260-481-6284 ~ [www.ipfw.edu/nursing](http://www.ipfw.edu/nursing) ~ Neff Hall B50

## **Advisory Committee**

Each candidate for a master's degree is assigned an advisory committee consisting of three members. The director of the nursing administration program serves as the major advisor and chair of the advisory committee. Other committee members include a student-designated professor and the chair of the Department of Nursing. This committee prepares and approves the plan of study (described below), advises, and assists in thesis development when applicable.

## **Plan of Study**

Students pursuing a master's degree should have a preliminary plan of study on file prior to the initial registration. The plan of study identifies a primary area that lists specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the chair of the Department of Nursing, and must be submitted to the Graduate School before the final semester of enrollment.

## **Transfer Credit**

Up to 49 percent of required credits for this degree may be accepted in transfer if not already applied toward another degree. No more than 12 graduate credits earned in a nondegree status will be counted toward the degree. At least 50 percent of the required credits for the degree must be earned at IPFW.

## **Grades**

A cumulative GPA of 3.0 or better on a 4.0 scale is required through completion of the program.

## **Time Limitations**

Special permission is required for students to continue in the program beyond five consecutive years.

## **Degrees**

It is the student's responsibility to apply for the master's degree. Applications must be received by the Department of Nursing by Sept. 1 for May graduation, Jan. 1 for August graduation, and May 1 for December graduation.

# **Division of Organizational Leadership and Supervision**

*Division of Organizational Leadership and Supervision*

*Kimberly McDonald, Chair*

*Linda Hite, Graduate Program Director*

*260-481-6420 ~ [www.ipfw.edu/ols](http://www.ipfw.edu/ols) ~ Neff Hall 288*

The M.S. in organizational leadership and supervision offers students a foundation in the key principles of organizational leadership through core courses and the opportunity to choose a specialization, in either leadership or human resource management, that will provide in-depth knowledge and skills. Organizational Leadership and Supervision programs focus on understanding and working with people within organizations and the practical application of leadership concepts and theories. Graduates of the program will be prepared for leadership and human resources roles in a wide variety of organizations including industrial, medical, service, and other profit and nonprofit organizations.

## **Admission**

The OLS graduate committee considers several factors to be important for academic success at the graduate level and uses a balanced perspective in evaluating candidates based on those factors. Candidates for the OLS master's degree are required to have earned an undergraduate degree from an appropriately accredited institution, preferably with a B or better average. In addition, candidates are expected to show leadership potential through strong interpersonal, analytical, and communication skills as well as a high standard of equitable and ethical behavior.

The admissions process will require: (1) completion of an application including an essay that demonstrates writing skills, ability to articulate a leadership perspective, and clarity of career objectives, (2) official transcripts of all previous college and university work, (3) a recent resume, and (4) two recent letters of recommendation that reflect on professional and/or academic skills. If applicants are within five years of completing academic work, at least one of the letters should be from a former faculty member.

Applicants with undergraduate grade-point averages below 3.0 (4.0 scale) must present recent scores from either the Graduate Record Examination or the Graduate Management Admission Test. Applicants for whom English is not a native language must present evidence of their proficiency in English by presenting appropriate TOEFL scores or equivalent results on a similar instrument (for example, the Michigan Test of English Language Proficiency).

## **Degree Requirements**

The M.S. in organizational leadership and supervision is a 36-credit-hour program composed of 18 credit hours of core and applied research requirements, and 18 credit hours in either the leadership or the human resources options.

## **Transfer Credit**

No more than 6 graduate transfer credits earned at other accredited institutions may be considered for application to the plan of study. Requests for transferring credits into the program must be approved by the graduate admissions committee. No more than 12 graduate credits earned in non-degree status will be counted toward the degree.

## **Academic Requirements**

A cumulative GPA of 3.0 (4.0 scale) or better is required through completion of the program. Students must earn a C (2.0) or better in all OLS courses applied to the degree. Any course grade below C (2.0) is not counted towards degree requirements; although all grades are used in computing the cumulative GPA.

# **Division of Public and Environmental Affairs**

*Division of Public and Environmental Affairs*  
*Geralyn M. Miller, Graduate Program Director*  
*260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260*

The Division of Public and Environmental Affairs (DPEA) is a multidisciplinary division of the Indiana University School of Public and Environmental Affairs (SPEA). Organized as a professional school, DPEA is dedicated to applied, interdisciplinary learning in the study of public affairs and is committed to teaching, research, and service. The interests of the faculty and professional staff typically fall into one or more of the following areas: policy and administration; finance and economics; urban affairs; environmental science and policy; criminal justice, law, and public safety; and health science administration and policy. The division's faculty, staff, and students work individually and jointly to solve problems that require DPEA's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The DPEA faculty at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, DPEA is able to call upon experienced government managers, healthcare administrators, law enforcement officials, practicing attorneys, and judges to teach specialized topics from its curriculum. The organizational design of the division reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

## **Admission to DPEA Graduate Programs**

Regular admission to the M.P.A. or the M.P.M. program requires a bachelor's degree from an accredited institution, with an undergraduate GPA of 3.0 or better. Any major is acceptable. Applications to either program must include official transcripts of all college and university work, references from three people familiar with your academic or professional abilities or potential, scores on the Graduate Record Examination general test or the Graduate Management Admission Test, and a nonrefundable university application fee.

*Provisional admission* may be granted if you are nearing completion of an undergraduate degree or if you fail to meet some criteria for regular admission.

*Nondegree admission* may be granted to visiting students who wish to take classes for one semester without being formally admitted to the M.P.A. or M.P.M. program.

## **Accelerated Master's Program**

Undergraduate DPEA students with a GPA of 3.5 or above may apply for admission to the AMP program as early as their junior year. If admitted, they are eligible to apply up to 24 approved graduate credits to the M.P.A. or up to 18 approved graduate credits to the M.P.M. that have been earned toward the undergraduate degree during their senior year.

You must have satisfied all general education and core requirements prior to starting the program. You must have completed a minimum of 96 credit hours toward the bachelor's degree prior to starting the program.

# **Doermer School of Business and Management Sciences**

## **Business**

*Richard T. Doermer School of Business and Management Sciences*

*John Wellington, Dean*

*Zoher E. Shipchandler, Associate Dean and Interim MBA Program Director*

*260-481-6498 ~ Fax: 260-481-6879*

*www.ipfw.edu/bms/mba ~ Neff Hall 366*

*e-mail: mba@ipfw.edu*

## **Admission**

The Doermer School of Business and Management Sciences seeks candidates whose analytical abilities, leadership, interpersonal skills, and personal motivation indicate a strong potential to excel in a business career. Candidates are required to hold a four-year undergraduate degree in any discipline from a recognized institution.



The MBA Policy Committee considers a number of characteristics essential for success in the program and evaluates a candidate for admission based on these characteristics. An ability to excel in the MBA program is indicated by a high GMAT score, past academic achievements (undergraduate GPA), and recommendations that speak to the candidate's intellectual capacity. In addition, the committee considers several individual factors to be of equal importance. Motivation and leadership, as well as excellent communication and interpersonal skills, are highly valued in a professional manager. Successful candidates have these proven characteristics, which are revealed in past work experience, a self-evaluation essay, and recommendation letters. The committee carefully weighs all of these factors in making an admission recommendation to the Doermer School of Business and Management Sciences.

Admission decisions are valid for 12 months from the semester of acceptance indicated in the applicant's admission letter. Successful applicants who have not completed any degree-applicable courses within that period must reapply for admission.

## **Educational Objective Statement (Essay)**

Applicants must provide an essay of 300–400 words indicating your experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, specify your educational objectives as you contemplate beginning studies for the MBA program.

## **Graduate Management Admission Test**

All applicants are required to take the Graduate Management Admission Test (GMAT) as part of the admission process with the exception of (1) all master's or higher degree holders (including Ph.D., J.D., and M.D.) with a GPA of 3.5 or higher or (2) all bachelor's degree holders from an AACSB accredited business program with a GPA of 3.25 or higher. The GMAT is an aptitude test and does not unduly benefit individuals with previous business education or experience.

The computerized GMAT is available by appointment throughout the year. (Additional information regarding test sites, registration, and content is contained at the official GMAT Web site [www.mba.com](http://www.mba.com).) An official GMAT score report must be submitted as part of the application for admission. GMAT test scores remain valid for five years from the date of the test. Only the most recent GMAT test score will be considered in determining admission.

## **Transcripts**

Applicants must have official transcripts sent directly to the MBA office from every college or university they have attended. Unofficial records or transcripts that have been issued to applicants cannot be accepted.

## **Recommendations**

Applicants are required to submit two letters of recommendation; the recommendation forms are included in the application packet. Recommendations should be obtained only from individuals qualified to evaluate an applicant's academic or on-the-job performance and attest to his or her ability to pursue a graduate degree. Suggested recommenders are employee supervisors or college professors.

## **Language Competency**

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and submit the results with their admission application. A minimum score of 250 on the computer-based test or 600 on the paper-based test is required. As an alternative to the TOEFL, the school will consider a minimum score of 80 earned on

the Michigan Test of English Language Proficiency. Either test may be waived if the applicant has satisfactorily completed at least one year of full-time college-level work at a recognized college or university in the United States.

## Conditional Admission

Applicants may be granted conditional admission at the discretion of the director and/or MBA Policy Committee. Specific requirements of conditional admission will be addressed in the applicant's letter of admission.

## Deadlines

Applicants may apply for admission for fall or spring semesters, or for summer sessions. Completed applications and all required supporting materials should be received by the following dates to assure timely admission decisions.

|                                       | Fall    | Spring  | Summer  |
|---------------------------------------|---------|---------|---------|
| <b>Application Deadline</b>           | July 15 | Nov. 15 | April 1 |
| <b>International Student Deadline</b> | May 1   | Oct. 1  | Feb. 1  |
| <b>Final Admission Decisions</b>      | Aug. 10 | Dec. 20 | May 10  |

## School of Education

**Academic Regulations** The following academic regulations supplement those that apply to all Indiana University graduate students.

**Second Master's Degree** Credits applied to one master's degree may not be applied toward another.

**Pass/Not-Pass Option** You may use this option for up to four elective courses applied toward your degree. You may not choose this option for courses in your major or minor, or for required courses in an area in which you seek teacher certification.

**Transfer Credit** Different rules apply prior to and after admission to the program:

**Before You Are Admitted to a Graduate Program** The school will determine whether credits earned at other institutions will apply toward your degree.

**After You Have Been Admitted to a Graduate Program** Pending their availability, it is expected that professional education courses required for your degree or certification in an endorsement area will be completed at IPFW. Applicability of credit for a course taken elsewhere should be confirmed by the school prior to your enrollment in that course. "Transfer Credit Request" forms are available in the school office.

Generally, up to 6 credits may be accepted for transfer by the school if (1) the credits were earned from an accredited institution, (2) the courses taken are appropriate to your degree objective, (3) your post-baccalaureate cumulative GPA and transfer credits GPA are both 3.0 or better, and (4) the courses you have taken are eligible for graduate credit. To receive transfer credit, you must provide the School of Education with an official transcript and institutional certification that the courses were taken for graduate credit.

Up to 15 credits from Ball State, Indiana State, and Purdue universities may be accepted for transfer by the school, subject to the general transfer credit provisions listed above.

**Correspondence and Activity Credits** Correspondence or activity course credits are not applicable toward your degree.

**Workshop and Conference Credits** You may apply up to 6 workshop and/or conference credits toward your degree. A course that is not scheduled for 16 weeks during the fall or spring semester or 6 weeks during the summer semester may be defined as a workshop or conference course.

**Distance Education** The application of distance education courses to a graduate degree program are subject to approval of faculty of the program providing the degree.

**Resident Credits** You must complete at least 21 credits at IPFW.

**Retention** You must maintain a GPA of 3.0 (4.0=A) or better for all work (including undergraduate courses) taken after completing your bachelor's degree. If your GPA falls below 3.0, you must raise the GPA to at least 3.0 within the next 9 credits of graduate course work. Failure to do so will result in your dismissal from the program.

If you have been dismissed from the program, you may seek readmission by petitioning the chair of the school's student affairs committee. The committee will consider your petition and report its findings to the dean for action.

**Time Limit** You must fulfill all degree requirements within six years and one semester from the date on which you receive a grade for the first credits (including transfer credits) that apply to your degree.

**Graduation Requirements** You must have satisfied any conditions on your admission to the graduate education program before you will be considered as a candidate for graduation. In addition, you must have (1) earned a minimum of 36 credits (including at least 30 at the graduate level), (2) earned a cumulative GPA of 3.0 or better in courses applicable to the degree, and (3) fulfilled all additional degree requirements and complied with all academic regulations.

**Application for Degree** You must complete an application for your degree.

## Education

Graduate programs in education are designed to prepare candidates to be master teachers, administrative leaders, or professional counselors. Graduate endorsements provide an opportunity for those pursuing a master's degree to enrich their ability to respond to the needs of a diverse school population.

The following majors and programs of study are offered:

## Major Areas of Study

Counseling  
Educational Leadership  
Elementary Education  
Secondary Education  
Special Education (pending approval)

## Graduate Options

Gifted and Talented (K–12) Endorsement  
Mild Intervention  
Reading Endorsement

Transition to Teaching — *A graduate-level program designed for career professionals interested in becoming certified teachers.*

Elementary Education

Secondary Education

(Contact the Licensing and Advising Center, Neff 243, for more details.)

Graduate programs offered by the IPFW School of Education have earned professional accreditation from the Indiana Department of Education and the National Council for Accreditation of Teacher Education (NCATE)

## IPFW School of Education Conceptual Framework

(A learning and leadership model) We in the School of Education are committed to the following conceptual framework for our programs:

1. **Democracy and Community** Effective educators\*, such as teachers, counselors, and administrators need to be part of a dynamic educational community as a model for the climate of community they hope to create. To do this, these educators need an understanding of the moral, cultural, social, political, and economic foundations of our society. Consequently, the SOE should foster a democratic, just, inclusive learning community among its students, faculty, and staff, and with all other stakeholders in the educational enterprise.
2. **Habits of Mind** Effective educators realize that knowledge alone is not sufficient. They practice critical reflection in all endeavors. Within the context of a compassionate, caring community, educators foster habits of mind necessary to engage learners, such as investigating, inquiring, challenging, critiquing, questioning, and evaluating. Consequently, the SOE must integrate critical habits of mind in all aspects of the teaching/learning process.
3. **Pedagogy** Effective educators need to understand multiple approaches to pedagogy as well as the multiple roles of the teacher, such as facilitator, guide, role model, scholar, and motivator. Educators appreciate and are receptive to the diverse perspectives, modes of understanding, and social circumstances that they and their students bring to the educational setting. Consequently, the SOE needs to prepare educators to understand and use pedagogy creatively and thereby ensure active learning, conceptual understanding, and meaningful growth.
4. **Knowledge** Effective educators need to be well-grounded in the content that they expect to teach. Educators need to understand how knowledge is constructed, how the processes of inquiry are applied, how domains of knowledge are established, and how disciplines can be integrated and most effectively communicated to their students. Educators also need understanding of themselves, of communities in which they intend to teach, and of students. Consequently, the SOE should immerse educators in nurturing learning communities that deepen knowledge and encourage ongoing intellectual, emotional, and personal growth.
5. **Experience** Effective educators learn their craft through experiences in actual educational settings. Through on-site campus activities and field-based experiences, students will observe and emulate exemplary teaching and learning. These educators will practice, collaborate, and interact with practitioners and their students. Consequently, the SOE must integrate field and/or clinical experiences that reflect the diversity of educators, students, and schools into all aspects of the curriculum, and help educators to assess and reflect on those experiences.
6. **Leadership** Effective educators are leaders. They have developed educational and social visions informed by historical and cultural perspectives. They strive to set the highest goals for themselves and inspire students to do likewise. Educators are enriched by the convergence of knowledge, theory, and practice as they optimistically face the educational challenges of the 21st century. Consequently, the SOE must provide opportunities for educators to develop as leaders in their profession and in their communities.

\*Educator is broadly defined as pre-service and in-service teachers, administrators, and counselors.

## Admission

Applications are available from the School of Education. Your application must be accompanied by (1) official transcripts of all previous college and university work; (2) three professional reference letters; (3) copies of teaching certificates you have earned; (4) a nonrefundable \$30 application fee; and (5) a current résumé/current vitae. See the M.S.Ed. and counseling sections (below) for additional requirements. You may be admitted unconditionally or conditionally.

## Temporary Graduate Admission

Students wishing to take graduate courses but not (initially) planning to complete degree or certification requirements may choose to enroll as a temporary graduate student. Temporary graduate students may complete no more than 6 credits every five years.

## Master of Science in Education (M.S.Ed.)

**Unconditional Admission** You may be admitted unconditionally if you (1) have earned a bachelor's degree, representing the equivalent of not less than four years of undergraduate work from an institution having regional or national accreditation, and (2) you have earned a cumulative GPA of 2.5 or better (4.0=A) with all undergraduate courses taken before you received the bachelor's degree.

**Conditional Admission** You will be considered for conditional admission if you meet either of the following criteria:

1. You hold a bachelor's degree from an institution that is accredited at the state level but at neither regional or national levels.
2. Your undergraduate record does not qualify you for unconditional admission. If you earned less than a C grade in any undergraduate professional education course, you will be required to repeat that course and earn a grade of C or better to be considered for unconditional admission. If your cumulative undergraduate GPA is less than 2.5 (4.0=A), you may be admitted on the condition that your first 9 to 15 credits be completed with an average of 3.0 or better.

If you are granted conditional admission status, the school will advise you as to the criteria for achieving regular admission status.

**Degree Requirements** You must satisfactorily complete a minimum of 36 postbaccalaureate credits to earn the master's degree in educational leadership, elementary education, and secondary education. The degree in counseling requires 54 or 60 credits. To earn the M.S.Ed., you must fulfill one of the following sets of requirements for counseling, elementary education, educational leadership, or secondary education.

## Organizational Leadership and Supervision

*Division of Organizational Leadership and Supervision*

*Kimberly McDonald, Chair*

*Linda Hite, Graduate Program Director*

*260-481-6420 ~ [www.ipfw.edu/ols](http://www.ipfw.edu/ols) ~ Neff Hall 288*

The M.S. in organizational leadership and supervision offers students a foundation in the key principles of organizational leadership through core courses and the opportunity to choose a specialization, in either leadership or human resource management, that will provide in-depth knowledge and skills. Organizational Leadership and Supervision programs focus on understanding and working with people within organizations and the practical application of leadership concepts and theories. Graduates of the program will be prepared for leadership and human resources roles in a wide variety of organizations including industrial, medical, service, and other profit and nonprofit organizations.

## **Admission**

The OLS graduate committee considers several factors to be important for academic success at the graduate level and uses a balanced perspective in evaluating candidates based on those factors. Candidates for the OLS master's degree are required to have earned an undergraduate degree from an appropriately accredited institution, preferably with a B or better average. In addition, candidates are expected to show leadership potential through strong interpersonal, analytical, and communication skills as well as a high standard of equitable and ethical behavior.

The admissions process will require: (1) completion of an application including an essay that demonstrates writing skills, ability to articulate a leadership perspective, and clarity of career objectives, (2) official transcripts of all previous college and university work, (3) a recent resume, and (4) two recent letters of recommendation that reflect on professional and/or academic skills. If applicants are within five years of completing academic work, at least one of the letters should be from a former faculty member.

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## **Degree Requirements**

The M.S. in organizational leadership and supervision is a 36-credit-hour program composed of 18 credit hours of core and applied research requirements, and 18 credit hours in either the leadership or the human resources options.

## **Transfer Credit**

No more than 6 graduate transfer credits earned at other accredited institutions may be considered for application to the plan of study. Requests for transferring credits into the program must be approved by the graduate admissions committee. No more than 12 graduate credits earned in non-degree status will be counted toward the degree.

## **Academic Requirements**

A cumulative GPA of 3.0 (4.0 scale) or better is required through completion of the program. Students must earn a C (2.0) or better in all OLS courses applied to the degree. Any course grade below C (2.0) is not counted towards degree requirements; although all grades are used in computing the cumulative GPA.

## **Public and Environmental Affairs**

*Division of Public and Environmental Affairs  
Geraldyn M. Miller, Graduate Program Director  
260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260*

The Division of Public and Environmental Affairs (DPEA) is a multidisciplinary division of the Indiana University School of Public and Environmental Affairs (SPEA). Organized as a professional school, DPEA is dedicated to applied, interdisciplinary learning in the study of public affairs and is committed to teaching, research, and service. The interests of the faculty and professional staff typically fall into one or more of the following areas: policy and administration; finance and economics; urban affairs; environmental science and policy; criminal justice, law, and public safety; and health science administration and policy. The division's faculty, staff, and students work individually

and jointly to solve problems that require DPEA's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The DPEA faculty at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, DPEA is able to call upon experienced government managers, healthcare administrators, law enforcement officials, practicing attorneys, and judges to teach specialized topics from its curriculum. The organizational design of the division reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

## **Admission to DPEA Graduate Programs**

Regular admission to the M.P.A. or the M.P.M. program requires a bachelor's degree from an accredited institution, with an undergraduate GPA of 3.0 or better. Any major is acceptable. Applications to either program must include official transcripts of all college and university work, references from three people familiar with your academic or professional abilities or potential, scores on the Graduate Record Examination general test or the Graduate Management Admission Test, and a nonrefundable university application fee.

*Provisional admission* may be granted if you are nearing completion of an undergraduate degree or if you fail to meet some criteria for regular admission.

*Nondegree admission* may be granted to visiting students who wish to take classes for one semester without being formally admitted to the M.P.A. or M.P.M. program.

## **Accelerated Master's Program**

Undergraduate DPEA students with a GPA of 3.5 or above may apply for admission to the AMP program as early as their junior year. If admitted, they are eligible to apply up to 24 approved graduate credits to the M.P.A. or up to 18 approved graduate credits to the M.P.M. that have been earned toward the undergraduate degree during their senior year.

You must have satisfied all general education and core requirements prior to starting the program. You must have completed a minimum of 96 credit hours toward the bachelor's degree prior to starting the program.

## **Academic Programs**

### **I. Graduate**

#### **Applied Computer Science (M.S.)**

#### **Purdue University**

#### **Master of Science (M.S.)**

*Department of Computer Science*

*College of Engineering, Technology, and Computer Science*

*Kenneth L. Modesitt, Interim Chair*

*Beomjin Kim, Graduate Program Director*

*260-481-6180 ~ [www.ipfw.edu/academics/programs/graduate/applied](http://www.ipfw.edu/academics/programs/graduate/applied) ~ Engineering, Technology, and Computer*

The Master of Science with a major in applied computer science (ACS) is designed to meet the objectives of students with a professional interest in computer-related fields and to help meet the computing expertise needs of their employers. As the name implies, the philosophy of the program is applied. Courses of the program stress a hands-on approach, applying theory to the practical problems of developing engineering and information systems with large software content. To meet the needs of working professionals, courses are primarily offered in the evening.

Graduates of the program will be in a position to assume leadership roles

- providing technological and managerial perspectives on information management and the development of information systems,
- formulating and assessing requirements for complex software-based systems,
- using the principles of systems analysis and software engineering to design, implement, and test complex software-based systems,
- keeping abreast of the content and implications of technological advancements in applied computer sciences.

## **Financial Aid**

There are a limited number of graduate teaching assistantships available that include a stipend and substantial fee remission. Generally these are not available to first-term students.

## **Admission Requirements**

Applicants to the program should have an undergraduate degree in engineering, business, mathematics, computer science, or another undergraduate degree and significant experience in professional computer practice. Program entrance requirements include a bachelor's degree with a cumulative GPA of 3.0 or better, proficiency in a high-level computer language equivalent to a two-semester college course, a course in data structures, a course in statistics or probability based on two semesters of calculus, and a course in finite or discrete mathematics.

The admission process is selective and meeting the above minimum admission requirements does not guarantee admission into the program. Applicants to the ACS program are expected to submit scores from the Graduate Record Exam (GRE): the quantitative, analytic, and verbal aptitude components.

These requirements are in addition to the standard admission requirements of the Purdue Graduate School.

As an example, the following IPFW courses satisfy the admissions requirements for the applied computer science program:

- CS 260 Data Structures
- CS 360 Software Engineering
- MA 175 Discrete Mathematics

## **Course Prerequisites**

In addition to the program prerequisites, students must meet the course prerequisites for each course taken. This may mean the need to take additional undergraduate courses if a student's undergraduate or professional preparation is not in computer science.

## **Degree Requirements**



## 1. Curriculum Requirements

The curriculum requires 30 credit hours of approved graduate credit chosen with the guidance of a graduate advisor. The program will be configured to each individual's needs. Six of the 30 credit hours will consist of these core courses:

- ACS 560 - Software Engineering Cr. 3.
- ACS 562 - Systems Analysis and Design Cr. 3.

## 2. Remaining Requirements

The remaining 24 credit hours will be chosen from the listed courses. All of these courses have CS 260 and STAT 511 or equivalents as prerequisites unless stated otherwise. Many have additional undergraduate prerequisites. A limited number of other graduate courses in mathematics, engineering, and occasionally business may be approved on an individual basis.

## **Biology (M.S.)**

# **Purdue University Master of Science (M.S.)**

*Department of Biology  
College of Arts and Sciences  
Bruce A. Kingsbury, Chair  
George S. Mourad, Graduate Program Director  
260-481-6305 ~ [www.ipfw.edu/bio](http://www.ipfw.edu/bio) ~ Science Building 330*

The graduate program in biology helps you prepare to become a research scientist in academia, industry, or government, to obtain advanced education as a high school teacher, or to pursue further study in a professional or Ph.D. program.

Courses and faculty research cover a wide range of specific disciplines within biology: behavior, cancer biology, developmental biology, ecology, forestry, genetics, herpetology, immunology, microbiology, molecular biology, physiology, toxicology, and virology.

## Degree Requirements

The program includes nonthesis and thesis degree options. Each option is described below.

### Nonthesis Option

If you select this option, at least 30 credit hours of graduate course work are required. Fifteen of the credit hours must be at the 500 level within the Department of Biology. The remaining 15 hours can be fulfilled by some combination of the following: additional BIOL courses at the 500 level; up to 9 credit hours of BIOL 595 Special Assignments; up to 6 credit hours of undergraduate courses at the 300 or 400 level taken from other departments (students must earn a grade of no lower than B); or up to 15 credits of 500-level courses in other departments. Students also must satisfactorily complete a written examination prepared by each committee member during the student's last semester. A passing grade of B must be earned on the final exam. Students will have two attempts to pass the exam.

## Thesis Option

If you select this option, you must obtain a minimum of 30 credit hours of formal course work and research credits combined. A minimum of 18 credit hours of formal course work approved by the student's committee is required. The remaining 12 credits can be exclusively BIOL 698 Research M.S. Thesis or a combination of 9 credits BIOL 698 and 3 credits of BIOL 595 Special Assignments. BIOL 595 credits cannot be included in the 18 hours of formal course work. Students must present their research to the department in a seminar and pass a final oral defense of their thesis work after they have submitted their thesis to the examining committee.

## Description of Graduate Courses

The courses are grouped in the following three categories according to their content.

### Population and Community Biology

covering related topics presented in

- BIOL 502 - Conservation Biology Cr. 3.
- BIOL 505 - Biology of Invertebrate Animals Cr. 3.
- BIOL 543 - Population Ecology Cr. 4.
- BIOL 580 - Evolution Cr. 3.
- BIOL 582 - Ecotoxicology Cr. 3.
- BIOL 586 - Topics in Behavior and Ecology Cr. 3.
- BIOL 592 - The Evolution of Behavior Cr. 3.
- BIOL 595 - Special Assignments Cr. 1-4.
- BIOL 598 - Biology of Fish Cr. 4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3

### Organismal Biology

covering related topics presented in

- BIOL 505 - Biology of Invertebrate Animals Cr. 3.
- BIOL 533 - Medical Microbiology Cr. 3.
- BIOL 537 - Immunobiology Cr. 3.
- BIOL 544 - Principles of Virology Cr. 3.
- BIOL 556 - Physiology I Cr. 3.
- BIOL 559 - Endocrinology Cr. 3.
- BIOL 565 - Immunobiology Laboratory Cr. 1.
- BIOL 566 - Developmental Biology Cr. 3.
- BIOL 567 - Laboratory in Developmental Biology Cr. 1.
- BIOL 579 - Fate of Chemicals in the Environment Cr. 4.
- BIOL 580 - Evolution Cr. 3.
- BIOL 586 - Topics in Behavior and Ecology Cr. 3.
- BIOL 592 - The Evolution of Behavior Cr. 3.
- BIOL 595 - Special Assignments Cr. 1-4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3
- FNR 523 - Aquaculture Cr. 3

## Genetics, Cellular and Molecular Biology

covering related topics presented in

- BIOL 558
- BIOL 506 - Human Molecular Genetics Cr. 3.
- BIOL 509 - Molecular Biology and Applications Cr. 3.
- BIOL 515 - Molecular Genetics Cr. 3.
- BIOL 516 - Molecular Biology of Cancer Cr. 3.
- BIOL 533 - Medical Microbiology Cr. 3.
- BIOL 537 - Immunobiology Cr. 3.
- BIOL 540 - Biotechnology Cr. 3.
- BIOL 543 - Population Ecology Cr. 4.
- BIOL 544 - Principles of Virology Cr. 3.
- BIOL 556 - Physiology I Cr. 3.
- BIOL 559 - Endocrinology Cr. 3.
- BIOL 565 - Immunobiology Laboratory Cr. 1.
- BIOL 566 - Developmental Biology Cr. 3.
- BIOL 567 - Laboratory in Developmental Biology Cr. 1.
- BIOL 580 - Evolution Cr. 3.
- BIOL 584 - Molecular Biology and Applications Laboratory Cr. 1.
- BIOL 595 - Special Assignments Cr. 1-4.
- FNR 505 - Molecular Ecology and Evolution Cr. 3

## Business (M.B.A.)

### Indiana University

### Master of Business Administration (MBA)

*Richard T. Doermer School of Business and Management Sciences*

*John Wellington, Dean*

*Zoher E. Shipchandler, Associate Dean and Interim MBA Program Director*

*260-481-6498 ~ Fax: 260-481-6879*

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## Admission

The Doermer School of Business and Management Sciences seeks candidates whose analytical abilities, leadership, interpersonal skills, and personal motivation indicate a strong potential to excel in a business career. Candidates are required to hold a four-year undergraduate degree in any discipline from a recognized institution.

The MBA Policy Committee considers a number of characteristics essential for success in the program and evaluates a candidate for admission based on these characteristics. An ability to excel in the MBA program is indicated by a high GMAT score, past academic achievements (undergraduate GPA), and recommendations that speak to the candidate's intellectual capacity. In addition, the committee considers several individual factors to be of equal importance. Motivation and leadership, as well as excellent communication and interpersonal skills, are highly valued in a

professional manager. Successful candidates have these proven characteristics, which are revealed in past work experience, a self-evaluation essay, and recommendation letters. The committee carefully weighs all of these factors in making an admission recommendation to the Doermer School of Business and Management Sciences.

Admission decisions are valid for 12 months from the semester of acceptance indicated in the applicant's admission letter. Successful applicants who have not completed any degree-applicable courses within that period must reapply for admission.

## **Educational Objective Statement (Essay)**

Applicants must provide an essay of 300–400 words indicating your experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, specify your educational objectives as you contemplate beginning studies for the MBA program.

## **Graduate Management Admission Test**

All applicants are required to take the Graduate Management Admission Test (GMAT) as part of the admission process with the exception of (1) all master's or higher degree holders (including Ph.D., J.D., and M.D.) with a GPA of 3.5 or higher or (2) all bachelor's degree holders from an AACSB accredited business program with a GPA of 3.25 or higher. The GMAT is an aptitude test and does not unduly benefit individuals with previous business education or experience.

The computerized GMAT is available by appointment throughout the year. (Additional information regarding test sites, registration, and content is contained at the official GMAT Web site [www.mba.com](http://www.mba.com).) An official GMAT score report must be submitted as part of the application for admission. GMAT test scores remain valid for five years from the date of the test. Only the most recent GMAT test score will be considered in determining admission.

## **Transcripts**

Applicants must have official transcripts sent directly to the MBA office from every college or university they have attended. Unofficial records or transcripts that have been issued to applicants cannot be accepted.

## **Recommendations**

Applicants are required to submit two letters of recommendation; the recommendation forms are included in the application packet. Recommendations should be obtained only from individuals qualified to evaluate an applicant's academic or on-the-job performance and attest to his or her ability to pursue a graduate degree. Suggested recommenders are employee supervisors or college professors.

## **Language Competency**

Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and submit the results with their admission application. A minimum score of 250 on the computer-based test or 600 on the paper-based test is required. As an alternative to the TOEFL, the school will consider a minimum score of 80 earned on the Michigan Test of English Language Proficiency. Either test may be waived if the applicant has satisfactorily completed at least one year of full-time college-level work at a recognized college or university in the United States.

## **Conditional Admission**

Applicants may be granted conditional admission at the discretion of the director and/or MBA Policy Committee. Specific requirements of conditional admission will be addressed in the applicant's letter of admission.

## Deadlines

Applicants may apply for admission for fall or spring semesters, or for summer sessions. Completed applications and all required supporting materials should be received by the following dates to assure timely admission decisions.

|                                       | <b>Fall</b> | <b>Spring</b> | <b>Summer</b> |
|---------------------------------------|-------------|---------------|---------------|
| <b>Application Deadline</b>           | July 15     | Nov. 15       | April 1       |
| <b>International Student Deadline</b> | May 1       | Oct. 1        | Feb. 1        |
| <b>Final Admission Decisions</b>      | Aug. 10     | Dec. 20       | May 10        |

The Master of Business Administration (MBA) program is designed to prepare qualified students and working professionals for positions of responsibility as managers and leaders who are capable of making effective and ethical business decisions in a changing global environment.

## Goals

It is intended that graduates of the Master of Business Administration program will demonstrate:

1. the ability to solve problems innovatively, based on a knowledge of the tools, concepts, and theories of each of the functional business disciplines;
2. the ability to transcend functional boundaries, synthesizing and integrating information to make complex, short-term decisions with limited information, as well as conduct the research, competitive analysis, and environmental scanning necessary for long-term strategic decisions;
3. the ability to apply specialized skills to managerial problems inherent in a rapidly changing global environment;
4. the ability to effectively harness and use information technology;
5. effective written, oral, and presentation skills;
6. the interpersonal and team leadership skills needed to build an organizational environment that is effective and conducive to collaboration; and
7. a sense of professional and social responsibility in the conduct of managerial affairs.

The MBA program is accredited by AACSB International, the Association to Advance Collegiate Schools of Business, which is the accepted mark of excellence in graduate-level business programs. No other graduate-level business program in northeast Indiana, and only about one-third of those offered in the United States, has earned AACSB accreditation.

## Special Resources

The MBA program draws its strength from the following school and university resources:

## Faculty

The faculty who teach in the graduate program have earned doctoral degrees from a broad range of distinguished universities and bring a wealth of experience through their scholarly research and consulting in the business community.

## Library

The Walter E. Helmke Library houses a collection in excess of 360,000 books and provides full-text access to more than 24,000 periodical titles. In addition, the library subscribes to hundreds of databases and saves students valuable hours of research time. Further, the library's Document Delivery Service enables students to request materials from the collections of national and international libraries. Individual research assistance is available to all MBA students from a librarian specializing in business information.

## Computers

A broad range of computing resources is available. MBA students have access to leading statistical packages through the university's PC-based SPSS, ERP and graphics, and related software packages on the university's computer network.

## Program of Study

The MBA program requires the completion of a minimum of 33 credit hours. There are five classifications of courses in the program:

### Group 1—Business Essentials

**Business Essentials Courses** Group 1 (Business Essentials) consists of short introductory business modules. These modules are required for students who do not have an academic background in business. Some or all of these modules may be waived, depending on the student's prior academic training. In addition, students who lack academic background in computer applications should take additional course work to address that deficiency.

#### Business Essentials (4 credits) (must be admitted to the MBA program to enroll)

- BUFW X501 - Essentials of Accounting Cr. 1.
- BUFW X502 - Basic Finance Cr. 1.
- BUFW X503 - Introduction to Economics Cr. 1.
- BUFW X504 - Ethics and Regulatory Environment Cr. 1.

### Core Courses and Electives

Groups 2–5 are the core MBA courses. Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

### Group 2—Professional Core

#### Professional Core (9 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW A524 - Decision Making and Economic Environment in a Global Economy Cr. 3.
- BUFW M540 - Data Analysis and Management Science Cr. 3.
- BUFW M542 - Leadership and Management of People in Organizations Cr. 3.

### Group 3—Strategic Management Core

#### Strategic Management Core (15 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW D542 - Strategic Cost Management Cr. 3.
- BUFW F542 - Financial Analysis and Decision Making Cr. 3.
- BUFW M552 - Management of Information Technology Cr. 3.
- BUFW M560 - Marketing and Customer Relationship Management Cr. 3.
- BUFW M570 - Operations and Supply Chain Management Cr. 3.

### Group 4—Capstone Course

#### Capstone (3 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

- BUFW M590 - Strategic Management Cr. 3.

### Group 5—Electives

#### Electives (6 credits)

Candidates for the MBA are required to complete a minimum of 33 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

**Total MBA Credits: 33 credits**

## **Counselor Education (M.S.Ed.)**

### **Indiana University**

### **Master of Science in Education (M.S.Ed.)**

*School of Education  
Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*  
260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250

The counselor education program provides the following options:

1. school counseling consists of 54 credits and can be completed in as few as three years.
2. agency/marriage and family therapy counseling consists of 60 credits and can be completed in as few as three years.

Each of the above options emphasizes:

- a) theory, skills, and strategies of counseling;
- b) research on counseling issues; and
- c) supervised counseling experience (on-campus practicums and off-campus internship).

## **Acceptance to the Counselor Education Program**

Acceptance to the program is available only for Summer Session II. Preference is given to applications received on or before April 1. To be considered, you must provide the following materials with your application for admission to graduate study in education:

1. a completed counselor education program application form, official transcripts from all colleges you have attended, three references, and copies of all applicable licenses.
2. a current résumé or curriculum vitae.
3. a statement, approximately two pages in length, that summarizes your
  - a) professional goals, including preferred professional setting(s), examples of typical employment activities, and any specialized interests;
  - b) past experiences contributing to the development of your cited professional goals; and
  - c) unique skills and characteristics aiding your pursuit of your cited goals.

After the dean of the School of Education has determined that you qualify for admission to graduate study in education, your application to the counselor education program and the additional material you have provided will be referred to the coordinator of counselor education. The coordinator and appropriate faculty will evaluate your demonstrated academic ability and evidence of your aptitude for working with people. You will also be required to participate in group and personal interviews. Applicants are accepted to the program with the stipulation they adhere to the curriculum of their elected option.

## **Conditional Acceptance**

At the recommendation of the counseling program faculty, applicants with undergraduate GPAs below 3.2 (4.0=A) and/or limited applicable work experience may be accepted to the program contingent on their maintaining a GPA of 3.5 for their first year of course work (Summer II, fall, spring, Summer I) in the counselor education program. The GRE can be taken by students whose GPA falls below 3.2 to strengthen their case for admission.

## **Comprehensive Examination**

You must pass a comprehensive examination before you will be permitted to graduate. The examination covers the following elements: professional orientation, the helping relationship, groups, appraisal, research, social and cultural foundations, human development, and career counseling. This examination is patterned after the National Counseling Examination and is graded on a pass/no-pass basis. If necessary, after a minimum interim period of two weeks, you may retake the exam once. Specialty sections for each master's degree program are also included.



## Supervised Experience

The counselor education program requires the following supervised counseling experience with clients:

## On-Campus Practicums

You must enroll in and satisfactorily complete two practicums (for school) and three practicums (for agency/marriage and family therapy) in the IPFW Community Counseling Center. Your work in these courses will be observed and evaluated by a team of faculty and peers and closely supervised by selected faculty.

## Counseling Internship

For the school counseling option, all students must complete a 600-hour counseling internship in an accredited K–12 school. Students pursuing the agency/marriage and family therapy counseling option must complete 500 face-to-face client contact hours divided between the internship and the three practicums in an approved agency setting. Before you are permitted to work with clients, you must:

1. earn a minimum grade of B in each of two specified preparatory, pre-practicum courses and
2. comply with the Ethical Standards of the American School Counseling Association or the American Association of Marriage and Family Therapy.

Your specific responsibilities in the client/counselor relationship are detailed in the following school publications: Graduate Student Orientation Handbook and The Counselor Education Program Handbook. You are expected to conduct yourself professionally, uphold confidentiality, avoid dual relationships with clients, and refrain from any unsupervised counseling activities. Your failure to meet these expectations will result in your censure or dismissal from the program.

## Licensing

Completion of the school counseling option may lead to a School Counselor educator license for the State of Indiana. Completion of the agency/marriage and family therapy option may lead to subsequent licensure in marriage and family therapy and mental health counseling pending completion of additional state requirements (see counselor education faculty for more details).

## Requirements

You are required to follow the curriculum plan for your elected counseling track. Any variation from specified elements of these curricula can be granted only by written permission of the coordinator of counselor education.

To earn the master's degree with a major in counseling, you must satisfactorily complete the counseling foundation block plus either the agency/marriage and family therapy counseling core or the school counseling core curricula shown below. You also must satisfactorily complete supervised off-campus internships and two or three (agency/marriage and family therapy) on-campus practicums, a comprehensive examination, and a portfolio evaluation.

Subject to approval by the coordinator of counselor education, you may substitute up to 6 credits of graduate-level counseling courses you have successfully completed at IPFW or earned at another comparably accredited institution.

## Counseling Foundation Block (39 credits)

- EDUC G502 - Professional Orientation and Ethics Cr. 3.
- EDUC G503 - Counseling Theories and Techniques I: Humanistic and Existential Cr. 3.
- EDUC G504 - Counseling Theories and Techniques II: Behavior and Family Systems Cr. 3.
- EDUC G505 - Individual Appraisal: Principles and Procedures Cr. 3.
- EDUC G524 - Practicum in Counseling Cr. 3.
- EDUC G525 - Advanced Counseling Practicum Cr. 3.
- EDUC G532 - Introduction to Group Counseling Cr. 3.
- EDUC G550 - Internship in Counseling and Guidance Cr. 3-5.
- EDUC G552 - Career Counseling: Theory and Practice Cr. 3.
- EDUC G570 - Human Sexuality Cr. 3.
- EDUC G575 - Multicultural Counseling Cr. 3.
- EDUC G590 - Research in Counseling and Guidance Cr. 1-3.
- EDUC P514 - Life Span Development: Birth to Death Cr. 3.

### Agency/Marriage and Family Therapy Counseling Core (21 credits)

- EDUC G525 - Advanced Counseling Practicum Cr. 3.
- EDUC G551 - Advanced Internship in Counseling Cr. 3.
- EDUC G563 - Foundations of Mental Health Counseling Cr. 3.
- EDUC G567 - Introduction to Marriage and Family Counseling Cr. 3.
- EDUC G580 - Topical Seminar in Counseling and Guidance Cr. 1-3.
- EDUC G590 - Research in Counseling and Guidance Cr. 1-3.

### School Counseling Core (15 credits)

- EDUC G542 - Organization and Development of Counseling Programs Cr. 3.
- EDUC G551 - Advanced Internship in Counseling Cr. 3.
- EDUC G562 - School Counseling: Intervention Consultation and Program Development Cr. 3.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.

Total (54 or 60 Credits)

## **Educational Leadership (M.S.Ed.)**

## **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in educational leadership, you must satisfactorily complete the following program:

## Foundational Domain: (9 credits)

### One of the following: (3 credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.

### One of the following or any other approved P5XX course: (3 credits)

- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.

### One of the following or any other approved H5XX course: (3 credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Administrative Domain: (27 credits; 30 credits for license)

To qualify for the Indiana Building Level Administrator license, you must also do the following:

1. Complete an Administration Portfolio Assessment.
  2. Complete EDUC A625 or A627 Elementary or Secondary Administration with a grade of A or B after completion of item 1 above.
  3. Pass the School Leaders Licensure Assessment Praxis exam.
  4. Provide a letter from your superintendent stating that you have at least two years of full-time teaching experience under a valid license.
  5. Complete an interview and receive recommendation from Educational Leadership faculty.
- EDUC M501 - Lab/Field Experience (Service Learning for Diversity) Credits: 0  
Service Learning for Diversity
  - EDUC M501 - Portfolio Checkpoint Credits: 0
  - EDUA T555 - Problems in Human Relations and Cultural Awareness Cr. 3.
  - EDUC A500 - School Administration Cr. 3.
  - EDUC A510 - School-Community Relations Cr. 2-3.  
(P: A500)
  - EDUC A608 - Legal Perspectives on Education Cr. 3.  
(P: A500)
  - EDUC A625 - Administration of Elementary Schools Cr. 3.  
(For License) or
  - EDUC A627 - Secondary School Administration Cr. 3.  
(For License)
  - EDUC A630 - Economic Dimensions of Education Cr. 3.

- (P: A500)
- EDUC A638 - Public School Personnel Management Cr. 3.  
(P: A500)
- EDUC A695 - Practicum in School Administration Cr. 3.  
(P: A500, 18 semester hours in Administrative Domain, portfolio checkpoint)

Choose one of the following:

- EDUC E535 - Elementary School Curriculum Cr. 3.
- EDUC S503 - Secondary School Curriculum Cr. 3.

Choose one of the following:

- EDUC E536 - Supervision of Elementary School Instruction Cr. 3.  
(P: A500)
- EDUC S655 - Supervision of Secondary School Instruction Cr. 3.  
(P: A500)

## Educational Leadership – Cohort Option

Educational Leadership students may choose to complete a 36 credit M.S.Ed. program cohort option in approximately 14 months. Students in this program may select a spring or summer start date. Completion of this program may lead to a Building Level Administrator license for the State of Indiana. For more information on this cohort option, please contact the School of Education at 260-481-4123.

## Elementary Education (M.S.Ed.)

### Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in elementary education, you must satisfactorily complete the following program:

### Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Credits: 0
- EDUC P503 - Introduction to Research Cr. 3.

### Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Elementary Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

## Choose two from: (6 credits)

- EDUC E547 - Advanced Study in the Teaching of Social Studies in the Elementary Schools Cr. 3.
- EDUC E548 - Advanced Teaching of Science in the Elementary School Cr. 3.
- EDUC F549 - Advanced Study in the Teaching of Language Arts in the Elementary Schools Cr. 3.
- EDUC J515 - Methods of Small Group Instruction Cr. 3.
- EDUC N543 - Advanced Study in the Teaching of Mathematics in the Elementary Schools Cr. 3.

- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

## Electives: (6 credits — part of Elementary Core)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

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## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

## Elementary Education: Early Childhood Emphasis (M.S.Ed.)

### Indiana University

### Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

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To earn the master's degree with a major in elementary education and an emphasis in early childhood, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Early Childhood Core: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E507 - Evaluation of Classroom Behavior Cr. 3.
- EDUC E508 - Seminar in Early Childhood Formation Cr. 3.
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

## Choose one from: (3 credits)

- EDUA F500 - Early Literacy Development
- EDUC L524 - Language Education Issues in Bilingual and Multicultural Education Cr. 3.
- EDUC L530 - Topical Workshop in Language Education Cr. 1-6.

## Electives: (3 credits)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

## Elementary Education: Reading Minor (M.S.Ed.)

## Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

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To earn the master's degree with a major in elementary education and a minor in reading, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:



1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E590 - Research in Elementary Education Cr. 1-6.
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Reading Minor Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

## Required courses:

- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

## Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (Research Paper or Project)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Total (36 Credits)

## **Elementary or Secondary Education: Gifted and Talented K–12 Endorsement (M.S.Ed.)**

## **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in elementary or secondary education and an endorsement in gifted and talented K–12, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E590 - Research in Elementary Education Cr. 1-6.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Suggested options for Psychological Foundations electives:

(not required)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Gifted and Talented Endorsement Core: (12 credits)

Choose one:

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC E535 - Elementary School Curriculum Cr. 3.

Or

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.

Required:

- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC W554 - Creative Problem-Solving and Metacognition Cr. 3.
- EDUC W595 - Practicum: Gifted and Talented Cr. 3-6.

Electives: (3 credits)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

Capstone to M.S.Ed. Program: (3 credits — last course)

- Exit Checkpoint: Presentation of Research Paper or Project
- EDUC E595 - Problem Analysis in Elementary Education Cr. 3. (P:E590) (Research Paper or Project)

Or

- EDUC S591 - Research Project in Secondary Education Credits: 3 (P: S590) (Research Paper or Project)
- Exit Checkpoint: Presentation of Research Paper or Project

Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC E595 or S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

Total (36 Credits)

**Engineering (M.S.E.) (pending approval)**

# **Purdue University**

## **Master of Science in Engineering (M.S.E.) (pending approval)**

*Department of Engineering  
College of Engineering, Technology, and Computer Science  
Carlos Pomalaza-Raez, Chair  
260-481-6362 ~ [www.engr.ipfw.edu/graduate/default.shtml](http://www.engr.ipfw.edu/graduate/default.shtml)  
Engineering, Technology, and Computer Science Building 327*

The proposed Master of Science in Engineering (M.S.E.) is designed to meet the needs of students and motivated professionals seeking to deepen their knowledge of the principles and practice of engineering. The curriculum and course offerings will prepare graduates for leadership positions in their field. The program will offer four areas of specialization:

- Computer Engineering
- Electrical Engineering
- Mechanical Engineering
- Systems Engineering

Course offerings will be flexible to meet the needs of both full-time students and working adults.

Approval for this program is pending. Contact the Department of Engineering for more information.

## **English (M.A.)**

# **Indiana University**

## **Master of Arts (M.A.)**

*Department of English and Linguistics  
College of Arts and Sciences  
Richard N. Ramsey, Chair  
Michael S. Stapleton, Graduate Program Director  
260-481-6770 ~ Fax: 260-481-6985  
[www.ipfw.edu/engl](http://www.ipfw.edu/engl) ~ Classroom-Medical Building 147*

To earn this degree, you must complete at least 30 credits (courses are generally 3 credits each). You also must demonstrate reading proficiency in an approved foreign language, normally by passing with a grade of A or B a 300-level literature course offered by the Department of International Language and Culture Studies. (The IPFW Department of International Language and Culture Studies may provide an examination as an alternative for students who are prepared to read literature and criticism in an approved language.) You must maintain a GPA of at least 3.0 or better in courses taken to fulfill degree requirements; no course with a grade below B will count toward the degree.

Your program must include at least one course in professional scholarship, one course in critical theory, and one 700-level seminar. It must include at least three courses in each of two of five available concentrations: (1) British literature before 1700, (2) British literature after 1700, (3) American literature, (4) English language and linguistics, (5) writing, rhetoric, and composition.

You may, with your advisor's approval, apply courses that satisfy core requirements to your concentration requirements. If you do, you must still complete enough approved elective courses to meet the required minimum of 30 credits.

You are expected to write a master's thesis (3–6 credits).

## Teaching Assistantships

Students in the M.A. program may qualify for appointment as teaching aides. Such appointments (with the title graduate aide) carry a stipend as well as partial remission of fees. Aides typically teach one or two sections of freshman or developmental composition.

## Program Requirements

- ENG B501 - Professional Scholarship in Literature Cr. 3.
- ENG B502 - Introduction to Literacy Studies and the Teaching of College English Cr. 3.
- ENG B605 - Modern Approaches to Literature Cr. 3.
- ENG B780 - Special Studies in British and American Literature Cr. 3.
- ENG C602 - Contemporary Theories of Composition Cr. 3.
- LING L575 - Introduction to Linguistic Theory Cr. 3.

### Core (9 credits)

#### One course in professional scholarship

For example:

- ENG B501 - Professional Scholarship in Literature Cr. 3.
- ENG B502 - Introduction to Literacy Studies and the Teaching of College English Cr. 3.

#### One course in critical theory

For example:

- ENG B605 - Modern Approaches to Literature Cr. 3.
- ENG C602 - Contemporary Theories of Composition Cr. 3.
- LING L575 - Introduction to Linguistic Theory Cr. 3.

#### One seminar

For example:

- ENG B780 - Special Studies in British and American Literature Cr. 3.

## Concentration 1 (9 credits)

Three courses in one of the following:

- (1) British literature before 1700,
- (2) British literature after 1700,
- (3) American literature,
- (4) English language and linguistics, or
- (5) writing, rhetoric, and composition

## Concentration 2 (9 credits)

Three courses in one of the remaining concentrations

## Electives (3-5 credits)

Enough courses applicable to the degree to bring the program to at least 30 credits

## Minimum (30 credits)

## English Teaching (M.A.T.)

## Indiana University

## Master of Arts for Teachers (M.A.T.)

Department of English and Linguistics  
College of Arts and Sciences  
*Richard N. Ramsey, Chair*  
*Michael S. Stapleton, Graduate Program Director*  
260-481-6770 ~ Fax: 260-481-6985  
[www.ipfw.edu/engl](http://www.ipfw.edu/engl) ~ Classroom-Medical Building 147

To earn this degree, you must complete at least 36 credits (courses are generally 3 credits each). You must maintain a GPA of at least 3.0 or better in courses taken to fulfill degree requirements; no course with a grade below B will count toward the degree.

At least eight of your courses (normally 24 credits) must be graduate-level courses administered by the Department of English and Linguistics. These must include (1) a course in the English language or linguistics, (2) a course in rhetorical or composition theory, and (3) a course in ethnic or minority literature. At least five more courses must be elected from among the graduate offerings of the Department of English and Linguistics. Up to 12 of the 36 required credits may be elected from courses approved by the director of graduate studies, but administered by a department other than English and Linguistics. For example, if you are working toward certification, you may be able to count some of your education courses as electives for the M.A.T.

You may elect to write a master's thesis (3–6 credits). If you do not write a thesis, you must complete a 700-level seminar. The M.A.T. program does not require you to demonstrate foreign language proficiency or to sit for a comprehensive examination.

To receive the M.A.T., in addition to completing these requirements, you must hold at least provisional public-school certification in English. You must complete all degree requirements within five years of your admission to the program.

## **Teaching Assistantships**

Students in the M.A.T. program may qualify for appointment as teaching aides. Such appointments (with the title graduate aide) carry a stipend as well as partial remission of fees. Aides typically teach one or two sections of freshman or developmental composition.

## **Program Requirements**

### **Core (9 credits)**

- A course in the English language or linguistics
- A course in rhetorical or composition theory
- A course in ethnic or minority literature

Electives administered by the Department of English and Linguistics (15–27 credits)

Approved electives from appropriate departments (0–12 credits)

Minimum (36 credits)

## **Liberal Studies (M.L.S.)**

## **Indiana University**

## **Master of Liberal Studies (M.L.S.)**

*College of Arts and Sciences*

*Michael E. Kaufmann, Graduate Program Director*

*260-481-6760 ~ [www.ipfw.edu/libstudies](http://www.ipfw.edu/libstudies) ~ Classroom-Medical Building 127*

The Master of Liberal Studies program enables you to study the liberal arts beyond the baccalaureate degree. If your undergraduate education was primarily professional, you can broaden your general education by building upon your life experience and skills. If you regard the liberal arts as subjects for lifetime learning, the M.L.S. provides a coherent, challenging program of graduate study. The program is not intended as preparation for doctoral study.

If you are accepted into the M.L.S. program, the program director will assist you in developing a course of study appropriate to your needs and interests. You may enroll in graduate courses offered by any department in the College of Arts and Sciences for which you have appropriate background or prerequisites. You may also enroll in courses with the LBST prefix, intended specifically for students in the M.L.S. program. These multidisciplinary courses focus on major issues in the natural sciences, social sciences, and humanities.

## **Admission**



For regular admission, you must have completed an undergraduate degree with a cumulative GPA of 3.0 or better (4.0=A). You may qualify for provisional admission if you do not meet these requirements. However, you may be required to complete prerequisite courses without credit toward the graduate degree.

## **Academic Regulation**

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

## **Degree Requirements**

To earn the M.L.S., you must complete the following requirements:

- Credits in other graduate-credit courses, including no more than 12 credits in English and no more than 9 credits in any other discipline Credits: 18
- LBST D501 - Humanities Seminar Cr. 3.
- LBST D502 - Social Science Seminar Cr. 3.
- LBST D503 - Science Seminar Cr. 3.

### **One of the following (3 Credits)**

- LBST D500 - Graduate Project Cr. 3-6.
- LBST D700 - Topics in Liberal Studies Cr. 3.

### **Total (30 Credits)**

## **Mathematics (M.S.)**

## **Purdue University**

## **Master of Science (M.S.)**

The M.S. with a major in mathematics is the appropriate program for you if you have an interest in a traditional mathematics program or if you are a secondary school mathematics teacher or a prospective Ph.D. student. To qualify for admission, you should have a strong undergraduate background in mathematics, including as much work as possible in abstract algebra, linear algebra, advanced calculus, analysis, and differential equations.

## **Academic Regulations**

In addition to satisfying regulations that apply to all Purdue University graduate students, you must earn at least a grade of B in each course used to satisfy degree requirements. However, your advisory committee may agree to accept up to two courses in which you earn grades of C.

## **Teaching Assistantships**

A limited number of half-time teaching assistantships (with the title graduate aide) are available. Contact the department chair for details.

## Program Requirements

Your plan of study must contain at least 30 credits, and normally will include the following courses:

- 3 Credits in another mathematics or statistics course
- 6 Credits in additional courses approved by your advisory committee. The courses may be in mathematical sciences. If you take courses outside mathematical sciences, you must select two from the same discipline.
- MA 571 - Elementary Topology Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.

Four courses in algebra and analysis selected from the following: (12 credits)

- MA 525 - Introduction to Complex Analysis Cr. 3.
- MA 540 - Analysis I Cr. 3.
- MA 541 - Analysis II Cr. 3.
- MA 553 - Introduction to Abstract Algebra Cr. 3.
- MA 554 - Linear Algebra Cr. 3.

One of the following (3 Credits)

- MA 560 - Fundamental Concepts of Geometry Cr. 3.
- MA 575 - Graph Theory Cr. 3.

Total (30 Credits)

## **Mathematics and Option in Applied Mathematics/Operations Research (M.S.)**

### **Purdue University Master of Science (M.S.)**

*Department of Mathematical Sciences  
College of Arts and Sciences  
David A. Legg, Chair  
W. Douglas Weakley, Graduate Program Director  
260-481-6233 ~ [www.ipfw.edu/math](http://www.ipfw.edu/math) ~ Kettler Hall 200*

The M.S. with a major in mathematics and an option in applied mathematics/operations research is the appropriate program if you are, or plan to be, employed in a position in business or industry that requires significant proficiency in mathematics. To qualify for admission, you should have a background in mathematics that includes ordinary differential equations, advanced calculus, linear algebra, and proficiency in a computer programming language.

## **Academic Regulations**

In addition to satisfying regulations that apply to all Purdue University graduate students, you must earn at least a grade of B in each course used to satisfy degree requirements. However, your advisory committee may agree to accept up to two courses in which you earn grades of C.

## **Teaching Assistantships**

A limited number of half-time teaching assistantships (with the title graduate aide) are available. Contact the department chair for details.

## **Program Requirements**

Your plan of study must contain at least 30 credits, and normally will include the following courses:

- CS 520 - Computational Methods in Analysis Cr. 3.
- MA 511 - Linear Algebra with Applications Cr. 3.
- MA 521 - Introduction to Optimization Problems Cr. 3.
- MA 525 - Introduction to Complex Analysis Cr. 3.
- MA 540 - Analysis I Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.
- STAT 528 - Introduction to Mathematical Statistics Cr. 3.

### **Additional Courses:**

9 Credits in additional courses approved by your advisory committee. The courses are to be selected from graduate-level courses appropriate for your emphasis and may include courses from physics, engineering, business, statistics, mathematics, and computer science. Suggested courses include:

- CS 514 - Numerical Analysis Cr. 3.
- CS 543 - Introduction to Simulation and Modeling of Computer Systems Cr. 3.
- CS 580 - Algorithm Design Analysis and Implementation Cr. 3.
- MA 575 - Graph Theory Cr. 3.
- STAT 512 - Applied Regression Analysis Cr. 3.
- STAT 514 - Design of Experiments Cr. 3.

**Total (30 Credits)**

## **Nursing Administration (M.S.)**

## **Purdue University**

## **Master of Science (M.S.)**

Department of Nursing  
College of Health and Human Services

*Carol Sternberger, Chair*  
*Katherine Willock, Graduate Program Director*  
260-481-6284 ~ [www.ipfw.edu/nursing](http://www.ipfw.edu/nursing) ~ Neff Hall B50

## **Advisory Committee**

Each candidate for a master's degree is assigned an advisory committee consisting of three members. The director of the nursing administration program serves as the major advisor and chair of the advisory committee. Other committee members include a student-designated professor and the chair of the Department of Nursing. This committee prepares and approves the plan of study (described below), advises, and assists in thesis development when applicable.

## **Plan of Study**

Students pursuing a master's degree should have a preliminary plan of study on file prior to the initial registration. The plan of study identifies a primary area that lists specific courses and all other requirements of the degree. The formal plan of study is approved by the advisory committee, including the chair of the Department of Nursing, and must be submitted to the Graduate School before the final semester of enrollment.

## **Transfer Credit**

Up to 49 percent of required credits for this degree may be accepted in transfer if not already applied toward another degree. No more than 12 graduate credits earned in a nondegree status will be counted toward the degree. At least 50 percent of the required credits for the degree must be earned at IPFW.

## **Grades**

A cumulative GPA of 3.0 or better on a 4.0 scale is required through completion of the program.

## **Time Limitations**

Special permission is required for students to continue in the program beyond five consecutive years.

## **Degrees**

It is the student's responsibility to apply for the master's degree. Applications must be received by the Department of Nursing by Sept. 1 for May graduation, Jan. 1 for August graduation, and May 1 for December graduation.

## **Master of Science**

The graduate program offers a Master of Science with a major in nursing administration with thesis and nonthesis options. This program is designed to expand the knowledge base of registered professional nurses to an advanced practice level in the speciality of nursing administration. The program will provide theoretical and practical knowledge in administration, healthcare organizational management and communication, and research and delivery of patient care in a variety of healthcare settings. The program's purpose is to prepare registered nurses for leadership positions in diverse healthcare systems and to provide an accessible program in nursing administration to meet the regional needs of northeast Indiana.

## Admission Requirements

- Baccalaureate degree with a major in nursing
- Degree must be from a school/department/college of nursing that is accredited by the NLN or CCNE
- Undergraduate grade-point average (GPA) of 3.0 or better on a 4.0 scale
- Registered Nurse Licensure and eligible for Indiana licensure
- Test of English as a Foreign Language (TOEFL) examination required for students whose native language is not English with a minimum score of 550 or 213 on computer-based exam
- Undergraduate research and statistics within the last 5 years
- Complete application online at [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions)

### Note:

If applicants have less than a 3.0 GPA, they may be required to take the Graduate Record Examination (GRE) for the quantitative, analytical, and verbal aptitude tests.

## Degree Requirements

To earn the Master of Science with a major in nursing administration, the following must be completed:

### Nursing Major (39 credit hours)

#### Core Requirements (14 credits)

- NUR 521 - Theoretical Constructs in Nursing Cr. 3.
- NUR 523 - Nursing Research Cr. 3.
- NUR 525 - Informatics in Nursing Cr. 3.
- NUR 610 - Seminar on Healthcare Issues Cr. 3.
- NUR 665 - Managed Care Cr. 2.

#### Area of Concentration (16 credits)

- NUR 650 - Nursing Administration Theory I Cr. 3.
- NUR 651 - Nursing Administration Theory II Cr. 3.
- NUR 652 - Nursing Administration Theory III Cr. 3.
- NUR 653 - Nursing Administration— Financial Management Cr. 3.
- NUR 671 - Administrative Practicum I Cr. 2.
- NUR 672 - Administrative Practicum II Cr. 2.

#### Business Content (6 credits)

- NUR 654 - Human Resource Management Cr. 3.

Select one from the following:

- COM 574 - Organizational Communication Cr. 3.
- OLS 525 - Organizational Analysis and Action Cr. 3

## Scholarly Achievement (3 credits)

- NUR 682 - Nursing Administration: Concept Synthesis and Application Cr. 3.
- NUR 698 - Research/M.S. Thesis Cr. 3.

## Nursing Consortium (M.S.)

Through a consortium agreement with the Schools of Nursing at the West Lafayette, Fort Wayne, and Calumet campuses, a Master of Science with a major in nursing practice is offered to students in the West Lafayette, Fort Wayne, and Calumet areas. The primary purposes of these graduate nursing programs is to prepare nurses for advanced practice as nurse administrators, clinical nurse specialists (adult health or critical care), or as family nurse practitioners. Graduates from these programs are prepared to assume diverse leadership roles in clinical practice.

## Graduate Nursing Consortium Majors

*Family Nurse Practitioner*

*Adult Health Clinical Nurse Specialist*

*Critical Care Clinical Nurse Specialist*

*Nursing Administration*

For more information regarding the nurse practitioner and clinical nurse specialist programs, contact the Purdue Calumet Department of Nursing at 219-989-2815.

## Organizational Leadership and Supervision (M.S.)

## Purdue University

## Master of Science (M.S.)

### Core Requirements (18 credit hours)

All students complete the core courses to build a foundation in the key principles of organizational leadership. In these courses, students will learn how to assess and enhance organizational climates and cultures. In addition, they will use human resource practices, budgeting, and cost control methods to promote unit effectiveness.

- OLS 510 - Foundations of Behavior and Leadership in Organizations Cr. 3
- OLS 515 - Foundations of Human Resources Cr. 3
- OLS 520 - Foundations of Organizational Context Cr. 3
- OLS 525 - Organizational Analysis and Action Cr. 3

### Research Courses

All students will complete two research courses: a research skills course to increase knowledge and understanding of research principles and a capstone applied research project course. (Pre-requisites may be required for some of these courses.)

Select from the following list:

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- SOC P570 - Applied Research Methods Cr. 3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- STAT 511 - Statistical Methods Cr. 3.

And

- OLS 680 - Research in OLS Cr. 3

## Human Resources Option (18 credit hours)

The human resources option prepares students to understand the theory as well as the practice of HR. This option ties specific skills in HR practice to a broad-based perspective that will prepare graduates for the challenges of a changing workplace.

- One elective (approved by advisor)(3 credits)
- OLS 545 - Compensation and Benefits Cr. 3
- OLS 555 - Workforce Planning and Employment Cr. 3
- OLS 565 - Employee Relations Cr. 3
- OLS 575 - Contemporary Employment Practices and the Law Cr. 3
- OLS 585 - Health Safety and Security Cr. 3

## Leadership Option (18 credit hours)

Organizations need leaders at all levels as they face a global marketplace and a more diverse and rapidly changing society. This program prepares individuals with the theory, skills, and action-oriented perspective required of them as they live and work in a changing society.

- Two electives (approved by advisor)(6 credits)
- OLS 530 - System Change and Organization Development Cr. 3
- OLS 540 - Leading Collaborative Projects and Work Teams Cr. 3
- OLS 570 - Leadership Across Cultural Boundaries Cr. 3
- OLS 587 - Developing a Leadership Philosophy Cr. 3

## Professional Communication (M.A.)

**Purdue University**

**Master of Arts (M.A.)**

*Department of Communication*  
*College of Arts and Sciences*  
*Marcia D. Dixon, Chair*  
*Steven A. Carr, Graduate Program Director*  
260-481-6825 ~ [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) ~ Neff Hall 230

The master's program in professional communication serve students seeking career management and staff positions as communication specialists in industrial, service, governmental, and media-related sectors of the economy. The curriculum may also be used as preparation for doctoral programs.

Students prepare plans of study in one of two broad areas: communication management or media specialist. Students who pursue this program benefit from four distinctive features: (1) the curricular fusion of two respected academic traditions: rhetorical and communication theory; (2) a functionally proportioned study of rhetorical and communication theory and practice; (3) the complementary relation of the required core, which provides a coherent theoretical base, and the selections offered by the applied specialization and cognate options, which facilitate development of a plan of study tailored to personal career goals; and (4) the scheduling of offerings to accommodate part-time students, including employed professionals, and to expedite completion of the program in as little as two academic years.

## **Degree Requirements**

The curriculum consists of 33 credits in approved courses, a synthesis paper, and a written comprehensive examination. Comprehensive examinations will be routine. Under exceptional circumstances, you may be exempted from taking your comprehensive examination by the advising committee. The circumstances will include (1) achieving A's in all graduate courses (if you meet the following two criteria regarding synthesis paper and conference paper/publication and have all A's in courses up to your last semester, you are exempt from comprehensive exams even if you are taking courses that semester); (2) having the synthesis paper approved by the deadline for that semester; and (3) either having a single-authored competitive paper presented at a regional or national scholarly meeting or having a single-authored competitive paper published in a regional or national scholarly journal.

### **Communication Theory Core (12 credits)**

**At least one of the following: (3 credits)**

- COM 582 - Descriptive/Experimental Research in Communication Cr. 3.
- COM 584 - Historical/Critical Research in Communication Cr. 3.

**At least three of the following: (9 credits)**

- COM 512 - Theories of Interpersonal Communication Cr. 3.
- COM 518 - Theories of Persuasion Cr. 3.
- COM 520 - Small Group Communication Cr. 3.
- COM 521 - Theories of Rhetoric Cr. 3.
- COM 527 - Introduction to Cultural Studies Cr. 3.
- COM 559 - Current Trends in Mass Communication Research Cr. 3.
- COM 574 - Organizational Communication Cr. 3.

### **Specialization Courses (up to 21 credits)**



- Cognate Studies: credits selected, with the approval of your advisor or advising committee, from upper-division or graduate courses in communication or other disciplines
- COM 502 - Classroom Communication Cr. 3.
- COM 507 - Introduction to Semiotics Cr. 3.
- COM 508 - Nonverbal Communication in Human Interaction Cr. 3.
- COM 515 - Persuasion in Social Movements Cr. 3.
- COM 516 - Analysis of Persuasive Messages Cr. 3.
- COM 517 - Communication in Politics Cr. 3.
- COM 522 - History and Criticism of Public Communication Cr. 3.
- COM 523 - Communication in Personal Relationships Cr. 3.
- COM 525 - Advanced Interviewing Cr. 3.
- COM 531 - Special Topics in Mass Communication Cr. 3.
- COM 534 - Comparative Telecommunication Systems Cr. 3.
- COM 537 - Educational/Instructional Television Cr. 3.
- COM 557 - Legal Dimensions of Communication Cr. 3.
- COM 560 - Rhetorical Dimensions of Mass Media Cr. 3.
- COM 563 - Public Policy in Telecommunication Cr. 3.
- COM 576 - Health Communication Cr. 3.
- COM 590 - Directed Study of Special Problems Cr. 1-3.
- COM 597 - Special Topics in Communication Cr. 3.

Total (33 Credits)

## Professional Communication (M.S.)

### Purdue University

## Master of Science (M.S.)

*Department of Communication*

*College of Arts and Sciences*

*Marcia D. Dixon, Chair*

*Steven A. Carr, Graduate Program Director*

*260-481-6825 ~ [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) ~ Neff Hall 230*

The master's program in professional communication serve students seeking career management and staff positions as communication specialists in industrial, service, governmental, and media-related sectors of the economy. The curriculum may also be used as preparation for doctoral programs.

Students prepare plans of study in one of two broad areas: communication management or media specialist. Students who pursue this program benefit from four distinctive features: (1) the curricular fusion of two respected academic traditions: rhetorical and communication theory; (2) a functionally proportioned study of rhetorical and communication theory and practice; (3) the complementary relation of the required core, which provides a coherent theoretical base, and the selections offered by the applied specialization and cognate options, which facilitate development of a plan of study tailored to personal career goals; and (4) the scheduling of offerings to accommodate part-time students, including employed professionals, and to expedite completion of the program in as little as two academic years.

## Degree Requirements

The curriculum consists of 33 credits in approved courses, a synthesis paper, and a written comprehensive examination. Comprehensive examinations will be routine. Under exceptional circumstances, you may be exempted from taking your comprehensive examination by the advising committee. The circumstances will include (1) achieving A's in all graduate courses (if you meet the following two criteria regarding synthesis paper and conference paper/publication and have all A's in courses up to your last semester, you are exempt from comprehensive exams even if you are taking courses that semester); (2) having the synthesis paper approved by the deadline for that semester; and (3) either having a single-authored competitive paper presented at a regional or national scholarly meeting or having a single-authored competitive paper published in a regional or national scholarly journal.

## Teaching Assistantships

A limited number of teaching assistantships are available. The assistantship normally requires teaching two Fundamentals of Speech Communication courses or other duties as assigned. All recipients must be enrolled in two graduate courses during each of the regular semesters of the academic year. See [www.ipfw.edu/comm/grad](http://www.ipfw.edu/comm/grad) for details.

## Communication Theory Core (12 credits)

At least one of the following: (3 credits)

- COM 582 - Descriptive/Experimental Research in Communication Cr. 3.
- COM 584 - Historical/Critical Research in Communication Cr. 3.

At least three of the following: (9 credits)

- COM 512 - Theories of Interpersonal Communication Cr. 3.
- COM 518 - Theories of Persuasion Cr. 3.
- COM 520 - Small Group Communication Cr. 3.
- COM 521 - Theories of Rhetoric Cr. 3.
- COM 527 - Introduction to Cultural Studies Cr. 3.
- COM 559 - Current Trends in Mass Communication Research Cr. 3.
- COM 574 - Organizational Communication Cr. 3.

## Specialization Courses (up to 21 credits)

- Cognate Studies: credits selected, with the approval of your advisor or advising committee, from upper-division or graduate courses in communication or other disciplines
- COM 502 - Classroom Communication Cr. 3.
- COM 507 - Introduction to Semiotics Cr. 3.
- COM 508 - Nonverbal Communication in Human Interaction Cr. 3.
- COM 515 - Persuasion in Social Movements Cr. 3.
- COM 516 - Analysis of Persuasive Messages Cr. 3.
- COM 517 - Communication in Politics Cr. 3.
- COM 522 - History and Criticism of Public Communication Cr. 3.
- COM 523 - Communication in Personal Relationships Cr. 3.
- COM 525 - Advanced Interviewing Cr. 3.
- COM 531 - Special Topics in Mass Communication Cr. 3.
- COM 534 - Comparative Telecommunication Systems Cr. 3.

- COM 537 - Educational/Instructional Television Cr. 3.
- COM 557 - Legal Dimensions of Communication Cr. 3.
- COM 560 - Rhetorical Dimensions of Mass Media Cr. 3.
- COM 563 - Public Policy in Telecommunication Cr. 3.
- COM 576 - Health Communication Cr. 3.
- COM 590 - Directed Study of Special Problems Cr. 1-3.
- COM 597 - Special Topics in Communication Cr. 3.

Total (33 Credits)

## Public Affairs (M.P.A.)

# Indiana University

## Master of Public Affairs (M.P.A.)

*Division of Public and Environmental Affairs*  
*Geralyn M. Miller, Graduate Program Director*  
 260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260

The Division of Public and Environmental Affairs (DPEA) is a multidisciplinary division of the Indiana University School of Public and Environmental Affairs (SPEA). Organized as a professional school, DPEA is dedicated to applied, interdisciplinary learning in the study of public affairs and is committed to teaching, research, and service. The interests of the faculty and professional staff typically fall into one or more of the following areas: policy and administration; finance and economics; urban affairs; environmental science and policy; criminal justice, law, and public safety; and health science administration and policy. The division's faculty, staff, and students work individually and jointly to solve problems that require DPEA's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The DPEA faculty at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, DPEA is able to call upon experienced government managers, healthcare administrators, law enforcement officials, practicing attorneys, and judges to teach specialized topics from its curriculum. The organizational design of the division reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

## Admission to DPEA Graduate Programs

Regular admission to the M.P.A. or the M.P.M. program requires a bachelor's degree from an accredited institution, with an undergraduate GPA of 3.0 or better. Any major is acceptable. Applications to either program must include official transcripts of all college and university work, references from three people familiar with your academic or professional abilities or potential, scores on the Graduate Record Examination general test or the Graduate Management Admission Test, and a nonrefundable university application fee.

*Provisional admission* may be granted if you are nearing completion of an undergraduate degree or if you fail to meet some criteria for regular admission.

*Nondegree admission* may be granted to visiting students who wish to take classes for one semester without being formally admitted to the M.P.A. or M.P.M. program.

## **Accelerated Master's Program**

Undergraduate DPEA students with a GPA of 3.5 or above may apply for admission to the AMP program as early as their junior year. If admitted, they are eligible to apply up to 24 approved graduate credits to the M.P.A. or up to 18 approved graduate credits to the M.P.M. that have been earned toward the undergraduate degree during their senior year.

You must have satisfied all general education and core requirements prior to starting the program. You must have completed a minimum of 96 credit hours toward the bachelor's degree prior to starting the program.

The Master of Public Affairs (M.P.A.) is an interdisciplinary professional program structured around concepts and skills essential to management, policy, and planning activities within governmental, quasi-governmental, and nonprofit organizations. The program provides knowledge and experience that can be used by professionals in various roles within a changing public sector.

The course of study requires completion of (1) the core requirements, (2) requirements for a concentration, (3) the experiential requirement or Mid-Career Option credit, and (4) sufficient electives to total 48 credit hours.

The curriculum of the core requirements encompasses preparation in a broad range of skills relevant to the operation of public and nonprofit agencies. It is based on the academic disciplines, but not limited to any one. It is problem-oriented, bringing the disciplines to bear on critical social, environmental, economic, and administrative issues.

Although the environment of public service is diverse and changing, effectiveness in that environment requires the development of special skills attained through detailed study in a chosen field of concentration. These span the variety of professional specialties found in public service. On the IPFW campus, DPEA offers the M.P.A. with three areas of concentration: criminal justice, health systems administration, and public management.

The academic regulations of public and environmental affairs provide liberal opportunities for replacing some course work with credit for prior experience through the Mid-Career Option. Students with no public affairs experience must complete a practicum in public affairs.

Thus, the program provides expertise in the core requirements and a specific concentration area, as well as a general working knowledge of public affairs. The M.P.A. program is accredited by the National Association of Schools of Public Administration and Affairs (NASPAA).

## **Transfer Credit**

With the approval of the graduate program director, you may transfer up to 9 graduate credit hours of appropriate course work with grades of B or better earned at other accredited institutions. No more than 12 graduate credits completed as a nondegree student will be counted toward the M.P.A. You must complete a minimum of 24 credit hours of Indiana University SPEA courses, in addition to Mid-Career Option credits, to earn the M.P.A.

## **Course Waivers**

If your undergraduate course work contained material that the division agrees is equivalent to one or more required courses, you may be permitted to waive these courses and substitute elective courses.

## **Mid-Career Option**

The Mid-Career Option of the Master of Public Affairs program recognizes the professional capabilities of those with experience in the public or private sector. The student's experience does not necessarily have to be with a public agency, as management-level experience in the private sector is generally applicable to the public sector.

Mid-Career Option credit is granted based on experience gained until the end of the semester in which the student completes 24 credit hours. A maximum of 12 credit hours may be granted to students under the Mid-Career Option. The following guidelines are used in determining credit:

1. To receive 3 credit hours, a student must have a minimum of one year's technical administrative or policy work experience with a government or private agency.
2. Six credit hours may be awarded for two to four years of managerial experience in directing programs, preparing budgets, and making decisions on organizational or staff development; or for two to four years of professional experience in policy analysis or planning.
3. Individuals with four or more years of executive assignment may be awarded 9 to 12 credit hours. Applicants must have had responsibility for supervision of high-level staff or budget preparation, organizational control of public agencies, or executive responsibility for policy analysis or planning.

## **Mid-Career Option Application Process and Policies**

1. Students are eligible to apply for Mid-Career Option credit only after they have been admitted to the M.P.A. program. Once accepted into the program, they can apply for Mid-Career Option credit at any point in their degree program, up to the semester in which they complete 24 credit hours.
2. Determination of Mid-Career Option credit is made separately from decisions about transfer of credit.
3. Under no circumstances will the Mid-Career Option credit and transfer credit total more than 21 of the 48 credit hours required for the M.P.A.
4. Students receiving Mid-Career Option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
5. Students may appeal the initial Mid-Career Option credit decision by submitting a written request for reconsideration to the director of graduate studies.

## **Internships and Field Experiences**

You must complete an approved internship (SPEA V585) or be awarded Mid-Career Option credit to earn the M.P.A. You may take up to 6 credits of internship and field experiences. Normally, no more than 3 credits for SPEA V585 will apply to your concentration requirements. If you are granted more than 6 Mid-Career Option credits, you will not be permitted to enroll for credit in SPEA V585 without the permission of the director of graduate studies.

## **Academic Probation**

You will be placed on academic probation if your semester or cumulative graduate GPA falls below 3.0 (B). Provisionally admitted students and those on probation must earn a GPA of 3.0 or better for all graduate work completed within the next 12 credit hours or become subject to dismissal. Only courses with grades of C (2.0) or better are counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned.

## **Core Requirements (18 credits)**

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- SPEA V517 - Public Management Economics Cr. 3.

- SPEA V540 - Law and Public Affairs Cr. 1-3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V600 - Capstone in Public and Environmental Affairs Cr. 3.

## Concentrations (18 credits)

### Criminal Justice (18 credits)

The criminal justice concentration examines the development and evaluation of policies and programs in the criminal justice field. Students learn both the theoretical and practical aspects of agencies designed to reduce crime in society.

Note: Students with little or no criminal justice experience may be required to take one or both of the following courses at the undergraduate level before taking courses in the graduate criminal justice concentration.

- SPEA J101 - American Criminal Justice System
- SPEA J439 - Crime and Public Policy
- Other courses approved by the director of graduate studies
- SPEA J501 - Evolution of Criminological Thought and Policy Cr. 3.
- SPEA V509 - Administrative Ethics in the Public Sector Cr. 3.

### One of the following: (3 credits)

- SPEA J502 - Research Methods in Criminal Justice and Public Affairs Cr. 3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.

### One of the following: (3 credits)

- SPEA J666 - Criminal Justice Policy and Evaluation Cr. 3.
- SPEA J682 - Criminal Justice Planning and Management Cr. 3.

### Two courses from one of the following groups (6 credit hours)

#### Group A:

- SPEA J582 - Criminal Justice Systems Cr. 3.
- SPEA J587 - Criminal Violation: Problems and Characteristics Cr. 3.
- SPEA J588 - Law and Control in Society Cr. 3.
- SPEA V550 - Topics in Public Affairs Cr. 1-3.  
(criminal justice topics only)
- SPEA V580 - Readings in Public Affairs Cr. 1-6.  
(criminal justice topics only)
- SPEA V585 - Practicum in Public Affairs Cr. 1-6.  
(criminal justice topics only)

#### Group B:

- SPEA V564 - Urban Management

- SPEA V569 - Managing Interpersonal Relations
- SPEA V570 - Public Sector Labor Relations
- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.
- SPEA V561 - Public Human Resources Management Cr. 3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.
- SPEA V566 - Executive Leadership Cr. 3.

### Nonprofit Management:

- SPEA V522 - Human Resource Management in Nonprofit Organizations Cr. 3.
- SPEA V525 - Management in the Nonprofit Cr. 3.

### Health Systems Administration (18 credits)

The health systems administration concentration examines policies and programs in the health field. Emphasis is placed on organizational and economic analysis.

- SPEA H517 - Managerial Epidemiology Cr. 3.
- SPEA V543 - Health Services Management Cr. 3.
- SPEA V545 - The U.S. Healthcare System Cr. 3.
- SPEA V546 - Health Services Utilization Cr. 3.

### Credit hours from the following: 6

- SPEA V631 - Health Planning  
(or)
- SPEA V550 - Topics in Public Affairs Cr. 1-3.
- SPEA V580 - Readings in Public Affairs Cr. 1-6.  
or
- SPEA V590 - Research in Public Affairs Cr. 1-6.

### Choose one of the following:

- SPEA V567 - Public Financial Administration  
or
- SPEA V539 - Management Science for Public Affairs Cr. 3.  
or
- SPEA V562 - Public Program Evaluation Cr. 1-3.

### Choose one of the following:

- SPEA V570 - Public Sector Labor Relations  
or
- SPEA V504 - Public Organizations Cr. 1-3.  
or

- SPEA V561 - Public Human Resources Management Cr. 3.

## Public Management (18 credit hours)

The public management concentration develops the quantitative and qualitative skills necessary for public and nonprofit management. Emphasis is placed on organizational, political, and economic analysis.

- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.

### One of the following: (3 credits)

- SPEA V550 - Topics in Public Affairs Cr. 1-3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.

### One of the following: (3 credits)

- SPEA V569 - Public Sector Labor Relations
- SPEA V570 - Managing Interpersonal Relations
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V561 - Public Human Resources Management Cr. 3.

## Experiential Component

Each M.P.A. student must obtain relevant professional experience through one of the following options:

- an approved internship (0–6 credit hours)
- SPEA V590 - Research in Public Affairs Cr. 1-6.

## Electives (9 credits)

Courses must be graduate courses approved by the director of graduate studies. Mid-Career Option credit reduces elective hours by the number of MCO hours awarded.

## Total (48 Credits)

## Public Management (M.P.M)

# Indiana University Master of Public Management

*Division of Public and Environmental Affairs  
Geraldyn M. Miller, Graduate Program Director  
260-481-6351 ~ [www.ipfw.edu/spea](http://www.ipfw.edu/spea) ~ Neff Hall 260*



The Master of Public Management (M.P.M.) is an interdisciplinary professional program structured around concepts and skills essential to management, policy, and planning activities within governmental, quasi-governmental, and nonprofit organizations. The M.P.M. is a 36-credit-hour program made up of a core and three options for concentration. The core is comprised of six courses (18 credit hours) designed to provide foundation-level knowledge that is applicable to general public management and the groundwork for the concentrations. The three concentrations (criminal justice administration and policy, health systems administration and policy, and public administration and policy) are 12 credit hours. Students focus on an area of concentration that best reflects their career goals and plans. Students must also complete a 3-credit-hour practicum in public affairs. Students with at least one year of full-time management and/or policy experience can apply for an award of 3 credit hours to take the place of this practicum. The remaining 3 credits are to be fulfilled by an elective course approved by the director of graduate studies. The course of study requires completion of (1) the M.P.M. core, (2) the concentration requirement, (3) the experiential requirement, and (4) sufficient elective credits to total 36 credit hours.

The curriculum of this program, as contained in the core requirements, encompasses a range of skills relevant to managing public agencies. It is based on the academic disciplines but not limited to any one. It is also problem-oriented, bringing multidisciplinary approaches to bear on social, economic, and management issues.

Because public service and management are diverse and changing, effective managers should develop a special set of skills attained through detailed study in a chosen area of concentration. These concentrations span a variety of public management areas. Thus the program provides students with knowledge and skills in the core requirement areas and the concentration areas, as well as a general working knowledge of management.

## **Transfer Credit**

With the approval of the graduate program director, you may transfer up to 9 graduate credit hours of appropriate course work with grades of B or better earned at other accredited institutions. No more than 12 graduate credits completed as a nondegree student will be counted toward the M.P.M. You must complete a minimum of 18 credit hours of Indiana University SPEA courses, in addition to Experiential Option credits, to earn the M.P.M.

## **Course Waivers**

If your undergraduate course work contained material that the division agrees is equivalent to one or more required courses, you may be permitted to waive these courses and substitute elective courses.

### **Experiential Option**

The Experiential Option of the Master of Public Management program recognizes the professional capabilities of those with experience in the public or private sector. The student's experience does not necessarily have to be with a public agency, as management-level experience in the private sector is generally applicable to the public sector.

Experiential Option credit is granted based on experience gained until the end of the semester in which the student completes 18 credit hours. A maximum of 3 credit hours may be granted to students under the Experiential Option. To receive 3 credit hours, a student must have a minimum of one year's technical administrative or policy work experience with a government or private agency.

## **Experiential Option Application Process and Policies**

1. Students are eligible to apply for Experiential Option credit only after they have been admitted to the M.P.M. program. Once accepted into the program, they can apply for Experiential Option credit at any point in their degree program, up to the semester in which they complete 18 credit hours.
2. Determination of Experiential Option credit is made separately from decisions about transfer of credit.

3. Under no circumstances will the Experiential Option credit and transfer credit total more than 18 of the 36 credit hours required for the M.P.M.
4. Students receiving Experiential Option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
5. Students may appeal the initial Experiential Option credit decision by submitting a written request for reconsideration to the director of graduate studies.

## Internships and Field Experiences

You must complete an approved internship (SPEA V585) or be awarded Experiential Option credit to earn the M.P.M.

## Academic Probation

You will be placed on academic probation if your semester or cumulative graduate GPA falls below 3.0 (B). Provisionally admitted students and those on probation must earn a GPA of 3.0 or better for all graduate work completed within the next 12 credit hours or become subject to dismissal. Only courses with grades of C (2.0) or better are counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned.

## Core Requirements (12 credits)

The M.P.M. core is designed to provide foundation-level knowledge that is applicable to general public management and provide the groundwork for the concentrations.

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- SPEA V509 - Administrative Ethics in the Public Sector Cr. 3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V562 - Public Program Evaluation Cr. 1-3.
- SPEA V566 - Executive Leadership Cr. 3.

## Concentrations (18 credits)

### Criminal Justice Administration and Policy (12 credits)

The criminal justice administration and policy concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related agencies.

**Note:** Students with little or no criminal justice experience may be required to take one or both of the following courses at the undergraduate level before taking courses in the graduate criminal justice administration and policy concentration.

- SPEA J101 - American Criminal Justice System
- SPEA J439 - Crime and Public Policy
- SPEA J501 - Evolution of Criminological Thought and Policy Cr. 3.
- SPEA J502 - Research Methods in Criminal Justice and Public Affairs Cr. 3.
- SPEA J582 - Criminal Justice Systems Cr. 3.
- SPEA J682 - Criminal Justice Planning and Management Cr. 3.

## Health Systems Administration and Policy (12 credits)

The health systems administration and policy concentration examines policies and programs in the health field. Emphasis is placed on organizational and economic analysis.

- SPEA H517 - Managerial Epidemiology Cr. 3.
- SPEA V543 - Health Services Management Cr. 3.
- SPEA V545 - The U.S. Healthcare System Cr. 3.
- SPEA V546 - Health Services Utilization Cr. 3.

## Public Administration and Policy (12 credits)

The public administration and policy concentration develops the quantitative skills necessary for public and not-for-profit management. Emphasis is placed on organizational, political, and economic analysis.

- SPEA V504 - Public Organizations Cr. 1-3.
- SPEA V512 - Public Policy Process Cr. 3.
- SPEA V539 - Management Science for Public Affairs Cr. 3.
- SPEA V540 - Law and Public Affairs Cr. 1-3.

## Experiential Component

Each M.P.M. student must obtain relevant professional experience through one of the following options:

- an approved internship (0–6 credit hours)
- SPEA V590 - Research in Public Affairs Cr. 1-6.

## Electives (3 credits)

This elective course must be a graduate course approved by the director of graduate studies.

## Total (36 Credits)

## Secondary Education (M.S.Ed.)

## Indiana University

## Master of Science in Education (M.S.Ed.)

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

To earn the master's degree with a major in secondary education, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3. (P: P503)

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Secondary Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.

## Choose one graduate course in content area of license (3 credits)

### Choose one from: (3 credits)

- EDUC F516 - Advanced Study in the Teaching of Secondary School English Language Arts Cr. 3.
- EDUC L520 - Advanced Study in Foreign Language Teaching Cr. 3.
- EDUC N517 - Advanced Study in the Teaching of Secondary School Mathematics Cr. 3.
- EDUC S518 - Advanced Study in the Teaching of Secondary School Science Cr. 3.
- EDUC S519 - Advanced Study in the Teaching of Secondary School Social Studies Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- HPER P545 - The Physical Education Curriculum Cr. 3.
- MUS E517 - Projects and Problems in Music Education Cr. 1-3.
- MUS E524 - Experimental Teaching in Elementary School Music Cr. 3.
- MUS E525 - Supervision of Music in the Public Schools Cr. 1-3.

### Electives: (6 credits — part of Secondary Core)

Choose from courses above, workshops, or content courses, or 1-credit Critical Analysis and Reading Core seminars on topics of interest (maximum one 1-credit course per semester).

\*\*

### Capstone to M.S.Ed. Program: (3 credits — last course)

- EDUC S591 - Research Project in Secondary Education Credits: 3  
(P: S590)
- Exit Checkpoint: Presentation of Research Paper or Project

### Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

### Total (36 Credits)

## **Secondary Education: Reading Minor (M.S.Ed.)**

## **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ www.ipfw.edu/educ ~ Neff Hall 250*

To earn the master's degree with a major in secondary education and a minor in reading, you must satisfactorily complete the following program:

## Introduction to M.S.Ed. Program: (6 credits — first two courses)

- EDUA F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC P503 - Introduction to Research Cr. 3.

## Two Portfolio Checkpoints:

1. After 18 hours of credit in M.S.Ed. program,\* and
2. After 33 hours of credit in M.S.Ed. program\*

## Foundations Block: (12 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3. (P: P503)

## Choose one from Psychological Foundations: ( 3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Choose one from Social Foundations: ( 3 Credits)

- EDUC H504 - History of American Education Cr. 3.
- EDUC H520 - Education and Social Issues Cr. 3.
- EDUC H530 - Philosophy of Education Cr. 3.
- EDUC H540 - Sociology of Education Cr. 3.
- EDUC H551 - Comparative Education I Cr. 3.

## Reading Minor Core: (15 credits)

- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0 (minimum 10 hrs.)
- EDUC S503 - Secondary School Curriculum Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,

## Capstone to M.S.Ed. Program: (3 credits — last course)

- EDUC S591 - Research Project in Secondary Education Credits: 3 (P: S590) (Research Paper or Project)
- Exit Checkpoint: Presentation of Research Paper or Project

## Total (36 Credits)

## Notes

1. It is strongly recommended that students take EDUA F500 and EDUC P503 as the first courses in their program. The last course will be EDUC S591.
2. Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
3. \*Students will meet with a faculty committee for each of the two portfolio checkpoints in the semester following completion of 18 hours of credit and again in the semester following 33 hours of credit.
4. \*\*Students may only apply 6 hours of workshop credit toward completion of the M.S.Ed. Also, at least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.

## Sociological Practice (M.A.)

# Indiana University Master of Arts (M.A.)

*Department of Sociology and Anthropology*

*College of Arts and Sciences*

*Diane E. Taub, Chair*

*Augusto De Vananzi, Graduate Program Director*

*260-481-6669 ~ 260-481-0474*

*www.ipfw.edu/soca/soc ~ Classroom-Medical Building 241*

The M.A. in sociological practice at IPFW prepares you to be a skilled practitioner of sociology. As a discipline, sociology examines the structures and dynamics of human life in groups. The goal of the program is to have students apply the sociological perspective to research, analysis, and intervention in the function of social institutions, organizations, and groups.

Successful completion of the M.A. in sociological practice program will enable you to:

Acquire an advanced understanding of sociological practice including history, theory, professionalism, and ethics.

Develop skills in the design, implementation, and analysis of social research and in the interpretation of social science research data for a nonacademic audience.

Develop skills to design and implement flexible, creative, research-based Interventions to affect change in groups, organizations, and societies.

## **Admission**

To be considered for regular admission, you must have a baccalaureate degree including a major in sociology or a related discipline with a grade-point average of B or better (3.0 on a 4.0 scale). GRE scores are optional. Your application for admission must include an essay that will demonstrate that your writing skills and career objectives are in line with the program. An interview is recommended.

If you have not completed an undergraduate degree in sociology, you may be admitted contingently if you have completed the following core undergraduate sociology courses or their approved equivalent with a grade of B or better in each course: sociological theory, sociological methods, and statistics. If you do not have one or all of these core undergraduate classes, you may be admitted with the contingency that you will need to complete these undergraduate courses or their approved equivalent before you are allowed to enroll in the parallel graduate courses.

## **Academic Regulations**

In addition to fulfilling the academic regulations that apply to all Indiana University graduate students, you must earn a grade of B or better in each course applied toward the degree.

## **Financial Aid**

To be considered a full-time student and qualify for financial aid, graduate students must be enrolled for at least 9 credits per semester. Sources of financial aid for graduate students include, but are not limited to, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Perkins Loans, and Federal Work Study. You may qualify for appointment as a teaching or research aide. Such appointments carry a stipend as well as partial remission of fees.

## **Degree Requirements**

**The M.A. in sociological practice** is a 33 credit program composed of the core and applied research elective components.

### **Core Component (18 credits)**

The core component is designed to provide you, through a series of foundation seminars, with a general level of graduate training in the intellectual tools of sociology. Included are theory, methods, statistics, and professional development.

### **Elective Component (15 credits)**

The elective component provides an opportunity to develop a curriculum emphasizing the applied research component of sociological practice. After successfully completing the core component (except for the practicum or thesis), you



will meet with your mentor to design a program selecting electives in applied sociology or other approved graduate courses.

## **Practicum Option (6 credits)**

The practicum option gives you hands-on professional practice experience. It is generally divided during a two-semester sequence. During the first semester, you will develop a practicum proposal intended to outline the expectations and anticipated outcomes of the practicum experience. The proposal must be approved by the practicum committee before you can register for the final semester of the sequence. While developing the proposal, carrying out the practicum, or writing the report, students may enroll for additional credits of SOC P698 as needed, but only 6 credits of the course will count toward meeting the degree requirements. The practicum will serve as a capstone experience in which you integrate and apply what has been learned in formal course work. The final report (40–100 pages) must incorporate policy recommendations for resolving a problem or improving the functioning of the organization or situation in which you were involved.

## **Thesis Option (6 credits)**

The thesis option prepares students for professional practice through a more traditional applied research project. The thesis should exhibit advanced theoretical and methodological knowledge, as well as demonstrate independent thinking and evaluation of the quality of a potentially publishable professional journal article.

Upon approval of the thesis committee, you will enroll in the first semester of SOC P699 and develop a thesis proposal. The proposal is intended to outline the problem addressed along with the theory and methods to be used. The proposal must be approved by the thesis committee before the student can register for the final semester of SOC P699. While developing the proposal or writing the thesis, students may enroll for additional credits of SOC P699 as needed, but only 6 credits of the course will count toward meeting the requirements.

## **Special Education (pending approval)**

An M.S.Ed. in special education is pending approval. Contact the School of Education for more information.

## **Program Requirements**

This thirty-six hour degree program will prepare candidates to work with individuals with mild disabilities in educational settings. Program graduates will be prepared to hold leadership roles in special education programs. They also will have fulfilled the educational requirements needed to attain an initial Indiana teaching license in Mild Interventions.

## **Special Education Mild Intervention (M.S.Ed.)**

## **Indiana University**

## **Master of Science in Education (M.S.Ed.)**

*School of Education*

*Barry Kanpol, Dean*

*James E. Burg, Patrick Garvey, Joe D. Nichols, Graduate Program Directors*

*260-481-4146 ~ [www.ipfw.edu/educ](http://www.ipfw.edu/educ) ~ Neff Hall 250*

IPFW offers an undergraduate (25–26 credits) and a graduate (24 credits) program. Graduate students may select from either the graduate courses list or may mix in the undergraduate courses that parallel the graduate courses. All graduate courses apply toward a master's degree in special education beginning fall 2007 (pending final approval).

## Program Requirements

- EDUC K525 - Survey of Mild Handicaps (P: K505) Credits: 3
- EDUC K553 - Classroom Management and Behavior Support Credits: 3
- EDUC E535 - Assessment and Remediation of the Mildly Handicapped I Credits: 3  
(P: K525)
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0
- EDUC E536 - Assessment and Remediation of the Mildly Handicapped II Credits: 3  
(P: K525)
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0
- EDUC K565 - Collaboration and Service Delivery Credits; 0  
(P: K525)
- EDUC K595 - Practicum in Special Education Credits: 3  
(Practicum will be in elementary or secondary grades per current license) (Take as final course).
- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC K541 - Transition Across the Life Span Cr. 3.

## Notes

(Rules 2002 licensed teachers will receive a certification in the same developmental level(s) as their current license. This certification will cover LD, MIMH, Moderate Disabilities, and EH.)

(Rules 46/47 and Bulletin 400 licensed teachers will receive a K–12 certification in Mild Disabilities upon completion of this program. This certification will cover LD and MIMH.)

## Speech-Language Pathology (M.A.) (pending approval)

### Purdue University

### Master of Arts (M.A.) (pending approval)

*Audiology and Speech Sciences*

*Lucille Hess, Chair*

*260-481-6411 ~ [www.ipfw.edu/aus](http://www.ipfw.edu/aus) ~ Neff Hall 279*

An M.A. in speech-language pathology is pending approval. Contact the Audiology and Speech Sciences Department for more information.

The M.A. in speech-language pathology is the professional degree necessary to practice speech-language pathology in any setting. Graduate training in speech-language pathology prepares individuals to provide speech-, language-, and communication-competence training to persons who are developmentally delayed or who have acquired speech-language problems due to disease or accident.

Graduates of the program will be prepared to provide services in a wide variety of settings, including schools, hospitals, extended-care facilities, universities, clinics, private practice groups, and early intervention programs.

## **Technology (M.S.)**

# **Purdue University Master of Science (M.S.)**

*College of Engineering, Technology, and Computer Science  
Gerald Voland, Dean*

*Matthew Kubik, Graduate Program Director*

*260-481-6385 ~ [www.ipfw.edu/academics/programs/graduate/technology](http://www.ipfw.edu/academics/programs/graduate/technology) ~ Engineering, Technology, and Computer Science Building 229*

The Master of Science in Technology prepares qualified students and working professionals to assume leadership positions facing the challenges of global technical competition. Faculty mentored creative projects are developed specifically to apply to individual career needs. A selection of graduate electives allows for the choice of additional degree specialization in:

- Information Technology/Advanced Computer Applications
- Industrial Technology/Manufacturing
- Facilities/Construction Management

The graduate will have advanced knowledge and skills that are required to function effectively in a modern, international, technical environment and to accept increasing responsibility in industrial and business positions. Elective choices will enable students to increase their technical knowledge within a chosen area of modern technology, as well as their knowledge in a related area such as leadership or communication.

## **Admission Requirements**

Applicants may have technical or non-technical backgrounds with a four-year undergraduate degree required from a recognized institution. Candidates are sought with creative abilities, leadership, interpersonal skills, and personal motivation indicating strong potential to advance in a technology-related career. For regular admission, a cumulative GPA of 3.0 or better is required; however, the Graduate Committee evaluates candidates for admission based upon a number of characteristics essential for success in the program including the candidate's intellectual capacity and individual factors such as motivation, leadership, communication, and interpersonal skills.

## **Teaching Assistantships**

The Master of Science in Technology program may have graduate teaching assistantships available in one or more academic program areas. Teaching assistantships usually include a stipend and substantial fee remission. Teaching assistants typically teach one or two undergraduate introductory-level courses. Generally these are not available to first term students. Check with the program director for availability.

## **Degree Requirements**

### **Technology Core (9 credits)**

- TECH 646 - Analysis of Research in Industry and Technology Credits: 3

- IT 507 - Measurement and Evaluation in Industry and Technology Cr. 3.
- IT 508 - Quality and Productivity in Industry and Technology Cr. 3.

## Technology Specialization (12 credits) Choose one specialization area:

### Information Technology/Advanced Computer Applications

- CPET 545 - Service-Oriented Architecture and Enterprise Applications Credits: 3
- CPET 565 - Mobile Computing Systems Credits: 3
- CPET 575 - Management of Technology Credits: 3
- CPET 581 - Wireless Sensor Networks Credits: 3
- CPT 555 - Advanced Network Security Cr. 3.

### Industrial Technology/Manufacturing

- TECH 540 - Reliability and Maintenance Credits: 3
- TECH 550 - Tolerancing Techniques Credits: 3
- TECH 554 - Simulation Modeling Credits: 3
- TECH 560 - Industrial Projects Management and Control Credits: 3
- TECH 570 - Advanced Quality Engineering Methods Credits: 3
- TECH 580 - Robotics Credits: 3

### Facilities/Construction Management

- BCM 582 - Principles of Facilities Management Credits: 3
- BCM 583 - Energy Management Credits: 3
- BCM 584 - Facilities Operation and Maintenance Credits: 3
- BCM 585 - Project Management and Sustainable Construction Credits: 3

## Technical/Leadership Electives (9 credits)

Choose courses with advice from your faculty mentor in order to create an individual plan of study.

### Directed Project (3 credits)

- TECH 598 - Directed Project Credits: 3

## Total (33 Credits)

## II. Endorsement

### Gifted and Talented (K–12) Endorsement

This endorsement requires the following courses:

## Program Requirements

- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.
- EDUC W553 - Methods and Materials for the Gifted and Talented Cr. 3.
- EDUC W554 - Creative Problem-Solving and Metacognition Cr. 3.
- EDUC W595 - Practicum: Gifted and Talented Cr. 3-6.

Total (12 Credits)

## Reading, Elementary

This endorsement requires the following courses:

## Program Requirements

- EDUC E500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC E535 - Elementary School Curriculum Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,
- EDUC X545 - Advanced Study in the Teaching of Reading in the Elementary Schools Cr. 3.

One of the following (3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P515 - Child Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Note:

All 24 credits may apply toward a master's degree in elementary education. The master's degree consists of 36 credits. Courses must be no older than six years and one semester for use in the master's degree at the completion of the degree.

Total (24 Credits)

## Reading, Secondary

This endorsement requires the following courses:

## Program Requirements

- EDUC F500 - Seminar: Learning, Teaching, Leading Credits: 3
- EDUC M501 - Field Experience: Service Learning for Diversity Credits: 0  
(*minimum 10 hrs.*)
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC S503 - Secondary School Curriculum Cr. 3.
- EDUC X504 - Diagnosis of Reading Difficulties in the Classroom Cr. 3.
- EDUC X516 - Advanced Study in the Teaching of Reading in the Junior High and Secondary School Cr. 3.
- EDUC X525 - Practicum in Reading Cr. 1-4.
- EDUC X530 - Topical Workshop in Reading Cr. 1-6,

### One of the following (3 Credits)

- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P507 - Testing in the Classroom Cr. 3.
- EDUC P510 - Psychology in Teaching Cr. 3.
- EDUC P516 - Adolescent Development Cr. 3.
- EDUC P570 - Managing Classroom Behavior Cr. 3.
- EDUC W551 - Education and Psychology of the Gifted and Talented Cr. 3.

## Note

All 24 credits may apply toward a master's degree in secondary education. The master's degree consists of 36 credits. Courses must be no older than six years and one semester for use in the master's degree at the completion of the degree.

### Total (24 Credits)

## III. Certificate

### Graduate Certificate in Applied Statistics

## Purdue University

### Graduate-Level Certificate in Applied Statistics

*Department of Mathematical Sciences*

*College of Arts and Sciences*

*David A. Legg, Chair*

*W. Douglas Weakley, Graduate Program Director*

*260-481-6233 ~ [www.ipfw.edu/math](http://www.ipfw.edu/math) ~ Kettler Hall 200*

The Graduate Certificate in Applied Statistics is designed to give engineers and technical managers the statistical knowledge and experience needed for good planning and quality control.

## Admission

You must have completed a calculus and a statistics course to be admitted. To apply, visit the Web site [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions). If you have questions, please call Doug Weakley at 260-481-6233 or e-mail [weakley@ipfw.edu](mailto:weakley@ipfw.edu).

## Program Restrictions

All of the courses are offered starting at 4:30 p.m. or later, two days a week; the certificate requires a grade of B or better in each course. Atmost, one course may be transferred from another institution. Courses applied toward the certificate may also be applied toward either of IPFW's master's programs in mathematics.

### Certificate Requirements (12 credit hours)

- STAT 512 - Applied Regression Analysis Cr. 3.
- STAT 514 - Design of Experiments Cr. 3.
- STAT 519 - Introduction to Probability Cr. 3.
- STAT 528 - Introduction to Mathematical Statistics Cr. 3.

## Graduate Certificate in Nursing Administration

This program is designed to expand the knowledge of registered professional nurses in nursing administration. The curriculum for the program evolves from the practical aspects of the nurse administrator's role and the Master of Science with a major in nursing administration. Up to 12 credits from the Graduate Certificate in Nursing Administration program may be transferred to the graduate degree program in nursing administration for students with a baccalaureate in nursing choosing to continue in the graduate degree program.

## Application and Admission

Apply online at [www.gradschool.purdue.edu/admissions](http://www.gradschool.purdue.edu/admissions)

Applicants must:

- fulfill the requirements of IPFW for admission
- be a licensed RN with a baccalaureate degree in nursing **OR** be a licensed RN with a baccalaureate degree in a non-nursing field

### Certificate Requirements (17 credit hours)

- NUR 525 - Informatics in Nursing Cr. 3.
- NUR 650 - Nursing Administration Theory I Cr. 3.
- NUR 651 - Nursing Administration Theory II Cr. 3.
- NUR 653 - Nursing Administration— Financial Management Cr. 3.
- NUR 654 - Human Resource Management Cr. 3.
- NUR 665 - Managed Care Cr. 2.

# Graduate Certificate in Public Management

The Certificate in Public Management program is a 15-credit-hour program of study in public management that is flexible enough to be adapted to the needs of pre-career and in-service individuals. Career employees of public and private sector agencies seeking courses in public management, and especially those changing from professional or technical roles to managerial roles, may find the certificate program beneficial.

## Application and Admission

You must have a bachelor's degree from an accredited college or university to apply. You should request an application form from the Division of Public and Environmental Affairs (DPEA), and submit the application documents, along with official transcripts of your college and university work, to the division director. An application fee of \$30 is required of each student who has not previously enrolled in an Indiana University graduate program as a regularly admitted student.

## Program Restrictions

1. Students enrolled in a certificate program must complete it within 15 credit hours of approved DPEA course work with a minimum cumulative GPA of 3.0 (B) or better. Failure to do so results in automatic dismissal from the certificate program.
2. Students who have completed more than three SPEA courses are not eligible for admission to the certificate program.
3. Transfer credit, course substitutions, or course waivers are not accepted for meeting the Certificate in Public Management requirements.
4. Students admitted to a DPEA graduate degree program are not eligible for admission to the certificate program or eligible for the awarding of a certificate.
5. Admission to or successful completion of a certificate program does not guarantee subsequent admission to any DPEA graduate degree program.
6. Students enrolled in the certificate program, and who apply to the M.P.A. program, must meet all M.P.A. admission requirements.
7. Students planning to request admission to a DPEA graduate degree program after successfully completing a certificate program should follow the regular application procedure outlined for the degree program.

## Certificate Requirements (15 credits)

### Required Courses (9 credits)

- SPEA V502 - Public Management Cr. 1-3.
- SPEA V560 - Public Finance and Budgeting Cr. 1-3.
- SPEA V561 - Public Human Resources Management Cr. 3.

### Electives (6 credits)

Two additional SPEA graduate public affairs courses approved by the director of graduate studies.

### Note:



Students interested in continuing their education for the Master of Public Affairs or the Master of Public Management should consider selecting the two elective courses from the core; one of the courses recommended is V506 Statistical Analysis for Effective Decision Making.

## **Graduate Certificate in Teaching English as a New Language**

### **Indiana University**

## **Graduate-Level Certificate in Teaching English as a New Language (TENL)**

*Department of English and Linguistics*

*College of Arts and Sciences*

*Richard N. Ramsey, Chair*

*Michael S. Stapleton, Graduate Program Director*

*260-481-6770 ~ Fax: 260-481-6985*

*www.ipfw.edu/engl ~ Classroom-Medical Building 147*

The graduate certificate in teaching English as a new language is intended primarily for students working toward a graduate degree in English and for practicing teachers who wish to be trained in teaching English to non-native speakers. It also serves people who are preparing to live abroad or who wish to facilitate their employment abroad, and those who have technical or business expertise and wish to work with non-native speakers in professional settings. The required courses will familiarize students with the major theoretical foundations of teaching English as a new and foreign language. Students will become acquainted with ENL pedagogy and resources and will acquire experience by teaching ENL learners in real classrooms. The TENL Certificate can stand alone as a separate credential or be integrated with the requirements of the M.A. or M.A.T. program in English.

### **Application and Admission**

Students who seek to integrate the TENL Certificate Program with an M.A. or M.A.T. in English must have completed an undergraduate major or minor in English with a cumulative GPA of at least 3.0 (4.0=A) or better and a GPA of at least 3.0 in all English courses. In addition, they must earn a satisfactory score on the general aptitude section of the Graduate Record Examination. Students who do not meet these requirements may be admitted conditionally. To receive the M.A.T., students must have at least provisional publicschool certification in English by the time they graduate.

Students who seek the certificate as a stand-alone credential must secure admission to the certificate program. Students must have earned a bachelor's degree from an accredited college or university with at least a 2.5 GPA or better; completed at least 3 credit hours of course work in linguistics with at least a 3.0 GPA or better; and completed at least 3 credit hours of course work in college-level writing (or the equivalent), with at least a 3.0 GPA or better. Students who do not meet these requirements may be admitted conditionally.

### **Program Restrictions**

No course with a grade below B may be applied toward the certificate. Students must maintain a minimum overall 3.0 (of 4.0) GPA or better in all graduate courses. Failure to do so will result in automatic dismissal from the program.

For further information, contact Professor Hao Sun, TENL certificate program coordinator, 260-481-6775, e-mail: sunh@ipfw.edu.

## Certificate Requirements (18 hours)

### Grammar (3 credits)

SPAN S428 may, in conjunction with other linguistics courses, meet the grammar requirement.

- ENG G500 - Introduction to the English Language Cr. 3-4.

### Methods (6 credits)

- LING P511 - Methods and Materials for TESOL 1 Cr. 3.
- LING P512 - Methods and Materials for TESOL 2 Cr. 3.

### Language Acquisition (3 credits)

- LING L532 - Second Language Acquisition Cr. 3.

### Sociolinguistics (3 credits)

- LING L619 - Language and Society Cr. 3.

### Practicum (3 credits)

- LING L535 - TESOL Practicum Cr. 3.