

# 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 refer to it 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

*Welcome to IPFW,*

*Thank you for selecting Indiana University–Purdue University Fort Wayne for your graduate studies. If you earned an undergraduate degree here, we’re glad to have you back. 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 and researchers. The professional accreditations maintained by specific degree programs are 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. Small class sizes give you and the faculty the opportunity for in-depth exploration of complex subjects.*

*Please remember that university services and support programs are for all students. The athletic and recreational facilities of the Student Services Complex, including the Gates Sports Center, resources of Helmke Library, musical performances at The John and Ruth Rhinehart Music Center, plays at Williams Theatre, and job placement services through 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,*

Vicky L. Carwein  
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 the 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.

More than 13,000 students are enrolled in more than 200 academic programs. The university offers undergraduate and graduate degrees as well as certificate options. Some 19,000 additional students pursue noncredit continuing education courses. While the diverse student body continues to grow, the average class size remains 22.

IPFW's graduate programs and courses are delivered through nine colleges, schools, or divisions:

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

[Doermer School of Business ipfw.edu/bms](http://ipfw.edu/bms)

[College of Education and Public Policy ipfw.edu/educ](http://ipfw.edu/educ)

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

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

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

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

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

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

**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:

George S. Mourad

Director of Graduate Studies  
Kettler Hall, Room 260  
260-481-0343  
Fax: 260-481-5773  
Web: ipfw.edu/gradstudies  
E-mail: graduate@ipfw.edu

## From the Director's Desk

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 programs 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, engineering, technology, and mathematical sciences.

Furthermore, professionally oriented programs are also available in English and sociological practice, and the Master of Liberal Studies program offers a flexible liberal arts curriculum. The 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, public management, teaching English as a second language, nursing, and organizational leadership and supervision. 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,

George S. Mourad  
Director of Graduate Studies

## Graduation Degree and Certificate Programs

Graduate degree and certificate programs 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	Graduate 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  <i>Counseling</i> <i>Educational Leadership</i> <i>Elementary Education</i> <i>Secondary Education</i> <i>Special Education</i>
<b>Engineering</b>	Purdue	Master of Science in Engineering  <i>Computer Engineering</i> <i>Electrical Engineering</i> <i>Mechanical Engineering</i> <i>Systems Engineering</i>  Graduate Certificate in Systems Engineering
<b>English</b>	Indiana	Master of Arts  Master of Arts for Teachers  Graduate 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  Graduate Certificate in Applied Statistics  Master of Arts in Teaching
<b>Nursing</b>	Purdue	Master of Science  <i>Nurse Education</i> <i>Nurse Executive</i> <i>Family Nurse Practitioner*</i> <i>Nurse Specialist*</i>  Graduate Certificate in Mild Intervention Graduate Certificate in Nursing Administration
<b>Organizational Leadership and Supervision</b>	Purdue	Master of Science  <i>Human Resources</i> <i>Leadership</i>

		Graduate Certificate in Leadership
<b>Professional Communication</b>	Purdue	Master of Arts
		Master of Science
<b>Public Affairs</b>	Indiana	Master of Public Affairs
		<i>Health Systems Administration</i> <i>Public Management</i>
<b>Public Management</b>	Indiana	Master of Public Management
		<i>Health Systems Administration and Policy</i> <i>Public Administration and Policy</i>
		Graduate Certificate in Public Management
<b>Sociological Practice</b>	Indiana	Master of Arts
<b>Technology</b>	Purdue	Master of Science
		<i>Information Technology</i> <i>Industrial Technology</i> <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 230 South LaSalle St. Suite 7-500, Chicago, IL 60604-1411; 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 Admissions 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

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, Kettler 258, 260-481-6145 (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.

**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 5 of this *Graduate Bulletin* ("Academic Regulations for Graduate Students").

**Non-degree admission.** You are considered an applicant for non-degree (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 non-degree 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 non-degree 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 non-degree classification, have not attended IPFW for more than one year, still meet the criteria for non-degree 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 processing.

# **Academic Calendar**

## **Academic Calendar 2012–2013**

### **Fall Semester 2012**

Classes begin	Monday, Aug. 20, 2012
Labor Day Holiday begins 4:30 p.m.	Friday, Aug. 31, 2012
Classes resume	Tuesday, Sept. 4, 2012
Fall break	Monday-Tuesday, Oct. 8-9, 2012
Thanksgiving recess begins after last class	Tuesday, Nov. 20, 2012
Classes resume	Monday, Nov. 26, 2012
Last week of classes/final exams	Monday-Sunday, Dec. 10–16, 2012
Classes and exams end	Sunday, Dec. 16, 2012

### **Spring Semester 2013 begins**

Monday, Dec. 17, 2012

### **Winter Intersession**

Classes begin	Monday, Dec. 17, 2012
Holiday recess begins	Monday, Dec. 24, 2012
Classes resume	Wednesday, Dec. 26, 2012
Holiday recess begins	Monday, Dec. 31, 2012
Classes resume	Wednesday, Jan. 2, 2013
Classes and exams end	Sunday, Jan. 13, 2013

### **Spring Session**

Classes begin	Monday, Jan. 14, 2013
Martin Luther King Jr. Day Holiday	Monday, Jan. 21, 2013
Spring break begins	Monday, March 11, 2013
Classes resume	Monday, March 18, 2013
Classes suspended 4:30 p.m.	Friday, March 29, 2013
Classes resume	Monday, April 1, 2013
Last week of classes/final exams	Monday-Sunday, May 6-12, 2013
Classes and exams end	Sunday, May 12, 2013



## **Summer Semester 2013 begins**

Monday, May 13, 2013

## **Summer Session I**

Classes begin	Monday, May 20, 2013
Memorial Day Holiday begins 4:30 p.m.	Friday, May 24, 2013
Classes resume	Tuesday, May 28, 2013
Classes end 4:30 p.m.	Friday, June 28, 2013

## **Summer Session II**

Classes begin	Monday, July 1, 2013
Independence Day Holiday begins 4:30 p.m.	Wednesday, July 3, 2013
Independence Day Holiday	Thursday, July 4, 2013
Independence Day Weekend Recess	
Begins at 4:30	Friday, July 5, 2013
Classes resume	Monday, July 8, 2013
Classes end 4:30 p.m.	Friday, Aug. 9, 2013

## **Summer Semester ends**

Sunday, Aug. 25, 2013

## **Academic Calendar 2013–14**

### **Fall Semester 2013**

Classes begin	Monday, Aug. 26, 2013
Classes suspended 4:30 p.m.	Friday, Aug. 30, 2013
Classes resume	Tuesday, Sept. 3, 2013
Fall break	
Thanksgiving recess begins after last class	Monday-Tuesday, Oct. 14-15, 2013 Tuesday, Nov. 26, 2013
Classes resume	Monday, Dec. 2, 2013
Last week of classes/final exams	Monday-Sunday, Dec. 16–22, 2013
Classes and exams end	Sunday, Dec. 22, 2013

### **Spring Semester 2014 begins**

Monday, Dec. 17, 2012

## **Winter Intersession**

Classes begin	Monday, Dec. 23, 2013, Wednesday, Dec. 25-27, 2013
Holiday recess begins	
Classes resume	Monday, Dec. 30, 2013
New Year's Day Holiday Observed	Wednesday, Jan. 1, 2014
Classes resume	Thursday, Jan. 2, 2014
Classes and exams end	Sunday, Jan. 12, 2014

## **Spring Session**

Classes begin	Monday, Jan. 13, 2014
Martin Luther King Jr. Day Holiday	Monday, Jan. 20, 2014
Spring break begins	Monday, March 10, 2014
Classes resume	Monday, March 17, 2014
Classes suspended 4:30 p.m.	Friday, April 18, 2014
Classes resume	Monday, April 21, 2014
Last week of classes/final exams	Monday-Sunday, May 5-11, 2014
Classes and exams end	Sunday, May 11, 2014
Tentative Date of Commencement	Wednesday, May 14, 2014

## **Summer Semester 2014 begins**

Monday, May 12, 2014

## **Summer Session I**

Classes begin	Monday, May 19, 2014
Memorial Day Holiday begins 4:30 p.m.	Friday, May 23, 2014
Classes resume	Tuesday, May 27, 2014
Classes end 4:30 p.m.	Friday, June 27, 2014

## **Summer Session II**

Classes begin	Monday, June 30, 2014
Independence Day Holiday Observed	Friday, July 4, 2014
Classes Suspended	Sat. - Sun., July 5-6, 2014
Classes resume	Monday, July 7, 2014
Classes end 4:30 p.m.	Friday, Aug. 8, 2014

**Summer Semester ends**

Sunday, Aug. 24, 2014

## **Part 2 — Colleges, Schools & Departments**

# **Indiana University–Purdue University Fort Wayne**

## **College of Arts and Sciences**

### **Biology**

*Department of Biology*

*College of Arts and Sciences*

*Frank Paladino, Chair and Graduate Program Director*

*260-481-6305 ~ [ipfw.edu/bio](http://ipfw.edu/bio) ~ Science Building 330*

### **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 up-to-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 one 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 tuition reduction and a stipend. Students receiving a teaching assistantship are expected to teach an average of 6 contact hours and must register for a minimum of 3 credit hours of graduate-level course and/or research work each semester of the appointment period. Graduate staff on

appointment during the summer must register for a minimum of 3 graduate hours during at least one of the summer sessions. 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 8 credit hours per semester during the fall and spring. Students must be registered in at least 6 credit hours to be considered full time in the summer. Half-time graduate student enrollment status requires 4-7 credit hours in the fall or spring semester and 3-5 credit hours in the summer session.

**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 ~ipfw.edu/comm ~ Neff Hall 230*

The master's program in professional communication serves 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 and provide tuition reduction and a stipend. The assistantship normally requires teaching two Fundamentals of Speech Communication courses or other duties as assigned; they receive a tuition reduction and a stipend. All recipients must be enrolled in two graduate courses during each of the regular semesters of the academic year. See [ipfw.edu/comm/grad](http://ipfw.edu/comm/grad) for details.

## English and Linguistics

*Department of English and Linguistics  
College of Arts and Sciences  
Hardin Aasand, Chair  
Michael S. Stapleton, Graduate Program Director  
260-481-6841 ~ Fax: 260-481-6985  
[ipfw.edu/engl](http://ipfw.edu/engl) ~ Liberal Arts Building 145*

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 in-service 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 GRE. 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 ~ [ipfw.edu/libstudies](http://ipfw.edu/libstudies) ~ Liberal Arts 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*

*Peter Dragnev, Chair*

*W. Douglas Weakley, Graduate Program Director*

*260-481-6233 ~ [ipfw.edu/math](http://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 ~ Liberal Arts 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 Education and Public Policy**

*College of Education and Public Policy  
James Burg, Interim Dean  
260-481-4146 ~ ipfw.edu/educ ~ Neff Hall 250*

## **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 College of Education and Public Policy 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 a content area will be completed at IPFW. Applicability of credit for a course taken elsewhere should be confirmed by the college prior to your enrollment in that course. "Transfer Credit Request" forms are available in the college office.

Generally, up to 6 credits may be accepted for transfer by the college 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 college 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 college, 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 appropriate department'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

*College of Education and Public Policy*

*James Burg, Interim Dean*

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

Graduate programs in education are designed to prepare candidates to be master teachers, administrative leaders, or professional counselors. Graduate teaching certifications provide an opportunity for those pursuing a master's degree to enrich their ability to respond to the needs of a diverse school population. These programs and certifications have earned professional accreditation from the Indiana Department of Education and the National Council for Accreditation of Teacher Education (NCATE).

### Major Areas of Study

Counseling  
Educational Leadership  
Elementary Education  
Secondary Education  
Special Education

### Graduate Teaching Certifications

Teaching English as a New Language

**The Departments of Educational Studies and Professional Studies are committed to the following Conceptual Framework for our programs:**

Transformative scholar-practitioners are broadly defined as leaders in education and public policy who weave between research and practice, and theory and experience, constantly working within communities to foster learning and a just, democratic society. Graduates of our programs use their strong foundation of knowledge of content, methodologies, and exemplary practices as well as their habits of mind to critically reflect on those components. They advocate for public policies and practices that benefit the people they serve, the community, and their professions while striving to build a more just, inclusive, democratic community, and to expand and strengthen public voice and identity.

Specifically, the departments strive to prepare future leaders who thoroughly understand, consciously apply, and intentionally use democracy and community, habits of mind, and advocacy in their professional endeavors. We define those concepts as:

#### **1. Democracy and Community**

Transformative scholar-practitioners need to be a part of a dynamic, diverse professional community. They actively explore what it means to live and participate in a diverse, just, and global world. They use that knowledge to inform effective practice which demonstrates their respect for and valuing of our multicultural, multilingual, and multi-abled society. Through this they work towards developing communities that are more cognizant of and compassionate toward democratic encounters over moral, cultural, social, political and economic differences. **Consequently, the**

**departments support transformative scholar-practitioners who strive for and create democratic, just, inclusive communities.**

## **2. Habits of Mind**

Transformative scholar-practitioners develop more powerful cognition and action through their strong knowledge of content, methodologies, and exemplary practices. However, they realize that such knowledge alone is not sufficient. They practice critical thinking and reflection as they explore the reciprocal relationship between scholarship and practice. Within the context of a compassionate, caring community, transformative scholar-practitioners foster habits of minds such as investigating, inquiring, challenging, critiquing, questioning, analyzing, synthesizing, and evaluating. They view such habits of mind as necessary for engaging students, clients, community members, and the public in the process of teaching and learning. **Consequently, the departments foster transformative scholar-practitioners who integrate critical habits of the mind in all aspects of their professional work.**

## **3. Advocacy**

Transformative scholar-practitioners develop and support the rights of students, clients, and community members as they advocate for the people they serve and the profession. They cultivate professional, public visions informed by historical and cultural perspectives. They strive to set the highest goals for themselves and the profession while inspiring their colleagues to do likewise. Transformative scholar-practitioners resolve professional and ethical challenges through the convergence of knowledge, theory, and practice. **Consequently, the departments facilitate transformative scholar-practitioners' development as professional and community advocates.**

### **Admission**

Applications are available from the college. 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 \$55 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) 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 post-baccalaureate credits to earn the master's degree in educational leadership, elementary education, secondary education and special education. The degree in counseling requires 51 or 54 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.

## Public Policy

*College of Education and Public Policy*

*Department of Public Policy*

*Jane A. Grant, Chair*

*Dr. Brian L. Fife, Director of Graduate Studies*

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

The Department of Public Policy is a multidisciplinary division of the College of Education and Public Policy. Organized as a professional school, Public Policy 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 Public Policy's unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The Public Policy faculty at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, the department 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 Department of Public Policy 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 GRE general test or the GMAT 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.

**Non-degree 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 Public Policy 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.

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

# College of Engineering, Technology, and Computer Science

## Computer Science

*Department of Computer Science*

*College of Engineering, Technology, and Computer Science*

*Peter A. Ng, Chair*

*David Q. Liu, Graduate Program Director*

*260-481-0182 ~ [ipfw.edu/departments/etcs/depts/cs/](http://ipfw.edu/departments/etcs/depts/cs/), 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 to:

- 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; and
- 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*

*Donald W. Muller Jr., Chair*

*260-481-6362 ~ [ipfw.edu/departments/etcs/depts/engr/](http://ipfw.edu/departments/etcs/depts/engr/), Engineering, Technology, and Computer Science Building 327*

The 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.

# Organizational Leadership and Supervision

*Division of Organizational Leadership and Supervision  
College of Engineering, Technology, and Computer Science  
Kimberly McDonald, Chair  
Linda Hite, Graduate Program Director  
260-481-6420 ~ [ipfw.edu/ols/](http://ipfw.edu/ols/) ~ Neff Hall 288*

Graduate study in Organizational Leadership provides a theoretical foundation to connect key concepts in leadership and human resources research with best practice. The master's and graduate certificate programs offer in-depth learning and career-oriented study with comprehensive and professionally relevant course work.

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 concentration, in either leadership or human resource management, that will provide in-depth knowledge and skills. OLS 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 or human resources roles in a wide variety of **settings** including industrial, medical, service, and other profit and nonprofit organizations. The Graduate Certificate in Organizational Leadership is based on the core of the Organizational Leadership and Supervision master's degree program. The courses combine theory and practice to yield a combination that is immediately applicable to the work **place and builds** a foundation for more specialized study for those interested in advanced work.

## 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 GPAs below 3.0 (4.0 scale) must present recent scores from either the GRE or the GMAT. 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 OLS 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.

## Technology

*College of Engineering, Technology, and Computer Science*

*Gerald Volland, Dean*

*Matthew Kubik, Graduate Program Director*

*260-481-6385 ~ [ipfw.edu/mcet/](http://ipfw.edu/mcet/), 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. These characteristics include 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 tuition reduction. 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

# Department of Nursing

## College of Health and Human Services

*Department of Nursing*  
*Carol Sternberger, Chair*  
*Susan L. Ahrens, Graduate Program Director*  
*260-481-6284 ~ ipfw.edu/nursing ~ Neff Hall B50*

### **Concentrations:**

Nurse Executive  
Nursing Education  
Adult Nurse Practitioner  
Women's Health Nurse Practitioner  
Graduate Certificate Nursing Administration

### **Advisory Committee**

Each candidate for a master's degree is assigned an advisory committee consisting of three members. The director of the graduate program serves as chair of the nursing advisory committee and assigns the major advisor according to the candidate's area of concentration. Other committee members include those with graduate faculty status. 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 meet with the graduate director and 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 non-degree 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.

### **Official graduate application deadlines:**

- November 15 for spring enrollment
- February 15 for summer enrollment

- May 15 for fall enrollment

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

### **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 GPA of 3.0 or better on a 4.0 scale;
- Registered Nurse Licensure and eligibility for Indiana State 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; and
- 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 GRE for the quantitative, analytical, and verbal aptitude tests.

# **Doermer School of Business**

## **Business**

*Richard T. Doermer School of Business*

*Otto H. Chang, Dean*

*Lyman R. Lewis, MBA Program Director*

*260-481-6474 ~ Fax: 260-481-6879*

*[ipfw.edu/mba](http://ipfw.edu/mba)~ Neff Hall 360D*

*e-mail: [mba@ipfw.edu](mailto:mba@ipfw.edu)*

### **Admission**

The Doermer School of Business 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 (GMAT is not required for the Accelerated MBA Program), 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 Schools of Business.

Admission decision are valid for twelve 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 400-500 words indicating their experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, you should specify educational objectives as you contemplate beginning studies for the MBA program

## 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' 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

All international student applicants, whose native language is not English, must submit proof of English proficiency with their admission application. The most common way of demonstrating English proficiency is through taking a standardized exam. If the Test of English as a Foreign Language (TOEFL) is taken, a minimum score of 79 on the Internet-based test, 213 on the computer based or 550 on the paper-based test is required. Applicants taking the International English Language Testing System test (IELTS) must achieve a minimum score of 6.5. If the applicant resides in the United States, a Michigan test score of 80 is required for admission consideration.

## 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 \*\*

Completed applications for the MBA+ or the Accelerated MBA Programs and all required supporting materials should be received by the admissions deadline dates to assure timely admission decisions.

**\*\*All MBA+ or Accelerated MBA application deadlines are listed on the MBA Program website at: <http://ipfw.edu/mba>.**

# Part 4 — 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 52100 - Topics in Computer Graphics**

### **ACS 54400 - Performance Modeling and Evaluation of Computer Systems**

### **ACS 54500 - Cryptography and Network Security**

### **ACS 56000 - Software Engineering**

### **ACS 56200 - Systems Analysis and Design**

### **ACS 56400 - Human-Computer Interaction**

### **ACS 56600 - The Strategic Role of Information Systems**

### **ACS 56700 - Software Project Management**

### **ACS 56800 - Object-Oriented Systems Development**

### **ACS 57400 - Advanced Computer Networks**

### **ACS 57500 - Database Systems**

**ACS 57600 - Distributed Database Systems**

**ACS 57700 - Knowledge Discovery and Data Mining**

**ACS 58200 - Expert Systems**

**ACS 69800 - Research M.S. Thesis**

**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**

**BIOL 50100 - Field Botany**

**BIOL 50200 - Conservation Biology**

**BIOL 50500 - Biology of Invertebrate Animals**

**BIOL 50600 - Human Molecular Genetics**

**BIOL 50900 - Molecular Biology and Applications**

**BIOL 51500 - Molecular Genetics**

**BIOL 51600 - Molecular Biology of Cancer**

**BIOL 51810 - Biomedicine**

**BIOL 52000 - Contemporary Parasitology**

**BIOL 52410 - Prokaryotic Diversity and Molecular Identification**

**BIOL 53300 - Medical Microbiology**

**BIOL 53700 - Immunobiology**

**BIOL 54000 - Biotechnology**

**BIOL 54300 - Population Ecology**

**BIOL 54400 - Principles of Virology**

**BIOL 55600 - Physiology I**

**BIOL 55800 - Laboratory in Physiology**

**BIOL 55900 - Endocrinology**

**BIOL 56500 - Immunobiology Laboratory**

**BIOL 56600 - Developmental Biology**

**BIOL 56700 - Laboratory in Developmental Biology**

**BIOL 57900 - Fate of Chemicals in the Environment**

**BIOL 58000 - Evolution**

**BIOL 58200 - Ecotoxicology**

**BIOL 58400 - Molecular Biology and Applications Laboratory**

**BIOL 58600 - Topics in Behavior and Ecology**

**BIOL 59200 - The Evolution of Behavior**

**BIOL 59500 - Special Assignments**

**BIOL 59800 - Biology of Fish**

**BIOL 69800 - 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 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 F589 - Topics 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 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 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 57000 - Advanced Structural Mechanics**

**CHM 50200 - Modern Chemistry in the High School**

**CHM 52500 - Intermediate Analytical Chemistry**

**CHM 52800 - Principles and Practice of NMR**

**CHM 53300 - Introductory Biochemistry**

**CHM 53400 - Introductory Biochemistry**

**CHM 53500 - Biochemistry Laboratory**

**CHM 54200 - Inorganic Chemistry**

**CHM 56300 - Organic Chemistry**

**CHM 59900 - Special Assignments**

**CMLT C541 - Modern Drama**

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

**CMLT C592 - Genre Study in Film**

**COM 50000 - Introduction To Graduate Studies In Communication**

**COM 50200 - Classroom Communication**

**COM 50700 - Introduction to Semiotics**

**COM 50800 - Nonverbal Communication in Human Interaction**

**COM 51200 - Theories of Interpersonal Communication**

**COM 51500 - Persuasion in Social Movements**

**COM 51600 - Analysis of Persuasive Messages**

**COM 51700 - Communication in Politics**

**COM 51800 - Theories of Persuasion**

**COM 52000 - Small Group Communication**

**COM 52100 - Theories of Rhetoric**

**COM 52200 - History and Criticism of Public Communication**

**COM 52300 - Communication in Personal Relationships**

**COM 52500 - Advanced Interviewing**

**COM 52700 - Introduction to Cultural Studies**

**COM 53100 - Special Topics in Mass Communication**

**COM 53200 - Telecommunication Systems Management**

**COM 53400 - Comparative Telecommunication Systems**

**COM 53700 - Educational/Instructional Television**

**COM 55700 - Legal Dimensions of Communication**

**COM 55900 - Current Trends in Mass Communication Research**

**COM 56000 - Rhetorical Dimensions of Mass Media**

**COM 56300 - Public Policy in Telecommunication**

**COM 57400 - Organizational Communication**

**COM 57600 - Health Communication**

**COM 58200 - Descriptive/Experimental Research in Communication**

**COM 58400 - Historical/Critical Research in Communication**

**COM 58500 - Qualitative Methods in Communication Research**

**COM 59000 - Directed Study of Special Problems**

**COM 59700 - Special Topics in Communication**

**COM 59800 - Synthesis Paper Research**

**CPET 54500 - Service-Oriented Architecture and Enterprise Applications**

**CPET 56500 - Mobile Computing Systems**

**CPET 57500 - Management of Technology**

**CPET 58100 - Workshop In Computer Engineering Technology**

**CPET 59000 - Special Problems in IT and Advanced Computer Applications**

**CPET 59800 - Directed MS Project**

**CPT 55500 - Advanced Network Security**

**CS 50300 - Operating Systems**

**CS 51400 - Numerical Analysis**

**CS 52000 - Computational Methods in Analysis**

**CS 54300 - Introduction to Simulation and Modeling of Computer Systems**

**CS 54700 - Information Storage and Retrieval and Natural Language Processing**

**CS 57200 - Heuristic Problem-Solving**



**CS 58000 - Algorithm Design Analysis and Implementation**

**CS 59000 - Topics in Computer Science**

**CSD 51600 - Foundations of Assessment in Communication Disorders**

**CSD 52100 - Phonetic and Phonological Disorders in Children**

**CSD 54900 - Clinical Practice in Speech Language Pathology I**

**CSD 55000 - Aural Rehabilitation for Adults**

**CSD 55100 - Aural Rehabilitation for Children**

**CSD 59000 - Directed Study of Special Problems**

**ECE 53800 - Digital Signal Processing I**

**ECE 54700 - Introduction to Computer Communication Networks**

**ECE 56500 - Computer Architecture**

**ECE 56700 - FPGA Designs For Signal Processing Applications**

**ECE 58100 - Microwave Engineering**

**ECE 58400 - Linear Control Systems**

**ECE 58900 - State Estimation and Parameter Identification of Stochastic Systems**

**ECE 59500 - Selected Topics in Electrical Engineering**

**ECE 60000 - Random Variables and Signals**

**ECE 60200 - Lumped System Theory**

**ECE 60400 - Electromagnetic Field Theory**

**ECE 60600 - Solid-State Devices**

**ECE 60800 - Computational Models and Methods**

**ECE 65200 - Wave Phenomena in Solids**

**ECE 65400 - Solid State Devices II**

**ECET 58100 - Workshop in Electrical and Computer Engineering Technology**

**ECET 59000 - Special Problems in Electrical and Computer Engineering Technology**

**ECET 59800 - Directed MS Project**

**ECON E477 - Korean Economy And Culture**

**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 - Introduction to Educational Leadership**

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

**EDUC A510 - School-Community Relations**

**EDUC A515 - Educational Leadership: Teacher Development and Evaluation**

**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 A624 - Educational Leadership: The Principalship K-12**

**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 Educational Leadership**

**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 Education**

**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 J500 - Instruction in the Context of Curriculum**

**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 K525 - Survey of Mild Handicaps**

**EDUC K535 - Assessment and Remediation of the Mildly Handicapped**

**EDUC K536 - Assessment and Remediation of the Mildly Handicapped II**

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

**EDUC K553 - Classroom Management & Behavior Support**

**EDUC K565 - Collaboration & Service Delivery**

**EDUC K595 - Practicum in Special Education**

**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 M501 - Laboratory/Field Experience**

**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 S591 - Research Project 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 - Critical Theory**

**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 C506 - Teaching Composition Practicum**

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

**ENG C511 - Writing Fiction**

**ENG C513 - Writing Poetry**

**ENG C515 - Writing Prose Nonfiction**

**ENG C517 - Professional Scholarship in Writing Studies**

**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**

**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 C620 - Publications Management and Production**

**ENG C622 - Creativity and Community**

**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**

**ENGR 59500 - Selected Topics in Engineering**

**ENGR 69800 - Master of Science in Engineering (M.S.E.) Thesis Research**

**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 H431 - Research Seminar In Medieval Art**

**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 50500 - Molecular Ecology and Evolution**

**FNR 52300 - 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 America**

**HIST A302 - Revolutionary America**

**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 D402 - Byzantine History and Civilization II**

**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 50700 - Measurement and Evaluation in Industry and Technology**

**IT 50800 - Quality and Productivity in Industry and Technology**

**IT 59000 - Special Problems in Industrial Technology**

**IT 59800 - Directed MS Project**

**JOUR J413 - Magazine Article Writing**

**JOUR J425 - Supervision of School Media**

**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 L505 - Professional Scholarship in Language Study and Linguistics**

**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 L515 - Work Restructuring: Taylorism to Globalization**

**LSTU L590 - Poverty Welfare and Workfare**

**MA 51000 - Vector Calculus**

**MA 51100 - Linear Algebra with Applications**

**MA 52100 - Introduction to Optimization Problems**

**MA 52500 - Introduction to Complex Analysis**

**MA 54000 - Analysis I**

**MA 54100 - Analysis II**



**MA 55300 - Introduction to Abstract Algebra**

**MA 55400 - Linear Algebra**

**MA 55600 - Introduction to the Theory of Numbers**

**MA 56000 - Fundamental Concepts of Geometry**

**MA 57100 - Elementary Topology**

**MA 57500 - Graph Theory**

**MA 58000 - History of Mathematics**

**MA 58100 - Introduction to Logic for Teachers**

**MA 59800 - Topics in Mathematics**

**ME 50000 - Advanced Thermodynamics**

**ME 50500 - Intermediate Heat Transfer**

**ME 50900 - Intermediate Fluid Mechanics**

**ME 51000 - Gas Dynamics**

**ME 54500 - Finite Element Analysis: Advanced Theory and Applications**

**ME 56200 - Advanced Dynamics**

**ME 56300 - Mechanical Vibrations**

**ME 56900 - Mechanical Behavior of Materials Sem.**

**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 50200 - Pharmacotherapeutics for Advanced Practice Nursing**

**NUR 50300 - Advanced Health Assessment**

**NUR 50700 - Physiologic Concepts for Advanced Practice Nursing**

**NUR 51100 - Health Promotion for Advanced Practice in Nursing**

**NUR 51300 - Health Promotion in Special Populations**

**NUR 52100 - Theoretical Constructs in Nursing**

**NUR 52300 - Nursing Research EBP**

**NUR 52500 - Informatics in Nursing**

**NUR 53200 - Acute Illness: Adult Health Practice**

**NUR 53300 - Acute Illness: Adult Health Preceptorship**

**NUR 54200 - Chronic and Commonly Recurring Conditions: Adult Health Practice**

**NUR 54300 - Chronic and Commonly Recurring Conditions: Adult Health  
Preceptorship**

**NUR 55500 - Health Disparities: Care of Vulnerable Populations**

**NUR 55700 - Curriculum Development**

**NUR 55800 - Instructional Methods in Nursing Education**

**NUR 55900 - Role of the Nurse Educator**

**NUR 56000 - Evaluation of Learning Environments**

**NUR 56100 - Teaching Methods in Nursing Education**

**NUR 56500 - Women's Health I: Advanced Nursing Care of the Well Woman**

**NUR 56600 - Women's Health Clinical Practicum I**

**NUR 56700 - Women's Health II: Advanced Nursing Care of Women with Health Alterations**

**NUR 56800 - The Role of the Advanced Practice Nurse in Practice Management**

**NUR 56900 - Women's Health III: Advanced Nursing Care of the Low Risk Obstetrical Client**

**NUR 57000 - Women's Health Clinical Practicum II**

**NUR 59900 - Special Topics**

**NUR 65000 - Concepts for the Nurse Executive Creating an Environment for Professional Practice**

**NUR 65100 - Role of the Nursing Executive in Creating an Environment for Professional Practice**

**NUR 65200 - Role of the Nurse Executive in Managing Nursing Practice**

**NUR 65300 - Nursing Administration-Financial Management**

**NUR 65400 - Human Resource Management**

**NUR 66500 - Managed Care**

**NUR 67100 - Nurse Executive Practicum I**

**NUR 67200 - Nurse Executive Practicum II**

**NUR 68200 - Synthesis and Application**

**NUR 68400 - Nurse Educator Practicum I**

**NUR 68600 - Nurse Educator Practicum II**

**NUR 69800 - Research MS Thesis**

**OLS 51000 - Foundations of Behavior and Leadership in Organizations**

**OLS 51500 - Foundations of Human Resources**

**OLS 52000 - Foundations of Organizational Context**

**OLS 52500 - Organizational Analysis and Action**

**OLS 53000 - System Change and Organization Development**

**OLS 54000 - Leading Collaborative Projects and Work Teams**

**OLS 54500 - Compensation and Benefits**

**OLS 55500 - Workforce Planning and Employment**

**OLS 55700 - Creativity and Innovation in Organizations and Industry**

**OLS 56000 - Leadership of Virtual Teams**

**OLS 56500 - Employee Relations**

**OLS 57000 - Leadership Across Cultural Boundaries**

**OLS 57500 - Contemporary Employment Practices and the Law**

**OLS 58400 - Constructive and Destructive Conflict and Cooperation**

**OLS 58500 - Health Safety and Security**

**OLS 58700 - Developing a Leadership Philosophy**

**OLS 59000 - Individual Research Problems in Supervision and Personnel**

**OLS 68000 - Research in OLS**

**PHIL 50400 - Human Rights Ethics**

**PHIL 51000 - Phenomenology**

**PHIL 51400 - 20th Century Analytical Philosophy I**

**PHIL 51500 - 20th Century Analytical Philosophy II**

**PHIL 52400 - Contemporary Ethical Theory**

**PHIL 52500 - Studies in Metaphysics**

**PHIL 53000 - Deconstructionist and Postmodernist Philosophy**

**PHIL 57500 - Problems in Esthetics**

**PHIL 57600 - Philosophy and Literary Theory**

**PHIL 58000 - Pro-Seminar in Philosophy**

**PHIL 59000 - Directed Readings in Philosophy**

**PHYS 51100 - Laser Physics**

**PHYS 51500 - Thermal and Statistical Physics**

**PHYS 52000 - Mathematical Physics**

**PHYS 52200 - Coherent Optics and Quantum Electronics**

**PHYS 52400 - Physical Optics and Experimental Spectroscopy**

**PHYS 53600 - Electronic Techniques for Research**

**PHYS 54500 - Solid State Physics**

**PHYS 55000 - Introduction to Quantum Mechanics**

**PHYS 57000 - Selected Topics in Physics**

**PHYS 59000 - 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 Y383 - American Political Ideas I**

**POLS Y384 - American Political Ideas II**

**POLS Y392 - Problems of Contemporary Political Philosophy**

**PPOL H508 - Financial Management Principles of Health Care**

**PPOL H517 - Managerial Epidemiology**

**PPOL J501 - Evolution of Criminological Thought and Policy**

**PPOL J502 - Research Methods in Criminal Justice and Public Affairs**

**PPOL J582 - Criminal Justice Systems**

**PPOL J587 - Criminal Violation: Problems and Characteristics**

**PPOL J588 - Law and Control in Society**

**PPOL J666 - Criminal Justice Policy and Evaluation**

**PPOL J682 - Planning and Management for Criminal Justice and Public Affairs**

**PPOL V502 - Public Management**

**PPOL V504 - Public Organizations**

**PPOL V506 - Statistical Analysis for Effective Decision Making**

**PPOL V507 - Data Analysis and Modeling for Public Affairs**

**PPOL V508 - Topics in Quantitative Analysis**

**PPOL V509 - Administrative Ethics in the Public Sector**

**PPOL V512 - Public Policy Process**

**PPOL V517 - Public Management Economics**

**PPOL V522 - Human Resource Management in Nonprofit Organizations**

**PPOL V525 - Management in the Nonprofit**

**PPOL V539 - Management Science for Public Affairs**

**PPOL V540 - Law and Public Affairs**

**PPOL V541 - Benefit-Cost Analysis of Public and Environmental Policies**

**PPOL V543 - Health Services Management**

**PPOL V545 - The U.S. Healthcare System**

**PPOL V546 - Health Services Utilization**

**PPOL V550 - Topics in Public Affairs**

**PPOL V560 - Public Finance and Budgeting**

**PPOL V561 - Public Human Resources Management**

**PPOL V562 - Public Program Evaluation**

**PPOL V563 - The Planning Process**

**PPOL V564 - Urban Management**

**PPOL V566 - Executive Leadership**

**PPOL V567 - Public Financial Administration**

**PPOL V569 - Managing Interpersonal Relations**

**PPOL V570 - Public Sector Labor Relations**

**PPOL V580 - Readings in Public Affairs**

**PPOL V585 - Practicum in Public Affairs**

**PPOL V590 - Research in Public Affairs**

**PPOL V600 - Capstone in Public and Environmental Affairs**

**PPOL V631 - Health Planning**

**PSY 50500 - Mental Measurement**

**PSY 52300 - Introduction to Theories of Psychotherapy**

**PSY 52600 - Psycholinguistics**

**PSY 53200 - Psychological Disorders of Childhood**

**PSY 54000 - History of Psychology**



**PSY 55000 - Introduction to Clinical Psychology**

**PSY 59000 - Individual Research Problems**

**PSY 59200 - Advanced Special Topics**

**SE 51000 - Systems Engineering**

**SE 52000 - Engineering Economics**

**SE 53000 - Systems Engineering Management**

**SE 54000 - Systems Architecture**

**SE 59500 - Selected Topics in Systems Engineering**

**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**

**STAT 51100 - Statistical Methods**

**STAT 51200 - Applied Regression Analysis**

**STAT 51400 - Design of Experiments**

**STAT 51600 - Basic Probability and Applications**

**STAT 51700 - Statistical Inference**

**STAT 51900 - Introduction to Probability**

**STAT 52000 - Time Series And Applications**

**STAT 52800 - Introduction to Mathematical Statistics**

**TECH 54000 - Reliability and Maintenance**

**TECH 55700 - Tolerancing Techniques**

**TECH 56100 - Industrial Projects Management and Control**

**TECH 57400 - Advanced Quality Engineering Methods**

**TECH 59500 - Workshop in Advanced Technology**

**TECH 64600 - Analysis of Research in Industry and Technology**

**THTR 50400 - Summer Repertory Theatre**

**THTR 53100 - Acting Styles**

**THTR 53600 - Advanced Problems in Acting**

**THTR 54000 - Advanced Directing**

**THTR 54200 - Advanced Problems in Theatre Directing**

**THTR 56000 - Advanced Scenic Design**

**THTR 56100 - Advanced Costume Design**

**THTR 56200 - Advanced Light Design**

**THTR 57000 - Dramatic Structure: Theory**

**THTR 57600 - Playwriting**

**THTR 58300 - American Theatre History and Drama**

**THTR 59000 - 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 5 — 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 Anti-harassment  
2. Admission  
3. Advisory Committee  
4. Transfer Credits and "Excess" Undergraduate Credit  
5. English Language Proficiency  
6. Credit by Examination  
7. Registration, Course Assignment, Course Load, Enrollment Limits  
8. Grades  
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16. Thesis and Non-Thesis Options  
17. Time Limits  
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20. Residency Classification  
21. Senior Citizen Fee Remission  
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24. Student Identification (Social Security) Number (SIDN)  
25. Transcripts  
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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
- Part IV: Student Complaint Procedures
- Part V: Campus Appeals Board
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- Part VII: Authority, Application, and Amendments

28. IPFW Statement of Integrity  
29. Ethical Guidelines for Student Computer Users at IPFW

## **1. Affirmative Action, Nondiscrimination, and Anti-harassment**

IPFW is committed to maintaining an inclusive 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 its 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, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a 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 Equal Opportunity, Equal Access and Affirmative Action policy, which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunities for women, minorities, persons with disabilities, and veterans through its affirmative action program.

If you have a question or complaint, or want advice, you may talk with the Director or Equity Officer in the Office of Institutional Equity (Kettler Hall 110N, 260-481-6106) or with 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 3) 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 the 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 3).

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 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 and 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, Course Load, 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 online.

**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 online.

Weeks	Restrictions
Through Week 1 of classes	College/school/division policies determine whether an academic advisor's approval is required.
Weeks 2–4	Approval of the instructor is required. College/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. College/school/division 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 online.

Weeks	Restrictions
Week 1 of classes	College/school/division policies determine whether an academic advisor's approval is required; the course is not recorded on your record.
Weeks 2–9	College/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.

**Course Load.** In order to be considered a full-time graduate student, one must take at least 8 credit hours per semester during the fall and spring. Students must be registered in at least 6 credit hours to be considered full time in the summer. Half-time graduate student enrollment status requires 4-7 credit hours in the fall or spring semester and 3-5 credit hours in the summer session.

<b>Fall and Spring</b>	Full Time	8 credit hours
	Half Time	4 - 7 credit hours

<b>Summer</b>	Full Time	6 credit hours
	Half Time	3 - 5 credit hours

**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:

Grade		Grade Points
A+, A	Highest passing grade.	4.0 x Semester Hours
A-		3.7 x Semester Hours

B+		3.3 x Semester Hours
B	Average passing grade for graduate courses.	3.0 x Semester Hours
B-		2.7 x Semester Hours
C+		2.3 x Semester Hours
C	Lowest passing grade for graduate courses.	2.0 x Semester Hours
C-		1.7 x Semester Hours
D+		1.3 x Semester Hours
D	No credit for graduate courses.	1.0 x Semester Hours
D-		0.7 x Semester Hours

#### Grade

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 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 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 this grade will have a grade of NP recorded on official transcripts.
P	- Passing grade; under the P/NP option, equivalent to a grade of A, B, or C.
S	- Satisfactory, credit; awarded upon satisfactory performance in a course offered only on an S/F basis, or on a departmental/divisional exception; 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 S recorded on official transcripts whenever the course involves one or more credits.
W	- Withdrew; a record of the fact that you officially withdrew from (dropped) a course or were administratively withdrawn from a course after the first week of fees after the end of the first 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 may change the incomplete to a regular letter grade if requirements for 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.

If you transfer resident credit for a course in which you received an incomplete, you will have the grade of I recorded on your academic record for up to one calendar year from the date of admission to IPFW. At the end of this period, if you have not graduated or provided evidence that the incomplete has been replaced with a permanent grade, the registrar's office will change the incomplete to IF.

**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, he or she 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 the specified semester.

**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.

**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. 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 GPA-related grade was assigned are included if they were received for courses that fulfill a graduation requirement.

**Note:** Prior to June 1993, Purdue University transcripts and related Purdue records were computed on a six-point scale, (A = 6.00) rather than the four-point scale (A = 4.00) used by IU and IPFW. Since June 1993, all IU, Purdue, and IPFW GPAs are computed using the same scale (A = 4.00).

## 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 within three calendar weeks of the completion of the prior step.

### Steps in the Process of a Grade Appeal

**Step 1. *Course instructor:*** The student makes an appointment with his or her 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 or school shall authorize the extension.

**Step 2. *College/school/department/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 student procedurally in submitting the case to the grade appeals subcommittee.

**College/school/department/program appeals procedure.** Each college, school, department 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 college, school, department 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, to the dean of students, and to 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

IPFW is committed to providing quality education for its students. We use 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 the 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 of 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 the 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 the 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 University Police (Support Services 105). 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 other campus locations.

## 20. Residency Classification

**Resident student status for fee purposes.** When you are admitted to IPFW, you are classified by Admissions as a resident or nonresident 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 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 you are classified incorrectly, you may apply for resident student status. To appeal your residency classification, go to the following Web site and print off the application and instructions:

[www.ipfw.edu/registrar/policies/residency.shtml](http://www.ipfw.edu/registrar/policies/residency.shtml)

When complete, return the form to IPFW 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 age 60 or older, retired and not employed full-time, and are high school graduates or GED recipients. The waiver does not apply to fees. Participants in this program are limited to registering during the week before classes begin and during late registration. Additional information and applications are available at the IPFW Financial Aid office (Kettler Hall 103, 260-481-6820 or online at [ipfw.edu/financial/forms](http://ipfw.edu/financial/forms)).

## 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 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 educational records are located and maintained by administrators in one or more of the following offices: Academic Counseling and Career Services; Admissions; Alumni Relations; Athletics, Recreation, and Intramural Sports; Bursar; Center for Academic Support and Advancement; Continuing Studies; Financial Aid; Honors Program; Registrar; and University Police, as well as the student affairs administration 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.

*Public information* consists of your name, class standing, college/school/division, major field of study, dates of attendance, degrees and awards, recognized student activities, sports, athletics information, and current enrollment status; your address and telephone number are also public information unless you have filed a registrar's form to keep these private. Records of arrests and/or convictions are public records and thus not subject to university policy.

**Note:** If you wish to restrict the release of your address and telephone number, you must do so by the end of the first week of classes for a session in order to exclude this information from any student directory that may be published.

**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 that are subject to other laws and are administered by Human Resources; 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 admission, 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 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. A record of the release will be maintained.

Records about you will be released without your consent to your parents 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; to a transfer student's former college/university and to a college/university that a student is seeking to attend; to contractors, volunteers, and other non-employees performing institutional services and functions as school officials with legitimate educational interests. This includes the national student Clearinghouse, American Campus Communities, and Educational Computer Systems Incorporated (ECSI).

**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

[^ TOP](#)

#### 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 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, IPFW is an equal access, equal opportunity, affirmative action university.

4. 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 Anti-harassment Policy as stated in Executive Memo C-33] 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 in writing (the terms "in writing" or "written" here and throughout this Code include both printed and electronic communication) 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. at a minimum, the course objectives, requirements, and grading policies set by individual faculty members for their courses by means of a course syllabus.

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. Students who interfere with the academic process of a class may be directed to leave class for the remainder of the class period. Longer suspensions from a class must be preceded by the disciplinary procedures set forth in Part III.B of this Code.

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 faculty members. 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 responsibility to become familiar with, uphold, and follow all codes of conduct, including this Code, relevant codes of colleges/schools and departments, professional programs, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internship, or in-service experiences.

7. 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.

8. 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 one (and only one) 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 the case of Student Housing decisions, the individuals and committees designated in the Housing Agreement shall have final authority. In the case of complaints of discrimination and harassment, the individuals and committees named in the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment shall have the authority designated. 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, Student Housing procedures, or student complaint procedures (Part IV) shall be used to resolve a complaint, the dean of students shall decide which one set of 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 time lines associated with the 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 the Code of Student Rights, Responsibilities, and Conduct 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, IPFW Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association and IPFW Senate, for consideration and recommendation before adoption by the Community Advisory Council and approval by the President of Purdue University. In the event the Community Advisory Council adopts an amendment not approved by the Indiana-Purdue Student Government Association and IPFW Senate, either the Indiana-Purdue Student Government Association or IPFW 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 which safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may discipline a student for committing acts of academic or personal misconduct.

#### **A. Academic Misconduct**

This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At IPFW, specific forms of academic misconduct are defined as follows:

1. 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. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another in committing acts of academic dishonesty.
4. Adopting or reproducing ideas or statements of another person as one's own without acknowledgment (plagiarism).
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.

9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

a. In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at IPFW, academic departments should establish a written policy/statement, addressing the professional or ethical standards for their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement.

**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 Anti-harassment Policy.

12. Hazing, defined as any conduct that subjects another person, whether physically, 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. Any form of communication 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 statutes, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, hallucinogens, and unauthorized use of prescription drugs.

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 phrases 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 by Indiana statute, 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, the safety of others, 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

## **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**

The process for investigating disciplinary complaints of academic misconduct may vary depending upon the situation. An essential component of any disciplinary process should incorporate the ideals of due process. As such, a student whose conduct is being reviewed should know the nature of the information presented against them and be able to have a meaningful opportunity to be heard. Therefore, throughout Part III, Section A, of the herein Code, whenever there is a requirement for the student to have an “opportunity to be heard,” the minimum standard for that meaningful opportunity will include all of the following:

- notice of the nature of the alleged misconduct
- notice of the date, time, location, and general procedure of the review of the allegation
- notice of the potential outcomes of the review
- opportunity to address the information supporting the allegation

1. When a student in a course commits an act of academic misconduct related to that particular course, the faculty member teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with these procedures.

a. A faculty member who has information that a student enrolled in a course being conducted by the faculty member has committed an act of academic misconduct related to that course is required to hold a conference with the student concerning the matter within seven calendar days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and afford the student the opportunity to address the information supporting the allegation.

b. If the faculty member finds that the student did commit the act of misconduct as alleged, the faculty member is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct may include, and is limited to, one or more 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 faculty member is required to report the matter and action taken within seven calendar days in writing to the student, the chair of the department in which the course is offered, the dean/director of the college/school/division in which the course is offered, the chair of the student's department, the dean/director of the student's college/school/division, and the dean of students.

d. The student has the right to appeal the faculty member's findings and/or sanction through the procedures specified in Part IV of this Code.

e. The chair of the student's department has the authority to initiate additional academic sanctions against the student if the chair concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The chair must notify the student in writing within seven calendar days of the date of the faculty member's report if additional sanctions are contemplated at the department level. If additional sanctions are contemplated the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The chair must report the decision, including any sanctions imposed, in writing to the student, the college/school/division dean/director, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the department level may include academic probation, denial of future admission,

or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part IV of this Code.

f. The dean/director of the student's college/school/division also has the authority to initiate additional academic sanctions against the student if the dean/director concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within seven calendar days of the date of the chair's report if additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The dean/director must report the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the college/school/division level may include academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision (including sanctions) through the procedures specified in Part IV of this Code.

2. When a student is alleged to have committed an act of academic misconduct that is not related to a course in which the student is enrolled, the chair of the student's department has the authority to initiate a review of the allegation.

a. The chair must notify the student in writing within seven calendar days of discovering the alleged misconduct if, in consultation with the dean of students, disciplinary action is contemplated at the department level. If disciplinary action is contemplated the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The chair must report the decision, including any sanctions imposed, in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the department level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part IV of this Code.

b. The dean/director of the student's college/school/division has the authority to initiate additional academic sanctions against the student if the dean/director concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within seven calendar days of the date of the chair's report if, in consultation with the dean of students, additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The dean/director must report the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the college/school/division level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision (including sanctions) through the procedures specified in Part IV of this Code.

3. A student may not be placed on disciplinary probation or suspended or expelled from 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. If the dean of students concludes that additional disciplinary sanctions are warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III-B).

## **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.

### **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 calendar days after the mailing of the notice) for a hearing on 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 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 need not 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 reasonably believes the failure to appear to be inexcusable, impose any of the prescribed disciplinary penalties.

## 2. 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 shall dismiss the accusation and notify the student.

c. If, after discussion, or if the student fails to appear, the dean of students believes that the violation occurred as alleged, the dean shall so notify the student and shall impose a disciplinary sanction by means of a written notice. The student, by such notice, shall have the option of accepting the finding and sanction or appealing the finding and/or sanction through the procedures specified in Part V of this Code.

d. 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 a sanction including, and limited to, one or more of the following:

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 permanently dismissed from IPFW.

### **C. Summary Action**

Summary action by way of temporary suspension and exclusion from IPFW property may be taken against a student without the issuance of a notice of charges and without the procedures prescribed in Part III-B or Part IV 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 imminent harm to the student or to any other persons or to the property of IPFW or of others, or to the stability and continuance of normal university functions. Whenever summary action is taken under this provision, the procedures provided for in Part III-B for hearing and appeal or the procedures provided for in Part IV shall be expedited so far as possible in order to shorten the period of summary action.

### **D. 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: Students Complaint Procedures**

A. Students having complaints concerning actions or decisions of faculty or staff members which are claimed to violate rights established under Part I.A.3 or Part I.A.4 of the Code, by using the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment.

B. Students having complaints concerning actions or decisions which are claimed to violate other rights established under Part I of the Code must first make a reasonable effort to resolve the complaints informally with the faculty/staff member whose action or decision is the basis for the complaint. The effort to resolve the complaint informally with the 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 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. For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 20 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 20 calendar days of initiation.

C. 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 department head who shall investigate, mediate, and suggest a resolution.

D. If the complaint remains unresolved after the department head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level, e.g., the college/school/division dean/director, who shall investigate, mediate, and suggest a resolution.

E. Only after all such remedies have been exhausted may the student request a hearing before the Campus Appeals Board. To request a hearing before the Campus Appeals Board the student must file a complaint with the dean of students. The 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 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. See Part V of the Code for information about the Campus Appeals Board.

## **Part V: Campus Appeals Board**

### **A. Composition**

The Campus Appeals Board (CAB) 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 IPSGA Senate; three faculty members elected by the IPFW 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 the members and alternates, the chair shall designate a hearing panel consisting of a minimum of three members including at least one student. A minimum of three panel members including at least one student is required for quorum.

### **B. 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, or to fill any vacancy on the panel of alternates within seven calendar 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.

### **C. Training**

All persons chosen to serve as CAB members or alternates will complete appropriate training before being permitted to engage as a CAB panelist or investigator. The Chair of CAB is responsible for determining appropriate training, coordinating the training, and assuring that all members and alternates complete the training as required.

### **D. Jurisdiction and Time Extensions**

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 disciplinary findings imposed by faculty members, department chairs, or academic deans or division directors; appeals of IPSGA Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights (per Part IV). Extension to any time limits specified below must be approved by the Chair of the Board.

### **E. Filing and Notification**

Students who wish to request CAB action shall submit a written appeal to the dean of students within ten calendar days of the date of the disciplinary sanction letter or within twenty calendar days of the conclusion of the previous step in the appeal process, as applicable. The dean shall in turn forward properly-filed appeals to the Chair of the Board. To be properly filed, the appeal must be submitted within the established time limits, signed and dated by the student, identify the action or decision being appealed, name the party whose decision or action is being appealed, list witnesses, identify any right claimed to have been violated (if applicable), and specify the remedy sought. Within ten calendar days of the Chair's receipt of the appeal, the Chair will assign a Board member or alternate who is a faculty member or administrator to investigate the appeal and notify the party named that an appeal has been filed. Notification will include a copy of the appeal and the identity of the student who filed the appeal. The party whose action or decision is being appealed will be requested to respond in writing within ten calendar days from the date of notification. To protect both the student and the named party CAB appeals will be treated with the greatest degree of confidentiality possible.

### **F. Investigation of Appeals**

As soon as practicable following appointment, the investigator will interview the student who filed the appeal. The student may have an advisor or legal counsel (at their own expense) present at meetings with the investigator. However, the advisor or counsel may not stand in place of the student or otherwise participate in the investigation process. In the case of an appeal where student rights are claimed to have been violated, within seven calendar days following completion of the interview with the student, the investigator will notify the Chair as to whether or not the allegations set forth in the appeal, if substantiated, would constitute a violation of established rights. If the investigator's notification indicates such allegations, if substantiated, would not constitute a violation of established

rights, the Chair may dismiss the appeal, and the decision shall be final. The Chair shall provide the student and named party with written notice of such dismissal. In all other cases, the investigator will conduct a thorough fact-finding investigation, and will meet separately with the student and named party, interview pertinent witnesses, and review relevant documents regarding the appeal. The investigation shall be completed within twenty calendar days following the assignment of the appeal to the investigator. Within seven calendar days following conclusion of the investigation, the investigator will prepare and deliver a report to the Chair, the student filing the appeal, and the named party. The report will include a finding based upon a preponderance of evidence that the appeal shall be upheld or denied. The 'preponderance of evidence' standard requires that the evidence supporting the finding is more convincing than the evidence offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

#### **G. Determination**

Within ten calendar days of receipt of the investigator's report, the Chair will convene a meeting of the CAB hearing panel. The student and the named party will be notified of the date, time, and location of the meeting. Prior to the meeting the student, named party, and panel members shall be furnished with a copy of the investigator's report and copies of the appeal and response. The student may have an advisor or legal counsel (at their own expense) present at the meeting. However, the advisor or counsel may not stand in place of the student or otherwise participate in the hearing process. At the meeting the panel will be afforded the opportunity to ask questions of the investigator. The student who filed the appeal and the named party will be afforded the opportunity to make a brief statement to the panel, after which the panel members may ask questions. The panel shall meet separately with the student and the named party. Within seven calendar days following the final meeting with the panel, the Chair shall render the written recommendation of the hearing panel and include a brief explanation of the recommendation setting forth the findings upon which the recommendation is based. The Chair shall furnish copies of the recommendation to the Chancellor, the student who filed the appeal, the party whose decision is being appealed, and to others within IPFW with a need to know as determined by the panel. The Chancellor shall render a written and final decision within ten calendar days of receiving the panel's recommendation.

## **Part VI: Policy on Involuntary Withdrawal of Students**

#### **Preamble**

**Subject to IPFW's duties under applicable law and if a student poses a direct threat to the health or safety of self or other persons, 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 regular student disciplinary procedures.**
- 2. A student may be requested in writing and/or orally (depending upon the situation) to attend a meeting with the dean of students for the purpose of determining whether or not the student should be permitted to continue his/her enrollment. Such a request will include a statement of the reasons for IPFW concern. Parents, spouses, or other appropriate persons (e.g., 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 meeting. At the meeting the reasons for IPFW's concern regarding the student will be stated, and the student will be given an opportunity to respond to these concerns. If after the meeting the dean determines, in consultation with an IPFW personal counselor, that the student should be permitted to continue his/her enrollment, the student will be so informed in writing of the decision, including any conditions that the student must meet to continue enrollment.**
- 3. If, after the meeting, the dean of students decides that the student should withdraw from IPFW and be permitted to re-enter IPFW only with dean of students approval, the student shall be informed of such decision and the reasons therefore. The student will be sent a written notice of the decision and reasons within 10 calendar days after the meeting. If the student agrees to withdraw from IPFW on such conditions, they will be permitted to withdraw voluntarily without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).**
- 4. If the student refuses to accept the decision of withdrawal reached by the dean of students and refuses to voluntarily withdraw from IPFW, the student shall notify the dean 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. The issues to be determined by the committee shall be (1) whether the student poses a direct threat to the health and safety of self or other persons or to the normal activities of IPFW, and (2) if so, whether the student should be involuntarily withdrawn from IPFW. The student and the dean 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 calendar days after the hearing. Copies of the report shall be furnished to the student, the dean, and the chancellor of IPFW. The decision of the committee shall be binding upon the student and IPFW. Should the committee concur with the decision of the dean, the student will be withdrawn without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).

## Part VII: 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 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 remain in effect until rescinded or modified by the Community Advisory Council subject to approval by the President of Purdue University. Amendments may be proposed by the Indiana-Purdue Student Government Association, IPFW Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association and IPFW Senate, for consideration and recommendation before adoption by the Community Advisory Council and approval by the President of Purdue University. In the event the Community Advisory Council adopts an amendment not approved by the Indiana-Purdue Student Government Association and IPFW Senate, either the Indiana-Purdue Student Government Association or IPFW Senate may withdraw its endorsement of the rights and responsibilities in whole or in part.

## 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 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 e-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 university-sponsored 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 6 — 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.

- |  |   |
|--|---|
| <a href="#"><u>1. Academic Success Center</u></a>                      | <a href="#"><u>15. Financial Aid</u></a>  |
| <a href="#"><u>2. Alumni Relations</u></a>                             | <a href="#"><u>16. IPFW/Parkview Health and Wellness Clinic</u></a>                             |
| <a href="#"><u>3. Athletics, Recreation, and Intramural Sports</u></a> | <a href="#"><u>17. Housing Information</u></a>  |
| <a href="#"><u>4. Bookstore</u></a>                                    | <a href="#"><u>18. Office of International Education</u></a>                                    |
| <a href="#"><u>5. Career Services</u></a>                              | <a href="#"><u>19. Library Services</u></a>   |
| <a href="#"><u>6. Center for Women and Returning Adults</u></a>        | <a href="#"><u>20. IPFW/Parkview Student Assistance Program (SAP) - Counseling Services</u></a> |
| <a href="#"><u>7. Child Care</u></a>                                   | <a href="#"><u>21. Military Student Services</u></a>  |
| <a href="#"><u>8. Computer Resources</u></a>                           | <a href="#"><u>22. Police</u></a>   |
| <a href="#"><u>9. Continuing Studies</u></a>                           | <a href="#"><u>23. Registration</u></a>   |
| <a href="#"><u>10. Dean of Students</u></a>                            | <a href="#"><u>24. Student Handbook and Planner</u></a>   |
| <a href="#"><u>11. Disabilities, Services for Students with</u></a>    | <a href="#"><u>25. Student Life and Organizations</u></a>                                       |
| <a href="#"><u>12. Diversity and Multicultural Affairs</u></a>         | <a href="#"><u>26. Transcripts</u></a>  |
| <a href="#"><u>13. Emergency Health and Security Services</u></a>      | <a href="#"><u>27. Veterans Services</u></a>  |
| <a href="#"><u>14. Fees</u></a>  | <a href="#"><u>28. Voter Registration</u></a>   |

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 5.

IPFW's Undergraduate Academic Regulations appear in the *IPFW Undergraduate Bulletin*.

### 1. Academic Success Center (ACS)

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.

### 2. Alumni Relations

More than 50,000 IPFW alumni represent the university worldwide. Seventy-five percent of IPFW graduates remain in northeast Indiana, contributing to the state's economic development. The IPFW Alumni Association, headed by Board of Directors, oversees services and programs for all alumni. Services include scholarships for alumni children, stepchildren, and spouses; alumni publications; and a variety of events. Events include the annual fall Mastodon Roast, Homecoming pre-game party, The Alumni Relations office assists with career services programming for IPFW graduates, alumni development efforts, scholarship fund raising, and arranging services for alumni.

The Alumni Relations office is located in the Steel Dynamics Keith E Busse IPFW Alumni Center, 1528 East California Road; 260-481-6807, [ipfw.edu/alumni](http://ipfw.edu/alumni)

### 3. Athletics, Recreation, and Intramural Sports

**Athletics, Recreation, and Intramural Sports** (Athletic Center 210, 260-481-6643) administers sports-related university activities and manages the Athletic Center's fitness center and manages wellness events and programs. Contact Athletics 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 Summit League 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 [gomastodons.com](http://gomastodons.com)

**Intramural programs** are open to all eligible IPFW students, faculty, and staff and include the following sports: badminton, basketball, billiards, flag football, powder puff football, team tennis, ping pong, billiards, euchre club, racquetball, table tennis, volleyball, sand volleyball, soccer (indoor and out), fall golf league, dodgeball, cornhole, ultimate Frisbee and wallyball. Annual tournament events include a 5K run/walk event, 3 on 3 Holiday Hoops basketball tournament and a spring golf scramble. Call 260-481-6617 or visit our Web site at <http://ipfw.edu/intramurals/> for more details.

**Athletic Center** is the fitness center on campus for all IPFW students with valid IPFW ID cards. Memberships are also available to IPFW student spouses, faculty, staff, alumni. The newly built facility offers both a 1/9 and 1/8 mile indoor mondosurfaced walk/running track, strength training room, cardiovascular conditioning area, racquetball courts, wallyball courts, basketball courts, core conditioning area, and fitness class room. Outdoor facilities include 5km and 10km cross country courses, soccer fields, baseball and softball fields, and tennis courts. Fitness services include fitness assessments, fitness classes, "getting started" fitness consultations, nutrition consultations, personal fitness training packages, free education/awareness handouts, and special events such as fitness workshops and walk/run events. For membership costs and more facility information, call 260-481-6655, 260-481-6647, or visit our Web site at <http://ipfw.edu/fitness/>

**Health and Wellness** wellness events, services, and programs on campus are available to IPFW students, faculty, staff, retirees, and community members. Programs and services are implemented at Athletic Center, the IPFW/Parkview Health and Wellness Clinic, and various campus locations. All opportunities are designed to education, motivate, and support individual health needs and goals. Physicals, sick care, and other medical services are offered at the clinic. Health awareness workshops, 6–14 week programs, wellness screenings, blood health screenings, flu shots, and special events like Mental Health Day, the Great American Smoke-out "stop smoking" Block Party, Eating Disorder Awareness Week, and a Health Fair are also provided by the wellness staff. For information on IPFW wellness, call 260-481-6647, 260-481-6746, or visit <http://ipfw.edu/wellness/>.

### 4. Bookstore

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**Follett's IPFW Bookstore** (Walb Student Union, 260-483-6100) 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 Walb Student Union, 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 260-481-0303 or by e-mail at [bookstor@ipfw.edu](mailto:bookstor@ipfw.edu).

## 5. Career Services

**Career Services** (Kettler 109, 260-481-6595), provides 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.

## 6. Center for Women and Returning Adults

**The Center for Women and Returning Adults (CWRA)** (Walb 120, 260-481-6029) serves as an advocate for women and non-traditional 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 non-traditional 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.

## 7. Child Care

IPFW partners with The Learning Community to provide child care for IPFW faculty, staff, and students at a discounted rate. The Learning Community is located at 2041 Reed Road. Hours of operation during fall, spring, and summer semesters are 6:30 a.m.–6:30 p.m., Monday through Friday. TLC provides care for infants to children 12 years old. For registration and fee information, contact TLC at 260-424-8852 or visit [www.tlckidsfirst.com](http://www.tlckidsfirst.com).

## 8. 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, my.ipfw, student-access labs).** Accounts for student computing resources are created upon your admission to IPFW. You must complete an activation process before using the account including sending or receiving e-mail. Your e-mail accounts are accessible from any student-access lab or the Web. Student accounts remain active as long as you are enrolled.

**Web space.** Each student and official student organization receives 250 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 217; Neff Hall B71 and B73 (a shared-use lab); Science Building G15; Helmke Library (two labs-one is open 24 hours); Visual Arts 205; student House Cole Commons Clubhouse; Liberal Arts 42 (a shared-use lab); Walb 220 (Studio M Curriculum Lab); and Walb Student Union 221. Besides these student-access labs, some 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 IT Services' Web site at [ipfw.edu/its](http://ipfw.edu/its). 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 they can answer general computing questions. In

addition, IT Services provides consultants at the Help Desk in Kettler 206, 260-481-6030. Help Desk staff can answer questions about specific computer services and facilities available to students.

## 9. Continuing Studies, Division of

**The IPFW Division of Continuing Studies** (Kettler 145, 260-481-6619) provides lifelong learning opportunities through its credit programs and public courses for professional development and personal enrichment. The division manages approximately 20,500 enrollments annually.

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 (including the Public Safety Academy of Northeast Indiana, Kendallville, and the IPFW Warsaw Center), online-learning delivery (TV, Internet, and interactive video conferencing), 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. For more targeted, in-depth training, selected professional development courses are grouped into certificate programs. These options offer students concise, career-related education.

For more information about the Division of Continuing Studies and a listing of available courses, see [ipfw.edu/dcs](http://ipfw.edu/dcs).

## 10. 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 associate dean handle student conduct issues and advise faculty, staff, and students on IPFW policies and procedures governing student rights, responsibilities, and conduct, provide assistance to students pursuing late **full** withdrawals, grade appeals, and student complaints, and serve as advocates for students and their issues. The dean also oversees Personal Counseling Services and Services for Students with Disabilities.

## 11. Disabilities, Services for Students with

**Services for Students with Disabilities (SSD)** coordinates IPFW's programming for students 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 academic aids and services including reader and sign-language interpreter services, accommodated test-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. You must be able to attend to your personal care and needs or you must arrange independently for such services if needed. Although a personal escort may be provided during times of inclement weather, you are responsible for your transportation to and from campus and between classes and other facilities. You are responsible for attending classes as required by your class instructors' attendance policy.

To request services on the basis of disability or to receive further information, call 260-481-6657 (VOICE/TTD) or visit the director of SSD in Walb 113.

## 12. Diversity and Multicultural Affairs

**Diversity and Multicultural Affairs** (Walb 118, 260-481-6608) provides a vital support system for African American, Asian American, Hispanic, international, Native American, and other underrepresented students enrolled at IPFW. Evening appointments can be arranged for students who cannot visit the office during regular hours.

Services include networking opportunities, cultural/heritage programs, educational and personal counseling, leadership development and enhancement, mentoring, workshops, and study tables.

Diversity and Multicultural Affairs also assists in the development, administration, and evaluation of student recruitment and retention efforts; sponsors outreach and programs for early access to higher education; and provides cultural diversity training for IPFW faculty and staff.

**First-generation and Nontraditional 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 Student 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.

## 13. 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 are available any time by dialing 16827 from any campus telephone or 260-481-6827 from a cell phone.

**University Police** (Support Services Building 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 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 University Police.

## 14. Fees

All fees are subject to change by action of the trustees. Fees for the 2012-13 school year are shown below:

**Course fees** (may not apply to continuing education courses):

Graduate residents	\$313.95 per credit
Graduate nonresidents	\$710.95 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	\$60
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.

			Percent of Refund			Last Day to Withdraw
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.

## 15. Financial Aid

IPFW attempts to meet the demonstrated financial needs of all applicants. For graduate students, the IPFW Financial Aid Office uses Federal Direct Stafford Loans, Federal Work-Study, department assistantships and scholarships, and alternative loans through lenders based on several eligibility factors. Contact Financial Aid (Kettler 102, 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. Financial aid information and answers to most of your questions is available online at [ipfw.edu/financial](http://ipfw.edu/financial). Federal financial aid information is also available online at [studentaid.ed.gov](http://studentaid.ed.gov).

For financial aid purposes, graduate students are considered to be full-time students when enrolled in at least 8 or more credit hours during a semester, three-quarter-time when enrolled in at least 6-7 credit hours during a semester, and a half-time student is defined as enrolled in at least 4-5 credit hours. Students enrolled in less than 4 credit hours are not eligible for a Federal Direct Stafford Loan but might be eligible for an alternative student loan through a private lender.

Most graduate financial aid programs at IPFW are based on the premise that you are responsible for paying the cost of education with consideration given to your financial circumstances. IPFW financial assistance is awarded to supplement the resources potentially 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. Online filing is available at FAFSA on the Web: [fafsa.ed.gov](http://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 [ipfw.edu/financial](http://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 but can be filed anytime during the enrollment period. It is recommended that the FAFSA be completed at least a month prior to the time loan funds are needed.

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 [fastweb.com](http://fastweb.com) or [finaid.org](http://finaid.org).

Alternative or private educational student loans require an application to be completed with a private lender; a credit check is part of the application process. Alternative loan information is available online at [ipfw.edu/financial/aid-sources/loans.html](http://ipfw.edu/financial/aid-sources/loans.html)

Acceptance of financial aid is made through the student web portal, [my.ipfw.edu](http://my.ipfw.edu), complete instructions are available at [ipfw.edu/financial/basics/awarding.html](http://ipfw.edu/financial/basics/awarding.html). Alternative loan applications are only processed after a current year FAFSA has been received and all Federal Direct Stafford loans that have been accepted through [my.ipfw.edu](http://my.ipfw.edu).

An important point to remember about course enrollment, courses are not automatically dropped at the beginning of the semester for non-attendance. It is your responsibility to officially withdraw from classes whether financial assistance is awarded or not to avoid tuition and fee charges. If classes are not dropped before the end of the 100% refund period then you will incur and be responsible to pay tuition and fee charges

If you have experienced a change in income or resources compared to the information reported on the FAFSA, you may request a review of the FAFSA information, contact the Financial Aid Office about requirements for filing a Special Conditions Appeal.

Financial aid can also be impacted by the Satisfactory Academic Progress standards that are monitored for financial aid eligibility. These standards are based on three criteria covering 67% credit hour completion rate, minimum cumulative

grade point average (CGPA) of 3.00 or better, and a 150% maximum time-frame to receive financial aid for a graduate program. Information on Satisfactory Academic Progress may be reviewed online at [ipfw.edu/financial/policy/sap.html](http://ipfw.edu/financial/policy/sap.html).

The Federal Ombudsman Office is a final resource for student loan borrowers to informally resolve loan disputes and problems after first seeking help through other customer service avenues. The Ombudsman Customer Service Line is 877-557-2575, or online at [ombudsman.ed.gov](http://ombudsman.ed.gov)

## 16. IPFW/Parkview Health and Wellness Clinic

**The IPFW/Parkview Health and Wellness Clinic** provides comprehensive health services to meet the medical and psychological needs of IPFW and Ivy Tech students, staff and faculty.

**Location.** The clinic is conveniently located in Walb Union, room 234. Parking is available in parking garage #2 (next to Athletic Sports Center).

**Contact Information:** Phone: (260)-481-5748. Website: [ipfw.edu/clinic](http://ipfw.edu/clinic)

**Hours.** The clinic is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The clinic is closed only when the university is officially closed.

**Staff.** The clinic is staffed with two nationally certified family nurse practitioners and a medical assistant.

**Appointments.** Appointments are suggested and available for your convenience. Call or stop in to schedule an appointment. Walk-ins are accepted until 4:00 P.M. daily.

**Services provided.** Nationally certified family nurse practitioners are able to:

- Assessments and diagnose minor and acute illnesses, as well as chronic health problems such as diabetes and high blood pressure
- Physical examinations
- Gynecological services and sexually transmitted disease screenings
- Tobacco cessation support
- Prescribe medications and consult with physicians and other health care providers, when needed
- Promote healthy living through patient education and counseling
- Obtain medical histories
- Order and interpret diagnostic studies such as lab work and x-rays
- *Assess/diagnose* healthcare problems, obtain medical histories, perform physical examinations, and order and interpret diagnostic studies such as lab work and X-rays

**Allergy injections.** Allergy serum may be stored at the clinic. Allergy injections can be given between 8:30 a.m. and 4:00 p.m

**Health and wellness education.** Health and wellness education includes screenings, assessments, consultations, workshops, classes, and resources to help individuals gain awareness and opportunities for better total wellness. Health education and health counseling can include, but are not limited to, weight management, heart-healthy living, sports performance, eating disorders, diabetic control, smoking cessation, and stress management. Registered dietitians and certified physical fitness instructors are on staff.

**Health fees.** The clinic offers affordable pricing for students. Please contact the clinic for up-to-date cost information. The clinic accepts CIGNA and Anthem Blue Cross and Blue Shield health insurance for employees and their dependents.

Upon checking out, an insurance-ready, itemized statement will be provided so that you may submit it to your insurance company.

## 17. Housing Information

**IPFW Student Housing** (260-481-4180) provides apartment-style living for full-time students at IPFW. The IPFW Student Housing community encourages the freedom of apartment-style living without sacrificing the convenience and comfort of off-campus living. Each unit is furnished and has a fully equipped kitchen including microwave, trash disposal, and dishwasher. Bedrooms are individually keyed for privacy, and each bedroom is set up with high-speed Internet and cable. Community amenities include 24 hour computer labs, community lounges, a fitness room, and 24-hour laundry facilities. Additional information is available from the Student Housing office or by visiting the Student Housing Web site at [IPFWstudenthousing.com](http://IPFWstudenthousing.com).

## 18. Office of International Education

**Office of International Education** (Kettler 104, 260-481-6034) oversees international student services and international programs.

International Student Services recruits, admits, enrolls, and retains international students. The office provides a host of admissions services including foreign degree certification, academic credential review, and transfer credit evaluation. ISS organizes an extensive international orientation one week prior to the start of the fall and spring semesters. For more information, call 260-481-6494 or e-mail [iss@ipfw.edu](mailto:iss@ipfw.edu).

IPFW is authorized under federal law to enroll non-immigrant students. ISS attempts to ensure that IPFW complies with all applicable laws set forth by the Department of Homeland Security, the U.S. Department of State, and other government agencies. ISS offers a variety of immigration services including assistance with change of status, extension of status, on- and off-campus employment, visa counseling, and others.

ISS helps enrolled international students with obtaining a social security number, state ID, and driver's licenses. The office also pre-registers new incoming international students, administers the required international health insurance policy, and assists with non-resident tax preparation assistance. The office co-sponsors various trips and activities, campus and community ethnic and cultural celebrations, and serves as the advisor for the International Student Organization (ISO).

**International Programs** (Kettler 269, 260-481-6494) promotes and coordinates all aspects of international education on campus. It provides or sponsors:

- Information and advising for students interested in Study Abroad
- Information for faculty about research and teaching opportunities in other countries
- Events related to International Education and the internationalization of the IPFW campus

## 19. Library Services

**The Walter E. Helmke Library** creates a virtual and physical environment that supports the IPFW community in its efforts to discover and access vital information. To fulfill our mission ([mission.lib.ipfw.edu](http://mission.lib.ipfw.edu)), we provide high-quality information resources, coordinated information services and expertise, and innovative instruction fully integrated with the educational goals of IPFW—so that you are able

- Get individualized help whenever the library is open, 330 days a year
- Ask a librarian at [ask.lib.ipfw.edu](http://ask.lib.ipfw.edu) (in person, by e-mail, by IM chat, or by phone)
- Arrange a scheduled or walk-in research consultation with a subject librarian
- Find out more by calling the Library Service Desk (260-481-6512)

We collaborate within and outside the university to increase information literacy and student success—so that you are able

- Come to the library to study alone in the company of others
- Engage in productive group study

- Enjoy comfortable study spaces
- Browse convenient, relevant collections

We value equity of access to and ethical use of information, respect for the privacy of library users, and intellectual freedom—so that you are able

- Access a vast array of scholarly information from on or off campus
- Find tens of thousands of full-text journals (at the individual article level) via the powerful FIND IT linking tool, or (from the journal level) through E-Journal Finder portal at [journal.lib.ipfw.edu](http://journal.lib.ipfw.edu)
- Use Document Delivery Services at [dds.lib.ipfw.edu](http://dds.lib.ipfw.edu) or Ducat's Request Delivery to locate library materials that the library does not own
- Rely on ReservesEXpress at [rex.lib.ipfw.edu](http://rex.lib.ipfw.edu) to obtain required and supplemental course readings, 24/7
- Check out a book or DVD with your Mastodon Card—get it at the Walb Student Union

We dedicate effort to providing stewardship of the human record by collecting, describing, and organizing information—so that you are able

- Explore the library's Find Resources By... Title, Subject, or Type portal at [mdb.lib.ipfw.edu](http://mdb.lib.ipfw.edu) to find the highest-quality databases and indexes, encyclopedias, style guides, and much more
- Retrieve unique digital audio, video, and document collections through the mDON Digital Object Network at [mdon.lib.ipfw.edu](http://mdon.lib.ipfw.edu)
- Get connected to public and government information at the local, state, national, and international level through the Public Information Reference Service at [pirs.lib.ipfw.edu](http://pirs.lib.ipfw.edu)

We employ technology wisely to offer responsive delivery of resources, customized research consultation, and an environment that encourages independent exploration in the pursuit of academic excellence—so that you are able

- Learn to evaluate the quality of information with the aid of tutorials, course guides, and research tools created by librarians—see our Foraging for Information Worksheet, Is Your Web Site Credible?, Is Your Journal Scholarly?
- Take a virtual tour of the library at [tour.lib.ipfw.edu](http://tour.lib.ipfw.edu), discover how to do library research, and enhance your information foraging skills
- Make the future IPFW Learning Commons your destination—in the heart of the library, at the center of campus

We invite you to explore the library's Web site at [lib.ipfw.edu](http://lib.ipfw.edu) . Meet you at the library!

Environment for discovery. Services for delivery.

You discover. We deliver.

## 20. IPFW/Parkview Student Assistance Program (SAP) - Counseling Services

**IPFW/Parkview Student Assistance Program (SAP)** provides free and confidential short-term services to all currently enrolled IPFW students. SAP works with a variety of concerns, including but not limited to, depression, anxiety, relationship issues, substance abuse, and eating disorders. SAP is available for consultation, outreach, and workshops upon request. They are located in Walb 113. Please call 260-266-8060 or 800-721-8809 to schedule an appointment.

## 21. Military Student Services

The Office of Military Student Services (OMSS) (Kettler 104, 260-481-0207) provides support services for students who are currently serving in the military as well as veterans transitioning from the military to academic life. Services



include access to SMART and AARTS transcripts, assistance with pre-deployment and return from deployment processes, GI Bill education benefit information, CAC Reader access to IPERM, AKA, CCAF, Veterans Affairs issues, transfer credit, referral to campus and community resources, advocacy and support through the *IPFW Veterans Morale, Welfare, and Resources Alliance* which is an organization of faculty, staff and students. An IPFW MSS Facebook page provides resources and information on campus activities and military support programs. Further information may be found on the *my.ipfw* channel for veterans.

## 22. Police

**Campus safety and security information.** IPFW strives to provide a safe and secure environment for students, staff, and visitors. The Annual Security Report details a variety of safety services, policies, and information available to students, staff, and visitors. To obtain a copy, contact Admissions, University Police, or Human Resources. To view the report, go to [ipfw.edu/dotAsset/243429.pdf](http://ipfw.edu/dotAsset/243429.pdf).

University Police is staffed 24 hours per day and is located in the Support Services Building. Ticket payments are accepted from 7:30 a.m.–3:30 p.m., Monday through Friday. A payment drop box is available 24/7. Police reports are available Monday through Friday, 8:00 a.m.–4:00 p.m. For additional information, go to [www.ipfw.edu/police](http://www.ipfw.edu/police).

## 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 16827 to give your location and to request service.

**Fire emergencies.** Fire alarm pull boxes 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 quickly and as 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.** The continuous sound of weather alert sirens indicates 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 is safe to leave:

(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
(LA)	Liberal Arts Building basement
(LB)	Helmke Library basement
(LS)	Life Sciences Resource Center-ground floor
(NF)	Neff Hall basement
(PG-1)	Parking Garage Ramp B Gold
(PG-2)	Parking Garage Lower-Level Interior Ramp
(RC)	Instrumental Rehearsal Room
(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 Support Services Building or Printing Services/Warehouse, go to the Liberal Arts Building basement.

**Adverse weather.** Snow emergencies and snow recesses are occasionally unavoidable during winter months. During an adverse weather closing, classes are canceled, and only essential personnel are to report to the university. 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.

## Emergency Notification

**Alert Contact Information.** IPFW's Alert Contact Information system allows the university to contact you by phone, e-mail, and/or text regarding any campus situation that may affect you. Log on to <http://my.ipfw.edu> and locate the "Alert Phone Number" heading on the right side of the Web page. Click on the "Edit" button and enter the methods by which you would like to be contacted. (Your university-issued e-mail address is mandatory.)

You may be contacted for the following possible scenarios:

- Weather conditions have closed the campus
- Utility problems have affected all or specific parts of the campus
- A hazardous material incident is affecting the campus
- A hostile activity is affecting the safety of people on the campus

Once you have registered, your contact information will not be used for any other purpose than what is listed above. Messages delivered to you will always be brief, informative, and provide you with the directions necessary to ensure your safety.

## 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 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.** This is a motor vehicle with no licensed driver at the wheel.

**Permit.** This is a parking placard issued by University Police or its designees.

**Restricted hours:** 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 "Employee Permit" or handicapped parking areas. Appropriate coins must be placed in meters during these hours.

**Vehicle.** This is any propelled device with two or more wheels.

**Visitor.** This is a person who is neither a student nor a staff member, including people attending meetings or conferences.

## Parking Permits

**Registration procedures.** Parking permits, including information about the annual fees associated with them, are available from University Police in the Support Services Building.

Parking permits issued for cars and trucks are to be attached to the rear view 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

“Employee” parking lots (**designated by green lined spaces**) shall be used during restricted hours only by motor vehicles with an “Employee Parking Permit”. **Some, but not all, “Employee parking” lots change to open parking** after 5 p.m. on weekdays and 7 a.m.-11 p.m. on weekends. Signs in each lot will indicate if and when the lot will change to open parking. The parking garages have areas designated as “Employee Parking Permit” parking and metered short-term parking in Parking Garage #1. All undesignated areas are considered open parking and no permit is required.

Special and temporary parking permits may be obtained from University Police 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 University Police.

Authorization to leave a vehicle on campus overnight must be obtained from University Police. Unauthorized vehicles left on campus 72 hours or more 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 10 minutes must obtain authorization from University Police.

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 spaces.

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 be responsible for any 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. Bicycle registration is available at the University Police Department from 7:30 a.m. to 4:00 p.m. Bicycles chained to trees or signs or taken inside buildings may be impounded.

Skateboard use on campus is prohibited. See University Police for the roller blading policy.

## Violations and Fines

Meter Violation	\$ 15
Failure to display a permit in "A" lot	\$ 25
"Employee parking" 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 University Police (in the Support Services building). 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, University Police 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.

## 23. Registration

The IPFW *Schedule of Classes* is published each semester and the summer sessions and is widely distributed on campus and published online at my.ipfw.edu. The Web site provides detailed current information about

- Course offerings
- Registration days and times
- Fees and refunds
- Semester/session calendar
- Important deadlines
- Final exam 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 8 or more credits during a semester, and part-time students when enrolled in 7 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.

## 24. Student Handbook and Planner

The *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 Hall Information Desk, the Dean of Students office (Walb 111), Follett's IPFW Bookstore, and other campus locations.

## 25. Student Life and Organizations

**Student Life** (Walb 210, 260-481-6609) promotes co-curricular and extracurricular programs, serves as a planning resource for student organizations, offers leadership training, creates and authorizes the co-curricular transcript (CCT)

program, formulates and recommends policy for student organizations, serves as a liaison between university administration and student organizations, coordinates the new student orientation program (SOAR) and supervises the campus posting policy. For more information, visit [ipfw.edu/stulife](http://ipfw.edu/stulife).

## 26. Transcripts

**The Office of the Registrar** (Kettler 107) can provide official transcripts for students who have been enrolled at IPFW or any other IU or Purdue campus.

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.

## 27. Veterans Education Benefits

**The IPFW Veterans Education Benefits** coordinator 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 certifying official in the Military Student Services office (Kettler 104, 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.

## 28. Voter Registration

Recent changes in the 1998 reauthorization 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 convenient locations throughout the campus. Please visit the Office of the Registrar's Web site at [ipfw.edu/registrar](http://ipfw.edu/registrar), and click on Voter Registration for more information.

The forms will be available at:

- Bursar Office–Kettler Hall
- Diversity and Multicultural Affairs–Walb Student Union
- Financial Aid Office–Kettler Hall
- Office of the Registrar–Kettler Hall
- Office of the Dean of Students–Walb Student Union
- Gates Sports Center
- Information Center–Kettler Hall lobby
- Information Desk–Walb Student Union lobby
- Each college and school dean's office

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;
- Not currently be in prison after being convicted of a crime

## 29. Writing Center

For free 25- or 50-minute, one-to-one or small group appointments, students should sign up through TutorTrac ([ipfw.edu/casa/writing](http://ipfw.edu/casa/writing)). Arrangements for other services are made with the coordinator at 260-481-6893. For example, students make arrangements for large group project assistance or presentations (five or more participants) and faculty and staff can make appointments to discuss their own or their students' writing. Students may also, without an appointment: (1) drop in for quick writing help, (2) use the Writing Center computers in Kettler G19 to write their papers, and (3) use the Writing Center's library of resources about writing.

Writing Center hours: Monday–Thursday, 10 a.m.–6 p.m.; Friday, 10 a.m.–2 p.m.; and Sunday, 1–5 p.m.

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

- ## Administration

## General and Staff Officers

Walter	J.	Branson,	Vice	Chancellor	for	Financial	Affairs	
Steven	T.	Sarratore,	Interim	Vice	Chancellor	for	Academic	Affairs
George	S.	McClellan,	Vice	Chancellor	for	Student	Affairs	
Robert	B.	Wilkinson,	Associate	Vice	Chancellor	for	Institutional	Research and Planning
J.M.	Albayyari,	Associate	Vice	Chancellor	for	Research	and	External Support
Mark	A.	Franke,	Associate	Vice	Chancellor	for	Enrollment	Management
Carol	S.	Sternberger	Associate	Vice	Chancellor	for	Faculty	Development
Kenneth	C.	Christmon,	Associate	Vice	Chancellor	for	Diversity	and Multicultural Affairs
Bruce	Busby,	Associate	Vice	Chancellor	for	Academic	Success	
Linda	L.	Ruffolo,	Executive	Director	of	Development		
Irene	A.	Walters,	Executive	Director	of	University Relations	and	Communications
Josepn	N.	Khamalah,	Interim	Associate	Vice	Chancellor	for	Academic Programs

**Christine M. Marcuccilli,** Director of Institutional Equity  
**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), Blakemore (associate dean), Blumenthal (assistant dean), Drummond (dean)

**Department of Anthropology** Borbieva, Kline, Kuznar (director, center of excellence in decision sciences), McCullough (director of archaeological survey), Odden, A. Sandstrom (emeritus), Sutter (chair)

**Department of Biology** Blumenthal, W. Cooper (emeritus), DeMott, Dhawale, Feightner, Gillespie, Haddock (emeritus), Holt (emeritus), Jordan, Kingsbury (director, center for reptile & amphibian conservation & management), Lyng (emeritus), Manalis (emeritus), J. Marshall, McLellan, Mourad, Mustafa, Paladino (chair and graduate program director), Peters, Quarrar, Richeson (emerita), D. Ross, Shannon, Taylor, Tobolski (emeritus), Visalli

**Department of Chemistry** Berger, Columbia, Cox (emeritus), Duchovic, J. Flynn (emeritus), Friedel (emeritus), R. Friedman (chair), Jing, Kimble (emerita), Linn, Longroy (emeritus), V. Maloney, Pacer (emeritus), Qasim, Slack (emerita), Stevenson, Tahmassebi, Wartell

**Department of Communication** Banks (emerita), Carr (graduate program director), Charlesworth, Dirksen, Dixson (chair), Godwin-Starks, Goen, Herbig, A. Hess, W. Luo, Mallin, McCants (emeritus), Nasr, B. Smith, Stoller, Tankel (emeritus)

**Department of Communication Sciences and Disorders** Dalby (chair), Egly, P. Flynn (emerita), L. Hess (emerita)

**Department of English and Linguistics** Aasand (chair), Amidon, Anders, Bassett, Bischoff, J. Brennan (emeritus), Cain, Crisler, Crismore, Dehr, Devine (emeritus), Farnsworth, Felber (emeritus), Fleming, L. Friedman (emeritus), Hile, Hostetter (emeritus), D. Huffman, Hume, Kalamaras, Kaufmann, Kozicki (emeritus), Lin, Minton, Moritz (emeritus), O'Hear (emeritus), R. Ramsey (emeritus), C. Roberts (emeritus), L. Roberts (graduate program director), Rumsey, Sandman, Simon, Standley (emeritus), Stapleton, J. Stewart, Sun, C. Thompson, van Nuis (emeritus), Web-Sunderhaus, Weller, White

**Department of Geosciences** Argast, Chowdhury (emeritus), Dattilo, Drummond, Farlow, Gildner, Isiorho (chair), Pinan-Llamas

**Gerontology Program** McLorg (director)

**Department of History** J. Bell (emeritus), Blumenshine (emeritus), Cantor (emeritus), Erickson, Fischer (chair), Gates, Haw (emeritus), LaVere, Livschiz, Malanson, C. Scott (emeritus), Schuster, A. Violette (emeritus), R. Weiner

**Department of International Language and Culture Studies** Benito, Bugel, Buttes, Clausen (emeritus), Clegg, Combs, Conforti, Corbin (chair), Fox (emeritus), Gu, Harroff (emeritus), Jehle (emeritus), R. Johnson (emeritus), Martin, Oberstar (emeritus), L. Roberts, S. Roberts, Rodriguez-Durán, Seiler (emeritus), Ujike, Virtue, Whalen, Zepeda

**Journalism Program** Dixson (coordinator)

**Liberal Studies Program** Kaufmann (director)

**Department of Mathematical Sciences** Akkari, Alexander, Beineke, S. Berry, Bulmahn (emerita), Chauhan, Coffman, Conn (emerita), Coroian, Deng, Dragnev, Finco (emeritus), W. G. Frederick (emeritus), Hamburger (emeritus), Hersberger, LaMaster, Legg (chair), Lipman, Mau, Osowski, Pan, Pippert (emeritus), Redett, Svoboda (emeritus), D.

Townsend (associate chair), Vandell, Vanderlann, Vetter (emeritus), Wagner, Walsh, C. Weakley, W. Weakley (graduate program director), Zook, Zubovic

**Peace and Conflict Studies Program** Ashton (director)

**Department of Philosophy** Bruening, Buldt (chair), Butler (director, institute for human rights), Decker, Dixie, Fairchild (emeritus), Lazier, Long, McKinney, D. Moore, Ohlander, Schwab, Spath, Squadrito, Strayer

**Department of Physics** Grove, Lichti (emeritus), Littlefield (emeritus), D. Maloney, Masters (chair), Miers (emeritus), Vasquez, Wang

**Department of Political Science** Bartky, Coufoudakis (emeritus), A. Downs (director of Mike Downs Center for Indiana Politics), Hannah, Houseman (emeritus), Lutz (chair), Ortsey, Smulkstys (emeritus), Toole, Ulmschneider, Wolf

**Department of Psychology** Abbott, Bendele, Blakemore, Bordens, DeFonso (emerita), DiClementi, Drouin, Fazel (emeritus), Fliotics (emeritus), Gerow (emeritus), C. Hill, B.Jackson, J.Jackson, Kaiser, Kepes (emeritus), Lantz (emerita), Lawton (chair), D. Miller, Ross, Vartanian, Yoder, Young

**Department of Sociology** Ashton, Bradley, De Venanzi (graduate program director), Holland, Iadicola (chair), Nusbaumer, Shupe (emeritus), Taub, Tsai (emeritus), Usman (emeritus), Yamada

**Women's Studies Program** Badia (director)

## **Richard T. Doermer School of Business**

**Administration** Byers (director of student center), Khamalah (associate dean), O. Chang (dean)

**Department of Accounting and Finance** O. Chang, D. Davis (emeritus), S. W. Davis (chair), Di, Hanke, K. Kauffman, Lloyd, G. Miller, Minke, Mitchell (emeritus), Papiernik, Pollock, Reffeitt, Sharma, Slaubaugh

**Department of Economics** Adilov, Bialik (emeritus), Bullion (emeritus), Dilts, Guthrie (emeritus), Haber (emeritus), Kessler, M. Kim, Rassuli, Samavati

**Department of Management and Marketing** Bingi, H. Gibbons (emeritaus), Gurgur, R. Hill (emeritus), Hockemeyer (emeritus), Karaatli, Karim (chair), Khamalah, Leonard (emeritus), Lingaraj (emeritus), Ma, J. Moore, Moustafa Leonard, Palevich, Rachdi, Shipchandler (emeritus), Suntornpithug, Todorovic, Wellington (emeritus)

## **Division of Continuing Studies**

**Administration** Braun (assistant executive director), Conklin (executive director), W. Fredrick (emeritus), K. Hockemeyer (Web/data specialist), Iserman (assistant director of distant learning), M. Kelly (director of personal and professional development), R. Kingsbury (program coordinator), Marchionni (graphic designer), Mayhall (director of site based credit programs), McCrory (director of small business development center), Miarka-Grzelak (director of marketing), Schaufelberger (ACELINK program coordinator), Schott (director of entrepreneurship and corporate training), VanGorder (director of distance learning)

**General Studies** Hook (director), McMurtrie (academic advisor)

## **College of Education and Public Policy**

**Administration** Beard (director of licensing and advising for education), Burg (interim dean), Dirig (coordinator of advising for education), Jordan (director of curriculum lab), Murphey (associate dean), Reynolds (director of field services and student teaching), Kromer (education specialist), R. Wiener (emeritus)



Grant (chair, Public Policy) Fife (graduate program director for Public Policy), Randall (coordinator of advising for Public Policy)

**Educational Studies** Choi, Dirkes (emeritus), Hickey, Huffman (emeritus), Isik-Ercan, Johnson, Kanpol, I. Kim, Kirby (emeritus), Lee, C. Lindquist, D. Lindquist, Madden (emeritus), Merz, Murphey, J. Nichols (chair), Nowak, Parnin, Phillips (emeritus), Skelton (emeritus), Swim

**Professional Studies** Abbott, Agness (emeritus), Batagiannis, Burg (chair and interim dean), Cho, Cousik, Fineran, Garvey, Houlthberg, Keller (emeritus), Leatherman, Nitza, Rodriguez (emeritus), Utesch (emeritus)

**Public Policy** Fife, Grant, (chair) Guthrie (emeritus), Kanpol (director), A. Kim, B. Kim, Ludwin (emeritus), Mbuba, Otani, Owen (emeritus), Rayburn, Ziegler

## College of Engineering, Technology, and Computer Science

**Administration** Mansfield (dean emeritus), McDonald (associate dean), Yen (dean)

**Department of Computer, Electrical and Information Technology** Broberg, Detraz (emeritus), H. Gates (emeritus), Laverghetta, Lin, H. Luo (graduate program director), Momoh, Parker, G. Steffen (chair)

**Department of Computer Science** Barrett, Erbach (emeritus), B. Kim, Leeper (emeritus), D. Liu (graduate program director), Mansfield (emeritus), Modesitt (emeritus), Ng (chair), Petruska, Sedlmeyer, Silver (emeritus), Stanchev, Tanik, Temte (emeritus), D. Thuente (emeritus), Wolfe, Yoo

**Department of Engineering** Abu-Mulaweh, Alhassan, Ashur, Bi, Chatterjea (emeritus), C. Chen, D. Chen, Cooklev, Eroglu, K. Johnson (emeritus), Kang, Y. Liu, Mahmoud (emeritus), Mauritzen (emeritus), S. Moor (first year engineering coordinator), Mueller, Njock Libii, Oloomi, Pomalaza-Ráez (graduate program director), E. Thompson, Walter, G. Wang, Yen, (dean), Younis(chair)

**Department of Manufacturing and Construction Engineering Technology and Interior Design** Alavizadeh (graduate program director), Albayyari, Allendorph (emeritus), Ding, Dupen, B. Franke, Fruchey, Gerdorn (emeritus), Hack, Kubik, Z. Liang, Lin (interim chair), Marshall II, McAleece (emeritus), Messal (emeritus), Narang, Pablo, Perry (emeritus), Pugh (emeritus), Quinn (emeritus), Rosencrans (emeritus), Schmidt (emeritus), Tryon (emeritus), Worthley (emeritus)

**Division of Organizational Leadership and Supervision** Abel, Bushong (emeritus), Chandler (emeritus), Clevenger, Creasser (emeritus), Groff, Harp (emerita), Hite (chair and graduate program director), Jiang, Mansour-Cole, McDonald (associate dean), Montesino, Paddock-Offerle (emerita), Rickert (emerita), Sherr (emeritus), Wakley (emerita)

## College of Health and Human Services

**Administration** Obergfell (dean), Williams (academic advisor), Van De Weg (academic advisor)

**Department of Consumer and Family Sciences** Coussement, Knight, Lolkus (director of nutrition), Niser (chair), E. Waters (emerita)

**Division of Dental Education** Brian (emeritus), Champion (emeritus), M. Cooper, Foley (emeritus), Kracher (chair, director of dental assisting), Leeuw, Mann, Perez (emeritus), Reininger (emeritus), Ringel (director, dental laboratory technology), Stuart, Valliere (director of dental hygiene)

**Department of Human Services** Eber (interim chair), Hawley (emeritus), Wark

**Department of Nursing** Ahrens, Baresic, J. Bauman (academic advisor), Beckman, Cowen (emerita), Crill (emerita), Crosby, Dannhausen, DeKoninck, Eichenauer (emerita), Erdman (emerita), Fincher (emerita), Finke, Franz (emerita),

Freiburger (emerita), Funck (emerita), Harges (emerita), A. Hartman, S. Hartman, B. Hill (emerita), Jensen, Jordan, Krull, L. Meyer (emerita), Miracle (academic advisor), Neuman, O'Connell, Poling (director graduate program), Ramsey, Reimer, Rockwell, Salmon, Sorge, Sternberger (chair), Tierney (emerita), Toscos, Wade

**Department of Radiography** Brown, Duncan, Fritz, Obergfell (chair), Schaefer

## **Division of Labor Studies (IUPUI Program)**

**Administration** Crouch (noncredit coordinator)

## **Library**

Adkins, Anderson, M. Baden, Buhr, Codispoti, Griffin (emeritus), W. Hunsberger (emeritus), Johnson, Mugambi, Overhauser, P. Sandstrom (emeritus), Skekloff, Truesdell (dean), J. Violette (librarian emeritus)

## **School of Visual and Performing Arts**

**Administration** O'Connell (interim dean), Resch (associate dean)

**Department of Fine Arts** Ataoguz, Bradley (emeritus), L. Campbell, Ganz, Garcia (emeritus), Goodman (chair), Hrehov, Kruse (emeritus), Lee (emeritus), McCroskey-Hrehov, McCulloch (emeritus), Ushenko

**Department of Music** Ator (emeritus), Bean (chair), Bookout, Cooke, Farlow, Greider, Haritun, N. Jackson, K. Johnson, Lewellen, Lydy, Meyers (emeritus), Mitchell, Nicholson, Outland, Resch, Robertson (emeritus), Rutkowski, Savage, Schweikert, Severs, Tescarollo, Vernon, Volk, Wright-Bower

**Department of Theatre** Casazza, Coughlin, DeLancey, Humphrey, J. O'Connell (chair), Ridgeway, Sarratore, Zischke

**Department of Visual Communication and Design** Antone, J. Campbell, David-West (chair), Gabbard, Hoffmann, Krist (emeritus), Montenegro, Motz, Murray, Williams

## **Indiana University School of Medicine, Fort Wayne Campus**

**Administration** D. Bell, F. Chang (assistant dean and director), Hockley, Hoversland, Koritnik, Merkel, O'Hara, Ragatz (emeritus), Redman, Sweazey, Vilensky

## **Faculty and Administrative Staff**

**Hardin L. Aasand, Professor of English and Chair of English and Linguistics (2007)** B.A., University of North Dakota, 1980; M.A., University of Toronto, 1981; Ph.D., 1986.

**Bruce B. Abbott, Associate Professor of Psychology\* (1978)** B.A., University of Toledo, 1972; M.A., Bowling Green State University, 1978; Ph.D., 1980.

**Jeff H. Abbott, Assistant Professor of Education (2006)** B.S., Butler University, 1971; M.S., 1973; J.D., Indiana University, 1975; Ed.S., 1982; Ph.D., Indiana State University, 1994.

**Robert E. Abel, Continuing Lecturer in Organizational Leadership and Supervision (2008)** B.S. Wheeling College, 1981; M.B.A., Indiana University, 1987.

**Hosni Abu-Mulaweh, Professor of Mechanical Engineering\* (1997)** A.A.S., Rockland Community College, 1982; B.S. University of Missouri, 1984; M.S., 1987; Ph.D., 1992.

**Nodir Adilov, Associate Professor of Economics (2006)** B.A., Hartwick College, 2000; M.A., Cornell University, 2005; Ph.D., 2005.

**Tiffin M. Adkins, Associate Librarian and Reference and Information Services Librarian (2001)** B.S., Ball State University, 1988; M.A.E., 1989; M.L.S., Indiana University, 1997.

**Phyllis J. Agness, Assistant Professor Emeritus of Education** B.S., Ball State University, 1968; M.S., 1975; Ed.D., 1980.

**Susan L. Ahrens, Associate Professor of Nursing and Director of Graduate Programs\* (2008)** B.S.N., Ohio State University, 1976; M.S.N., Medical College of Ohio, 1986; Ph.D., Wayne State University, 2001.

**Safwan H. Akkari, Associate Professor of Mathematical Sciences\* (1988)** B.S., Lebanese University, 1977; M.S., University of Tennessee, 1982; Ph.D., Louisiana State University, 1988.

**Alireza Alavizaedh, Assistant Professor of Industrial Engineering Technology and Graduate Program Director (2011)** B.S., Sharif University of Technology, Iran, 1996; M.S., Morehead State University, 2000; Ph.D., Indiana State University, 2007.

**Jihad M. Albayyari, Professor of Mechanical Engineering Technology and Associate Vice Chancellor for Research, Engagement and Sponsored Programs\* (2006)**, B.S., University of Cincinnati, 1989; M.S., 1990; Ph.D., 1995.

**Laurel A. Alberson, Communication Specialist for University Relations and Communications (2007)** B.S., Ball State University, 1999.

**Susan M. Alderman, Media Director (2002)** B.S., Northwest Missouri State University, 1976.

**Deanna M. Alexander, Continuing Lecture in Mathematical Sciences (2010)** B.S., Purdue University, 1993; M.S., 2006.

**Mohammad A. Alhassan, Associate Professor of Civil Engineering\* (2008)** B.S., Jordan University of Science and Technology, 2000; M.S., 2003; Ph.D., University of Illinois, 2007.

**Deborah A. Alvey, Faculty Records and Budget Administrator (2000)**

**Stevens R. Amidon, Associate Professor of English (2003)** B.S., Regents College, 1987; M.F.A., Goddard College, 1994; Ph.D., University of Rhode Island, 2003.

**Irene G. Anders, Continuing Lecturer in English and Linguistics (2000)** B.A., Moscow State Linguistic University, 1973; M.A., Indiana University, 2000.

**Gregory L. Anderson, Associate Director for First Year Experience (1989)** B.A., Concordia College, 1972; M.S., Saint Francis College, 1983.

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**Aviana Symon, Assistant Director for International Student Services, International Education (2011)** B.A., Xavier University, 2009.

**Daryoush Tahmassebi, Associate Professor of Organic Chemistry\* (2005)** B.S., Shahid Beheshti University (Iran), 1989 M.S., 1992; Ph.D., Tarbiat Modarres University, (Iran), 1997.

**Amanda Tallman, Assistant Athletic Director for Equipment and Games Management (2011)** B.S., Indiana University, 2005; M.S., Drake University, 2009.

**Urcun J. Tanik, Assistant Professor of Computer Science (2009)** B.S., University of Texas, 1997; M.S., University of Alabama, 2001; Ph.D., 2006.

**Jonathan D. Tankel, Professor Emeritus of Communication** B.A., Bard College, 1973; M.A., University of North Carolina, 1976; Ph.D., University of Wisconsin, 1984.

**Diane E. Taub, Professor of Sociology (2004)** B.S., East Tennessee State University, 1975; M.A., 1977; Ph.D., University of Kentucky, 1986.



**Jennifer A. Taylor, Assistant Professor of Biology (2010)** A.A., Pierce College, 1995; B.A., University of California, 1997; Ph.D., University of North Carolina, 2007.

**Louise A. Teague, Special Projects Coordinator, University Relations and Communication (2003)** B.A., Anderson College, 1970; M.A., Ball State University, 1972.

**Larry J. Temenoff, Telecommunications Network Analyst (1990)** A.A.S., United Electronics Institute, 1968.

**Mark C. Temte, Associate Professor Emeritus of Computer Science** B.A., Luther College, 1969; M.A., University of Maryland, 1971; Ph.D., 1975.

**Hamilton S. Tescarollo, Assistant Professor of Music and Director of Keyboard Studies (2007)** B.M., Arizona State University, 1990; M.M., 1995; D.M.A., 2003.

**Jay S. Thayer, Assistant Director of Development (1997)** B.A., Indiana University, 1974.

**Chad L. Thompson, Associate Professor of Linguistics (1991)** B.A., University of Alaska, 1974; M.A., 1977; Ph.D., University of Oregon, 1989.

**Elizabeth A. Thompson, Associate Professor of Electrical Engineering (1999)** B.S., The Ohio State University, 1981; M.S., University of Dayton, 1995; Ph.D., 1999.

**David J. Thuente, Professor Emeritus of Computer Science** B.S., Loras College, 1967; M.S. University of Kansas, 1969; Ph.D., 1974.

**Roberta A. Tierney, Professor Emerita of Nursing** B.S.N., Loyola University, 1966; M.S.N., University of Illinois, 1971; J.D., University of Toledo, 1983.

**Judy A. Tillapaugh, Director of Wellness/Fitness (1995)** B.S., Purdue University, 1982.

**James J. Tobolski, Professor Emeritus of Biology** B.S., Michigan State University, 1958; M.For., Yale University, 1961; Ph.D., Michigan State University, 1968.

**Zelimir Todorovic, Associate Professor of Business (2004)** B.E.S., University of Waterloo, Canada, 1988; M.B.A., Wilfrid Laurier University, Canada, 2000; Ph.D., University of Waterloo, Canada, 2004.

**Kirk A. Tolliver, Payroll Manager and Immigration Specialist (1987)** B.A., Indiana University, 1982; M.B.A., 1991.

**James G. Toole, Associate Professor of Political Science (2002)** B.A., Haverford College, 1987; Ph.D., Brandeis University, 2000.

**Tammy R. Toscos, Assistant Professor of Nursing/Informatics (2011)** B.S., Indiana University, 1988; M.S., Purdue University, 2002; Ph.D., Indiana University, 2011.

**Yecenta Tostado, Academic Specialist Tutorial Services, Diversity & Multicultural Affairs (2008)** B.S., Indiana University, 2006.

**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.

**Thang Tran, Assistant Director of Financial Aid (2010)** B.S., Purdue University, 2004.

**Gary L. Travis, Graphic Designer and Art Illustrator (1989)** B.F.A., Indiana University, 1999.

**Cheryl B. Truesdell, Librarian and Dean (1983)** B.A., Indiana University, 1978; M.L.S., 1980.

**John E. Tryon, Professor Emeritus of Manufacturing Technology** B.S., Purdue University, 1939.

**Amy Tudor, Head Women's Softball Coach (2009)** B.A., Western Kentucky University, 2002; M.A., University of North Alabama, 2004.

**Jeffrey S. Tungate, Associate Head Men's Basketball Coach (2005)** B.A., Oakland University, 1993.

**Nancy Tuschling, Academic Advisor, College of Arts and Sciences (2008)** B.A., Purdue University, 1990; M.S., Ball State University, 1992.

**Bart L. Tyner Jr., Webmaster (1998)** A.B., Wabash College, 1989.

**Georgia Wralstad 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 Emeritus of Education** B.A., Eastern Illinois University, 1981; M.Ed., 1984; Ph.D., Purdue University, 1989.

**Brenda M. Valliere, Clinical Assistant Professor of Dental Education and Director of the Dental Hygiene Program (2007)** A.S., Indiana University, 1977; D.D.S., The Ohio State University, 1986.

**Hermine J. van Nuis, Professor Emeritus of English** A.B., Calvin College, 1963; M.A., University of Michigan, 1968; Ph.D., 1972.

**Robert C. Vandell, Associate Professor of Mathematical Sciences\* (1996)** B.S., University of Virginia, 1980; M.S., Miami University, 1986; Ph.D., Western Michigan University, 1996.

**Cynthia L. Vanderlaan, Continuing Lecturer in Mathematical Sciences (2010)** B.S., Purdue University, 1994; M.S., Indiana University, 1999.

**Christa A. Van De Weg, Academic Advisor for Health and Human Services\* (2007)** B.A., Indiana University, 1997; M.A.T., 2007.

**Karen L. VanGorder, Director of Distance Learning for the Division of Continuing Studies (2006)** B.S., Indiana University, 1980.

**Lesia R. Vartanian, Associate Professor of Psychology\* (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.

**Joyce Vaughan, Military Student Services Coordinator, Registrar (2010)** B.A., Michigan State University, 1985; M.A., Western Michigan University, 1998.

**James F. Vernon, Associate Professor of Jazz Studies and Saxophone (2002)** B.M., Indiana University, 1993; M.M., University of Denver, 1997; D.A., University of Northern Colorado, 2005.

**Joyce K. Vetter, Professor Emeritus of Mathematics** B.S., University of Wisconsin, 1996; 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 Emeritus\*\*** 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, Associate Professor of Biology\* (2003)** B.S., Indiana University, 1986; Ph.D., University of Wisconsin, 1992.

**Scott M. Vitz, Coordinator of Academic Computing (2000)** B.R.E., Great Lakes Christian College, 1995; M.A., Purdue University, 1998.

**Jennifer R. Volk, Continuing Lecture in Flute (2012)** B.M., Eastman School of Music, 1995; M.M., Northern Arizona University, 1997.

**Susan P. Wade, Clinical Assistant Professor of Nursing (2010)** B.S.N., Dawson College, 1988; M.S.N. Vanderbilt University, 1994.

**Eric J. Wagenfeld, Assistant Dean of Students and Director of Services for Students with Disabilities (2006)** B.S., Western Michigan University, 2000; M.A., 2003.

**Jeanne L. Wagenfeld, Administrative Assistant to the Vice Chancellor of Academic Affairs (2007)**

**Kimberly M. Wagner, Director of Alumni Relations (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-Hinesly, 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, Associate 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\* (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, Associate Professor of Physics\* (2003)** B.S., University of Science and Technology of China, 1996; Ph.D., Northwestern University, 2003.

**Guoping Wang, Associate 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 Emeritus of Chemistry and Chancellor Emeritus of IPFW (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 Graduate Program Director\* (1986) B.S.**, George Mason University, 1974; M.S., Northwestern University, 1979; Ph.D., 1980.

**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.

**Tina Webber, Business Manager, Comptroller (1990) A.A.S.**, Purdue University, 2000.

**Alexandra M. Webster, 1st Assistant Women's Basketball Coach, Athletics (2007) B.S.**, University of Wisconsin, 2007.

**Richard H. Weiner, Associate Professor of History (2000) B.A.**, University of Massachusetts, 1988; M.A., University of California, 1992; Ph.D., 1999.

**Worth H. Weller, Continuing Lecturer in English (2000) B.A.**, Duke University, 1968; M.A., Indiana University, 2002.

**John F. Wellington, Professor Emeritus of Management B.S.**, Gannon College, 1967; M.S., Lehigh University, 1968; Ph.D., State University of New York, 1977.

**Lachlan E. Whalen, Continuing Lecture in International Language & Culture Studies (2011) B.A.**, University of Connecticut, 1991; M.A., Villanova University, 1994; Ph.D., University of North Dakota, 2001.

**James E. Whitcraft, Graphic Designer (1987) B.A.**, Purdue University, 1985.

**K. Kate White, Assistant Professor of English (2010) B.A.** Loyola University, 1999; M.A., University of Oklahoma, 2004; Ph.D., The Ohio State University, 2010.

**Samuel K. Whiteman, Systems Programmer II (1984) A.A.S.**, Indiana University, 1973.

**Matthew Whitney, Business Operations Assistant, Comptroller (2009) B.S.**, Indiana State University, 2000.

**Roberta B. Wiener, Dean Emeritus of Education and Professor Emeritus of Education B.A.**, Brooklyn College, 1957; M.S., 1961; M.S.W., Adelphi University, 1988; Ed.D., Hofstra University, 1973.

**Nichole Wilkins, Marketing Specialist, University Relations and Communications (2011) B.A.**, University of California, 2001.

**Robert B. Wilkinson, Associate Vice Chancellor of Institutional Research and Planning (2011) B.A.**, University of Missouri, 1975; M.A., 1977; Ed.D., Oklahoma State University, 1980; D.Ed., The Pennsylvania State University, 1984.

**Angela Williams, Assistant Director of Site Based Programs, Division of Continuing Studies (2008) B.A.**, Bowling Green State University, 1997; M.S., Miami University, 2002.

**James E. Williams, Continuing Lecturer in Visual Communication and Design (2011) B.A.**, Hunter College, 1990; M.F.A., University of Alabama, 1998.

**Wayne A. Williams, Academic Advisor, Health and Human Services, (2008) B.S.**, Purdue University, 2004; M.S.Ed., Indiana University, 2007.

**Wendy Wilson, Director of Athletic Compliance (2012)**

**Mandi L. Witkovsky, IT Policy and Planning Analyst Coordinator, User Technology, Information Technology Services (1999)** B.S., Indiana University, 2003.

**Michael R. Wolf, Associate Professor of Political Science (2002)** B.A., Michigan State University, 1992; M.A., Akron University, 1995; Ph.D., Indiana University, 2002.

**Britton D. Wolfe, Assistant Professor of Computer Science (2009)** B.S., Carnegie Mellon University, 2003; M.S., University of Michigan, 2005; Ph.D., 2009.

**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).

**Corrie N. Wright, Academic Advisor in Mastodon Advising Center (2007)** B.S., Ball State University, 2005; M.A., 2006.

**Linda M. Wright-Bower, Assistant Professor of Music\*\* (1987)** B.A., University of Akron, 1977; M.S., 1983; Certificate, DePaul University, 1984.

**Mieko Yamada, Assistant Professor of Sociology (2007)** B.A., Tamagawa University, Japan, 1990; M.Ed., University of Victoria, British Columbia Canada, 1999; Ph.D., Western Michigan University, 2006.

**Ryan M. Yoder, Assistant Professor of Psychology (2010)** B.A., University of South Florida, 1998; M.A., Bowling Green State University, 2002; Ph.D., 2005.

**Jin Soung Yoo, Assistant Professor of Computer Science\* (2007)** B.S. (Computer Science & Engineering), Korea University, 1990; B.S., (Statistics) 1992; M.S., University of Minnesota, 2006; Ph.D., 2007.

**David M. Young, Professor of Psychology\* (1976)** B.A., Whittier College, 1971; M.S., University of Utah, 1974; Ph.D., 1976.

**Tellis Young, Academic Specialist in Enrollment Services, Diversity and Multicultural Affairs (2008)** B.S., Indiana Institute of Technology, 1998.

**Nashwan T. Younis, Professor of Mechanical Engineering and Chair of Engineering\* (1988)** B.S., University of Mosul, Iraq, 1977; M.S., University of Nebraska, 1982; Ph.D., Iowa State University, 1988.

**Rudy Yovich, Assistant Athletic Director, Media Services, Athletics (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.

**Karla P. Zepeda, Assistant Professor of Spanish (2007)** B.A., Smith College, 1997; M.A., University of Connecticut, 2001; Ph.D., 2008.

**Lisa Zerkle, Special Events Manager, Physical Plant (2008)** B.A., Ball State University, 1989.

**Stephen J. Ziegler, Associate 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.

**James Zion, Supervisor, End User Support, Information Technology Services (2011)** B.S., Indiana University, 1993; B.A., 1993.

**Victoria Adams Zischke, Assistant Professor of Theatre-Acting (2010)** B.F.A., Southern Methodist University, 1991; M.F.A., University of Delaware, 1995.

**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
***	Purdue	and IU	Faculty

## Part 3 — Program Descriptions

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

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

*Department of Computer Science  
College of Engineering, Technology, and Computer Science  
Peter A. Ng, Chair*

*David Q. Liu, Graduate Program Director  
260-481-0182 ~ [ipfw.edu/cs](http://ipfw.edu/cs) ~ 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 in:

- 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; and
- 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 26000 - Data Structures Cr. 3.
- CS 36000 - Software Engineering Cr. 3.
- MA 17500 - Discrete Mathematics Cr. 3.
- STAT 51100 - Statistical Methods Cr. 3.

## 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

## 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 be chosen from the following courses:

- ACS 56000 - Software Engineering Cr. 3.
- CS 58000 - Algorithm Design Analysis and Implementation Cr. 3.
- CS 50300 - Operating Systems Cr. 3
- Or
- ACS 57400 - Advanced Computer Networks Cr. 3.

## Remaining Requirements

- Non-thesis Option  
The remaining 24 credit hour minimum will be chosen from the ACS and CS courses listed in the Graduate Bulletin. 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.
- Thesis Option

A minimum of 18 credit hours will be chosen from the ACS and CS courses listed in the Graduate Bulletin. 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. Please see the IPFW Graduate Bulletin from 2010-2011 for all current CS and ACS courses, except the ACS 698 being requested. Appendix B contains a sample plan of study for which the student would take the thesis option.

- ACS 69800 - Research M.S. Thesis Cr. 1-18.  
Minimum of 6 Credits; this could be more, depending on the research topic.

## **Applied Statistics, Graduate Certificate**

### **Purdue University Graduate 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 ~ [ipfw.edu/math/](http://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 [gradschool.purdue.edu/admissions](http://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. At most, 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 51200 - Applied Regression Analysis Cr. 3.
- STAT 51400 - Design of Experiments Cr. 3.
- STAT 51900 - Introduction to Probability Cr. 3.
- STAT 52800 - Introduction to Mathematical Statistics Cr. 3.

## **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 ~ [ipfw.edu/bio](http://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

This option requires 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 no less than 9 credits BIOL 698 and a maximum of 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 50100 - Field Botany Cr. 4.
- BIOL 50200 - Conservation Biology Cr. 3.
- BIOL 50500 - Biology of Invertebrate Animals Cr. 3.
- BIOL 52000 - Contemporary Parasitology Cr. 3.

- BIOL 54300 - Population Ecology Cr. 4.
- BIOL 58000 - Evolution Cr. 3.
- BIOL 58200 - Ecotoxicology Cr. 3.
- BIOL 58600 - Topics in Behavior and Ecology Cr. 3.
- BIOL 59200 - The Evolution of Behavior Cr. 3.
- BIOL 59500 - Special Assignments Cr. 1-4.
- BIOL 59800 - Biology of Fish Cr. 4.
- FNR 50500 - Molecular Ecology and Evolution Cr. 3

## Organismal Biology

Covering related topics presented in:

- BIOL 50100 - Field Botany Cr. 4.
- BIOL 50500 - Biology of Invertebrate Animals Cr. 3.
- BIOL 52000 - Contemporary Parasitology Cr. 3.
- BIOL 53300 - Medical Microbiology Cr. 3.
- BIOL 53700 - Immunobiology Cr. 3.
- BIOL 54400 - Principles of Virology Cr. 3.
- BIOL 55600 - Physiology I Cr. 3.
- BIOL 55900 - Endocrinology Cr. 3.
- BIOL 56500 - Immunobiology Laboratory Cr. 1.
- BIOL 56600 - Developmental Biology Cr. 3.
- BIOL 56700 - Laboratory in Developmental Biology Cr. 1.
- BIOL 57900 - Fate of Chemicals in the Environment Cr. 4.
- BIOL 58000 - Evolution Cr. 3.
- BIOL 58600 - Topics in Behavior and Ecology Cr. 3.
- BIOL 59200 - The Evolution of Behavior Cr. 3.
- BIOL 59500 - Special Assignments Cr. 1-4.
- FNR 50500 - Molecular Ecology and Evolution Cr. 3
- FNR 52300 - Aquaculture Cr. 3

## Genetics, Cellular and Molecular Biology

Covering related topics presented in:

- BIOL 50600 - Human Molecular Genetics Cr. 3.
- BIOL 50900 - Molecular Biology and Applications Cr. 3.
- BIOL 51500 - Molecular Genetics Cr. 3.
- BIOL 51600 - Molecular Biology of Cancer Cr. 3.
- BIOL 53300 - Medical Microbiology Cr. 3.
- BIOL 53700 - Immunobiology Cr. 3.
- BIOL 54000 - Biotechnology Cr. 3.
- BIOL 54300 - Population Ecology Cr. 4.
- BIOL 54400 - Principles of Virology Cr. 3.
- BIOL 55600 - Physiology I Cr. 3.
- BIOL 55900 - Endocrinology Cr. 3.
- BIOL 56500 - Immunobiology Laboratory Cr. 1.

- BIOL 56600 - Developmental Biology Cr. 3.
- BIOL 56700 - Laboratory in Developmental Biology Cr. 1.
- BIOL 58000 - Evolution Cr. 3.
- BIOL 58400 - Molecular Biology and Applications Laboratory Cr. 1.
- BIOL 59500 - Special Assignments Cr. 1-4.
- FNR 50500 - Molecular Ecology and Evolution Cr. 3

## Business (MBA)

### Indiana University

### Master of Business Administration (MBA)

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

*Otto H. Chang, Dean*

*Lyman R. Lewis, MBA Director*

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

*ipfw.edu/bms/mba~ Neff Hall 360D*

*e-mail: mba@ipfw.edu*

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:

- the ability to solve problems innovatively, based on a knowledge of the tools, concepts, and theories of each of the functional business disciplines;
- 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;
- the ability to apply specialized skills to managerial problems inherent in a rapidly changing global environment;
- the ability to effectively harness and use information technology;
- effective written, oral, and presentation skills;
- the interpersonal and team leadership skills needed to build an organizational environment that is effective and conducive to collaboration; and
- 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. AACSB International accreditation is the hallmark of excellence in management education representing the highest standard of achievement for business schools. **Only 30% of business schools in the US and 10% of business schools worldwide achieve this accreditation!** Business Schools that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in management education. IPFW's Richard T. Doermer School of Business and Management Sciences is the only accredited business school in northeast Indiana.

## 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, graphics, and related software packages on the university's computer network.

## MBA+ Program

### 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 both an academic program and a business career. Candidates are required to hold a four-year undergraduate degree in any discipline from an accredited college or university.

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, recommendation letters and their program interview. 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 400–500 words indicating their experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, you should specify educational objectives as you contemplate beginning studies for the MBA program.

### Graduate Management Admission Test (GMAT)

All applicants are required to take the Graduate Management Admission Test (GMAT) as part of the admission process. 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

All international student applicants, whose native language is not English, must submit proof of English proficiency with their admission application. The most common way of demonstrating English proficiency is through taking a standardized exam. If the Test of English as a Foreign Language (TOEFL) is taken, a minimum score of 79 on the internet-based test, 213 on the computer based or 550 on the paper-based test is required. Applicants taking the International English Language Testing System test (IELTS) must achieve a minimum score of 6.5. If the applicant resides in the United States, a Michigan test score of 80 is required for admission consideration.

Applicants who have completed a minimum of 48 semester credit hours at an accredited college or university in the United States are not required to submit an English proficiency exam score.

## 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. Completed applications and all required supporting materials should be received by the admissions deadline dates to assure timely admission decisions.

**\*\*All MBA+ application deadlines are listed on the MBA Program website at**

**[ipfw.edu/mba](http://ipfw.edu/mba)**

## Course Scheduling

During regular semesters, graduate business classes are offered Monday through Thursday evenings and occasionally on weekends. This provides MBA students with an opportunity to earn a nationally accredited professional business degree with minimal disruption to their careers. During the fall and spring semesters, classes typically meet one evening per week (6-8:45 p.m.) on weekdays. During the summer semester, class offerings are limited. Summer classes usually meet three evenings per week (Monday, Tuesday, and Thursday) from 5:30-7:50 p.m.

The schedule of classes has been designed to allow full-time working professionals, if they wish, to complete the MBA program in 18 months to two years.

## **Academic Regulations**

The following academic regulations supplement those that apply to all Indiana University graduate students.

### **Course Load**

Most MBA students are employed full time and normally take a maximum course load of 6 credits (two courses) per semester and 3 credits (one course) per summer session. However, students may elect to pursue full time study in the program. Enrollment in 9 credits is considered full time.

Courses are scheduled to accommodate the needs of part-time students. Since the school cannot guarantee that all courses will be available to all students at all times, students must accept the risk that in a given semester or session, scheduled courses may not be compatible with courses needed. Careful planning in consultation with the MBA advisor and participation in early registration will minimize the likelihood of this becoming a problem.

### **Transfer Credit**

Students who hold advanced degrees or have earned credits beyond requirements for their bachelor's degree may apply for transfer credits. A maximum of 6 credits in such graduate courses completed with grades of B or better from an AACSB-accredited institution may be accepted for transfer. Within these limits, acceptability and applicability of transfer credits are determined by the director in consultation with appropriate faculty.

Within the limitation noted above, students seeking approval to complete degree requirements by taking a course at another AACSB-accredited institution must submit a written request and a copy of the institution's course syllabus to the director in advance of taking the course. The request for this exception must identify (1) the institution, (2) the specific course(s) that will be taken, and (3) the IPFW requirement(s) to which it or they will apply.

## **Academic Standards**

A candidate for the MBA must maintain a cumulative graduate GPA of 3.0 or better. The graduate GPA is calculated based solely on completed graduate-level courses. Students whose graduate GPA falls below 3.0 will be placed on academic probation and must bring their grade-point average back to 3.0 within the next 9 credits of course work. Failure to remove the GPA deficiency within the next 9 credits may result in immediate dismissal. Graduate level courses in which students earn grades of D or F must be repeated. Grades of D or F will be included in the calculation of the student's graduate GPA.

## **Time Allowed for Completion of Degree**

Students are permitted up to 48 months to complete all requirements. This 48-month period commences once students begin taking any modules or core courses. The schedule of classes has been designed to make it possible for full-time working professionals, if they wish, to complete the MBA program in 18 months to two years.

Students who fail to attend graduate business classes for two regular consecutive semesters must reapply for admission or have their original application renewed.

## **Assistantships**

Graduate assistantships are available on a limited basis to full-time MBA students. Graduate assistants receive a stipend plus a tuition remission up to a maximum of 12 credits per semester (special course fees may apply). Graduate assistantships carry a service obligation to the Doerner School of Business and Management Sciences that may include assisting faculty with research projects, teaching assignments, or performing other designated activities. Half-time assistantships require 20 hours per week, and quarter-time assistantships carry a 10-hour-per-week time commitment.

Assistantships may be renewed contingent on satisfactory performance evaluation every semester. Graduate assistants are expected to make normal progress toward their degrees, maintain a cumulative graduate GPA of 3.0 or better, and remain full time students.

Applicants for graduate assistantships should attach a letter and resume to their application for admission that describes their skills, work experiences, and special abilities that may be useful to a faculty member or to the school. The deadlines for graduate assistantship applications for fall and spring semesters are the same as admissions applications deadlines. Assistantships are not available during summer semester.

## **Honor Society**

MBA students whose academic performance is determined by the faculty to have been exceptional are eligible for nomination to Beta Gamma Sigma. The purpose of this national honor society is to encourage and reward scholarship and accomplishment among students of business administration, to promote the advancement of education in the art and science of business, and to foster integrity in the conduct of business operations.

## **MBA Policy Committee**

The MBA Policy Committee is responsible for academic policy and curriculum development. Among other responsibilities, the committee reviews admission decisions and the awarding of graduate assistantships. The committee is comprised of the MBA director and faculty members elected from those who teach in the MBA program.

## **MBA Advisory Council (MBAAC)**

The mission of the MBA Advisory Council (a graduate student organization) is to build an *esprit de corps* among and represent the concerns of MBA students. The council conducts an orientation program in the fall and spring for newly admitted MBA students, and may plan extracurricular activities for all MBA students. MBA students interested in joining the council should contact a current member or the MBA director.

## **Accelerated MBA – Cohort Program**

Graduate students may choose to complete a 33 credit MBA cohort program option in approximately 11 months. The Accelerated MBA – Cohort Program is based on a system of an initial accelerated two week course, three consecutive eleven week *quarters* and an ending six week capstone course. This program does not necessarily follow the university's calendar for the academic year.

## **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 both an academic program and a business career. Candidates are required to hold a four-year undergraduate degree in any discipline from an accredited college or university.

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 Accelerated MBA program is indicated by past academic achievements (undergraduate GPA), and recommendations that speak to the candidate's intellectual capacity. Candidates should have two years of relevant work experience or familiarity with the basics in accounting, finance, economics, ethics and the regulatory environment. 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, recommendation letters and their program interview. The committee carefully weighs all of these factors in making an admission recommendation to the Doermer School of Business and Management Sciences.

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

Applicants must provide an essay of 400–500 words indicating their experiences and achievements that reflect maturity, initiative, and administrative skills. In addition, you should specify educational objectives as you contemplate beginning studies for the Accelerated MBA program.

## **Transcripts**

Applicants must have official transcripts sent directly to the Accelerated 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**

All international student applicants, whose native language is not English, must submit proof of English proficiency with their admission application. The most common way of demonstrating English proficiency is through taking a standardized exam. If the Test of English as a Foreign Language (TOEFL) is taken, a minimum score of 79 on the internet-based test, 213 on the computer based test or 550 on the paper-based test is required. Applicants taking the International English Language Testing System test (IELTS) must



achieve a minimum score of 6.5. If the applicant resides in the United States, a minimum Michigan test score of 80 is required for admission consideration.

Applicants who have completed a minimum of 48 semester credit hours at an accredited college or university in the United States are not required to submit an English proficiency exam score.

## **Deadlines**

The Accelerated MBA Program starts in the middle of August. Completed applications and all required supporting materials should be received by the admissions deadline dates to assure a timely admission decision.

**\*\*All Accelerated MBA application deadlines are listed on the MBA Program website at**

**[ipfw.edu/mba](http://ipfw.edu/mba)**

## **Course Scheduling**

During regular quarters, Accelerated MBA business classes are offered Friday evening and all day Saturday. This provides MBA students with an opportunity to earn a nationally accredited professional business degree with minimal disruption to their careers. During the quarters, classes typically meet Friday evenings (6:00 - 10:00 p.m.) and Saturday (8:00 a.m. – 12:00 p.m. and 2:00 p.m. – 6:00 p.m.).

## **Academic Regulations**

The following academic regulations supplement those that apply to all Indiana University graduate students.

- Course Load Most Accelerated MBA students are employed full time and will take a course load of 9 credits (three courses) per quarter for three consecutive quarters. In addition, an initial accelerated two week course and an ending six week capstone course are taken alone on each end of the program.
- Academic Standards A candidate for the Accelerated MBA must maintain a cumulative graduate GPA of 3.0 or better. The graduate GPA is calculated based solely on completed graduate-level courses. Students whose graduate GPA falls below 3.0 will be placed on academic probation and must reapply for admission in the next cohort cycle. Graduate level courses in which students earn grades of D or F must be repeated in the next cohort cycle. Grades of D or F will be included in the calculation of the student's graduate GPA.

## **Time Allowed for Completion of Degree**

The schedule of classes has been designed to allow full-time working professionals to complete the Accelerated MBA program in approximately 11 months.

- Students who fail to attend graduate business classes and maintain good academic standing, at any time, during the Accelerated MBA program must reapply for admission in the next cohort cycle.

## **Honor Society**

MBA students whose academic performance is determined by the faculty to have been exceptional are eligible for nomination to Beta Gamma Sigma. The purpose of this national honor society is to encourage and reward scholarship and accomplishment among students of business administration, to promote the advancement of education in the art and science of business, and to foster integrity in the conduct of business operations.

## MBA Policy Committee

The MBA Policy Committee is responsible for academic policy and curriculum development. Among other responsibilities, the committee reviews admission decisions and the awarding of graduate assistantships. The committee is comprised of the MBA director and faculty members elected from those who teach in the MBA program.

## MBA Advisory Council (MBAAC)

The mission of the MBA Advisory Council (a graduate student organization) is to build an *esprit de corps* among and represent the concerns of MBA students. The council conducts an orientation program in the fall for newly admitted MBA students, and may plan extracurricular activities for all MBA students. MBA students interested in joining the council should contact a current member or the MBA director.

## Program of Study

The MBA+ program requires the completion of a minimum of 37 credit hours. There are five classifications of courses in the program:

### Group 1—Orientation

Orientation is mandatory. It provides an avenue for students to begin to get to know their classmates and faculty while also providing them with tools for success.

### Group 2—Business Foundations: (Credits 4)

**Business Foundations Courses** Group 2 (Foundations Core) consists of short introductory business modules. These modules are required for all students. In addition, students who lack academic background in computer applications should take additional course work to address that deficiency. These courses must be completed prior to taking courses from the Professional Core.

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.

### Group 3—Professional Core: (Credits 9)

MBA candidates are required to complete a minimum of 37 credits in approved graduate courses. No waivers will be granted in the core or elective courses. Courses in the Professional Core are to be successfully completed within the first year in the program and prior to taking courses from the Strategic Management Core.

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

## Group 4—Strategic Management Core: (Credits 15)

MBA candidates are required to complete a minimum of 37 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 M560 - Marketing and Customer Relationship Management Cr. 3.
- BUFW M570 - Operations and Supply Chain Management Cr. 3.
- BUFW M552 - Management of Information Technology Cr. 3.

## Group 5—Capstone Course: (Credits 3)

It is expected that **ALL** courses in the Professional and Strategic Management Cores will be successfully completed prior to enrolling in the Capstone Course.

- BUFW M590 - Strategic Management Cr. 3.

## Group 6—Electives or MBA Track in Corporate Innovation and Entrepreneurship

### Electives (Credits 6)

MBA candidates are required to complete a minimum of 37 credits in approved graduate courses. No waivers will be granted in the core or elective courses.

### MBA Track in Corporate Innovation and Entrepreneurship (Credits 9)

The MBA Track consists of three 3 credit hour courses.

**Total MBA+ Credits: 37 credits (40 credits with MBA Track in Corporate Innovation and Entrepreneurship)**

## Accelerated MBA — Cohort Program

The Accelerated MBA program requires the completion of 33 credit hours. There are 5 classifications of courses in the program:

### Component 1—Orientation

Orientation is mandatory. It provides an avenue for students to begin to get to know their classmates and faculty while also providing them with tools for success.

## Component 2—Eleven Weeks: (Credits 9)

- 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.

## Component 3—Eleven Weeks: (Credits 9)

- BUFW M552 - Management of Information Technology Cr. 3.
- BUFW M570 - Operations and Supply Chain Management Cr. 3.
- BUFW D542 - Strategic Cost Management Cr. 3.

## Component 4—Eleven Weeks: (Credits 9)

- Alternating Management, Marketing, Accounting, or Finance course Cr. 3.
- BUFW E550 - Business Conditions Analysis Cr. 3.
- BUFW F542 - Financial Analysis and Decision Making Cr. 3.

## Component 5—Nine Weeks: (Credits 6)

- BUFW M560 - Marketing and Customer Relationship Management Cr. 3.
- BUFW M590 - Strategic Management Cr. 3.

Total Accelerated MBA Credits: 33 Credits

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

### Indiana University

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

*College of Education and Public Policy*

*James E. Burg, Interim Dean*

*James E. Burg, Graduate Program Director*

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

The counselor education program provides the following options:

- Agency/marriage and family therapy counseling consists of 54 credits and can be completed in three years.
- School counseling consists of 51 credits and can be completed in three years.

Each of the above options emphasizes:

- Theory, skills, and strategies of counseling
- Research on counseling issues
- Supervised counseling experience (on-campus practicums and off-campus internship).

## Acceptance to the Counselor Education Program

Acceptance to the program is available only for the Fall Semester. 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:

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

After the dean of the College of Education and Public Policy 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 director of counselor education. The director 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 graded on a pass/no-pass basis. If necessary, 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:

- Earn a minimum grade of B in each of two specified preparatory, practicum courses; and
- 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, as well as 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 director 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, and a comprehensive examination.

Subject to approval by the director 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 (30 credits)

- EDUC G502 - Professional Orientation and Ethics Cr. 3.  
(specific section for track and study)
- 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 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 (24 credits)

- EDUC G525 - Advanced Counseling Practicum Cr. 3.
- EDUC G550 - Internship in Counseling and Guidance Cr. 3-5.
- 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 G570 - Human Sexuality Cr. 3.
- EDUC G580 - Topical Seminar in Counseling and Guidance Cr. 1-3.
- EDUC G590 - Research in Counseling and Guidance Cr. 1-3.  
(Outcome Research in MFT)

## School Counseling Core (21 credits)

- EDUC G542 - Organization and Development of Counseling Programs Cr. 3.
- EDUC G550 - Internship in Counseling and Guidance Cr. 3-5.
- EDUC G551 - Advanced Internship in Counseling Cr. 3.
- EDUC G552 - Career Counseling: Theory and Practice Cr. 3.
- EDUC G562 - School Counseling: Intervention Consultation and Program Development Cr. 3.
- EDUC K500 - Topical Workshop in Special Education Cr. 1-3.  
(Exceptionalities and Educational Psychology for School Counselors Cr. 3)
- EDUC P516 - Adolescent Development Cr. 3.

## Total (54 or 51 Credits)

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

### Indiana University

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

*College of Education and Public Policy*

*James E. Burg, Interim Dean*

*Patrick Garvey, Program Director*

*260-481-4123 or 260-481-4146 ~ ipfw.edu/educ/ ~ Neff Hall 250*

To earn the master's degree with a major in educational leadership, you must satisfactorily complete the following 36 – credit hour program:

## Foundational Domain: (3 credits)

### One of the following:

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

## Elective Domain: (3 credits)

### One of the following:

- EDUC A720 - Workshop on Selected Problems in School Administration Cr. 1-6.

- EDUA F500 - Quality Process Cr. 3
- EDUA T555 - Problems in Human Relations and Cultural Awareness Cr. 3.

## Administrative Domain: (30 credits)

- EDUC A500 - Introduction to Educational Leadership Cr. 3. (Must be taken first)
- EDUC A510 - School-Community Relations Cr. 2-3. (C: A500)
- EDUC A515 - Educational Leadership: Teacher Development and Evaluation Cr. 3.  
EDUC M501 Lab/Field Experience (Service Learning for Diversity) Cr. 0
- EDUC A608 - Legal Perspectives on Education Cr. 3.
- EDUC A624 - Educational Leadership: The Principalship K-12 Cr. 3.
- EDUC A630 - Economic Dimensions of Education Cr. 3.
- EDUC A638 - Public School Personnel Management Cr. 3.
- EDUC A695 - Practicum in Educational Leadership Cr. 3. (P: 15 semester hours)  
EDUC M501 Portfolio Checkpoint Cr. 0
- EDUC J500 - Instruction in the Context of Curriculum Cr. 3.  
EDUC M501 Lab/Field Experience (Service Learning for Diversity) Cr. 0
- EDUC P503 - Introduction to Research Cr. 3.

## Total (36 Credits)

## To qualify for the Indiana license:

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

- Complete an Educational Leadership Portfolio Assessment;
- Pass the School Leaders Licensure Assessment Praxis exam;
- Provide a letter from your superintendent stating that you have at least two years of full-time teaching experience under a valid license;
- Complete an interview and receive recommendation from Educational Leadership faculty.

## Educational Leadership – Cohort Option

Educational Leadership students may choose to complete the 36 credit M.S.Ed. program cohort option in 14-17 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 College of Education and Public Policy at 260-481-4123 or 260-481-4146.

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

### Indiana University

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

*College of Education and Public Policy  
Barry Kanpol, Dean*



Carol Lindquist, Graduate Program Director  
260-481-4146 ~ [ipfw.edu/educ](http://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 - Topical Exploration in Education Cr. 1-15  
Seminar: Learning, Teaching, Leading Cr. 3.
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 0. (*minimum 10 hours*)
- 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 E590 - Research in Elementary Education Cr. 1-6. (Credits: 3) (P: P503)
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 0. (*minimum 10 hrs.*)
- 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 E535 - Elementary School Curriculum Cr. 3.

- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 0. (*minimum 10 hrs.*)

Or

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

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)**

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

**Notes**

1. It is strongly recommended that you take EDUA F500 and EDUC P503 as the first courses in your program. The last course will be EDUC E595.
2. You may, however, take up to 6 credit hours before entering the program, at which point you would take EDUA F500 and EDUC P503.
3. \*You 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. \*\*You 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.)**

*College of Education and Public Policy*

*James E. Burg, Interim Dean*

*Carol Lindquist, Graduate Program Director*

*260-481-4146 ~ [ipfw.edu/educ](http://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 - Topical Exploration in Education Cr. 1-15  
Subject Title - Seminar: Learning, Teaching, Leading Cr. 3.
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 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 E590 - Research in Elementary Education Cr. 1-6. (Credits: 3) (P: P503)
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 0. (*minimum 10 hrs.*)
- 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 E507 - Evaluation of Classroom Behavior Cr. 3.
- EDUC E525 - Advanced Curriculum Study in Early Childhood Education Cr. 3.
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Cr. 0. (*minimum 10 hrs.*)

### Choose one from: (3 credits)

- EDUA F500 - Topical Exploration in Education Cr. 1-15  
With Title - Early Literacy Development Cr. 3.
- EDUC L524 - Language Education Issues in Bilingual and Multicultural Education Cr. 3.
- EDUC L530 - Topical Workshop in Language Education Cr. 1-6. (Credits: 3)

### 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)

- EDUC E595 - Problem Analysis in Elementary Education Cr. 3.  
(P: E590) (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.
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.)

### Purdue University

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

*Department of Engineering, Technology, and Computer Science  
College of Engineering, Technology, and Computer Science  
Donald W. Mueller Jr., Chair  
260-481-6362 ~ [ipfw.edu/etcs](http://ipfw.edu/etcs), Engineering, Technology, and Computer Science Building 327*

The 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 program allows students to tailor their plans of study to take advantage of courses in computer science, mathematics, business, and management positioning them for advancement into senior engineering and/or engineering management positions. The program offers four areas of specialization:

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

Most courses are offered in the evening to meet the needs of both full-time students and working adults.

### **Admissions**

Applicants are expected to hold baccalaureate degrees from an approved, accredited engineering program. Graduates with Bachelor of Science degrees in the physical sciences, computer science, mathematics or technology will also be considered for admission.

Applicants for the M.S.E. program should have achieved an undergraduate GPA of 3.0 or have other academic indices indicating the potential for superior performance.

Candidates to the M.S.E. program are required to have completed an undergraduate engineering mathematics and physics sequence. The minimum math requirement consists of three semesters of calculus and analytical geometry, plus courses in linear algebra and differential equations. The physics prerequisite is at least two semesters of calculus-based physics. Candidates should have also completed appropriate undergraduate engineering course work needed to be successful in graduate-level courses within their area of specialization.

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

### **Transfer Credits**

No more than 12 credit hours can be transferred to IPFW from the following:

- Credits earned at another university;
- Credits earned as undergraduate excess;
- Credits earned as a post-baccalaureate student;
- Credits earned for a graduate certificate.

### **Teaching Assistantships**

A limited number of graduate teaching assistantships are available to qualified students. Teaching assistantships usually include a stipend and substantial fee remission. Teaching assistants typically teach one or two undergraduate courses. Check with the program director for availability.

## **Degree Requirements**

Students are required to complete 30 credits of course work to earn an M.S.E. Course requirements are flexible allowing students to tailor their program to specific career goals. The students must complete a plan of study during their first semester to document their intended curriculum.

### **Engineering Core Courses (12 credits)**

Twelve credits of course work are required in the chosen area of specialization.

## Computer Engineering

- ECE 54700 - Introduction to Computer Communication Networks Cr. 3.
- ECE 56500 - Computer Architecture Cr. 3.
- ACS 56000 - Software Engineering Cr. 3.
- ECE 533 - Linear Control Systems Cr. 3. is also required; course is awaiting approval to be taught at IPFW.

## Electrical Engineering

- ECE 54700 - Introduction to Computer Communication Networks Cr. 3.
- ECE 56500 - Computer Architecture Cr. 3.
- ECE 533 - Linear Control Systems Cr. 3. is also required; course is awaiting approval to be taught at IPFW.
- ECE 538 - Digital Signal Processing Cr. 3. is also required; course is awaiting approval to be taught at IPFW.

## Mechanical Engineering

- ME 50500 - Intermediate Heat Transfer Cr. 3.
- ME 50900 - Intermediate Fluid Mechanics Cr. 3.
- ME 56200 - Advanced Dynamics Cr. 3.
- CE 57000 - Advanced Structural Mechanics Cr. 3.

## Systems Engineering

- SE 51000 - Systems Engineering Cr. 3.
- SE 52000 - Engineering Economics Cr. 3.
- SE 53000 - Systems Engineering Management Cr. 3.
- SE 54000 - Systems Architecture Cr. 3.

## Engineering Electives (6 credits)

Student must take six credits of engineering courses that are consistent with their educational objectives.

## Math, Statistics or Computer Science Electives (6 credits)

Students are required to take six credits of course work in mathematics, statistics or computer science that are consistent with their educational objectives. (Some statistics courses are not appropriate for some of the specialization areas. Please check with your advisor before enrolling in a statistics course.)

## General Graduate Electives (6 credits)

Choose six credits of graduate courses in consultation with your advisor. Appropriate areas for course work include engineering, physics, math, computer science, business and organization, leadership and supervision.

## Thesis Option (6-9 credits)

A student can opt to replace 6-9 elective credits with thesis research. To take advantage of this options the student must prepare a thesis proposal and gain departmental approval prior to signing up for thesis credits.

- ENGR 69800 - Master of Science in Engineering (M.S.E.) Thesis Research Cr. 1-18.

## English (M.A.)

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

*Department of English and Linguistics  
College of Arts and Sciences  
Hardin Aasand, Chair  
Lewis C. Roberts, Graduate Program Director  
260-481-6841 Fax: 260-481-6985  
ipfw.edu/engl ~ Liberal Arts Building 145*

To earn this degree, you must complete at least 36 credits in courses administered by the department (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.

Your program must include three courses in professional scholarship, one course in critical theory, and two 700-level seminars offered by the Department of English. Courses in Liberal Studies will not fulfill this requirement. It must include at least four courses in one of five available concentrations: (1) British literature before 1700; (2) British literature after 1700; (3) American literature; (4) English language and linguistics, and (5) Writing Studies.

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 36 credits.

You must complete all M. A. degree requirements within five years of your admission to the program.

### Teaching Assistantships

Graduate students may qualify for appointment as a teaching assistant (TA). To qualify, the student must have completed C505, Teaching Composition, with a final grade of B or better, be recommended by the instructor of that course, the Associate Director of Writing, and be approved by the Director of Writing. Also (effective Fall 2011) newly appointed TAs must complete the one-credit-hour course C506, Practicum in Teaching Composition, with a final grade of P(assing) in one of the first two semesters of their teaching. To become and remain a graduate TA, students must be in good academic standing.

Limited spaces are available for teaching. New TAs will typically be assigned one or two sections of W131, Introductory Composition. Subsequent assignments may include the assignment of W129, Basic Writing, with the approval of that course's Coordinator. TA appointments carry a stipend and partial remission of fees.

## Master of Arts in English Requirements

- At least 6 hours of the concentration or Electives must be 700 – level seminars offered by the Department of English. Courses in Liberal Studies will not fulfill this requirement.

- It is recommended that a student who plans to pursue a doctorate in literary study demonstrate reading proficiency in an approved foreign language under the auspices of the Department of International Language and Culture Studies by passing:
  - A 300-level literature course in a foreign language with a grade of A or B, or
  - A written examination that demonstrates a student's proficiency in reading and translating a foreign language.
- It is also recommended that a student who plans to pursue a doctorate in literary study elect to write a Master's Thesis (3–6 Credit Hours).

## Core (12 credits)

- ENG B501 - Professional Scholarship in Literature Cr. 3.
- ENG C517 - Professional Scholarship in Writing Studies Cr. 3.
- LING L505 - Professional Scholarship in Language Study and Linguistics Cr. 3.
- ENG B605 - Critical Theory Cr. 3.

## Concentration (12 credits)

Four courses from one of the following:

- (1) British literature before 1700
- (2) British literature after 1700
- (3) American literature
- (4) Language and Linguistics
- (5) Writing Studies

## Electives (12 Credit Hours)

Enough courses applicable to the degree to bring the program to at least of at least 36 credit hours.

## Total Minimum: 36 Credit Hours

## 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*

*Hardin Aasand, Chair*

*Lewis C. Roberts, Graduate Program Director*

*260-481-6841 Fax: 260-481-6985*

*ipfw.edu/engl ~ Liberal Arts Building 145*

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 offered by the Department of English. Courses in Liberal Studies will not fulfill this requirement. The M.A.T. program does not require you to demonstrate foreign language proficiency or to sit for a comprehensive examination.

In addition to completing these requirements, you must hold a teaching license in English, and provide a copy of your Indiana State Teacher's License. You must complete all M.A.T. degree requirements within five years of your admission to the program.

## **Teaching Assistantships**

Graduate students may qualify for appointment as a teaching assistant (TA). To qualify, the student must have completed C505, Teaching Composition, with a final grade of B or better, be recommended by the instructor of that course, the Associate Director of Writing, and be approved by the Director of Writing. Also (effective Fall 2011) newly appointed TAs must complete the one-credit-hour course C506, Practicum in Teaching Composition, with a final grade of P(assing) in one of the first two semesters of their teaching. To become and remain a graduate TA, students must be in good academic standing.

Limited spaces are available for teaching. New TAs will typically be assigned one or two sections of W131, Introductory Composition. Subsequent assignments may include the assignment of W129, Basic Writing, with the approval of that course's Coordinator. TA appointments carry a stipend and partial remission of fees.

## **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.)

*Liberal Studies Program*

*College of Arts and Sciences*

*Michael E. Kaufmann, Graduate Program Director*

*260-481-6760 ~ [ipfw.edu/libstudies](http://ipfw.edu/libstudies) ~ Liberal Arts 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.

Recently, the program created a Fine Arts track to complement the Liberal Arts track. The two tracks are roughly similar and both require the three core seminars. However, the Fine Arts track includes fine arts studio courses, and requires the LBST D500 Graduate project (it is an option-with LBST D700-or those students on the Liberal Arts track). For those on the Fine Arts track, the studio courses bring the total hours for the degree to 33 credit hours.

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 one of the two following requirements for either the Liberal Studies or Fine Arts track:

### Liberal Arts Track

- 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.

**Additional Credits: 18**

- Credits in other graduate-credit courses, including no more than 12 credits in English and no more than 9 credits in any other discipline.

**Liberal Arts Track Total: 30**

## **Fine Arts Track**

- LBST D500 - Graduate Project Cr. 3-6.
- LBST D501 - Humanities Seminar Cr. 3.
- LBST D502 - Social Science Seminar Cr. 3.
- LBST D503 - Science Seminar Cr. 3.

**Additional Credits: 18**

- Fine Arts/Visual Communication and Design Studio Cr. 6.
- Arts and Sciences Graduate courses Cr. 12.

**Fine Arts Track Total: 33**

## **Mathematics (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 ~ [ipfw.edu/math](http://ipfw.edu/math) ~ Kettler Hall 200*

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.

## **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. and provide tuition reduction and a stipend 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 57100 - Elementary Topology Cr. 3.
- STAT 51900 - Introduction to Probability Cr. 3.

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

- MA 52500 - Introduction to Complex Analysis Cr. 3.
- MA 54000 - Analysis I Cr. 3.
- MA 54100 - Analysis II Cr. 3.
- MA 55300 - Introduction to Abstract Algebra Cr. 3.
- MA 55400 - Linear Algebra Cr. 3.

One of the following: (3 Credits)

- MA 55600 - Introduction to the Theory of Numbers Cr. 3.
- MA 56000 - Fundamental Concepts of Geometry Cr. 3.
- MA 57500 - 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 ~ [ipfw.edu/math](http://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, and provide tuition reduction and a stipend. 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:

- MA 51100 - Linear Algebra with Applications Cr. 3.
- MA 52100 - Introduction to Optimization Problems Cr. 3.
- MA 52500 - Introduction to Complex Analysis Cr. 3.
- MA 54000 - Analysis I Cr. 3.
- STAT 51900 - Introduction to Probability Cr. 3.
- STAT 52800 - Introduction to Mathematical Statistics Cr. 3.

## Additional Courses: (9 Credits)

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 51400 - Numerical Analysis Cr. 3.
- CS 54300 - Introduction to Simulation and Modeling of Computer Systems Cr. 3.
- CS 58000 - Algorithm Design Analysis and Implementation Cr. 3.
- MA 57500 - Graph Theory Cr. 3.
- STAT 51200 - Applied Regression Analysis Cr. 3.
- STAT 51400 - Design of Experiments Cr. 3.

## Total (30 Credits)

## Mathematics Teaching (M.A.T.)

### Purdue University

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

*Department of Mathematical Sciences*

*College of Arts and Sciences*

*David A. Legg, Chair*

*W. Douglas Weakley, Graduate Program Director*

*260-481-6233 ~ ipfw.edu/math ~ Kettler Hall 200*

The master's program in mathematics education is a 33 credit hour cohort program, carefully designed to provide professional growth for middle and secondary school mathematics teachers by scaffolding and intertwining theory and practice in mathematics education across four academic-year semesters and two summer sessions. The cohort begins in the spring semester (January of each academic year) and concludes formal course work in the summer session, three semesters later. During the fourth semester, you will complete an original research project and write a final report with the timeline for completion determined by your work and your advisors' approval.

Applicants must hold a 5-year proficient practitioner's license beyond the 2-year initial practitioner's license. Please include a copy (not the original) of the license with your application packet.

## **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. and provide tuition reduction and a stipend Contact the department chair for details.

## **Program Requirements**

Your plan of study must contain at least 33 credits, and normally will include the following courses:

- MA 57500 - Graph Theory Cr. 3.
- MA 59800 - Topics in Mathematics Cr. 1-5.
- EDUA M550 - Practicum: Junior High/Middle School Cr. 1-8.  
Nine weeks in the first summer.
- EDUC H538 - Critical Thinking and Education Cr. 3.  
Nine weeks in the first summer.
- MA 55600 - Introduction to the Theory of Numbers Cr. 3.  
Summer Session II.
- STAT 51600 - Basic Probability and Applications Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC N517 - Advanced Study in the Teaching of Secondary School Mathematics Cr. 3.
- MA 56000 - Fundamental Concepts of Geometry Cr. 3.
- EDUC S590 - Research in Secondary Education Cr. 1-3.  
Nine weeks in the second summer.
- MA 58000 - History of Mathematics Cr. 3.  
Summer Session II.

## **Original Research Project**

Students conduct and write a final report of an original research project in their fourth semester.

## **Total (33 Credits)**

# Nurse Executive (M.S.)

## Purdue University

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

*Department of Nursing*

*College of Health and Human Services*

*Carol Sternberger, Chair*

*Deborah Poling, Director Graduate Program*

*260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

The graduate program offers a Master of Science with a major in nursing. This program is designed to expand the knowledge base of professional nurses to an advanced practice level in the specialty of nurse executive. The program focuses on the following domains: professional practice environment, quality management/care management, organizational leadership, organizational systems management, communication, and collaboration. The purpose of the program is to prepare nurses for leadership positions in diverse healthcare settings and to provide an accessible nurse executive program to meet the regional needs of Northeast Indiana. Graduates will be eligible for certification after working 24 months full time as a nurse executive.

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

### Core Requirements (25 credits)

- NUR 50200 - Pharmacotherapeutics for Advanced Practice Nursing Cr. 3.
- NUR 50300 - Advanced Health Assessment Cr. 3.
- NUR 50700 - Physiologic Concepts for Advanced Practice Nursing Cr. 4.
- NUR 52100 - Theoretical Constructs in Nursing Cr. 3.
- NUR 52300 - Nursing Research EBP Cr. 3.
- NUR 52500 - Informatics in Nursing Cr. 3.
- NUR 55500 - Health Disparities: Care of Vulnerable Populations Cr. 3.
- NUR 68200 - Synthesis and Application Cr. 3.

### Area of Concentration (18 credits)

- NUR 65000 - Concepts for the Nurse Executive Creating an Environment for Professional Practice Cr. 3.
- NUR 65100 - Role of the Nursing Executive in Creating an Environment for Professional Practice Cr. 3.
- NUR 65200 - Role of the Nurse Executive in Managing Nursing Practice Cr. 3.
- NUR 65300 - Nursing Administration-Financial Management Cr. 3.
- NUR 66500 - Managed Care Cr. 2.
- NUR 67100 - Nurse Executive Practicum I Cr. 2.
- NUR 67200 - Nurse Executive Practicum II Cr. 2.

### Business Content (6 credits)

- PPOL V561 - Public Human Resources Management Cr. 3.

Select one course from the following:

- COM 52500 - Advanced Interviewing Cr. 3.
- COM 57400 - Organizational Communication Cr. 3.
- COM 57600 - Health Communication Cr. 3.
- OLS 52500 - Organizational Analysis and Action Cr. 3.
- OLS 54000 - Leading Collaborative Projects and Work Teams Cr. 3.
- PPOL V504 - Public Organizations Cr. 1-3.

## Scholarly Achievement (Optional)

- NUR 69800 - Research MS Thesis Cr. 3.

## Nurse Practitioner: Adult (M.S.)

### Purdue University

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

*Department of Nursing*

*College of Health and Human Services*

*Carol Sternberger, Chair*

*Deborah Poling, Director Graduate Program*

*260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

This program is designed to prepare nurses for an advanced practice role to care for adult patients in a variety of settings. The domains of focus include management of the patient/illness, the nurse practitioner-patient relationship, the teaching-coaching function, professional role, managing and negotiating healthcare delivery systems, monitoring and ensuring quality of healthcare practice, and culturally sensitive care. This 46 – credit hour program includes approximately 600 hours in supervised clinical practice. The program is designed to be completed in eight semesters or three calendar years. At the completion of this program, graduates will be eligible for certification as an advanced practice provider.

To earn the Master of Science with a major in Adult Nurse Practitioner, the following must be completed:

## Core Requirements (25 Credits)

- NUR 50200 - Pharmacotherapeutics for Advanced Practice Nursing Cr. 3.
- NUR 50300 - Advanced Health Assessment Cr. 3.
- NUR 50700 - Physiologic Concepts for Advanced Practice Nursing Cr. 4.
- NUR 52100 - Theoretical Constructs in Nursing Cr. 3.
- NUR 52300 - Nursing Research EBP Cr. 3.
- NUR 55500 - Health Disparities: Care of Vulnerable Populations Cr. 3.
- NUR 52500 - Informatics in Nursing Cr. 3.
- NUR 68200 - Synthesis and Application Cr. 3.

## Nurse Practitioner Core (6 credits)



Please see advisor for additional Nurse Practitioner core courses.

- NUR 51100 - Health Promotion for Advanced Practice in Nursing Cr. 3.
- NUR 56800 - The Role of the Advanced Practice Nurse in Practice Management Cr. 3.

## Area of Concentration (15 credits)

Please see advisor for area of specialization courses.

- NUR 51300 - Health Promotion in Special Populations Cr. 3.
- NUR 53200 - Acute Illness: Adult Health Practice Cr. 3.
- NUR 53300 - Acute Illness: Adult Health Preceptorship Cr. 3.
- NUR 54200 - Chronic and Commonly Recurring Conditions: Adult Health Practice Cr. 3.
- NUR 54300 - Chronic and Commonly Recurring Conditions: Adult Health Preceptorship Cr. 3.

## Scholarly Achievement (Optional)

- NUR 69800 - Research MS Thesis Cr. 3.

## Nurse Practitioner: Women's Health (M.S.)

### Purdue University

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

*Department of Nursing*

*College of Health and Human Services*

*Carol Sternberger, Chair*

*Deborah Poling, Director Graduate Program*

*260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

This program prepares nurses for an advanced practice role focusing on the needs of women, from adolescence to adult, in a variety of settings. The domains of focus include management of the patient/illness, the nurse practitioner-patient relationship, the teaching-coaching function, professional role, managing and negotiating healthcare delivery systems, monitoring and ensuring quality of healthcare practice, and culturally sensitive care. This 46 – credit hour program includes approximately 600 hours in supervised clinical practice. The program is designed to be completed in eight semesters or three calendar years. At the completion of this program, graduates will be eligible for certification as an advanced practice provider.

To earn the Master of Science with a major in Women's Health Nurse Practitioner the following must be completed:

## Core Requirements (25 credits)

- NUR 50200 - Pharmacotherapeutics for Advanced Practice Nursing Cr. 3.
- NUR 50300 - Advanced Health Assessment Cr. 3.
- NUR 50700 - Physiologic Concepts for Advanced Practice Nursing Cr. 4.
- NUR 52100 - Theoretical Constructs in Nursing Cr. 3.
- NUR 52300 - Nursing Research EBP Cr. 3.
- NUR 52500 - Informatics in Nursing Cr. 3.

- NUR 55500 - Health Disparities: Care of Vulnerable Populations Cr. 3.
- NUR 68200 - Synthesis and Application Cr. 3.

## Nurse Practitioner Core (6 credits)

Please see advisor for additional Nurse Practitioner core courses.

- NUR 51100 - Health Promotion for Advanced Practice in Nursing Cr. 3.
- NUR 56800 - The Role of the Advanced Practice Nurse in Practice Management Cr. 3.

## Areas of Concentration (15 credits)

Please see advisor for area of specialization courses.

- NUR 56500 - Women's Health I: Advanced Nursing Care of the Well Woman Cr. 3.
- NUR 56600 - Women's Health Clinical Practicum I Cr. 3.
- NUR 56700 - Women's Health II: Advanced Nursing Care of Women with Health Alterations Cr. 3.
- NUR 56900 - Women's Health III: Advanced Nursing Care of the Low Risk Obstetrical Client Cr. 3.
- NUR 57000 - Women's Health Clinical Practicum II Cr. 3.

## Scholarly Achievement (Optional)

- NUR 69800 - Research MS Thesis Cr. 3.

## Nursing Administration, Graduate Certificate

**Purdue University**

**Graduate Certificate in Nursing Administration**

*Department of Nursing*

*College of Health and Human Services*

*Carol Sternberger, Chair*

*Deborah Poling, Director Graduate Program*

*260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

**This program is designed to expand the knowledge of professional nurses as nurse administrators. The curriculum for the program evolves from the practical aspects of the role and select courses from the Master of Science with a major in nursing area of concentration Nurse Executive. Up to 12 credits from the Graduate Certificate in Nursing Administration may be transferred to the graduate degree nurse executive for students with a baccalaureate in nursing who choose to continue in the graduate degree program.**

## Application and Admission

This program is currently not accepting applications.

### Applicants must:

- Fulfill the requirements of IPFW for admission; and
- 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 (15 credits)

- NUR 52500 - Informatics in Nursing Cr. 3.
- NUR 65000 - Concepts for the Nurse Executive Creating an Environment for Professional Practice Cr. 3.
- NUR 65100 - Role of the Nursing Executive in Creating an Environment for Professional Practice Cr. 3.
- NUR 65300 - Nursing Administration-Financial Management Cr. 3.
- PPOL V561 - Public Human Resources Management 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 concentration offered to students in the West Lafayette, Fort Wayne, and Calumet areas. The primary purposes of these graduate nursing majors is to prepare nurses for advanced practice as nurse executives, nurse educators, clinical nurse specialists (adult health or critical care), or as nurse practitioners. Graduates from these programs are prepared to assume diverse leadership roles in clinical practice and educational settings.

### Graduate Nursing Consortium Majors

- Family Nurse Practitioner
- Adult Health Clinical Nurse Specialist
- Critical Care Clinical Nurse Specialist
- Nurse Executive
- Nursing Education
- Adult Nurse Practitioner
- Women's Health Nurse Practitioner

For more information regarding the nurse executive, nurse educator, adult nurse practitioner and women's health nurse practitioner, contact IPFW Department of Nursing at 260-481-6284.

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

## Nursing Education (M.S.)

### Purdue University

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

*Department of Nursing  
College of Health and Human Services  
Carol Sternberger, Chair  
Deborah Poling, Director Graduate Program  
260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

Upon completion of this program, graduates are prepared to teach in higher education, community settings, or staff development areas. This is a 49 – credit hour program designed for students who have established expertise in a clinical area and are now interested in nursing education. The curriculum includes coursework related to high fidelity patient-simulation strategies as well as other emerging technologies and related teaching methodologies to improve educational outcomes. The domains of focus include: facilitation of learning; learner development and socialization; assessment and evaluation strategies; curriculum design and evaluation; continuous quality improvement; scholarship service; and leadership. Graduates will be eligible for certification after two or more years as a full-time educator.

To earn the Master of Science with a major in Nursing Education the following must be completed:

## Core Requirements (25 credits)

- NUR 50200 - Pharmacotherapeutics for Advanced Practice Nursing Cr. 3.
- NUR 50300 - Advanced Health Assessment Cr. 3.
- NUR 50700 - Physiologic Concepts for Advanced Practice Nursing Cr. 4.
- NUR 52100 - Theoretical Constructs in Nursing Cr. 3.
- NUR 52300 - Nursing Research EBP Cr. 3.
- NUR 52500 - Informatics in Nursing Cr. 3.
- NUR 55500 - Health Disparities: Care of Vulnerable Populations Cr. 3.
- NUR 68200 - Synthesis and Application Cr. 3.

## Areas of Concentration (24 credits)

Please see advisor for additional area of specialization courses.

- NUR 55700 - Curriculum Development Cr. 3.
- NUR 55800 - Instructional Methods in Nursing Education Cr. 2.
- NUR 55900 - Role of the Nurse Educator Cr. 3.
- NUR 56000 - Evaluation of Learning Environments Cr. 3.
- NUR 56100 - Teaching Methods in Nursing Education Cr. 3.
- NUR 68400 - Nurse Educator Practicum I Cr. 2.
- NUR 68600 - Nurse Educator Practicum II Cr. 2.
- EDUC H530 - Philosophy of Education Cr. 3.
- PSY 50500 - Mental Measurement Cr. 3.

## Scholarly Achievement (Optional)

- NUR 69800 - Research MS Thesis Cr. 3.

## Nursing Master of Science General Information

# **Purdue University**

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

*Department of Nursing  
College of Health and Human Services  
Carol Sternberger, Chair  
Deborah Poling, Director Graduate Program  
260-481-6276 ~ [ipfw.edu/nursing](http://ipfw.edu/nursing) ~ Liberal Arts Building - 341*

### **Concentrations:**

Nurse Executive  
Nursing Education  
Adult Nurse Practitioner  
Women's Health Nurse Practitioner  
Graduate Certificate Nurse Executive

### **Advisory Committee**

Each candidate for a master's degree is assigned an advisory committee consisting of three members. The director of the graduate nursing 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 meet with the Director of the Graduate Program and develop a preliminary plan of study prior to the initial registration. The plan of study identifies a primary area and 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 non-degree 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.

### **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 GPA of 3.0 or better on a 4.0 scale

- Registered Nurse Licensure and eligibility 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 300 level statistics within the last 5 years

**Official graduate application deadlines:**

- November 15 for spring enrollment
- February 15 for summer enrollment
- May 15 for fall enrollment

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 GRE for the quantitative, analytical, and verbal aptitude tests.

All students in the Nursing Graduate Program take the same 25 credit hour core requirements.

## Nursing Core Courses

- NUR 50200 - Pharmacotherapeutics for Advanced Practice Nursing Cr. 3.
- NUR 50300 - Advanced Health Assessment Cr. 3.
- NUR 50700 - Physiologic Concepts for Advanced Practice Nursing Cr. 4.
- NUR 52100 - Theoretical Constructs in Nursing Cr. 3.
- NUR 52300 - Nursing Research EBP Cr. 3.
- NUR 52500 - Informatics in Nursing Cr. 3.
- NUR 55500 - Health Disparities: Care of Vulnerable Populations Cr. 3.
- NUR 68200 - Synthesis and Application Cr. 3.

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

### Purdue University

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

### Graduate-Level Certificate in Organizational Leadership

*Division of Organizational Leadership and Supervision  
College of Engineering, Technology, and Computer Science  
Linda M. Hite, Chair & Graduate Program Director  
260-481-6420 ~ [ipfw.edu/ols](http://ipfw.edu/ols) ~ Neff Hall 288*

Graduate study in Organizational Leadership provides a theoretical foundation to connect key concepts in leadership and human resources research with best practice. The master's and graduate certificate programs offer in-depth learning and career-oriented study with comprehensive and professionally relevant course work.

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 concentration, in either leadership or human resource management, that will provide in-depth knowledge and skills. OLS 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 or human resources roles in a wide variety of settings including industrial, medical, service, and other profit and nonprofit organizations. The Graduate Certificate in Organizational Leadership is based on the core of the Organizational Leadership and Supervision master's degree program. The courses combine theory and practice to yield a combination that is immediately applicable to the work place and builds a foundation for more specialized study for those interested in advanced work.

## **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 OLS graduate study 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 high standard of equitable and ethical behavior.

The admission process will require:

- Completion of an application including an essay that demonstrates writing skills, ability to articulate a leadership perspective and clarity of career objectives;
- Official transcripts of all previous college and university work;
- A recent resume; and
- 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 GPAs below 3.0 (4.0 scale) must present recent scores from either the GRE or the GMAT. Applicants for whom English is not a native language must present evidence of their proficiency in English by presenting appropriate TOFEL scores or equivalent results on a similar instrument (for example, the Michigan Test of English Language Proficiency).

## **Degree Requirements**

The M.S.in OLS is a 33-credit-hour program composed of 18 credit hours of core and applied research requirements, and 15 credit hours in either the leadership or the human resources concentrations. The graduate certificate in organizational leadership is a 15-credit hour program, with 9 required and 6 elective credits. Up to 12-credit hours earned in the certificate program may be transferred to the OLS master's program, but students enrolled in the master's degree program are not eligible for admission to the certificate program.

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

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 51000 - Foundations of Behavior and Leadership in Organizations Cr. 3.
- OLS 51500 - Foundations of Human Resources Cr. 3.
- OLS 52000 - Foundations of Organizational Context Cr. 3.
- OLS 52500 - 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. (Prerequisites may be required for some of these courses.)

### Select One Research Skills Option:

- COM 58200 - Descriptive/Experimental Research in Communication Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.

### Select one research capstone:

Research in OLS may be taken for 3-6 credit hours. The OLS Capstone is 3 credit hours.

- OLS 59000 - Individual Research Problems in Supervision and Personnel Cr. 1-6.  
Title: OLS Capstone
- OLS 68000 - Research in OLS Cr. 3-6.

## Human Resources Option (15 credits)

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.

- Two electives approved by advisor Cr. 6.
- OLS 54500 - Compensation and Benefits Cr. 3.
- OLS 55500 - Workforce Planning and Employment Cr. 3.
- OLS 56500 - Employee Relations Cr. 3.

## Leadership Option (15 credits)

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 Cr. 6.
- OLS 53000 - System Change and Organization Development Cr. 3.
- OLS 54000 - Leading Collaborative Projects and Work Teams Cr. 3.
- OLS 58700 - Developing a Leadership Philosophy Cr. 3.

## Organizational Leadership, Graduate Certificate

### Purdue University

### Organizational Leadership, Graduate-Level Certificate in



*Division of Organizational Leadership and Supervision  
College of Engineering, Technology, and Computer Science  
Kimberly S. McDonald, Chair  
Linda Hite, Graduate Program Director  
260-481-6420 ~ ipfw.edu/ols ~ Neff Hall 288*

The Graduate Certificate in Organizational Leadership is based on the core of the Organizational Leadership and Supervision master's degree program. The courses combine theory and practice to yield a combination that is immediately applicable to the workplace and builds a foundation for more specialized study for those interested in advanced work.

The organizational leadership graduate certificate is designed for:

- those with advanced degrees in other fields or students currently enrolled in other graduate programs seeking to augment their studies in the theory and practice of leadership and/or human resources.
- working adults with bachelor's degrees who want advanced knowledge and skills in leadership and human resources, but are not prepared to commit to a master's degree program.

The certificate allows students to begin graduate level study with a specific goal without requiring the commitment of time and financial resources necessary to pursue master's level study. It includes much of the foundational coursework required for the master's degree in OLS, and provides the option to continue for a master's, using up to 12 credit hours earned as a graduate certificate student.

Through the required courses, students in the OLS graduate certificate program will develop their abilities to:

- identify ways to assess and enhance organizational climate and culture
- understand the complexity and interrelated nature of organizational phenomena
- identify practices that promote teamwork as well as personal and organizational effectiveness

## **Admission Requirements**

In addition to admission requirements for OLS graduate study, these guidelines apply for the Organizational Leadership certificate:

- Students who are currently admitted to any Purdue or Indiana University graduate degree program at IPFW are eligible to earn the certificate if they are approved for admission to the program through the Division of Organizational Leadership and Supervision.
- Students who are not currently admitted to the Purdue Graduate School must apply for admission in the Division of Organizational Leadership and Supervision.
- Students already enrolled in the OLS master's degree program are not eligible for the certificate. Students who initially enroll in the certificate program may apply for the OLS master's near completion of the certificate requirements or after the certificate has been granted. A maximum of 12 credit hours earned in the certificate may be applied to a master's degree.
- Students may take a maximum of six OLS graduate credit hours prior to admission to the certificate program that may be counted toward completion of the certificate.
- If approved by the OLS Graduate Admissions Committee, a maximum of three graduate-level transfer credits may be applied to the requirements for the certificate.

For further information, contact Dr. Linda Hite, OLS Graduate Program Director, phone: 260-481-6416, e-mail: [hitel@ipfw.edu](mailto:hitel@ipfw.edu)

## **Certificate Requirements (15 credit hours)**

- OLS 51000 - Foundations of Behavior and Leadership in Organizations Cr. 3.
- OLS 51500 - Foundations of Human Resources Cr. 3.
- OLS 52000 - Foundations of Organizational Context Cr. 3.
- Or
- OLS 52500 - Organizational Analysis and Action Cr. 3.
- Elective graduate-level courses in leadership or human resources Cr. 6.

**Total Credits: 15**

## **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 ~ [ipfw.edu/comm](http://ipfw.edu/comm) ~ Neff Hall 230*

The master's program in professional communication serves students seeking to advance their education beyond an undergraduate degree. Whether you are looking to enhance your career in broadcasting, business, education, new media, or social services; or if you are preparing to enter a Ph.D. program, the master's program can help you achieve your goals.

Our program emphasizes three areas of specialization:

- Interpersonal and Organizational Communication Theory
- Media Criticism, History, and Theory
- Rhetorical Criticism and Theory

The program meets the needs of students who work full time. During fall and spring, most graduate courses are scheduled once a week in the evening. During summer, an additional course is offered. Students can take one class a semester, or go full time and complete the program in less than two years.

### **Degree Requirements**

The curriculum consists of 36 credits in approved courses, a synthesis paper, and a written comprehensive examination. Students who maintain a 4.0 GPA and who have an academic paper competitively accepted either for publication or for presentation at an academic conference may be exempted from taking the comprehensive examination. An advising committee will consider an exemption when a student: (1) has achieved A's in all graduate courses; (2) has the synthesis paper approved by the deadline for that semester; and (3) either has a single-authored competitive paper presented at a regional or national scholarly meeting, or a single-authored competitive paper published in a regional or national scholarly journal.

In certain specialized situations, the Graduate Program Director may designate an M.S. instead of an M.A. degree. Unless approved by the Graduate Program Director, all students will earn an M.A. in Professional Communication. Contact the Director for further details.

### **Non-Degree Seeking Post-Baccalaureate**

If you've already earned an undergraduate degree, you can apply to take up to twelve (12) credits as a non-degree seeking post-baccalaureate student. If you are a non-degree-seeking post-baccalaureate student, you are **not admitted** to the graduate program. You will not be eligible for financial aid, nor for assistantships. However, you can re-apply to the program as a degree-seeking candidate within the same semester. If you take classes as a degree-seeking student, you can apply up to twelve (12) credits taken as a non-degree-seeking student to your graduate degree.

## Teaching Assistantships

A limited number of teaching assistantships are available and provide tuition reduction and a stipend. The assistantship normally requires teaching two lower-level sections. 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.

## Introductory Course (3 credits)

- COM 50000 - Introduction To Graduate Studies In Communication Cr. 3.

## Communication Methods Courses (3 credits)

At least one of the following:

- COM 58200 - Descriptive/Experimental Research in Communication Cr. 3.
- COM 58400 - Historical/Critical Research in Communication Cr. 3.
- COM 58500 - Qualitative Methods in Communication Research Cr. 3.

## Theory Core Courses (9 credits)

At least three of the following:

- COM 51200 - Theories of Interpersonal Communication Cr. 3.
- COM 51800 - Theories of Persuasion Cr. 3.
- COM 52000 - Small Group Communication Cr. 3.
- COM 52100 - Theories of Rhetoric Cr. 3.
- COM 52700 - Introduction to Cultural Studies Cr. 3.
- COM 55900 - Current Trends in Mass Communication Research Cr. 3.
- COM 57400 - Organizational Communication Cr. 3.

## Specialization Courses (up to 21 credits)

At least seven of the following:

- COM 50200 - Classroom Communication Cr. 3.
- COM 50700 - Introduction to Semiotics Cr. 3.
- COM 50800 - Nonverbal Communication in Human Interaction Cr. 3.
- COM 51500 - Persuasion in Social Movements Cr. 3.
- COM 51600 - Analysis of Persuasive Messages Cr. 3.
- COM 51700 - Communication in Politics Cr. 3.

- COM 52200 - History and Criticism of Public Communication Cr. 3.
- COM 52300 - Communication in Personal Relationships Cr. 3.
- COM 52500 - Advanced Interviewing Cr. 3.
- COM 53100 - Special Topics in Mass Communication Cr. 3.
- COM 53400 - Comparative Telecommunication Systems Cr. 3.
- COM 53700 - Educational/Instructional Television Cr. 3.
- COM 55700 - Legal Dimensions of Communication Cr. 3.
- COM 56000 - Rhetorical Dimensions of Mass Media Cr. 3.
- COM 56300 - Public Policy in Telecommunication Cr. 3.
- COM 57600 - Health Communication Cr. 3.
- COM 59000 - Directed Study of Special Problems Cr. 1-3.
- COM 59700 - Special Topics in Communication Cr. 3.

## Cognate Studies

Credits selected, with the approval of your advisor or advising committee, from graduate courses in communication or other disciplines.

## Total (36 Credits)

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

### Indiana University

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

*Department of Public Policy*

*Dr. Brian L. Fife, Director of Graduate Studies*

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

The Department of Public Policy (PPOL) is a multidisciplinary department of the College of Education and Public Policy, 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 departments's faculty, staff, and students work individually and jointly to solve problems that require our unique combination of in-depth knowledge in the natural, behavioral, social, and administrative sciences.

The faculty of the Department of Public Policy at IPFW come from a variety of backgrounds, including criminal justice, political science, business, economics, health, public policy, and sociology. In addition, the department 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 department reinforces a wide network of continuing relations with a large number of public agencies at all levels of government.

## Admission to PPOL 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 GRE general test or the GMAT, 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.

*Non-degree 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 PPOL 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) core requirements; (2) requirements for a concentration; (3) 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, the Department of Public Policy offers the M.P.A. with two areas of concentration: health systems administration and public management.

The academic regulations of the Department of Public Policy 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 director of graduate studies, 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 non-degree student will be counted toward the M.P.A. You must complete a minimum of 24 credit hours of Indiana University PPOL courses, in addition to Mid-Career Option credits, to earn the M.P.A.

## **Mid-Career Option**

The Mid-Career Option of the M.P.A. 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:

- 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;
- 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; and
- 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**

- 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.
- Determination of Mid-Career Option credit is made separately from decisions about transfer of credit.
- 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.
- Students receiving Mid-Career Option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
- 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 (PPOL 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 PPOL 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 PPOL 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)**

- PPOL V502 - Public Management Cr. 1-3.
- PPOL V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- PPOL V517 - Public Management Economics Cr. 3.

- PPOL V540 - Law and Public Affairs Cr. 1-3.
- PPOL V560 - Public Finance and Budgeting Cr. 1-3.
- PPOL V600 - Capstone in Public and Environmental Affairs Cr. 3.

## Concentrations (18 credits)

### 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.

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

### Credit hours from the following: 6

- PPOL V550 - Topics in Public Affairs Cr. 1-3.
- PPOL V580 - Readings in Public Affairs Cr. 1-6.  
or
- PPOL V590 - Research in Public Affairs Cr. 1-6.  
or
- PPOL V631 - Health Planning Cr. 3.

### Choose one of the following:

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

### Choose one of the following:

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

## 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.

- PPOL V504 - Public Organizations Cr. 1-3.

- PPOL V512 - Public Policy Process Cr. 3.
- PPOL V539 - Management Science for Public Affairs Cr. 3.
- One other SPEA graduate course with approval of the director of graduate studies Cr. 3.

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

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

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

- PPOL V561 - Public Human Resources Management Cr. 3.
- PPOL V569 - Managing Interpersonal Relations Cr. 3.
- PPOL V570 - Public Sector Labor Relations Cr. 1-3.

## Experiential Component

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

- Mid-Career Option Cr. 1-12
- PPOL V585 - Practicum in Public Affairs Cr. 1-6.  
An approved internship (0-6 credit hours)

## 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

*Department of Public Policy*

*Dr. Brian L. Fife, Director of Graduate Studies*

*260-481-6351 ~ [ipfw.edu/public-policy](http://ipfw.edu/public-policy) ~ 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 two 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 two concentrations (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 director of graduate studies, students 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 non-degree student will be counted toward the M.P.M. You must complete a minimum of 18 credit hours of Indiana University PPOL courses, in addition to Experiential Option credits, to earn the M.P.M.

## **Experiential Option**

The experiential option of the M.P.M. 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**

- 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.
- Determination of experiential option credit is made separately from decisions about transfer of credit.
- 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.
- Students receiving experiential option credit should plan the rest of their program carefully, in consultation with the director of graduate studies.
- 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 (PPOL 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 (18 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.

- PPOL V502 - Public Management Cr. 1-3.
- PPOL V506 - Statistical Analysis for Effective Decision Making Cr. 3.
- PPOL V509 - Administrative Ethics in the Public Sector Cr. 3.
- PPOL V560 - Public Finance and Budgeting Cr. 1-3.
- PPOL V562 - Public Program Evaluation Cr. 1-3.
- PPOL V566 - Executive Leadership Cr. 3.

## Concentrations (12 credits)

### 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.

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

- PPOL V504 - Public Organizations Cr. 1-3.
- PPOL V512 - Public Policy Process Cr. 3.
- PPOL V539 - Management Science for Public Affairs Cr. 3.
- PPOL 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:

- PPOL V585 - Practicum in Public Affairs Cr. 1-6.
- Experiential Component Cr. 3.

## Electives (3 credits)

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

## Total (36 Credits)

# Public Management, Graduate Certificate

## Indiana University

### Graduate Certificate in Public Management

*Department of Public Policy*

*Dr. Brian L. Fife, Director of Graduate Studies*

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

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 Department of Public Policy (PPOL), and submit the application documents, along with official transcripts of your college and university work, to the department chair. 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

- Students enrolled in a certificate program must complete it within 15 credit hours of approved PPOL 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.
- Students who have completed more than three PPOL courses are not eligible for admission to the certificate program.
- Transfer credit, course substitutions, or course waivers are not accepted for meeting the Certificate in Public Management requirements.
- Students admitted to a PPOL graduate degree program are not eligible for admission to the certificate program or eligible for the awarding of a certificate.
- Admission to, or successful completion of, a certificate program does not guarantee subsequent admission to any PPOL graduate degree program.
- Students enrolled in the certificate program, and who apply to the M.P.A. program, must meet all M.P.A. admission requirements.

- Students enrolled in the certificate program and who apply to the M.P.M. program, must meet all M.P.M. admission requirements.
- Students planning to request admission to a PPOL 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)

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

### Electives (6 credits)

Two additional PPOL 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 PPOL V506 Statistical Analysis for Effective Decision Making.

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

### Indiana University

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

*College of Education and Public Policy*

*James E. Burg, Interim Dean*

*Carol Lindquist, Graduate Program Director*

*260-481-4146 ~ 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 - Topical Exploration in Education Cr. 1-15  
Seminar: Learning, Teaching, Leading Cr. 3.
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Credits: 0 (*minimum 10 hours*)
- 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 S590 - Research in Secondary Education Cr. 1-3.  
(P: P503)
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Credits: 0 (*minimum 10 hours*)
- 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 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 S503 - Secondary School Curriculum Cr. 3.
- EDUC M501 - Laboratory/Field Experience Cr. 0-3.  
Field Experience: Service Learning for Diversity Credits: 0 (*minimum 10 hours*)

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

Choose one graduate course in content area of license (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)

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 Cr. 3. (P: S590)
- Exit Checkpoint: Presentation of Research Paper or Project

## Notes:

- 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.
- Students may, however, take up to 6 credit hours before entering the program, at which point they would take EDUA F500 and EDUC P503.
- \*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.
- \*\*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)

## Sociological Practice (M.A.)

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

*Department of Sociology  
College of Arts and Sciences  
Augusto De Vananzi, Graduate Program Director  
260-481-6669 ~ 260-481-0474 ~ [ipfw.edu/sociology](http://ipfw.edu/sociology) ~ Liberal Arts 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.

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

### Indiana University

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

*College of Education and Public Policy*

*Barry Kanpol, Dean*

*Jane Leatherman, Graduate Program Director*

*260-481-5742 or 260-481-4146 ~ ipfw.edu/educ ~ Neff Hall 250*

This 36-hour-degree program will prepare candidates to work with individuals with mild to moderate 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 obtain an Indiana teaching license in Mild Intervention, which includes certification in learning disabilities, mild and moderate disabilities, and emotional disabilities.

## Program Requirements

- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC K525 - Survey of Mild Handicaps Cr. 3.
- EDUC K535 - Assessment and Remediation of the Mildly Handicapped Cr. 3.  
EDUC M501 - Field Experience/Service Learning for Diversity Cr. 0
- EDUC K536 - Assessment and Remediation of the Mildly Handicapped II Cr. 3.  
EDUC M501 - Field Experience/Service Learning for Diversity Cr. 0
- EDUC K553 - Classroom Management & Behavior Support Cr. 3.
- EDUC K541 - Transition Across the Life Span Cr. 3.
- EDUC K565 - Collaboration & Service Delivery Cr. 3.
- EDUC K595 - Practicum in Special Education Cr. 1-6. (Credits: 3)



- EDUC K500 - Topical Workshop in Special Education Cr. 1-3. (Credits: 3)  
Thesis & Special Projects (Part I)
- EDUC P501 - Statistical Method Applied to Education Cr. 3.
- EDUC P503 - Introduction to Research Cr. 3.
- EDUC K599 - Master's Thesis in Special Education Cr. 3. (Part II)  
or  
EDUC K500 Special Projects in Special Education (Credits: 3) (Part II)

**Total (36 Credits)**

## Notes:

- It is recommended that students take EDUC P503 and EDUC K505 as the first courses in their program. The last courses will be EDUC K595 and EDUC K599 or EDUC K500 Special Projects in Special Education.
- Three portfolio checkpoints will take place during the students' M.S.Ed. program: after 18 hours of credit, after 33 hours of credit, and at the completion of EDUC K599. Students will meet with a faculty member for each of the three portfolio checkpoints for a review of portfolio contents associated with program standards.
- At least 21 of the 36 total credits toward the M.S.Ed. must be completed at IPFW.
- For all special education programs, students must pass the Praxis II special education test. Please ask a faculty advisor for test specifics.

## Special Education Graduate Certification in Mild Intervention

### Indiana University

*College of Education and Public Policy*

*James E. Burg, Interim Dean*

*Jane Leatherman, Graduate Program Director*

*260-481-5742 or 260-481-4146 ~ [ipfw.edu/educ/](http://ipfw.edu/educ/) ~ Neff Hall 250*

This 24-credit graduate certification program will allow the teacher candidate to obtain a Mild Intervention teaching license. Teacher candidates are eligible to complete the coursework if they hold a current teaching license.

### Program Requirements

- EDUC K505 - Introduction to Special Education for Graduate Students Cr. 3.
- EDUC K525 - Survey of Mild Handicaps Cr. 3.
- EDUC K535 - Assessment and Remediation of the Mildly Handicapped Cr. 3.
- EDUC M501 - Field Experience/Service Learning for Diversity Cr. 0.
- EDUC K536 - Assessment and Remediation of the Mildly Handicapped II Cr. 3.
- EDUC M501 - Field Experience/Service Learning for Diversity Cr. 0.
- EDUC K541 - Transition Across the Life Span Cr. 3.
- EDUC K553 - Classroom Management & Behavior Support Cr. 3.
- EDUC K565 - Collaboration & Service Delivery Cr. 3.
- EDUC K595 - Practicum in Special Education Cr. 1-6. (Must be taken last. Credits: 3)

## Total (24 Credits)

### Notes:

All 24 credits in this program may be applicable toward a master's degree in Special Education at IPFW.

Mild Intervention covers learning disabilities, mild and moderate disabilities, and emotional disabilities.

Teacher candidates will receive a Mild Intervention license in the same developmental level(s) as their current license. Teacher candidates may complete a practicum in another developmental level to receive a license at that desired level.

Teacher candidates wishing to add Mild Intervention to their license must complete all courses above and pass the following Praxis II exam:

Special Education: Core Knowledge and Mild to Moderate Applications (0543/5543)

## Intense Intervention License

The Intense Intervention Licensure Program is a 12-credit-hour graduate program offered in collaboration with IU South Bend; it allows the teacher to work with students with moderate and severe disabilities. This is a cohort program with the course sequence starting each fall. For more information about the Intense Intervention program you may contact the College of Education and Public Policy at 260-481-5742 or you may access the following Web site: [www.ipfw.edu/prst/special/programs/intinvlicprg.shtml](http://www.ipfw.edu/prst/special/programs/intinvlicprg.shtml)

## Systems Engineering, Graduate Certificate

### Purdue University

### Systems Engineering, Graduate Certificate

*Department of Engineering*

*College of Engineering, Technology, and Computer Science*

*Nashwan T. Younis, Chair*

*260-481-6362 ~ [ipfw.edu/etcs/](http://ipfw.edu/etcs/) ~ Engineering, Technology, and Computer Science Building 327*

The Graduate Certificate in Systems Engineering is designed to recognize students who have completed a four-course sequence in systems engineering. The curriculum provides students with a background in system engineering fundamentals, system architecture, economics and engineering management. The systems engineering body of knowledge prescribes techniques and "best practices" for developing complex or interdisciplinary products. Professional engineers may find the program beneficial in helping them understand modern product development principles and best practices.

### Application and Admission

Admission to the certificate program requires that students meet the requirements of the Purdue University Graduate School. Applicants should apply on-line at <http://www.gradschool.purdue.edu/admissions>.

It is expected that candidates to this graduate certificate program have earned a bachelors degree in an engineering discipline. Graduates with a Bachelors of Science in physical sciences, computer science, mathematics or technology

will also be considered for admission. Applicants should have achieved an undergraduate grade point average of 3.0 or have demonstrated an appropriate level of preparation for the certificate program.

## Certificate Requirements (12 credit hours)

Students are required to earn a grade of "B" or better in the required courses.

- SE 51000 - Systems Engineering Cr. 3.
- SE 52000 - Engineering Economics Cr. 3.
- SE 53000 - Systems Engineering Management Cr. 3.
- SE 54000 - Systems Architecture Cr. 3.

## Teaching English as a New Language, Graduate Certificate

**Indiana University**  
**Graduate Certificate in Teaching English as a New Language**

*Department of English and Linguistics*  
*College of Arts and Sciences*  
*Hardin Aasand, Chair*  
*Lewis C. Roberts, Graduate Program Director*  
*Hao Sun, TENL Program Coordinator*  
*260-481-6841 Fax: 260-481-6985*  
*ipfw.edu/engl- Liberal Arts Building 145*

The graduate certificate in Teaching English as a New Language (TENL) prepares students for teaching English to speakers of other languages in a variety of learning venues world-wide. It is intended for students who are working toward a graduate degree in English as well as for individuals who plan to live and teach abroad, and wish to obtain credentials and professional training in teaching English to speakers of other languages. The certificate will significantly enhance one's career opportunities overseas for English language teaching.

Our TENL program matches most other such academic programs nationwide. The required courses will familiarize students with the major theoretical perspectives, pedagogies and resources of English language teaching. The capstone Practicum provides students with real-world experience through teaching English language learners in classroom settings. 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.

In addition, an ENL license is available to TENL certificate students who are licensed teachers, candidates who are already licensed in specific content area(s) at specific grade levels, or prospective teachers who are in the process of obtaining such a license. Please see the special requirements below.

## Certificate Requirements

The TENL certificate will require satisfactory completion of eighteen credit hours of course work in the areas of TESOL pedagogy and materials preparation, second language acquisition theories, sociolinguistics and cultural issues, English grammar, and practical classroom experiences.

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

Transfer of credit hours from other accredited institutions may be considered based on evaluations of materials presented by students including transcripts, course syllabi and completed assignments.

## Courses Required for the Graduate Certificate in TENL

One of the following linguistics courses or equivalent is a prerequisite for all TENL courses, 500-level or higher:

- LING L103 - Introduction to the Study of Language Cr. 3
- LING L303 - Introduction to Linguistic Analysis Cr. 3
- LING L575 - introduction to Linguistic Theory Cr. 3

### Grammar (3 credits)

- ENG G500 - Introduction to the English Language Cr. 3-4.  
Course taken for 3 Credits.

### 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.

## ENL License Requirements

The ENL license will require satisfactory completion of eighteen credit hours of course work in the areas of ENL pedagogy and materials preparation, second language acquisition theories, sociolinguistics and cultural issues, English grammar and practical classroom experiences.

In addition to regular IPFW admission standards as presented in the IPFW Bulletin, students must meet the College of Education and Public Policy's requirements for admission to the teacher education program and meet the following criteria:

- Successful passage of PPST
- Minimum GPA of 2.5
- Completion of LING L103

Students must maintain a minimum overall GPA of 2.5 or better (of 4.0) in the program. No course with a grade below 2.0 will count toward the ENL license. Satisfactory completion of LING L0103 or equivalent is a prerequisite for all courses at the 300-level and higher.

After completion of all coursework in the TENL certificate program, those seeking the ENL license must apply to the State of Indiana to have the ENL license added. Applicants must also pass the Praxis II exam: English to Speakers of other Languages (0361). Students will be assisted with applications through the Department of English and Linguistics and the College of Education and Public Policy."

## Applications and Admission

To be eligible for admission to the graduate certificate in TENL, you must have completed:

- A Bachelor's degree, from an accredited college or university, with a minimum of 3.0 GPA.
- At least 3 credit hours of coursework in linguistics, with a minimum 3.0 GPA (of 4.0) (e.g. LING L103, LING L303, L575 or other approved courses).
- At least 3 credit hours of coursework in college-level writing (or the equivalent), with a minimum 3.0 GPA (of 4.0).

Students who do not meet these requirements may be admitted conditionally.

Students who seek to integrate the graduate TENL Certificate Program with an M.A. or M.A.T. in English must have completed the following to meet the program requirements in addition to the TENL requirements:

- A Bachelor's degree, from an accredited college or university, with at least a 3.0 of 4.0 GPA.
- A satisfactory score on the general aptitude section of the GRE (Graduate Record Examination).
- To receive the M.A.T., students must have a teaching license in English by the time they graduate.

Students who do not meet these requirements may be admitted conditionally to the M.A. or M.A.T. Program in English.

**Note:** Admission to the TENL Program does not guarantee admission to the master's program in English & Linguistics. Students who wish to pursue a master's will be asked to submit a separate application. If admitted to the master's degree program in English and Linguistics, you will be able to apply all 18 credits of this certificate to the degree provided that the degree is completed within 5 years of your admission to the program.

## Technology (M.S.)

### Purdue University

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

*College of Engineering, Technology, and Computer Science*

*Max Yen, Dean*

*Ali Alavizadeh, Graduate Program Director*

*260-481-5732 ~ipfw.edu/etcs ~ Engineering, Technology, and Computer Science Building 205*

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

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. These characteristics include the candidate's intellectual capacity and individual factors such as motivation, leadership, communication, and interpersonal skills.

Special Requirements: Applicants for the Information/Technology/Advanced Computer Applications technical specialization should have a minimum of 15-18 undergraduate credits of computing and network course work or equivalent experience or credentials.

## **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)**

- IT 50700 - Measurement and Evaluation in Industry and Technology Cr. 3.
- IT 50800 - Quality and Productivity in Industry and Technology Cr. 3.
- TECH 64600 - Analysis of Research in Industry and Technology Cr. 3.

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

#### **Information Technology/Advanced Computer Applications**

- CPET 54500 - Service-Oriented Architecture and Enterprise Applications Cr. 3.
- CPET 56500 - Mobile Computing Systems Cr. 3.
- CPET 57500 - Management of Technology Cr. 3.
- CPET 58100 - Workshop In Computer Engineering Technology Cr. 3.
- CPT 55500 - Advanced Network Security Cr. 3.
- ECET 58100 - Workshop in Electrical and Computer Engineering Technology Cr. 0-8.
- CPET 59000 - Special Problems in IT and Advanced Computer Applications Cr. 1-6.
- ECET 59000 - Special Problems in Electrical and Computer Engineering Technology Cr. 1-6.
- TECH 56100 - Industrial Projects Management and Control Cr. 3.

#### **Industrial Technology/Manufacturing**

- TECH 54000 - Reliability and Maintenance Cr. 3.
- TECH 55700 - Tolerancing Techniques Cr. 3.
- TECH 56100 - Industrial Projects Management and Control Cr. 3.
- TECH 59500 - Workshop in Advanced Technology Cr. 0-8.  
See advisor for additional requirements.
- IT 59000 - Special Problems in Industrial Technology Cr. 1-6.
- CPET 57500 - Management of Technology Cr. 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)

- CPET 59800 - Directed MS Project Cr. 1-3.
- ECET 59800 - Directed MS Project Cr. 1-3.
- IT 59800 - Directed MS Project Cr. 1-3.

## Total (33 Credits)