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Graduate 2014–2016 catalog
2015 Supplement

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ILLINOIS STATE UNIVERSITY

Graduate Catalog

2015 Supplement

Effective May 18, 2015

The purpose of this 2015 Supplement is to provide additional information about new programs and courses beyond what appeared in the published *2014-2016 Graduate Catalog*. This supplement is being provided in order for all curriculum information to be available for advisement and course selection to better serve students, advisors, and the campus community. This supplement includes: new courses, new programs, and revisions to programs and courses due to accreditation standards, and/or administrative requests. Additionally, this supplement provides other changes in policies or degree requirements that have occurred since the publishing of the *2014-2016 Graduate Catalog*.

The statements in this catalog supplement are for informational purposes only and should not be construed as the basis of a contract between a student and Illinois State University. The course offerings and requirements of the University are continually under review and revision. This catalog supplement presents those in effect at the time of publication. Courses listed in this publication are subject to revision without advance notice and are not necessarily offered each term or each year.

Information regarding changes will be available in the Offices of the University Registrar, the Provost, and the major departments and schools. It is especially important that each student note that it is his or her responsibility to be aware of current graduation requirements for a particular degree program.

For the catalog information online, visit the website at: illinoisstate.edu/home/catalog

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Board of Trustees

The Board of Trustees is the governing board for Illinois State University.
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Illinois State University Mission Statement

We at Illinois State University work as a diverse community of scholars with a commitment to fostering a small-college atmosphere with large-university opportunities. We promote the highest academic standards in our teaching, scholarship, public service and the connections we build among them. We devote all our resources and energies to creating the most supportive and productive community possible to serve the citizens of Illinois and beyond.

Adopted by Academic Senate, May 7, 2008.

NOTIFICATION OF RIGHTS UNDER FERPA AND PUBLIC NOTIFICATION OF DIRECTORY INFORMATION

Notification of Rights Under FERPA for Postsecondary Institutions:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the University Registrar a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving

on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

(5) Illinois State University will, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Public Notification of Directory Information:

At its discretion, Illinois State University may provide "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Illinois State University includes the following: student's name, address (local and home), telephone listing (home), electronic email address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate, full-time or part-time), participation in officially recognized activities or sports, weight or height of members of athletic teams, target graduation date, degrees, honors and awards received, and the most recent educational agency or institution attended. Students may block the public disclosure of directory information by notifying the Office of the University Registrar in writing prior to the first day of classes.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Illinois State University not to release any of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

Illinois State University will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Illinois State University assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed, in writing, by the student.

OFFICE OF EQUAL OPPORTUNITY, ETHICS AND ACCESS

Illinois State University, is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions.

Inquiries or complaints may be addressed to:

The Office of Equal Opportunity, Ethics, and Access
 Illinois State University
 208 Hovey Hall – Campus Box 1280
 Normal, IL 61790
 Phone: (309) 438-3383
 Website: EqualOpportunity.IllinoisState.edu

DISCLOSURE OF CAMPUS SECURITY AND CAMPUS CRIME STATISTICS

Illinois State University is committed to the safety and welfare of the campus community. Campus safety and security at Illinois State University is a shared responsibility. The best protection against campus crime is an aware, informed, and alert campus community (students, faculty, staff, and visitors) who report crime and suspicious behavior in a timely manner and use reason and caution during their daily activities.

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Information contained in the Annual Security Report includes criminal and fire statistics for the past three years of reports of incidents that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to campus. The Report also contains information on other University policies and procedures related to campus security, emergency management, crime reporting, and other resources available to students.

The Annual Security Report and Fire Safety Compliance Document is available on the Campus Safety and Security website at: security.illinoisstate.edu/annual_reports. If you have any questions or would like to request a paper copy of the report, please contact the Illinois State University Police Department at (309) 438-8631.

ACADEMIC POLICIES AND PROCEDURES

*Academic policies and procedures revisions implemented with this *2015 Supplement to the 2014-2016 Graduate Catalog* are for the following:

- The probation policy for graduate students
- New site for registration and for graduate assistant insurance information changed to Go Illinois State
- The grading language - the CT/NC option has been replaced with Passing/Not Passing (P/NP) and the grade of Missing (M) has been added
- The Academic Integrity Policy update

Good Standing

A student must remain in good standing during the entire enrollment in graduate studies at the University. Good standing includes maintaining a minimum 3.0 cumulative graduate GPA, satisfying any program-specific requirements for good standing, and making satisfactory progress to degree. Students who fail to meet this requirement will either be dismissed from graduate studies or placed on academic probation by the Graduate School.

*Probation

A student may be placed on probation for a time period not to exceed 9 credit hours. A student who fails to return to good standing by the end of this recommended time will be dismissed from graduate studies. A student must be in academic good standing to be admitted to candidacy for a degree to graduate.

*Course Registration

Students at Illinois State University register in the new system named "Go Illinois State." Help with registration may be obtained at the Registrar Service Center, in 107 Moulton Hall, or by calling (309) 438-2188. For office hours, visit the University Registrar website Registrar.IllinoisState.edu. Registration may be accomplished during the advance registration period or the additional registration periods prior to the start of the semester. There are several helpful resources to assist you with using Go Illinois State.

Academic Load

Students are considered full time if they register for 9 or more hours during the fall and spring semesters and 6 or more hours in the summer session. A student may register for no more than 15 hours in the fall and spring semester. In the 12-week summer session the maximum load is 12 semester hours. Fees for Student Health Insurance are automatically assessed for full-time students only. Student fees are assessed on a per hour basis. For graduate students in their final semester or on a 9-12 month internship, who have completed all course work, and whose culminating experiences include thesis/dissertation or internships related to certification/accreditation, a full-time academic load

would consist of at least one hour of thesis/dissertation or professional practice credit. Fees for Student Health Insurance will not automatically be assessed for these students. Students who desire the "1 credit hour equals full time" designation must be approved for that designation by their graduate coordinator, who will contact the Graduate School for registration.

If a student holds an assistantship the academic class load is 9 hours in the fall and spring semesters. A graduate assistant in their last semester of graduate studies who needs fewer than 9 hours to complete the degree must have a Graduate Assistant Course Load Waiver Request approved before the beginning of the last semester by his or her graduate advisor and by the Graduate School. Graduate assistants taking more than 12 hours must have the approval of their graduate advisor.

Subject to departmental or school approval, master's students writing theses who have completed all of their course work and the 4-6 hours of Thesis (499) may either register for:

- one or more hours of Thesis (499), depending on the student's need to be considered a full time student or to make up for continuous registration deficiencies;
- one hour of Thesis Audit (499A01), which does not contribute to full time enrollment
- 499A90 if the student is in the last semester of the program. 499A90 may be taken one time and is considered full time.

Subject to departmental/school approval, doctoral candidates who have completed all of their course work and the 15 hours of Doctoral Research (599) may either register for:

- one or more hours of Doctoral Research (599), depending on the student's need to be considered a full time student or to make up for continuous registration deficiencies;
- one hour of Dissertation Audit (599A01), which does not contribute to full time enrollment;
- 599A90 if the student is in the last semester of the program. 599A90 may be taken one time and is considered full time.

Note: Graduate assistants registering for fewer than 9 hours in fall or spring, or fewer than 6 hours in summer, will not have the insurance fee automatically assessed. Those graduate assistants must apply for the insurance through their *student account on Go Illinois State before the fifteenth calendar day of each semester and the eighth calendar day of the summer session to pay premiums or within 15 days of the assistantship start date.

Students registered for a thesis (499A01) or dissertation (599A01) audit hour only, are not eligible to purchase University insurance. To be eligible to purchase university insurance a student will need to register for regular Master's Thesis (499) or Doctoral Research (599) hours.

Auditing Privileges

A student may register as an auditor in a class or classes if facilities are available. An auditor does not participate in the activity of the class but is expected to attend regularly. An Audit (AU) designation will appear on the student's transcript when the instructor certifies that the student has attended the class on a regular basis. If the student has not attended regularly, a WX will be recorded on the transcript after the instructor has sent a written notification to the University Registrar that the student has not attended regularly. To register as an auditor, a student must register for the course. Then the student must get the instructor's signature on an auditor's permit, which can be obtained from the University Registrar. Students must register to audit a course by the tenth day of classes in the semester with any exception having the approval of the department chairperson or school director of the department or school in which the course is offered and the Graduate School. The auditor fee is shown in the costs section of the *2014-2016 Graduate Catalog*. Audited courses are considered part of the student's total load.

*Grading System

Instructors assign a letter grade in each course for which the student is registered and are responsible for correcting any error in grading. The grade point equivalents are 4 for A, 3 for B, 2 for C, 1 for D, and 0 for F. Courses completed at this University with grades below C will not count toward a graduate degree, but all grades of D and F in graduate courses at this University will be included in computing the cumulative grade point average. (See Repetition of Course Requirements section below.) **Graduate courses are not available on Passing/Not Passing (P/NP). Credit/No Credit (CR/NC) is provided only where approval through the curricular process has been obtained.**

Incomplete Grades

An incomplete (I) will be assigned to a student who is doing passing work but finds it impossible, because of reasons beyond her or his control, such as illness, to complete the required work by the end of the term. The student must have attended class to within three weeks of the close of the semester or a proportionate time for a summer session or short course, and the quality of the work must be such that the student can complete it through special assignments and/or examinations. The instructor will specify (1) the date by which the required work must be completed, which will be no later than the final class day of the corresponding term of the following academic year, and (2) the default grade (B, C, D, or F) which will be assigned if the work is not completed by the specified date. The student will be notified of the default date and grade. Once a default grade has been placed on a student's record, it can be changed only with the approval of the Graduate School. For graduating students, incompletes in courses listed on their Degree Audit must be removed in Academic Records at least three weeks prior to the end of the final examination period.

Deferred Credit

Deferred credit (DE) is always given in research and performance courses leading to a thesis, dissertation or exhibition. Credit will be allowed when the student satisfactorily completes all requirements for the program. Deferred credit (DE) is not used in computing the cumulative grade point average.

Repetition of Course Requirements

If a student completes or drops a course after the tenth day of classes receiving a grade of WX, he or she may repeat that course once. For students receiving a letter grade of B, C, D, or F the course repetition must occur at Illinois State University. When a course has been repeated at Illinois State University, the most recent grade (A, B, C, D, F, WX) that the student earns will replace the previous grade in the cumulative GPA calculation. A grade of WX will not replace the previous grade. The previous grade will not be removed from the student's transcript, and only the credit hours from the last attempt can be used toward meeting minimum hourly requirements toward degree completion. Requests for a third or subsequent enrollment for a course are initiated with the student's advisor. The advisor then reviews the request and forwards it to the Graduate School. Students repeating a course to improve their GPA should be aware that many professional and graduate schools recalculate GPAs to include all courses attempted. This regulation does not apply to general courses or courses marked as repeatable.

Missing Grade

Missing grade (M) is assigned when no grade has been received after the grade submission deadline has passed. For graduating students, a missing grade must be removed at least six weeks before December or May commencement or two weeks before August graduation. Instructors must file a grade change form as students will not be allowed to graduate with a missing grade on their record.

Disciplinary Hold

A student may not graduate with a disciplinary hold on his or her record.

New Start Policy

Students who leave an Illinois State graduate degree program and return to Illinois State to pursue a different graduate degree may begin the new degree program with a new graduate GPA calculated from the point of their readmission to the Graduate School as long as (1) the student is admissible to the new graduate program at Illinois State and meets all the criteria established by the Graduate School; (2) the student has not enrolled at Illinois State University for a period of at least three years; and (3) the New Start provision is approved by the new department or school at the time of readmission.

Graduate courses taken prior to being readmitted to the Graduate School will not apply or count toward the graduate

8 Academic Policies and Procedures

program for the new degree. Students may exercise the “New Start” option only once and must follow the re-entry catalog. Such students will have “New Start” indicated on their transcript.

Transfer of Degree Programs

A transfer from one degree program to another requires approval of the receiving department or school through the formal application process. The student must apply to the new department or school and be accepted before being allowed to transfer to that department or school.

Withdrawal and Dropped Courses

Students are strongly advised to complete all courses in which they enroll and are encouraged to avoid withdrawing from any course after the program change period unless absolutely necessary.

Withdrawal/Dropped Courses with Maintained Enrollment: The following policy applies to students who drop a course or courses but maintain an enrolled status within the University: A student may withdraw from a course during the program change period without the withdrawal being shown on the transcript. A student should consult the Registrar’s website Registrar.IllinoisState.edu to obtain specific dates.

After the tenth day of classes, but prior to the end of the eighth week of classes during any regular semester, a student with photo identification may withdraw from a full semester course by reporting to the Registrar Service Center, 107 Moulton Hall.

Course withdrawal deadline information can be found on the Registrar’s website at Registrar.IllinoisState.edu. For courses taken during a term lasting less than a regular semester, a proportional withdrawal period will apply. For questions regarding tuition adjustments, students should review the University Withdrawal Policy at StudentAccounts.IllinoisState.edu/withdrawal or contact Student Accounts at (309) 438-5643.

A grade of F will be given to students who (1) fail to withdraw officially from a course in compliance with the above procedure, or (2) register for a course but do not complete course requirements.

Upon the written recommendation of a licensed physician or clinical psychologist, or in other unusual circumstances, a student may be granted permission to withdraw officially from a course for medical, psychological, or other similar reasons after the official withdrawal period upon receiving approval from the University Registrar, or his designee. If approval is granted, a grade of WX will be awarded.

Withdrawal/Dropped All Courses: The following policy applies when a student drops all courses in which he or she is enrolled, which is known as withdrawal from the University. Students are strongly advised to complete courses in which they are enrolled and not to withdraw from the University unless absolutely necessary.

Before the end of the twelfth week of classes during any regular semester, a student reports to the Registrar Service Center in 107 Moulton Hall or writes to the Office of the University Registrar at Campus Box 2202 to withdraw from the University.

If a student’s written request to withdraw from the University is granted, all grades will be assigned in the same manner and under the same provisions as the regular course withdrawal guidelines. The instructor of each course assigns a WX or letter grade as appropriate depending on the date and circumstances of withdrawal. If medical or other reasons make it impossible for the student to follow the usual procedures, a letter requesting withdrawal that explains the situation, with appropriate documentation and the student’s signature, will be sufficient. Withdrawals made by mail are addressed to Office of the University Registrar, Illinois State University, Campus Box 2202, Normal, IL 61790-2202, or by fax to (309) 438-8652.

Regardless of the circumstances of withdrawal, the student is responsible for returning any laboratory equipment and library materials and paying for any parking fines. Students should consult the University Withdrawal Checklist located on the University Registrar’s website at Registrar.IllinoisState.edu for a listing of other offices that the students will need to notify regarding withdrawal.

A grade of F will be given to students who (1) do not attend their courses but fail to withdraw from the University before the specified final withdrawal date, and to students who (2) register for a course but do not complete course requirements. In unusual cases, exceptions may be granted by the University Registrar.

*Academic Integrity

Policy B1. Academic Dishonesty

Students are expected to be honest in all academic work. A student’s attachment of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student’s own thought, effort, and study.

Violations include such behavior as:

- a. Possessing or utilizing any means of assistance (books, notes, papers, articles, third parties, etc.) to complete any assignment, quiz, or examination unless specifically authorized by the instructor. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.
- b. Acting with the intent to deceive the person in charge, such as falsifying data or sources, providing false information, etc.
- c. Plagiarizing. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another’s work, words, or ideas in any themes, outlines, papers, reports, speeches, computer programs, artwork, musical scores, performance, or other academic work, regardless of intent. This includes all forms of intellectual property that can be copyrighted, patented, or trademarked, whether published or unpublished. Students must ascertain from the instructor in each course the appropriate means of documentation and/or attribution.

- d. Submitting the same paper for more than one University course or academic requirement without the prior approval of the instructors. A student may only submit an assignment once during their affiliation with the University unless provided explicit permission of the instructors.
- e. Willfully giving or receiving unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to such collusion are considered responsible.
- f. Substituting for another student in any academic assignment.
- g. Being involved in the unauthorized collection, distribution advertisement, solicitation, or sale of term papers, research papers, or other academic materials completed by a third party.

In cases of group assignments, unless otherwise indicated by the instructor, all parties to the assignment are responsible for the submission of any final product, and bear responsibility for the integrity of the product. Students participating in group projects may be held responsible for the actions of other group members unless it can be established that a group member was not aware, and reasonably could not have been aware, of any material that violates University expectations.

Academic integrity expectations apply to all forums used for the collection and dissemination of knowledge, including in the classroom, written and electronic assignments, online participation, field work, and publications.

For the purpose of this policy, it should be noted that the University holds graduate students to a higher standard given the academic rigor of graduate programs and the fact that students in graduate programs are already degreed students. As such, graduate students may face more severe levels of sanctioning for academic misconduct, and may also face repercussions in their academic departments and assistantships.

For more information visit Community Rights and Responsibilities at: DeanOfStudents.IllinoisState.edu.

Student Grievance Process

The Student Grievance Process provides students with an opportunity to request the University to review the actions or decisions of university faculty and staff members. The Student Grievance Committee is responsible for reviewing student complaints and investigating cases it deems necessary of investigation. Information on the grievance process can be found on the Dean of Students website.

Changes in Schedule Policy

A student who drops a course will be charged according to the following schedule:

1. If the reduction is on or before the fifteenth calendar day after the first regularly scheduled class day, tuition and fees are reduced by 100 percent except for health insurance.
2. If the reduction is after the fifteenth but no later than the thirtieth calendar day after the first regularly scheduled class day, the student will be charged 75 percent of tuition and 100 percent of fees.

DEGREE AND CERTIFICATE COMPLETION REQUIREMENTS

*Degree and certificate completion requirement revisions implemented with this *2015 Supplement to the 2014-2016 Graduate Catalog* are for the following:

- The Comprehensive Examination option for master's degree and doctor of philosophy students
- The master's thesis option registration
- Requirements for students seeking admission to a Doctor of Philosophy (Ph.D.) degree program

Other degree and certificate completion requirements are the same as those found in the *2014-2016 Graduate Catalog*.

Master's Degrees

Master of Business Administration - Requirements for this degree are listed in the section devoted to the College of Business in the *2014-2016 Graduate Catalog*.

Master of Science - Refer to departments and schools for specific requirements in the *2014-2016 Graduate Catalog*.

Master of Science in Education - The Master of Science in Education degree may be awarded to students who have met the requirements as designated in the individual departments or school in the College of Education. Refer to departments or schools for specific requirements in the *2014-2016 Graduate Catalog*.

Master of Music and Master of Music Education - Requirements for these degrees are listed in the School of Music section in the *2014-2016 Graduate Catalog*.

Master of Fine Arts (Art and Theatre) - Requirements for these degrees are listed in the school sections in the *2014-2016 Graduate Catalog* and also under the heading of Master of Fine Arts. in this catalog supplement.

Master of Social Work - See school section for information.

Master of Science in Nursing - See Mennonite College of Nursing section in the *2014-2016 Graduate Catalog* for information.

Integrated Bachelor of Science/Master of Professional Accountancy - See department section in the *2014-2016 Graduate Catalog* for information.

General Degree Requirements: Master of Arts - The Master of Arts degree is awarded to a student who has completed an appropriate degree program and met the foreign language requirement for this degree at the college level. This requirement may be met by:

1. Completing a minimum of four semesters (or its equivalent) in one foreign language. The requirement may be met by earning a grade of C or better (or Credit or Passing) in the courses at either the graduate or undergraduate level.

2. Obtaining a satisfactory score on a university administered language examination approved by the Graduate School available in German, French, or Spanish at the University College Office. For additional information visit UniversityCollege.IllinoisState.edu/testing.
3. Other methods as determined by the department or school with approval by the Graduate School.
4. Students whose native language is not English may, with departmental or school approval, petition the Graduate School to substitute proficiency in the English language as fulfillment of the language requirement.

Degree Options and Credit Requirements: Master's degrees are offered for the Master of Arts (M.A.), Master of Science (M.S.), and several professional master's degrees. The M.A. and M.S. degrees focus on methodology and practice of research and scholarship in the discipline. The M.A. and M.S. degrees require a minimum of 30 semester hours, a final examination or culminating experience, and, in some fields, a thesis reflecting original scholarship or research.

The following are the degree options, however, not all programs offer both options:

1. Master's Degree with Thesis: No more than 6 and no less than 4 semester hours for thesis research and writing may be counted toward satisfying the 30 semester hour minimum of graduate work for a master's degree with thesis. Fifty percent of all non-thesis hours must be at the 400 level and above.
2. Master's Degree without Thesis: Consists of at least 30 semester hours of graduate work and includes a Comprehensive Examination and/or a culminating requirement demonstrating a mature application of skills and knowledge (e.g., professional practice, project, colloquia, recital).

Degree Audit: A degree audit documents courses, credit hours, grades and other degree requirement specifics. The degree audit is to be completed no later than the beginning of the last semester in which the student is enrolled prior to graduation. The due dates are posted on the Graduate School website. A student cannot graduate without an approved degree audit on file.

Once an option has been approved on the formal degree audit, it can be changed only with approval of the student's academic advisor. However, when a degree audit is submitted to the Graduate School in the semester of anticipated completion, it can be changed only with written approval of the academic advisor and the Graduate School. The degree audit form is available at Grad.IllinoisState.edu/academics/forms.

Course Limitations: There are limitations to the number of courses that may be taken. They include but are not limited to:

1. Candidates for a master's degree may present no more than 9 total hours of credit from general courses 393, 397, 400, 493, and 498.
2. Master's degree students may only take a maximum of 6 credit hours from 400 Independent Study.
3. Students may transfer up to 9 credit hours from another university if they meet the requirements outlined on the Transfer of Credit form. See details below.
4. A student-at-large may use up to 12 credit hours toward a degree once they are admitted into the program.
5. Fifty percent of all non-thesis hours must be at the 400 level and above.

Transfer Credit: Upon recommendation of the department or school where the student is enrolled and with the approval of the Graduate School, a student may present a maximum of nine semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the master's degree. Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. Transfer credit may not be used in meeting the minimum number of 400-level credit hours required for the master's degree. The work must not form part of a degree program elsewhere. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the department or school. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses and independent studies are not accepted toward a master's degree.

To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a departmental or school evaluation of all courses presented is necessary prior to consideration by the Graduate School. The Request for Transfer of Credit form is at: Grad.IllinoisState.edu/academics/forms.

Residency Requirements: Except in the School of Art and Department of Communication Sciences and Disorders, a candidate for a master's degree is not required to complete a residency requirement. For specific requirements of the department or school refer to the department or school program description.

Time Limitations: All requirements for the master's degree must be completed within six calendar years, beginning with

the date the student first registers as a degree student. This time limit applies to enrollment in all graduate course work in the student's program including work for which transfer credit is allowed, as well as courses taken as a student at large if the student wants to use the courses toward a degree. A Request to Extend Time to Complete Masters/Doctoral Degree Program must be completed by the student, graduate coordinator, and, if applicable, thesis chair, and submitted to the Graduate School for approval or denial. To access this form visit Grad.IllinoisState.edu/academics/forms.

If a course taken to complete the requirements for the master's degree is not within the six-year period allowed for the degree program, the student's department or school may require the student to retake the course for credit or allow the student to demonstrate current knowledge and/or proficiency of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department or school offering the course through successful completion of an appropriate examination or other assessment if available from the department or school. Otherwise, outdated course work must be deleted from, and other course work must be substituted in, the degree audit. Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. Individual departments and schools may have more stringent timelines. When graduate study is interrupted by military service or other contingencies, the six year limit may be extended with the approval of both the department or school and the Graduate School.

Admission to Candidacy: To be admitted to candidacy for the master's degree the student must have a Degree Audit on file in the Graduate School, completed all deficiencies, a minimum G.P.A. of 3.0 in graduate course work at Illinois State, and a copy of the Thesis Proposal approval form on file in the Graduate School if choosing a thesis option.

***Comprehensive Examination:** For the comprehensive examination option, a comprehensive examination must be taken by each student before receiving the master's degree. The content, process, scheduling, administration, and evaluation of the examination (oral, written, performance, or otherwise) are to be determined by each department and school. To apply for comprehensive examinations a student must be in good standing in a program, and have a Degree Audit on file in the department or school, not be on academic probation, and have a cumulative GPA of at least 3.0 at the time of the examination.

A student who fails the examination must wait until the next academic term before repeating the entire examination unless there are reasons that make an exception advisable. The Graduate School is to be notified of exceptions. Students who have twice failed the examination are not to repeat the exam unless they have completed further study as prescribed by the department chair or school director.

Comprehensive examinations may not be administered more than three times to individual students. Department chairs and school directors are to notify students, by letter, of examination results within thirty days from the examination date. A copy of this letter is to be sent to the Graduate School. (If it is a student's second failure, recommendations for further study and appropriate warning of the situation are to be included in the letter.) The Graduate School must receive the results from the department or school no fewer than 10 working days before the date of graduation.

Procedures for Comprehensive Examinations: After the first and second failure of comprehensive examination, the student can follow one of two courses of action if allowed by the department or school regulations:

1. Petition the department or school to select another degree option, if available, under the program.
2. Petition the department or school to repeat the comprehensive examination.

At the point of the third failure of comprehensive examination, the department or school can follow one of two courses of action:

1. Recommend that the student select another degree option, if available, under the program.
2. Recommend to the Graduate School that the student be dismissed from the degree program.

Thesis Option:

***Registration for Thesis Work:** The student electing the thesis option must register for a minimum of four and a maximum of six hours of 499, Master's Thesis. Any student using the services of the academic faculty, staff, or the facilities of the University must be registered for the semester or term during which the services are rendered or the facilities are used including the thesis defense. Also, to register for 499 the student must actually be working on the subject under the direction of the advisor or thesis chairperson. No grade will be given for the course but credit will be entered on the student's record after the final thesis is uploaded to ProQuest and finalized by the Graduate School. No credit for 499 may be given to a student who does not complete a thesis.

Thesis Committee: A thesis is written under the direction of a thesis committee appointed in a manner specified by the department or school. The committee normally consists of three or more members of the Graduate Faculty, but shall not be fewer than two members. The committee chair and a majority of the committee shall be full members of the Graduate Faculty from the department or school in which the degree program is located. An associate member may co-chair a thesis with a full member. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. See the "Graduate

Committee Information" section on the "Proposal Approval Form" to indicate the faculty who need approval to serve on the committee. A student must be admitted to a degree program in the Graduate School before a thesis committee can be appointed. The Proposal Approval Form is available at: Grad.IllinoisState.edu/academics/forms.

Thesis Proposal: The Thesis Proposal, including the title, scope, and design, must be approved by the student's thesis committee at the proposal hearing. The Thesis Proposal Approval Form should be completed after the successful proposal hearing and submitted and approved by the Graduate School before a student is admitted to candidacy to embark on thesis research. Institutional policy also requires that all research proposals involving human subjects be reviewed by the Institutional Review Board (IRB). Research proposals involving animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC). Research proposals involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). The Proposal Approval Form is available at: Grad.IllinoisState.edu/academics/forms.

There is no assumption of uniformity in thesis research. For example, a student may propose a creative project in art or music. However, the completed project must meet approved standards of scholarship in the chosen field of study. In special situations, and only with the approval of the thesis committee, the department chair or school director or designee, and the Graduate School, students may collaborate on some aspects of the work contributing to their theses. However, each thesis submitted to the Graduate School for approval must be a unique product with the degree candidate as the sole author and with due acknowledgment of the contribution of collaborators. The individual student must demonstrate to her or his committee satisfactory command of all aspects of the work presented.

Thesis Acceptance: A complete draft of the thesis must be uploaded to ProQuest before a "Right to Defend" will be issued to the student. The Graduate School recommends students sign up for a Format Check to ensure that format is consistent with the selected thesis style and the Guide for Master's and Doctoral Students published by the Graduate School and available at: Grad.IllinoisState.edu/academics/thesis-dissertation. After the Right to Defend (Grad.IllinoisState.edu/academics/forms) is issued, the student must file examination copies of the thesis in the departmental or school office at least one week (seven days) before the thesis defense. The defense of the thesis is open to the public. The department or school will notify in a timely manner its faculty, students, and the Graduate School about the thesis defense in a manner consistent with its normal departmental lines of communication. Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the thesis. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the thesis. Student must earn "Pass" from at least 60 percent of the members of his or her committee in

order to pass the defense (unless a higher standard for pass is required by the department or school).

To be eligible for degree completion a student must deposit the approved thesis in the Graduate School by the deadline published by the Graduate School. Theses filed after that date will be credited toward degree completion the following semester or term. A student must be in good standing to submit a thesis.

Find the Dates and Deadlines for upcoming semesters at: Grad.IllinoisState.edu/academics/thesis-dissertation.

Continuous Thesis Registration: After the Thesis Proposal approval form has been accepted in the Graduate School and a student has completed the courses on the approved degree audit and registered for four to six hours of 499 Master's Thesis, the student is required to maintain continuous registration until the thesis is finalized by the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration of 1 hour of 499 or 499A01 (audit) each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. See the Health Insurance section for further information.) The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 499A01 may be in absentia. If circumstances prohibit continuous registration, a student must request a leave of absence from the department or school and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 499A01, at the current tuition rate, for each of the delinquent semesters upon reenrollment and/or reinstatement at the current tuition rate. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission. The Proposal Approval Form and Degree Audit Form are available at: Grad.IllinoisState.edu/academics/forms.

Two Master's Degrees Simultaneously: A maximum of nine (9) hours of course work is allowable to count simultaneously toward two (2) master's degrees provided certain other stipulations are met. These stipulations are as follows: (1) that the student must be admitted to the second master's program prior to the completion of the first degree, (2) that all requirements for both degree programs be met within the six year time limit, (3) that a particular thesis may not be used to meet the degree requirements for more than one degree, and (4) that not more than three hours of the nine hours allowed to count toward the second degree be generated by independent study (400), workshop (493), or practicum (498) credit.

Two Simultaneous Sequences Within A Master's Degree Program: Two sequences offered within the same degree program may be recognized on a student's transcript if the student is enrolled in both sequences simultaneously as part of the requirements for completing the degree program. A common core of degree requirements

and common sequence requirements may be shared across both sequences subject to the following limitations:

1. Students must complete the requirements for both sequences before completing the degree requirements.
2. The requirements for the two sequences and the degree program must be completed within a six year time limit from the time of admission to the degree program.
3. No more than nine hours of independent study (400), workshop (493), or professional practice (498) can be shared for both sequences and the degree program.
4. Thesis hours may be shared by both sequences.

Students who have been awarded a graduate degree are not eligible to pursue a second sequence within the same degree program under these provisions.

Undergraduates Taking Graduate Courses For Graduate Credit: Undergraduates can take graduate courses for graduate credit if they (1) are in their final semester, (2) have no more than twelve hours of undergraduate course work to complete, and (3) have been admitted provisionally into a graduate degree program at Illinois State. Total registration cannot exceed fifteen hours in that semester. Students must graduate at the end of that academic term to receive graduate credit for the courses taken. An exception is made when students must schedule professional practice/internship/student teaching requirements during their final semester. In such cases, qualified students may register for graduate courses during the academic term preceding the semester in which the professional practice/internship/student teaching requirements are met.

All coursework taken for graduate credit must be approved by the department or school and the Graduate School BEFORE students register. A "Senior taking Graduate Courses for Graduate Credit" form for that purpose is available in the Office of Admissions.

Coursework will count toward a graduate degree only if a student qualifies under the above criteria. Coursework taken for graduate credit cannot count toward a bachelor's degree except under the provisions of integrated bachelor's/master's degree programs. This opportunity is also extended to last semester seniors of other universities who find it possible to take graduate work at this University while completing requirements for the bachelor's degree on their own campuses. Interested students should write to the Graduate School for further information. Such graduate courses cannot be used in meeting bachelor's degree requirements on their own campuses.

Integrated Bachelor's/Master's Degree Programs

An integrated degree program (B.S./M.P.A.) allows students to complete undergraduate and graduate degrees in the same disciplinary area, within a timeframe that may be less than the traditional bachelor's and master's programs. Students take undergraduate- and graduate-level courses simultaneously beginning as early as the second semester of their junior year. Integrated degrees are normally a five- to six-year program for currently enrolled Illinois State

14 Degree and Certificate Completion Requirements

University students. Students who wish to complete an integrated program will receive both degrees simultaneously upon completion of all program requirements for both degrees.

Admission: An applicant to an integrated program must be an Illinois State University undergraduate or a transfer student with 60 hours or less. Students who have received a bachelor's degree are not eligible for admission into an integrated program except under the provisions of obtaining a second bachelor's degree.

Admission to the integrated program generally occurs by the end of the sophomore year but with no more than 66 hours of required undergraduate coursework earned. After completing 75 undergraduate hours, the student must take any graduate standardized tests required by the program and apply for the graduate program (paying the graduate application fee). After 88 hours there is a preliminary audit of the undergraduate degree. At this time the student must have a 3.0 GPA and is eligible to enroll in graduate courses (400 level). The student remains classified as an undergraduate until 120 hours are completed, after which time they will be classified as a graduate student. Continuance in the integrated program is contingent upon meeting the minimum 3.0 GPA and other requirements needed for receiving both degrees. A department or school may establish a higher GPA for admission and continuance.

Financial Eligibility: After completing 120 undergraduate hours, the student is (a) assessed tuition and fees at the graduate level, (b) eligible for financial aid at the graduate level, and (c) eligible for graduate assistantships, scholarships, fellowships, or other types of support or recognition normally available to graduate students. During the last semester of the undergraduate program, a student may be eligible to hold a graduate assistantship.

Exit Options: For the integrated program, the master's with thesis (4-6 hours of 499) or master's without thesis options are utilized. The master's without thesis option includes a comprehensive examination or culminating requirement demonstrating a mature application of skills and knowledge (e.g., professional practice, project, colloquia, or recital).

Withdrawal from Integrated Programs: Students contemplating withdrawal from the integrated program should contact their advisor. Students may elect to receive the bachelor's degree if they have completed the appropriate requirements. Students who elect to receive the bachelor's degree are terminated from the integrated program and are not eligible to be readmitted to or to receive an integrated degree. Students with bachelor's degree may seek admission to the regular master's program.

Time Limit: Students have seven years from the time of first enrollment in courses as an integrated degree student to complete the program (both degrees). Requests for extensions will be processed through the Graduate School. Use

the "Request to Extend Time to Complete Masters/Doctoral Degree Program" form to request an extension of time available at Grad.IllinoisState.edu/academics/forms.

Application for Degree Completion: After earning 88 hours toward the bachelor's degree, and early in the semester in which completion of the master's degree program is anticipated, the student applies separately for each degree, paying the appropriate fee for each. At that time, a master's Degree Audit is submitted to the Graduate School. For the commencement ceremony, the student is listed in both the bachelor's and master's sections of the commencement booklet and, if appropriate, listed for undergraduate honors. The application to participate in commencement is part of the degree completion application and is filed with the Graduate School Office. The commencement participation form will be forwarded to the staff in the Graduation Services unit. To locate the degree completion application visit Grad.IllinoisState.edu/academics/forms.

All policies and regulations that apply to undergraduate or graduate degree programs also apply to the integrated degree programs except as specifically differentiated in this section. The integrated undergraduate/graduate degree program offered at this time is the Integrated Bachelor of Science (B.S.)/Master of Professional Accountancy (M.P.A.).

Specialist in School Psychology

Admission: An applicant for the program leading to the Specialist in School Psychology (S.S.P.) degree must have a bachelor's degree from a four-year college or university that is accredited by the appropriate regional accrediting association, or its equivalent, as determined by the Graduate School. Applicants are considered on the basis of their academic record, scores on the general test (verbal, quantitative, and analytical writing) of the Graduate Record Examination, three letters of recommendation, and a personal data form. To be admitted to the degree program a student must have at least a 3.0 grade point average (on a scale in which a grade of A equals 4 points) in the last 60 hours of undergraduate work and the approval of the academic department.

Credit Requirements: The S.S.P. degree requires the completion of a minimum of 60 semester hours of graduate level coursework including practicum experiences; a full-time internship in a school setting and a thesis or completion of the applied research experience in school psychology for which 4 semester hours of credit will be given.

Time Limitations: All requirements for the S.S.P. degree must be completed within six calendar years, beginning with the date the student first registers as a Specialist in School Psychology degree student. This time limit applies to enrollment in all graduate coursework in the student's program including work for which transfer credit is allowed. If a course taken to complete the requirements for the S.S.P. degree is not taken within the six-year period allowed for the

degree program, the student's department may require the student to retake the course for credit or allow the student to demonstrate current knowledge and/or proficiency of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Otherwise, outdated coursework must be deleted from, and other coursework must be substituted in, the degree audit. Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. When graduate study is interrupted by military service or other contingencies, the six year limit may be extended by the Graduate School. A Request to Extend Time to Complete Graduate Degree Program Form must be completed by the student, graduate coordinator, and if applicable, dissertation chair, and submitted to the Graduate School for approval or denial. The form may be found at Grad.IllinoisState.edu/academics/forms.

Admission to Candidacy: To be admitted to candidacy for the S.S.P. degree the student must have an approved Degree Audit on file in the Graduate School or evidence of successful completion of Psychology 402 Applied Research Experience in School Psychology, completed all deficiencies, a minimum grade point average (GPA) of 3.0 in graduate coursework at Illinois State, and a copy of the Thesis Proposal Approval Form on file in the Graduate School if a thesis is the culminating experience. The Degree Audit and Proposal Approval forms are available at Grad.IllinoisState.edu/academics/forms.

Master of Fine Arts

Offered in the School of Art and the School of Theatre and Dance, the Master of Fine Arts (M.F.A.) is a terminal degree that emphasizes theory and practice in a particular discipline of the arts.

Admission: All regular criteria for admission to a degree program in the Graduate School of the University will apply. In addition, applicants in Theatre must audition and applicants in Art must submit a portfolio along with meeting other School requirements. This material will be reviewed by the members of the Graduate Faculty in the applicant's intended area of emphasis. After evaluations have been completed, the Office of Admissions will notify the applicant of the decision regarding admission to the M.F.A.

Academic Advisors: In the School of Art the student in the pre-candidacy phase of the program selects a major advisor with the help of the Graduate Coordinator/Director. With the help of the major advisor the student selects a candidacy review committee of three members. The chairperson of this committee must be from the student's major area of emphasis. Normally, the candidacy review committee continues as the student's graduate committee during the candidacy phase of the program.

For a listing of program Coordinators/Directors see Grad.IllinoisState.edu/faculty/handbook.

In the School of Theatre and Dance the director, in consultation with faculty whom the director deems appropriate, will select the candidate's Portfolio Committee. The committee chairperson must come from the student's major area of emphasis.

Curriculum Requirements: A professionally oriented program, the M.F.A. requires a minimum of 60 hours for a student with only a bachelor's degree or a minimum of 32 hours for a student with an earned master's degree. The total hours required for a student with an earned master's degree will be based on an evaluation of the student's portfolio and academic record. However, the final determination will not be made until the student has completed a minimum of six semester hours in the student's major area of emphasis. A candidate for the degree must demonstrate proficiency both as a practitioner and a teacher in one of several areas of emphasis listed in the Graduate Catalog.

Time Limitations: All requirements for the Master of Fine Arts degree must be completed within eight calendar years, beginning with the date the student first registers as a degree student. This time limit applies to enrollment in all graduate coursework in the student's program, including work for which transfer credit is allowed. If a course taken to complete the requirements for the M.F.A. degree is not taken within the eight year period allowed for the degree program, the student's school may require the student to retake the course for credit or allow the student to demonstrate current knowledge of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the school offering the course through successful completion of an appropriate examination or other assessment if available from the school. Otherwise, outdated coursework must be deleted from, and other coursework must be substituted in, the degree audit. Credits more than eight years old at the time of first registration into a degree program are not transferable from other institutions. When graduate study is interrupted by military service or other contingencies, the eight-year limit may be extended by the Graduate School. Use the Request to Extend Time to Complete Masters/Doctoral Degree Program Form at Grad.IllinoisState.edu/academics/forms.

Transfer Credit: Credits more than eight years old at the time of first registration into a Master of Fine Arts degree program are not transferable from other institutions. The work must not form part of a completed degree program elsewhere. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the school. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University.

To be considered for transfer of credit, a course must meet the criteria outlined on the Transfer of Credit Form and

obtain approval from the Graduate School. The Transfer of Credit Form is available at Grad.IllinoisState.edu/academics/forms.

In the School of Art, a student can transfer no more than nine semester hours of credit from any graduate program (including a master's program in Art at Illinois State University) for use in meeting the requirements of the M.F.A. degree.

In the School of Theatre and Dance, a student who does not have an earned master's degree may present a maximum of six semester hours of credit from another college or university for use in meeting the requirements of the M.F.A. degree. However, the student may present all earned hours from a master's program in Theatre at Illinois State for use in meeting these requirements. A Theatre student who has an earned master's degree must earn a minimum of 32 hours in the M.F.A. program at Illinois State University.

Residency Requirement: A student without an earned master's degree must complete a residency requirement of at least four semesters with at least two of them being full-time, consecutive semesters. A student with an earned master's degree must complete a residency requirement of at least two full-time, consecutive semesters. Summer session may be counted toward the two consecutive semester requirement only in the School of Theatre and Dance.

Admission to Candidacy: In order to be admitted to candidacy, the student without an earned master's degree must have completed 24 hours of graduate study at Illinois State University or two semesters of full-time resident study. The student with an earned master's degree must have completed 12 hours of graduate study at Illinois State University or one semester of full-time resident study. All students must have a grade average of B or better with no more than 5 (6 in Theatre) hours below a grade of B.

Before becoming a candidate for the M.F.A. in Art the student must pass a candidacy review that includes approval of the following items: portfolio of studio work, final Degree Audit, and proposal for the Supportive Statement (an exhibition-related written project).

Before becoming a candidate for the M.F.A. in Theatre the student must have a Degree Audit Form on file with the Graduate School and pass a qualifying examination which is administered by the student's M.F.A. portfolio committee. Admission to candidacy, which usually occurs in the final semester, must be satisfied before the student is allowed to schedule an exit portfolio presentation. The Degree Audit Form is available at Grad.IllinoisState.edu/academics/forms.

General Course Limitations: Candidates for the M.F.A. may present no more than 15 total hours of general courses 393, 397, 400, 493, 498, and 500 toward their degree.

For additional program requirements, see the department and/or school sections of the *2014-2016 Graduate Catalog*.

Doctor of Philosophy

The Doctor of Philosophy degree is designed for the preparation of individuals competent in research and scholarly inquiry whose career objectives are generally in research, teaching, consultation, or leadership roles in universities, colleges, institutes, educational agencies or private practice.

Admission: Students seeking admission to a Doctor of Philosophy (Ph.D.) degree program must submit letters of recommendation and scores on the General Test of the Graduate Record Examination if required by the department or school. An official transcript for doctoral applicants (excluding Au.D) are required from the institution conferring the bachelor's degree and all transcripts containing graduate hours. The admission grade point average is a computation of all previous work at the graduate level. Students may be required to come to the campus for an interview. Admission to a Ph.D. program will take account of personal and professional qualifications as well as scholastic records and measurement of academic ability. Admission to a Ph.D. program requires a level of preparation equivalent to a master's degree in an appropriate discipline from an accredited institution. Departments may make exceptions in specific cases. Admission requires approval by both the department and the Graduate School.

Academic Advisor: Each department is responsible for advising each student upon admittance to the program and informing the student of the source of this assistance. The student's Degree Audit Form must have the approval of appropriate departmental or school officials and the Graduate School and should be submitted early in the student's program. For a complete listing of each program's graduate coordinator(s) or director(s) please visit Grad.IllinoisState.edu/faculty/handbook.

Minor Fields: A Doctor of Philosophy student may select a minor field (or fields) of study. The selection and composition of a minor field (or fields) must have the approval of the Graduate School and the major and minor departments. A minor field may, under certain circumstances, be in the same department or school as a major field.

Doctoral Residency: Full-time residency, for the purposes indicated above, consists of at least two terms. A term is one semester or a summer session of at least eight weeks.

Departments and schools may add additional residency requirements to the minimum stated above.

Full time residency is defined as at least nine semester hours of coursework during a semester or six semester hours during a summer session. Departments and schools may develop other options for meeting the residency requirement through the curricular process. Once a residency option is approved, it shall appear in the departmental or school section of the graduate catalog.

Each student will file a Declaration of Residency for approval of the department or school prior to entering into residency. The department or school will verify the completion of residency and then file the declaration with the Graduate School. Any exceptions to the above requirements must have the approval of the department or school and the Graduate School.

Purposes of a Doctoral Residency:

1. To orient and prepare graduate students to meet academic expectations and engage in activities that are associated with involvement in a scholarly environment within a community of scholars as they pursue their doctoral degree.
2. To engage and stimulate the intellectual, personal, and social development of graduate students in the process of inquiry.

Time Limitations: All requirements for a Ph.D., including the dissertation, must be completed by the end of eight calendar years beginning with the date the student first registers as a Doctor of Philosophy degree student. This time limit applies to enrollment in all graduate coursework in the student's program. If a course taken to complete the requirements for the Ph.D. degree is not taken within the eight-year period allowed for the degree program, the student's department may require the student to retake the course for credit or allow the student to demonstrate current knowledge of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Courses from other institutions falling outside the limitation of time may not be used in a graduate program. When graduate study is interrupted by military service or other contingencies, the eight-year limit may be extended by the Graduate School. A Request to Extend Time to Complete Graduate Degree Program Form must be completed by the student, graduate coordinator/director, and if applicable, dissertation chair, and submitted to the Graduate School for approval or denial. The Request to Extend Time to Complete Graduate Degree Form is available at Grad.IllinoisState.edu/academics/forms.

Course Requirements: A Doctor of Philosophy degree is not granted on the basis of a student having successfully completed a certain number of courses, but upon evidence of scholarly attainment as demonstrated especially by competence in research.

Comprehensive Examination: For the comprehensive examination option, a comprehensive examination must be taken by each student before receiving the master's degree. The content, process, scheduling, administration, and evaluation of the examination (oral, written, performance, or otherwise) are to be determined by each department and school. To apply for comprehensive examinations a student must be in good standing in a program, and have a Degree Audit on file in the department or school, not be on acade-

mic probation, and have a cumulative GPA of at least 3.0 at the time of the examination.

A student who fails the examination must wait until the next academic term before repeating the entire examination unless there are reasons that make an exception advisable. The Graduate School is to be notified of exceptions. Students who have twice failed the examination are not to repeat the exam unless they have completed further study as prescribed by the department chair or school director. Comprehensive examinations may not be administered more than three times to individual students. Department chairs and school directors are to notify students, by letter, of examination results within thirty days from the examination date. A copy of this letter is to be sent to the Graduate School. (If it is a student's second failure, recommendations for further study and appropriate warning of the situation are to be included in the letter.) The Graduate School must receive the results from the department or school no fewer than 10 working days before the date of graduation.

Procedures for Comprehensive Examinations: After the first and second failure of comprehensive examination, the student can follow one of two courses of action if allowed by the department or school regulations:

1. Petition the department or school to select another degree option, if available, under the program.
2. Petition the department or school to repeat the comprehensive examination.

At the point of the third failure of comprehensive examination, the department or school can follow one of two courses of action:

1. Recommend that the student select another degree option, if available, under the program.
2. Recommend to the Graduate School that the student be terminated from the degree program.

Admission to Candidacy: A Doctor of Philosophy student will be admitted to candidacy after: (a) a Degree Audit has been submitted to the Graduate School and approved, (b) the comprehensive/preliminary examination has been successfully completed and reported to the Graduate School, (c) the research tool requirement has been met, and (d) the dissertation proposal has been approved by the dissertation committee and by the Graduate School (the form is available on the Graduate School website). The Degree Audit Form is available at Grad.IllinoisState.edu/academics/forms.

Registration for Dissertation Work: Fifteen semester hours of 599 Doctoral Research are required for the Ph.D. degree. Any student using the services of the academic staff or the facilities of the University must be registered for the semester or term during which the services are rendered or facilities are used. Also, to register for 599 the student must actually be working on the research under the direction of the advisor or dissertation chairperson.

18 Degree and Certificate Completion Requirements

Continuous Registration: Once admitted to candidacy in a Doctor of Philosophy degree program, as defined by the Admission to Candidacy policy, and after the student has completed all coursework on the Degree Audit and the required number of hours (15) of 599 Doctoral Research, the student is required to maintain continuous registration until the deposit of the final dissertation on ProQuest and in the Graduate School. The requirement for continuous registration may be fulfilled by maintaining registration in 1 hour of 599 or 599A01 (audit) each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. See the Health Insurance section in the *2014-2016 Graduate Catalog* for further information.) The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 599A01 may be in absentia. If circumstances prohibit continuous registration a student must request a leave of absence from the department and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 599A01 at the current tuition rate for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program after a lapse of one calendar year must direct an application for readmission to the Admissions Office.

Dissertation Committee For Ph.D.: A dissertation is written under the direction of a dissertation committee appointed in a manner specified by the department or school. The committee must consist of three (3) members from within the department and may include additional internal or external members at the department's or school's discretion. The chair and a majority of the committee shall be full members of the Graduate Faculty from the department or school in which the degree program is located. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. See the "Graduate Committee Information" section on the Proposal Approval Form to indicate the faculty that need approval to serve on the committee. All committee members must have terminal degrees. The Proposal Approval Form is available at Grad.IllinoisState.edu/academics/forms.

Dissertation Proposal For Ph.D.: The student is required to file a Proposal Approval Form with the department or school and with the Graduate School for approval before embarking on dissertation research. Institutional policy also requires that all research proposals involving human subjects be reviewed by the Institutional Review Board (IRB). Research proposals involving animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC). Research proposals involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). The dissertation for the Ph.D. must involve independent research and an original contribution to knowledge. See RSP.IllinoisState.edu.

Dissertation Acceptance: A complete draft of the dissertation must be uploaded to ProQuest before the "Right to Defend" (Grad.IllinoisState.edu/downloads/RighttoDefend.pdf) will be issued to the student. The Graduate School recommends students sign up for a Format Check to ensure that the dissertation is consistent with the selected dissertation style and the Guide for Masters and Doctoral Students published by the Graduate School and available at the following: Grad.IllinoisState.edu/academics/thesis-dissertation.

After the "Right to Defend" is issued, the student must file an examination copy of the dissertation in the departmental office at least one week (seven days) before the dissertation defense. The defense of the dissertation is open to the academic community of the University. The chair of the examining committee will notify the Graduate School of the date, time, location and tentative title of the dissertation two weeks prior to the defense. The Graduate School will notify the University community of the public presentation. Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the dissertation. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the dissertation. The Graduate School or designee and any other members of the Graduate Faculty of that department or school may be in attendance during the committee's deliberations. Following the defense, the student must upload the final copy of the dissertation to the ProQuest website (etdadmin.com/cgi-bin/school) and file the Outcome of Defense Form, final deposit checklist, and the original of the approved dissertation in the Graduate School prepared according to specific online dissertation guidelines, unbound, with any corrections suggested by the committee. See the complete guidelines at the following: Grad.IllinoisState.edu/academics/thesis-dissertation. Before a dissertation is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to university requirements.

To be eligible for degree completion a student must deposit the dissertation in the Graduate School before the end of the final semester and by the deadline published by the Graduate School. Dissertations filed after that date will be credited toward degree completion the following semester or term. View "Dates and Deadlines" for upcoming semesters at: Grad.IllinoisState.edu/academics/thesis-dissertation.

Doctor of Education

The Doctor of Education degree is designed for the preparation of practitioners competent in identifying and solving complex educational problems and who have the ability to understand and conduct research in their field. The career objectives of program graduates generally lie in areas of education at any academic level.

For information on Admission, Academic Advisor, Minor Fields, Purposes of a Doctoral Residency, Time Limitations, Course Requirements, Comprehensive/Preliminary Examination, Admission to Candidacy, Registration for Dissertation Work, Continuous Registration, Dissertation

Committee, Dissertation Acceptance, see the Doctor of Philosophy section.

Research Tool Requirement for an Ed.D.: Candidates are expected to have developed research competencies appropriate to doctoral candidates in their fields. These involve proficiencies in quantitative and/or qualitative research and may include such areas as statistics, measurement and evaluation, and field studies/ethnography.

Dissertation Proposal for an Ed.D.: The student is required to file a Proposal Approval Form with the department or school and with the Graduate School for approval before embarking on dissertation research. Institutional Policy also requires that all research proposals involving human subjects be reviewed by the Institutional Review Board (IRB). Research proposals involving animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC). Research proposals involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). See RSP.IllinoisState.edu/research. A copy of the Proposal Approval Form shall be deposited in the Graduate School no later than the early part of the semester or term in which completion of the degree is expected, in accordance with the deadlines published by the Graduate School.

While the dissertation for the Ed.D. may meet the expectation for independent research and an original contribution to knowledge, it is customary to allow greater flexibility for the Ed.D. dissertation, so that it may, for instance, involve the application of existing knowledge or theory to a practical educational problem or situation. The Proposal Approval Form may be found at Grad.IllinoisState.edu/academics/forms.

Doctor of Audiology

For information on the Doctor of Audiology, refer to the Communication Sciences and Disorders Department section of the *2014-2016 Graduate Catalog*.

Doctor of Nursing Practice

For information on the Doctor of Nursing Practice, refer to the Nursing Department section of the *2014-2016 Graduate Catalog*.

Non-Degree Graduate Level Certificates

Graduate-level certificates are graduate courses of study approved by an academic unit designed to provide professional development and career advancement opportunities, to broaden career options, or to enhance an individual's skills or education as part of the process of life-long learning. These certificates are not part of degree programs, although courses completed as part of a certificate curriculum could be used in meeting degree requirements, where appropriate.

A non-degree graduate certificate student is one who has been formally admitted by a department or school to a

specific course of study leading to a certificate. There are three types of non-degree graduate certificates.

1. Graduate Certificate: Requires a minimum of 9 but no more than 17 semester hours of graduate courses beyond the bachelor's degree.
2. Post-Baccalaureate Graduate Certificate: Requires a minimum of 18 semester hours of graduate courses beyond the baccalaureate degree, but fewer hours than a master's degree.
3. Post-Master's Graduate Certificate: Requires a minimum of 24 semester hours of graduate courses beyond the master's degree, but fewer hours than a doctoral degree.

Admission: An applicant for a course of study leading to a Graduate or Post-Baccalaureate Certificate must have a bachelor's degree from a four-year college or university that is accredited by the appropriate regional accrediting association, or its equivalent as determined by the Graduate School. For a Post-Master's Certificate, the applicant must have a master's degree from a college or university that is accredited by the appropriate regional accrediting association, or its equivalent as determined by the Graduate School. Applicants must also meet the specific requirements stipulated by the academic unit offering the certificate. The admissions procedure is outlined within the section titled General Admission Information.

Academic Advisor: A Graduate, Post-Baccalaureate, or Post-Master's certificate course of study shall have a designated coordinator or director assigned by the academic unit chair or director that is sponsoring the certificate to advise students and confirm completion of the certificate requirements.

For a complete listing of each certificate program's graduate coordinator(s) or director(s) please visit Grad.IllinoisState.edu/faculty/handbook.

GPA Minimum: In order to be awarded the certificate, a student must have a minimum graduate GPA of 3.0 in the set of courses required for the certificate.

Time Limitations: All requirements for a graduate level certificate must be completed within six calendar years, beginning with the date the student first registers as a graduate level certificate student. This limitation applies to enrollment in all graduate coursework for the certificate including work for which transfer credit is allowed. Refer to the time limitation regulation for master's degrees for additional criteria which would apply.

Transfer of Credit: No more than 40 percent of coursework hours required can be transferred from other accredited institutions to satisfy the certificate requirements.

Additional Requirements and Information:

- Students must complete the same prerequisites or have the equivalent experiences as graduate degree candidates to enroll in specific courses.

20 Degree and Certificate Completion Requirements

- No differentiation in course requirements will exist between graduate certificate courses and graduate degree courses.
- Students seeking a graduate level certificate are subject to the academic policies and regulations indicated in the Graduate Catalog.
- There will not be university recognition of graduate level certificate completion as part of the degree commencement activities except by agreement of the College whose academic unit sponsors the certificate.
- The granting of a graduate level certificate will appear on the University transcript.

doctoral students must complete all requirements for the degree to participate in Commencement. Additional information may be found at GraduationServices.IllinoisState.edu.

Certificate students do not participate in University commencement ceremonies except by agreement of the college which sponsors the academic unit.

Eligibility for Financial Aid, Assistantships, or Fellowships: Certificate students are not eligible for graduate assistantships or fellowships intended for degree-seeking students nor federal financial aid. Graduate tuition waivers are granted at the discretion of the awarding unit.

Use of Courses in Degree Programs: Courses taken as part of a graduate certificate can be counted towards a master's degree following degree grading criteria if the courses are appropriate for the specific degree program, and are taken within an approved time frame.

Admission to a Degree Program: Individuals in a graduate-level certificate program who wish to apply to a degree program will go through the usual admissions process for a master's degree, using the usual documentation (transcripts, standardized scores, etc.).

Applying for Degree Completion – All Degrees and Certificates

Students must meet all requirements for their curriculum. A graduate student must apply for degree completion before the deadlines for each session as specified by the Graduate School. At the time application is made, the degree completion fee must be paid. Applications for students who fail to meet degree completion requirements for a specific session are cancelled, and the students must reapply for a later session. The application for degree completion is available at Grad.IllinoisState.edu/academics/forms.

Students completing a certificate program must complete the application for completion of a non-degree graduate level certificate program located at: Grad.IllinoisState.edu/academics/forms.

Commencement – All Degrees and Certificates

Degrees are conferred and diplomas awarded after the close of each semester and summer session; commencement ceremonies, however, are held twice each year at the end of each fall and spring semester. Participation is voluntary. Graduate students who complete degree requirements during the fall semester participate in commencement exercises in December; students who complete degree requirements during the spring semester or at the close of the summer session participate in commencement exercises in May. This regulation does not apply to doctoral students. All

NEW AND REVISED COURSES

The following new and revised courses were approved during the 2014-2015 curriculum year and are listed by college, and then department or school. *Course revisions are being implemented due to administrative requests and/or accreditation requirements. Catalog copy for revised courses replaces what is published in the *2014-2016 Graduate Catalog*. For information on whether courses are being offered contact the department or school.

College of Applied Science and Technology

Department of Family and Consumer Sciences (FCS)

320A01 SPECIAL TOPICS IN FOOD AND HOSPITALITY MANAGEMENT: FOOD AND LAW REGULATION
3 sem. hrs.

An overview of the laws, policies, and standards that govern food regulation in the United States. The history of food and beverage policy will also be covered. Prerequisite: FCS 214.

335 FAMILY LIFE EDUCATION METHODS
3 sem. hrs.

Introduction to the profession of family life education and the development, implementation and evaluation of family life education programming. Prerequisite: FCS 231.

392 SPECIAL TOPICS IN HUMAN DEVELOPMENT AND FAMILY SCIENCE
3 sem. hrs.

Recent developments, new concepts, and special topics in the field of human development and family sciences. May be repeated with department approval; maximum of 9 hours. Prerequisites: FCS 101, 224.

Department of Health Sciences (HSC)

***395 HEALTH COMMUNICATION AND SOCIAL MARKETING**
3 sem. hrs.

Analysis and development of print and non-print materials and their use by health educators. Formerly *MEDIA AND MATERIALS IN HEALTH EDUCATION*. Prerequisites: HSC 286; Health Sciences major only.

School of Kinesiology and Recreation (KNR)

***417 RESEARCH ON TEACHING IN PHYSICAL EDUCATION**
3 sem. hrs.

Addresses research topics pertaining to teaching physical education by reading and synthesizing research for the development of a research project. Prerequisite: KNR 497 or consent of the instructor.

418 MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION
3 sem. hrs.

Measure student learning and program effectiveness using assessment and descriptive/inferential statistics in a K-12 standards based physical education program. Not for credit if had KNR 445 *STATISTICS IN APPLIED SCIENCE AND TECHNOLOGY*. Prerequisites: KNR 497 or consent of the instructor.

422 PROMOTING PHYSICAL ACTIVITY AND FITNESS EDUCATION
3 sem. hrs.

Exploration of current trends in physical activity and fitness programs and their impact on youth in various settings.

425 TECHNOLOGY INTEGRATION IN PHYSICAL EDUCATION
3 sem. hrs.

Study of teaching and learning implications while integrating technology in physical education. Design educational materials using technology.

426 CLINICAL SUPERVISION IN PHYSICAL ACTIVITY SETTINGS
3 sem. hrs.

Evaluation of clinical supervision styles and skills. Focus on practicing clinical supervision and developing plans for teacher growth and development.

427 AUTHENTIC ASSESSMENT IN CONTEMPORARY PHYSICAL EDUCATION PROGRAMS
3 sem. hrs.

Understanding and creating types of authentic assessment suitable for use in a K-12 physical education school setting.

428 CONTEMPORARY TOPICS IN PHYSICAL EDUCATION
3 sem. hrs.

Addresses contemporary topics and issues pertaining to the enhancement of teaching and learning in physical education. May be repeated if content is different; maximum of 12 semester hours.

***487 ADVANCED SEMINAR IN SPORTS MEDICINE**
3 sem. hrs.

Advanced study and discussion of contemporary issues in the field of sports medicine. Formerly *SPORTS MEDICINE: MEDICAL ASPECTS*. Not for credit if had KNR 485.

Department of Technology (TEC)

348A06 TOPICS IN COMPUTER SYSTEMS TECHNOLOGY: E-COMMERCE
3 sem. hrs.

This course enables students to examine, develop, and manage e-Commerce related projects. This course enables students to understand and apply the concepts of entrepreneurship, e-Business, examine business models and to understand and apply on-line database management systems and web security. Prerequisites: TEC 245 and completion of 75 hours or consent of the instructor. Major or minor only or consent of the department advisor.

College of Arts and Sciences

School of Biological Sciences (BSC)

420A35 GRADUATE SEMINAR IN ENDOCRINOLOGY 1 sem. hr.

Current topics in endocrinology research are explored through primary literature. May include, but not limited to, molecular endocrinology, developmental endocrinology, endocrine disruptors, therapeutic treatment of chronic endocrine disorders and other cutting edge research. No prior coursework in endocrinology is required. May be repeated for credit.

420A38 SEMINAR IN BIOENERGY SCIENCES 1 sem. hr.

Current topics in bioenergy research are explored through primary literature (e.g. engineering plant/algae production, microbial conversion, environmental sustainability). Prerequisites: Bachelor's degree in a biology-related field or consent of the instructor.

450A50 NEUROSCIENCE OF DOPAMINE 3 sem. hrs.

Study of dopamine neurons and their relationship to behavior. Lecture. Prerequisite: BSC 343 or equivalent.

Department of English (ENG)

358 TOPICS IN PUBLISHING STUDIES 3 sem. hrs.

Topics in specific theories, histories, trends, methodologies, practices, or figures in publishing. Not for credit if had ENG 354. Prerequisites: ENG 100 with a grade of C or better, ENG 102, and junior or senior standing; or consent of the instructor.

Department of Philosophy (PHI)

350A14 HISTORY OF PHILOSOPHY: PLATO 3 sem. hrs.

This course will presume a beginning general knowledge of Plato's main contributions to metaphysics and axiology. Following a refresher on the middle books of the *Republic*, students will read more deeply into some of Plato's most important middle and later dialogues.

Department of Sociology and Anthropology (SOA)

Anthropology (ANT)

303 LATIN AMERICA IN ETHNOGRAPHIC PERSPECTIVE 3 sem. hrs.

Exploration of major trends in the anthropology of Latin America as examined through ethnographic case studies. Prerequisites: Completion of 75 hours or consent of the instructor.

385 MEDIA AND VISUAL ANTHROPOLOGY 3 sem. hrs.

Intersection of visual media and anthropology: ethnographic film, ethics of representation, television and film ethnographies. Visual or written class project. Prerequisites: Completion of 75 hours or consent of the instructor.

College of Business

Department of Business Teacher Education (BTE)

365 PROGRAMMING FOR MOBILE APPS 3 sem. hrs.

Develop the skills necessary to teach mobile programming. Prerequisites: BTE 225, concurrent registration, or consent of the instructor.

College of Education

Department of Special Education (SED)

*411 SURVEY OF METHODS IN SPECIAL EDUCATION 3 sem. hrs.

Physiological, psychological, sociological and educational impact of disabilities on children, youth and adults. Methods to address educational needs. All areas of exceptionality studied.

414 ASSESSMENT OF YOUNG CHILDREN WHO ARE BLIND OR VISUALLY IMPAIRED 3 sem. hrs.

Assessment of children ages 0-3 years who have visual impairments, including functional vision, orientation and mobility, and learning media assessments. Prerequisites: Admission to Graduate Specialization Certificate - Early Intervention Vision.

415 COLLABORATION WITH FAMILIES AND PROFESSIONALS SERVING YOUNG CHILDREN WHO ARE BLIND OR VISUALLY IMPAIRED 3 sem. hrs.

Development of collaborative relationships between families and professionals serving young children who are blind or visually impaired. Prerequisite: Admission to Graduate Specialization Certificate-Early Intervention Vision or consent of the department chair.

416 INTERVENTION WITH YOUNG CHILDREN WHO ARE BLIND OR VISUALLY IMPAIRED 3 sem. hrs.

Developmentally appropriate assessment, curriculum, and teaching techniques for home and classroom interventions with children with visual impairments. Emphasis on birth-3 years. Prerequisite: SED 498A02.

417 IMPACT OF ADDITIONAL DISABILITIES/DEAFBLINDNESS ON THE DEVELOPMENT OF CHILDREN WHO ARE BLIND OR VISUALLY IMPAIRED 3 sem. hrs.

Impact of additional disabilities/deafblindness on development of children with visual impairments, including impact on assessment, family, collaboration, and intervention. Prerequisites: SED 498A02; concurrent registration with SED 416.

498A02 PROFESSIONAL PRACTICE: EARLY INTERVENTION VISION SPECIALIST 3 sem. hrs.

Individually designed course requiring 6 seminars, field observations, individually supervised home-based and clinic experiences working with infants and toddlers with visual impairment/blindness/deafblindness. Prerequisites: SED 414, 415.

School of Teaching and Learning (TCH)

*319 STUDY OF BILINGUAL/ BICULTURAL EDUCATION 3 sem. hrs.

Theory, research, and practice in bilingual/bicultural education. Prerequisites: Bilingual major or minor only and passage of the state language examination in the non-English language to be taught.

*320 ASSESSMENT OF BILINGUAL LEARNERS AND BILINGUAL PROGRAM DESIGN 3 sem. hrs.

Focuses on the assessment of bilingual learners and the design of language programs for bilingual students. Formerly *BILINGUAL/BICULTURAL PROGRAM DESIGN AND IMPLEMENTATION*. Prerequisites: Bilingual major only. Bilingual language proficiency (ENG/SPA) or consent of instructor.

334 ENGLISH LEARNERS IN THE MIDDLE LEVEL CLASSROOM 3 sem. hrs.

This course provides methods and materials of teaching English Learners at the middle grade level. Includes Clinical Experience: 10 hours. Prerequisites: Middle Level Teacher Education majors only; TCH 233, 248 and 249; major and overall GPA of 2.50; Admission to Professional Studies.

College of Fine Arts

School of Art (ART)

351A87 SPECIAL PROJECTS IN ART: STONE CARVING 3 sem. hrs.

This course introduces basic practices of stone carving, traditional and contemporary. Formal technical skills and new methods will be explored. Prerequisites: ART 103, 104, 109; Art major and consent of the instructor.

School of Music (MUS)

*481 SYMPHONIC, CONCERT, UNIVERSITY OR MARCHING BAND 1 sem. hr.

Participation at the graduate level in the major organizations: Wind Symphony, Concert, University, or Marching Band. May be repeated for credit (Organizations follow.)

*481A01 MARCHING BAND 1 sem. hr.

The "Big Red Marching Machine" performs at major events at home and around the world. No audition required. May be repeated for credit.

*481A03 UNIVERSITY BAND 1 sem. hr.

Open to ISU students, faculty, staff, and community members. Rehearsals of wind band literature are once a week culminating in at least one public performance each semester. No audition required for participation; internal placement auditions to take place at the beginning of each semester. May be repeated. May not be counted toward a Music degree.

*481A05 WIND SYMPHONY 1 sem. hr.

A select group of the finest instrumentalists at Illinois State University form ISU's premier indoor wind band, performing representative works from the wind band literature. May be repeated for credit. An audition is required.

*481A06 SYMPHONIC WINDS 1 sem. hr.

Outstanding wind and percussion players perform representative works from the wind band literature. Formerly *SYMPHONIC BAND*. May be repeated. An audition is required.

481A07 SYMPHONIC BAND 1 sem. hr.

Outstanding wind and percussion players perform representative works from the wind band literature. May be repeated. An audition is required.

481A08 BIG RED MARCHING MACHINE DRUMLINE 1 sem. hr.

Percussion section of the "Big Red Marching Machine." Performs at home football games, parades, and other events. May be repeated.

481A09 BASKETBALL DRUMLINE 1 sem. hr.

Participation at the graduate level in the Basketball Drumline. Performs to entertain at select men's and women's basketball games. May be repeated. Does not count towards a music degree.

School of Theatre and Dance (THD)

*368 SCREENWRITING 3 sem. hrs.

Introducing screenwriting for feature films, including workshops of student pitches, treatments, scenes and synopses. Prerequisite: THD 170 or consent of the instructor.

NEW AND REVISED PROGRAMS

The following new and revised programs were approved during the 2014-2015 curriculum year and are listed by college and department or school. ****Revised programs** were due to accreditation mandates. Please contact your department advisor to determine whether you fall under the revised program requirements and course prerequisites in place of what is stated in the *2014-2016 Graduate Catalog*.

For information on new programs contact the department or school.

College of Applied Science and Technology

School of Kinesiology and Recreation (KNR)

Master of Science in Kinesiology and Recreation Degree Requirements

The Master of Science degree is a 33 hour program typically completed during two academic years. The degree consists of a 6 hour research core (KNR 497, 445*), 21-24 hours of additional graduate-level coursework, and either 6 hours of Master's Thesis (KNR 499) or a minimum of 3 hours of a culminating experience (KNR 400 or 498). Since sequences are available in Kinesiology and Recreation, a plan of study is individually developed through faculty-student advisement. The plan of study must include 24 hours of Kinesiology and Recreation courses (including the research core). **All master's degree sequences require a minimum of 50 percent of the non-thesis credit hours applied to the degree to be 400-level courses or above.** Students may pursue a sequence in one of the following areas: Applied Community and Economic Development, Athletic Training, Biomechanics, Exercise Physiology, Physical Education Pedagogy, Psychology of Sport and Physical Activity, Recreation Administration, or Sport Management. (Please see the *2014-2016 Graduate Catalog* for requirements for sequences not shown below.)

*The 6 hour research core for the Physical Education Pedagogy sequence consists of KNR 418 and 497.

Applied Community and Economic Development Sequence:

Applied Community and Economic Development (ACED) is a 33-hour sequence designed for returning Peace Corps volunteers or students with experience similar to Peace Corps. Students desiring to complete the ACED sequence should apply and be approved by the Graduate Program Director before beginning coursework. The sequence ends with a required 11-month paid internship. Course requirements are as follows: (a) KNR core (18 hours): KNR 381, 400, 445, 466 or 475, 473 or 474, and 497; (b) ACED core (10 hours): ECO/POL/SOC 478, ECO 490A04, POL/SOC 470, and POL/SOC 477; and (c) KNR 498A30 (5 hours).

****Athletic Training Sequence:** In addition to the 6-hour research core required of all graduate students in Kinesiology

and Recreation, this sequence requires students to complete 15 hours of graduate-level athletic training coursework (KNR 486, 487, 490, 494, 496), 3-6 hours in a cognate area approved by the athletic training sequence coordinator, 3 hours of professional practice (KNR 498) and completion of a culminating experience approved by the athletic training sequence coordinator. The culminating experience consists of either a 6-hour thesis or 3 hours of independent study.

****Physical Education Pedagogy Sequence:** All courses for the physical education graduate sequence will be delivered 100 percent online. In addition to KNR 497, required of all graduate students in Kinesiology and Recreation, this sequence requires students to complete KNR 418 instead of KNR 445 as part of the research core, 12 hours of graduate level Physical Education coursework (KNR 417, 419, 421, 422), and 9-12 elective hours approved by the Physical Education sequence coordinator (i.e. KNR 423, 425, 426, 427, 428). The culminating experience consists of either a 6-hour thesis or 3-6 hours of independent study and/or professional practice. This degree does not lead to teacher licensure or a teaching endorsement in physical education.

Department of Technology (TEC)

Master of Science Degree in Technology

Degree Programs Offered

The department offers a Master of Science in Technology degree. A student may choose one of the following options: (a) 30 semester hour program with a thesis, or (b) 33 semester hour program, plus a comprehensive examination. Four sequences, including Project Management, Quality Management and Analytics, STEM Education and Leadership, and Training and Development, are offered. The STEM Education and Leadership sequence is not a teacher licensure program. Licensed teachers pursue the degree for professional development. Non-licensed students also may pursue the master's degree in conjunction with other undergraduate courses required for teacher licensure. University requirements for master's degrees are listed in the *2014-2016 Graduate Catalog*. All courses, including transfer courses, must be listed on the Degree Audit and approved by the graduate coordinator and the Director of Graduate Studies.

(Admission and degree curriculum requirements can be found in the 2014-2016 Graduate Catalog.)

Quality Management and Analytics Sequence:

As part of either the thesis (30 hours) or comprehensive exam (33 hours) option, students can elect to be admitted into the Quality Management and Analytics Sequence. Sequence requirements include the 6-hour degree core of courses (TEC 445 and 497) and requirements necessary for the chosen thesis or comprehensive examination option, and the following 9 hours of coursework: TEC 437, 438, and 439.

Quality Management and Analytics Certificate

The department offers a graduate certificate in Quality Management and Analytics. This certificate requires successful completion with a grade of B or better in each of the following three courses: TEC 437, 438, and 439. The Quality Management and Analytics Certificate introduces quality management tools to enhance customer and supplier relations, strategic planning, and measurement systems to improve overall organizational performance. Quantitative analytical modeling techniques will be applied to solve decision problems and risk situations faced by project managers. In addition, an overview of six sigma data-driven decision making methodologies will be introduced to gain insights into advanced quality based industrial management techniques.

College of Arts and Sciences

School of Biological Sciences (BSC)

Master's in Biological Sciences

All master's degree students are required to complete a research thesis and 30 semester hours, which must include at least 2 semester hours of BSC 420 Seminar. The School will determine additional coursework specific to each individual's plan of study. **All master's degree programs require a minimum of 50 percent of the non-thesis credit hours applied to the degree to be 400-level courses or above.** Students may design with advisors an individual plan of study or elect to pursue a sequence within the M.S. program in (1) Behavior, Ecology, Evolution, and Systematics (BEES), (2) Bioenergy Sciences, (3) Biomathematics, (4) Biotechnology, (5) Conservation Biology, or (6) Neuroscience and Physiology, each of which includes specific requirements (see below). Students will graduate with an M.S. in Biological Sciences. Sequence titles appear on the transcript but not on the diploma.

Other school requirements are available from the Graduate Program Director and the website at BIO.IllinoisState.edu. Only the newly approved sequences are shown in this supplement; for other sequences, see the *2014-2016 Graduate Catalog*.

Neuroscience and Physiology Sequence: Students pursuing the M.S. may elect to pursue a sequence in Neuroscience and Physiology, a course of study that provides students with a strong conceptual background in these two fields of biological sciences. The sequence is designed to enhance students' understanding of the canonical concepts that underlie neuroscience and physiology, including biostatistics, while providing the opportunity for training in related fields such as cell and molecular biology, chemistry, behavior and psychology. In addition to 2 hours of Graduate Seminar in Biology (BSC 420) and 4 to 6 hours of Master's Research (BSC 499), students are required to take 10 hours of sequence core courses (BSC 430, 435, 490, and 420A27) and 12 hours of sequence elective courses chosen from BSC 411, 415, 418, 419, 425, 450A37, 450A40, 450A47, 470 and 486. To complete these 12 hours of sequence elective courses, no more than two of the following may also be taken: BSC 301, 325, 327, 345, 346, 353, 354, 355, 367, and 396; CHE 442, 444, and 464; PSY 418, 421, and 468. Additional elec-

tive courses are selected through consultation among the major professor, the student's committee, and the student. For further information, see the School's website at BIO.IllinoisState.edu.

Ph.D. in Biological Sciences

Students working toward the Ph.D. degree in Biological Sciences may pursue research in most of the major subdisciplines. The scholar-educator option in the Ph.D. program combines traditional training in research with formal training in university- and college-level teaching for those students planning a career in teaching and research at liberal arts colleges and comprehensive universities. Coursework will include BSC 420 Seminar (4 semester hours). Doctoral students may design an individual plan of study in consultation with advisors, or they may elect to pursue a sequence within the Ph.D. program in (1) Behavior, Ecology, Evolution, and Systematics (BEES), (2) Molecular and Cellular Biology, or (3) Neuroscience and Physiology, each of which includes specific requirements (see below). Students receive a Ph.D. in Biological Sciences. The sequence title appears on the transcript but not on the diploma. Most Ph.D. students take 30-40 semester hours (60-80 including research) while completing the degree.

Other school requirements are available from the Graduate Program Director and the website at BIO.IllinoisState.edu. Only the newly approved sequences are shown in this supplement; for other sequences, see the *2014-2016 Graduate Catalog*.

Neuroscience and Physiology Sequence: Students pursuing the Ph.D. may elect to pursue a Sequence in Neuroscience and Physiology, a course of study that provides students with a strong conceptual background in these two fields of biological sciences. The sequence is designed to enhance students' understanding of the canonical concepts that underlie neuroscience and physiology, including biostatistics, while providing the opportunity for training in related fields such as cell and molecular biology, chemistry, behavior and psychology. In addition to 4 hours of Graduate Seminar in Biology (BSC 420) and 15 hours of Dissertation Research (BSC 599), students are required to take 10 hours of sequence core courses (BSC 430, 435, 490, and 420A27) and 12 hours of sequence elective courses chosen from BSC 411, 415, 418, 419, 425, 450A37, 450A40, 450A47, 470 and 486. To complete these 12 hours of sequence elective courses, no more than two of the following may also be taken: BSC 301, 325, 327, 345, 346, 353, 354, 355, 367, and 396; CHE 442, 444, and 464; PSY 418, 421, and 468. Additional elective courses are selected through consultation among the major professor, the student's committee, and the student. For further information, see the School's website at BIO.IllinoisState.edu.

Department of Sociology-Anthropology (SOA)

Anthropology (ANT)

**Master's Degree in Anthropology

The M.A. and M.S. degrees in Anthropology offer five flexible and appropriately individualized 33-hour concentrations culminating with the completion of a quality master's thesis.

Each student, in consultation with the graduate advisor and committee chair, will choose one of these concentrations of study. Upon approval of the supervising professor and advisor, students will create an individualized curriculum and complete a minimum of 12 hours of coursework at the 400 level in anthropology or approved courses in related disciplines. There is no final comprehensive or qualifying exam.

Students will elect to take a curriculum in one of the five concentrations. However, in consultation with the graduate coordinator, and/or the Anthropology Graduate Committee, other concentrations are possible for a student who wants to design an individualized program using the courses of the University and the Department, and the expertise of the faculty. The five concentrations are as follows:

Prehistoric Archaeology: The following courses are required: ANT 301, 386, 460, 481, 488, and 499 (for at least 6 hours); plus 12 hours of electives.

Historical Archaeology: The following courses are required: ANT 386, 388, 460, 481, 488, 499 (for at least 6 hours); plus 12 hours of electives.

Biological Anthropology: The following courses are required: ANT 350, 371 or 372, 386, 460, 498, 499 (for at least 6 hours); plus 12 hours of electives.

Cultural Anthropology: The following courses are required: ANT 302, 380, 383, 460, 499 (for at least 6 hours); plus 3 hours of a cultural/linguistic elective; 12 hours of other electives.

Japanese Studies: The following courses are required: ANT 302, 307, 308, 380, 460, 499 (for at least 6 hours); plus 12 hours of electives.

Admission Requirements

Admission to the program will require students to have completed a bachelors' degree by the time of admission. While a degree in anthropology, history, geography, biology, or a related social science field is desirable, it is not required. Students with undergraduate degrees in other fields may apply for admission to the program and working with an advisor, devise a plan of study that allows them to complete any deficiencies they might have. Regardless, all applicants must also have a minimum 3.0 GPA (on a scale in which A equals 4.0) for the last 60 hours of undergraduate work and submit scores from the General Test of the Graduate Record Examination. A personal statement of purpose and two letters of recommendation must be submitted separately to the Coordinator, Master's Program in Anthropology, Department of Sociology and Anthropology. Applications and supporting materials must be received by March 1. Admission to the program is allowed in the fall semester only.

College of Business

****Admission to the MBA Program**

All University and Graduate School requirements for admission to a degree program apply, but the requirements for admission to the Master of Business Administration program are more rigorous than are those for the Graduate School. To be considered for admission, students must have earned a GPA of 3.0 or higher in the last 60 hours of undergraduate work. In addition to submitting a Graduate School application and official transcripts, all applicants must: (1) complete the MBA

application (including short essay section); (2) have two letters of recommendation forwarded to the department; and (3) have an official Graduate Management Admission Test (GMAT) score submitted to the Admissions Office. Previous work experience, international experience, and volunteer/community service experience also will be considered in the admission decision. Applicants whose native language is not English must also submit an official TOEFL score report to the Admissions Office. The target minimum score for admission to the program is 83 (250 on the CBT). Applicants will be evaluated by a review of overall qualifications as reflected in these credentials.

NOTE: The only change in the admission requirements is to discontinue acceptance of the Graduate Record Examination (GRE) score for admission to the MBA program. For complete admission requirements please refer to the *2014-2016 Graduate Catalog*.

College of Education

School of Teaching and Learning (TCH)

****Master of Science in Education in Reading**

Admission Requirements

The School of Teaching and Learning offers the M.S.Ed. in Reading. Applicants to the Master's Degree Program in Reading Education may be considered for admission by meeting the following requirements: a 3.0 GPA in the last 60 semester hours of undergraduate work, a current Illinois teaching certificate, and at least two years of Illinois teaching experience.

Program Requirements

The M.S.Ed. in Reading is a 36-hour program that includes a 6-hour Professional Research experience. The following courses are required: TCH 452, 462, 463, 464, 465, 466, 467, 471, 474; TCH 468 or EAF 415; TCH 469; and 3 hours of electives at the graduate level.

Department of Special Education (SED)

Graduate Specialization Certificate: Early Intervention Vision Specialist

A minimum of 15 hours in Special Education are required to complete this graduate specialization certificate program. Required courses are SED 414, 415, 416, 417; and 498A02 Professional Practice. A 3.0 cumulative graduate GPA is required for retention in this graduate certificate program.

