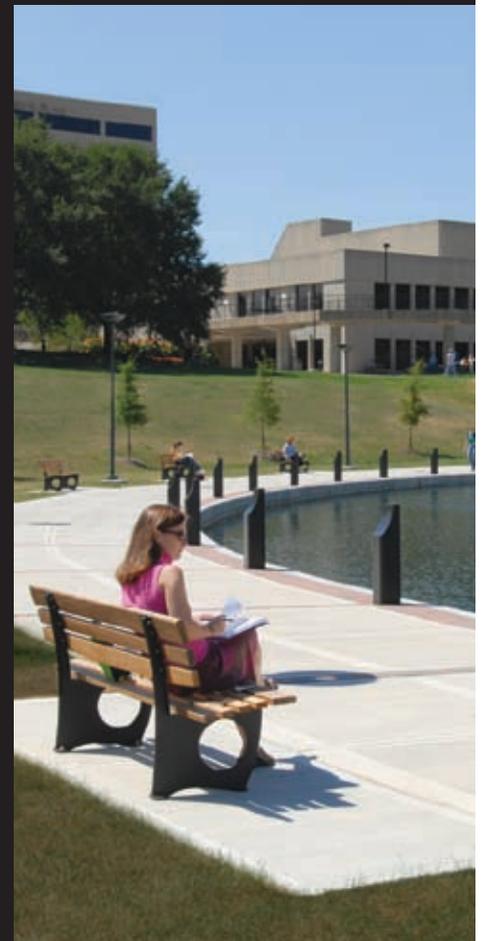




Northern Kentucky University

GRADUATE CATALOG

2011-2012



**NORTHERN KENTUCKY UNIVERSITY
GRADUATE CATALOG 2011-2012**

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GENERAL UNIVERSITY INFORMATION

Welcome from the President



It is my pleasure to welcome you to Northern Kentucky University where we are committed to helping students realize their dreams. Together, faculty and students explore the frontiers of knowledge, expand their horizons, contribute to the creation of knowledge, and work to improve the quality of life in our communities. Our goal is to help students develop a love of learning as they prepare for the roles and responsibilities they will embrace in the future. As you read our mission, vision, and values that follow, you will learn more about the foundation upon which NKU operates.

I urge you to carefully review the catalog. It contains information that will be valuable to you at each stage in your journey at NKU. And this year, for the first time, there is an online, fully searchable version that will let you easily find the information you are seeking, be it details about our academic programs, information on our policies and procedures, special opportunities to support student growth and learning, and a host of other topics.

Best wishes for great success in your graduate program at NKU.

Sincerely,

James C. Votruba, President

Institutional Foundation

Mission

The mission of Northern Kentucky University is to educate students to succeed in their chosen life roles; be informed, contributing members of their communities - regionally, nationally, and internationally; and pursue satisfying and fulfilling lives. The university will offer a comprehensive array of baccalaureate and master's programs as well as law and other selected doctoral programs that meet regional needs.

The university supports multi-dimensional excellence across the full breadth of its work: teaching and learning, research and creative activity, and outreach and public engagement. Northern Kentucky University fosters a community that values openness, inclusion, and respect. The university is committed to intellectual and creative freedom and to the open expression of ideas in ways that support scholarship and advance the learning process. The university embraces its regional stewardship role as reflected in its significant contribution to the intellectual, social, economic, cultural, and civic vitality of the region and the commonwealth.

Northern Kentucky University achieves its mission through outstanding faculty, state-of-the-art programs, and community partnerships. The university prides itself on its learner focus, entrepreneurial spirit, global perspective, innovative programs, small classes, technology-enhanced academic programs, co-curricular learning opportunities, and emphasis on active learning, including student research, internships, co-op programs, and service learning.

Northern Kentucky University is the commonwealth's only regional university located in a major metropolitan area. The university values its role as an integral part of the metropolitan region and recognizes the region as a powerful source of knowledge and experience that can strengthen, enhance and enrich every aspect of the university. Regional stewardship informs every dimension of the university's mission.

Vision

Northern Kentucky University will be nationally recognized as the premier comprehensive, metropolitan university that prepares students for life and work in a global society and provides leadership to advance the intellectual, social, economic, cultural, and civic vitality of its region and of the commonwealth.

Core Values

NKU is committed to:

- Placing learners and their learning at the center of all that we do.
- The highest standards of excellence in every dimension of our work.
- Access to education that holds high expectations for all students and provides support for their success.
- Public engagement that advances the progress of the region and commonwealth.
- Intellectual and creative freedom and the free expression of ideas.
- A culture of openness and inclusion that values diversity in people and ideas.
- A work environment that encourages and rewards innovation and creativity.
- A campus climate that supports collegiality, collaboration and civility.

Our Strategic Priorities

- Develop talent
- Increase student engagement in learning
- Ensure academic quality
- Engage in effective regional stewardship

Accreditations

NKU is accredited by Commission on Colleges of the Southern Association of Colleges and Schools to award undergraduate, graduate, doctoral, and professional degrees. For questions about this accreditation, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30333-4097.

The following organizations have accredited specific NKU programs: AACSB International—the Association to Advance Collegiate Schools of Business; American Bar Association; American Chemical Society (ACS); American Council for Construction Education (AACCE); Commission on Accreditation of Athletic Training Education (CAATE); Commission on Accreditation for Respiratory Care (CoARC); Council on Social Work Education (CSWE); Joint Review Committee on Education in Radiologic Technology (JRCERT); National Association of Schools of Music (NASM); National Association of Schools of Public Affairs and Administration (NASPAA); National Council for Accreditation of Teacher Education (NCATE); National League for Nursing Accrediting Commission (NLNAC); and Technology Accreditation Commission, ABET, Inc.

Graduate Degrees Conferred

The University is authorized by the Commonwealth of Kentucky to confer the following graduate degrees:

- Master of Accountancy
- Master of Arts in Communication
- Master of Arts in Education: Teacher as a Leader
- Master of Arts in English
- Master of Arts in Integrative Studies
- Master of Arts in Public History
- Master of Arts in School Counseling
- Master of Arts in Teaching
- Master of Business Administration
- Master of Public Administration
- Master of Science in Business Informatics
- Master of Science in Clinical Mental Health Counseling
- Master of Science in Computer Information Technology
- Master of Science in Computer Science
- Master of Science in Executive Leadership and Organizational Change
- Master of Science in Health Informatics
- Master of Science in Industrial-Organizational Psychology
- Master of Science in Nursing
- Master of Social Work
- Education Specialist in Educational Leadership
- Education Doctorate
- Doctor of Nursing Practice
- Juris Doctor/Master of Business Administration
- Juris Doctor/Master of Science in Business Informatics
- Juris Doctor/Master of Science in Health Informatics.

Campus Map

NKU makes a variety of campus maps available online: a of the Highland Heights campus with links and information about each building; a two dimensional map of the campus; a regional map showing the location of the Highland Heights campus, NKU's Grant County Center, and NKU's METS Center; and a map giving directions to the Highland Heights campus. Two campus buildings are being renamed, effective in the fall of 2011. The Applied Science and Technology Building is being renamed the Business Academic Center (BC); the Business Education Psychology Center (BP) is being renamed the Mathematics Education Psychology Center (MP). Throughout the catalog, the buildings are referred to by their new names.

Campus Calendars

On its website, NKU provides a variety of calendars including a master calendar and several academic calendars. In addition, there are calendars of events such as athletic and music events. These calendars enable students to plan ahead for studying, social events, vacations, and so forth.

GRADUATE PROGRAMS

History of Graduate Programs

Graduate programs in education were initiated in 1975; in business administration in 1979; in public administration in 1989; in nursing in 1992; in technology in 1997; in accountancy in 1998; in computer science in 1999; in information systems (now business informatics) and in teaching in 2001; in industrial/organizational psychology and liberal studies in 2004, school counseling and community counseling (now clinical mental health counseling) in 2005; communication and executive leadership & organizational change in 2006; health informatics in 2007; English in 2008, and the Ed.D. in 2008; computer information technology in 2009; public history in 2010, and social work in 2011; the Doctor of Nursing Practice in 2012. We also offer numerous certificate programs. New graduate programs are planned to meet the demands of our growing population.

NKU continues to thrive as evidenced by the new state-of-the-art informatics building. Our total enrollment is more than 14,000 and growing. Currently, we have about 1,700 graduate students. Our location seven miles south of downtown Cincinnati allows the serenity of a suburban setting with the activities of a metropolitan area. It also helps attract a number of partnerships with major corporations such as Fifth Third Bank, Ashland Oil, the Bank of Kentucky, and Procter & Gamble.

Mission Statement

The mission of the Office of Graduate Programs is to advance and support high-quality graduate education. This is accomplished by encouraging and supporting the development and delivery of outstanding graduate programs, as well as contributing to the recruitment, admission, and retention of well-prepared and successful graduate students. The Office of Graduate Programs also contributes to the development and fair enforcement of policies related to graduate students and graduate programs.

Administration

Office of Graduate Programs

The Associate Provost for Research, Graduate Studies & Regional Stewardship has the primary responsibility for overseeing graduate programs. The Office of Graduate Programs serves as the coordinating office for the University's graduate programs. It is responsible for marketing, recruiting, and admitting graduate students. The director of Graduate Programs is responsible for implementing the Graduate Council's policies and procedures and for coordinating negotiations for cooperative graduate arrangements with other universities. The director facilitates the development of new programs; works with graduate program directors to ensure the quality of graduate programs; acts as an advocate for graduate-student concerns; and oversees the placement of graduate assistants. He/she serves on the Graduate Council as a non-voting member and hears procedural appeals from program directors.

The Office of Graduate Programs is located in Lucas Administrative Center 302. To contact us please call (859) 572-6364 or visit our website at gradschool.nku.edu.

Graduate Council

The Graduate Council is the official university body that oversees and interprets all policies, procedures, curricula, and regulations associated with NKU graduate programs. It approves all policies with regard to graduate courses and programs and establishes all rules, regulations, and procedures governing admission, academic policies, curriculum, and evaluation of programs in which graduate degrees or certificates are awarded. The Council also rules on appeals for waivers of any graduate regulations with the exception of admission decisions. The Council's recommendations and decisions are advisory to the provost.

Voting members of the Graduate Council include representatives of each of the graduate programs, two at-large members elected by the graduate faculty, one graduate student, and the chief academic officer for graduate programs. The director of graduate programs is an ex officio member of the council.

GRADUATE PROGRAMS ADMISSION AND ACADEMIC REQUIREMENTS

The purpose of administrative rules and regulations is to ensure that academic standards for admission are maintained and that procedures are in place to allow you to know what is expected of you throughout your graduate career. These rules and regulations also help you to know what you can expect from the University. The policies and procedures presented in this catalog apply to all graduate students of NKU.

Admissions Requirements

Presented in this section are the minimum standards required for admission to NKU's graduate programs. These standards enable us to admit applicants who have a reasonable chance of successfully completing their graduate work. Individual programs may have more stringent admission standards. Recognizing that some applicants may be successful graduate students even though they do not meet the minimum standards, we have created admission categories (provisional admission and conditional admission) that may be used to give you a chance to prove yourself. These admission categories are used sparingly and only with the approval of the program director. Furthermore, although NKU would like to be able to admit all qualified applicants, our strong commitment to quality requires that programs limit enrollment to retain small class sizes. As a result, please recognize that meeting these minima does not guarantee admission into the University in general or into a specific degree program.

Notification of admission decisions will be sent via the e-mail address supplied by the applicant at the time the application was submitted. If you do not have an e-mail address, it is your responsibility to notify the Office of Graduate Programs of the need for an alternative method of delivery.

Guidelines for Admission

Application – Applications must be completed online. The website for access to the application is:

<http://www.nku.edu/apply/applygrad.php>

Application Fee A fee will be assessed at the time the application is submitted. The current fee structure for the general graduate application is as follows (as of September 1, 2011):

- a. \$40 for all graduate applications except for the DNP and EdD.
- b. \$50 for the doctoral application.

Exceptions: NKU alumni who have earned a bachelor's or master's degree and current faculty and staff are not assessed an application fee. Faculty and staff must submit a copy of their All-card for the waiver to be applied.

The application fee is non-refundable regardless of circumstance.

Deadlines Application deadlines vary by program. Please consult the application web site for a list of the deadlines at

http://gradschool.nku.edu/graduate_application.pdf.

GPA. For anyone applying as a non-degree student (someone not pursuing a certificate or degree), the minimum undergraduate GPA is 2.5 on a 4.0 scale. Each degree and certificate program sets its own minimum GPA standard. Please look at the admission requirements for your program of study for complete information

Transcripts To be admitted into NKU as a graduate student, you must hold a bachelor's degree from a regionally accredited institution. You must submit official transcripts for all work taken (undergraduate and graduate) before being awarded full admission into the University. An unofficial transcript showing that a bachelor's degree has been awarded may be used for admis-

sion for one semester only upon approval by the program director. Once your official transcripts have been received, and presuming they have been evaluated favorably in relation to the University's standards, you will be allowed to enroll for additional semesters. If you are not able to produce an official transcript, you will need to apply to the program director for a waiver by the Office of Graduate Programs. An official transcript is defined as those submitted directly to the Office of Graduate Programs from the issuing institution or one given to the student by the issuing institution in an envelope sealed/stamped by the issuing institution. We also accept transcripts submitted directly to us by email from the issuing institution.

Standardized Tests Although standardized tests such as the GRE and GMAT are not a university requirement, they are required by most NKU graduate programs.

Change of degree program

A new application is necessary if you plan to change from one degree program to another. An additional application fee may be assessed. You will be under the catalog in effect at the time you are admitted into the new program.

Admission Categories

Full or Regular Admission You are eligible for this category if you meet all admission requirements prior to beginning graduate study.

Provisional Admission If you are unable to provide one of the required admissions documents prior to the start of classes, you can request that the director of your graduate program grant you provisional admission. The missing document may include, but is not limited to, an official transcript, an official standardized test result, or a letter of recommendation. If this is your situation, you may make a written request to your program director that you be admitted provisionally. When only one document is missing, the graduate program director may use his/her discretion to extend provisional admission to you based on the program director's judgment that you would be regularly admitted if all application materials had been received. When more than one document cannot be submitted, the Office of Graduate Programs must approve provisional admission based on a request directly from the program director. Provisional admission is valid for one semester only during which time the missing documents must be submitted. You can be dismissed from the program if the newly submitted documents do not meet the appropriate admission requirements. Provisional admission is not available in all graduate programs. Please consult the information in your program of interest.

Please be aware that if you are awarded provisional admission, you may receive a federal loan only during the first semester. Additionally, if you have not been fully admitted by October 1 for fall admission, March 1 for spring admission, or July 1 for summer admission, NKU is required to return Federal Stafford Loans previously awarded and cancel subsequent loan disbursements. If this occurs, you will be responsible for tuition. You may regain eligibility for federal aid by becoming fully admitted. In some cases students admitted provisionally will not be eligible for federal aid for even one term. Check with the Office of Student Financial Aid to determine your specific eligibility.

Conditional Admission This status is reserved for those applicants who have submitted all admission documents but fail to meet one or more of the requirements for regular admission and who in the judgment of the graduate program director hold promise of successfully completing the graduate degree. If you have not met the published admissions standards, the program director may recommend that the Office of Graduate Programs grant you conditional admission. In return for our offer of conditional admission, you

will be required to satisfy particular criteria specified at the time of admission before being granted regular admission. At the time of admission, you will be told the length of time you have to fulfill the conditions for regular admission. In all cases, students must have regular admission status prior to graduating. A student will be dismissed from the program if the criteria for regular admission are not satisfied within the specified time limit. Conditional admission is not available in all graduate programs. See your specific graduate program section for more information.

Please be aware that if you are awarded conditional admission, you will not be eligible to receive Federal Stafford Loans. Once you have been fully admitted, you will be eligible for those loans.

Non-degree Seeking Not everyone applies to a university with a degree goal in mind. Non-degree status is appropriate if you want to take courses without obtaining a degree or if you want to demonstrate your academic abilities before applying to a degree program. In order to be admitted as a non-degree student, you must hold a bachelor's degree from a regionally accredited institution with an overall minimum undergraduate GPA of 2.5. You may take as many courses as you like as a non-degree student. If you decide later to pursue a degree, however, be aware that a maximum of nine hours of coursework taken as a non-degree student may be counted toward the degree.

Visiting Student If you are a student enrolled in a graduate program at another regionally accredited institution and want to take a course to transfer into that program, you may do so as a visiting student. There are no transcript or GPA requirements (except for the Haile/US Bank College of Business); however, you must have permission from your home institution. To apply for visiting student status, complete the Visiting Student Application and the general graduate application, and pay the NKU application fee.

Undergraduates Taking Graduate Credit If you are an undergraduate student who has no more than six credits remaining to complete a bachelor's degree, you may be dually enrolled as a graduate student, provided you have the approval of your undergraduate academic advisor and the relevant graduate program director has awarded you provisional admission into the graduate program. As a dually enrolled student, you may take a maximum of 12 credits, graduate and undergraduate combined, in a single semester. Graduate credit for these courses will not be granted unless all work for the undergraduate degree is completed during the semester in which you are enrolled for graduate credit. The graduate courses you take will count only toward the graduate degree. They cannot be part of the coursework required for the bachelor's degree.

Graduate Students Taking Undergraduate Courses Graduate students are allowed to take undergraduate courses as long as a separate undergraduate application has been submitted. Graduate students will be charged at the graduate tuition rate for all courses.

Time Limit for Application/ Readmission

Once admitted as a graduate student, you have one year to enroll in your first class; otherwise, a new application will be required to ensure that all of your information is up to date. We will keep the documents submitted with your initial application for one year if you do not enroll. If you need to delay enrolling for an additional period of time, we will keep the documents on file for you. All you need to do is make a written request to the Office of Graduate Programs requesting that your date of enrollment be moved to a new semester. That will ensure your documents are kept on file.

If you have enrolled at NKU but interrupted your enrollment for four or more years, you will need to submit a new application for admission and meet current admission requirements. We also require that you submit official transcripts for additional coursework taken elsewhere since your last attendance at NKU. The standard application fee will be assessed. Your catalog of record will be the one in effect when you are readmitted.

International Graduate Students

When to Apply The deadline for application to the fall semester is June 1 and the deadline for application to the spring semester is October 1. We suggest, however, that applications be sent well in advance of the start of a semester in order to make certain the University will have time to receive all required documentation, make an admission decision, and issue an I-20 or DS-2019 (F-1 and J-1). The Office of International Students and Scholars will not issue an I-20 until it has received documentation that you have: acceptable academic credentials; competency in English (unless conditionally admitted); and access to funds sufficient to meet the costs of completing your studies (see specific financial documentation requirements below). If a tuition deposit is required, you will be so advised by the University.

Financial Documentation (F1 and J1 students only) All international applicants must submit a declaration and certification of finances from their sponsors. This includes the Financial Statement from Sponsor. This form must be accompanied by the sponsor's current bank statement, a letter from the bank on official stationery, other liquid assets to prove that sufficient finances are immediately available to cover the costs of educational and living expenses at NKU. The form is available on our web site at <http://oiss.nku.edu>.

International Transcripts If you have international transcripts, an evaluation by a foreign education evaluation service is required before sending them to the University. Many graduate programs require a course-by-course analysis and GPA, so be certain to check the requirements of your program. A list of the acceptable agencies where you can send your transcripts may be obtained from the Office of International Students and Scholars (University Center 405 or <http://oiss.nku.edu> or (859) 572-6517).

Applicants with international transcripts will need documentation of completion of undergraduate studies culminating in a degree equivalent to a four-year U.S. bachelor degree. This means you will need to submit official or certified copies of transcripts of **all** undergraduate and graduate coursework. These must be translated into English. Your undergraduate grade point average (GPA), based on all undergraduate course work, must be at least a 2.50 on a 4.0 scale. Individual programs may have higher GPA requirements. See the specific program listed in Academic Programs for special requirements for each program.

English Proficiency It is important that students have the English skills to read at the graduate level and to understand the oral communication that takes place in classes. Applicants must demonstrate English proficiency by submitting the exam results on either the Test of English as a Foreign Language (TOEFL), the International English Language Testing Service (IELTS) exam or other means of assessment approved by the Director of Graduate Programs. TOEFL scores must meet a minimum standard score of 550 on the paper version, 213 of the computer-based version, or 79 on the internet based (iBT) version. Applicants submitting the IELTS must achieve a 6.5 on the general band portion. Particular graduate programs may require higher minimum scores on either of these tests or specific minimum scores on the individual sections of the TOEFL. Provisional or conditional admission may be offered to international students on a case-by-case basis with approval from the graduate program director. Please check requirements for your program of interest. Official test results should be sent to the Office of International Students and Scholars at the time of application. International students may substitute the Institutional TOEFL Exam only if it is taken at NKU through the American English Language Program (AELP) and by approval of the graduate program director. You must score at least an 550. Contact the Office of International Students and Scholars for complete information. (Exception: International students whose native language is English or who have graduated from an American university in which the language of instruction is English may be eligible for a waiver of this requirement. Contact the Office of International Students and Scholars for more details.)

A program director may require you to take additional English remediation such as a course in English as a Second Language if in his/her judgment you need to improve your English language skills. This decision will be based upon admission materials and an interview with the program director. You will be notified at the time of admission by the program director if the course will be necessary.

College of Education and Human Services Specifics International students are subject to all requirements for admission to NKU's graduate programs. The only exception is that international students applying to a graduate program in education may be admitted without a teaching certificate. If you are a graduate of an institution outside the United States and, therefore, are not a certified teacher in the United States, you may be admitted to the Master of Education program, but you should be aware you will not earn teacher certification upon completion. As a rule, admission into the Master of Arts in Teaching is not open to applicants holding foreign transcripts. Applicants seeking an exception to this policy may appeal to the College of Education and Human Services graduate program director.

Contact information: <http://oiss.nku.edu> or contact the Office of International Students and Scholars at (859) 572-6517, fax: (859) 572-6178 or e-mail: oiss@nku.edu

GRADUATE PROGRAMS POLICIES

Course Policies

Time Limit on Course Viability

The general rule for the age of a course that is applicable to a degree or certificate is six years. However, a course that is seven or eight years old may be allowed if the following guidelines are met.

- The student and course instructor must prepare a reinstatement plan that is reviewed and approved by the graduate dean.
- The plan must include a special examination, portfolio presentation, or other measurable demonstration of knowledge consistent with current course content.
- Once a student successfully complies with all elements in the reinstatement plan, the course is considered valid for an additional six years.
- No course over eight years will be reinstated.
- No more than 25% of the courses required for a degree may be reinstated.
- Only courses in which an *A* or *B* grade was earned may be reinstated.

Independent Study/Readings Courses

Number of Hours Allowed NKU offers graduate students the opportunity to engage in independent scholarship guided by individual graduate faculty. These courses take the form of readings and independent study. We encourage students to undertake research into topics that are not part of the regular curriculum, provided that:

- Consent of a graduate faculty member is obtained prior to the student's registration for the course.
- The content of the course is not the same as that covered in a regular course; exceptions to this requirement must be approved by the program director before the course may be offered.
- There is a sufficient number of contact hours, albeit scheduled on an arranged basis, between the student and the instructor throughout the duration of the course to ensure consistency with the amount of graduate credit earned in regular course offerings; this contact hour number is specified by the program/department contract or program requirements.
- No more than 20 % of the minimum number of hours counted toward degree completion may be taken through courses listed as readings and independent study with the exception of studio work, labs, research, practica, and internships..

Special Topics Courses

Special topics courses may be repeated with the approval of the graduate program director. A topics course for a change of grade may be repeated only when the same topic is offered again

Numbering for Independent Study/Readings Courses All graduate courses in which only one student is enrolled or a faculty member works with a student one-on-one are considered independent study or readings courses. The course numbering assigned for independent work is X99 and should be used instead of the regular or seminar course number. This applies even if the content of the coursework is identical to that of a regular, existing course.

Where an independent study course is used in lieu of a required course, the change must be noted on the student's program plan when sub-mitted to the Office of the Registrar as certification for graduation.

Certificate Guidelines

The policies presented below are the minimum university guidelines for students in certificate programs. You should always check the requirements of your particular program which may be stricter.

1. A graduate certificate consists of 12 to 18 credits of coursework at the 500-level and above.
2. A post-master's certificate consists of 12 to 30 credits; at least 50% of which must be at the 600-level.
3. No more than one-third of the credits required on a graduate certificate may be transfer credits. All such work must be from a regionally accredited institution; taken for graduate credit and posted to a graduate transcript; and, completed with a grade of B or better. The program director approves all courses to be allowed as transfer credit. The limit on transfer credit does not include any hours taken through the Greater Cincinnati Consortium of Colleges and Universities which will be considered NKU courses.
4. First Professional (e.g., law school and medical school) courses may be transferred into a graduate program only if: they fit into the program of study; a grade of *B* or better was earned; they were earned at a regionally accredited institution; and, your advisor or program director approves the courses for transfer credit.
5. One may earn both a certificate and a degree, but it is not necessary to earn one in order to get the other.
6. Credits used in fulfillment of certificate requirements may be used in partial fulfillment of degree requirements as well. Check with your program director for specific information.
7. One must be admitted to the certificate program prior to completion of all certificate requirements, or prior to completion of all requirements for the concurrent master's degree.
8. All credits for a certificate program must be earned within the six years prior to the award of the certificate.
9. Students enrolled in a certificate program must meet the same course prerequisites as any other student.
10. Up to one-third of credits earned in one certificate program can be counted toward a different certificate, providing that both certificates are issued by NKU.
11. Up to one-third or nine credits (whichever is less) of the credits for a certificate program may have been completed as part of a previously earned master's degree issued by another university, providing that the credits are not out-of-date

Grading Policy

Types of Grading and Academic Probation

Grades Grades that can be assigned by faculty for graduate courses are: *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *F*, *P*, *I*, and *X*. An *F* is considered an unacceptable grade for graduate students. The grade of *I+* can be assigned only by request to the Office of the Registrar.

Incompletes There may be an occasion when you cannot complete your course requirements by the end of the semester. You may be assigned an Incomplete (*I*) at your request and where your instructor judges there is a reasonable possibility that a passing grade will result from completion of the work. In return for being given this extra time, you will need to submit to the instructor all work necessary for completion of an Incomplete (*I*) grade no later than the sixth week of the semester immediately following the semester in which the Incomplete was earned. (Incompletes earned in the spring semester must be cleared by the sixth week of the fall term.) All Incompletes

(I) will convert to *F*s if a grade change has not been submitted to the Office of the Registrar prior to the eighth week of the semester. Grades of *X* are reserved for continuing work on theses/projects. They remain unchanged on your transcript until the thesis/project has been completed.

Pass/Fail Courses may not be taken as pass/fail unless so designated by the individual programs. A request that the course be designated pass/fail must be requested of Graduate Council as part of the curriculum process. Students enrolled in a course that has been designated as pass/fail will not have the option of requesting a grade.

Good Standing *Students must maintain a minimum 3.00 grade point average and earn no more than two grades of C or below to remain in good standing. (A C+ is considered above a C grade.)* Unfortunately, some students do not succeed in their graduate work. We do not think it is fair to allow students to continue in a program that is unsuited to their strengths. Standards have been set for what we consider to be the minimum requirements for students to be in good standing. Should students fall below a 3.00 GPA, they will be placed on academic probation. (See below for specifics of probationary status). No student will be allowed to graduate with more than two C grades or below in course work that contributes to the degree program. Students who have more than two C grades or below will need to repeat some course work to be in compliance with this policy (See below for specifics of the course repeat option).

Be aware that even though your transcript may state you are in "good standing" because your overall GPA is not below 3.0, you in fact are considered by the university not to be in "good standing" when you have more than two grades of C or below.

Academic Probation Students are placed on academic probation when their GPA falls below a 3.0 on the 4.0 scale. Once on probation students will have up to nine semester hours to achieve a GPA of at least 3.0 to remove their probationary status. The nine semester hours must be taken at NKU. If after nine semester hours on probation, a student's graduate GPA has not increased to at least a 3.0, he/she will be dismissed from the program. A student will not be placed on probationary status more than once. If a student successfully removes him/herself from probationary status and subsequently has a GPA that falls below a 3.0 on the 4.0 scale that student will be dismissed from the program. Individual programs may have more stringent requirements. *You should check your program guidelines for complete information. Exceptions to this policy will be granted only if requested by the program director and approved by the Dean of Graduate Programs.*

If you wish to be considered for readmission into the program, you must submit a new application with a letter attached explaining why you are now prepared to continue in your program. You will not be admitted without approval from your program director. A letter of support from your program director for your readmission must be sent to the Dean of Graduate Programs who will make the final decision. If you are readmitted, you will have an additional nine semester hours to remove your probationary status. During this period, any grade earned below a *B* will result in dismissal from the program.

You may be considered for readmission after one semester has elapsed if you were dismissed from a program for academic reasons. When you apply for readmission, you will need to document your preparedness for re-entry into the program.

Course Repeat Option

Graduate students are permitted to repeat two courses for grade replacement. The grade earned for the repeated course will be the one used to count the number of *C* and below grades as well as being the grade factored into your GPA even if it is below the original grade. A specific course may be repeated only once. All courses taken for the repeat option must be taken from NKU. They cannot be taken from another university and transferred to NKU without the permission of your program director. The only courses taken

outside NKU where grades may be factored with your GPA are those taken through the Greater Cincinnati Consortium of Colleges and Universities (GCCCU).

Academic Bankruptcy

If you have not been successful in previous graduate work from NKU but want to start over in the same or a different graduate program, you may wish to apply for academic bankruptcy. You cannot have been enrolled in the University for at least six years if you want to start over in the same graduate program; you may apply at any time if you are pursuing an academic field that is unrelated to the one for which you request bankruptcy. You will need to make your request for bankruptcy to the Office of the Registrar at the time of admission into a program or no later than the first semester you are enrolled in the program. All courses taken prior to the time of academic bankruptcy will be omitted from your graduate GPA (with the exception of work taken as part of a previously earned degree/certificate) but not from the transcript. No coursework earned prior to bankruptcy may be applied toward a graduate degree at NKU.

Catalog of Record

Your catalog of record is the one in effect during the semester for which you are admitted into a graduate program, even if your initial admission is conditional or provisional. The policies and procedures published in that catalog are the ones you will follow during your graduate career. If your progress toward a degree is interrupted for four or more academic years from the last time you were regularly enrolled, the catalog in effect upon your re-entry into the university will govern. Your initial catalog of record (the one in effect when you originally enrolled) will no longer be applicable for you. It will be superseded by the new one. Your catalog of record follows any changes you make in area of concentration or specialization. If you want to change your area of concentration or the catalog under which you are governed, you may complete a form to do so. The Change of Area of Concentration/Catalog Applicability is available in the Office of Graduate Programs, your program office, the Office of the Registrar, and on the graduate programs website in a downloadable pdf file.

With the permission of your program director, you may request that your catalog of record be moved forward. You cannot have a catalog of record that was extant prior to your admission into your program of study.

Appeals to these regulations can be made to the Office of Graduate Programs.

Course Prerequisites and Corequisites

Prerequisites

A prerequisite is a requirement that must be satisfied before enrolling for a specific course. You may not enroll in courses for which you lack the stated prerequisites. Without the appropriate prerequisite(s), you will be withdrawn from the course at the request of either the instructor or the program director.

Corequisites

A corequisite is a course that must be taken in conjunction with another course. You must enroll in corequisites during the same semester or summer session. If you are enrolled in one course but not its corequisite, you will be withdrawn from that course upon request of the instructor and/or program director.

Course Substitution and Audits

Substitution for Course Requirement

Only program directors may approve substitute courses for program requirements. With the approval of the program director, material covered in the following professional certifications may be used as substitutes for course requirements: Certified Public Accountant (CPA); Certified Financial Planner (CFP); and Certified Financial Analyst (CFA). No more than 40% of the program may be comprised of course substitutes.

Audits

If you want to audit a graduate course, you will need to get prior approval from the director of the program in which the course is offered. Audited courses may be repeated for credit that in turn can be counted towards the degree.

Coursework Taken as an NKU Undergraduate

A 500-level course cannot count toward a graduate degree if the student took that course, or any course cross-listed with it, as an undergraduate at NKU.

Credit Applied to Degree

Most of the credit you apply towards your degree will be earned after you have been admitted into the program; however, you may have taken courses outside of the degree program that you would like applied to the degree.

NKU Non-degree Credit

There is no limit on the number of hours you may take as a non-degree seeking student; however, only nine hours of NKU coursework taken in the graduate non-degree status may be applied to a graduate degree program at NKU. Some graduate programs may allow fewer; please check the guidelines of your specific program.

You will be allowed to apply additional courses taken in non-degree status if those courses were taken in fulfillment of an NKU graduate certificate program and they are not older than six years when you complete the graduate degree.

Transfer Work

A maximum of 40% of your program may consist of transfer work. All such work must be from a regionally accredited institution or an accrediting body which accredits an existing NKU program. In all cases, the program chair may document and petition the Graduate Council for inclusion of transfer course/credits for students. All work requested for transfer must be taken for graduate credit and posted to a graduate transcript, and completed with a *B* (equaling quality points of 3.0) or better. The limit on transfer credit does not include any hours taken through the Greater Cincinnati Consortium of Colleges and Universities which will be considered NKU courses. The grades in transferred courses will not be factored into your NKU GPA unless taken as a part of the GCCCU.

First Professional (e.g., law school and medical school) courses may be transferred into a graduate program only if: they fit into the program of study; a grade of *B* or better was earned; they were earned at a regionally accredited institution; and your advisor or program director approves the courses for transfer credit.

Transfer work taken at schools on other than a semester system will not be given one-to-one credit hour equivalency. For example, a four quarter hour course transfers into NKU as 2.66 hours. This means that you may have to take an additional one credit hour course to meet the required minimum 30 credit hours required for a graduate degree. Further, you cannot receive more credit for a transfer course than is offered for the NKU course for which it will substitute. A four semester hour course to be transferred into NKU

will be brought in as three hours of credit if that is the maximum number of hours for the NKU course in the catalog.

Submission and Processing Transfer Request

1. You must request transfer credit for work taken prior to matriculation into NKU during the first semester of enrollment in a program. Program directors will determine the approval status generally within four weeks. If the request is denied, the student will be so notified in writing at that time.
2. After initial approval by the program director, transfer course requests will be sent to the Office of Graduate Programs where the director will determine if the requested credit meets with University standards for transfer of graduate courses (see above for guidelines). The graduate dean will be the final arbiter where differences exist between the program director and the director of Graduate Programs.
3. You will be notified by the Office of Graduate Programs of the final decision. You also will be told when the courses expire as credit toward the degree.
4. No transfer work will be noted on a transcript until a student formally enrolls for NKU classes.
5. Transfer request forms can be found at: <http://gradschool.nku.edu>.

From a Previously Earned Master's Degree

With the approval of your program director you may transfer up to nine hours of coursework taken as part of a previously earned graduate degree.

Degree Time Limits

We expect graduate students to complete their master's degrees and certificates within six years; doctoral students have eight years. All coursework that is applied to the degrees and certificates must be no older than six years or (eight years for doctoral student) by the time the program is completed.

Course Reinstatement

Exceptions to the rule may be granted by reinstating courses older than six years (or eight for doctoral students).

- The student and the course instructor must prepare a reinstatement plan that is reviewed and approved by the graduate dean.
- This plan must include a special examination, portfolio presentation or other measurable demonstration of knowledge consistent with current course content.
- Once the student successfully complies with all of the elements in the reinstatement plan, the course is considered valid for an additional six years.
- No courses over eight years will be reinstated.
- No more than 25% of the courses required for a degree may be reinstated.
- Only courses in which a grade of *B* or higher was earned can be reinstated.

If you are in the JD/MBA program, you may have additional time at the request of the MBA program director. The program director must request the additional time formally so that the Office of the Registrar can be notified and a note to that effect placed in your permanent record.

Hours Allowed Per Semester

Full-time Status

Graduate students who are enrolled in seven hours in the fall and spring terms and five hours during the summer term are considered full-time.

Fall and Spring

You may take up to twelve graduate hours of coursework during each of the fall and spring semesters. To enroll in more than 12 credits, you should seek the approval of your program director.

Summer

You may take a maximum of nine graduate hours of coursework throughout the combined summer terms.

Student Appeals

Waiver of Graduate Policies

You may request a waiver or exception to a University policy if you believe your case is exceptional. A written request detailing the reason(s) the waiver is being requested should be given and submitted first to the appropriate program director. If the program director agrees that your case warrants an exception, the director will forward the request to the Office of Graduate Programs. You will receive written notification on the final decision made in that office. If the program director does not agree that your case warrants an exception, you can ask the program director to forward your appeal to the Graduate Council. You will be notified by the Office of Graduate Programs when your appeal is scheduled to be heard.

There are two regulations where no exception will be made: 1) no one will receive a master's degree with fewer than 30 hours of coursework; 2) no one will be awarded a graduate degree or certificate with a cumulative graduate GPA below 3.00.

Appeal of University Graduate Regulations (non-Honor Code/non-Grade)

Appeals from graduate students regarding university graduate regulations, excluding admission decisions, grade appeals, and violations of the *Graduate Student Honor Code*, are heard by the university's Graduate Council. A graduate student wishing to appeal the application of a university rule or regulation relating to graduate students (e.g., time limits for graduation, limits on transfer credits, limits on hours taken as a non-degree student that may apply to a graduate degree) should write a letter to his/her program director requesting an appeal to Graduate Council. The program director will notify the student when the appeal has been placed on the Graduate Council agenda. Once the appeal has been heard, the director of Graduate Programs will notify the student of the decision. The student may request to be present to make a personal appeal to Graduate Council, but must leave the room when the vote on the appeal is taken. A copy of this policy can be obtained from the graduate office or can be found at <http://gradschool.nku.edu/currentstudents/codeofconduct/index.php>

Appeal Relating to Violation of the Graduate Student Honor Code

A student sanctioned for violating the *Graduate Student Honor Code* may appeal the decision that a violation has occurred and/or the sanction. Students must follow the appeal procedures set forth in the *Graduate Student Honor Code* which can be found at <http://gradschool.nku.edu/currentstudents/codeofconduct/index.php>

Appeal of Other Academic and Non-Academic Matters

Appeals relating to other academic and non-academic matters are governed by the university's *Code of Student Rights and Responsibilities*, which can be found at <http://www.nku.edu/~deanstudents/policies.htm>. This includes grade appeals that do not relate to consequences for violations of the *Graduate Student Honor Code*.

DEGREE AND CERTIFICATE EXIT PROGRAM REQUIREMENTS

Culminating Experiences and Capstone Courses

All graduate degree programs require a culminating experience described in each program section. Examples of these are dissertation, thesis, project, portfolio, comprehensive exam, and capstone course.

A student must complete the culminating experience at least three weeks prior to the officially scheduled commencement except when the experience is a course for which a grade cannot be entered until the end of a semester. Completion of the culminating experience means that the work has been approved by the department and, in the case of published documents, delivered to UMI. If this deadline is not met, the Office of Graduate Programs will notify the Office of the Registrar that the student will not be allowed to graduate in the current semester.

Before enrolling in the culminating experience, students must have completed at least two thirds of all coursework required for the degree program. Unless otherwise approved by the program director, all core courses also must be completed, with the possible exception of one core course that may be taken concurrently with the culminating experience. [Note: Students enrolled in the College of Education and Human Services are exempt from this requirement.]

Failure of Culminating Experience

Program directors notify the Office of Graduate Programs in writing when one of their students does not "pass" the culminating experience. The program director will recommend one of two options for the student: allow a second opportunity to "pass" a culminating experience or be withdrawn from the program. If the student is allowed to remain in the program, and if the student's catalog of record provides more than one option for a culminating experience, the student may select a second option rather than repeat the previous option. The student must have the written permission of the program director before selecting the second option.

Two failures of the culminating experience, whether two failures of the same experience or a combination of two different experiences, will result in dismissal from the program.

Documents Required to be Filed with Office of Graduate Programs

For everyone taking a comprehensive exam or defending a project/thesis/dissertation, the following forms must be completed by the appropriate program director or thesis/dissertation chair:

1. Form for Thesis/Dissertation Committee Selection (Word)
2. Form to schedule the Thesis/Dissertation Defense (also for comprehensive exam) (Word)
3. Form for Thesis/Dissertation Defense Results (also for comprehensive exam) (Word)

Master's Degree Thesis/Final Project/Comprehensive Exam Specific Requirements

There are four formal culminating experiences excluding programs where a specifically designated course serves this function. Each of these is listed below. For specific information on which one will be required for your program of study, you should consult with your program director.

1. Formal thesis

Requirements:

- a. It should include a thorough review of secondary sources.
- b. It should include original research.
- c. There will be at least three faculty members on the student's committee; one member may be outside of NKU.
- d. It will be published on UMI upon completion.
- e. There will be a formal defense of the thesis.
- f. There must be final approval by Office of Graduate Programs.
- g. Thesis credits may be 3-6 credits of degree requirements.

2. Published Project

Requirements

- a. It should include a literature review of secondary sources.
- b. It should contribute to a body of knowledge or practice.
- c. There will be at least three faculty members on the student's committee; one member may be outside of NKU.
- d. There will not be a formal defense of the project.
- e. It will be published on UMI upon completion.
- f. There must be final approval by Office of Graduate Programs.
- g. Project will be 3 credits of degree requirements.

3. Unpublished project

Requirements

- a. The length depends upon the project and the particular graduate program.
- b. Non-research, portfolio and creative documents (or products) will fall into this category.
- c. There will not be a formal defense of the document/project.
- d. There is no oversight from Office of Graduate Programs.
- e. Approval by the Program Director is required.

4. Comprehensive Examination

Each program using the comprehensive examination as a culminating experience will set forth the appropriate guidelines including dates and format.

Additional Guidelines for theses/projects:

The individual graduate programs will determine the number of continuing credit students in their program are allowed to pursue. All continuing credit must be taken within the six years allowed to complete the degree.

Committee Membership for Exit Options: Outside members should not be required but may be used. When outside members are used, the Program Director must apply for and receive a special graduate faculty status category for the outside members (perhaps an "auxiliary" category). This status is for regular faculty as well as for professionals from the community if their only service is to be an exit option committee member.

Each program director will be responsible for "tutoring" faculty in the appropriate method of chairing or being a member of a committee. Each program director will decide on the oversight necessary from the director.

Doctoral Degree Dissertation Specific Information

1. Committee Membership

- a. There must be at least three members (a chair and two "readers") on the dissertation committee, whose responsibility it is to:
 - Approve the dissertation proposal;
 - Evaluate the dissertation;
 - Participate in the defense of the dissertation, and
 - Vote to determine a candidate's passing of the defense.
- b. One person shall be designated the dissertation chair. This member will:
 - Facilitate the committee schedule and meetings;
 - Mentor the candidate through the completion of the degree;
 - Process paperwork;
 - Coordinate the candidate's defense with the Office of Graduate Programs.
- c. One "reader" member of the dissertation committee must be from outside the candidate's department of study.
- d. All members of the dissertation committee shall approve the dissertation proposal.
- e. There must be a fourth person, assigned by the Office of Graduate Programs, on the dissertation committee who will validate that the policies and procedures set forth by the Office of Graduate Programs have been followed. This Graduate Programs representative does not vote on the content of the dissertation, but assures the required processes have been followed. He/she is responsible for:
 - Clarifying policy and procedures at the beginning of the examination;
 - Observing the flow of the examination;
 - Intervening where matters of policy clarification or fairness dictate;
 - Initiating and supervising the voting process for the pass/fail decision;
 - Reporting the results of the examination to the Office of Graduate Programs in a timely fashion.
- f. The program shall have a dissertation proposal process that provides for the Office of Graduate Programs, the program, and the candidate, a written and signed document defining the expectations of the program for a successful dissertation.
- g. Until the dissertation defense is scheduled, the initial proposal may be amended with unanimous agreement of the dissertation committee and candidate.
- h. A dissertation defense may not be scheduled without a signed dissertation proposal. The candidate shall initiate the scheduling

of a defense and requires the concurrence of at least one committee member.

- i. Programs must provide alternatives for candidates to alter or change dissertation chairs and committee membership.
- j. The "completion of the defense" is deemed successful when:
 - A simple majority of the dissertation committee (without the Graduate Programs Representative) votes approval; AND
 - The Graduate Programs Representative provides procedural validation.
- k. The "approval of the dissertation proposal" is deemed successful when the dissertation chair files appropriate paperwork with the Office of Graduate Programs signifying approval for the candidate to move forward.
 - l. If desired, programs can make votes more restrictive, but may not require unanimous approval by the committee (chair and readers).
- m. Dissertation defenses shall be open to the public.

Guidelines for All Culminating Experiences

Defense of Dissertation/Thesis/Project When you have completed your thesis/project, you may be asked to present it formally to your committee through an oral examination and in some cases a presentation to the University community. This process gives you the opportunity to answer questions posed by your committee about your research.

Time Limit for Completion One of the hallmarks of graduate education is that you will have exposure to the most recent research in your field. To make certain that you have maintained that currency at the time you complete your degree requirements, the University has set an age limit of six years on the courses applicable to a master's degree or eight years for a doctorate. This time limit in turn sets the maximum number of years you will have to complete a degree. From the time you register for the dissertation/thesis/project credits, you are allowed one year to complete the dissertation/thesis/project. If it is not completed, you are allowed to register for the dissertation/thesis/project continuing course during the next succeeding semester. You must complete the dissertation/thesis/project during this semester. Failure to do so may result in dismissal from the program.

If you are a graduate student enrolled in the Master of Science in Nursing program, you may have additional time at the discretion of the program director. During this extension, you need to register for thesis credit.

Unfinished Dissertation/Thesis/Project Grade Until a dissertation/thesis/project has been completed, approved by the department, and formally accepted by the Office of Graduate Programs, the grade to be assigned to thesis/project credits will be an X. This grade does not affect a student's GPA nor credits earned. When the dissertation/thesis/project is completed, the faculty supervisor will change the X to a P or letter grade and the credits will be counted toward graduation. Letter grades will contribute to the overall GPA. If the dissertation/thesis/project is never completed, then the X grade remains on the transcript permanently.

Completion of Dissertation/Thesis/Project After you successfully complete the oral examination and the committee has indicated that you passed, you should make all required changes to your document. After your chair approves your final document, you will upload the document in PDF format to the UMI website. Complete instructions for the final submission of your thesis or project are published in the Electronic Thesis Guidelines found on the Office of Graduate Programs web site:
<http://gradschool.nku.edu/thesis.html>

Once the final project has been accepted by the Office of Graduate Programs, the director of Graduate Programs will notify the Office of the Registrar that you have been cleared for graduation as long as all other graduation requirements have been met.

Dissertation/Thesis/Project Formatting

Directions for formatting the thesis/project are available at gradschool.nku.edu. Adhering to these standards will assure that your thesis/project will be accepted by the Office of Graduate Programs. Failure to adhere to them is likely to result in changes being required before the document is accepted by the graduate office.

Proprietary Information

The tradition and culture of graduate education requires that dissertations and theses and published projects be treated as public documents, and as a result, they will be placed in the library for public access. If you are using proprietary information supplied by your employer or sponsor for your dissertation/thesis/project, please be certain to reconcile proprietary issues with your employer or sponsor before you do the work on the dissertation/thesis/project. In rare instances a waiver from public access for a limited time (no longer than one year) may be granted. To protect your own investment of time and energy, you should be sure to have the waiver request signed by the appropriate program director, approved by the Office of Graduate Programs, and on file in the graduate office prior to the start of work on the dissertation/thesis/project. If the waiver is denied, you may either agree to publication anyway or rewrite your dissertation/thesis/project in a manner that can be published.

Co-Authors: Co-authors are allowed in all areas.

Continuing Credit

The individual graduate programs will determine the number of continuing credit students in their program are allowed to pursue. All continuing credit must be taken within the six years allowed to complete the degree.

Submission Deadlines The following dates are the deadlines for uploading your completed document to UMI. "Completed" is defined as follows: you have successfully defended your dissertation/thesis; you have made all changes required by your committee; your advisor has approved those changes. You should not upload your document to UMI until your document is completed. In order to ensure that you meet these deadlines, you and your advisor should plan your defense date accordingly. If your document has not been fully approved and uploaded to UMI by these dates, you may be required to delay your graduation for at least one term. Once the document has been uploaded to UMI, the director of graduate programs will examine the document. Your program director will be notified of changes/editing that must be made before final approval by the director of graduate programs can be given.

Fall	No later than November 1
Spring	No later than April 1
Summer	No later than July 1

Steps for Typical Dissertation Process

1. Student/Candidate identifies Dissertation Chair and committee.
2. Dissertation Chair convenes Committee.
3. Student/Candidate and Dissertation Chair work to define proposal.
4. Full Committee approves proposal.
5. Dissertation chair files approval with Graduate Programs.
6. Candidate and Dissertation Chair finalize dissertation.
7. Student files for Defense with the support of at least one committee member.
8. Graduate Programs assigns Graduate Programs Representative.
9. Dissertation Chair schedules defense with Committee and Graduate Programs Representative.
10. Defense occurs
 - a. Committee approves; Graduate Programs Representative approves.
 - iDissertation Chair, Committee, and Candidate define changes; return to step 3 above.

- b. Committee does not approve .
 - Dissertation Chair, Committee, and Candidate define changes; return to step 3 above.
 - c. Graduate Programs Representative does not approve
 - Dissertation Chair, Graduate Programs Representative convene with Graduate Programs Dean, Program Coordinator, Department Chair, and programs' Dean of College; this committee may
 1. require the candidate to schedule another defense;
 2. Deem the procedural issue non-critical and deem the candidate passed the defense.
 - All candidate's rights to appeal remain intact
11. Graduate Programs approves candidacy
 12. Upload to UMI
 13. Candidate Graduates

Graduation Requirements

Minimum Credit Hours Required for a Master's Program

All master's degree programs require a minimum of 30 semester hours. Only courses taken for graduate credit and placed on a graduate transcript as graduate credit may be counted toward a master's degree.

GPA No student may earn a graduate degree or graduate certificate with a GPA below 3.00 (no rounding allowed) for all graduate work taken for completion of a specific graduate program as well as a cumulative 3.00 (no rounding allowed) for all graduate work taken at the institution. If you have declared academic bankruptcy, your graduate GPA will be based on all coursework taken subsequent to the bankruptcy.

Incomplete course work

No one will be awarded a degree if an I or I+ has not been cleared for all coursework applicable to that degree. An I in a course that is not part of the coursework for the degree is allowed. Students need to be aware of the policy that changes an I to an F after a given period of time. The grade of I+ does not automatically change to an F.

Degree Application Deadline All graduate degree and certificate students should file an Application for Graduation with the Office of the Registrar. You may obtain the form on the graduate programs website. There is a fee that must accompany the Application for Graduation. The fees given below are the current fees. They are subject to change. Your fee will be the one in effect at the time you submit your application for graduation.

1. File an Application for Degree or Certificate Candidacy in the Office of the Registrar. The form, available online, must be submitted by the following dates, or if a date falls on a weekend, by the Monday following the prescribed date.

For fall graduation	April 22
For spring graduation	October 22
For summer graduation	April 22
 2. Pay the application to graduate fee.

a. For fall semester graduation:	
Apply by April 22	\$50
Apply between April 23 and August 8	\$80
Apply between August 9 and October 31	\$100
Apply after October 31*	\$100
- * Graduation applications submitted after October 31 will not be processed for fall semester graduation unless special approval is obtained. Those graduating with a bachelor's degree

must receive permission from the associate dean of their college. Even with that approval, there is no guarantee that the application can be processed in time for fall graduation.

b. For spring semester graduation:

Apply by October 22	\$50
Apply between October 23 and January 8	\$80
Apply between January 9 and March 30	\$100
Apply after March 30*	\$100

* Graduation applications submitted after March 30 will not be processed for spring semester graduation unless special approval is obtained. Those graduating with a bachelor's degree must receive permission from the associate dean of their college. Even with that approval, there is no guarantee that the application can be processed in time for spring graduation.

c. For summer semester graduation:

Apply by April 22	\$50
Apply between April 23 and May 31	\$80
Apply between June 1 and July 1	\$100
Apply after July 1*	\$100

* Graduation applications submitted after July 1 will not be processed for summer semester graduation unless special approval is obtained. Even with that approval, there is no guarantee that the application can be processed in time for summer graduation.

It is not necessary for a student enrolled in multiple programs (master's and certificate, for example) to complete all of them at the same time. However, if you are completing both in the same term, only one fee will be assessed. If they are completed in separate terms, the fee will be assessed for each.

Applications submitted separately will be assessed the fee individually.

Dissertation/Thesis/Project Checklist Forms Your dissertation/thesis/project must have final approval by your chair, program director and the Office of Graduate Programs before you can be cleared for graduation. Failure to submit your thesis/project in a timely manner may result in the delay of your graduation for a semester.

GENERAL UNIVERSITY POLICIES AND PROCEDURES

Add/Drop Withdrawals

The University Schedule of Classes lists the dates when you may add or withdraw from a course after completing registration. Drop/add forms are available at the Office of the Registrar; drop/add transactions are not official unless processed by that office. The regulations below apply to regular courses in fall and spring semesters. They also apply to all short courses, especially summer offerings, in a time sequence proportional to the length of the session. When adding courses, see the course-load policy for allowable limits.

Adding a Course

1. The online registration guide and online academic calendar list the dates when a student may add a course after completing registration.
2. A course should be added via myNKU or in person at the registrar's office, Lucas Administrative Center 301. Registration for the added course is not official unless processed via one of these methods.
3. When adding courses, a student should see the course load policy for allowable limits.

Student Initiated

Unless specified by an academic department, you do not need approval to add a course prior to the published last day to add. After the published deadline for adding a course, you will be permitted to enter a course only with approval from the instructor of the course, the program director and an assistant dean of the college offering the course.

Unless otherwise required by an academic department, you do not need approval to drop a course if you initiate the drop prior to the published deadline to drop.

Withdrawing from a Course

Course Withdrawal Grade Policy

Dates for dropping a course or adding a course are available to students on the Academic Calendar posted on the NKU website www.nku.edu/~registrar/calendars.htm. The dates are given for all terms for each semester. Please check this site for the most current information.

Withdrawing from School

If, after midterm, you wish to withdraw completely from school, you need to submit a late withdrawal form signed by the dean of your college. Instructors will be notified of the withdrawal on revised class lists or final grade rosters by the Office of the Registrar. The instructor may not issue a W as the final grade for you if you did not file or have processed a drop/add form with the Office of the Registrar prior to the ninth week of classes or check with the Office of the Registrar for exceptions to this policy.

We understand that students will experience a variety of circumstances that will force them to withdraw from all courses for one semester. However, when this occurs in two consecutive semesters, we will want to ensure that you have satisfactorily dealt with these circumstances before allowing you to enroll for a third semester. You will need to petition the Office of Graduate Programs explaining in writing why you should be allowed to enroll.

The above regulations apply to fall and spring 16 week semesters. The dates for summer, eight-week fall and spring terms, and winter term adds/drops depend upon the session in which the course is taken. The specific dates are given in the Summer Schedule of Classes. The last dates to add or withdraw from a course will be printed in the Schedule of Classes for each semester.

Military Service

If you are in the military reserves and called into active status on an emergency basis and cannot complete coursework for a given semester, you a) will receive an automatic late withdrawal in each course with full refund if call-up is within the first 12 weeks of the semester; b) may elect to receive the grade earned to date in each course or receive a W in each course with a full refund if call-up is during the 13th or 14th week of the semester; or, c) will receive the grade earned to date in each course if call-up is in the 15th or 16th week of the semester.

You should present your orders at the Registrar Service Center to be given the Late Withdrawal Form to complete. If you do not yet have written orders, you will have 60 days in which to present the orders. A family member or friend may bring a copy of the orders in your absence. If this deadline is not met, your grades will revert to F and you will not be eligible to receive a refund.

In the circumstances where you may select either to receive a grade or to withdraw, the selection made will apply to all courses (all grades will be assigned or all courses will be withdrawn).

Initiated by Program Director

Drops may be initiated by program directors in two circumstances. First, the drop may be initiated if the director is notified by the instructor that you have not attended class during the first two class meetings of the semester. A drop also can be initiated by the program director if you do not have the proper prerequisite, corequisite, or consent of the instructor.

Class Attendance

Classroom participation is essential to the educational process in many disciplines. If a portion of the final grade is dependent upon classroom participation, the instructor will make a statement to that effect in the course syllabus. The syllabus will be provided to you no later than the fifth day of the semester. Regardless of attendance policy, you are responsible for familiarity with material disseminated in the class and are not released from this responsibility because you cease to attend. It is assumed that you will be aware of the calendar deadlines that are published in the Registration Guide. If you do not officially withdraw prior to this deadline, and fail to successfully complete the required coursework, a failing grade will be recorded.

Non-Attendance

The university is required to return federal loan funding for students who have never attended a class for which they are registered. If you do not attend a class and do not submit a formal drop/withdrawal, you will be held responsible for your tuition.

Academic Honesty

NKU is dedicated to creating an environment conducive to the development of educated and intellectually curious people. Cheating and plagiarism are in opposition to this environment. Therefore, we require that all work submitted by a student be a product of that student's own ideas and words.

Plagiarism is defined as using someone else's thoughts and/or words and allowing other people to believe they are your own. It does not matter whether this is done intentionally or unintentionally. One is plagiarizing if one uses specific words, phrasing, or ideas of others without using quotation marks and citations. When paraphrasing an idea or sentence, the original source of that material must be cited.

Cheating is defined as copying from someone else's exam, purchasing a paper to be submitted as your own, or using books and notes during exams (in class or take-home) when expressly forbidden to do so.

These examples of cheating and plagiarism are not meant to be exhaustive. Rather they are to be used as basic guidelines for appropriate academic behavior.

NKU takes academic dishonesty very seriously. A student guilty of cheating or plagiarism may be given a failing grade for the assignment or course by the instructor, who can then recommend suspension or expulsion from the University. Cheating and plagiarism will not be tolerated in any form. All work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. You can find the full graduate student Code of Conduct at <http://gradschool.nku.edu/currentstudents/index.php>.

Request for Academic Transcripts

You may request a transcript from the Office of the Registrar in any of the following ways: in person in Lucas Administrative Center 301, fax to (859) 572-6094, or by mail. In each case your signature on the request is required. For specific information on requests for transcripts, please phone the transcript information line at (859) 572-6429.

Course Numbering

Courses numbered 499 and below are considered undergraduate-level courses and should not be taken by students who want to take a course for graduate credit. Courses numbered 500 to 599 may be taken by juniors and seniors for undergraduate credit and by graduate students for graduate credit. Students who take a 500-level course with the intention of earning graduate credit must have submitted a graduate application and been admitted by the Office of Graduate Programs.

Only graduate students are allowed to take courses numbered 600 and above.

No more than one-half of a student's graduate coursework may be taken at the 500 level. With the approval of the Graduate Council new programs may be given a waiver of this regulation at the time they are approved.

Registration Holds

Registration holds prevent students from registering for courses. They are most often established because the student is required to meet with his or her advisor prior to registering or because the student owes money to the university. Registration holds must be resolved before a student can register online via myNKU. The student can still search for courses and place them in the registration cart, but the student must contact the office or department that placed the hold and resolve the issue before being able to register. For advising and probation holds, the student should contact his or program visor to make arrangements for release of these holds. If a student has a fee-related hold, the fee must be paid before the hold will be released. Generally, holds can be released Monday-Friday between 8:30 a.m. and 4:30 p.m. For more information about holds, students should visit the web.

Academic Requirements and Regulations Updates

The colleges of the university reserve the right to change requirements. Program changes will become effective at the beginning of the next fall semester and are applicable only to new students and to readmitted students as stipulated elsewhere in this catalog under Catalog of Record. Changes in program requirements with any other effective date require the approval of the provost; such changes will become effective when posted in the Lucas Administrative Center, the University Center, the Student Union, the Office of Graduate Programs (for graduate programs only), and in each academic building. Students should refer any inquiries to the appropriate dean or the registrar. Visit the university website for more information.

Distance Learning

NKU offers courses as well as degree and certificate programs using various technologies, including the Internet, television, and interactive television. Search for course availability using the information below. Visit the Distance Learning website at <http://dl.nku.edu>.

Online Programs and Courses

Technology Requirement Students must have Microsoft Office and a web browser (Internet Explorer 4.0 or higher) or Netscape Navigator (4.5 or higher) and have the ability to navigate the web and handle multiple open windows. In addition, students must have knowledge of how to send and receive e-mail and the ability to open, close, and save files and attachments. Please note: some courses require PowerPoint. Please read section comments below.

Online Degree and Certificate Programs The credits required for the following degree and certificate programs can be earned entirely online. For more information, visit dl.nku.edu:

Master of Science in Nursing (MSN)

Post-Master's Certification in Nursing

Nurse Practitioner Advancement

Master of Arts in Education (Gifted and Talented endorsement area)

Doctor of Nursing Practice

To search for the online courses in your myNKU Search for classes tab, select one of the following in the Delivery Mode drop down box:

- Leave "blank" for face-to-face courses on the Highland Heights campus and select Highland Heights for the Campus/Location.
- "Online Program (Online Majors Only)" if you are completing your program online.
- "Online Program" if you are completing your program on campus, but want the convenience of an online course.

Kentucky Virtual University (KYVU)

KYVU is the state's official virtual campus and provides access to online college credit courses and professional development programs from universities across the state of Kentucky. To learn more about KYVU, visit www.kyvu.org/.

Commitment to Equal Opportunity

It is the policy of NKU not to discriminate in employment, educational programs, admissions policies, financial aid, or other school-administered programs on the basis of race, sex, color, age, religion, national origin, sexual orientation, physical, and/or mental disability, or status as a disabled veteran or veteran of the Vietnam era. The University takes affirmative action to fulfill its policy against illegal discrimination. Sexual harassment is a form of sex discrimination and is, therefore, a violation of NKU's Affirmative Action Policy, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational

Amendments of 1972. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical, or non-physical conduct of a sexual nature that unreasonably interferes with an individual's academic or employment performance.

The University's policy is in compliance with state and federal guidelines and is consistent with the University's interest in seeking a diverse faculty, staff, and student body. Student inquires should be directed to the NKU Dean of Students or the Director of Affirmative Action and Multicultural Affairs, Nunn Drive, Highland Heights, KY 41099.

Privacy Rights: FERPA

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records, including:

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. Students should submit to the registrar, dean, head of the academic department or other appropriate official a written request that identifies the record(s) they wish to inspect.
 - b. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected.
 - c. 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 or misleading.
 - a. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; 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 responsibility.
 - b. FERPA allows the institution to routinely release information defined as "directory information." The following student information is included in the definition: the student's name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, enrollment status (including full time, part time,

not enrolled, withdrawn, and date of withdrawal), degree and awards received, and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the registrar's office (Lucas Administrative Center 301) within the first five days of class of each school term.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NKU 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
600 Independence Ave., SW
Washington, DC 20202-4605

5. Students who have questions about FERPA, would like to grant access to their educational records to a third party, or wish to see their records should contact NKU's Office of the Registrar at 859-572-5556, email the registrar at registrar@nku.edu, or check the website .

Misrepresentation of NKU Credentials

Any person reporting their accomplishments or relationship with NKU is expected to do so in a completely truthful manner. Misrepresentation of accomplishments may relate to, but is not limited to, grades, coursework, co-curricular activities, honors, certificates, and degrees. Anyone misrepresenting his or her work or accomplishments at NKU may be barred from future enrollment and graduation from NKU. In addition, such behavior may be subject to criminal prosecution.

ADA Policy

The Office of Disability Services provides academic accommodations and auxiliary aids to individuals with disabilities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The office staff are committed to providing reasonable accommodations and a supportive environment for qualified students with disabilities to ensure equal access to the university's programs and curriculum.

Alcohol and Drug Abuse Policy

In order to ensure the university's commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs. It is the policy of the university to discourage the misuse and abuse of alcoholic beverages and other drugs.

NKU prohibits the unlawful possession, use, or distribution of drugs and alcohol on its property or as a part of its activities. A clear statement of unacceptable conduct and consequences related to substance abuse is found in the Code of Student Rights and Responsibilities .

Students may be accountable to both civil authorities and to the university for acts that constitute violations of both the law and the student code. Those charged with violations are subject to university disciplinary proceedings pending criminal proceedings and may not challenge university proceedings on grounds that criminal charges for the same incident have been dismissed, reduced, or not yet adjudicated.

The following misconduct is subject to disciplinary action:

- Unauthorized distribution, possession, or use of any controlled substance, illegal drug, or paraphernalia as defined by Kentucky Revised Statutes, chapter 218A, on university premises or at university-sponsored activities.

- The use, possession, or distribution of alcoholic beverages on university property except as authorized by university policy.
- Appearing in a public place on university premises or at university-sponsored activities manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is unreasonable annoyance to persons in the vicinity.
- Aiding or abetting any conduct described above.

The legal drinking age in Kentucky is 21. Individuals are personally responsible for knowing the laws that apply to substance abuse in Kentucky. In particular, individuals should be aware of the legal consequences for violation of the legal age, use of false identification, drunk driving, and the sale or distribution of illicit drugs.

Recognizing that alcohol and drug abuse are serious problems in our society, NKU offers a variety of educational and assistance programs to the student population. For more information, students should contact Office of Health, Counseling, and Prevention Services, University Center 440, or by calling 859-572-5650.

Course Evaluations

NKU takes instructor and course evaluations very seriously. Evaluations are an important means of gathering information about instructors and courses. The information submitted will be used for the enhancement of student learning opportunities. It is an important responsibility of NKU students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

Evaluation periods begin 1 week prior to final exams for the 8-week courses or 2 weeks prior to final exams for a full-semester course. Students are notified via email when the online evaluation process is available and are sent a reminder every three days until evaluations are completed. The evaluations ask students to reflect upon what they have learned in each of their courses, the extent to which they have invested the necessary effort to maximize learning, and the role the instructor played in the learning process.

Students who complete an evaluation for a particular course or select "opt out" within the online evaluation instrument will have access to their course grade as soon as the grade is submitted by the instructor.

Students who do not complete the course evaluation and do not select "opt out" within the online evaluation instrument will incur a 2-week delay in viewing the course grade, obtaining an unofficial and official transcript, and running a degree audit. The delay starts after the university's official date for grade availability.

Student evaluations are strictly confidential, and results are not available to instructors until after final grades for the course are posted. The university has established extensive precautions to prevent individual student comments from being identified.

For more information and to view the instructor and course evaluation schedule visit the student evaluation homepage .

Greater Cincinnati Consortium of Colleges and Universities (GCCCU)

General Information

Through an agreement with the Greater Cincinnati Consortium of Colleges and Universities, current NKU students may register for courses offered by other consortium institutions. Course credit and/or grades will be posted on the NKU transcript and treated as though earned at NKU. Quarter hours are converted into semester hours on a two-thirds basis. Complete information may be obtained at registrar.nku.edu/students/gcccu.php.

Guidelines

To participate in the consortium during the fall and spring, you must be enrolled in at least three (3) hours of graduate course work from NKU during the semester in which a consortium course is taken. During the summer, graduate students may enroll in a consortium class without being enrolled in an NKU course. You must be degree seeking and may enroll for no more than two courses at the host institution in one semester. You may not take a course through the GCCCU that will be offered by NKU within one calendar year unless you have applied officially for graduation and the required course is scheduled after you will have graduated. You cannot have registration holds on your record. You are asked to observe all regulations of the host institution. You must obtain written permission in advance from your program director before registering for courses through the consortium at other colleges or universities, and your program director must approve acceptance of any GCCCU course as part of your degree program..

Forms

Cross registration forms are available in the Office of the Registrar.

Tuition and Fees

In addition to regular tuition charges at NKU, students will be required to pay course-related fees at the host institution. Catalogs and schedules of classes are available in the Office of the Registrar.

Member Institutions Offering Graduate Credit

Art Academy of Cincinnati

Athenaeum of Ohio

Cincinnati Bible College and Seminary

College of Mt. St. Joseph

Hebrew Union College/Jewish Institute of Religion

Miami University

Northern Kentucky University

Thomas More College

University of Cincinnati

Xavier University

Southwestern Ohio Council for Higher Education

Through an agreement between the Greater Cincinnati Consortium of Colleges and Universities and Southwestern Ohio Council for Higher Education, NKU students may register for courses offered by the latter in fall and spring semesters if the courses needed are not available at the GCCCU schools. The same regulations apply as for the Greater Cincinnati Consortium.

Member Institutions

Air Force Institute of Technology

Cedarville University

Central State University

United Theological Seminary

University of Dayton

Urbana College

Wright State University

UNIVERSITY SERVICES

Office of the Registrar

The Office of the Registrar is responsible for facilitating *University Catalog* policy for students, faculty, and staff. The Office of the Registrar provides three major functions; student registration for classes, maintain and safeguard student academic records, and assure that students graduating from NKU meet all requirements for a degree as specified by the academic departments. To satisfy these objectives, the office of the Registrar is organized into service functions and processing activities supported by myNKU and operates in accordance with the Family Educational Rights & Privacy Act (FERPA). The Office of the Registrar is located in Lucas Administrative Center 301.

Office of the Registrar's Service Center

The Office of the Registrar Service Center assists students with registration through myNKU, cross registration through the Greater Cincinnati Consortium of Colleges and Universities; facilitating requests for audit, pass/fail, option to repeat a course, and graduation applications; processing declaration/certification of major, transcripts, enrollment verification, and student information changes.

Office of the Registrar's Processing Center

The Office of the Registrar Processing Center assists students by providing Veterans Enrollment Certification (see www.nku.edu/~registrar/veteranservices.html); processing transcript and enrollment verification requests, grade changes, option to repeat a course, and non-traditional credit (Prior Learning, Study Abroad, ACE, Advanced Standing Examinations, etc.). The processing center also works with students regarding academic bankruptcy, probation/suspension, and grading issues. For more information, visit the Office of the Registrar web site <http://www.nku.edu/~registrar>.

Student Online Services

Student Online Services may be accessed at www.nku.edu via *myNKU* on the "Quick Links" drop down box. A variety of services and information are available including registration and dropping/adding a course, official transcript requests, grades, grade mailer ordering, degree audit, schedule of classes, course availability, various forms, account summary, credit card tuition and fee payment, personal financial assistance information, and more.

All current and past students have a user name and password automatically generated.

Schedule of Classes

The schedule of classes and the priority registration schedule are available at <http://www.nku.edu/~registrar>.

Residency Status

The Office of the Registrar is also responsible for reviewing residency status. Changing an address to Kentucky is not sufficient to change residency status for tuition purposes. The residency review affidavit must be completed and submitted to the Office of the Registrar within 30 days of the first class day for the semester. For further information regarding Residency Status visit <http://www.nku.edu/~registrar>

Voter Registration

The Office of the Registrar also encourages the NKU community to register to vote. Voter registration information is available at <http://www.elect.ky.gov/register.htm>. For further information call (859) 572-5556 or e-mail registrar@nku.edu.

Student Services

Student services are provided by two major divisions of the University: Student Affairs and Enrollment Management and Financial Services. What follows are descriptions of many of the services that benefit NKU's graduate students.

NKU All Card (Student ID)

Every NKU student must obtain a photo ID called an All Card. The NKU All Card is used to access NKU e-mail (can forward to your business or home account), Blackboard, computer lab printing, discounted dining, vending, laundry and copy machines, bookstore purchases, game room, door access, health center access, campus events, meal plans, and serves as a library card and optional debit/ATM card with a free U. S. Bank checking account. New students should visit the All Card office as early as two weeks before the start of classes, and two days after course registration. All Cards automatically reactivate each semester. All Card Office – Student Union 120, (859) 572-6016, <http://allcard.nku.edu/>

African-American Student Affairs and Ethnic Services

The Office of African American Student Affairs and Ethnic Services (AASAES) is the primary source for designing, implementing and coordinating strategies to support African-American students, faculty, staff and alumni. AASAES develops alliances within the greater Northern Kentucky University community to address social justice issues and institutionalized systems of oppression in pursuit of a more inclusive campus environment.

Campus Recreation

The Department of Campus recreation invites all students to take advantage of a wide variety of outstanding recreational programs and facilities offered on campus. Participate in intramural sports, Norse fitness, sports clubs, outdoor adventures and aquatic programs. The Campus Recreation Center (CRC) is located on the first floor of the Albright Health Center and is open over 85 hours per week to fit your busy schedule. The lighted sand volleyball courts, outdoor basketball courts and intramural fields are located behind the Dr. Leon Boothe Residential Village. The NKU All Card is required for access to the CRC. For additional information call (859) 572-5197 or visit our website at www.nku.edu/~camprec/.

Career Development Center

The Career Development Center at Northern Kentucky University provides career services to students that emphasize the developmental nature of career decision making: self-exploration, career exploration and world-of-work knowledge, job search planning and assistance, and career transition assistance. These services are available without charge to undergraduate students, graduate students and alumni of NKU and may include the following specific activities: career counseling, résumé and job search assistance, and cooperative education coordination (cooperative education credit is available at the graduate level at NKU in a few select programs.). The Career Development Center serves as the liaison to many local corporations and organizations. Its office is located in University Center 325. For additional information call (859) 572-5680 or visit <http://access.nku.edu/cdc>.

Disability Services

NKU is an area leader in providing comprehensive programming and accommodation services to students with disabilities. Buildings and campus facilities are strategically located in a close geographical area providing easy accessibility. A wide variety of services and programs are available through the Office of Disability Services and these include:

- Consultation for disability issues for faculty, staff and students
- Advanced priority registration
- Interpreter service
- Extended time/Quiet environment test proctoring
- Alternative textbooks
- Optelec, text enlarger
- Adaptive software such as: Kurzweil 3000, Kurzweil 1000, Dragon Naturally Speaking, ReadPlease and Zoom Text.

Students must register with Disability Services, to receive reasonable academic accommodations. Contact Disability Services for an intake appointment at (859) 572-6373, disability@nku.edu or stop by the University Center room 101. More information can be found at <http://disability.nku.edu>.

E-mail Accounts

All NKU students automatically receive campus e-mail accounts that become activated when you obtain your NKU All Card. You can find yours by going to www.nku.edu/findit.php. If you prefer to have all e-mail sent to a different address, you can have your campus e-mail forwarded to the e-mail account of your choice. Directions for forwarding e-mail can be found by visiting web-mail.nku.edu/.

Health, Counseling and Prevention Services

Health, Counseling and Prevention Services provides a variety of preventive and acute-care services to promote the physical and mental health of students. Registered nurses and nurse practitioners provide treatment for acute illnesses or injuries during regular office hours. Non-prescription medications are available, as well as free testing for hearing, vision, diabetes, blood pressure, and pregnancy. Mental health professionals provide assessment, diagnosis, and short-term treatment for a variety of crisis, adjustment, relationship, and general mental health issues. Health, Counseling and Prevention Services staff are also available for educational programming addressing mental and physical health needs of students. Faculty and staff are encouraged to consult with the Health, Counseling and Prevention Services office regarding specific student needs. For additional information stop by University Center 300 or call (859) 572-5650 or visit www.nku.edu/~hcp.

University Housing

University Housing provides single students with an affordable, safe and supportive environment that promotes success. Currently, the University does not have family housing. Please visit <http://housing.nku.edu> for a virtual tour of all room types. Living options for single students include apartments, traditional residence halls and suite-style units. Amenities include computer labs, recreation and laundry facilities, study space, and 24 hours staffing. One fee covers all housing costs including high-speed Internet, expanded cable and local phone. Flexible meal plans and dining options are available to meet every student's needs. Financial aid and scholarships may be applied toward your housing and dining fees. For more information or a tour, please contact the Office of University Housing at 1-866-572-5676, or via e-mail at housing@nku.edu.

Office of International Students and Scholars

The Office of International Students and Scholars (OISS) serves all non-immigrant and graduate permanent-resident students attending the University. In addition to recruitment and admissions for non-immigrant foreign applicants, the office staff assists international students with their general welfare and social adjustment and guides them in their relations

within and outside the University community so that they can successfully achieve their academic goals. The OISS office is also the responsible office for F-1 related immigration advice and procedures. The office is located in University Center 405. For additional information call (859) 572-6517 or visit oiss.nku.edu.

Office of Latino Student Affairs

The Office of Latino Student Affairs strives to improve and enhance the educational experience of Latino Students at Northern Kentucky University by implementing academic, cultural and social programs designed to address their needs and further their success. Contact our office at (859) 572-6013, website address www.latino.nku.edu

Parking

All students who operate and park a motor vehicle on the Highland Heights campus must properly display a current parking permit on their vehicle and must be parked in their designated parking area.

Parking Services has made it easy and convenient for you to purchase a parking permit. Please visit our website at <http://parking.nku.edu> and click on "permit purchase" to order your new permit. All permits must be paid for at time of purchase. We accept MasterCard, Visa, and Discover, and there is no service fee for paying by credit card.

If you would like to pay by check or money order, please print off the "permit purchase by mail" form and send it to Parking Services, 400 Nunn Drive, Highland Heights, Kentucky 41099.

The permit will be mailed to the address indicated on the on-line registration form three weeks prior to the start of classes.

If your parking permit is lost or stolen, you must report the loss or theft of the permit to Parking Services immediately. A replacement permit may be obtained for a fee.

Public Safety

The Department of Public Safety is a full-service, state-certified law enforcement agency. In addition to law enforcement activities, the University Police maintains a motorist assist program that will help you with a dead battery or with keys locked in your vehicle. Specialty programs offered to the campus community and described on the Department's webpage are "Rape Aggression Defense" and "Citizen Police Academy". Students, faculty, staff and visitors are strongly encouraged to report criminal activity or potential criminal action and any other emergency by dialing 911 from any campus telephone. Non-emergency calls can be made to (859) 572-5500 at any time. Also, there are 66 emergency call boxes located throughout the campus that provide direct access to the University Police. Further information can be found by visiting <http://access.nku.edu/dps/>.

Testing Services

Testing Services provides academic and admission testing for students throughout their college experience. Admissions tests include the Residual ACT, National ACT, and COMPASS (for nontraditional students). Other tests offered are the PRAXIS (Professional Assessments for Beginning Teachers), the Kentucky Principals Exam, and the CLEP (College Level Examination Program). In addition, Testing Services is an official site for many distance learning courses. The testing services office is located in University Center 101. For additional information call (859) 572-6373 or visit <http://testing.nku.edu>.

W. Frank Steely Library

Steely Library is your place for study space, scheduling an appointment for research consultation, getting a bite to eat, working on group projects, and much more. Facilities include an e-content area, with specialized software, such as Acrobat Professional and Captivate, access to thousands of electronic journals and other full-text resources, both on and off campus, group-study rooms, wireless laptops for use in the building, and a café in the lobby. Services include research assistance by chat, e-mail, phone, or in person and document delivery for materials unavailable at the Library. Fall and spring hours: Monday-Thursday 8:00 a.m.-midnight; Friday 8:00 a.m.-5:30 p.m.; Saturday 11:00 a.m. -5:00 p.m.; Sunday 12:30 p.m. - midnight. For additional information please visit the library's home page at library.nku.edu.

Hours will vary during University holiday periods, in summer sessions, and between semesters. For additional information about the library and its services, log on to the home page at library.nku.edu or call the information desk at (859) 572-5456. Questions may be e-mailed to refdept@nku.edu.

Kentucky Virtual University Library

All NKU students are automatically members in the Kentucky Virtual University Library, which allows access to databases and holdings of university libraries across the state. There are other special services available as well. To learn more about these resources consult the KYVU website at www.kyvu.org and click on the link "For KYVU Students."

Community Connections

Community Connections manages the NKU Accelerate series of business development programs and other classes and workshops for the community, including ACT, GRE, GMAT and LSAT test preparation courses. NKU Connections provides access to information about NKU's activities, events, and services available to individuals, businesses, and agencies. The department's Connect Center offers event management services to NKU departments and centers sponsoring continuing education programs and public events, including web registration, event promotion and CEU processing. Community Connections also plans and facilitates programs for P-12 schools in the region, specifically Art Reach, Spirit Day and Norse Explore campus visits. For more information contact NKU Connect (859) 572-5600 or connect@nku.edu, or check the Community Connections website at communityconnections.nku.edu.

TUITION, FEES, AND FINANCIAL AID

Tuition and Fees

Office: Bursar Operations

Location: Lucas Administrative Center 235

Telephone: 859-572-5204

Fax: 859-572-6087

Email Address: bursar@nku.edu

Web Address: <http://bursar.nku.edu>

Director: Kim Graboskey

Other Key Personnel:

Associate Director: Nick Pearson

Assistant Director: Brandon Billiter

The Office of Bursar Operations is responsible for assessment and collection of student tuition and fees. Hours are subject to change as necessary and are posted outside the office and on the bursar's website.

Tuition and Fees

Please go to the bursar's website, for complete tuition information. Students should be certain to note that there are different tuition classifications for graduate students: resident, metro, and nonresident rates. There also are different rates for specific programs or sites.

Fees

Information about fees is included on the bursar's website. Here is a list of some of the fees that students may encounter after enrolling at NKU:

1. Course fees – Course fees are charged for specific classes. Information about course fees is included in the schedule of classes.
2. Late registration fee – Students registering as of the first day of the term will be assessed a late registration fee.
3. NKU Installment Plan enrollment fee – Students not paid in full by the original due date of the semester will automatically be enrolled in the NKU Installment Plan and charged a fee for participating in the installment plan.
4. Account maintenance fees – Any open balances at the end of each month will be assessed a 1.25 percent account maintenance fee.
5. Returned check fee – Students whose checks get returned to the bursar's office as not paid will be charged a fee.
6. Graduation fee – Students are charged a fee at the time they apply to graduate.

Account Statements

Account statements are sent **ONLY** to the student's NKU email address. Account statements are **not** sent via the US Postal Service. They are sent at the end of every month. Students should be sure to regularly check their NKU email accounts. Failure to read the emailed statement does not relieve the student of the financial obligation to the university.

Nonpayment Policy

To avoid course cancellation for nonpayment, minimum payment criteria must be met by the date specified to the student. Minimum payment criteria include either:

1. Full payment by cash, check, credit card, or financial aid by NKU's established tuition due date (typically the week before the semester begins).
OR
2. Inclusion in the NKU Installment Plan.

NKU Installment Plan

Students who do not pay their bill in full by the original tuition due date will automatically be placed into the NKU Installment Plan. Students entering the installment plan will be charged a payment plan enrollment fee of \$50 and will be assessed a 1.25 percent account maintenance fee each month. Payments are due according to the following schedule:

1. 50 percent of the full balance is due on the original tuition due date.
2. An additional 25 percent of the charges is due by the 15th of the following month, bringing the total paid to 75 percent of the bill.
3. The remaining balance is due by the 15th of the third month of the semester, which is 60 days after the initial payment was due. Accounts must be paid in full by the close of business on the 15th of the third month of the semester.

Financial Warning and Cancellation of Classes for Nonpayment

Students enrolled in the NKU Installment Plan who do not pay 50 percent of their total charges within the first 2 weeks of the semester will be placed on "financial warning." Students placed on financial warning will be given 10 business days to bring their account into compliance. Those who remain on financial warning after 10 business days will have their classes canceled for nonpayment. Students who have their classes canceled as a result of nonpayment are still responsible for 50 percent of their original bill.

Students who register and later change their plans for attendance should not rely on the cancellation for nonpayment or cancellation for nonattendance processes to complete administrative drops for them. Those who no longer wish to be enrolled must drop their courses via myNKU and officially withdraw for accurate determination of any financial obligation to the university.

Dunning Notices/Past Due Notices

Any student – including those on the NKU Installment Plan – whose bill is not paid in full before the 20th of every month will be sent a *dunning notice* to his or her NKU email account. Any student who continues to remain unpaid by the fourth dunning notice will receive the fourth dunning notice/final warning letter at the student's *standard address* on file with the registrar as well as at his or her NKU email address. This is the final warning to a student before the account is turned over to a professional collection agency. Students should make any necessary financial arrangements with the bursar's office before an account is turned over to a collection agency, because additional fees are incurred once the account is turned over for collection.

Collections

If a student's account remains unpaid and is referred for collection, the student is liable for all attorney's fees and related costs and charges incurred by the university for the collection of the obligation. All accounts sent to collection are assessed a collection fee on their full unpaid balance and are reported as a delinquent account to the credit bureaus.

Refunds

7-Day Hold

All refunds are subject to a maximum 7-day hold before disbursement. This period is used to ensure that funds have been received by the university, allow for adjustments, and ensure accuracy of the refund being disbursed. Students who fail to receive a refund within 7 days should call the bursar's office.

Calculation

A reimbursement of some or all tuition depends on when a student drops a class (or several classes) and whether the student adds other classes. Refunds are calculated based on the number of financially equivalent hours, not academic hours. This means that a student who drops and adds the same number of credits does not necessarily end up with the same tuition bill as he or she would have gotten for the initial set of courses. For example, if a student originally had 15 credit hours and dropped 5 credit hours during the 50 percent tuition adjustment period, the student would be charged for 12.5 hours (15 credits less half of 5 credits = 12.5 credits). If the student added 5 credits at the same time, the student would be charged for 17.5 hours. The formula to determine financial equivalent hours is here:

Previous academic hours – (dropped hours * tuition adjustment percent) + added hours = financial equivalent hours charged for

To determine refund eligibility, calculate: new tuition charge – previous tuition charge = difference

If the difference is negative, the student is due a refund; if the difference is positive, the student owes money to the university.

Direct Deposit

Students should sign up for Direct Deposit. They will get refunds by signing up for direct deposit. At myNKU, they go to Biller Direct, select the direct deposit tab, and enter their bank information.

Academic Common Market

The Academic Common Market (ACM) is a cooperative tuition-reduction agreement among 16 Southern Regional Education Board states. The program allows Kentucky students who are interested in an academic program not offered at a public/state-funded university in Kentucky to pay in-state tuition at participating public/state-funded colleges and universities. The list of programs included in the ACM is revised periodically to reflect the changing needs and offerings of participating states. The 16 states that participate in the AACM are Alabama, Arkansas, Delaware, Florida (graduate-level only), Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina (graduate-level only), Oklahoma, South Carolina, Tennessee, Texas (graduate-level only), Virginia, and West Virginia. For more information, contact: Academic Common Market Institutional Coordinator, Founders Hall 508, Northern Kentucky University, Highland Heights, KY 41099, 859-572-6578 or the Council on Postsecondary Education, Kentucky ACM Coordinator, Frankfort, KY 40601, 502-573-1555.

Donovan Scholars

The Herman L. Donovan Fellowship for Older Adults program allows Kentucky residents 65 years of age or older to pursue credit-bearing coursework at NKU for a degree or for personal enrichment without payment of application fees or tuition. Donovan Scholars are responsible for books, supplies, parking, and applicable taxes. Noncredit courses are not included in this benefit. Upon applying for admission, students must submit proof of age. The tuition award is posted to the student's account by the Office of Student Financial Assistance.

Corporate Tuition Payment for Employed Students

Many employers provide tuition benefits to their employees. Students should contact their company's personnel office and request information on tuition benefits.

Financial Audit

Tuition and fee assessments are subject to audit at any time throughout the academic career of the student. If an account is audited, it may result in the student owing the university more money, or it may result in the student receiving a refund, depending on the outcome of the audit.

Financial Assistance

Approved financial assistance is applied directly to a student's account. If the assistance is not showing, the student should contact the Office of Student Financial Assistance at 859-572-5143 or toll free at 888-225-4499.

Students receiving financial aid may obtain a temporary deferment of their financial obligation(s) if the financial aid process is complete (that is, estimated aid is viewable on the student's account and covers at least 50 percent of the entire account balance owed). At the time financial aid checks are distributed, the bursar will deduct any balance due the university. Students who fail to have their financial aid in estimate status and viewable on the student's myNKU account when the semester begins will be responsible for paying their bill and will later receive their financial aid as a reimbursement.

Third-Party Billing

In order to have tuition and fees paid by a third party, a written authorization must be received by the Office of Bursar Operations and approved prior to the tuition due date. If authorization is not received, the student will be required to make the full payment by the due date. **Note:** Changes to the student's schedule may affect the authorized payment amount. A student should contact the bursar's office immediately if changes to the schedule affect the tuition and fees charged.

Veterans' Benefits

Students eligible for veterans' educational benefits should contact the veterans' services coordinator in Lucas Administrative Center 301 or at 859-572-7609 prior to registration.

Withdrawal from the University

When a student determines that he or she will NOT be attending NKU for the upcoming semester, the student must officially withdraw before the first day of classes. To withdraw, the student must notify the registrar's office via email or telephone (859-572-5556). If the student does not officially withdraw from the university before the first day of classes, the student may be held responsible for all tuition and fees and may also receive failing grades for courses in which the student is currently registered.

FINANCIAL AID

Location: Lucas Administrative Center 416

Telephone: 859-572-5143

Fax: 859-572-6997

Email Address: ofa@nku.edu

Web Address: <http://financialaid.nku.edu>

Director: Leah Stewart

Associate Directors:

Penny Asalon (asalonp@nku.edu)

Jackie Marshall (marshallj@nku.edu)

The Office of Student Financial Assistance creates clear pathways for students and parents to apply for and receive financial aid. Staff will employ creative and innovative approaches to provide personalized service to both current and prospective students, as financial aid options are explored. The office staff continually strive to exceed the expectations of those they serve.

Financial Aid Application (FAFSA)

Students apply for federal, state, and institutional aid programs by completing the FAFSA. Students are encouraged to complete the FAFSA online. The FAFSA is available January 1 of every year.

To be considered for aid for the academic year or for fall semester only, the FAFSA should be submitted by February 1. Applications submitted after the priority date will be considered if funds are available.

FAFSA Deadlines

FAFSA available	January 1
FAFSA Fall Semester Priority Deadline	February 1
FAFSA Spring Semester Priority Deadline	November 1
*FAFSA Summer Priority Deadline	February 1

*Students who wish to apply for a summer term should contact the NKU Office of Student Financial Assistance.

Eligibility

To receive financial aid, a student must be enrolled in a program leading to a degree or certificate. Transient or non-degree student enrollment does not qualify for financial aid consideration.

During any semester, a graduate student must be enrolled for at least 4 semester credit hours to receive a student loan and 7 semester credit hours to be considered a full-time student.

In order to determine eligibility, students must be fully admitted to NKU, and they must annually complete the FAFSA if they are applying for federal or state financial aid or for other special programs that indicate the FAFSA is required. Students will not be awarded federal, state, or institutional aid until their financial aid file is complete. Students must also be maintaining progress according to NKU's satisfactory academic progress policy, and must meet all federal, state, and institutional eligibility requirements. All estimated aid is awarded based on the number of enrolled hours.

International students are not eligible for federal financial aid.

Award Notification

Students who submit application materials for federal aid according to the instructions and before February 1 for fall aid will receive notices from three

different sources: the federal government, the Kentucky Higher Education Assistance Authority (Kentucky residents only), and NKU.

Students will receive notice with instructions to view their myNKU account online to accept or decline the financial aid offer(s). This notice will include financial aid for which the student is eligible (that is, grants, student employment, scholarships, and student loans). Upon acceptance of loans, students need to complete the required loan entrance counseling and master promissory note. These requirements can be completed online.

It is important for students to understand that all financial aid awards are dependent upon institutional, private, state, or federal funding. Although the Office of Student Financial Assistance fully intends to be able to adequately fund any commitments that are made to the student, circumstances can change. Notification of any change to financial aid awards will be sent to the student via his or her NKU email address or via U.S. mail.

Student Employment

Students may elect to work to assist with meeting educational costs and living expenses.

NKU administers the federal work-study program and an institutional student employment program. NKU administers these programs in accordance with the laws, federal and state regulations, and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies. The federal work-study program provides funds for students with financial need. These funds are earned through part-time employment and assist in financing the cost of postsecondary education.

Student workers must be enrolled for at least 6 credit hours during the fall and spring semesters. U.S. citizens are allowed to work a maximum of 25 hours per week during the academic year and a maximum of 35 hours per week during the summer session. For summer employment, the student must have been enrolled in the previous spring or intend to enroll for the upcoming fall semester. International students are allowed to work a maximum of 20 hours per week during the academic year and must be enrolled for 12 hours per semester.

Graduate Assistantships

Eligibility

To serve as a graduate assistant (GA), one must be enrolled (regularly, provisionally, or conditionally) in a graduate-certificate or graduate-degree program. Students with non-degree status may be appointed as graduate assistants with the approval of the graduate dean or designee. Students with concurrent admission (graduate and undergraduate) may not be appointed as graduate assistants.

Requirement for Continuance of Assistantship A graduate assistant must have a graduate grade point average of 3.00 or above to receive or retain an assistantship. To retain an assistantship, a GA must perform at a satisfactory level in his/her academic program and his/her assistantship responsibilities.

Credit-hour Requirement A graduate assistant must be enrolled at NKU in a minimum of six semester hours of graduate credit during each semester he/she is serving as a GA. Exceptions will be considered on a case-by-case basis by the graduate dean or designee. International students are eligible to be hired as graduate assistants.

Definition of Full-time Graduate Assistant A full-time graduate assistant will work either 20 or 24 hours per week for 16 weeks in each of the fall and spring semesters of one academic year. A graduate assistant appointed for fewer is considered a part-time graduate assistant. International students may not work more than 20 hours per week.

Benefits

Graduate assistants receive a stipend for the work performed and tuition up to a maximum of nine hours per fall and spring semesters. Tuition is paid at the standard (non-business) in-state rate. Non-Kentucky residents are required to pay the difference between the in-state tuition paid by the assistantship and their actual university assessment.

Cost of Attendance

The federal government requires that the Office of Student Financial Assistance establish an annual cost of attendance (COA). The COA includes tuition, room and board, books, transportation, and miscellaneous expenses. The COA differs based on a student's residency (Kentucky resident or non-resident). The COA also differs based on whether it is for an undergraduate, graduate, or law program of study. The COA can be prorated depending on the length of the term. Those with questions regarding a student's COA should contact the Office of Student Financial Assistance.

Appeals

A letter will notify students who do not maintain good academic standing when they apply for financial aid. Students can appeal their status to the Student Financial Aid Appeals Committee. The notification letter contains instructions concerning the appeals process. If the Student Financial Aid Appeals Committee denies the appeal, the student cannot receive any federal, state, or institutional financial aid.

How Withdrawing from Classes Affects Financial Aid

Nonattendance Policy

Students who do not attend their classes are subject to being dropped by their instructors for nonattendance. As a result, these students may lose part or all of their financial assistance. Any remaining balance must be repaid before the student can receive further financial assistance.

Return of Funds due to Withdrawal

If a student completely withdraws from the university either voluntarily or involuntarily during a semester, a portion of the federal Title IV aid disbursed to the student must be returned to the financial aid programs. The percentage of Title IV aid required to be returned is based on the percentage of time remaining in the semester as of the student's date of withdrawal. This percentage is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded from this calculation.

Percent of aid to be returned = Number of calendar days **remaining** in the semester

Total number of calendar days in the semester

Example: A student who remains enrolled for 10 percent of a semester will be eligible to keep 10 percent of the total Title IV aid disbursed to him or her. The balance (90 percent) must be returned to the Title IV program(s). Similarly, a student who remains enrolled for 60 percent of a semester will be eligible to keep 60 percent of the total Title IV aid disbursed to him or her. The balance (40 percent) must be returned to the Title IV program(s).

Note: No Title IV aid funds are required to be returned if the student remains enrolled for more than 60 percent of the semester.

The date of withdrawal is the date a student officially notifies the NKU registrar's office of his or her intent to completely withdraw from school. If a student unofficially withdraws from school, the Office of Student Financial Assistance will use the midpoint of the semester to establish the student's date of withdrawal.

At the time a student withdraws, the bursar's office will automatically use all or a portion of the student's "institutional refund" as payment toward the amount that must be returned to the Title IV programs. The student may also

be required to repay a portion of the aid funds that were directly disbursed to him or her in the form of a residual check. The student will be notified and billed for any grant funds that must be repaid immediately.

Failure to pay will result in a HOLD being placed on the student's account, and the student will not be allowed to register for classes, obtain grades, or obtain an academic transcript. Student loan funds are to be repaid in accordance with the terms of the loan.

Post-Withdrawal Disbursement of Title IV Aid: The Office of Student Financial Assistance will determine if a student is eligible to receive Title IV funds that were awarded but not yet disbursed to the student at the time of his or her withdrawal from school. If the student is eligible for a post-withdrawal disbursement, the Office of Student Financial Assistance will first apply these funds to the student's outstanding university charges (if any). Any remaining amount of the post-withdrawal disbursements will be mailed directly to the student.

Worksheets used to determine the amount of refund or return of Title IV aid are available upon request from the Office of Student Financial Assistance.

Return of Funds Due to Unofficial Withdrawal

Federal financial aid recipients who receive all *F* and *I* grades are subject to federal regulations titled Return of Title IV Funds. These students are considered unofficially withdrawn at the midpoint of the semester. Without acceptable proof of attendance or participation in class relative to the student's activity beyond the midpoint of the semester, the federal Title IV financial aid credited for the term is refunded to the aid program(s) from which it came at the rate of 50 percent of university charges. Loans are refunded before grants. For example, a student with \$3,500 Federal Subsidized Stafford Loan and \$2,000 Pell Grant fails all of his or her classes for a semester. Assume the charges totaled \$2,000. Federal regulations require that 50 percent (\$2,000 x 50 percent = \$1,000) be refunded for the Federal Subsidized Stafford Loan. The student's loan debt decreases, but the student still owes NKU \$1,000 (assuming the student's account balance was \$0).

Acceptable proof of attendance or participation in a class is a letter from a professor, instructor, or academic advisor noting the last date of a student's presence in class or involvement in an academically related activity. Examples of academically related activities are examinations or quizzes; tutorials; computer-assisted instruction; academic advising or counseling; academic conferences; academic assignments, papers, or projects; and attendance at a school-assigned study group. Financial aid recipients receiving all *F* and *I* grades for a given semester are notified by mail of the deadline for submitting documentation of class attendance or participation for the semester. Included in the student's notification is a class attendance verification form that can be completed by the professor verifying attendance. Late certification is not accepted.

NKU is required to comply with Title IV federal regulations in this manner to ensure continued participation in federally funded aid programs.

GRADUATE PROGRAMS

College of Arts and Sciences

Samuel Zachary, Ph.D., Dean

English (MA)

Certificate in Creative Writing
 Certificate in Composition and Rhetoric
 Certificate in Professional Writing
 Certificate in Cultural Studies and Discourses

Industrial-Organizational Psychology (MS)

Certificates in Industrial-Organizational Psychology

Integrative Studies (MA)

Certificate in Civic Engagement

Public Administration (MPA)

Certificate in Nonprofit Management

Public History (MA)

Certificate in Public History

Haile/US Bank College of Business

Rick Kolbe, Ph.D., Dean

Accountancy (MAcc)

Certificate in Advanced Taxation

Business Administration (MBA)

Certificates in Business

Juris Doctor/Master of Business Administration (JD/MBA)

Executive Leadership and Organizational Change (MS)

College of Education and Human Services

Mark Wasicsko, Ph.D., Dean

Education - Teacher as Leader (MA)

Alternative Certification in Special Education
 Rank I Certificate Program
 Rank I Supervisor of Instruction Certificate Program
 School Superintendent Certification

Educational Leadership – (EdS)

Teaching (MA)

Doctor of Education (Ed.D.) in Educational Leadership

Counselor Education Program

School Counseling (MA)

Clinical Mental Health Counseling (MS)

Rank I Standard Certification

Social Work

College of Informatics

Kevin Kirby, Ph.D., Interim Dean

Communication (MA)

Certificate in Communication Teaching
 Certificate in Documentary Studies
 Certificate in Public Relations
 Certificate in Relationships

Business Informatics (MS)

Certificate in Corporate Information Security
 Certificate in Business Informatics
 Certificate in Enterprise Resource Planning

Juris Doctor/ Master of Science in Business Informatics

Computer Information Technology (MS)

Computer Science (MS)

Certificate in Secure Software Engineering
 Certificate in Geographic Information Systems

Health Informatics (MS)

Certificate in Health Informatics

Juris Doctor/Master of Science in Health Informatics

College of Health Professions

Denise Robinson, Ph.D., Dean

Nursing (MSN)

Certificate in Post-Master's of Science in Nursing
 Certificate in Nurse Practitioner Advancement

Nursing Administration/Health Informatics (MSN/MHI)

Doctor of Nursing Practice (DNP)

Salmon P. Chase College of Law

Dennis R Honabach, Dean

College of Arts and Sciences

Master of Arts in English

Jonathan Cullick, Ph.D., Chair

Roxanne Kent-Drury, Ph.D., Program Director

Graduate Program in English

The Graduate Program in English is a multi-faceted program for students seeking advanced study of literature, professional writing, creative writing, composition and rhetoric, and/or cultural studies either for career preparation and advancement or personal enrichment. The program includes the Master of Arts in English, Certificate Programs in Composition and Rhetoric, Creative Writing, as well as Cultural Studies and Discourses, and Professional Writing. In addition, the Graduate Program in English supports other graduate programs on campus, including the Master of Arts in Integrative Studies and the graduate programs of the College of Education.

Office of the Graduate Program in English

The Graduate Program in English is administered through the Department of English, located in Landrum 500. For complete and current information visit the program website at <http://english.nku.edu/grad/>; send e-mail to englishgrad@nku.edu; or call the program director at (859) 572-6636.

I. Introduction

The Master of Arts in English (MAE) is a flexible program that provides both common educational experiences and opportunities to complete clusters of courses in the fields of composition and rhetoric, professional writing, creative writing, literary studies, and cultural studies. Candidates begin the program with other MAE students enrolled in a common introductory course designed to provide an overview of English Studies, introduce candidates to the English faculty, and help candidates set goals that best correspond to their career interests. MAE candidates can also explore experiential opportunities through the practicum in composition and rhetoric, **specialized courses in college teaching, supervised** internships, the TA training program, and outreach activities relating to research of specific faculty members.

II. Admission

Applications for admission can be downloaded from the Graduate Programs website at <http://gradschool.nku.edu> or completed online. Please submit all materials to the Office of Graduate Programs, AC 302, Nunn Drive, Highland Heights, KY 41099. For maximum consideration, submit all materials by the priority deadline of July 1 for the fall semester and November 1 for the spring semester. If space permits, applications from qualified candidates may be considered after those dates.

Regular Admission to the MAE

To be considered for regular admission to the MAE program, you will need to complete and submit the following:

1. An application for graduate admission to Northern Kentucky University
2. An official transcript indicating a bachelor's degree in English or a related field from a regionally accredited institution with a minimum GPA of 3.0 on a 4.0 scale in major or cognate area coursework.

Candidates with excellent writing skills and degrees outside English may be considered.

3. Official transcripts for all undergraduate and graduate work
4. Two letters of reference (please use forms which can be downloaded at this site: http://gradschool.nku.edu/docs/recommend_form.pdf)

Other Admission Status

Applicants not meeting all criteria for regular admission to the MAE may be admitted conditionally or as non-degree graduate student if substantial evidence suggests the candidate can succeed in the program.

Teachers' Rank Increase

For candidates who already hold a teaching certificate in Kentucky, Ohio, or Indiana, the MAE may serve as a functionally relevant master's degree. Check with the appropriate state education board to verify requirements.

The MAE does not lead to initial teacher certification. At Northern Kentucky University, the Master of Arts in Teaching is the approved master's level program for obtaining an initial teaching certificate.

III. Program Curriculum

The MAE degree requires at least 30 hours of coursework, distributed as follows:

Core Courses (3-9 semester hours)

ENG 600	Introduction to Graduate Studies	3
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One of the following capstone options:

ENG 792	Comprehensive Exams	0
ENG 793	Master's Project	1-6
ENG 794	Master's Portfolio	1-6
ENG 796	Master's Thesis or Project	1-6

Electives (21-27 semester hours): selected from ENG OR CIN courses numbered at 500 or above (refer to the current catalog and the schedule of classes).

External Courses

Candidates may petition to have two NKU courses with designators other than ENG or CIN count toward their degree programs. Candidates must file a written statement with the program director explaining how the course contributes to their education goals as MAE students. The program director will rule on such petitions.

Course requirements

Students need to be aware of the following requirements of the program:

1. twenty-one semester hours must be at the 600 level.
2. a maximum of 12 semester hours of transfer credit will be allowed.
3. one course must focus on pre-1900 materials or a broadly historical course (e.g., History of Rhetoric).
4. two graduate courses from another NKU program may be approved for credit toward the MAE.
5. overall GPA must be a minimum of 3.0 to qualify for graduation.
6. no more than six hours of "C" grade will be counted toward the MA in English. Students may retake, only once, any course. Students should be aware that a given course may be offered only infrequently.

Students who change capstone options after completing coursework in another option must complete all of the requirements of the new option.

IV. Program of Study

New candidates for the MA in English must enroll in ENG 600 Introduction to Graduate Studies during one of the first two regular semesters (spring or fall) of their enrollment in the program. In addition to introducing candidates to the fields of English studies and the faculty with whom they may work or take coursework, ENG 600 is also designed to assist candidates in beginning to form a research question, a plan of study to help them succeed in the pro-

gram, and an awareness of potential career paths. A candidate's program concludes with successful completion of one of the four capstone options.

In addition, candidates must add coursework to total at least 30 semester hours; 21 semester hours of the 30 required must be at the 600 level.

Transfer work

With some restrictions, the program may accept 12 hours of credit transferred from other institutions. The program may accept up to nine credit hours a student earns as a non-degree student at NKU.

No more than six hours earned in independent study at NKU and approved by the program director will be accepted. Subject to approval by the program director, independent study work completed at other universities may be substituted for some or all of the six hours of allowed independent study hours.

Independent Study

Subject to approval by the program director, candidates may take independent study or readings courses. The University currently limits such courses to no more than 20% of the course work (6 hours for MAE students). Capstone research hours, practica, and internships are exceptions. Before signing up for an independent study, candidates must have the approval of both the program director and the instructor. In addition, the instructor must be a member of the graduate faculty. A syllabus that describes the course topic, reading list, assignments, and learning objectives must be on file with the program director before an independent study course can be approved.

Teaching Program

With approval of the graduate program director and the writing instruction program director, outstanding candidates may be permitted to work closely with the Writing Instruction Program Director and one or more experienced faculty members to gain experience teaching in the college classroom.

V. Capstone Project

After completing 15 semester hours of graduate study, candidates are required to select a capstone experience. Students should check their handbook and/or with the program director for regulations governing credit for capstone projects.

Certificate in Professional Writing

Roxanne Kent-Drury, Ph.D., Program Director

I. Introduction

The Certificate Program in Professional Writing is a non-degree, graduate certificate program composed of 15 credit hours, including a course that provides an overview of the field, specialized courses designed to explore both theoretical and practical concerns of the professional who writes, and, optionally, a supervised course that includes an internship and development of a professional portfolio of work. The Certificate in Professional Writing is appropriate for the working professional and for candidates in the technical, scientific, business, non-profit, and grant writing fields.

Credits earned toward the Certificate Program in Professional Writing may apply to the Master of Arts in English at the program director's discretion. If certificate coursework is applied to the MAE program, this certificate coursework can be no more than six years old at the time of graduation from the MAE program. Candidates must complete all coursework for the certificate program within six years, including any transfer work.

II. Admission

Application to the Graduate Certificate in Professional Writing requires the following:

1. an application for graduate admission to Northern Kentucky University.
2. official transcripts for all undergraduate and graduate work.

3. a bachelor's degree from a regionally accredited institution.
4. an undergraduate GPA of at least 2.5 on a 4.0 scale.
5. at least 3.0 on all graduate work previously taken that may apply to the certificate.

III. Certificate Program Curriculum

The Certificate in Professional Writing requires 15 hours of coursework, distributed as follows:

Core hours (3 hours)

ENG 544	Research Methods in Prof Writing	3
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Electives (12 hours), selected from

ENG 546	Grant Writing	3
ENG 632	New Media and Professional Writing	3
ENG 636	Issues in Professional Writing	3
ENG 638	Theories of Community Literacy	3
ENG 639	Fieldwork in Community Literacy	3
ENG 647	History of Rhetoric	3
ENG 696	Internship/Portfolio Development	1-3

Transfer credit

No more than 25% of the required curriculum for the Certificate in Professional Writing may be transferred to NKU from a regionally accredited university or applied from previous NKU coursework.

Certificate in Composition and Rhetoric

Roxanne Kent-Drury, Ph.D., Program Director

I. Introduction

The Certificate Program in Composition and Rhetoric is a non-degree, graduate certificate program composed of 15 credit hours of specialized courses designed to explore the theoretical and pedagogical issues pertaining to the study of writing through rhetorical and composition theory. The Certificate in Composition and Rhetoric is appropriate for candidates planning to teach writing at the undergraduate level or secondary level, as well as those interested in furthering their knowledge of writing in the professions, as a social practice, and to effect change.

Credits earned toward the Certificate Program in Composition and Rhetoric may apply to or be transferred into the Master of Arts in English at the program director's discretion. If certificate coursework is applied to the MAE program, this certificate coursework can be no more than six years old at the time of graduation from the MAE program. Candidates must complete all coursework for the certificate program within six years, including any transfer work.

II. Admission

Application to the Graduate Certificate in Composition and Rhetoric requires the following:

1. an application for graduate admission to Northern Kentucky University.
2. official transcripts for all undergraduate and graduate work.
3. a bachelor's degree from a regionally accredited institution.
4. an undergraduate GPA of at least 2.5 on a 4.0 scale.
5. a grade of B or higher on all graduate work that may apply to the certificate.

At the discretion of the graduate director, a writing sample may be required for evaluation and undergraduate courses recommended for applicants who did not focus on English or writing at the undergraduate level.

III. Certificate Program Curriculum

The Certificate in Composition and Rhetoric requires 15 hours of coursework, as follows:

Core (3 hours)

ENG 556	Composition Theories	3
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Electives (12 hours) selected from the following

ENG 544	Research/Methods in Prof Writing	3
ENG 546	Grant Writing	3
ENG 630	The Teaching of Composition	3
ENG 632	New Media and Professional Writing	3
ENG 636	Issues in Professional Writing	3
ENG 638	Theories of Community Literacy	3
ENG 639	Fieldwork in Community Literacy	3
ENG 645	Topics in Contemporary Rhetoric	3
ENG 646	Composition and Rhetoric Practicum	3
ENG 647	History of Rhetoric	3
COM 650*	Rhetorical Criticism	3
COM 671*	Media Criticism	3

* Please consult with the English graduate program director before enrolling in this course.

Certificate in Creative Writing

Roxanne Kent-Drury, Ph.D., Program Director

I. Introduction

The Certificate Program in Creative Writing is a non-degree, graduate certificate program composed of 15 credit hours of specialized courses designed to explore, in an intensive workshop environment, the theoretical and practical concerns of creative writers today. The Certificate in Creative Writing is appropriate for candidates with experience in creative writing at the undergraduate level or extensive professional or independent experience as creative writers.

Credits earned toward the Certificate Program in Creative Writing may apply to or be transferred into the Master of Arts in English at the program director's discretion. If certificate coursework is applied to the MAE program, this certificate coursework can be no more than six years old at the time of graduation from the MAE program. Candidates must complete all coursework for the certificate program within six years, including any transfer work.

Candidates should refer to the graduate catalog in effect when they are accepted to this or another NKU certificate program to determine the extent to which credit hours may be applied to more than one NKU certificate or degree program. Candidates whose transcripts do not show substantial undergraduate preparation in creative writing may be asked to submit a writing sample.

II. Admission

Application to the Graduate Certificate in Creative Writing requires the following:

1. an application for graduate admission to Northern Kentucky University.
2. official transcripts for all undergraduate and graduate work.
3. a bachelor's degree from a regionally accredited institution.
4. an undergraduate GPA of at least 2.5 on a 4.0 scale.
5. grade *B* or higher on all graduate work that may apply to the certificate.

At the discretion of the graduate program director, a writing sample may be required for evaluation and undergraduate courses recommended for applicants who did not focus on creative writing at the undergraduate level.

III. Certificate Program Curriculum

The Certificate in Creative Writing requires 15 hours of coursework, representing at least two genres of creative writing and four different course numbers, selected from the following:

ENG 542	Teaching of Creative Writing	3
ENG 622	Poetry Writing Workshop	3
ENG 624	Fiction Writing Workshop	3
ENG 626	Novel Writing Workshop	3
ENG 628	Creative Nonfiction Writing Workshop	3
ENG 722	Prose Writing Workshop	3
ENG 724	Emerging Genres in Creative Writing	3

Students are encouraged to take additional coursework that focuses on both historical and contemporary literature to increase their exposure to notable writers and texts.

Certificate in Cultural Studies and Discourses

Roxanne Kent-Drury, Ph.D., Program Director

I. Introduction

The Certificate Program in Cultural Studies and Discourses is a non-degree, interdisciplinary, graduate certificate program composed of 15 credit hours, including a course that provides an overview of the field, specialized courses designed to explore both theoretical and practical applications, and coverage of both domestic American and global perspectives. The Certificate Program in Cultural Studies and Discourses is appropriate for candidates who wish to gain knowledge of how language works in society and those who wish to show a concentration in this field within the MA in English or the MA in Communication Studies.

The program is housed in the Department of English, and its development is overseen by an advisory committee co-chaired by the graduate program directors in the Departments of Communication Studies and English.

Note: Whereas this certificate will prepare students to understand a variety of cultures (including their own) through multiple lenses, it should not be confused with a program that provides foreign language instruction, nor is it a program where students will learn to do translational work. For more information about those types of programs, please explore course and program offerings in the Department of World Languages and Literatures.

II. Admission

Application to the Graduate Certificate Program in Cultural Studies and Discourses requires the following:

1. an application for graduate admission to Northern Kentucky University
2. official transcripts for all undergraduate and graduate work.
3. a bachelor's degree from a regionally accredited institution.
4. an undergraduate GPA of at least 2.5 on a 4.0 scale.
5. at least 3.0 on all graduate work previously taken that may apply to the certificate.

III. Certificate Program Curriculum

The Certificate Program in Cultural Studies and Discourses requires 15 hours of coursework, distributed as follows:

Core hours (3 hours)

ENG 750/COM 750	Theories and Concepts of Cultural Studies	3
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Electives (12 hours), selected from

ENG 636	Issues in Professional Writing (topic subject to program director approval)
ENG 638	Theories of Community Literacy
ENG 639	Fieldwork in Community Literacy
ENG 645	Topics in Contemporary Rhetoric (topic

	applicability subject to program director approval)
ENG 671	World Literature in English
ENG 672	African American Literature
ENG 674	Multicultural Literature
ENG 676	Post-colonial Theory and Literature
ENG 687	Gender and Literature
CIN 601	Studies in Cinema
COM 510	Intercultural Communication
COM 520	Relational Communication
COM 580	Sexuality & Communication
COM 594	Social Justice & Communication
COM 624	Gender and Communication
COM 625	Contemplative Pedagogy
COM 630	Communication Ethics
COM 650	Media Criticism
COM 688	Critical Ethnography

The following additional requirements apply:

1. Students must take at least one course with an ENG or CIN designator and one course with a COM designator.
2. Students must take at least one course that addresses an American and one course that addresses a British/World or intercultural perspective.
3. No more than 25% of the required curriculum for the Certificate Program in Cultural Studies and Discourses may be transferred to NKU from a regionally accredited university.

Master of Science In Industrial-Organizational Psychology

Jeffrey Smith, Ph.D., Chair

Philip J. Moberg, Ph.D., Program Director

I. Introduction

Program Description

Industrial and organizational (IO) psychology is the behavioral science that applies the principles, methods, and findings of psychological science to work settings. Industrial psychology examines topics in human resources management such as recruitment, selection, staffing, training and development, testing and measurement, performance evaluation, survey research, total reward systems, promotion, transfer, and termination. Organizational psychology addresses broader topics from social psychology and organizational behavior such as leadership, work motivation, organizational development, work teams, conflict management, work life quality, job design, organizational change, and workplace attitudes. The content and methods of IO psychology overlap with engineering psychology (human factors), vocational psychology (occupational interests), differential psychology (ability, attitudes, emotions, personality, skills, values), and consumer psychology (marketing).

Graduates with master's degrees in IO psychology pursue career paths in human resources management as personnel generalists or specialists in recruiting, selection, and staffing; job analysis; performance appraisal; organizational planning; employee relations; training and development; compensation and benefits; human factors and workplace design; public and occupational health; organizational development and organizational consulting; marketing and consumer research; program assessment and evaluation; and quality control and assurance.

The graduate program in IO psychology has been designed to accommodate both working professionals and recent undergraduates pursuing part-time jobs or internship opportunities by offering courses during weekday evenings. The program requirements may be completed on a part-time or full-time

basis, and may be changed depending on the changing needs and circumstances of the individual student.

Office of the MSIO Program

The IO program is administered by the Department of Psychological Science, located in 301MP. For additional information visit the IO Psychology program website at <http://psychology.nku.edu/programs/graduate.php>, call Dr. Philip J. Moberg, Program Director, at (859) 572-1913, or e-mail questions to msio@nku.edu.

II. Admission

Full/Regular Admission

To be considered for regular admission, applicants must have completed and submit evidence documenting:

1. An online application via the Office of Graduate Programs website at <http://gradschool.nku.edu/>.
2. A bachelor's degree at a regionally accredited institution with a grade point average (GPA) of at least 3.00 on a 4.0 scale for the last 60 semester hours.
3. Nine semester hours of undergraduate or graduate coursework in psychology.
4. At least one undergraduate course in statistics with a grade of 'B' or better.
5. Official transcripts from all colleges and universities attended.
6. Scores from the general test of the Graduate Record Examination (GRE). Scores of at least 450 on the verbal and quantitative tests and a 3.5 on the writing test are expected.
7. A current resume or vita.
8. A statement of personal interest.
9. Three letters of recommendation, preferably from writers who can comment on your academic performance.

Provisional Admission

Candidates whose application files are incomplete, because one or more required documents are missing (e.g., a final transcript, GRE scores, letter of recommendation, etc.), may be considered for provisional admission if, in the judgment of the program faculty, admission would be likely had the missing documents been received. The missing document must be submitted within one semester of admission.

Conditional Admission

Applicants with a bachelor's degree who are missing some of the prerequisite qualifications may be admitted in conditional status as space availability in the psychology program permits.

Application Process

Submit all application materials and arrange for recommendation letters to be sent to the Office of Graduate Programs, Nunn Drive, Highland Heights, KY 41099.

Deadlines. To maximize opportunities for graduate assistantship funding, all application materials must be received by **March 1**. Later applications for graduate assistantship funding may become available on a competitive basis.

To be considered for regular admission, all materials should be received by:

Fall semester (begins mid-August) - **August 1**

Summer semester (begins mid-May) - **May 1**

Spring semester (begins mid-January) - **December 1**

Note: Late applications for all semesters may be considered as space allows.

III. Academic Requirements

Overview

To earn the Master of Science in Industrial-Organizational Psychology, students are required to complete a core curriculum of 36 semester hours of classes and 9 semester hours of elective work for a total of 45 semester hours.

Core Courses (required)

PSY 550	Organizational Psychology	3
PSY 570	Work Environments	3
PSY 580	Cognition in the Workplace	3
PSY 501	I-O Discussion Forum	2
PSY 615	Research Design, Methods and Statistics I	3
PSY 616	Research Design, Methods and Statistics II	3
PSY 620	Job Analysis and Staffing	3
PSY 625	Psychological Testing and Measurement	3
PSY 635	Selection and Performance Appraisal	3
PSY 640	Training and Development	3
PSY 660	Organizational Change and Development	3
PSY 685	Applied Research Study - Capstone	4
Core Total		36

Elective Options (typically offered in alternating years unless otherwise indicated):

PSY 630	Occupational Health Psychology	3
PSY 645	Organizational Consulting	3
PSY 652	Epidemiology	3
PSY 670	Organizational Leadership	3
PSY 675	Motivation	3
PSY 694	Special Topics - Compensation and Benefits	3
PSY 694	Special Topics - Work Teams	3
PSY 694	Future Elective Courses to be Determined	3
PSY 699	Independent Study	1-3
PSY 795	Practicum	1-6
PSY 797	Thesis	1-6
Elective Total		9
Program Total		45

Note: With the approval of both programs directors, classes in the Master of Business Administration, Master of Public Administration, and Master of Arts in Communication programs may be taken by IO graduate students to satisfy elective requirements.

Certificates in Industrial-Organizational Psychology

Certificate Programs

Certificates in Industrial, Organizational and/or Occupational Health Psychology are available to students seeking a shorter and more specialized course of study. Students pursuing certifications must be admitted into the MSIO program, as the certificate programs are embedded in the MSIO program.

Industrial Psychology Certification

PSY 580	Cognition in the Workplace	3
PSY 620	Job Analysis and Staffing	3
PSY 635	Selection and Performance Appraisal	3
PSY 640	Training and Development	3
Total Semester Hours		12

Organizational Psychology Certification

PSY 550	Organizational Psychology	3
PSY 660	Organizational Change and Development	3
PSY 670	Organizational Leadership	3
PSY 675	Motivation	3

Total Semester Hours 12

Occupational Health Psychology Certification

PSY 550	Organizational Psychology	3
PSY 570	Work Environments	3
PSY 630	Occupational Health Psychology	3
PSY 652	Epidemiology	3
Total Semester Hours		12

Transfer Credit

Students may transfer up to nine semester hours of appropriate, acceptable graduate coursework from other regionally accredited institutions. A student must have earned a minimum grade of *B* in such courses. These courses must be deemed appropriate to the student's program of study at the time of admission into the program by the department chair on the advice of the director. Transfer of graduate credit must be accomplished before students earn 12 semester hours at NKU.

Academic Standing

A GPA of at least 3.00 must be maintained for all courses taken in the program. At most two *C* grades can be counted toward the degree. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of *C* or below can be repeated; only the repeat grade is used in GPA determination. Students whose GPA falls below 3.00 will be placed on probation; those remaining on probation for more than nine semester hours of coursework will be dropped from the program.

Course Load

Because the program is designed to be completed on either a part-time or full-time basis, enrollment for more than six credit hours is recommended for full-time students only.

Master of Arts in Integrative Studies

Bill Attenweiler, Ph.D., Director

I. Introduction

Program Description

The Master of Arts in Integrative Studies (MAIS) is a flexible, interdisciplinary program in which each student designs a personalized course of study. With no entrance exam and a broad range of online and face-to-face courses to suit your needs, Integrative Studies allows you to tailor the program to fit your life.

Office of the MAIS Program

The program office is located in SL 410. For more information call (859) 572-5831, e-mail IST@nku.edu or visit our website at <http://ist.nku.edu/masters/index.php>

Program Mission

Integrative learning is an integral component of lifelong intellectual growth. It defines NKU's Integrative Studies graduate program. Using an interdisciplinary approach, graduates explore diverse subjects and apply innovative perspectives from a variety of disciplines. This process extends candidates' intellectual resources and range, promotes openness to new ideas and appreciation of differences, and stimulates a lifelong commitment to learning and free inquiry. The structure of the program is flexible enough to meet personal and professional goals.

As a multi-disciplinary program with individualized curricula, we aspire to be integrative, developing new common ground, including shared vocabulary, concepts, problem-solving methods and techniques, between traditionally separate disciplines. We also see great scholarly value in the generalist perspective, recognizing existing common ground and work with multiple disciplines to answer questions, solve problems and advance understanding.

II. Admission

Program Admission Process

In order to be considered for regular admission to the MAIS program, you will need:

- An application for admission to Northern Kentucky University.
- A bachelor's degree from a regionally accredited institution with a minimum undergraduate GPA of at least 3.0 on a 4.0 scale.
- Official transcripts for all undergraduate and graduate work.
- Two letters of reference from persons qualified to evaluate potential for successful performance in the graduate program. (<http://ist.nku.edu/masters/admissionrequirements.php>)
- A personal resumé that reflects both work and academic experience.
- A written statement of purpose indicating your goals and discipline.

Students who have completed the Integrative Studies Graduate Certificate in Civic Engagement may apply for admission to the MAIS program. With the consent of the program director, up to 12 semester hours of credit may be applied to the MAIS requirements.

III. Program Curriculum

Graduation Requirements

The MAIS degree requires 33 credit hours of course work.

IST 601 Introduction to Graduate Research and Writing
(3 credit hours)

24 credit hours of electives in at least two disciplines at the graduate level.

IST 793 Applied Research: Capstone (6 credit hours)

IST 799 MAIS Program Certification (0 credit hours)

Master of Public Administration

Shamima Ahmed Ph.D., Chair

Julie Cencula Olberding, Ph.D., Program Director

I. Introduction

Program Description

The Master of Public Administration (MPA) is an applied 39-semester-hour degree designed to prepare students for careers in public management. Students have to complete nine core courses and choose one area of concentration. Classes are small, permitting faculty to personalize instruction and allow students to develop interpersonal, technical, and quantitative skills necessary for competitive employment in the public and related sectors. It is the only MPA program in the Northern Kentucky and Greater Cincinnati region. Also, it is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), one of only six in the state of Kentucky

The program takes approximately two years with students enrolling in six credit hours per semester in the fall, spring and summer semesters. Students can accelerate this pace by attending full-time (nine hours per semester), or students can slow that pace to three years or longer by not enrolling in summer sessions. Note that all courses counting towards the MPA degree must be taken within six years of beginning the program.

Offered at night and on Saturdays, the program is suited for mature, career-oriented persons working in the public or non-profit sectors. The courses typically are taught in three-hour blocks and include a mix of lecture, seminar, small group, laboratory, and/or field work. Selected courses are offered in more non-traditional formats including independent research, Internet, and travel to local, national, or international sites. For more current information about the MPA program consult our website at mpa.nku.edu.

In addition to the MPA degree, the department offers a nonprofit management (NPM) certificate program. The program is 12 semester hours consisting of three core classes and a selection of two or three workshops

equaling three credit hours. For more current information about the NPM certificate consult our website at npm.nku.edu.

Office of the MPA Program

The MPA Program is located in FH 424. For more information call (859) 572-5326, e-mail mpa@nku.edu or visit our website at mpa.nku.edu/.

Program Mission Statement

The MPA program provides professional managerial, communication and human relations skills and knowledge in preparation for or advancement in a variety of public sector and related careers. The program advances public sector values of effectiveness, efficiency, honesty, accountability, fairness, diversity and public service in the curriculum, extra-curricular events and speakers, and through partnerships with area practitioners through the MPA Advisory Board, the American Society for Public Administration (ASPA), and other professional associations and individuals.

The **goal** of the program is to develop competent public service practitioners to serve governments, nonprofit organizations and citizens in the Northern Kentucky and Greater Cincinnati metropolitan region and beyond.

Objectives

The MPA program's core objectives are to:

1. Provide fundamental managerial and analytical skills to be applied to the public sector in the areas of policy evaluation, human resource management, organizational development and behavior, and financial management and budgeting.
2. Develop analytical competencies including thinking critically about social issues and potential strategies to address them, collecting and analyzing relevant information, and communicating it effectively.
3. Cultivate a strong sense of public sector values and ethical behavior within the public sector work environment.
4. Enhance abilities to organize information and ideas and to communicate them effectively, both in written reports and in oral presentations.
5. Provide certain specialized skills, knowledge and competency in the areas of concentration.

Learning Outcomes

1. The ability to lead and manage in public governance.
 - a. Understand the uniqueness of the public sector in terms of the policy environment, organizational structure, values and requisite competencies.
 - b. Develop skill sets that demonstrate the ability to manage human, financial, information technology, and other resources.
 - c. Inform and increase awareness of critical issues that the public sector faces and their implications for managing and leading public sector organizations.
2. The ability to participate in and contribute to the policy process.
 - a. Learn various theories and models of public policy making and implementation.
 - b. Develop and apply analytical skills in a policy making setting.
 - c. Understand the politics of public policy regarding various stakeholders' influence in the process.
 - d. Demonstrate the skill to communicate to stakeholders the impacts, outcomes and influences of policy problems and issues.
 - e. Develop the ability to read statutes, ordinances, and case law and apply these skills within a given public administrator's scope of responsibility.
3. The ability to analyze, synthesize, think critically, solve problems and make decisions.
 - a. Enhance skill sets that allow for the analysis and synthesis of critical thinking and problem solving.

- b. Demonstrate through the use of memoranda, technical reports, research reports and issue papers the skills to analyze and process information and present it effectively to aid in decision making.
 - c. Comprehend the fiscal implications of public sector decisions on the citizenry.
4. The ability to articulate and apply a public service perspective.
 - a. Cultivate core values of public service, effectiveness, efficiency, honesty, accountability, fairness and diversity through analysis of hypothetical or applied case studies and scenarios.
 - b. Understand the rights of citizens and public sector employees.
 5. The ability to communicate and interact productively with a diverse and changing workforce and citizenry.
 - a. Develop increased awareness of diversity in society and the workforce in terms of gender, religion, ethnicity, sexual orientation and disabilities.
 - b. Recognize diversity in society and the workforce and apply strategies and processes to manage it.
 - c. Cultivate effective team building skills.

Mission specific elective competencies

Nonprofit Management

Objectives:

1. Provide skills and knowledge to form and manage nonprofit organizations.
2. Develop fundraising and financial management skills for the nonprofit sector.
3. Understand the uniqueness of working with and managing volunteers.

Learning Outcomes

1. Understand the process of forming an incorporated nonprofit organization.
2. Identify and comprehend important issues and challenges in nonprofit management, including legal and ethical issues, accountability and performance evaluation, and the increasing involvement of the private sector.
3. Learn fundamental principles and concepts of fundraising as well as various programs and methods to acquire funds for nonprofit organizations.
4. Understand the basics of resource management, particularly budgeting, accounting and financial reporting.
5. Learn and apply theories, processes and best practices related to volunteer management.

Homeland Security

Objectives:

1. Increase awareness of the different types of terrorism, their causes and prevention.
2. Understand the workings of the Homeland Security division of our government and its different infrastructure.
3. Understand the four phases of emergency management and how each phase is developed at the national, state and local levels. These four phases are mitigation, preparedness, response and recovery for man-made and natural disasters.

Learning Outcomes

1. Develop knowledge and skills suitable for a career in homeland security or emergency management.
2. Evaluate a community's preparedness against various types of disasters.

3. Develop knowledge and skills to respond and recover in a community during an actual emergency.
4. Develop an understanding of historical perspectives on terrorism, basic definitions of cogent terms and concepts, and the symbolism of terrorism.
5. Understand different forms of terrorist tactics and targets along with methods of appropriate prevention, detection, and response, applying such knowledge to the local environment.

General Public Management

Objective:

1. Provide students an option to choose among different specialized courses from the other concentrations based on their career needs and aspirations.

Learning Outcomes

1. Develop skills and knowledge in one or more specialized areas in nonprofit management, homeland security, and/or planning.
2. Develop an appreciation for having personal and professional integrity and how these values relate to decisions that ultimately affect the citizenry.

Metropolitan Governance

Objectives:

1. Provide students with the conceptual basis and skill assortment to become professional practitioners in state and local government.
2. Appreciate the political and organizational cultural nuances of state and local government agencies.
3. Provide specialized managerial and interpersonal skills to navigate often contradictory public policy issues.

Learning Outcomes

1. Develop an awareness of the history and ethics of good government as developed by the city manager movement over the last century.
2. Understand the key policy roles played by the local manager in this age of the dependent city, especially in areas of comprehensive planning, economic development, and the budgeting of scarce resources.
3. Provide opportunities for interpersonal and political skill development through practical experience in the form of shadowing managers and internships.
4. Enhance the ability to work in a collaborative project management setting.

Evaluation

The program systematically collects information from internal and external sources to assess these learning outcomes. Internal sources include feedback from students, capstone portfolios, capstone projects, and exams and assignments in different courses. External sources include feedback from alumni, area practitioners, and the MPA Advisory Board members.

Program Administration

While the MPA degree follows the academic rules established by the NKU Graduate Council (detailed previously in this catalog), there are also program-specific guidelines. To facilitate program-specific activities, the MPA is administered by the public administration program director. The MPA director, with the input and consultation of the MPA program faculty, makes program-specific requirements, curriculum, admission, enrollment, and graduation decisions. The MPA and NPM are housed in the Department of Political Science and Criminal Justice located in the College of Arts and Sciences at NKU.

II. Admission

Program Admission Process

Students applying for admission into the MPA program are divided into two applicant categories: in-career and pre-career. In-career applicants are those who, in an evaluation by the MPA director have demonstrated five years of experience in the public or related sector. Some of that experience must be managerial in nature. Pre-career students are all other applicants. All students applying to the MPA program must provide the following six items:

1. A completed application-for-admission form.
2. Official transcripts showing all college/university coursework completed at both the undergraduate and graduate levels.
3. At least two supportive letters from persons qualified to evaluate potential for successful performance in the MPA program.
4. A narrative essay of 300 to 400 words stating academic and career goals, how the MPA program will enable attainment of those goals, and any additional information detailing relevant work experience.

AND

In-career students applying for admission to the MPA program must submit the following items:

1. A current résumé documenting five years of work experience in the public or related sector.
2. A portfolio of two to three work products (singular or team efforts) that demonstrate professional activities.

OR

Pre-career students applying for admission to the MPA program must submit the following items:

1. Official scores of the Graduate Record Examination general test. The GMAT or Miller Analogy can substitute for the GRE exams. The LSAT is not a suitable substitute.
2. A writing sample of 10 to 12 pages (either a work product or an academic paper) or official scores on the GRE writing test.

The MPA program conforms to the general rules of all graduate programs at NKU. Specifically, all successful admission candidates to the MPA program must

1. Possess a bachelor's degree from a regionally accredited college or university.
2. Hold a cumulative undergraduate GPA of 2.75 or higher (on a scale of 4.0) for all college work.
3. Demonstrate good potential for success in graduate professional study and public service.

An MPA alumni profile of admission materials demonstrated that the average student possessed a strong, well-written essay with clearly defined career goals, two quality letters of reference, undergraduate GPA and GRE scores that demonstrated the capability of strong graduate work. Applicants with strong potential who lack one admission item may be admitted provisionally for one semester only. Applicants demonstrating good potential but falling short of the MPA alumni profile may be admitted conditionally but typically must earn a GPA of 3.25 over the first nine hours of coursework in the MPA program.

Transfer Credit

Successful applicants to the MPA program may transfer up to nine semester hours of appropriate, acceptable graduate coursework from other programs and/or institutions in which they must have earned a minimum grade of *B*. These courses must be deemed appropriate to the program of study at the time of admission into the program by the MPA program director.

Dual MPA Degree and NPM Certificate

Students completing the MPA program may also receive the Certificate in Nonprofit Management. To do so, students must complete a minimum of 42

hours of coursework. Students seeking both the MPA and NPM shall take three NPM core classes and use them as electives in the MPA program. However, to receive both the degree and the certificate, students must complete an additional three hours of NPM electives that will not count towards the MPA degree, raising the total for both to 42 hours. A separate application for the certificate program must be submitted to the Office of Graduate Programs.

Academic Standing

A GPA of at least 3.00 must be maintained for all 600-level coursework. A student with a GPA below 3.00 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to at least 3.00 by repeating courses. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of *C* or below can be repeated; the repeat grade is used in the GPA determination. Students falling below 3.00 will be placed on probation; those failing to remove the probation by nine additional semester hours of coursework will be dropped from the program.

III. Program Curriculum

Prerequisites

Applicants for the MPA program are not required to have completed an undergraduate major in public administration; however, certain undergraduate courses and corresponding skills are needed for success in the program. Students are expected to have completed undergraduate courses in statistical analysis, probability, research methods, introduction to microcomputers, and public sector management. Minimum expectations of the knowledge and skills derived from the above courses include writing skills, computer skills, basic knowledge of public sector management, research concepts/techniques, statistical concepts, and statistical analysis of data. Equivalent work experience may be substituted for undergraduate coursework at the discretion of the MPA director. Work equivalencies for the above coursework or areas of knowledge and skills include experience in writing research or evaluation reports, working with a PC office suite, employment in the public sector, experience with survey research, experience with research design or grant writing, and experience with univariate/bivariate statistics.

The MPA director will assess if students possess the prerequisite knowledge and skills through examination of application materials and, if deemed necessary, through interviews and/or examinations. If you meet the general program requirements but are deemed deficient in one or more knowledge/skill areas you will be placed in appropriate undergraduate courses.

MPA Curriculum - (39 credit hours)

MPA CORE: 27 credit hours

PAD 600	Foundations in Public Administration
PAD 601	Human Resource Management
PAD 602	Organizational Behavior & Theory
PAD 603	Public Policy Analysis (pre-req: PAD 615 and PAD 616)
PAD 611	Budgeting Techniques & Applications (pre-req: PAD 600)
PAD 612	Administrative Law
PAD 615	Research Methods in Public Administration (pre-req: PAD 600)
PAD 616	Data Analysis (pre-req: PAD 615)
PAD 793	Public Administration Capstone (pre-req: students can take this class only during the last nine credit hours of their completion of the MPA curriculum)

C

ONCENTRATIONS: 12-13 credit hours

Students will choose one of the following concentrations:

Nonprofit Management:

Core Courses (9 credit hours)

PAD 620	Managing Nonprofit Organizations
PAD 621	Resource Acquisition & Management
PAD 622	Volunteer Management

Choose any two or three of the following courses for a total of 3 credit hours of electives:

PAD 623	Grants Writing (1 credit)
PAD 624	Nonprofit Strategic Planning (1 credit)
PAD 626	Nonprofit Program Evaluation (2 credits)
PAD 627	Nonprofit Information Management (1 credit)
PAD 628	Nonprofit Laws (1 credit)

Homeland Security and Emergency Management:

Core Courses (6 credit hours)

PAD 681	Homeland Security
PAD 682	Emergency Management

OR

PAD 683	Terrorism
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Choose any two of the following courses (minimum 6 credit hours of electives):

PAD 622	Volunteer Management
PAD 635	Criminal Justice Administration
PAD 650	GIS*
PAD 651	Advanced GIS
PAD 682	Emergency Management
PAD 683	Terrorism

(*Note: PAD 650 is a four-credit hour course).

Metropolitan Governance:

Core Courses (6 credit hours)

PAD 660	Planning & Community Development
PAD 675	Local Government Management

Choose any two of the following courses (minimum 6 credit hours of electives):

PAD 630	Administrative Ethics
PAD 632	Executive Management
PAD 650	GIS*
PAD 651	Advanced GIS
PAD 661	Urban Revitalization & Resource Development

(*Note: PAD 650 is a four credit hour course)

General Public Management:

Core Course (3 credit hours)

PAD 630	Administrative Ethics
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Choose any additional three MPA electives (9 credit hours)

Other MPA Electives

Students can take one or more of these elective courses, for their concentration, after getting prior approval from the MPA director.

PAD 515	Cartography (3 credits)
PAD 519	Introduction to Remote Sensing (3 credits)
PAD 520	Advanced Remote Sensing (3 credits)
PAD 640	Management of Public Information Systems (3 credits)
PAD 694	Special Topics (3 credits)
PAD 696	Internship (3 credits)
PAD 699	Readings and Practica in Public Administration (1-3 credits)

Certificate in Nonprofit Management

Shamima Ahmed, Ph.D., Chair

Julie Cencula Olberding, Ph.D., NPM Program Director

I. Introduction**Program Description**

The Nonprofit Management (NPM) certificate is a 12 semester hour program that normally takes one year to complete with students enrolling in a three-credit hour core course and a one- or two-credit elective in each of the fall, spring, and summer semesters. Usually offered at night and on Saturdays, the program is suited for mature, career-oriented persons. The core courses are typically taught in three-hour blocks and include a mix of lecture, seminar, small group, laboratory, or field work. The one- or two-credit electives are usually taught in intensive weekend formats over two or four Saturdays. For more current information about the NPM certificate consult our website at npm.nku.edu.

Office of the NPM

Offices of the NPM Program are located in FH 424. For more information please call (859) 572-5326, e-mail npm@nku.edu or visit our website at npm.nku.edu/.

Program Mission

NKU's Graduate Certificate in Nonprofit Management (NPM) provides students and practitioners with the knowledge, skills, and competencies to manage and lead nonprofit organizations. A 12-credit-hour program, this graduate certificate includes three required courses (three credits each) plus three one- or two-credit workshops to be selected by the student from a variety of offerings. The NPM certificate includes both pre-career students and in-career students who work in the Northern Kentucky and Greater Cincinnati metropolitan region.

Program Objectives

Current staff and leaders of nonprofit organizations, as well as students wishing to explore a future in this field can benefit from this program.

Objectives:

1. Provide skills and knowledge to form and manage nonprofit organizations.
2. Develop fundraising and financial management skills for the nonprofit sector.
3. Understand the uniqueness of working with and managing volunteers.

Learning Outcomes

1. Understand the process of forming an incorporated nonprofit organization.
2. Identify and comprehend important issues and challenges in nonprofit management, including legal and ethical issues, accountability and performance evaluation, and the increasing involvement of the private sector.
3. Learn fundamental principles and concepts of fundraising as well as various programs and methods to acquire funds for nonprofit organizations.
4. Understand the basics of resource management, particularly budgeting, accounting and financial reporting.
5. Learn and apply theories, processes and best practices related to volunteer management.

Program Administration

While the NPM certificate follows the academic rules established by the NKU Graduate Council (detailed previously in this catalog), there are also program-specific guidelines. To facilitate program specific activities, the certificate is administered by the NPM director. However, the MPA or NPM di-

rector, with the input and consultation of the MPA program faculty, makes program specific requirement, curriculum, admission, enrollment, and graduation decisions. The MPA and NPM are housed in the Department of Political Science and Criminal Justice located in the College of Arts and Sciences at NKU.

II. Admission

Program Admission Process

To qualify for admission to the graduate certificate in nonprofit management, an applicant must:

- possess a bachelor's degree from a regionally accredited college or university.
- have a cumulative undergraduate GPA of 2.5 or higher (on a scale of 4.0) for all college work or a 3.00 for all graduate work.
- submit a narrative essay of 300-400 words stating your career and academic goals and how the graduate certificate program will help you attain those goals.

Transfer Credit

Successful applicants to the NPM certificate may transfer up to three semester hours of appropriate, acceptable graduate coursework from other programs and/or institutions in which they must have earned a minimum grade of B. These courses must be deemed appropriate to your program of study at the time of admission into the program by the MPA program or NPM certificate director.

Relationship between NPM Certificate and the MPA Program

Students completing the graduate certificate in nonprofit management may apply for admission to the MPA program. If admitted, you may receive up to nine semester hours of credit toward the MPA degree. For academic questions about the MPA program or NPM courses and schedule, contact the MPA office at (859) 572-5326.

Academic Standing

A GPA of at least 3.00 must be maintained for all 600-level coursework. A student cannot receive the NPM certificate without a GPA of 3.00 or above. Students falling below 3.00 will be placed on probation. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of C or below can be repeated; the repeat grade is used in the GPA determination.

III. Program Curriculum

NPM CORE: 9 credit hours

Students are required to complete three core courses. All courses are three semester hours (45 academic contact hours) and are taught by a mix of MPA faculty and experienced professionals.

These courses are offered twice a year.

PAD 620	Managing the Nonprofit Organization	3
PAD 621	Resource Acquisition and Management	3
PAD 622	Volunteer Management	3

Electives (3 credit hours)

Students choose any two or three workshops in the NPM certificate. These courses are taught by a mix of full-time faculty and experienced practitioners. These courses are typically offered in weekend intensive formats, notably two or four Saturdays. The courses may also be offered in non-traditional formats including laboratory, fieldwork, and practical project settings. Course offerings make it possible to complete the certificate in one year. However, students may complete the nonprofit certificate at their own pace.

PAD 623	Grants Writing	1
PAD 624	Nonprofit Strategic Planning	1
PAD 626	Nonprofit Program Evaluation	2
PAD 627	Nonprofit Information Management	1
PAD 628	Nonprofit Laws	1

Master of Arts in Public History

Paul Tenkotte, Ph.D., Chair

Debra Meyers, Ph. D., Program Director

Graduate Program in Public History

The graduate program in Public History is a terminal professional degree for students seeking professional development training for careers in history outside of the academy and traditional educational settings. The program offers advanced study in history and advanced methodological training in a variety of public history fields. The program also includes a Graduate Certificate in Public History for those who already hold a Master's degree in History or related field. The graduate program in Public History supports other graduate programs on campus including the Master of Arts in Integrative Studies.

Office of the Graduate Program in Public History

The graduate program in Public History is administered through the Department of History and Geography. For complete and current information visit the program website at <http://hisgeo.nku.edu/programs/public.php>; send e-mail to publichistory@nku.edu; or call the program director at (859) 572-1482.

I. Introduction

The Master of Arts in Public History (MAPH) is a flexible program that provides both traditional history educational experiences and opportunities to complete professional methods training.

Candidates will begin the program with other MAPH students enrolled in HIS 515 The Introduction to Public History, an introductory-gateway course to the study of public history. Because of the increasingly widespread availability of the course, students who have taken the course, as an undergraduate at NKU or at another institution-- are not required to take the course again as part of the MAPH—they may simply move into their advanced methodological courses. There is no acceptable substitute for the Introduction course because it is the primary means for student exploration of which public history profession is best suited to their own personality, skillsets, and career interests and goals.

II. Admission

Applications for admission can be completed online at the Graduate programs website at <http://gradschool.nku.edu>. Please submit all application materials to the Northern Kentucky University, Office of Graduate programs, AC 302, Nunn Drive, Highland Heights, KY 41099. For maximum consideration, submit all materials by the priority deadline of May 1 for summer sessions, July 1 for the fall semester, and November 1 for the spring semester. If space permits, applications from qualified candidates may be considered after those dates.

Regular Admission to the MAPH

To be considered for regular admission to the MAPH program, you will need to complete and submit the following:

- An application for graduate admission to Northern Kentucky University.
- Remittance of the application fee.
- An official transcript indicating a bachelor's degree in History or a related field from a regionally accredited institution with a minimum GPA of 2.5 on a 4.0 scale in major area coursework.
- Official transcripts for all undergraduate and graduate work.
- Two letters of reference; please use forms which can be downloaded at this site: <http://gradschool.nku.edu/admissions.html#Forms>
- A letter of intent that explains why you want to pursue graduate study in public history. If you are unsure of how to express your interest, please contact the program director.

Other Admission Status

Provisional Admission This may be granted if you are unable to provide one of the required admissions documents prior to the start of classes; you can request that the director of your graduate program grant you provisional admission. For more on provisional status, see the graduate catalog.

Conditional Admission This status is reserved for those applicants who have submitted all admission documents but fail to meet one or more of the requirements for regular admission and who in the judgment of the graduate program director hold promise of successfully completing the graduate degree. If you have not met the published admissions standards, the program director may recommend that the Office of Graduate Programs grant you conditional admission.

Please be aware that if you are awarded conditional admission, you will not be eligible to receive Federal Stafford Loans. Once you have been fully admitted, you will be eligible for those loans.

For more on conditional admission please see the general section of this catalog.

III. Curriculum

The MAPH degree requires 33-36 hours of coursework, distributed as follows:

Required Core (12 semester hours)

HIS 515	Introduction to Public History	3
HIS 694	History Seminar	3
HIS 696	Public History Practicum	3
HIS 791	Capstone (Comprehensive Oral Examination)	0

Methodology Electives (12 semester hours)

HIS 605	Museum Education & Interpretation	3
HIS 607	Exhibits in Museums & Historic Sites	3
HIS 609	Museum Collections Management	3
HIS 611	Museum Administration	3

Courses in Contract History

HIS 616	Theory and Practice of Oral History	3
HIS 618	Local & Regional Research Methods	3
HIS 620	Historic Preservation	3
HIS 622	Cultural Heritage Tourism	3
HIS 624	Historical Editing	3
HIS 626	Historic Site Interpretation	3
HIS 628	Contract History	3

Content Electives (6 semester hours)

Students, in consultation with the program director will complete six semester hours of graduate coursework in history or a discipline that will promote the student's mastery of a selected disciplinary subject.

Proficiency Courses (6 semester hours) a two course sequence selected among:

World Languages
Non-Profit Management
Geographic Information Systems
Informatics

The course sequence will be determined by the student, public history program director, and the program director of the selected department. A proficiency sequence may be completed in a discipline not listed here, but this must be approved by the public history program director.

Course requirements

Students need to be aware of the following requirements of the program:

1. eighteen semester hours must be at the 600 level.
2. a maximum of nine semester hours of transfer credit will be allowed.
3. an overall GPA must be a minimum of 3.0 to qualify for graduation.

4. no more than six hours of "C" grade will be counted toward the MA in Public History.

IV. Program of Study

New candidates for the MA in Public History must enroll in HIS 515 Introduction to Public History during one of the first two regular semesters of their enrollment in the program. In addition to introducing candidates to the fields of public history and the public history community within the region, HIS 515 is also designed to assist students in determining a plan of study, discovering a sponsor for their practicum project, helping them assess their own likelihood of success in the program, and an awareness of potential career paths. A candidate's program concludes with successful completion of HIS 696 Public History Practicum and HIS 791 Comprehensive Oral Examination.

In addition, candidates must add coursework to total at least 33-36 semester hours; 27-30 in history; 15 semester hours of the 30 required must be at the 600 level or 50% overall degree coursework.

Transfer work

With some restrictions, the program may accept nine hours of credit:

1. Transferred from other regionally accredited institutions.
2. Earned as a non-degree graduate student at NKU.

Independent Study

No more than six hours earned in independent study at NKU and approved by the program director will be accepted towards degree completion.

MAPH candidates may take independent study or readings courses. The opportunity for Independent Study will more likely occur within the Content field of study of the MAPH due to the pedagogical importance of group work as a cornerstone in the Methodological field courses. Practica are exceptions. Before signing up for an independent study, you must have the approval of both the program director and the instructor. In addition, the instructor must be a member of the graduate faculty. A syllabus that describes the course topic, reading list, assignments, and learning objectives must be on file with the program director.

V. Capstone Experience: Comprehensive Oral Examination

The comprehensive oral exam represents the culmination of your work in the MAPH program, demonstrating your knowledge of and ability to complete graduate level work in traditional and public history. It is undertaken in your final semester following the successful completion of all required coursework. At the beginning of each regular semester, the program director will invite students to register their intent to take the exam.

Certificate Program in Public History

Debra Meyers, Ph.D., Program Director

I. Introduction

The Certificate Program in Public History is a non-degree, graduate certificate program composed of 15 credit hours, including a course that provides an overview of the field, and methodological courses designed to explore both theoretical and practical concerns of the professional who already holds an MA, but needs the professional methodological training for professional placement and advancement. Credits earned toward the Certificate Program in Public History may apply to or be transferred into the Master of Arts in Public History if the candidate completing the Certificate decides to complete the full degree requirements for an MAPH and at the program director's discretion. If certificate coursework is applied to the MAPH program, this certificate coursework can be no more than six years old at the time of MAPH graduation. Candidates must complete all coursework for the certificate program within six years, including any transfer work.

II. Admission

Application to the Graduate Certificate in Public History requires the following:

1. An application for graduate admission to Northern Kentucky University.
2. Remittance of the application fee.
3. Official transcripts for all undergraduate and graduate work.
4. A bachelor's degree from a regionally accredited institution.
5. An undergraduate GPA of at least 2.5 on a 4.0 scale.
6. No grade lower than a *B* on all graduate work previously taken that may apply to the certificate.
7. A letter of intent that explains why you want to add public history certification to your professional qualifications. If you are unsure of how to express your interest, please contact the program director.

III. Certificate Program Curriculum

The Certificate in Public History requires 15 hours of coursework, distributed as follows:

HIS 515	Introduction to Public History	3
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Upon consultation with and on the approval of the program director, certificate students may substitute HIS 692 Graduate Research in History for HIS 515.

Methodology (12 semester hours) selected among:

HIS 605	Museum Education and Interpretation	3
HIS 607	Exhibits in Museums and Historic Sites	3
HIS 609	Museum Collections Management	3
HIS 611	Museum Administration	3
HIS 616	Theory and Practice of Oral History	3
HIS 618	Local and Regional Research Methods	3
HIS 620	Historic Preservation	3
HIS 622	Cultural Heritage Tourism	3
HIS 624	Historical Editing	3
HIS 626	Historic Site Interpretation	3
HIS 628	Contract History	3

Transfer credit

No more than one-third of the required curriculum for the Certificate in Public History may be transferred to NKU from a regionally accredited university. For more on NKU credit transfer see Transfer section the NKU graduate catalog

Haile/US Bank College of Business

I. Introduction

The Haile/US Bank College of Business offers three graduate degrees – the Master of Accountancy (MAcc), the Master of Business Administration (MBA), and the Master of Executive Leadership and Organizational Change.

Accreditation

The Haile/US Bank College of Business is accredited by AACSB International – the Association to Advance Collegiate Schools of Business, the official accrediting agency for business colleges, for its bachelor and graduate programs. Northern Kentucky University is accredited by the Southern Association of Colleges and Schools.

Office of Graduate Business Programs

The Graduate Business Programs office is located in the Haile/US Bank College of Business Applied – Science – and Technology Building room 363 (Building to be renamed in Fall 2011). Program inquiries should be directed to MBA Program, Haile/US Bank College of Business, AST 363, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099, or via electronic mail at mbusiness@nku.edu. Telephone: (859) 572-6336; fax: (859) 572-7694; website: <http://cob.nku.edu>

Graduate Non-degree Status (students not working toward a degree)

Enrollment in 600-level Haile/US Bank College of Business courses is normally restricted to students admitted to graduate business-degree programs. However, students in the graduate non-degree status may enroll in MBA courses providing 1) the Office of Graduate Programs has on file official copies of all their undergraduate and graduate transcripts; 2) they meet all stated prerequisites for the course(s) for which they wish to enroll; and 3) they have received written permission from the appropriate graduate director (MBA or MAcc). Students in the graduate non-degree status may take no more than eight hours of graduate business courses.

Visiting Students

If you would like to take a course from the Haile/US Bank College of Business for transfer to another university, you must submit a transcript from your home institution in addition to the other university requirements. Permission to enroll must be approved by the graduate programs director. All prerequisites must be met and an undergraduate transcript may be required.

II. Academic Requirements

Transfer Credit

Transfer credit may be granted for up to nine semester hours. The credit must have been earned at a regionally accredited institution within the last five years with a grade of at least a *B*. The courses may be no older than six years at the time of graduation. The director of graduate programs in the Haile/US Bank College of Business must evaluate the courses as equivalent to NKU courses. Courses rejected by the director of graduate programs in the Haile/US Bank College of Business will not be transferred into the program. Credit earned by correspondence will not apply toward 600-level requirements in the program. No credit can be earned through work experience. Applications for transfer must be submitted to the director of graduate programs in the Haile/US Bank College of Business and must include title and edition of the texts used and detailed course descriptions or course syllabi.

Students or graduates wishing to transfer coursework from the Master of Accountancy degree program at NKU may be granted credit for up to 9 semester hours at the discretion of the MBA director.

A student who wishes to take graduate courses elsewhere after being admitted to the MBA program must receive written approval from the MBA director before registering for the courses. The grades for these courses will be calculated into the GPA and are treated in the same manner as grades earned in NKU graduate courses.

Refer to academic requirements in the graduate studies section of this catalog for NKU transfer policies.

Academic Standing

A GPA of at least 3.00 must be maintained for all 600-level coursework. A student with a GPA below 3.00 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to 3.00 by repeating courses. A course may be repeated only once, and only two courses may be repeated. Only courses in which a less-than-satisfactory grade was earned (i.e., *C* or *F*) may be repeated; the repeat grade will be used to compute the GPA. Students must file an Option to Repeat form in the Registration Service Center for any repeated courses. If a student's graduate GPA falls below 3.00, he/she will be placed on probation. Any student whose graduate GPA has remained below 3.00 for three consecutive semesters will be dropped from the program.

Master of Business Administration (MBA)

James H. Bast, MBA, Program Director

Office of Graduate Business Programs

The Graduate Business Programs office is located in the Haile/US Bank College of Business Applied – Science – and Technology Building room 363, (Building to be renamed in Fall 2011). Program inquiries should be directed to MBA Program, Haile/US Bank College of Business, AST 363, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099, or via electronic mail at mbusiness@nku.edu. Telephone: (859) 572-6336; fax: (859) 572-7694; website: <http://cob.nku.edu>

Purpose

The Master of Business Administration (MBA) is a general degree designed to equip its graduates for managerial success in all types of organizations. Students possess all types of work experience in both the for-profit and non-profit industries. In addition they have degrees not only in business but such varied areas as engineering, the sciences, information systems, health care and the liberal arts. Class sizes are small, so the program is able to emphasize communication, leadership, and other interpersonal skills as well as the technical and conceptual skills critical to managerial careers. The NKU MBA is designed primarily to meet the needs of "working professionals" living and working in the Northern Kentucky/Greater Cincinnati area. Approximately 10% of the NKU MBA students attend full-time. Therefore classes are offered on evenings and occasional Saturdays, supplemented with some online components.

II. Admission

Admission Process

Students applying to the MBA program in the Haile/US Bank College of Business must submit the following:

1. An application for MBA admission and the application fee.
2. Official copies of transcripts of all undergraduate and graduate (if applicable) coursework.
3. An official copy of the Graduate Management Admission Test (GMAT) score report taken within the last five (5) years. Exceptions to

the GMAT requirement include possession of another Masters, MD or PhD degree.

4. A current resume (3 years of work experience is strongly encouraged).
5. A "Statement of Purpose" explaining your interest in an MBA degree in general and the NKU MBA degree in particular.
6. If applicable, an official copy of the Test of English as a Foreign Language (TOEFL).

Submit applications to the Office of Graduate Programs, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099

Application deadlines are as follows:

	For Domestic Applicants	For International Applicants
Fall Semester Entry	July 1	June 1
Spring Semester Entry	November 15	October 1
Summer Semester Entry	No Admission for summer semester	

III. Program Requirements

Preparatory Work To be an excellent MBA student, one must possess or acquire a basic understanding of the fundamentals of business courses; accounting, finance and statistics. Some incoming MBA students may have taken coursework in some or all of these areas while others may have not. All incoming NKU MBA students take an online tutorial/assessment in each of these subject areas, confirming that each student has command of this basic business knowledge. Each student needs to attain a proficiency score of 80% or higher to fulfill each module.

The three (3) online tutorial/assessments are:

- Introduction to Financial Accounting
- Fundamentals of Finance
- Managerial Decision Analysis (Business Statistics)

Upon admission, each student will receive access to complete the tutorial/assessments. These online modules can be completed at the individual students' pace, preferably before the start of the students' first semester of coursework.

MBA Program Overview

The MBA, exclusive of online preparatory work outlined above, is a 44 semester hour degree as follows:

Legal Environment (2 credit hours)

BUS 605 Legal Environment of Business

Integrative Courses (9 credit hours)

ECO 610 Business & the Changing Global Environment
 MGT 620 Leadership & Ethics
 MGT 685 Business Strategy, Implementation & Control

Core Courses (24 credit hours)

COM 603 Business Communication
 ACC 625 Accounting for Management
 FIN 625 Financial Management
 MGT 612 Managing People & Organizations
 ECO 625 Managerial Economics
 MKT 625 Marketing Management
 MGT 625 Operations Management & Decision Analysis
 MBI 625 Information Systems in Organizations

Areas of Specialization (9 credit hours)

General Business (Business Administration)

Completion of any three (3) graduate business electives
Finance

Completion of three (3) courses selected from the following:

FIN 630 Investments & Security Analysis
 FIN 640 Derivative Securities
 FIN 650 Markets & Financial Institutions
 FIN 660 International Finance

Marketing

Completion of three (3) courses selected from the following:

MKT 630 Consumer Behavior & Marketing Communications
 MKT 640 Services Marketing
 MKT 650 Marketing Strategy & Planning
 MKT 660 International Marketing

Project Management

Completion of the following three (3) courses:

MGT 630 Essentials of Project Management
 MGT 640 Total Quality Management
 MGT 650 Project Management Implementation

Information Systems

Completion of three (3) MBI electives from the College of Informatics with permission of Director of the MBA program.

Juris Doctor/Master of Business Administration

I. Introduction

The JD/MBA is an attractive alternative for individuals wishing to practice law and/or business in an increasingly dynamic and complex environment. It is designed to augment the knowledge of students who seek to expand their expertise in the business arena. Courses in Chase College of Law will serve as electives for the MBA degree, and Haile/US Bank MBA courses will serve as electives for the J.D. degree. Accordingly, the number of semester hours required to obtain the joint degree is fewer than the number required if each degree is pursued independently.

II. Admission

A. Admission Process and Requirements

1. New Students

Applicants for the JD/MBA degree program must apply to and meet the separate admission requirements for each college.

The College of Law accepts an entering class only in fall semester. The College of Law operates a dual-division program, which accommodates both full-time and part-time students. The Haile/US Bank College of Business accepts students in summer, fall and spring terms. Applicants may apply for admission as either full-time students or part-time students in both sections of the program.

The law school application form must be obtained from and submitted to Admissions Office, Salmon P. Chase College of Law, Northern Kentucky University, Nunn Drive, Highland Heights, Kentucky 41099. The number for the Chase Admissions office is (859) 572-5490. Applications must be received by the College of Law no later than March 1 of the year in which the applicant hopes to enter. A separate application form must be submitted to the Haile/US Bank College of Business.

Applicants must apply for and take the Law School Admission Test (LSAT) administered by the Law School Admission Council, Box 2000, 661 Penn Street, Newton, PA 18940-0998. The test is normally given in October, December, February, and June at testing centers in the United States and in some foreign countries. All arrangements to take the LSAT must be made with the Law School Admission Council no later than December of the year immediately preceding that of planned entry into the College of Law.

To be considered for admission to the MBA program, an applicant must submit the following:

1. An application for MBA admission and the application fee.
2. Official copies of transcripts of all undergraduate and graduate (if applicable) coursework.
3. An official copy of the Graduate Management Admission Test (GMAT) score report taken within the last five (5) years. Exceptions to the GMAT requirement include possession of another Masters, MD or Ph.D. degree.
4. A current resume (3 years of work experience is strongly encouraged).
5. A "Statement of Purpose" explaining your interest in an MBA degree in general and the NKU MBA degree in particular.
6. If applicable, an official copy of the Test of English as a Foreign Language (TOEFL).

For application deadline dates and a more complete description of the MBA admission materials, see previous section on MBA program or information on the web at <http://cob.nku.edu/graduate/mba/index.php>

2. Currently Enrolled Students

Students currently enrolled in either the MBA or J.D. program may elect to pursue the joint degree if they comply with the admission requirements of each program. Students enrolled in the joint program will be eligible for membership in student organizations and fraternities of each college as well as for law review, moot court, and clinical programs offered by each.

B. Transfer Credit

Normally no more than 30 semester hours of law courses may be transferable toward the J.D. degree; no credit will be transferred for any course where a grade of less than *C* (2.0 on a 4.0 scale) was received. Students wishing to transfer credit must have been in good standing at an American Bar Association-approved law school. All credit transferred will be with the grade of "credit." For guidelines regarding MBA transfer credit, refer to separate information on the MBA program. For University transfer policies, refer to the graduate catalog.

C. Academic Standing

A student entering the joint JD/MBA program is required to complete 108 semester-credit hours, consisting of 78 hours in the College of Law and at least 30 hours in the Haile/US Bank College of Business. If the same student were to complete each degree separately, he or she would be required to take 90 credit hours in law and at least 39 in business. Thus, at least theoretically, the joint degree program allows the student to take 12 fewer law credit hours and nine fewer business credit hours and to complete the joint degree program as much as a year earlier. Students failing in one college but meeting passing requirements in the other college and desiring to complete their degree there will be allowed to do so as long as they continue to maintain a passing average. Students who do not complete the joint program, however, will be required to meet the regular degree requirements that were in effect when they entered the joint program.

III. Curriculum

A. Business

Preparatory Work To be an excellent MBA student, one must possess or acquire a basic understanding of the fundamentals of business courses; accounting, finance and statistics. Some incoming MBA students may have taken coursework in some or all of these areas while others may have not. All incoming NKU MBA students take an online tutorial/assessment in each of these subject areas, confirming that each student has command of this basic business knowledge. Each student needs to attain a proficiency score of 80% or higher to fulfill each module.

The three (3) online tutorial/assessments are:

- Introduction to Financial Accounting
- Fundamentals of Finance
- Managerial Decision Analysis (Business Statistics)

Upon admission, each student will receive access to complete the tutorial/assessments. These online modules can be completed at the individual students' pace, preferably before the start of the students' first semester of coursework.

Integrative Courses (9 credit hours)

ECO 610	Business & the Changing Global Environment
MGT 620	Leadership & Ethics
MGT 685	Business Strategy, Implementation & Control

Core Courses 24 credit hours)

COM 603	Business Communication
ACC 625	Accounting for Management
FIN 625	Financial Management
MGT 612	Managing People & Organizations
ECO 625	Managerial Economics
MKT 625	Marketing Management
MGT 625	Operations Management & Decision Analysis
MBI 625	Information Systems in Organizations

Elective Courses

The law courses fulfill the nine semester hours of business electives

B. Law

1. Required courses for joint degree (62 hours)

LAW 801	Basic Legal Skills Research	2
LAW 802	Basic Legal Skills Writing	3
LAW 803	Civil Procedure I	3
LAW 805	Civil Procedure II	3
LAW 809	Constitutional Law I	3
LAW 811	Constitutional Law II	3
LAW 813	Contracts I	3
LAW 815	Contracts II	3
LAW 817	Corporations	4
LAW 819	Criminal Law	3
LAW 823	Evidence	4
LAW 825	Tax-Basic Income Tax Concepts	3
LAW 827	Introduction to Legal Studies	1
LAW 829	Basic Legal Skills I	3
LAW 833	Professional Responsibility	3
LAW 835	Property I	3
LAW 837	Property II	3
LAW 838	Sales and Secured Transactions	3

OR

LAW 840	Payment Systems	3
LAW 841	Torts I	3
LAW 843	Torts II	3
LAW 905	Agency, Partnerships and LLCs	3
LAW 928	Federal Taxation II	3

2. Elective courses (16 hours)

The additional 16 hours needed to fulfill the total 78 law school hours will be taken from other courses offered by the College of Law, all as elective hours in the joint degree program – whether those courses are offered as core courses or as elective courses in the regular law curriculum.

Note: The core curriculum will not apply to students in the joint degree program.

3. Advanced writing requirements

Students in the joint degree program shall fulfill both parts of the Advanced Writing requirement.

Additional Information

Students enrolled in the joint degree program are advised to take these courses as they are available: anti-trust law, close corporations, securities regulation, and white collar crime. While not always offered, these courses are important courses.

To facilitate passing the bar examination, students in the joint degree program should be encouraged to take MBA courses first. Law classes should be taken thereafter to have those classes more clearly in the student's memory when the bar examination is taken.

No more than six hours of credit from courses listed in the "12-Hour Rule" will apply to the 78 hours needed to fulfill the law hours in the joint degree program.

Students in the joint degree program shall maintain at least a 2.5 cumulative grade point average after their first 30 hours of law study and thereafter. Students who do not achieve this GPA would be dealt with in the usual academic standing procedures, modified only for the 2.5 GPA requirements. If a student ultimately fails to meet the GPA requirement but is otherwise in good standing in the College of Law, that student could continue in the regular J.D. program and be required to meet all of its GPA and other requirements, including the structured curriculum and core curriculum requirements. That student could also remain in the regular MBA program provided that the student otherwise met the MBA requirements; the decision of whether the student remained in the MBA program would be made in the Haile/US Bank Haile/US Bank College of Business.

Course Descriptions

Descriptions of MBA courses may be found in this catalog; J.D. course descriptions may be found in the College of Law catalog.

Master of Science in Executive Leadership and Organizational Change

Kenneth S. Rhee, Ph.D., Program Director

I. Introduction

Purpose

The Master of Science in Executive Leadership and Organizational Change (ELOC) program focuses on leadership and organizational change as the key components of effective management. Today's leaders face great challenges dealing with complex and changing environments, and the program helps develop leadership competencies to help leaders and managers transform their organizations to ensure current and future success.

Office of the ELOC Program

The ELOC office is located in the Haile/US Bank College of Business, Applied – Science – and Technology Building room, 385 (Building to be renamed in Fall 2011). Program inquiries should be directed to ELOC Program, Haile/US Bank College of Business AST 385, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099. Telephone: (859) 572-5947; fax (859) 572-5150; e-mail: eloc@nku.edu; website: <http://eloc.nku.edu/index.php/>.

II. Program Requirements

The program seeks to admit qualified students who have either full-time professional or managerial job experience. There will be no GMAT or GRE requirement. Each application will be independently reviewed by a committee consisting of full-time faculty, advisory board members and current students.

Admission Requirements

Students applying to the ELOC program must submit

1. an application for graduate admission and the application fee.
2. resumé.

3. a personal statement and current career essay and future career objectives essay.
4. three letters of recommendation, one of which could be a letter of nomination or support from student's current organization.
5. official copies of transcripts of all undergraduate and graduate work. Submit completed applications to the Office of Graduate Programs, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099.

Applicants are eligible for admission if they have

1. a bachelor's degree from a regionally accredited institution.
2. a minimum 3 years of professional or managerial work experience with decision-making authority (e.g., experienced managers, small or family business owners, management consultants, human resources or technical professionals).
3. full-time employment at the time of entry.
4. international students need to demonstrate their English proficiency by scoring 600 or above in TOEFL.

III. Academic Requirements

All students will attend a two-year cohort that begins in the Fall Semester.

First Year Curriculum

Fall

ELOC 610	Leadership Assessment and Development	3
ELOC 615	Teams and Conflict Management	3

Spring

ELOC 620	Field Research Method	3
ELOC 625	Creating High Performing Organizations	3

Summer

ELOC 660	First-Year Public Engagement Practicum	3
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Second Year Curriculum

Fall

ELOC 630	Organization Strategy Development and Systems Thinking	3
ELOC 635	Organizational Consultation	3

Spring

ELOC 640	Managing Organizational Change	3
ELOC 645	Integrating Organizational Change and Leadership	3

Summer

ELOC 665	Graduation Field Research Project	3
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IV. Graduation Requirements

Students must complete all program requirements to be eligible for graduation. The Graduation Field Research Project offers students the opportunity to integrate theory and coursework with practice. Students must complete the project, and submit a written report. All projects must be approved by Dr. Kenneth S. Rhee, ELOC Program Director.

Graduate Certificates in Business

James H. Bast, MBA Director

I. Introduction

Program Description

Northern Kentucky University's Haile/US Bank College of Business offers three graduate business certificates, designed to provide graduates with specialized knowledge in a specific discipline. The program is intended primarily to meet the needs of "working professionals" living and working in the Northern Kentucky-Greater Cincinnati region who wish to obtain a part-time **non-degree** graduate certificate. The program's courses are offered in the evening and partially online.

The Haile/US Bank College of Business is accredited by AACSB-International for its bachelor and Master of Business Administration degree programs. Northern Kentucky University is also accredited by the Southern Association of Colleges and Schools.

Graduate Business Certificates are available in the following areas:

- Finance
- Marketing
- Project Management

Each certificate is a non-degree program composed of a minimum of 12 semester credit hours. Credits earned toward Graduate Business Certificates may be transferred into the Masters in Business Administration program at the MBA program director's discretion.

If certificate coursework is applied to the MBA program, this certificate coursework can be **no more than six years old at the time of MBA graduation.**

Students must complete all course work within six years, including any transfer work.

II. Admission Requirements

Admission Process

Applicants pursuing certificates must submit a graduate application and fulfill the following requirements:

1. A bachelor's degree from a regionally accredited institution
2. An undergraduate GPA of at least 2.50 on a 4.00 scale
3. At least 3.00 on all graduate work previously taken that may apply to the certificate

4. In addition, students must meet at least **one** of the following additional criteria:
 - a. Meet the MBA Admission requirements
 - b. Be admitted to the MBA program
 - c. Have completed a graduate degree
 - d. Have two years' relevant professional experience following completion of a bachelor's degree, or at the discretion of the MBA Director

III. Certificate Program Curriculum

Finance Certificate

FIN 625 Financial Management 3 credit hours

And completion of three (3) courses selected from the following:

FIN 630 Investments & Security Analysis

FIN 640 Derivative Securities

FIN 650 Markets & Financial Institutions

FIN 660 International Finance

Total credit hours for Finance Certificate 12 credit hours

Marketing Certificate

MKT 625 Marketing Management 3 credit hours

And completion of three (3) courses selected from the following:

MKT 630 Consumer Behavior & Marketing Communications

MKT 640 Services Marketing

MKT 650 Marketing Strategy & Planning

MKT 660 International Marketing

Total credit hours for Marketing Certificate 12 credit hours

Project Management Certificate

MGT 625 Operations Management & Decision Analysis 3 credit hours

Completion of the following three (3) courses:

MGT 630 Essentials of Project Management

MGT 640 Total Quality Management

MGT 650 Project Management Implementation

Total credit hours for Project Management Certificate 12 credit hours

Transfer Credit

No more than 25 % of the required curriculum for any Graduate Business Certificate may be transferred into NKU from a regionally accredited university or applied from any previous NKU coursework.

College of Education and Human Services

Business, Education, and Psychology 206 (This building will have a new name in fall 2011)

I. Introduction

Purpose

The faculty and staff of the College of Education and Human Services (COEHS) are committed to providing graduate programs that set a standard of excellence. The programs in the college have rigor, relevance, and sustainability of the highest caliber and the faculty and staff pride themselves in the quality relationships they create and foster with students and colleagues alike. The college offers the following graduate level programs: Master of Social Work (MSW). This program educates competent and ethical social workers who demonstrate leadership social work values in their communities and their profession, toward advancing social and economic justice. Graduates are particularly prepared to engage in practice with families and children in individual, group, family, and community settings.

Counselor Education Programs. These programs are designed to prepare students to be professional counselors. The development of a strong professional identity, a rich knowledge base, and expertise in the skills of counseling are essential to respond to the multitude of societal changes and to the ever-expanding counseling profession. Specifically, the Master of Arts in School Counseling program prepares quality counselors for public schools in P-12 settings. The Master of Science in Clinical Mental Health Counseling prepares ethical quality counselors for community agencies or other mental health settings.

Master of Arts in Education: Teacher as Leader. This program is designed specifically for certified teachers 1) to provide learning experiences that will improve the professional performance of classroom teachers, 2) to enable teachers to extend their certification as required by the Kentucky Education Professional Standards Board, and 3) to enable teachers to upgrade their certification to the next rank.

Rank I Program. This program is designed to be a logical professional step beyond Rank II for currently certified teachers. It continues to build the knowledge, skills, and leadership abilities of teachers in their current positions while also providing direction and assistance toward meeting the long-term professional career goals of teachers.

Alternative Certification Programs. These programs are designed for individuals who are looking for a career change and wish to become a certified teacher. There are several areas and types of certification programs available, such as the Master of Arts in Teaching, the Alternative Certification in Special Education, the Interdisciplinary Early Childhood Proficiency Evaluation, and the World Language Summer Program.

Educational Leadership These programs are designed to prepare certified teachers to become effective leaders as principals, supervisors and superintendents and offer an Education Specialist degree for principal preparation, and additional certifications in supervisor of instruction and superintendent.

The Doctor of Education (Ed.D.) in Educational Leadership This program is designed to enhance leadership skills for instructional and administrative leaders in P-20 settings, as well as other instructional specialists. It is a practitioner degree designed to meet a set of "best practice" competencies/outcomes integrated with individual career and personal goals for leaders with five or more years of professional experience.

All graduate students must demonstrate progress toward meeting the state and national standards appropriate for each degree program. Students en-

rolled in the education related degrees must meet the Kentucky Teacher Standards, the Interdisciplinary Early Childhood Education Teacher Standards, OR the Interstate School Leaders Licensure Consortium (ISLLC) Standards. Students in the counseling programs must meet the Council for Accreditation of Counseling and Related Education (CACREP) standards. Each set of standards identifies the knowledge, skills, and dispositions students must demonstrate to become effective professionals in their respective area of study.

Accreditation and Membership

The education, instructional leadership, and school counseling programs at Northern Kentucky University are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and are authorized by the Kentucky Education Professional Standards Board to offer Rank II and Rank I certification programs. The University holds membership in the American Association of Colleges for Teacher Education, Teacher Education Council of State Colleges and Universities, Southern Association of Colleges and Schools, and the World Council for Curriculum and Instruction. **The MSW program has been granted candidacy status under the auspices of the Council on Social Work Education (CSWE) accreditation process. Founded in 1952, CSWE is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States.**

The Teacher Education Committee

The Teacher Education Committee (TEC) is the official body to establish the policies for admission, retention, and exit of all students in education, instructional leadership, and school counseling as approved by the Kentucky Education Professional Standards Board (EPSB). The TEC approves all curriculum changes. Its deliberations, in the case of graduate education programs, proceed to the University Graduate Council and then the University Curriculum Committee.

The Counseling, Social Work, and Educational Leadership Graduate Office

The program directors of each graduate program work closely with the dean of the College of Education and Human Services to provide the highest caliber graduate program. In consultation with the associate provost of graduate studies, the directors are responsible for administering and ensuring compliance with regulations of the Graduate Council. Counseling, Social Work, and Educational Leadership Graduate Office are responsible for assigning academic advisors, informing students of academic requirements, monitoring students' progress throughout their course of studies to program completion, developing and evaluating curriculum in conjunction with the Graduate Council, and coordinating course scheduling (including off-campus classes). The office can be reached at (859) 572- 7892.

All students enrolled in COEHS graduate programs must check their NKU e-mail on a regular basis to obtain updated information regarding their graduate program.

II. Academic Requirements

Program Offerings

Master of Social Work students who enter under this application intend to complete the admission and degree requirements for the

Master of Arts in School Counseling students who enter under this application intend to complete the admission and degree requirements and counseling certification for the Master of Arts in School Counseling unless otherwise noted.

Master of Science in Clinical Mental Health Counseling students who enter under this application intend to complete the admission and degree requirements for the Master of Science in Clinical Mental Health Counseling.

Master of Arts in Education- Teacher as Leader students who enter under this application intend to complete the admissions and degree requirements for the Master of Arts in Education- Teacher as Leader program.

Rank I Program students who enter under this application intend to complete the admissions and program requirements for the non- degree Rank I program in education.

Rank I Supervisor of Instruction students who enter under this application intend to complete the admission and program requirements in order to obtain certification.

Rank I School Counseling students who enter under this application intend to complete the admission and program requirements in order to obtain certification.

Master of Arts in Teaching students who enter under this application intend to complete the admission and degree requirements for the Master of Arts in Teaching in order to obtain initial certification.

Alternative Certification in Special Education students who enter under this application intend to complete admission and program requirements for initial certification for P-12 special education.

Interdisciplinary Early Childhood Education Proficiency Evaluation students who enter under this application intend to complete the admission and program requirements in order to obtain certification.

World languages students who enter under this application intend to complete the admission and program requirements for the World Languages program in order to obtain initial certification.

Superintendent Certificate students who enter under this application intend to complete the admission and program requirements in order to obtain certification.

Education Specialist in Educational Leadership students who enter under this application intend to complete the admission and degree requirements in order to obtain the degree. Obtaining certification requires additional exams required by KYEPSB.

Doctor of Education students who enter under this application intend to complete the degree requirements for Doctor of Education

Master of Arts in Instructional Leadership/Principal Preparation – this program may no longer be offered by Kentucky universities. NKU is replacing this degree with the Education Specialist in Educational Leadership.

Visiting/Transient Students

Students enrolled in a graduate program at another regionally accredited institution may be admitted to NKU as transient graduate students. The graduate dean of that institution must first submit a statement of approval to the NKU Office of Graduate Programs in lieu of the usual admissions documentation. This statement is to be made on a Visiting Student Application. The general graduate application should also be completed. The application forms are available from the Office of Graduate Programs or on their website, gradschool.nku.edu.

Non Degree Graduate Students

Students enrolled as a non-degree graduate student seeking an endorsement or additional area of certification must submit a copy of their teaching certificate in addition to the admission requirements of Northern Kentucky University for non-degree graduate students. A signed curriculum contract and codes of ethics are required in the first semester if seeking an endorsement or additional area of certification. In order to add the certification or request a rank change based on the planned program of study the policies below on teacher certification apply.

Course Numbering

Courses numbered 500-599 are open to upper-division undergraduates who have completed at least 54 undergraduate semester hours and to graduate students. Courses numbered at the 600-700 level are open to graduate students only. Courses numbered at the 800 level are open to students admitted to a Doctorate program only.

Academic Advising

Once students have been admitted to a graduate program in the College of Education and Human Services they are assigned an academic advisor through the COEHS Graduate Education Office. Because of the complexity of the programs at the graduate level, students are expected to maintain close consultation with their advisors. It is the responsibility of the students to confer with their advisors and to take the courses needed to complete their coursework. Students should be advised to follow their prescribed course of study and to check with their advisors before they schedule classes not listed on the appropriate course of study. Students should refer to the graduate education website or the program handbook for additional information.

Teacher Certification

Teachers holding regular teaching certificates and who have completed an approved four-year college degree or the equivalent are classified as Rank III by the Education Professional Standards Board. Applicants for admission to graduate education programs at NKU must be certified at the Rank III level or above or have a statement of eligibility to be admitted to the program. Teaching certificates from out of state must be equivalent to those required for admission to the graduate studies programs. Substitute teaching certificates are not equivalent to a teaching certificate and are not accepted for the admission process.

Rank II status is granted to teachers holding a teaching certificate who either have a master's degree in a subject field approved by the Education Professional Standards Board or equivalent preparation. NKU offers three programs leading to Rank II status: 1) the Master of Arts in Education- Teacher as Leader, 2) the Master of Arts in Teaching, and 3) the Master of Arts in School Counseling.

The Education Professional Standards Board will grant Rank I classification to teachers holding regular teaching certificates who have either a master's degree in a subject field approved by the Education Professional Standards Board or equivalent preparation and who, in addition, have earned 30 semester hours of approved graduate work or its equivalent. NKU's Rank I program is approved by the Kentucky Education Professional Standards Board as an appropriate planned program for achievement of a Rank I classification.

Since the Master of Arts in Education- Teacher as Leader, Rank I, Education Specialist, Master of Arts in School Counseling and Master of Arts in Teaching programs are planned programs attainment of appropriate ranking will result only through an institutional recommendation. Students planning to finish the Master of Arts in Education- Teacher as Leader, Rank I Program, Education Specialist, Master of Arts in School Counseling, or Master of Arts in Teaching must complete the necessary the application for Kentucky certification or change in salary rank according to the following time schedule:

Completion	Deadline
Spring	May 1
Summer	August 1

Fall December 1

These forms, which may be obtained online at the KYEPSB website (www.kyepsb.gov) and submitted to the COEHS Graduate Education Office (BP 268), are sent as recommendations to the Kentucky Education Professional Standards Board after the student's course of study has been certified by the COEHS Graduate Education Office. NKU master's programs are approved curricula for the renewal of Kentucky teaching certificates. Therefore, in most cases, students completing the master's program will be recommended for the appropriate teaching certificate in addition to the rank change. Because these programs have detailed admission standards and prerequisites including Praxis exams or other tests required by KYEPSB, students enrolling in one of the programs should work closely with their graduate advisor and the COEHS Graduate Education Office throughout the program. Students teaching out of state should check with the licensure/certification entity for the state to see what is required of them for a change in pay or certification.

Master of Arts in Education: Teacher as Leader

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

The Teacher as Leader Program is designed to foster an educational culture in which instruction and learning are informed by research and continuous data collection and analysis, while embracing the NKU themes of diversity, technology, and civic engagement.

The program requires 30 semester hours of graduate-level coursework earned beyond the bachelor's degree and initial teacher certification. Kentucky Teacher Standards are met through an action research project and other program experiences.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

All admission requirements should be submitted to the Office of Graduate Programs in the Lucas Administrative Center, AC 302, before the application deadline (available on the Office of Graduate Programs web page). Applicants whose admission requirements are not complete by the application deadline will be considered for admission if space is available.

To be eligible for admission you must have:

1. A bachelor's degree from regionally accredited institution of higher education, with a total cumulative undergraduate grade point average of a 2.5 on a 4.0 scale.
2. A valid Kentucky teaching certificate or out-of-state equivalent.
3. A minimum score of 1300 points based on your undergraduate GPA x 200 + total of GRE verbal and quantitative scores.

Application Process:

For full application details please visit the College of Education and Human Services Graduate Programs website.

1. Submit an online application to the Office of Graduate Programs for appropriate degree or certification.
2. Submit official transcripts of undergraduate and graduate coursework sent directly from all institutions of higher education previously attended.
3. Official copies of the GRE sent directly from ETS (code 1574).
4. Submit a copy of Kentucky teaching certificate or out-of-state equivalent.
5. Submit three recommendation forms with attached letters of recommendation. Applicants should seek recommendations from col-

leagues familiar with the applicants' qualifications for graduate study (e.g. professor, supervisor, etc). Attached letters of recommendation must be written on official letterhead and have the signature of the individual providing the recommendation.

6. Submit a typed Statement of Professional Goals, approximately 300-400 words in length. The Statement of Professional Goals should state the applicant's reasons for pursuing the Master of Arts in Education: Teacher as Leader degree and the option or endorsement desired. The Statement of Professional Goals should also state the applicant's goals for professional growth and explain specifically how the chosen degree program/endorsement area will make it possible for the applicant to achieve these goals and improve her/his knowledge and skills as a teacher. The Statement of Professional Goals will be evaluated for completeness, quality of written expression, and clarity of professional goals.
7. Submit a signed copy of the Teacher as Leader Admission Agreement.

IV: Application Review and Deadlines

Only complete application files will be reviewed. Admission will be offered to the number of applicants sufficient to meet enrollment limits. Applicants whose application files are not complete before the priority deadline may only be considered for admission if enrollment limits have not yet been met. The following is the graduate application review schedule:

<i>Complete application files received by the priority deadline of</i>	<i>will be reviewed in the month of</i>	<i>for admission in this term (or later)</i>	<i>Decision letter will be mailed on or near</i>
July 1	July	Fall	July 15
November 1	November	Spring	November 15
April 1	April	Summer	April 15

Admission decisions are not made based on single admission criteria (e.g., GRE scores, GPA, SPG, etc.). Applicant's files are evaluated holistically when estimating an applicant's readiness for graduate study; therefore, submitting the required admissions documents or attaining the minimum GPA or CVI does not guarantee admission to the program.

V. Curriculum Criteria

A. Core Courses (15 semester hours)

EDG 607	Orientation to MAED Teacher as Leader (Must be taken in first semester)	0
EDA 602	Leadership in Contemporary Schools (Must be taken in first semester)	3
EDG 605	Introduction to Educational Research for School Leaders (Must be taken within the first two semesters)	3
EDG 606	Leadership in a Diverse Society (Diversity field placement required)	3
EDG 615	Instructional Design and Curriculum for School Leaders	3
EDG 691	Applied Educational Research I	1
EDG 692	Applied Educational Research II.	2

B. Individual Competence Development (3-6 semester hours)

Any MAEd applicant whose previous coursework does not include a course in the teaching of reading and/or a course in the teaching of students with exceptionalities will be required to do so as part of this program.

C. Elective Courses (3 semester hours)

Every candidate will select a course based on their Statement of Professional Goals with approval of his/her advisor and the graduate director to strengthen instructional design and teaching competence (e.g. read-

ing/literacy, special education, statistics). Students who are required to complete courses within the Individual Competence Development component may apply one course (3 semester hours) to the elective course requirement.

D. Specializations (12-15 semester hours)

1. Leadership: Teacher as a School Community Leader

Required Courses (6 semester hours)

EDG 624	Pupil Assessment and Evaluation	3
EDA 650	Leadership for School Program Improvement	3

Leadership Electives, choose two (6 semester hours)

Elective Courses (6 semester hours)

EDA 628	School Law and Ethics	3
EDA 624	Technology and Best Practices for School Improvement	3
EDA 631	Leadership for School Program Collaboration	3
EDA 634	Leadership for Human Resources Development in Schools	3
EDA 638	The Supervisor	3
EDA 640	Legal and Parent Issues in Special Education	3
EDA 646	Leadership for School Community Relations	3
	Other graduate courses approved by the Graduate Program Director	3

2. *Content Option:* Candidate takes 12 semester hours of content courses in area(s) of his/her teaching certification. Courses meeting the content component must be approved by COEHS Graduate Education Office prior to student enrolling in the courses.

3. Interdisciplinary Early Childhood Education (Birth-K)

For IECE Endorsement: Completion of all courses (18 semester hours) and Praxis exam(s) as required by KYEPSB

This is an option designed to assist teachers with an existing elementary or special education teaching certificate to achieve the IECE certificate.

Core Area (9 hours)

EDU 552	Infant and Toddler Education and Programming	3
EDU 559	Assistive Teaching in Early Childhood Education	3
EDU 564	Collaboration in Early Childhood	3
	Choose one of the following (3 hours):	
EDU 551	Preschool Education and Programming	3
EDU 554	Language Development and Emergent Literacy	3
	Choose one of the following (3 hours):	
EDU 565	Early Childhood Assessments for Screening	3
EDU 566	Ongoing Assessment in Early Childhood Education	3

Total of 15 hours for IECE endorsement core.

Interdisciplinary Electives choose one (3 semester hours)

EDU 550	Current Trends in Teaching Early Childhood Education	3
EDU 568	Administration and Supervision in Early Childhood Education	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 562	Early Childhood Special Education Programs	3
EDS 588	Professional Laboratory Experience	3-6
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Procedures and Materials for Remediating Learning and Behavior Disorders	3

4. Learning and Behavior Disabilities (P-12)

For LBD Endorsement: Completion of all courses (33-36 semester hours) and Praxis exams as required by KYEPSB

EDG 666	Introduction to Education of Students with Exceptionalities	3
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EDG 630	Language and Learning Across the Curriculum	3
EDG 660	Learning and Behavior Disorders	3
EDS 561	Mental and Orthopedic Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Teaching Methods for Students with Learning and Behavior Disorders	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 667	Collaboration and Inclusive Practice	3
EDS 572	Secondary Special Education Programs	3
EDG 658	Assessment Techniques for P-12 Mathematics	3
EDS 588	Professional Laboratory Experiences	3-6

5. Moderate and Severe Disabilities (P-12)

If not certified in MSD, candidate must complete the following courses or course equivalencies to pursue the moderate to severe endorsement:

EDG 666	Introduction to Education of Students with Exceptionalities	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3

Moderate and Severe Disabilities for students who are currently LBD certified or have completed the pre-requisite courses:

For MSD endorsement: Completion of all courses (19 semester hours) and Praxis exam(s) as required by KYEPSB

EDG 651	Assistive Technology in Special Education	3
EDG 653	Language Development of Students with Disabilities	3
EDG 665	Transdisciplinary Collaboration for Students with Moderate and Severe Disabilities	3
EDG 668	Advanced Principles of Behavior Management	3
EDG 669	Diagnostic and Prescriptive Teaching for students with Moderate and Severe Disabilities	4
EDS 588	Professional Laboratory Experience	3-6

6. Gifted Education (P-12)

For Gifted and Talented Endorsement: Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Prerequisite to starting the endorsement: One year of full time teaching experience

Students must take EDG 621 and EDG 623 before they will be permitted to enroll in EDG 625 and EDG 627

Core Courses

EDG 621	Introduction to Gifted Education (fall)	3
EDG 623	Teaching Creative and Higher Level Thinking (spring)	3
EDG 625	School Programs for Gifted Students (summer)	3
EDG 627	Seminar and Field Experiences in Gifted Education (summer)	3

7. Reading and Writing (P-12)

For Reading & Writing Endorsement: Completion of all courses (15 semester hours), Praxis exam(s) as required by KYEPSB, and three years of successful teaching experience.

Prerequisite to starting the endorsement: One year of full-time teaching experience

Core Courses (12 semester hours)

EDG 630	Language and Learning Across the Curriculum	3
EDG 632	Classroom Based Literacy Assessment	3
EDG 637	Literacy Clinic I	3
EDG 639	Literacy Clinic II	3

Elective Courses (3 semester hours)

EDG 634	Reading Instruction in the Primary Grades	3
EDG 636	Reading Instruction in the Middle Grades	3
EDG 638	Research and the Improvement of Classroom Instruction in Reading	3
	An approved course from either the Kentucky Reading Project or the Kentucky Writing Project	

8. Environmental Education Endorsement (P-12)

For Environmental Education Endorsement: Completion of 12 semester hours in accordance with the environmental education endorsements to meet the NAAEE Guidelines for the Initial Preparation of Environmental Educators Standards. Students must gain their advisors' approval prior to enrolling in courses. Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours)

EDG 645	Fundamentals of Environmental Education	3
EDU 546	Teaching Environmental Education	3

Elective Courses, choose two (6 semester hours)

ENV 578	Environmental Issues for Educators	3
EDG 644/BIO 644	Aquatic Ecology for Teachers	3
EDG 693	Selected Topics in Education	3

9. Instructional Computer Technology: (P-12) For ICT Endorsement: Completion of all courses (16 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours):

EDG 602	Technology in Education, first course	3
TTE 692	Independent Research: Technology Teaching (field component), final course	3

Instructional Design Strand, choose one (3 semester hours)

TTE 620	Instructional Technology	3
EDA 624	Technology and Best Practices for School Improvement	3
EDG 603	Selected Topics in Technology in Education*	1-3

Distance Learning and Web Concepts Strand, choose one (3 semester hours)

TTE 641	Distance Learning Design and Methodology	3
EDG 603	Selected Topics in Technology in Education*	3

Technical Component Strand, choose one (4 semester hours)

EDG 603	Selected Topics in Technology in Education*	4
CIT 520	Managing Computer Systems	4
	*EDG 603 may be taken when the topic fits the specified strand with advisor approval.	

VI. Exit Criteria

Completion of 30 semester hours with a minimum 3.00 GPA

Completion of area of specialization with a minimum 3.00 GPA. Completion of all core courses, specialization courses, and elective or core competency courses used for the degree with a C or better.

Signed Codes of Ethics for Kentucky School Personnel and College of Education and Human Services

Signed copy of Master of Arts in Education: Teacher as Leader curriculum contract and appropriate area of specialization curriculum contract

Successful completion and presentation of Collaborative Action Research Project

Master of Arts in Teaching (MAT)

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

This program is designed for individuals who wish to become certified teachers. Candidates who enter this program must hold a baccalaureate degree from a regionally accredited institution. It is intended for individuals who are looking for a career change and desire to become dedicated educators in areas of need. Upon successful completion of the program, candidates will earn a Master of Arts in Teaching degree and a recommendation for Kentucky certification in one of the following certification areas.

The curriculum for the MAT program is designed to be completed in five semesters (including summer). Candidates enroll in the fall semester and continue through the following spring, summer, and fall terms, then culminate with student-teaching or KTIP during the spring term of the second year. The primary purpose of this format is to allow candidates who are employed on a full-time basis to continue their employment while attending Master of Arts in Teaching classes in evenings and weekends.

Areas of Certification available through the MAT:

Middle Grades 5-9	Secondary Grades 8-12	Grades P-12
English and Communications	Biological Sciences	French
Mathematics	Chemistry	German
Integrated Science	Earth/Space Science	Spanish
Social Studies	English	Mathematics
	Physics	Social Studies

The MAT program does not provide certification in Elementary Education.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203

edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Phase I: Pre-Admission

To be considered for admission to the MAT program, you must submit the following items to the COEHS Graduate Education Office (BEP 268) and meet the following conditions:

1. Submit a supplemental MAT program application available online on the College website (<http://coehs.nku.edu/gradprograms/current/degree/teaching/index.php>).
2. Submit a letter to the MAT admissions committee that includes a brief autobiography, a description of life experiences related to the planned certification area, teaching, or other experiences with children outside the formal educational community other than family members.
3. Submit a current resume that includes work experience, prior education, and experience working with children other than in a family setting, whether through work or volunteerism.

- Submit an unofficial copy of all college transcripts from regionally accredited institutions documenting all undergraduate and graduate coursework. You must have an earned undergraduate grade point average (GPA) of at least 2.5 on a 4.0 scale or 3.0 in the last 60 hours of undergraduate study.

When the four pre-admission documents are received, the COEHS Graduate Education Office will initiate an evaluation of all transcripts that document the content area in which the applicant plans to teach and will schedule a panel interview by the MAT admissions committee.

Transcripts will be evaluated by authorized faculty members of Northern Kentucky University. The applicant will be notified by the COEHS Graduate Education Office when the transcript evaluation is complete. If the evaluation indicates that additional content area coursework is required, the applicant will be required to complete the necessary undergraduate coursework for that certification area before being fully admitted to the MAT program. No content course in which a grade below *C* was earned may be accepted as part of the content area, and the certification GPA (combined both previously earned credit as well as new credits required as a result of the transcript evaluation) must be no lower than 2.5 on a 4.0 scale.

Applicants must successfully complete a panel interview by the admissions committee with an on-demand written essay to assess an applicant's qualifications, dispositions, and ability to communicate clearly.

The MAT admission committee will review all candidates' files and make preliminary admissions decisions based on all of the materials submitted, the panel interview, and the on-demand written essay. Pre-admission applicants will receive written notification of the MAT admission committee's preliminary decision with instructions outlining the procedures to apply for full admission to the program. **The MAT program is a limited enrollment program. Meeting the minimum pre-admission requirements does not guarantee admission to the program.**

Phase II: Application and Admission

Applicants must receive a positive recommendation in Phase I (Pre-admission) from the MAT admission committee before continuing to Phase II (Application & Admission). Once an applicant has received the approval of the MAT admission committee to continue to Phase II, he/she must submit the following items to the Office of Graduate Programs in order to be fully admitted to the MAT program:

- Submit an online, general application for graduate admission and application fee. The application is available on the Office of Graduate Program website.
- Submit official transcripts of all undergraduate and graduate coursework sent directly from the institutions attended to the Office of Graduate Programs. Transcripts should reflect all additional content coursework required as a result of the transcript evaluation.
- Submit official scores for the Graduate Record Examination (GRE) general test. To register go to: <http://ets.org>. Applicants must achieve a minimum cumulative value index (CVI) formula score of 1,300 [(GPA x 200) + GRE combined verbal and quantitative]. Applicants who have earned a master's degree from a regionally accredited institution are not required to submit GRE scores.
- Submit official scores of the appropriate Praxis II content exam(s) with the minimum score required by the Education Professional Standards Board to qualify for Kentucky certification. To register go to: <http://www.ets.org>.
- Submit three letters of recommendation from individuals who can attest to the applicant's potential for teaching. Each letter should be accompanied by the reference form available on the NKU Office of Graduate Programs website.
- Submit the results of a federal criminal background check. Instructions for securing a federal background check are available at the following website: <http://dps.nku.edu/safety/backgroundcheck.php>.

If the applicant is applying for the Alternative Certification option of the Program under SB77, he/she should submit (1) a form (available in the COEHS Graduate Education Office) from the superintendent indicating the district's intention to employ and (2) a completed TC-TP form for the Kentucky Education Professional Standards Board. Once accepted, the applicant must obtain a signature on the MAT Verification of Employment form.

To be fully admitted to the MAT program, the applicant's complete application must be approved by the MAT admission committee and the Teacher Education Committee.

IV. Course Requirements

Fall Semester I (8 hours)

EDMT 611	Studies of the Learners	2
EDMT 612	Classroom Management	2
EDMT 621	Students with Exceptionalities in Regular Middle/Secondary Classrooms	2
EDMT 692	Middle Grades/Secondary Practicum I	2

Spring Semester II (6-9 Hours)

EDMT 622	Cultural Identity and Schooling	2
EDMT 632	Curriculum Design & Assessment	3
EDMT 693	Middle Grades/Secondary Practicum II	1

Summer Semester III (5 Hours)

EDMT 641	Technology in Middle/Secondary Classrooms	2
EDMT 610	Foundations of American Schooling	2
EDMT 631	Special Education Adaptation in Regular Middle/Secondary Classrooms	1

Fall Semester IV (5 Hours)

EDU 530 or EDG 630	Reading Courses*	3
EDMT	Methodology/Pedagogy in the Disciplines**	3
EDMT 694	Middle Grades/Secondary Practicum III	2

* Students pursuing secondary English certification must take EDU 530.

** Students pursuing two middle grades content areas are required to take a methods course in each content area. This may require an additional semester beyond the five semester program. Students pursuing secondary English must take both the ENG 620 and ENG 630 for their methods courses.

Spring Semester V (9 Hours)

EDMT 696	Student Teaching or Internship (KTIP)	9
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V. Exit Requirements

Before a degree or certification can be awarded, you must

- complete and submit the Praxis II PLT at the appropriate grade levels with a passing score as prescribed by the KY Education Professional Standards Board.
- completion of the MAT curriculum with at least a 3.0 on a 4.0 scale.
- completion of all required coursework used for the degree with a C or higher
- if the KTIP (Kentucky Teacher Internship Program) was taken during the last semester, it is necessary to successfully complete the entire intern year before a Master of Arts in Teaching degree may be conferred.
- formally apply for the master's degree candidacy. Applications may be found on the website of the Office of Graduate Programs.

Alternative Certification in Special Education

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

The Alternative Certification in Special Education is designed to prepare individuals who do not currently hold certification and have not completed a teacher preparation program for a rewarding career as an educator working with children in an LBD (Learning and Behavior Disorders) classroom. The standards for the Alternative Certification Program in Special Education outline the knowledge and skills needed by a beginning teacher in the area of special education. This is a non-degree teacher preparation and certification program at the graduate level and will lead to certification. Students who complete the alternative certification in special education program through Northern Kentucky University are eligible to apply a portion of the graduate coursework towards obtaining a Master in Arts of Education.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Phase I: must be completed prior to May 1st and before any candidate will be granted an interview

In addition to the graduate application for admission, you must submit to the Office of Graduate Programs:

1. official sealed transcripts of all undergraduate and graduate schools attended including the completion of a bachelor's degree from a regionally accredited institution.
 - a. undergraduate GPA must be at least 2.50 on a 4.00 scale or 3.0 on the last 60 hours.
 - b. must have completed at least one college level mathematics course with a grade of "C" or better.
2. a general application for graduate admission and the application fee. This application may be found online at <http://gradschool.nku.edu>.
3. three letters of recommendation from individuals who can attest to the candidate's potential for teaching. Each letter should be accompanied by the reference form available from NKU Office of Graduate Programs website.
4. a signed employment verification form (available in the graduate education program office) from a local school superintendent that verifies employment in a special education teaching position; under Senate Bill 77.
5. an official copy of your GRE scores from the general test.
6. a criminal background check from the state of residence or a federal background check.
7. resumé.
8. a letter to the reviewer that includes a brief autobiography, a description of life experiences related to the planned certification area, teaching, and other experiences with young children outside the formal educational community other than family members.

In addition, you must have an Achievement score of at least 1300 when the overall GPA or the last 60 hours (if overall is below 2.5) plus the sum of the verbal and quantitative scores of the GRE equals a minimum of 1300. [(GPA x 200) + GRE (verbal and quantitative sections) = 1300.]

Only when each of the above listed requirements is met will you be allowed to continue the admission process by moving to Phase II.

Phase II:

You must successfully complete an initial interview with a panel of educators to ensure you meet the qualifications and possess the professional disposi-

tion to become an educator of students with exceptionalities. You must be approved by the Alternative Certification in Special Education Committee and from the NKU Teacher Education Committee.

IV. Course Requirements

Summer Semester I

EDG 666	Introduction to Special Education	3
EDG 667	Collaboration and Inclusive Practice	3
EDG 630	Language and Learning Across the Curriculum	3

Fall Semester I

EDG 660	Learning and Behavior Disorders	3
EDS 561	Mental and Orthopedic Disorders	3

Spring Semester I

EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 658	Assessment Techniques for P-12 Mathematics	3

Summer Semester II

EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 664	Teaching Methods for Students with Learning and Behavior Disorders	3

Fall Semester II

EDS 570	Working with Families of Students with Disabilities	3
EDS 572	Secondary Special Education Programs	3

Spring Semester II

EDS 588	Professional Laboratory Experiences	3
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V. Exit Requirements

1. Completion of the PRAXIS II exams required for Kentucky LBD certification with a passing score as prescribed by the Kentucky Educational Professional Standards Board.
2. Completion of the curriculum with at least a 3.0 on a 4.0 scale.
3. Completion of all required coursework used for the certificate with a C or higher.
4. Presentation of a professional portfolio that demonstrates mastery of the Kentucky Teacher Standards.
5. Completion of the Kentucky Teacher Internship.* (*For students from other states, there are separate or additional requirements relating to internship*)

VI. Additional Information

If interested in completing your master's degree in Education, you will need to complete an additional 15 course hours.

Rank I Certificate Program

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

The Rank I program is designed as the next logical step for a teacher to obtain a Rank change following their completion of a Rank II.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203

edleadership@nku.edu or (859) 572-7892

III. Admission Criteria

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following criteria.

To be eligible for admission you must have:

1. A master's degree from regionally accredited institution of higher education, with a total cumulative graduate grade point average of a 3.0 on a 4.0 scale.
2. A Kentucky Rank II teaching certificate or out-of-state equivalent.

Application Process:

For full application details please visit the College of Education and Human Services Graduate Programs website.

1. Submit an online application to the Office of Graduate Programs
2. Submit official transcripts of undergraduate and graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit a copy of Kentucky teaching certificate or out-of-state equivalent at Rank II.
4. Submit three recommendation forms with attached letters of recommendation. Applicants should seek recommendations from colleagues familiar with the applicants' qualifications for graduate study (e.g. professor, supervisor, etc). Attached letters of recommendation must be written on official letterhead and have the signature of the individual providing the recommendation.
5. Submit a typewritten Statement of Professional Goals, approximately 300-400 words in length. The Statement of Professional Goals should state the applicant's reasons for pursuing the Rank I program and the specialization and/or endorsement desired. It should also state the applicant's goals for professional growth and explain specifically how the chosen degree program/endorsement area will make it possible for the applicant to achieve these goals and improve her/his knowledge and skills as a teacher. The Statement of Professional Goals will be evaluated for completeness, quality of written expression, and clarity of professional goals.

IV. Curriculum

With the exception of the Instructional Leadership program, the Rank I curriculum is as follows:

Leadership Core: Required (6 semester hours)

EDA 602	Leadership in Contemporary Schools	3
EDG 615	Instructional Design and Curriculum for School Leaders	3

Professional Core (12 semester hours)

1. Curriculum and Teaching Option

Required courses, if not previously taken (6 semester hours)

EDG 606	Leadership in a Diverse Society	3
EDG 624	Pupil Assessment and Evaluation	3

Electives (6 semester hours) – must be approved by advisor.

EDG 602	Technology in Education	3
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EDG 620	Learning and Motivation	3
EDG 630	Language and Learning Across the Curriculum	3
EDG 660	Learning and Behavior Disorders	3
EDG 667	Collaboration and Inclusive Practice	3

3. Interdisciplinary Early Childhood Education (Birth-K)

For IECE Endorsement: Completion of all courses (18 semester hours) and Praxis exam(s) as required by KYEPSB

This is an option designed to assist teachers with an existing elementary or special education teaching certificate to achieve the IECE certificate.

Core Area (9 hours)

EDU 552	Infant and Toddler Education and Programming	3
EDU 559	Assistive Teaching in Early Childhood Education	3
EDU 564	Collaboration in Early Childhood	3

Choose one of the following (3 hours):

EDU 551	Preschool Education and Programming	3
EDU 554	Language Development and Emergent Literacy	3

Choose one of the following (3 hours):

EDU 565	Early Childhood Assessments for Screening	3
EDU 566	Ongoing Assessment in Early Childhood Education	3

Total of 15 hours for IECE endorsement core.

Interdisciplinary Electives choose one (3 semester hours)

EDU 550	Current Trends in Teaching Early Childhood Education	3
EDU 568	Administration and Supervision in Early Childhood Education	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 562	Early Childhood Special Education Programs	3
EDS 588	Professional Laboratory Experience	3-6
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Procedures and Materials for Remediating Learning and Behavior Disorders	3

4. Learning and Behavior Disabilities (P-12)

For LBD Endorsement: Completion of all courses (33-36 semester hours) and Praxis exams as required by KYEPSB

EDG 666	Introduction to Education of Students with Exceptionalities	3
EDG 630	Language and Learning Across the Curriculum	3
EDG 660	Learning and Behavior Disorders	3
EDS 561	Mental and Orthopedic Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Teaching Methods for Students with Learning and Behavior Disorders	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 667	Collaboration and Inclusive Practice	3
EDS 572	Secondary Special Education Programs	3
EDG 658	Assessment Techniques for P-12 Mathematics	3
EDS 588	Professional Laboratory Experiences	3-6

5. Moderate and Severe Disabilities (P-12)

If not certified in MSD, candidate must complete the following courses or course equivalencies to pursue the moderate to severe endorsement:

EDG 666	Introduction to Education of Students with Exceptionalities	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3

Moderate and Severe Disabilities for students who are currently LBD certified or have completed the pre-requisite courses:

For MSD endorsement: Completion of all courses (19 semester hours) and Praxis exam(s) as required by KYEPSB

EDG 651	Assistive Technology in Special Education	3
EDG 653	Language Development of Students with Disabilities	3
EDG 665	Transdisciplinary Collaboration for Students with Moderate and Severe Disabilities	3
EDG 668	Advanced Principles of Behavior Management	3
EDG 669	Diagnostic and Prescriptive Teaching for students with Moderate and Severe Disabilities	4
EDS 588	Professional Laboratory Experience	3-6

6. Gifted Education (P-12)

For Gifted and Talented Endorsement: Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Prerequisite to starting the endorsement: One year of full time teaching experience

Students must take EDG 621 and EDG 623 before they will be permitted to enroll in EDG 625 and EDG 627

Core Courses

EDG 621	Introduction to Gifted Education (fall)	3
EDG 623	Teaching Creative and Higher Level Thinking (spring)	3
EDG 625	School Programs for Gifted Students (summer)	3
EDG 627	Seminar and Field Experiences in Gifted Education (summer)	3

7. Reading and Writing (P-12)

For Reading & Writing Endorsement: Completion of all courses (15 semester hours), Praxis exam(s) as required by KYEPSB,

and three years of successful teaching experience.

Prerequisite to starting the endorsement: One year of full-time teaching experience

Core Courses (12 semester hours)

EDG 630	Language and Learning Across the Curriculum	3
EDG 632	Classroom Based Literacy Assessment	3
EDG 637	Literacy Clinic I	3
EDG 639	Literacy Clinic II	3

Elective Courses (3 semester hours)

EDG 634	Reading Instruction in the Primary Grades	3
EDG 636	Reading Instruction in the Middle Grades	3
EDG 638	Research and the Improvement of Classroom Instruction in Reading	3
	An approved course from either the Kentucky Reading Project or the Kentucky Writing Project	

8. Environmental Education Endorsement (P-12)

For Environmental Education Endorsement: Completion of 12 semester hours in accordance with the environmental education endorsements to meet the NAAEE Guidelines for the Initial Preparation of Environmental Educators Standards. Students must gain their advisors' approval prior to enrolling in courses. Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours)

EDG 545	Fundamentals of Environmental Education	3
EDU 546	Teaching Environmental Education	3

Elective Courses, choose two (6 semester hours)

ENV 578	Environmental Issues for Educators	3
EDG 544/	Aquatic Ecology for Teachers	3
BIO 644		3
EDG 693	Selected Topics in Education	3

9. Instructional Computer Technology: (P-12) For ICT Endorsement: Completion of all courses (16 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours):

EDG 602	Technology in Education, first course	3
TTE 692	Independent Research: Technology Teaching (field component), final course	3

Instructional Design Strand, choose one (3 semester hours)

TTE 620	Instructional Technology	3
EDA 624	Technology and Best Practices for School Improvement	3
EDG 603	Selected Topics in Technology in Education*	1-3

Distance Learning and Web Concepts Strand, choose one (3 semester hours)

TTE 641	Distance Learning Design and Methodology	3
EDG 603	Selected Topics in Technology in Education*	3

Technical Component Strand, choose one (4 semester hours)

EDG 603	Selected Topics in Technology in Education*	4
CIT 520	Managing Computer Systems	4
*EDG 603	may be taken when the topic fits the specified strand with advisor approval.	

Content Core (6 semester hours)

Six semester of content related to initial area of teacher's certification. Content courses require advisor's approval.

Electives Core (6 semester hours)

Appropriate coursework taken at the graduate level with approval of student's advisor.

Appropriate coursework taken with approval of student's advisor.

V. Exit criteria

1. Completion of 30 semester hours (at least 15 hours 600 or above) with a minimum 3.00 GPA
2. Completion of area of specialization with a minimum 3.00 GPA
3. Completion of all required coursework used for the certificate with a C or higher.
4. Signed Codes of Ethics for Kentucky School Personnel and College of Education and Human Services
5. Signed copy of Rank I curriculum contract and appropriate area of specialization curriculum contract
6. Successful satisfactory Rank 1 final reflection demonstrating the Kentucky Teacher Standards .

Master of Arts in Teaching (MAT)

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

This program is designed for individuals who wish to become certified teachers. Candidates who enter this program must hold a baccalaureate degree from a regionally accredited institution. It is intended for individuals who are looking for a career change and desire to become dedicated educators in areas of need. Upon successful completion of the program, candidates will earn a Master of Arts in Teaching degree and a recommendation for Kentucky certification in one of the following certification areas.

The curriculum for the MAT program is designed to be completed in five semesters (including summer). Candidates enroll in the fall semester and continue through the following spring, summer, and fall terms, then culminate with student-teaching or KTIP during the spring term of the second year. The primary purpose of this format is to allow candidates who are employed on a full-time basis to continue their employment while attending Master of Arts in Teaching classes in evenings and weekends.

Areas of Certification available through the MAT:

Middle Grades 5-9	Secondary Grades 8-12	Grades P-12
English and Communications	Biological Sciences	French
Mathematics	Chemistry	German
Integrated Science	Earth/Space Science	Spanish
Social Studies	English	
	Mathematics	
	Physics	
	Social Studies	

The MAT program does not provide certification in Elementary Education.

II. Contact Information

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edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Phase I: Pre-Admission

To be considered for admission to the MAT program, you must submit the following items to the COEHS Graduate Education Office (BEP 268) and meet the following conditions:

1. Submit a supplemental MAT program application available online on the College website (<http://coehs.nku.edu/gradprograms/current/degree/teaching/index.php>).
2. Submit a letter to the MAT admissions committee that includes a brief autobiography, a description of life experiences related to the planned certification area, teaching, or other experiences with children outside the formal educational community other than family members.
3. Submit a current resume that includes work experience, prior education, and experience working with children other than in a family setting, whether through work or volunteerism.
4. Submit an unofficial copy of all college transcripts from regionally accredited institutions documenting all undergraduate and graduate coursework. You must have an earned undergraduate grade point average (GPA) of at least 2.5 on a 4.0 scale or 3.0 in the last 60 hours of undergraduate study.

When the four pre-admission documents are received, the COEHS Graduate Education Office will initiate an evaluation of all transcripts that document the content area in which the applicant plans to teach and will schedule a panel interview by the MAT admissions committee.

Transcripts will be evaluated by authorized faculty members of Northern Kentucky University. The applicant will be notified by the COEHS Graduate Education Office when the transcript evaluation is complete. If the evaluation indicates that additional content area coursework is required, the applicant will be required to complete the necessary undergraduate coursework for that certification area before being fully admitted to the MAT program. No content course in which a grade below C was earned may be accepted as part of the content area, and the certification GPA (combined both previously earned credit as well as new credits required as a result of the transcript evaluation) must be no lower than 2.5 on a 4.0 scale.

Applicants must successfully complete a panel interview by the admissions committee with an on-demand written essay to assess an applicant's qualifications, dispositions, and ability to communicate clearly.

The MAT admission committee will review all candidates' files and make preliminary admissions decisions based on all of the materials submitted, the panel interview, and the on-demand written essay. Pre-admission applicants will receive written notification of the MAT admission committee's preliminary decision with instructions outlining the procedures to apply for full admission to the program. **The MAT program is a limited enrollment program. Meeting the minimum pre-admission requirements does not guarantee admission to the program.**

Phase II: Application and Admission

Applicants must receive a positive recommendation in Phase I (Pre-admission) from the MAT admission committee before continuing to Phase II (Application & Admission). Once an applicant has received the approval of the MAT admission committee to continue to Phase II, he/she must submit the following items to the Office of Graduate Programs in order to be fully admitted to the MAT program:

1. Submit an online, general application for graduate admission and application fee. The application is available on the Office of Graduate Program website.
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tion Professional Standards Board. Once accepted, the applicant must obtain a signature on the MAT Verification of Employment form.

To be fully admitted to the MAT program, the applicant's complete application must be approved by the MAT admission committee and the Teacher Education Committee.

IV. Course Requirements

Fall Semester I (8 hours)

EDMT 611	Studies of the Learners	2
EDMT 612	Classroom Management	2
EDMT 621	Students with Exceptionalities in Regular Middle/Secondary Classrooms	2
EDMT 692	Middle Grades/Secondary Practicum I	2

Spring Semester II (6-9 Hours)

EDMT 622	Cultural Identity and Schooling	2
EDMT 632	Curriculum Design & Assessment	3
EDMT 693	Middle Grades/Secondary Practicum II	1

Summer Semester III (5 Hours)

EDMT 641	Technology in Middle/Secondary Classrooms	2
EDMT 610	Foundations of American Schooling	2
EDMT 631	Special Education Adaptation in Regular Middle/Secondary Classrooms	1

Fall Semester IV (5 Hours)

EDU 530 or EDG 630	Reading Courses*	3
EDMT	Methodology/Pedagogy in the Disciplines**	3
EDMT 694	Middle Grades/Secondary Practicum III	2

* Students pursuing secondary English certification must take EDU 530.

** Students pursuing two middle grades content areas are required to take a methods course in each content area. This may require an additional semester beyond the five semester program. Students pursuing secondary English must take both the ENG 620 and ENG 630 for their methods courses.

Spring Semester V (9 Hours)

EDMT 696	Student Teaching or Internship (KTIP)	9
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V. Exit Requirements

Before a degree or certification can be awarded, you must

1. complete and submit the Praxis II PLT at the appropriate grade levels with a passing score as prescribed by the KY Education Professional Standards Board.
2. completion of the MAT curriculum with at least a 3.0 on a 4.0 scale.
3. completion of all required coursework used for the degree with a C or higher
4. if the KTIP (Kentucky Teacher Internship Program) was taken during the last semester, it is necessary to successfully complete the entire intern year before a Master of Arts in Teaching degree may be conferred.
5. formally apply for the master's degree candidacy. Applications may be found on the website of the Office of Graduate Programs.

Alternative Certification in Special Education

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

The Alternative Certification in Special Education is designed to prepare individuals who do not currently hold certification and have not completed a teacher preparation program for a rewarding career as an educator working with children in an LBD (Learning and Behavior Disorders) classroom. The standards for the Alternative Certification Program in Special Education outline the knowledge and skills needed by a beginning teacher in the area of special education. This is a non-degree teacher preparation and certification program at the graduate level and will lead to certification. Students who complete the alternative certification in special education program through Northern Kentucky University are eligible to apply a portion of the graduate coursework towards obtaining a Master in Arts of Education.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
mat@nku.edu or (859) 572-7892

III. Admission Requirements

Phase I: must be completed prior to May 1st and before any candidate will be granted an interview

In addition to the graduate application for admission, you must submit to the Office of Graduate Programs:

1. official sealed transcripts of all undergraduate and graduate schools attended including the completion of a bachelor's degree from a regionally accredited institution.
 - a. undergraduate GPA must be at least 2.50 on a 4.00 scale or 3.0 on the last 60 hours.
 - b. must have completed at least one college level mathematics course with a grade of "C" or better.
2. a general application for graduate admission and the application fee. This application may be found online at <http://gradschool.nku.edu>.
3. three letters of recommendation from individuals who can attest to the candidate's potential for teaching. Each letter should be accompanied by the reference form available from NKU Office of Graduate Programs website.
4. a signed employment verification form (available in the graduate education program office) from a local school superintendent that verifies employment in a special education teaching position; under Senate Bill 77.
5. an official copy of your GRE scores from the general test.
6. a criminal background check from the state of residence or a federal background check.
7. resumé.
8. a letter to the reviewer that includes a brief autobiography, a description of life experiences related to the planned certification area, teaching, and other experiences with young children outside the formal educational community other than family members.

In addition, you must have an Achievement score of at least 1300 when the overall GPA or the last 60 hours (if overall is below 2.5) plus the sum of the verbal and quantitative scores of the GRE equals a minimum of 1300. [(GPA x 200) + GRE (verbal and quantitative sections) = 1300.]

Only when each of the above listed requirements is met will you be allowed to continue the admission process by moving to Phase II.

Phase II:

You must successfully complete an initial interview with a panel of educators to ensure you meet the qualifications and possess the professional disposi-

tion to become an educator of students with exceptionalities. You must be approved by the Alternative Certification in Special Education Committee and from the NKU Teacher Education Committee.

IV. Course Requirements

Summer Semester I

EDG 666	Introduction to Special Education	3
EDG 667	Collaboration and Inclusive Practice	3
EDG 630	Language and Learning Across the Curriculum	3

Fall Semester I

EDG 660	Learning and Behavior Disorders	3
EDS 561	Mental and Orthopedic Disorders	3

Spring Semester I

EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 658	Assessment Techniques for P-12 Mathematics	3

Summer Semester II

EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 664	Teaching Methods for Students with Learning and Behavior Disorders	3

Fall Semester II

EDS 570	Working with Families of Students with Disabilities	3
EDS 572	Secondary Special Education Programs	3

Spring Semester II

EDS 588	Professional Laboratory Experiences	3
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V. Exit Requirements

1. Completion of the PRAXIS II exams required for Kentucky LBD certification with a passing score as prescribed by the Kentucky Educational Professional Standards Board.
2. Completion of the curriculum with at least a 3.0 on a 4.0 scale.
3. Completion of all required coursework used for the certificate with a C or higher.
4. Presentation of a professional portfolio that demonstrates mastery of the Kentucky Teacher Standards.
5. Completion of the Kentucky Teacher Internship.* (*For students from other states, there are separate or additional requirements relating to internship*)

VI. Additional Information

If interested in completing your master's degree in Education, you will need to complete an additional 15 course hours.

Rank I Certificate Program

Shawn A. Faulkner, Ph.D., Department Chair

I. Purpose

The Rank I program is designed as the next logical step for a teacher to obtain a Rank change following their completion of a Rank II.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203

gradedu@nku.edu or (859) 572-7892

III. Admission Criteria

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following criteria.

To be eligible for admission you must have:

1. A master's degree from regionally accredited institution of higher education, with a total cumulative graduate grade point average of a 3.0 on a 4.0 scale.
2. A Kentucky Rank II teaching certificate or out-of-state equivalent.

Application Process:

For full application details please visit the College of Education and Human Services Graduate Programs website.

1. Submit an online application to the Office of Graduate Programs
2. Submit official transcripts of undergraduate and graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit a copy of Kentucky teaching certificate or out-of-state equivalent at Rank II.
4. Submit three recommendation forms with attached letters of recommendation. Applicants should seek recommendations from colleagues familiar with the applicants' qualifications for graduate study (e.g. professor, supervisor, etc). Attached letters of recommendation must be written on official letterhead and have the signature of the individual providing the recommendation.
5. Submit a typewritten Statement of Professional Goals, approximately 300-400 words in length. The Statement of Professional Goals should state the applicant's reasons for pursuing the Rank I program and the specialization and/or endorsement desired. It should also state the applicant's goals for professional growth and explain specifically how the chosen degree program/endorsement area will make it possible for the applicant to achieve these goals and improve her/his knowledge and skills as a teacher. The Statement of Professional Goals will be evaluated for completeness, quality of written expression, and clarity of professional goals.

IV. Curriculum

With the exception of the Instructional Leadership program, the Rank I curriculum is as follows:

Leadership Core: Required (6 semester hours)

EDA 602	Leadership in Contemporary Schools	3
EDG 615	Instructional Design and Curriculum for School Leaders	3

Professional Core (12 semester hours)

1. Curriculum and Teaching Option

Required courses, if not previously taken (6 semester hours)

EDG 606	Leadership in a Diverse Society	3
EDG 624	Pupil Assessment and Evaluation	3

Electives (6 semester hours) – must be approved by advisor.

EDG 602	Technology in Education	3
EDG 620	Learning and Motivation	3
EDG 630	Language and Learning Across the Curriculum	3
EDG 660	Learning and Behavior Disorders	3
EDG 667	Collaboration and Inclusive Practice	3

3. Interdisciplinary Early Childhood Education (Birth-K)**For IECE Endorsement: Completion of all courses (18 semester hours) and Praxis exam(s) as required by KYEPSB**

This is an option designed to assist teachers with an existing elementary or special education teaching certificate to achieve the IECE certificate.

Core Area (9 hours)

EDU 552	Infant and Toddler Education and Programming	3
EDU 559	Assistive Teaching in Early Childhood Education	3
EDU 564	Collaboration in Early Childhood	3

Choose one of the following (3 hours):

EDU 551	Preschool Education and Programming	3
EDU 554	Language Development and Emergent Literacy	3

Choose one of the following (3 hours):

EDU 565	Early Childhood Assessments for Screening	3
EDU 566	Ongoing Assessment in Early Childhood Education	3

Total of 15 hours for IECE endorsement core.

Interdisciplinary Electives choose one (3 semester hours)

EDU 550	Current Trends in Teaching Early Childhood Education	3
EDU 568	Administration and Supervision in Early Childhood Education	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 562	Early Childhood Special Education Programs	3
EDS 588	Professional Laboratory Experience	3-6
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Procedures and Materials for Remediating Learning and Behavior Disorders	3

4. Learning and Behavior Disabilities (P-12)**For LBD Endorsement: Completion of all courses (33-36 semester hours) and Praxis exams as required by KYEPSB**

EDG 666	Introduction to Education of Students with Exceptionalities	3
EDG 630	Language and Learning Across the Curriculum	3
EDG 660	Learning and Behavior Disorders	3
EDS 561	Mental and Orthopedic Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3
EDG 664	Teaching Methods for Students with Learning and Behavior Disorders	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 667	Collaboration and Inclusive Practice	3
EDS 572	Secondary Special Education Programs	3
EDG 658	Assessment Techniques for P-12 Mathematics	3
EDS 588	Professional Laboratory Experiences	3-6

5. Moderate and Severe Disabilities (P-12)

If not certified in MSD, candidate must complete the following courses or course equivalencies to pursue the moderate to severe endorsement:

EDG 666	Introduction to Education of Students with Exceptionalities	3
EDS 561	Mental and Orthopedic Disabilities	3
EDS 570	Working with Families of Students with Disabilities	3
EDG 662	Educational Assessment of Learning and Behavior Disorders	3
EDG 663	Behavior Analysis Procedures for Students with Exceptionalities	3

Moderate and Severe Disabilities for students who are currently LBD certified or have completed the pre-requisite courses:

For MSD endorsement: Completion of all courses (19 semester hours) and Praxis exam(s) as required by KYEPSB

EDG 651	Assistive Technology in Special Education	3
EDG 653	Language Development of Students with Disabilities	3
EDG 665	Transdisciplinary Collaboration for Students with Moderate and Severe Disabilities	3
EDG 668	Advanced Principles of Behavior Management	3
EDG 669	Diagnostic and Prescriptive Teaching for students with Moderate and Severe Disabilities	4
EDS 588	Professional Laboratory Experience	3-6

6. Gifted Education (P-12)

For Gifted and Talented Endorsement: Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Prerequisite to starting the endorsement: One year of full time teaching experience

Students must take EDG 621 and EDG 623 before they will be permitted to enroll in EDG 625 and EDG 627

Core Courses

EDG 621	Introduction to Gifted Education (fall)	3
EDG 623	Teaching Creative and Higher Level Thinking (spring)	3
EDG 625	School Programs for Gifted Students (summer)	3
EDG 627	Seminar and Field Experiences in Gifted Education (summer)	3

7. Reading and Writing (P-12)

For Reading & Writing Endorsement: Completion of all courses (15 semester hours), Praxis exam(s) as required by KYEPSB, and three years of successful teaching experience.

Prerequisite to starting the endorsement: One year of full-time teaching experience

Core Courses (12 semester hours)

EDG 630	Language and Learning Across the Curriculum	3
EDG 632	Classroom Based Literacy Assessment	3
EDG 637	Literacy Clinic I	3
EDG 639	Literacy Clinic II	3

Elective Courses (3 semester hours)

EDG 634	Reading Instruction in the Primary Grades	3
EDG 636	Reading Instruction in the Middle Grades	3
EDG 638	Research and the Improvement of Classroom Instruction in Reading	3
	An approved course from either the Kentucky Reading Project or the Kentucky Writing Project	

8. Environmental Education Endorsement (P-12)

For Environmental Education Endorsement: Completion of 12 semester hours in accordance with the environmental education endorsements to meet the NAAEE Guidelines for the Initial Preparation of Environmental Educators Standards. Students must gain their advisors' approval prior to enrolling in courses. Completion of all courses (12 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours)

EDG 645	Fundamentals of Environmental Education	3
EDU 546	Teaching Environmental Education	3

Elective Courses, choose two (6 semester hours)

ENV 578	Environmental Issues for Educators	3
EDG 644/ BIO 644	Aquatic Ecology for Teachers	3
EDG 693	Selected Topics in Education	3

9. Instructional Computer Technology: (P-12) For ICT Endorsement: Completion of all courses (16 semester hours) and Praxis exam(s) as required by KYEPSB.

Core Courses (6 semester hours):

EDG 602	Technology in Education, first course	3
TTE 692	Independent Research: Technology Teaching (field component), final course	3

Instructional Design Strand, choose one (3 semester hours)

TTE 620	Instructional Technology	3
EDA 624	Technology and Best Practices for School Improvement	3
EDG 603	Selected Topics in Technology in Education*	1-3

Distance Learning and Web Concepts Strand, choose one (3 semester hours)

TTE 641	Distance Learning Design and Methodology	3
EDG 603	Selected Topics in Technology in Education*	3

Technical Component Strand, choose one (4 semester hours)

EDG 603	Selected Topics in Technology in Education*	4
CIT 520	Managing Computer Systems	4
*EDG 603	may be taken when the topic fits the specified strand with advisor approval.	

Content Core (6 semester hours)

Six semester of content related to initial area of teacher's certification. Content courses require advisor's approval.

Electives Core (6 semester hours)

Appropriate coursework taken at the graduate level with approval of student's advisor.

Appropriate coursework taken with approval of student's advisor.

V. Exit criteria

1. Completion of 30 semester hours (at least 15 hours 600 or above) with a minimum 3.00 GPA
2. Completion of area of specialization with a minimum 3.00 GPA
3. Completion of all required coursework used for the certificate with a C or higher.
4. Signed Codes of Ethics for Kentucky School Personnel and College of Education and Human Services
5. Signed copy of Rank I curriculum contract and appropriate area of specialization curriculum contract
6. Successful satisfactory Rank 1 final reflection demonstrating the Kentucky Teacher Standards.

Educational Leadership Rank I Certificate – Supervisor of Instruction Program

Rosa Weaver, Ed.D., Program Director

I. Purpose

The focus of the Supervisor of Instruction Certification Program is to prepare educational leaders for the instructional supervisor position in P-12 schools. The program is designed to build a professional knowledge base, leadership and management skills, and positive attitudes among aspiring educational leaders. The courses and experiences are designed to address the administrative standards of the Educational Professional Standards Board, the Interstate School Leaders Licensure Consortium and the National Council for the Accreditation of Teacher Education.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the *Graduate Catalog* at the time of application in addition to the following criteria.

To be eligible for admission you must have:

1. A master's degree from regionally accredited institution of higher education, with a total cumulative graduate grade point average of a 3.0 on a 4.0 scale.
2. A Kentucky Rank II teaching certificate or out-of-state equivalent.
3. Three (3) years full-time teaching experience.

Application Process:

1. Submit an online application to the Office of Graduate Programs.
2. Submit official transcripts of undergraduate and graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit a copy of Kentucky teaching certificate or out-of-state equivalent.
4. Submit three (3) letters of recommendation using the recommendation form found on the Office of Graduate Programs website and completed by educational associates who can attest to your potential success as a school leader. At least one letter must be from your current building principal or district supervisor. Letters must be on letterhead and signed by the recommender.
5. Submit letter of introduction and interest (500 words maximum) in which the candidate briefly describes his/her educational and leadership background along with future career goals and aspirations.
6. Submit three (3) written essays *(approximately 500 words each) that include:
 - a. Personal leadership philosophy;
 - b. Effective teaching/learning practices;
 - c. Evidence of ability to improve student achievement.
7. Completed an interview with NKU leadership faculty and P-12 instructional leaders**.

* These essays will be scored using a rubric that assesses use of best practice, communication skills, dispositions and technology. The rubric has been developed by university faculty and P-12 district administrators.

** After a thorough review of the application materials, the admissions committee will select candidates to be interviewed. The interview may be with the candidate individually or in a group setting and will include the completion of an on-demand essay. The interview will seek evidence of knowledge of curriculum and assessment, leadership and management

potential, and dispositions associated with effective leadership. The committee will review all available data to assess the overall potential of the candidate for success in the program before making a final decision about acceptance.

IV. Curriculum Requirements

Level One Course Sequence (18 semester hours)

EDA 601	Introduction to School Leadership and Administration	3
EDG 618	Advanced Curriculum Studies	3
EDA 624	Pupil Assessment and Evaluation	3
EDA 628	School Law and Ethics	3
EDA 634	Leadership for Human Resources Development in Schools	3
EDA 638	The Supervisor	3

Level Two Course Sequence (12 semester hours) - If not previously taken in the Principal Preparation program

EDA 610	School Leadership Practicum	3
EDA 640	Legal and Parent Issues in Special Education	3
EDA 650	Leadership for School Program Improvement	3
EDG 634 or EDG 636 or approved elective.	(The elective must be approved by student's faculty advisor.)	3

V. Exit Requirements

The certification will be awarded to candidate upon

1. completion all coursework with a minimum GPA of 3.0 on a 4.0 scale.
2. Competition of all coursework used for the certificate with a C or higher.
3. submission of satisfactory portfolio that meets the ISLLC Standards.
4. submission of the appropriate TC-1 and other appropriate documents to the Counseling, Social Work, and Educational Leadership Graduate Office in BEP 203.

Educational Leadership School Superintendent Certification Program

Rosa Weaver, Ed.D., Program Director

I. Purpose

The purpose of the School Superintendent Certification Program is to select outstanding, experienced school leaders and to prepare them with the knowledge, skills, and dispositions to be the effective district administrators. The courses and experiences are designed to address the administrative standards.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following criteria.

To be eligible for admission you must have:

1. Submit an online application to the Office of Graduate Programs.
2. A master's degree from regionally accredited institution of higher education, with a total cumulative graduate grade point average of a 3.0 on a 4.0 scale.
3. A current Kentucky Rank II or Rank I teaching certificate or out-of-state equivalent.

4. Three (3) years full-time teaching experience.
5. Two (2) years or more full-time experience in one or more of the following positions:
Elementary, Middle, or High School Principal; Supervisor of Instruction; Guidance Counselor; Director of Pupil Personnel; Director of Special Education; School Business Administrator; Coordinator/Administrator/Supervisor of District Services; Local District Coordinator of Vocational Education
6. Level I and II principal preparation and certification for any one of the following positions:
Elementary Principal (grades P-4); Middle School Principal (grades 5-8); Secondary School Principal (grades 9-12); School Principal (P-12).

Application Process:

1. Submit an online application to the Office of Graduate Programs.
2. Submit official transcripts of undergraduate and graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit a copy of current Kentucky teaching certificate or out-of-state equivalent showing principal certification level I and Level II.
4. Submit evidence of the three years of classroom experience, two years of administrative experience (see above)
5. Three (3) letters of recommendation using the recommendation form found on the Office of Graduate Programs website and completed by educational associates who can attest to your potential success as a school leader. At least one letter must be from your current building principal or district supervisor. Letters must be on letterhead and signed by the recommender.
6. Completed an interview with NKU leadership faculty and P-12 instructional leaders. *

*After a thorough review of the application materials, the admissions committee will select candidates to be interviewed. The interview may be with the candidate individually or in a group setting and will include the completion of an on-demand essay. The interview will seek evidence of knowledge of curriculum and assessment, leadership and management potential, and dispositions associated with effective leadership. The committee will review all available data to assess the overall potential of the candidate for success in the program before making a final decision about acceptance.

IV. Curriculum Requirements

The program requirements for the Professional Certificate for School Leadership-School Superintendent include completion of a minimum of 12 course credit hours and must include the following courses or equivalent substitute courses as approved by the Department of Teacher Education and School Leadership:

EDA 639	The School Superintendency	3
EDA 649	School System Administration	3
EDA 659	Strategic Management in Education	3
EDA 679	School Superintendent Practicum I	1
EDA 680	School Superintendent Practicum II	1
EDA 681	School Superintendency Practicum III	1

The remaining course credit hours must include those courses needed to complete Level I and II preparation and certification for either a principal position or a position as instructional supervisor. Courses completed under these criteria must total a minimum of 27 course credit hours of completed work.

V. Exit Requirements

The certification will be awarded to candidate upon:

1. satisfactory completion of all required coursework with a minimum GPA of 3.0 on a 4.0 scale.
2. Completion of required coursework used for certificate with a C or higher.
3. satisfactory performance on the ISLLC Standards.
4. minimum GPA of 3.0 or higher.
5. submission of the appropriate TC-1 and other appropriate documents to the Counseling, Social Work, and Educational Leadership Graduate Office in BEP 203.

Education Specialist in Educational Leadership

P-12 Principal Preparation

Rosa Weaver Ed.D., Program Coordinator

I. Purpose

The Education Specialist in Educational Leadership degree will lead to P-12 Principal certification in Kentucky. The Principal Preparation certificate program is to train and develop excellent teachers for administrative positions as elementary, middle and secondary school principals.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203

edleadership@nku.edu or (859) 572-7892

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following criteria:

1. Copy of valid teaching certificate showing successful completion of three (3) years full-time documented teaching experience in a school which meets the state performance standards as established in KRS 156.560.
2. Official transcripts sent from all undergraduate and graduate institutions attended. One transcript must show completion of Master's degree from an accredited institution of higher education, with a total cumulative grade point average of no less than 3.5 on a 4.0 scale
3. Three recommendations—one must be from current principal and/or supervisor completed on the Ed.S. recommendation forms.
4. Supplemental Application, including three essays which attest to candidates skills and understanding of: Leadership; Ability to Improve Student Achievement; Advanced Curriculum, Instruction, and Assessment.
5. A professional folio presented in an innovative and attractive manner including at least three documents that demonstrate successful teaching, and at least three artifacts that support successful leadership activities.
6. Successful completion of an interview, including an on-demand writing sample in response to a case study with a satisfactory score.
7. Approval of interview committee and program director

IV. Curriculum Requirements

Level One Course Sequence (30 semester hours)

Completion of all course in the level one sequence is required to serve in the position of school principal.

EDA 691	Principal as Researcher: Designing Collaborative Action Research	2
EDA 604	Principal as Culture Builder: Roles and Responsibilities in a PLC	3
EDA 605	Principal as Culture Builder: Fieldwork	1

EDA 606	Principal as Educational Leader: Designing Curriculum	3
EDA 607	Principal as Educational Leader: Fieldwork	1
EDA 608	Principal as Assessor: Data Informed Decision Making	3
EDA 609	Principal as Assessor: Fieldwork	1
EDA 611	Principal as Supervisor: Building Teacher Capacity	3
EDA 612	Principal as Supervisor: Fieldwork	1
EDA 613	Principal as Manager: School Improvement Plans	3
EDA 614	Principal as Manager: Fieldwork	1
EDA 615	Principal as Facilitator: Leveraging Community Systems and Resources	3
EDA 616	Principal as Ethical Leader: Legal Perspectives through Case Studies	3
EDA 692	Principal as Researcher: Theory to Practice	2

Level Two Course Sequence (6 semester hours)

Completion of all courses in the level two sequence to obtain the first five year renewal of the school principal certificate

EDA 617	Principal as Practitioner I	3
EDA 618	Principal as Practitioner II	3

V. Exit Requirements

1. Completion of all coursework listed on following page for the Education Specialist in Educational Leadership program with minimum 3.0 GPA.
2. Completion of all required coursework used for the degree with a C or higher.
3. Complete all six anchor assessments successfully with satisfactory performance on ISLLC standards.
4. Capstone project and two presentations
5. Signed curriculum contract(s) for Education Specialist in Educational Leadership program and signed Code of Ethics
6. Submission of TC-1 form with other required documents to the Graduate Education Office (BEP building).

VI. Additional Requirements

The certification will be awarded to candidate upon:

1. Completion appropriate testing as required by the Kentucky Education Professional Standards Board (EPSB) for School Leaders License Assessment with a minimum 165 passing score and the Kentucky Principal Test with a minimum passing score of 85. *Requirements and passing scores for teacher certification are subject to change. For the most current PRAXIS II testing requirements, go to the Kentucky Education Professional Standards Board website (<http://www.epsb.ky.gov>)*
2. Completion of five years of successful teaching
3. Submission of the appropriate TC-1 and other appropriate documents to the Counseling, Social Work, and Educational Leadership Graduate Office in BEP 203.

Doctor of Education (Ed.D.) in Educational Leadership

Paul J. Wirtz, Ph.D., Program Director

I. Purpose

The Doctor of Education (Ed.D.) in Educational Leadership Program is designed to enhance leadership skills for instructional and administrative leaders in P-20 settings, as well as other instructional specialists.

II. Contact Information

Educational Leadership Programs – BEP 209
edd@nku.edu or (859) 572-7899

III. Admission Requirements

To be considered for admission to the Ed.D. program, an applicant must have:

1. a master's (or specialist) degree in education or a related field from a regionally accredited institution of higher education with a minimum graduate GPA of 3.25 (on a 4.0 scale).
2. five or more years of educational leadership experience (may include a combination of instructional and/or administrative leadership).
3. a minimum combined verbal and quantitative GRE score of 1000 (or approved equivalent) taken within the past 5 years.

IV. Application Process

The application process has two parts. The first consists of the documents required to be submitted. The second part is the interview.

A. Documents to Be Submitted

The completed application file will contain the following documents. No application will be considered until all documents have been received.

1. NKU graduate application. A link to the website can be found at <http://gradschool.nku.edu>.
2. a letter (1000 words maximum) describing your educational and leadership background, professional goals and aspirations, and leadership style and philosophy.
3. a professional vitae (including educational background, employment history, awards, and accomplishments).
4. official transcripts of graduate courses and degrees. These should be sent directly to the Office of Graduate Programs at NKU from the issuing institutions.
5. Leadership Situation Account (500 words) that answers to the following questions:
 - a. Think of a significant event that involved you in a leadership/teaching/learning role with one or more people. The event you describe should be one that has personal meaning for you (something that interested you, something that made you wonder, something that made you feel good, something that just didn't work out as you had hoped, etc.). Include as much detail as possible when answering the following questions:
 - b. Describe the situation as it occurred at the time.
 - i. What did you do in that particular situation?
 - ii. How did you feel about the situation at the time you were experiencing it?
 - iii. How do you feel about the situation now?
 - iv. What would you change, if anything?
6. A minimum of three (and maximum of five) letters of recommendation from supervisors, professional colleagues, and university faculty addressing dispositional and leadership skills as well as potential for success in doctoral studies.

B. Admission Interview

After a thorough review of the application materials, the admissions committee will select candidates to be interviewed. The committee will review all available data to assess the fit and overall potential of the candidate for success in the program before making a final offer for admission.

V. Initial Admission

Candidates are admitted to doctoral study on a probationary basis before being formally admitted to degree study. The decision to admit a candidate to doctoral work constitutes major commitments from the candidate, employer, and the university faculty who will advise, instruct, evaluate, and guide the candidate in the courses and dissertation studies. Candidates will take and successfully complete 18 semester hours in selected courses prior to gaining regular admission status.

VI. Admission to Candidacy

Admission to Candidacy is granted after you have:

1. fulfilled all the prerequisites for full admission to the degree program;
2. completed at least 80% of the prescribed course work for the degree with a grade point average of 3.0 or higher;
3. passed a comprehensive assessment process conducted and evaluated by the your examination committee;
4. filed a Petition for Admission to Candidacy approved by the advisor and the dean.

Students must be admitted to candidacy prior to beginning work on the dissertation.

VII. Curriculum Requirements

Foundations Core Requirements – 12 Credit Hours

EDD 801	Leadership: Personal and Professional Perspective	3
EDD 802	Contemporary Issues in Regional Stewardship	3
EDD 803	Transformational Leadership	3
EDD 829	Regional Stewardship: A Collaborative Project	3

Research/Dissertation Requirements – 21 Credit Hours

EDD 810	An Introduction to Action Research, Academic Writing, and the Dissertation Process	3
EDD 811	Qualitative Research	3
EDD 812	Understanding Statistics	3
EDD 849	Dissertation Seminar	6
EDD 898	Dissertation Research (6-12)	

Specialization Requirements — 12 Credit Hours (Choose four of the following)

EDD 821	Organizations as Social Systems	3
EDD 822	Legal and Ethical Issues for Educational Leaders	3
EDD 825	Performance Appraisal: Evaluating People and Programs	3
EDD 830	Transformative Curriculum Design	3
EDD 832	Leading Through Technology	3
EDD 833	Leadership in a Multi-Cultural Society	3

Cognate (Endorsements, Certificates, Themes) – 15 Credit Hours

VIII. Exit Requirements

To be awarded the degree you must:

1. successfully complete all 60 hours of coursework listed above with a 3.0 or higher.
2. pass the comprehensive assessment process.
3. successfully complete and defend your dissertation.

Master of Science in Clinical Mental Health Counseling

Kerry Sebera, Ph.D. Program Director

I. Purpose

The Master of Science in Clinical Mental Health Counseling prepares students to be eligible for licensure as clinical mental health counselors. Specifically, this program prepares counselors for community agencies and other mental health settings.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203
counselored@nku.edu; 859-572-7892

The Master of Science in Clinical Mental Health Counseling is administered by the Department of Counseling, Social Work and Leadership, located in the Business-Education-Psychology Center (BEP), Suite 203. Dr. Kerry Sebera Director at (859) 572-5604 or via e-mail at seberak1@nku.edu

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following:

To be eligible for admission you must have: A bachelor's degree from regionally accredited institution of higher education, with a total cumulative undergraduate grade point average of a 2.75 on a 4.0 scale.

Application Process:

1. Submit an online application to the Office of Graduate Programs
2. Submit official transcripts of undergraduate and any graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit official scores from the Graduate Record Exam (GRE)
4. Submit the supplemental counseling programs application.
5. Submit A 500-700 word essay demonstrating evidence of your potential to work effectively with people, reasons for wanting to become a professional counselor, any relevant work or volunteer experiences, and examples of important events that have influenced your career goals.
6. Three letters of reference from people (former instructors, supervisors, colleagues, etc.) who are qualified to evaluate academic and professional potential in the field of counseling. NKU graduate reference forms are available for download at gradschool.nku.edu and must be included with ALL reference letters.
7. Submit a professional resume tailored to educational goals, including educational background, employment history, awards, and accomplishments.
8. Successfully complete an interview with the Counselor Education Program Admissions Committee.

A criminal background check (state and federal), although not required for admission to the program, will be required prior to enrollment in the counseling practicum and internship classes.

IV. Curriculum Requirements

The coursework for the Clinical Mental Health Counseling program corresponds to the academic and experiential standards outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Kentucky and Ohio counseling licensure boards.

Required Coursework

COU 600 Orientation to Clinical Mental Health Counseling

COU 601	Legal and Ethical Issues in Counseling	3
COU 610	Counseling Diverse Populations	3
COU 620	Human Development	3
COU 621	Counseling Children	3
COU 630	Career Counseling	3
COU 640	Counseling Techniques	3
COU 641	Theories in Counseling and Psychotherapy	3
COU 642	Counseling Families and Couples	3
COU 650	Theories and Practice of Group Counseling	3
COU 660	Assessment and Evaluation in Counseling	3
COU 661	Advanced Assessment	3
COU 670	Diagnosis of Mental & Emotional Disorders	3
COU 671	Treatment Planning in Counseling	3
COU 672	Psychopathology	3
COU 675	Substance Abuse and Addictions	3
COU 680	Research Methods and Program Evaluation	3
COU 690	Community Practicum	3
COU 691	Internship I	3
COU 692	Internship II	3

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V. Exit Requirements

Students will complete all coursework following the academic policies of the university. At the conclusion of their plan of study all students must take a comprehensive exam (usually in their final semester of enrollment) prescribed by the counselor education program faculty.

Master of Arts in School Counseling

Provisional Kentucky School Counseling Certificate

Standard Counseling/Guidance Certificate

Rank II and Rank I Certificates

Brett Zyromski, Ph.D., Program Director

I. Purpose

The Master of Arts in School Counseling is to prepare students to become professional counselors. The development of a strong professional identity, a rich knowledge base, and expertise in the skills of counseling are essential to respond to the multitude of societal changes and to the ever-expanding counseling profession. Specifically, this program prepares quality counselors for public schools in P-12 settings.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203

schoolcounseling@nku.edu or (859) 572-7892

The Counselor Education Program is administered by the Department of Counseling, Social Work and Leadership, located in the Business-Education-Psychology Center (BEP), Suite 203. Dr. Brett Zyromski Director at (859) 572-5604 or via e-mail at zyromskib1@nku.edu

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following:

To be eligible for admission you must have: A bachelor's degree from regionally accredited institution of higher education, with a total cumulative undergraduate grade point average of a 2.75 on a 4.0 scale.

Application Process:

1. Submit an online application to the Office of Graduate Programs
2. Submit official transcripts of undergraduate and any graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit official scores from either the Graduate Record Exam (GRE), Miller Analogies Test (MAT), **or** PLT Praxis Test. This requirement will be waived for those individuals who have already completed a Master's degree.
4. Submit the supplemental counseling programs application.
5. Submit A 500-700 word essay demonstrating evidence of your potential to work effectively with people, reasons for wanting to become a professional school counselor, any relevant work or volunteer experiences, and examples of important events that have influenced your career goals.
6. Three letters of reference from people (former instructors, supervisors, colleagues, etc.) who are qualified to evaluate academic and professional potential in the field of counseling. NKU graduate reference forms are available for download at gradschool.nku.edu and must be included with ALL reference letters.
7. Submit a professional resume tailored to educational goals, including educational background, employment history, awards, and accomplishments. Submit a copy of a Kentucky Statement of Eligibility or a teaching certificate if applicable.
8. Successfully complete an interview with the Counselor Education Program Admissions Committee.

A criminal background check (state and federal) although not required for admission to the program will be required prior to enrollment in the counseling practicum class. This requirement will be waived for individuals currently employed in the public schools.

IV. Curriculum Requirements

The coursework for the school counseling program corresponds to the academic and experiential standards outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Experienced School Counselor Standards established by the Kentucky Education Professional Standards Board.

Required Coursework

COU 601	Legal and Ethical Issues in Counseling	3
COU 602	Orientation to Professional School Counseling	3
COU 610	Counseling Diverse Populations	3
COU 620	Human Development	3
COU 621	Counseling Children	3
COU 630	Career Counseling	3
COU 640	Counseling Techniques	3
COU 641	Theories in Counseling and Psychotherapy	3
COU 650	Theories and Practice of Group Counseling	3
COU 654	Counseling Services in the Schools	3
COU 660	Assessment and Evaluation in Counseling	3
COU 675	Substance Abuse and Addictions	3
COU 680	Research Methods and Program Evaluation	3
COU 691	Internship I	3
COU 692	Internship II	3
COU 693	School Counseling Practicum	3

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4. Signed copy of Master of Arts in School Counseling curriculum contract
5. At the conclusion of their plan of study all students must take a comprehensive exam (usually in their al semester of enrollment) prescribed by the counselor education program faculty
6. For Certification: Completion of all courses (48 semester hours) and Praxis exam(s) if required by KYEPSB.

Provisional Counseling/Guidance Certificate Upon completion of the 48 hour masters degree in school counseling the individual is eligible for the Kentucky Provisional School Counseling Certificate. This certificate is award by the Kentucky Educational Professional Standards Board with a recommendation from NKU. The initial Provisional School Counseling Certificate is valid for five years. The Provisional Certificate allows you to seek employment as a school counselor. The individual has five years to complete the requirements for the Standard Guidance Certificate or renew the provisional certificate with additional coursework in counseling. A TC-1 form must be submitted to the COEHS Graduate Education Office to apply for the certification.

Standard Counseling/Guidance Certificate The Standard Guidance Certificate requires 54 hours in counseling and may be earned with six additional hours beyond the 48 hour masters degree in counseling. The additional hours beyond the degree will be program planned by the student and his/her advisor. The Standard Guidance Certificate also requires one year of successful public school employment as a school counselor. For those individuals not holding a teaching certification two years of successful experience as a school counselor are required. A TC-1 form must be submitted to the COEHS Graduate Education Office to apply for the certification.

Those individuals with counseling degrees of less than 48 hours may meet the curriculum requirement of the standard certification by taking additional course work in a planned counseling program for a total of 54 hours including their master's degree in counseling.

Rank II and Rank I The Kentucky Rank II credential will be recommended for the candidate seeking the 48 hour School Counseling degree upon completion the first 33 hours from the degree program. Rank I is a sixty hour program and will be recommended upon completion of the 48 hour degree and an additional 12 hours. The 12 hours will be an organized program planned by the student and their advisor and will be chosen to address specific areas to be strengthened. A TC-1 form must be submitted to the COEHS Graduate Education Office to apply for the certification.

Potential Coursework for the Standard Guidance and Rank I Certificates

COU 642	Counseling Families and Couples	3
COU 661	Advanced Assessment	3
COU 670	Diagnosis of Mental & Emotional Disorders	3
COU 671	Treatment Planning in Counseling	3
COU 672	Psychopathology	3
COU 674	Crisis Intervention and Crisis Counseling	3
COU 691	Internship I	3
COU 692	Internship II	3
COU 694	Special Topics in Counseling	3
COU 699	Independent Study	3

V. Exit Requirements

1. Students will complete all coursework with a minimum 3.00 GPA
2. Completion of all required courses used for the degree with a C or better.
3. Signed Codes of Ethics for Kentucky School Personnel and College of Education and Human Services

Master of Social Work (MSW)

Holly Riffe, Ph.D., MSW, Program Director

I. Purpose

The Master of Social Work (MSW) area of concentration is families and children. The area of concentration prepares students to refine and advance the quality of social work practice; including, assessment of families and children, and therapeutic processes. Effective family-centered professional practice integrates, synthesizes, and applies a broad range of interdisciplinary and multidisciplinary knowledge and skills.

II. Contact Information

Counseling, Social Work, and Educational Leadership Graduate Office – BEP 203H
msw@nku.edu or 859-572-7892

III. Admission Requirements

Individuals applying must meet all requirements for admission to graduate study at Northern Kentucky University as defined by the Graduate Catalog at the time of application in addition to the following criteria.

To be eligible for admission you must have:

1. A bachelor's degree from regionally accredited institution of higher education, with a total cumulative undergraduate grade point average of a 3.0 on a 4.0 scale.
2. Undergraduate foundation courses, completed with a *B* (equaling quality points of 3.0) or better, in:
 - Psychology
 - Sociology
 - Statistics

Application process:

1. Submit an online application to the Office of Graduate Programs
2. Submit official transcripts of undergraduate and any graduate coursework sent directly from all institutions of higher education previously attended.
3. Submit a letter of intent: A one to two (1-2) page statement of how you intend finish the program, how it will apply to your career aspirations, and what specific skills you hope to gain in this program.
4. Submit a Situation Essay (500 words) which addresses the following questions:

Think of a significant event that involved you in a social work or helping role with one or more people. The event you describe should be one that has personal meaning for you (something that interested you, something that made you wonder, something that made you feel good, something that just did not work out as you had hoped, etc.) Include as much detail as possible when answering.

- Describe the situation as it occurred at the time.
- What did you do in that particular situation?
- How did you feel about the situation at the time you were experiencing it?
- How do you feel about the situation now?
- What would you change, if anything?

5. Three letters of reference from people (former instructors, supervisors, colleagues, etc.) who are qualified to evaluate academic and professional potential in the field of social work. NKU graduate reference forms are available for download at gradschool.nku.edu and must be included with ALL reference letters.
6. Submit a professional resume tailored to educational goal, including educational background, employment history, awards, and accomplishments.
7. Successfully complete an interview* with Master of Social Work Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the profession.

* After a thorough review of the completed application files and application materials, the admissions committee will select candidates to be interviewed. The committee will review all available data to assess the fit and overall potential of the candidate for success in the program before making a final offer for admission.

IV. Curriculum Requirements

The schedule for graduate students pursuing the Master of Social Work degree is a total of sixty (60) semester hours.

SWK 600	Ethics	3
SWK 601	Multiculturalism	3
SWK 610	Social Work Practice I	3
SWK 611	Practice II Communities & Organizations	3
SWK 612	Addiction and Family Violence	3
SWK 613	Practice III Children & Adolescents	3
SWK 614	Practice IV Families	3
SWK 620	Contemporary Social Welfare Policy	3
SWK 621	Public Family Policy	3
SWK 630	Human Behavior in the Social Environment	3
SWK 640	Research I	3
SWK 641	Applied Research I	3
SWK 643	Applied Research II	3
SWK 650	Field Experience I(300 hours)	3
SWK 651	Field Experience II (300 hours)	3
SWK 652	Field Experience III (300 hours)	3
SWK 670	Mental Health, Mental Illness, and Psychiatric Diagnosis	3
SWK 680	Integrative Seminar	3
	Social Work Elective (approved by advisor)	3
	Social Work Elective (approved by advisor)	3

V. Exit Requirements

1. Students must continually adhere to the National Association of Social Workers Code of Ethics.
2. Students must complete of all coursework with a minimum 3.0 GPA.
3. All required coursework used for the degree must be a *C* or higher.
4. Individuals applying for graduation must meet all requirements degree completion at Northern Kentucky University as defined by the Graduate Catalog in effect when admitted to the program in addition to the above criteria.

College of Informatics

Master of Arts in Communication

Rachel Lyon, M.F.A., Chair

Jimmie Manning, Ph.D., Program Director

I. Introduction

The program's focus is applied, professional, organizational or corporate communication, designed for and especially appropriate for students seeking a terminal degree for various professions (some students may decide to pursue doctoral education in communication after completing the MA in Communication). The Master of Arts in Communication offers graduate students the opportunity to apply theory and research in various ways, which may include analyzing and evaluating the impact of communication on society, engaging in basic and applied research, developing and conducting persuasive campaigns, preparing for teaching at the college level, preparing for additional graduate research/education, creating media and communication programming, planning and carrying out communication audits, evaluating various forms of discourse, and developing the ability to manage the communication function in organizations.

The program is designed for students who want to develop an advanced understanding of communication theories and applications and want to do so through an intensive educational experience in small and highly participative classes and in directed individualized research projects with faculty members. The Master's program in Communication is accessible and conveniently scheduled for full-time professionals in the metropolitan region as well as full-time graduate students.

Graduates of the program may choose to further their graduate education, apply their research, enhance their professional development in organizations, or teach basic communication in post-secondary institutions.

II. Office of the Master of Arts in Communication Program

The MA in Communication Program is administered by the Department of Communication, located in 424 Griffin Hall. For additional information, visit macom.nku.edu or call Dr. Jimmie Manning, MA in Communication director, located in 424 Griffin Hall, at (859) 572-1329. Conversations and campus tours can be arranged with the graduate program director or graduate assistant. E-mail inquiries may be sent to macomm@nku.edu or manningj1@nku.edu. Once admitted to the program, graduate students must be advised by the Graduate Program Director and register for classes.

III. Admission Requirements

In order to be considered for regular admission to the M.A. in Communication program, you will need:

1. An online application for admission to Northern Kentucky University (gradschool.nku.edu).
2. A bachelor's degree at a regionally accredited institution with a grade-point average (GPA) of at least 3.00 or higher on a 4.0 scale.
3. Previous graduate work with a grade-point average (GPA) of at least 3.00 or higher on a 4.0 scale.
4. Official transcripts for all undergraduate and graduate work, including all work transferred into other institutions..
5. Submission of scores from the general test of the Graduate Record Exam (GRE).
6. A 500-word statement of interest explaining why you seek to earn a Master's in Communication at Northern Kentucky University.
7. Three letters of recommendation (specifically explaining your academic preparation and potential for success in graduate study) and

completed NKU Graduate Programs reference forms. These may be found at http://gradschool.nku.edu/pdf/ref_form.pdf. The letters should be addressed to Dr. Jimmie Manning and should be sent by the person recommending you directly to Northern Kentucky University, Office of Graduate Programs, AC 302, Nunn Drive, Highland Heights, KY 41099.

IV. 3/2 Program Admission

Undergraduate students currently enrolled in a program of study at Northern Kentucky University and who demonstrate outstanding promise may be considered for the 3/2 Program, a program allowing early admission for M.A. in Communication studies. Early admission allows students to concurrently begin work on the master's degree while finishing a bachelor's degree at Northern Kentucky University. Unlike regular admission, 3/2 admission only occurs once per year. All materials must be submitted by March 1 for the admission application to receive full consideration. Students admitted to the M.A. in Communication Program must complete their bachelor's degree requirements plus the 30 hours required at the graduate level for the M.A. degree. In order to be considered for early admission to the M.A. in Communication program, you will need the following:

1. An online application for admission to Northern Kentucky University as a graduate student (gradschool.nku.edu).
2. A cumulative grade-point average (GPA) of 3.25 or higher on a 4.0 scale, at least 45 hours of academic credit earned at the time of the application, and current enrollment in a Northern Kentucky University bachelor's degree program.
3. A sample of academic writing from a previous or current class (with instructor's grading and remarks, if possible).
4. A 500-word statement of interest for why you want to be a part of the Master's in Communication program at Northern Kentucky University.
5. A letter from a Northern Kentucky University faculty sponsor specifically explaining your academic preparation and potential for success in graduate study. This letter may be sent via e-mail to Dr. Jimmie Manning at manningj1@nku.edu.
6. Students must agree to take both a three credit hour seminar from the Northern Kentucky University Honors Program as well as COM 498 Communication Proseminar as part of their undergraduate course load.

V. Application Process

Once all parts are submitted to the Office of Graduate Programs, your file will be forwarded to the Communication Graduate Program Director and reviewed. The Priority deadline for receipt of materials for regular admission is February 1 to begin in the fall semester; however, applications will be reviewed for regular admission on a rolling basis throughout the year, and as long as the program can accommodate outstanding students they will be accepted. Students may apply to begin in any of our three semesters (August, January or May). Students interested in attending graduate school full-time (3-4 courses per term) may apply for a graduate assistantship which includes tuition remission and a stipend for 20 hours of work per week. Applications are available at <http://jobs.nku.edu> under student employment (graduate assistant positions). Graduate assistants will be selected on a competitive basis by the graduate program director.

VI. Curriculum

A. Theory/Method (both courses required)

COM 601	Communication Theory
COM 602	Communication Research Methods

B. Electives (6-8 courses)*

COM 520	Relational Communication
COM 548	Popular Culture Studies
COM 550	Digital Media
COM 560	Rhetorical Criticism
COM 571	Critical Ethnography
COM 572	International Media Systems
COM 575	Intercultural Communication
COM 580	Sexuality and Communication
COM 594	Intermediate Topics in Communication
COM 603	Business Communication
COM 604	Organizational Communication
COM 620	Interpersonal Communication
COM 621	Communication Pedagogy
COM 622	Family Communication
COM 624	Gender and Communication
COM 630	Communication Ethics
COM 631	Communication Law
COM 640	Persuasion
COM 655	Health Communication
COM 671	Media Literacy and Criticism
COM 672	Documentary Production
COM 675	Public Relations
COM 677	Organizational Cultural and Identity
COM 678	Public Relations Account Management
COM 685	Language and Social Interaction Theories and Methods
COM 687	Qualitative Research Methods
COM 692	Directed Research in Communication
COM 694	Special Topics in Communication
COM 696	Graduate Internship in Communication
COM 700	Social Informatics
COM 750	Theories and Concepts of Cultural Studies

* Students will select a minimum of eight courses (or 24 credit hours) from *B* above if electing the comprehensive examinations (non-thesis, non-project option). Students will select minimum of six courses (or 18 credit hours) from *B* above if electing the thesis or project option.

Students may take two courses outside of the Communication department only with the prior approval of the program director.

C. Capstone Experience

COM 791	Comprehensive Examinations (0-1 hours)
	OR
COM 793	Thesis (1-6 hours)
	OR
COM 797	Applied Capstone Project (1-6 hours)

Students who have completed six Thesis or Applied Capstone Project hours and have not graduated must enroll in at least one hour of Continuing Capstone Project (COM 798) or Comprehensive Examinations (COM 791) every semester until graduation.

TOTAL NUMBER OF HOURS 30 minimum

VII. Program Requirements

1. Satisfy degree requirements—required courses, a successfully completed capstone experience, and a minimum of 30 semester hours with a GPA of at least 3.00.
2. No more than six hours of *C* grades.

3. Students may take up to six hours of elective courses outside of the COM courses.
4. Students may only take nine credit hours at the 500-level to complete M.A. in Communication degree requirements.

Certificate in Public Relations (15 Hours)

The certificate in Public Relations is a 15-hour certificate program that results in a stand-alone certificate enhancing understanding of public relations theory and practice or that can serve as an embedded certificate in the Master of Arts in Communication degree. The certificate is composed of six hours of required coursework and nine hours of selective electives, all of which can be counted toward a Masters degree in Communication.

The Public Relations Certificate is designed to provide students with the knowledge, skills, and competencies to better understand and perform in areas of public relations and is geared toward teaching students how to apply this knowledge to the workplace.

The certificate allows analysis of public relations case studies, practice in consulting, public relations campaigns, event planning, and other applied public relations practices. This certificate provides students with the opportunity to enact civic engagement, learn about cutting-edge digital technology, and promote understanding of the relationships between organizations and their publics.

Required (6 hours)

COM 675	Public Relations
COM 602	Research Methods
	OR
COM 687	Qualitative Research

Electives (You may choose 9 hours from the following)

COM 540	Communication Ethics
COM 550	Digital Media
COM 560	Rhetorical Criticism
	OR
COM 671	Media Criticism
COM 603	Business Communication
COM 604	Organizational Communication
COM 631	Communication Law
COM 640	Persuasion
COM 655	Health Communication
COM 677	Organizational Culture
COM 678	Public Relations Account Management
COM 700	Social Informatics
ENG 636	Issues in Professional Writing
STA 514	Statistics for Researchers

Certificate in Documentary Studies

The certificate in Documentary Studies requires 12 hours of selected coursework that results in a stand-alone certificate or can serve as an embedded certificate in the Master of Arts in Communication degree. This certificate is designed to provide students with specialized knowledge in the area of documentary theory, practice, and production. The certificate offers students an interactive and hands on learning experience of documentary production through participation in the production of Norse Media, a digital design course which utilizes Photoshop and Flash, and a critical ethnography course where students shoot hours of footage and ultimately compile, edit, and produce their own documentary.

Required (6 hours)

COM 672 Documentary Production
COM 687 Qualitative Research

OR

COM 685 Language and Social Interaction

Electives (Choose 6 hours from the following)

COM 540 Communication Ethics
COM 550 Digital Media
COM 571 Critical Ethnography
COM 631 Communication Law
COM 671 Media Criticism

Certificate in Relationships (15 hours)

The certificate in Relationships is a 15-hour certificate program that results in a stand-alone certificate enhancing understanding of relational practices (through theory and research) or that can complement other Master's degrees where strong relational skills and understanding may be appropriate. The relationship certificate only requires one additional course beyond the required 30 hours for the Master's degree in Communication. This graduate level certificate is designed for students who are interested in intensively studying relationships as they relate to communication, their development over time, and how they are formed and maintained in different contexts.

The goal of this certificate is to enhance individuals' personal relational skills and understandings. Students will have the opportunity to thoroughly research theories and concepts that are associated with relationships and further their knowledge in areas of relationships that interest them. This certificate offers courses that cover such topics as interpersonal communication, family communication, relational communication, gender and sexuality, organizational culture, persuasion, and language and social interaction to name a few.

Upon completion of the certificate students will also have learned the skills necessary to enact civic engagement through respectful and fruitful relationships; become better-understood and better liked in the workplace; become effective communicators when it comes to building, sustaining, or even ending relationships; and promote understanding of human communication across a variety of relational contexts (romantic relationships, friendships, families, the workplace).

Required (6 hours)

COM 620 Interpersonal Communication

OR

COM 520 Relational Communication
COM 693* Relationships Research Practicum

Electives (Choose 9 unique hours from the following)

COM 580 Sexuality and Communication
COM 620 Interpersonal Communication

OR

COM 520 Relational Communication

COM 622 Family Communication
COM 624 Gender Communication
COM 640 Persuasion
COM 655 Health Communication
COM 677 Organizational Culture
COM 685 Language and Social Interaction
COM 700 Social Informatics

* Note: COM 693 will not be for general M.A. in Communication credit. It is a unique class that exclusively applies to the Relationships certificate.

Certificate in Communication Teaching (18 hours)

The Communication Teaching Graduate Certificate is an 18-hour certificate program designed for students who have already earned a Master's degree or those who are working toward their degree. For those students who are working toward their degree only 2 additional courses beyond the required 30 hours are needed to obtain this certificate. By obtaining this certificate, students will meet the current eligibility standards to teach in colleges accredited by SACS to teach communication at the collegiate level. This will allow students to obtain positions as adjunct teachers, lecturers, and teaching assistants for those who choose to apply to a Ph.D. program.

This graduate level certificate primarily focuses on establishing the communication understandings and skills needed to teach courses covering communication content at the collegiate level. More specifically, students will be able to explore interests in communication, work with instructors who are currently teaching communication, improve communication skills relevant to teaching, understand a variety of teaching and learning methods and concepts through a communicative perspective, gain knowledge on communication theory, and engage in current academic research and trends in the field. Finally, the concepts gained will also allow practical communication skills that are versatile and applicable to a variety of personal and professional situations.

This certificate will provide students with an in-depth knowledge of at least two areas of communication, provide them with an understanding of topics and concepts appropriate for the communication classroom, and offer hands-on development of communication teaching methods from current communication teachers.

Required (12 hours)

COM 601 Communication Theory
COM 621 Communication Pedagogy
COM 625 Contemplative Pedagogy
COM 680 Communication Teaching Practicum

Electives (6 hours constituting two areas of teaching specialty)

Specialty Area A: *Public Speaking*

COM 640 Persuasion

OR

COM 560 Rhetorical Criticism

Specialty Area B: *Media Literacy*

COM 671 Media Literacy and Criticism

Specialty Area C: *Interpersonal Communication*

Either COM 620 Interpersonal Communication OR COM 520 Relational Communication

Specialty Area D: *Organizational Communication*

COM 604 Organizational Communication

OR

COM 677 Organizational Culture

Specialty Area E: *Public Relations*

COM 675 Public Relations

Notes: COM 625 and COM 680 will not be for general M.A. in Communication credit. They will be unique classes that exclusively apply to the Communication Teaching Certificate.

Master of Science in Business Informatics (MBI)

W. Benjamin Martz, Ph.D., Chair

Vijay Raghavan, Ph.D., Program Director

I. Introduction

Purpose

The Master of Science in Business Informatics (MBI) offers a challenging, state-of-the-art education to prepare those who participate or intend to participate at an advanced level in the dynamic field of information technology. The program offers practical, hands-on experience and theoretical discussions of current and future trends in developing applications and managing corporate information systems. The program is built on the premise that an information systems manager must be able to:

1. understand the current information technologies.
2. evaluate and adapt new technologies in relation to business needs.
3. comprehend the organizational setting in which these technologies must be implemented.
4. manage information systems as an organizational resource by making critical IS-related decisions and by recruiting and retaining quality information systems personnel.

The innovative curriculum is based on five eight-week terms per calendar year offering full-time or part-time study.

Office of the MBI Program

The MBI Program is in the College of Informatics located in Griffin Hall Suite 400. For more information call (859) 572-6366, e-mail mbi@nku.edu or visit our website at mbi.nku.edu/.

II. Requirements

Additional Admission Requirements

1. A total score of at least 450 on the GMAT or a combined score of 1,000 on the Graduate Record Examination (GRE).
2. An admissions formula total of at least 1,000 points based on the formula (200 x GPA on 4.0 scale) + GMAT or 1,050 points based on the formula (200 x GPA on 4.0 scale for the last 60 semester hours) + GMAT or 1,550 points based on the formula (200 x GPA on 4.0 scale) + GRE
3. Current résumé.

Program Requirements

Foundation Courses

Foundation courses are required for those students admitted to the program with a limited business or programming educational background. The requirement of these courses can be met based on undergraduate/graduate (transcripted) coursework completed or other methods that demonstrate an understanding and proficiency.

Foundation courses include:

MKT 625	Marketing Management	3
MBI 605	Information Systems Development Software	3

MBI Program Outline

The MBI is a 30-semester-hour degree composed of two groups of courses, core and electives (offering four areas of specialization):

Core Courses (21 hours)

MBI 625	Information Systems in Organizations
MBI 630	Systems Analysis and Design
MBI 635	Database Management Systems
MBI 640	Data Communication
MBI 645	Electronic Commerce
MBI 650	Information Technology Project Management
MBI 685	Corporate IS Management (Capstone)

Elective Courses (9 hours) Chosen from:

MBI 647	ERP Business Process Analysis Using SAP
MBI 655	Advanced Business Application Programming
MBI 657	ERP Business Process Integration Using SAP
MBI 660	Data Warehousing and Data Mining
MBI 665	Knowledge Management and Decision Support Systems
MBI 667	ERP Business Intelligence Using SAP
MBI 670	Object-Oriented Software Engineering
MBI 675	Enterprise Workflow Design and Reengineering
MBI 677	ERP Programming for SAP
MBI 680	Global Information Technology and Systems
MBI 682	Information Security and Controls
MBI 684	Quantitative Analysis
MBI 692	Information Systems Research
MBI 694	Topics in Information Systems

Specializations in Electives are available including:

Information Technology Audit Specialization

MBI 682	Information Security and Controls
ACC 625	Accounting for Management
ACC 640	Advanced Auditing

Information Technology Entrepreneurship Specialization (3 courses)

MBI 675	Enterprise Workflow Design and Reengineering (required)
ENTP 640	Entrepreneurship and Innovation (required)
ENTP 670	Managing Growth and Entrepreneurship in Organizations

ENTP 696	Field Experience: Entrepreneurial Studies
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ERP Specialization (3 courses)

MBI 647	ERP Business Process Analysis Using SAP
MBI 657	ERP Business Process Integration Using SAP
MBI 667	ERP Business Intelligence Using SAP
MBI 677	ERP Programming for SAP

Course of Study "B" (Bridge Program)

The purpose of the MBI Course of Study "B" is to provide an alternate entry path into the program for applicants who have earned a three-year bachelor degree (i.e. Bachelor of Commerce) from India or other educational system equivalent (average 90-95 U.S. semester credits). The bridge courses listed below cover course material typically not included in this type of degree. The foundation, core, and elective courses listed below are the same as the regular MBI program course of study. All applicants must meet current MBI program GPA and GMAT/GRE admission standards prior to beginning any coursework.

This course of study requires the completion of 24 graduate hours (through 14 bridge hours and 10 foundation hours of coursework), which is equivalent to 30 undergraduate semester hours to constitute the fourth year of undergraduate work⁽¹⁾. Bridge students will not be allowed to enroll in MBI core and elective courses until they have satisfactorily completed the bridge and MBI foundation courses specified by the MBI program director.

An exception to this rule will be where a student has relevant transcript coursework beyond the three-year undergraduate degree that has been evaluated and qualifies for transfer credit (with a course GPA of 3.00 or greater). The student may then simultaneously complete the remaining bridge and foundation hours and begin MBI core coursework if approved by the MBI program director.

Each student admitted into the MBI Course of Study "B" must satisfy all MBI Foundation course requirements either by relevant transfer credit or by NKU coursework. Students transferring courses to meet bridge requirements must complete the remaining courses needed (as specified by the MBI program director) from the bridge courses listed below to satisfy the computed 120 total-earned-semester-hours requirement. Undergraduate+Bridge+Foundation Course total hours earned should equal/exceed 120 hours.

I. Bridge Courses (at least 14 hours from the following list)

(Substitutions through previous relevant transcript coursework as evaluated and approved by the MBI program director)

SPE 603	Business Communications
PHI 510	Ethics in Information Technology
ECO 610	Business and the Changing Global Environment
MGT 612	Managing People and Organizations
PSY 550	Organizational Psychology
ECO 625	Managerial Economic
IFS 605	Managerial Decision Analysis (2 hrs)
BUS 605	Legal Environment (2 hrs)

II. Foundation Courses

(Substitute through previous relevant transcript coursework) (10 hours)

MKT 625	Marketing Management
MBI 605	Information Systems Development Software

III. MBI Core Courses (21 hours – required)

MBI 625	Information Systems in Organizations
MBI 630	Systems Analysis and Design
MBI 635	Database Management Systems
MBI 640	Data Communications
MBI 645	Electronic Commerce
MBI 650	Information Technology Project Management
MBI 685	Corporate IS Management (Capstone)

Elective Courses (9 hours) Chosen from:

MBI 647	ERP Business Process Analysis Using SAP
MBI 655	Advanced Business Application Programming
MBI 657	ERP Business Process Integration Using SAP
MBI 660	Data Warehousing and Data Mining
MBI 665	Knowledge Management and Decision Support Systems
MBI 667	ERP Business Intelligence Using SAP
MBI 670	Object-Oriented Software Engineering
MBI 675	Enterprise Workflow Design and Reengineering
MBI 677	ERP Programming for SAP
MBI 680	Global Information Technology and Systems
MBI 682	Information Security and Controls
MBI 684	Quantitative Analysis
MBI 692	Information Systems Research
MBI 694	Topics in Information Systems

Specializations in Electives are available including:

Information Technology Audit Specialization

MBI 682	Information Security and Controls
ACC 625	Accounting for Management
ACC 640	Advanced Auditing

Information Technology Entrepreneurship Specialization (3 courses)

MBI 675	Enterprise Workflow Design and Reengineering
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	(required)
ENTP 640	Entrepreneurship and Innovation (required)
ENTP 670	Managing Growth and Entrepreneurship in Organizations
ENTP 696	Field Experience: Entrepreneurial Studies
	<i>ERP Specialization (3 courses)</i>
MBI 647	ERP Business Process Analysis Using SAP
MBI 657	ERP Business Process Integration Using SAP
MBI 667	ERP Business Intelligence Using SAP
MBI 677	ERP Programming for SAP

Certificate in Business Informatics

Vijay Raghavan, Ph.D., Program Director

The Business Informatics Certificate is composed of four classes (12 credit hours) from within the MBI program. It offers an alternative to students not wishing to complete the entire MBI program. Graduates of the Business Informatics Certificate program will be prepared for a wide variety of business-related career paths. Opportunities would include many mid-or upper level management positions in business or technology consulting firms, technology support functions, commercial lending institutions, and private equity firms.

Required:

MBI 625	Information Systems in Organizations
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Plus three of the following:

MBI 630	Systems Analysis and Design
MBI 635	Database Management Systems
MBI 640	Data Communication & Networking
MBI 645	Electronic Commerce
MBI 647	ERP Business Process Analysis Using SAP
MBI 650	Information Technology Project Management
MBI 655	Advanced Business Application Programming
MBI 657	ERP Business Process Integration Using SAP
MBI 660	Data Warehousing and Data Mining
MBI 665	Knowledge Management and Decision Support Systems
MBI 667	ERP Business Intelligence Using SAP
MBI 670	Object-Oriented Software Engineering
MBI 675	Enterprise Workflow Design and Reengineering
MBI 677	ERP Programming for SAP
MBI 680	Global Information Technology and Systems
MBI 682	Information Security and Controls
MBI 692	Information Systems Research
MBI 694	Topics in Information Systems

MBI Certificate Admission Requirements

Prospective students must hold a bachelor's degree from a regionally accredited institution. Students must meet at least one of the following admission criteria:

1. Meet the requirements for admission to the MBI program;
2. Be admitted to the MBI program;
3. Have completed a prior graduate degree;
4. Have two years' relevant professional experience following the completion of a bachelor's degree.

If certificate holders apply to the MBI program, they must meet all MBI admission criteria to be admitted.

Joint JD/MBI (Master of Business Informatics) Degree Program

NKU Chase College of Law and the NKU College of Informatics offer a joint JD/MBI degree.

A student entering the joint JD/MBI program is required to complete 108 semester credit-hours, consisting of 81 hours in the College of Law and at least 27 hours in the College of Informatics. If the same student were to complete each degree separately, he or she would be required to take 90 credit-hours in law and at least 30 in Business Informatics. Thus, the joint degree program allows the student to take 9 fewer law credit-hours and 3 fewer

Informatics credit-hours. This potentially could allow a student to complete the joint degree program as much as a year earlier.

Students currently enrolled in either the MBI or JD program may elect to pursue the joint degree if they comply with the admission requirements of each program.

Informatics Curriculum

The Business Informatics (MBI) portion of this degree offers practical, hands-on experience and theoretical discussions of current and future trends in developing applications and managing corporate information systems. The purpose of the informatics courses is to provide students a good understanding of the information technology and information systems areas so as to incorporate them fully and practically into a legal environment.

The MBI program requires a competence in basic business courses or background. Additional foundation courses may be required for those students admitted to the program with a limited business or programming educational background. The requirement of these courses can be met based on undergraduate/graduate (transcribed) coursework completed or with professional experience.

Required

MBI 625	Information Systems in Organizations (3 credits)
MBI 630	Systems Analysis and Design (3 credits)
MBI 635	Database Management Systems (3 credits)
MBI 640	Data Communication & Networking (3 credits)
MBI 645	Electronic Commerce (3 credits)
MBI 650	Information Technology Project Management (3 credits)
MBI 685	Corporate IS Management (Capstone) (3 credits)

Electives (2 required)

MBI 647	ERP Business Process Analysis Using SAP
MBI 655	Advanced Business Application Programming
MBI 657	ERP Business Process Integration Using SAP
MBI 660	Data Warehousing and Data Mining
MBI 665	Knowledge Management and Decision Support Systems
MBI 667	ERP Business Intelligence Using SAP
MBI 670	Object-Oriented Software Engineering
MBI 675	Enterprise Workflow Design and Reengineering
MBI 677	ERP Programming for SAP
MBI 680	Global Information Technology and Systems
MBI 682	Information Security and Controls
MBI 692	Information Systems Research
MBI 694	Topics in Information Systems

Additional Admission Requirements:

1. A total score of at least 450 on the GMAT or a combined score of 1,000 on the Graduate Record Examination (GRE).

2. An admissions formula total of at least 1,000 points based on the formula (200 x GPA on 4.0 scale) + GMAT **or** 1,050 points based on the formula (200 x GPA on 4.0 scale for the last 60 semester hours) + GMAT **or** 1,500 points based on the formula (200 x GPA on 4.0 scale) + GRE
3. Current résumé.

Students applying to the joint JD/MBI may use the LSAT score in lieu of the GMAT or GRE. Check with the MBI office for current formula.

Law Curriculum

Required Courses for Joint Degree (63 hours)

Basic Legal Skills I (2)
 Basic Legal Skills II (3)
 Civil Procedure I (3)
 Civil Procedure II (3)
 Constitutional Law I (3)
 Constitutional Law II (3)
 Contracts I (3)
 Contracts II (3)
 Corporations (3)
 Criminal Law (3)
 Criminal Procedure (3)
 Evidence (3)
 Tax-Basic Income Tax Concepts (3)
 Legal Analysis and Problem Solving (1)
 Professional Responsibility (3)
 Property I (3)
 Property II (3)
 UCC: Sales and Secured Transactions (3) OR
 UCC: Payment Systems (3)
 Torts I (3)
 Torts II (3)
 Agency, Partnerships and LLCs (3)
 Intellectual Property Survey (3)

Elective Courses (18 hours)

The additional 18 hours needed to fulfill the total of 81 law school hours will be taken from other courses offered by the College of Law, all as elective hours in the joint degree program - whether those courses are offered as Core courses or as Elective courses in the regular law curriculum.

Note: The Core Curriculum will not apply to students in the joint degree program.

Advanced Writing Requirements

Students in the joint degree program shall fulfill both parts of the Advanced Writing Requirement.

Skills Training

Effective with the class entering in fall 2008, every student must pass at least three credit hours of professional skills training beyond the required curriculum. A list of courses that satisfy this requirement is located in the College of Law's Student Handbook.

Additional Information and Requirements

Students enrolled in the joint program should complete their first year of the JD program before beginning to take courses in the College of Informatics. Thereafter, students are encouraged to blend their classes each semester so that a student can gain a better understanding of the interplay between law and informatics.

Students enrolled in the joint degree program are advised to take these courses, as they are available: Patent Law and Patent Prosecution.

No more than 6 hours of credit from courses listed in the "18 Hour Rule" will apply to the 81 hours needed to fulfill the law hours in the joint degree program.

Minimum Law School Grade Point Average

Students in the joint degree program must maintain at least a 2.500 cumulative grade point average in all courses after their first 30 hours of law study and thereafter. Students who do not achieve this GPA will not be permitted to continue in the joint degree program but will be permitted to complete the law degree consistent with academic policies, standards, and requirements applicable to all other law students. The College of Informatics will determine whether that student may continue to pursue the MBI degree outside of the joint degree program.

Academic Standing

A student who fails to meet academic requirements of the College of Informatics but who satisfies the academic requirements of the College of Law will be permitted to continue to pursue his or her law degree. Such a student will be required to meet all of the academic requirements of students who are not in the joint degree program.

A student who fails to meet the academic requirements of the College of Law will not be permitted to continue pursuing the law portion of the joint degree. The College of Informatics will determine whether that student may continue to pursue the MBI degree.

Certificate in Corporate Information Security

Vijay Raghavan, Ph.D., Program Director

I. Introduction

The Certificate in Corporate Information Security is an interdisciplinary program. Coverage includes inspection and protection of information assets, risk analysis, controls and management, threat detection and reaction, incident handling procedures, technical and managerial responses and an overview of the information security planning and staffing functions. The Internet has opened many opportunities for organizations; however, it has also facilitated new and growing threats to corporate information assets. Internally, employee actions either deliberate or through negligence can now cause more damage in a networked environment than ever before. In addition, corporate information handling procedures are now under much greater scrutiny by regulatory bodies especially in the medical and financial sectors. This has been fueled by such laws as Sarbanes-Oxley, HIPAA and Gramm-Leach-Bliley. Therefore, corporate information security professionals require a wide range of knowledge and skills such as the need to know the laws and regulations governing privacy, to identify and assess information risks and vulnerabilities, to implement cost effective controls to mitigate these risks, to know how to apply policies and procedures that protect information assets, and to evaluate and deploy technologies that defend information assets from attack.

The program requires 15 hours of coursework selected from business informatics, computer science, public administration, and accountancy. There are two options within the program: one is for those in the accountancy area (the Assurance Track) and the second is for those in the information technology area (the Applied Technology Track). Only applicants who have an accounting background will be allowed to enroll in the Assurance Track. Only applicants with experience in information technology will be allowed to enroll in the Applied Technology Track.

Purpose

This program helps prepare students to successfully complete various professional certification examinations, including the CISSP (Certified Information Systems Security Professional); CISA (Certified Information Security Auditor); or, the CISM (Certified Information Security Manager). The certificate program provides the in-depth and up-to-date knowledge to perform a

variety of roles as an information security professional within an organization.

II. Admission

Regular Admission

Applicants are eligible for regular admission if they have completed all university admission requirements and prerequisites, including the submission of transcripts showing a bachelor's degree with the required GPA.

III. Academic Requirements

Completion of the CIS certificate requires satisfactory completion of the following courses:

Required courses (4 courses)

MBI 625	Information Systems in Organizations
MBI 682	Information Security and Controls
CSC 580	Computer Security
MBI 640	Data Communications and Networking

OR

CIT 570	Operating System Technology
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Electives (select one)

ACC 640	Advanced Auditing (for Assurance Track)
CSC 584/MAT 584	Cryptology (for Applied Technology Track)

Certificate in Enterprise Resource Planning

Vijay Raghavan, Ph.D., Program Director

The Enterprise Resource Planning Certificate is composed of four classes (12 credit hours) from within the MBI program. It offers an alternative to students not wishing to complete the entire MBI program. Graduates with the Enterprise Resource Planning Certificate program will be prepared for a wide variety of business-related career paths that use Enterprise Resource Applications. Opportunities would include many positions in business that used or were looking to use Enterprise Applications. The Business Informatics Department is a member of the SAP University Alliance Program. This entails the use of the SAP software system to complement academic curricula in ERPs. SAP America, Inc. is the world leader in enterprise business software systems and established its University Alliance Program specifically to increase the supply of ERP/SAP technically qualified persons in the marketplace.

Required:

MBI 685	Corporate Information Systems Management
Plus any three of the following:	
MBI 647	ERP Business Process Analysis using SAP
MBI 657	ERP Business Process Integration using SAP
MBI 667	ERP Business Intelligence using SAP
MBI 677	ERP Programming using SAP/NETWEAVER

ERP Certificate Admission Requirements

Prospective students must hold a bachelor's degree from a regionally accredited institution with an overall minimum undergraduate GPA of 2.5 and at least 3.00 on all graduate work that may apply to the certificate. Students must meet at least one of the following admission criteria:

1. Meet the requirements for admission to the MBI program;
2. Be admitted to the MBI program;
3. Have completed a prior graduate degree;
4. Have two years' relevant professional experience following the completion of a bachelor's degree.

If certificate holders apply to the MBI program, they must meet all MBI admission criteria to be admitted.

Master of Science in Computer Information Technology

Jeff Ward, Ph.D., Interim Chair; Yi Hu, Ph.D., Program Director

I. Introduction

Purpose

The Master of Science in Computer Information Technology (MSCIT) program is centered firmly on information technology (IT) principles and technologies. Although students will develop advanced skills in specific IT technologies, the primary focus is not on technology training but on cultivating deep insights into contemporary IT, so that graduates of the MSCIT program can have a broader impact on the IT workplace – moving beyond mere doing, to teach, lead, and create. Although most of the classes are IT oriented, this graduate program also has an interdisciplinary orientation and students can take elective classes from related areas such as: business informatics, communication, and computer science.

The MSCIT program is designed for students with various backgrounds such as students with bachelor degrees in IT who want to refine and consolidate their knowledge, or seek an advanced degree for career enhancement and students with different bachelor degrees (other than IT), with various levels of IT experience, who understand the increased demand for IT occupations and want to shift their career path, or simply want to have a deep understanding of various IT areas. The MSCIT program is accessible and conveniently scheduled for full-time professionals in the metropolitan region. Classes are offered in the evenings and on week-ends.

Office of the MSCIT Program

The MSCIT program is administered by the Department of Computer Science, located in 461 Griffin Hall. For additional information visit informatics.nku.edu/csc/mscit or call or e-mail Dr. Yi Hu, MSCIT Program Director, at (859) 572-7739; mscit@nku.edu

II. Admission

Regular Admission

Applications for the MSCIT program are accepted for all semesters. In addition to the requirements of the NKU Graduate School (a bachelor's degree from a regionally accredited institution, an undergraduate GPA of at least 2.5, a GPA of at least 3.0 in any graduate work in the same field, demonstration of English proficiency for non-native English speakers, a graduate application submitted with the application fee, and official transcripts; see current catalog for detailed information) the following are required for a regular admission to the MSCIT program:

1. A current resumé.
2. A one-page statement of IT background experience, career goals, and relevant personal interests.
3. Score reports from the general test of the Graduate Record Examination (GRE). This GRE requirement will be waived if the applicant has earned one of the following:
 - a. a bachelor's degree in a science, technology, engineering, or mathematics (STEM) field, with a GPA of 3.0; or
 - b. a previous graduate degree from regionally accredited institution; or
 - c. 12 hours of graduate work at a regionally accredited institution with at least 3.5 GPA.

Although scores make up only one factor in the admissions process, it is anticipated that successful applicants will have scores of at least the following:

Verbal: 500 Quantitative: 600 Analytical Writing: 3.5

Comparable GMAT scores may also be acceptable. The GRE/GMAT code for NKU is 1574.

While not required, recommendation letters (at most two) from individuals qualified to comment on your potential success in both a graduate program and in the Computer Information Technology are encouraged.

Provisional and Conditional Admission

A student who is unable to provide one of the required admissions documents prior to the start of classes, under certain restrictions, may be granted *provisional admission* by the MSCIT Admission Committee.

Students who do not satisfy one or more of the requirements are advised to contact the MSCIT Program Director. Under certain restrictions, *conditional admission* may be possible.

Application Process

Submit your application and direct all transcripts and GRE score reports to Northern Kentucky University, Office of Graduate Programs, AC 302, Nunn Drive, Highland Heights, KY 41099. Deadlines for receipt of materials are: August 1 for fall semester, December 1 for spring semester, and May 1 for summer session. (The deadlines for international students are: June 1 for fall semester and October 1 for spring semester). All applicants with transcripts from outside the U.S. must have those transcripts evaluated course by course by an approved foreign education evaluation service. These must be submitted along with original or certified copies of the transcripts.

III. Academic Requirements

Overview

To earn a Master of Science in Computer Information Technology, students are required to complete:

1. A minimum of 30 graduate credits.
2. 6 credits in Required Intermediate Core Classes. These classes will be waived if taken as an undergraduate.
3. 12 credits in Required Advanced Core Classes.
4. At least 18 credits in Elective Classes from which a minimum of nine credits must be in Advanced Electives (600 level classes).
5. At least 21 credits in CIT classes from which a minimum of 15 credits must be CIT 600-level classes (these credits include Intermediate Core, Advanced Core and Elective Classes).
6. The students without the necessary IT background may be required to take one or two of the available Bridge Classes.

Bridge Courses

Some students entering the MSCIT program may not have the necessary undergraduate background for advanced coursework in Computer Information Technology. The bridge courses will offer an intensive review of IT fundamental domains such as: UNIX, system administration, elements of security, databases, and networks, scripting and web programming, etc. The required courses in this category will be determined, after review of transcripts and consultation with the student, by the MSCIT Admission Committee. The bridge courses do not count toward the 30 graduate credits required for this program.

CIT 500	Information Technology Fundamentals	3
CIT 501	Scripting	3

Intermediate Core Course

The following two courses are required if they have not already been completed at the undergraduate level. These courses may be waived by the MSCIT Admission Committee, after review of all transcripts and consultation with the student.

CIT 547	Network Design/Troubleshooting	3
CIT 572	Database Administration	3

Advanced Core Courses

The following four courses are all required.

CIT 668	System Architecture	3
CIT 672	Advanced Database Administration	3

CIT 696	Best Practices in Information Technology Seminar	3
MBI 650	Information Technology Project Management	3

Elective Courses

Students must take at least 18 credit hours of the courses below, at least nine hours of which must be from the Advanced Elective Classes (600 level). All of these courses must be taken in graduate status. No more than six combined hours of CIT 599 and CIT 699 may be counted toward the degree.

Intermediate Elective Courses

CIT 530	Computer Forensics	3
CIT 536	Web Server Administration	3
CIT 565	Storage Administration	3
CIT 570	Advanced Network and System Administration	3
CIT 583	Scripting II	3
CIT 584	Network Security	3
CIT 586	Three Tier Web Applications	3
CIT 594	Intermediate Graduate Topics: Computer Information Technology	3
CIT 599	Intermediate Independent Study	1 -3
CSC 507	Concepts of Programming Languages	3
CSC 533	Computer Networks	3
CSC 550	Database Management Systems	3
CSC 556	Advanced Web Application Development	3
CSC 582	Computer Security	3
PHI 510	Ethics in Information Technology	3

Advanced Elective Courses

CIT 630	Advanced Computer Forensics	3
CIT 637	Wireless Networks	3
CIT 644	Web Security	3
CIT 661	Routing	3
CIT 662	Switching	3
CIT 677	Data Mining Tools and Techniques	3
CIT 694	Advanced Graduate Topics: Computer Information Technology	3
CIT 699	Advanced Independent Study	1 -3
CSC 645	Software Interface Design and Human Factors	3
CSC 670	Social Implications of Computing	3
CSC 682	Advanced Computer Security	3
COM 700	Social Informatics	3
MBI 625	Information Systems in Organizations	3
MBI 630	Systems Analysis and Design	3
MBI 640	Data Communication, Networking and Security	3
MBI 645	Electronic Commerce	3
MBI 647	ERP Business Process Analysis Using SAP	3
MBI 657	ERP Business Process Integration Using SAP	3
MBI 667	ERP Business Intelligence Using SAP	3
MBI 677	ERP Programming for SAP	3
MBI 682	Information Security & Controls	3
MBI 685	Corporate IS Management	3

Transfer Credit

Students may transfer up to nine semester hours of appropriate, acceptable graduate coursework from other institutions.

Master of Science in Computer Information Technology

Jeff Ward, Ph.D., Interim Chair Yi Hu, Ph.D., Program Director

I. Introduction

Purpose

The Master of Science in Computer Information Technology (MSCIT) program is centered firmly on information technology (IT) principles and technologies. Although students will develop advanced skills in specific IT technologies, the primary focus is not on technology training but on cultivating deep insights into contemporary IT, so that graduates of the MSCIT program can have a broader impact on the IT workplace – moving beyond mere doing, to teach, lead, and create. Although most of the classes are IT oriented, this graduate program also has an interdisciplinary orientation and students can take elective classes from related areas such as: business informatics, communication, and computer science.

The MSCIT program is designed for students with various backgrounds such as students with bachelor degrees in IT who want to refine and consolidate their knowledge, or seek an advanced degree for career enhancement and students with different bachelor degrees (other than IT), with various levels of IT experience, who understand the increased demand for IT occupations and want to shift their career path, or simply want to have a deep understanding of various IT areas. The MSCIT program is accessible and conveniently scheduled for full-time professionals in the metropolitan region. Classes are offered in the evenings and on week-ends.

Office of the MSCIT Program

The MSCIT program is administered by the Department of Computer Science, located in 461 Griffin Hall. For additional information visit informatics.nku.edu/csc/mscit or call or e-mail Dr. Yi Hu, MSCIT Program Director, at (859) 572-7739: mscit@nku.edu

II. Admission

Regular Admission

Applications for the MSCIT program are accepted for all semesters. In addition to the requirements of the NKU Graduate School (a bachelor's degree from a regionally accredited institution, an undergraduate GPA of at least 2.5, a GPA of at least 3.0 in any graduate work in the same field, demonstration of English proficiency for non-native English speakers, a graduate application submitted with the application fee, and official transcripts; see current catalog for detailed information) the following are required for a regular admission to the MSCIT program:

1. A current resumé.
2. A one-page statement of IT background experience, career goals, and relevant personal interests.
3. Score reports from the general test of the Graduate Record Examination (GRE). This GRE requirement will be waived if the applicant has earned one of the following:
 - a. a bachelor's degree in a science, technology, engineering, or mathematics (STEM) field, with a GPA of 3.0; or
 - b. a previous graduate degree from regionally accredited institution; or
 - c. 12 hours of graduate work at a regionally accredited institution with at least 3.5 GPA.

Although scores make up only one factor in the admissions process, it is anticipated that successful applicants will have scores of at least the following:

Verbal: 500 Quantitative: 600 Analytical Writing: 3.5

Comparable GMAT scores may also be acceptable. The GRE/GMAT code for NKU is 1574.

While not required, recommendation letters (at most two) from individuals qualified to comment on your potential success in both a graduate program and in the Computer Information Technology are encouraged.

Provisional and Conditional Admission

A student who is unable to provide one of the required admissions documents prior to the start of classes, under certain restrictions, may be granted *provisional admission* by the MSCIT Admission Committee.

Students who do not satisfy one or more of the requirements are advised to contact the MSCIT Program Director. Under certain restrictions, *conditional admission* may be possible.

Application Process

Submit your application and direct all transcripts and GRE score reports to Northern Kentucky University, Office of Graduate Programs, AC 302, Nunn Drive, Highland Heights, KY 41099. Deadlines for receipt of materials are: August 1 for fall semester, December 1 for spring semester, and May 1 for summer session. (The deadlines for international students are: June 1 for fall semester and October 1 for spring semester). All applicants with transcripts from outside the U.S. must have those transcripts evaluated course by course by an approved foreign education evaluation service. These must be submitted along with original or certified copies of the transcripts.

III. Academic Requirements

Overview

To earn a Master of Science in Computer Information Technology, students are required to complete:

1. A minimum of 30 graduate credits.
2. 6 credits in Required Intermediate Core Classes. These classes will be waived if taken as an undergraduate.
3. 12 credits in Required Advanced Core Classes.
4. At least 18 credits in Elective Classes from which a minimum of nine credits must be in Advanced Electives (600 level classes).
5. At least 21 credits in CIT classes from which a minimum of 15 credits must be CIT 600-level classes (these credits include Intermediate Core, Advanced Core and Elective Classes).
6. The students without the necessary IT background may be required to take one or two of the available Bridge Classes.

Bridge Courses

Some students entering the MSCIT program may not have the necessary undergraduate background for advanced coursework in Computer Information Technology. The bridge courses will offer an intensive review of IT fundamental domains such as: UNIX, system administration, elements of security, databases, and networks, scripting and web programming, etc. The required courses in this category will be determined, after review of transcripts and consultation with the student, by the MSCIT Admission Committee. The bridge courses do not count toward the 30 graduate credits required for this program.

CIT 500	Information Technology Fundamentals	3
CIT 501	Scripting	3

Intermediate Core Course

The following two courses are required if they have not already been completed at the undergraduate level. These courses may be waived by the MSCIT Admission Committee, after review of all transcripts and consultation with the student.

CIT 547	Network Design/Troubleshooting	3
CIT 572	Database Administration	3

Advanced Core Courses

The following four courses are all required.

CIT 668	System Architecture	3
CIT 672	Advanced Database Administration	3

CIT 696	Best Practices in Information Technology Seminar	3
MBI 650	Information Technology Project Management	3

Elective Courses

Students must take at least 18 credit hours of the courses below, at least nine hours of which must be from the Advanced Elective Classes (600 level). All of these courses must be taken in graduate status. No more than six combined hours of CIT 599 and CIT 699 may be counted toward the degree.

Intermediate Elective Courses

CIT 530	Computer Forensics	3
CIT 536	Web Server Administration	3
CIT 565	Storage Administration	3
CIT 570	Advanced Network and System Administration	3
CIT 583	Scripting II	3
CIT 584	Network Security	3
CIT 586	Three Tier Web Applications	3
CIT 594	Intermediate Graduate Topics: Computer Information Technology	3
CIT 599	Intermediate Independent Study	1-3
CSC 507	Concepts of Programming Languages	3
CSC 533	Computer Networks	3
CSC 550	Database Management Systems	3
CSC 556	Advanced Web Application Development	3
CSC 582	Computer Security	3
PHI 510	Ethics in Information Technology	3

Advanced Elective Courses

CIT 630	Advanced Computer Forensics	3
CIT 637	Wireless Networks	3
CIT 644	Web Security	3
CIT 661	Routing	3
CIT 662	Switching	3
CIT 677	Data Mining Tools and Techniques	3
CIT 694	Advanced Graduate Topics: Computer Information Technology	3
CIT 699	Advanced Independent Study	1-3
CSC 645	Software Interface Design and Human Factors	3
CSC 670	Social Implications of Computing	3
CSC 682	Advanced Computer Security	3
COM 700	Social Informatics	3
MBI 625	Information Systems in Organizations	3
MBI 630	Systems Analysis and Design	3
MBI 640	Data Communication, Networking and Security	3
MBI 645	Electronic Commerce	3
MBI 647	ERP Business Process Analysis Using SAP	3
MBI 657	ERP Business Process Integration Using SAP	3
MBI 667	ERP Business Intelligence Using SAP	3
MBI 677	ERP Programming for SAP	3
MBI 682	Information Security & Controls	3
MBI 685	Corporate IS Management	3

Transfer Credit

Students may transfer up to nine semester hours of appropriate, acceptable graduate coursework from other institutions.

Master of Science in Health Informatics (MHI)

W. Benjamin Martz, Ph.D., Chair

Hasan Sapci, M.D., Program Director

I. Introduction

Purpose

At the highest level, Health Informatics consists of two categories (a) clinical informatics, with a principal focus on patient care, and (b) a more general health information systems informatics, with a principal focus on institutional administration. Thus, Health Informatics addresses issues ranging from storage, retrieval, and interpretation of data for better patient care to the actual implementation and management of the complex information systems used more and more in the administration of health care. The natural environment of Health Informatics includes hospitals, physician networks and practice groups, third-party payers and regulatory agencies, and industry suppliers such as pharmaceutical companies, biotechnology companies, and vendors of hospital equipment and medical supplies.

The Master of Science in Health Informatics (MHI) is designed to help educate and train professionals who use, develop, and maintain technologies in healthcare. The program exposes students to the interaction and interdependencies of technology with other key elements in healthcare, including HIPAA compliance, JCAHO accreditation, FDA regulations, evidence-based practices, and other organizational issues. This program addresses both areas of clinical informatics and health information systems, with a focus on the integration and interoperability of technology within this total environment. Graduates will develop competencies and skills that are required to work with leading edge technologies while implementing process change, system design, and management within the unique constraints, requirements, urgencies, and patient-centered practices associated with the healthcare industry.

Office of the MHI Program

The MHI program resides in the College of Informatics under the Business Informatics department located in GH 400. For more information call (859) 572-6366, e-mail mhi@nku.edu, or visit the website at mhi.nku.edu.

II. Requirements

Program Admission

The optimum size of the Master's in Health Informatics (MHI) program is conditioned by several resource constraints, particularly faculty availability, physical space, and staff support. The maximum size of each entering class is approximately 20 to 25 students. However, because most students in the HI program are part-time, it is anticipated that the program enrollment may be larger.

Applications are accepted for all semesters. Admission decisions will be made within two weeks after the application is **completed**. Applications received after posted deadlines will be considered on a space available basis. Applications are evaluated against the Graduate School criteria and those criteria developed specifically for the MHI program. Applicants who do not qualify for full admission may be admitted on a conditional or provisional basis at the discretion of the program director and director of Graduate Programs.

Admission Requirements

Consideration for admission to the MHI program requires the following be submitted in addition to the application:

1. Official transcripts showing an earned baccalaureate degree from a regionally accredited college or university. Applicants who attended a university outside the United States must submit an evaluation of their transcript showing it is equivalent to a US four-year degree. As a criterion for full admission, applicants must have no less than a GPA of 3.0 on a 4.0 scale for either the last 60 semester hours of earned undergraduate credit or overall undergraduate credit hours. Applicants completing their undergraduate work at the time the application is submitted may be considered for provisional admission based in part on an official transcript of work completed thus far.

2. Official transcripts from all post-secondary work.
3. A standardized test score. Those acceptable are: the Miller Analogies Test (MAT), Graduate Record Exam (GRE), or Graduate Management Admission Test (GMAT). Minimum acceptable scores vary by test and by version of test. Those holding a master's, Ph.D., or professional doctoral degree (e.g., M.D., J.D., D.D.S.) from a U.S. regionally accredited school are not required to submit standardized test scores.
4. A carefully drafted statement about your personal interests, career goals, and relevant background experience.
5. or students with a degree from outside the US and who are not native English speakers, a TOEFL score (minimum score of 550 paper version, 213 computer based version, 79 iBT version) or IELTS score (minimum 6.0).
6. A statement addressing your proficiencies in the use of computer technologies.

While not required, reference forms from individuals qualified to comment on your potential success in both a graduate program and in the Health Informatics are encouraged. Please follow the submission guidelines on the website gradschool.nku.edu/admissions.html#Forms

Admission to the MHI program is determined by a consensus of the Admissions Committee. The decision is based upon the evaluation of all documents submitted with the application. All correspondence should be sent directly to the Office of Graduate Programs, AC 302, Northern Kentucky University, Highland Heights, KY 41099.

Program Requirements Summary

Title: Master of Science in Health Informatics (MHI)

Credits required: 36

Requirement Breakdown:

- 18 credits in required Foundation Classes.
- 12 credits in Electives.
- 6 credits in Capstone.
- Students **MUST** take at least ONE course in each of the three elective areas; the fourth elective course may be any graduate level class approved by the program director but must fit into one of the three designated elective areas.
- A requirement of creating an electronic portfolio throughout the program.

III. Curriculum

The required core courses provide broad technical skills as well as providing the organizational competencies required for success by MHI graduates. All courses are associated with specific learning outcomes and outcome assessment methodologies. Students without an adequate academic or work background in health care will be required to take the language and culture of medicine class in addition to the 36 credits required for the degree.

Required Core Courses		Credits
MHI 600	Introduction to Healthcare Operations	3
MHI 601	Technical Foundations of Health Informatics	3
MBI 625	Information Systems in Organizations	3
MBI 650	Information Technology Project Management	3
MBI 635	Introduction to Database Management Systems	3
MHI 650	Research Methods for Health Informatics	3
TOTAL		18

NOTE: Students with an academic background in technology or clinical medicine may petition to waive a single foundation course and replace it with an elective; approval is based upon the assessment of the program director

Electives

Students are required to take a minimum of 12 hours in elective courses. The electives are grouped into three areas, and students are required to take at

least one course from each of the areas, and must select an additional course from one of the lists.

Health Informatics Policy Electives

		Credits
COM 655	Health Communication	3
PHI 510	Ethics in Information Technology	3
MHI 694	Selected Topics in Health Informatics	3
CSC 670	Social Implications of Computing	3
MGT 620	Leadership and Ethics	3
MGT 670	Negotiation and Conflict Resolution	3

Business Process Management Electives

		Credits
MBI 630	Systems Analysis and Design	3
MBI 675	Enterprise Workflow Design and Reengineering	3
ECO 625	Managerial Economics	3
MBI 694	Selected Topics in Business Informatics	3
COM 604	Organizational Communication	3
MGT 612	Managing People and Organizations	3

Knowledge Management Electives

MBI 660	Data Warehousing and Data Mining	3
MBI 665	Knowledge Management and Decision Support	3
MBI 694	Selected Topics in Health Informatics	3
MKT 625	Marketing Management	3

Capstone

Students will be required to take a two semester sequence of capstone courses (MHI 682 and MHI 684) in their final year. These courses will consist of work and project experience on location within the healthcare industry. This will provide the student the opportunity for experience-based learning. Students who currently work in the healthcare industry will be allowed to develop a capstone experience in conjunction with their current employer, but must be preapproved by the BIS department.

Students are required to notify the MHI Program Coordinator of their intentions to take a capstone at least 90 days prior to the start of the capstone semester. This requirement will allow time to place the student in an appropriate capstone course.

Electronic Portfolio

Students will be required to maintain a portfolio during the course of the program. The portfolio will reflect a student's work and development during her/his studies. The portfolio should reflect depth and competence as well as an ability to enter the workforce at a professional level. The portfolio will be reviewed and critiqued during a capstone seminar, where revisions and other improvements may also be required.

Joint JD/MHI (Master of Health Informatics) Degree Program

NKU Chase College of Law and the NKU College of Informatics offer a joint JD/MHI degree.

The following describes the JD/MHI program:

A student entering the joint JD/MHI program is required to complete 108 semester credit-hours, consisting of 78 hours in the College of Law and at least 30 hours in the College of Informatics. If the same student were to complete each degree separately, he or she would be required to take 90 credit-hours in law and at least 35 in Health Informatics. Thus, the joint degree program allows the student to take 12 fewer law credit-hours and 5 fewer Informatics credit-hours. This potentially would allow a student to complete the joint degree program as much as a year earlier.

Students currently enrolled in either the MHI or JD program may elect to pursue the joint degree if they comply with the admission requirements of each program.

Informatics Curriculum

The Master of Science in Health Informatics (MHI) portion of this degree is designed to expose students to the interaction and interdependencies of technology with other key elements in healthcare, including HIPAA compliance, JCAHO accreditation, FDA regulations, clinical decision support, evidence-based practices, and other organizational issues. This program addresses both areas of clinical informatics and health information systems, with a focus on the integration and interoperability of technology within this total environment. The graduates of this program will be able to analyze and understand the effects of the latest technologies on health care organizations, learn various clinical informatics data handling methods, and solve particular problems in the domain.

The required foundation courses provide broad technical skills as well as the organizational competencies required for success by MHI graduates. All courses are associated with specific learning outcomes and outcome assessment methodologies. Students without an adequate academic or work background in health care will be required to take the language and culture of medicine class in addition to the 30 credits required for the joint degree.

Required Core Courses Credits

MHI 600	Introduction to Healthcare Operations (3 credits)
MHI 601	Technical Foundations of Health Informatics (3 credits)
MBI 625	Information Systems in Organizations (3 credits)
MBI 650	Information Technology Project Management (3 credits)
MBI 635	Introduction to Database Management Systems (3 credit)
MHI 650	Research Methods for Health Informatics (3 credits)

TOTAL = 18 Credits

NOTE: Students with an academic background in technology or clinical medicine may petition to waive a single foundation course and replace it with an elective; approval is based upon the assessment of the program director.

Electives

Students are required to take a minimum of 12 hours in elective courses. The electives are grouped into three areas, and students are required to take one course from each of the areas, and must select an additional course from one of the lists.

Within these elective groupings, at least two of the courses must come from the following list: PHI 510; MGT 620; MGT 670; ECO 625; MKT 625

Health Informatics Policy Electives Credits

COM 655	Health Communications (3 credits)
PHI 510	Ethics In Information Technology (3 credits)
MHI 694	Selected Topics in Health Informatics (3 credits)
CSC 670	Social Implications of Computing (3 credits)
MGT 620	Leadership and Ethics (3 credits)
MGT 670	Negotiation and Conflict Resolution (3 credits)

Business Process Management Electives Credits

MBI 630	Systems Analysis and Design (3 credits)
MBI 675	Enterprise Workflow Design and Reengineering (3 credits)
ECO 625	Managerial Economics (3 credits)
MBI 694	Selected Topics in Business Informatics (3 credits)
COM 604	Organizational Communication (3 credits)
MGT	Managing People and Organizations (3 credits)

Knowledge Management Electives

MBI 660	Data Warehousing and Data Mining (3 credits)
MBI 665	Knowledge Management and Decision Support (3 credits)
MBI 694	Selected Topics in Health Informatics (3 credits)
MKT 625	Marketing Management (3 credits)

Note: the MHI electives are updated often with courses from the College of Health Professions, College of Informatics, and College of Business. Students should check with program directors for year- to- year changes.

Admission Requirements

Consideration for admission to the MHI program requires the following be submitted in addition to the application:

1. Official transcripts showing an earned baccalaureate degree from a regionally accredited college or university. Applicants who attended a university outside the United States must submit an evaluation of their transcript showing it is equivalent to a US four-year degree. As a criterion for full admission, applicants must have no less than a GPA of 3.0 on a 4.0 scale for either the last 60 semester hours of earned undergraduate credit or overall undergraduate credit hours. Applicants completing their undergraduate work at the time the application is submitted may be considered for provisional admission based in part on an official transcript of work completed thus far.
2. Official transcripts from all post-secondary work.
3. A standardized test score. Those acceptable are: the Miller Analogies Test (MAT), Graduate Record Exam (GRE), or Graduate Management Admission Test (GMAT). Minimum acceptable scores vary by test and by version of test. Those holding a master's, Ph.D., or professional doctoral degree (e.g., M.D., D.D.S.) from a U.S. regionally accredited school are not required to submit standardized test scores.
4. A carefully drafted statement about your personal interests, career goals, and relevant background experience.
5. For students with a degree from outside the US and who are not native English speakers, a TOEFL score (minimum score of 550 paper version, 213 computer-based version, 79 iBT version) or IELTS score (minimum 6.0).
6. A statement addressing your proficiencies in the use of computer technologies.

Law Curriculum**Required Courses for Joint Degree (63 hours)**

Basic Legal Skills I (2)
 Basic Legal Skills II (3)
 Civil Procedure I (3)
 Civil Procedure II (3)
 Constitutional Law I (3)
 Constitutional Law II (3)
 Contracts I (3)
 Contracts II (3)
 Corporations (3)
 Criminal Law (3)
 Criminal Procedure (3)
 Evidence (3)
 Tax-Basic Income Tax Concepts (3)
 Legal Analysis and Problem Solving (1)
 Professional Responsibility (3)
 Property I (3)
 Property II (3)
 UCC: Sales and Secured Transactions (3) OR
 UCC: Payment Systems (3)
 Torts I (3)
 Torts II (3)

Healthcare Law (3)
 Intellectual Property Survey (3)

Elective Courses (15 hours)

The additional 15 hours needed to fulfill the total of 78 law school hours will be taken from other courses offered by the College of Law, all as elective hours in the joint degree program - whether those courses are offered as Core courses or as Elective courses in the regular law curriculum.

Note: The Core Curriculum will not apply to students in the joint degree program. Students receiving credit for MGT 670 may not also receive credit for Law 972: Alternative Dispute Resolution.

Advanced Writing Requirements

Students in the joint degree program shall fulfill both parts of the Advanced Writing Requirement.

Skills Training

Effective with the class entering in fall 2008, every student must pass at least three credit hours of professional skills training beyond the required curriculum. A list of courses that satisfy this requirement is located in the College of Law's Student Handbook.

Additional Information and Requirements

Students enrolled in the joint program should complete their first year of the JD program before beginning to take courses in the College of Informatics. Thereafter, students are encouraged to blend their classes each semester so that a student can gain a better understanding of the interplay between law and informatics.

Students enrolled in the joint degree program are advised to take these courses, as they are available: Patent Law and Patent Prosecution.

No more than 6 hours of credit from courses listed in the "18 Hour Rule" will apply to the 78 hours needed to fulfill the law hours in the joint degree program.

Minimum Law School Grade Point Average

Students in the joint degree program must maintain at least a 2.500 cumulative grade point average in all courses after their first 30 hours of law study and thereafter. Students who do not achieve this GPA will not be permitted to continue in the joint degree program but will be permitted to complete the law degree consistent with academic policies, standards, and requirements applicable to all other law students. The College of Informatics will determine whether that student may continue to pursue the MHI degree outside of the joint degree program.

Academic Standing

A student who fails to meet academic requirements of the College of Informatics but who satisfies the academic requirements of the College of Law will be permitted to continue to pursue his or her law degree. Such a student will be required to meet all of the academic requirements of students who are not in the joint degree program.

A student who fails to meet the academic requirements of the College of Law will not be permitted to continue pursuing the law portion of the joint degree. The College of Informatics will determine whether that student may continue to pursue the MHI degree.

Certificate in Health Informatics

Hasan Sapci, M.D., Program Director

The Health Informatics Program offers a Certificate in Health Informatics as a graduate-level certificate. Students must have completed a bachelor's degree to qualify for the program. The certificate program consists of 12 credits (4 courses) taken from within the core courses for the Masters of Science in Health Informatics. Students are required to take MHI 600 Introduction to Healthcare and MHI 601 Technical Foundations of Health Informatics then may select two courses from the remaining core courses in order to fulfill the certificate requirements.

Required:

MHI 600	Introduction to Healthcare Operations
MHI 601	Technical Foundations of Health Informatics

Select 2 courses from:

MHI 625	Information Systems in Organizations
MHI 635	Database Management Systems

MHI 650	Information Technology Project Management
MHI 650	Research Methods for Health Informatics

MHI Certificate Admission Requirements

Prospective students must hold a bachelor's degree from a regionally accredited institution with an overall minimum undergraduate GPA of 2.5 and at least 3.00 on all graduate work that may apply to the certificate.

Students must meet at least one of the following admission criteria:

1. Meet the requirements for admission to the MHI program;
2. Be admitted to the MHI program;
3. Have completed a prior graduate degree;
4. Have two years' relevant professional experience following the completion of a bachelor's degree.

If certificate holders apply to the MHI program, they must meet all MHI admission criteria to be admitted.

College of Health Professions

Department of Advanced Nursing Studies

Marilyn Schleyer, Ph.D., APRN, L.P.C.C., Chair

Julianne Ossege, Ph.D., APRN, MSN Program Director

Master of Science in Nursing

I. Introduction

Graduate education at the master's level builds on the foundation of baccalaureate nursing education. Critical thinking, specialized knowledge, professional accountability, leadership, advanced communication skills and caring behaviors are expectations of the masters-prepared nurse and are an integral part of the program. The graduate is able to synthesize theoretical information and research, applying findings to advanced practice. The MSN graduate serves as a change agent using cultural sensitivity, leadership principles, resource management and application of best practice to enhance nursing in the community. Lifelong learning is emphasized in the program; the graduate has the foundation needed for doctoral education. The program prepares the graduate as a health care leader, educator, or primary care nurse practitioner.

While we appreciate that most students work full time and have family responsibilities the student must acknowledge that these responsibilities may have impact on successful completion of the program. We cannot alter academic standards/expectations of the program due to these responsibilities. The rigor of the Department of Advanced Nursing Studies and successful progression requires one's full attention. We highly recommend that students consider the number of credits taken in a semester relative to these responsibilities.

Program Outcomes

1. Critically analyze data for practice by integrating knowledge from arts and sciences within the context of nursing's philosophical framework and scientific foundation.
2. Demonstrate effective communication in order to facilitate nursing practice at an advanced level.
3. Add to the body of knowledge as it relates to nursing by demonstrating advanced levels of clinical judgment, systems thinking, and accountability, as evidenced by identifying or generating evidence, implementing and evaluating change to improve healthcare outcomes.
4. Integrate nursing science, educational frameworks, health policy and principles of business to implement initiatives that facilitate the highest level of advanced nursing practice.
5. Integrate professional values, accountability and responsibility into advanced levels of nursing practice.
6. Demonstrate sensitivity to diverse cultures and populations including patients and providers (to facilitate practice at an advanced level).
7. Analyze one's own behaviors and institutional practices and policies for coherence with principles of caring.

Program Options

All nursing classes are offered in both online and face to face formats. Face to face sections are required by University regulations to have a minimum of 10 registrants. In the event the minimum requirement is not met, that section will be cancelled. If this should happen, you have the option to enroll in the online section of the same course. You could also postpone enrollment until the next face to face section is offered at a later date. Be advised, however, that the same registration requirements will need to be met and that delaying

enrollment can disrupt course sequencing for your major. Hybrid classes, which allow for both online and face to face learning, are occasionally offered. This is course and instructor dependent and is not a guaranteed option. Register for the type of section that best suits your individual learning needs, while allowing for flexibility if enrollment criteria are not met. For more information on distance education go to dl.nku.edu.

See the nursing web page for a schedule of when courses are offered (<http://advancednursing.nku.edu/programs/graduate/sequencing.php>).

Student Advising

Students, once admitted, are required to meet with the assigned advisor for full program advising prior to beginning courses. Advising holds will be placed if the student has not had full program advising by the end of the first semester of graduate studies. You are expected to maintain close contact with your advisor throughout the program of study. Prior consent of the advisor must be obtained before any deviation is made from full program advising. You are cautioned not to rely on advice of other students regarding applicability of courses.

The APG program committee reserves the right to determine the applicability of graduate transfer credit. A maximum of 40% of your program may consist of transfer work that can be applied toward the program of study.

Application Deadline

Admission to the MSN program is highly competitive. To be considered for admission, a completed application and all required accompanying materials must be received by the application deadline. Students who meet admission requirements will be admitted as space allows. See the College of Health Professions' website for these deadlines:

<http://advancednursing.nku.edu/programs/graduate/admission.php>.

II. Admission

MSN Program Admission Requirements

In order to be considered for admission to the MSN program, you will need:

1. an application for admission to Northern Kentucky University.
2. a Bachelor of Science in Nursing degree from a regionally accredited institution.
3. a letter from your employer on letterhead indicating a minimum of 1,000 clinical hours over the previous year with satisfactory performance evaluations.
4. an up-to-date resumé.
5. a letter of purpose. This is a 1-2 page statement of how you intend to use the program, how it will apply to your career aspirations, and what specific skills you hope to gain in this program.
6. official transcripts for all undergraduate and graduate work.
7. proof of current nursing licensure in the state where your practicum/clinical will be completed.
8. in order for your application to be evaluated, you must have a GPA of at least 3.0 in your undergraduate studies.
9. successful completion of college courses in the following:
 - elementary statistics*
 - basic nursing research
 - physical assessment
 - nursing theory
10. submit two letters of reference electronically.

If any of the courses listed above have been integrated into a course with a different title, you must submit the course description or syllabus with our application materials. Applications without clearly identified undergraduate

theory, research and assessment, or appropriate documentation will not be considered.

* If you have taken an undergraduate statistics course at another college/university you must verify with the Math Department at Northern Kentucky University to insure that it will be accepted in place of our STA 205. Please contact Suzanne Ritchie at ritchies@nku.edu to have her respond about the department's approval to accept the course in writing and forward that e-mail to bakerei@nku.edu for our files. Include a copy of the e-mail from Suzanne Ritchie approving the undergraduate statistics course with application materials.

Credit by Examination (Master of Science in Nursing students only)

If you are enrolled in the Master of Science in Nursing program and believe you should be exempt from taking a required course because of prior experience or knowledge, you may request permission from the program director to attempt credit for the course by means of a special exam. You must register for the test by completing a form in the Office of the Registrar and then paying 25% of the in-state tuition. A grade of AASE will be entered for the course on the student's transcript upon successful completion of the test. Course substitution through this method may be used for no more than nine hours of coursework.

III. Curriculum

Core Courses Required

NRP 600	Research Methods II	3
NRP 601	Role Development for Advanced Nursing Practice	1
NRP 604	Theoretical Foundations of Nursing Practice	3
NRP 612	Healthcare Policy & Economics	3
NRP 688	Qualitative Research (optional)	2
NRP 689	Foundations of Evidenced Based Practice (optional)	2
NRP 697	Investigative Project (optional)	3
NRP 691	Thesis Preparation (optional)	0-6
MHI 601	Technical Foundations of Health Informatics	3
STA 614	Statistics for Researchers	3
Total core semester hours		18-23

Options for Satisfying Research Requirements:

MSN research requirements can now be satisfied through the traditional Investigative Project/Thesis (NRP 600, NRP 697, NRP 691) or, the alternative option, completion of three research courses (NRP 600, NRP 688 Qualitative Research, and NRP 689 Foundations of Evidenced Based Practice).

The faculty strongly advise that you take the traditional research requirements and complete the IP/Thesis if you plan to do doctoral studies and/or your career plans involve research.

Nurse Executive Leadership Track

The curriculum combines courses offered through the Department of Advanced Nursing Studies with courses from the departments of Business Informatics, Psychological Sciences, Accounting and Finance, and Mathematics and Statistics to prepare nurses for leadership at the executive level of healthcare operations.

Courses

NRP 600	Nursing Research Methods	3
NRP 601	Role Development for Advanced Nursing Practice	1
NRP 604	Theoretical Foundations of Nursing Practice	3
NRP 612	Healthcare Policy and Economics	3
NRP 621	Management of Human Resources	2
NRP 623	Nurse Executive Seminar I	1
NRP 623L	Administrative Nursing Capstone Practicum I	3

NRP 624	Healthcare Strategic Planning and Analysis	3
NRP 626	Nurse Executive Seminar II	1
NRP 626L	Administrative Nursing Capstone Practicum II	3
MHI 601	Technical Foundations of Health Informatics	3
MBI 625	Information Systems in Organizations	3
PSY 550	Organizational Psychology	3
STA 614	Statistics for Researchers	3
FIN 624	Accounting and Finance for Nurse Executives	3
Total semester hours		38

Acute Care Nurse Practitioner

In response to feedback from community partners about the critical shortage of acute care nurse practitioners, NKU has developed a cutting-edge fully online Master of Science in Nursing (MSN) program to prepare nurses to lead in the acute care setting.

Courses

BIO 668	Advanced Human Physiology	4
STA 614	Statistics for Researchers	3
NRP 600	Nursing Research Methods II	3
NRP 601	Role Development for Advanced Nursing Practice	1
NRP 604	Theoretical Foundations of Nursing Practice	3
NRP 606	Diagnostic Reasoning and Advanced Physical Assessment	2
NRP 607	NP Issues	1
NRP 608	Clinical Pharmacology and Intervention	2
NRP 612	Healthcare Policy and Economics	3
NRP 691	Thesis Preparation or NRP 689 Foundations of Evidenced Based Practice	1 or 2
NRP 697	Thesis Preparation or NRP 688 Qualitative Research	2 or 3
NRP 670	Adult Health Problems	2
MHI 601	Technical Foundations of Health Informatics	3
NRP 671	Common Acute/Emergent Problems I	3
NRP 672	Common Acute/Emergent Problems II	2
NRP 673	Acute Care Practicum I	3
NRP 674	Acute Care Practicum II	3
NRP 675	Seminar for Clinical Decision Making	2
NRP 676	Advanced Technologies	2
Total semester hours		45

*Clinical practica courses: 300 hours each semester: 20 hours/ week

Primary Care Nurse Practitioner Track

The curriculum will focus on the theoretical concepts and care standards that support the delivery of healthcare in primary practice and explore the evolving issues faced by the health care system today. As a nurse practitioner, you will act as an educator and counselor, make referrals and serve as an advocate for patients.

Graduates of the Primary Care Nursing Practitioner track will be eligible to take the appropriate certification examination for their specialty.

Advanced Practice Core

NRP 601	Role Development for Advanced Nursing Practice	1
NRP 606	Diagnostic Reasoning and Advanced Physical Assessment	2
NRP 607	NP Issues	1
NRP 608	Clinical Pharmacology and Intervention	2
BIO 668	Advanced Human Physiology	4
Clinical Residencies – Residency will consist of clinical experience of 13 laboratory hours each week for three semesters or 20 hours each week for two semesters. A total of 600 residency hours is required.		
NRP 633L	Primary Care Residency I	2

NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV (if needed)	1

Family Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 610	Geriatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 614	Primary Care of Obstetric Patients	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 620	Primary Care of Adults	2

Total semester hours: Family and MSN core 47-54

Adult Nurse Practitioner Specialty Courses

NRP 610	Geriatric Pharmacology	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescents	2
NRP 620	Primary Care of Adults	2

Total semester hours: Adult and MSN core 44-51

Pediatric Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 613	Primary Care of Infants and Children	3
NRP 619	Primary Care of Adolescents	2
NRP 630	Children with Chronic Illness and Special Needs	3

Total semester hours: Pediatric and MSN core 42-49

Nursing Education Track

The nursing education track prepares nurses to teach in schools of nursing, hospital education settings and patient education programs. The curriculum emphasizes the development of expertise in teaching clinical nursing, didactic, online simulation and research-based teaching. Through a variety of experiences in the classroom and in practica, students have an opportunity to apply theories of instruction and to teach content to nursing students, to practicing nurses and to patients.

Education Core

NRP 509	Curriculum Development in Nursing	2
NRP 510	Educational Foundations in Nursing	3
NRP 611	Role of Nurse Educator	2
NRP 642L	Practicum I for Nurse Educators	2
NRP 643L	Practicum II for Nurse Educators	2
EDG 624	Pupil Assessment and Evaluation	3
EDG 620	Learning and Motivation	3

Total education focus hours 17

Electives (choose 2)

EDG 606	Leadership in a Diverse Society	3
EDG 602	Technology in Education	3
BIO 668	Advanced Physiology	4
	Total electives	6 or 7

Total Nursing Education MSN 38-45

Post-Master's of Science in Nursing Certificate Program**I. Introduction**

Post-master's programs are available to students who have an earned MSN and seek specialized knowledge and skills as a nurse practitioner, nurse educator or nurse administrator. Graduates of the programs will be qualified to take the certification examination for their specialty.

Online Program

All nursing courses for this certificate will be offered online. Some may also be offered face to face. Clinical visit in student's home area or at Northern Kentucky University is required during clinical residency. See dl.nku.edu for more information and technical requirements.

Students, once admitted, are required to meet with their advisor for full program advising before the end of the first semester. (Advising holds may be placed if the student is not in compliance.) You are expected to maintain close contact with your advisor throughout the program of study. Prior consent of the advisor should be obtained before any deviation from full program advising. You are cautioned not to rely on advice of other students regarding applicability of courses.

Upon acceptance, students are assigned a faculty advisor and must declare a certificate objective in Post-Master's of Science in Nursing along with the selected specialty area. The graduate APG program committee reserves the right to determine the applicability of graduate transfer credit. A maximum of 40% of your program may consist of transfer work that can be applied to the program of study.

Application Deadline

Admission to the Post-MSN program is highly competitive. To be considered for admission, a completed application and all required accompanying materials must be received by the application deadline. Students who meet admission requirements will be admitted as space allows. See the College of Health Professions' website for these deadlines: <http://www.nku.edu/~nhp>.

II. Admission**Post-Master's Admission Requirements**

In order to be considered for admission to the Post-Master's program, you will need:

1. A completed application for graduate admission, including transcripts indicating any undergraduate and graduate coursework. Please note that the transcripts sent with your application should reflect the conferral for BSN, MSN and any additional courses that you plan to transfer.
2. A master's degree from an accredited school of nursing.
3. GPA in MSN program of at least a 3.0 or higher.
4. Completion of certification and currently licensed as nurse practitioner, if you are a nurse practitioner
5. To submit a current copy of your nursing license.
6. To submit a letter from your employer on letterhead indicating a minimum of 1000 hours clinical experience over the previous year and satisfactory performance evaluations. The letter must include contact information for the person preparing it.
7. An up-to-date resumé.
8. A letter of purpose. This is a 1-2 page statement of how you intend to use the program, how it will apply to your career aspirations, and what specific skills you hope to gain in this program.
9. Students must enroll and successfully complete a course during the semester admitted or they must reapply to the program.
10. Submit all documents by deadline for consideration:

Northern Kentucky University
Office of Graduate Programs

302 Administrative Center
Highland Heights, KY 41099

III. Program Curriculum

Post-Master's Primary Care Nurse Practitioner Courses

Advanced Practice Core

NRP 606	Diagnostic Reasoning and Advanced Physical Assessment	2
NRP 607	NP Issues	1
NRP 608	Clinical Pharmacology and Intervention	2
BIO 668	Advanced Human Physiology	4

Clinical Residencies

Residency will consist of clinical experience of 13 laboratory hours each week for three semesters or 20 hours each week for two semesters.

A total of 600 residency hours is required.

NRP 633L	Primary Care Residency I	2
NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV (if needed)	1

Family Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 610	Geriatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 614	Primary Care of Obstetric Patients	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problem Across the Lifespan	3
NRP 620	Primary Care of Adults	2

Total semester hours:

Family (plus NP core and clinical) 29

Adult Nurse Practitioner Specialty Courses

NRP 610	Geriatric Pharmacology	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescents	2
NRP 620	Primary Care of Adults	2

Total semester hours:

Adult (plus NP core and clinical) 26-29

Pediatric Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 619	Primary Care of Adolescents	2
NRP 630	Children with Chronic Illness and Special Needs	3

Total semester hours:

Pediatric (plus core and clinical) 24-25

Post MSN Nursing Education Certificate

NRP 509	Curriculum Development in Nursing	2
NRP 510	Educational Foundations in Nursing	3
NRP 642L	Practicum for Nurse Educators I	2
NRP 643L	Practicum for Nurse Educators II	2
NRP 641	Learning Theory in Nursing Education	3
EDG 624	Pupil Assessment and Evaluation	3

Electives (select one)

EDG 606	Leadership in a Diverse Society	3
EDG 602	Technology in Education	3
Total hours		15

Nurse Practitioner Advancement Certificate Program

Nurse practitioner advancement options are offered. These allow opportunities for nurse practitioners to gain an additional specialty focus such as Adult to Family Nurse Practitioner or Women's Health to Adult Practitioner.

These courses are available on the Internet. Please see dl.nku.edu for more information concerning tuition and technical requirements for distance learning.

NP Advancement Admission Requirements

1. Submission of a completed application for graduate admission, including transcripts indicating any undergraduate and graduate coursework. Please note that the transcripts sent with your application should reflect the conferral for BSN, MSN and any additional courses that you plan to transfer.
2. A master's degree from an accredited school of nursing.
3. GPA in MSN program of at least a 3.0 or higher.
4. Completion of certification and currently licensed as nurse practitioner.
5. Submission of a current copy of your nursing license.
6. Submission of a letter from your employer on letterhead indicating a minimum of 1000 hours clinical experience over the previous year and satisfactory performance evaluations. The letter must include contact information for the person preparing it.
7. Submission of an up-to-date resumé.
8. Submission of a letter of purpose. This is a 1-2 page statement of how you intend to use the program, how it will apply to your career aspirations, and what specific skills you hope to gain in this program.
9. Students must enroll and successfully complete a course during the semester admitted or they must reapply to the program.
10. Submit all documents by deadline for consideration:

Northern Kentucky University
Office of Graduate Programs
302 Administrative Center
Highland Heights, KY 41099

Adult to Family Nurse Practitioner

Required courses for FNP exam eligibility

NRP 609	Pediatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 614	Primary Care of Obstetric Patients	1
NRP 619	Primary Care of Adolescents	2
NRP 630	Children with Chronic Illness and Special Needs	3
NRP 635L	Primary Care Residency III	2

Clinical residency requirements: Clinical residency requirements are from 200-500 hours depending upon the students' needs and advisors' requirements.

TOTAL HOURS 12 credit hours

Women's Health or Certified Nurse Midwife to Family Nurse Practitioner**Required Courses for FNP exam eligibility**

NRP 609	Pediatric Pharmacology	1
NRP 610	Geriatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 620	Primary Care of Adults	2
NRP 630	Children with Chronic Illness and Special Needs	3
NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV	1

Clinical residency requirements: Pediatric clinical = 200 hours; Adult clinical = 200 hrs.; Geriatric clinical = 100 hours

TOTAL HOURS 20 credit hours

Pediatric to Family Nurse Practitioner**Required classes for FNP exam eligibility**

NRP 610	Geriatric Pharmacology	1
NRP 614	Primary Care of Obstetric Patients	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 620	Primary Care of Adults	2
NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	1

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

TOTAL HOURS 13 credit hours

Women's Health or Certified Nurse Midwife to Adult Nurse Practitioner

NRP 610	Geriatric Pharmacology	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescents	2
NRP 620	Primary Care of Adults	2
NRP 635	Primary Care Residency III	2
NRP 636	Primary Care Residency IV	1

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

TOTAL HOURS 13 credit hours

Geriatric to Family Nurse Practitioner

NRP 609	Pediatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 614	Primary Care of Obstetric Patients	1
NRP 615	Primary Care of Gynecologic Patients	1
NRP 618	Common Health Problems Across the Lifespan	3
NRP 630	Children with Chronic Illness and Special Needs	3
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV	1

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

TOTAL HOURS 15 Credit hours

NP Advancement Adult : Psychiatric Nurse Practitioner Curriculum

NRP 660	Psychopharmacotherapeutic Foundations	2
NRP 661	Theories of Counseling and Psychotherapy	3
NRP 662	The Science of Psychiatric/Mental Health Nursing I	3
NRP 663	The Science of Psychiatric/Mental Health Nursing II	3
NRP 664	Seminar in Psychiatric/Mental Health Nursing	1
NRP 665	Clinical Residency in Psychiatric Mental Health Nursing I	2
NRP 667	Advanced Seminar in Psychiatric Mental Health Nursing	2
NRP 668	Clinical Residency in Psychiatric Mental Health Nursing II	2

TOTAL HOURS 18 credit hours

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

Acute Care to Adult Nurse Practitioner**View Suggested Course Sequence**

NRP 615	Primary Care of Gynecology	1
NRP 616	Primary Care of the Aged	2
NRP 618	Common Health Problems	3
NRP 619	Primary Care of Adolescents	2
NRP 620	Primary Care of Adults	2
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV	1

TOTAL HOURS 13 credit hours

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

Acute Care to Family Nurse Practitioner**View Suggested Course Sequence**

NRP 609	Pediatric Pharmacology	1
NRP 613	Wellness and Primary Care of Infants and Children	3
NRP 614	Primary Care of Obstetric Patients	1
NRP 615	Primary Care of Gynecology	1
NRP 618	Common Health Problems	3
NRP 630	Children with Chronic Illness	3
NRP 635L	Primary Care Residency III	2
NRP 636L	Primary Care Residency IV	1

TOTAL HOURS 15 credit hours

Clinical residency requirements: Clinical residency requirements are from 300-500 hours depending upon the students' needs and advisors' requirements.

Geriatric Nurse Practitioner to Adult Nurse Practitioner Courses

NRP 615	Primary Care of Gynecologic Patient	1
NRP 618	Common Health Problems	3
NRP 620	Primary Care of Adults	2
NRP 619	Primary Care of Adolescents	2
NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	2

**Total semester hours:
Geriatric and MSN core 12**

Clinical residency requirements: Clinical residency requirements are from 200-500 hours depending upon the students' needs and advisors' requirements.

Doctor of Nursing Practice (DNP)

Marilyn Schleyer, PhD, APRN; Chair, Department of Advanced Nursing Studies

Marilyn Schleyer, PhD, APRN, Academic Coordinator

Doctoral Philosophy for DNP

The Doctoral programs in the Department of Advanced Nursing Studies are consistent with the philosophy of the Bachelor and Master programs. They share a conceptual framework that includes the following concepts: communication, critical thinking, caring, professionalism, role competency, cultural competency and research. The doctoral programs prepare the graduate to be a steward of the discipline. The doctoral education 1) starts from the student's experience 2) develops through experiences that are experiential and transformational and 3) culminates in the graduate taking on the role of nursing expert. Components of doctoral learning include opportunities for 1) formation of a deep understanding of the graduate's place in the history and cultures of nursing, 2) development of skills of inquiry 3) generation of new nursing knowledge and 4) alignment with faculty in strong mentoring relationships. Doctoral education takes place in a nursing framework that intersects with the sciences, arts, technology, health policy and economics. This learning takes place in a scholarly community grounded in standards for rigor, the nursing imperative of caring and a plurality of voices.

I. Purpose

The Doctor of Nursing Practice (DNP) program builds upon the Essentials of Doctoral Education for Advanced Nursing Practice (2006) as stated by the American Association of Colleges of Nursing (AACN) and the Nursing League of Nursing Standards and criteria for the clinical doctorate (2008). The type of doctoral program is a practice-focused doctoral program. Practice-focused doctoral programs are designed to prepare nurses in advanced nursing practice. The focus of the DNP program is on evidence-based practice which reflects application of credible research findings. The Doctor of Nursing Practice (DNP) program includes integrative practice experiences and an intense practice immersion experience (AACN 2006).

II. Contact Information

Department of Advanced Nursing Studies – AHC 206
NKUOnline@nku.edu or 859.392.2400

III. Admission Requirements

To be considered for admission to the DNP program, an applicant must have:

1. A master's degree in nursing from a nationally accredited school with a minimum cumulative GPA of 3.25 on a 4.00 scale
2. Have successfully completed an upper division level graduate course in Statistics within the last six years, equivalent to STA 614 at NKU with a grade of 'C' or better on a 4.00 scale
3. Possess an unencumbered RN license in the United States or the country in which you practice

IV. Application Process

The application process has two parts. The first consists of the documents required to be submitted. The second part is the interview and on-demand writing exercise

A. Documents to be submitted

The completed application file will contain the following documents. No application will be considered until all documents have been received.

1. NKU graduate application. A link to the website can be found at <http://gradschool.nku.edu>.
2. Three satisfactory academic and professional recommendations with at least two of them by nurses.

3. Resume or Curricular Vitae: educational background, employment history, awards and accomplishments.
4. All official transcripts of post baccalaureate study.
5. TOEFL scores as needed per University policy.
6. Scholarly writing examples, using Microsoft Word and APA 6th edition format
 - a. Part I: a maximum of two-three page first person narrative describing your clinical practice, why the applicant wants to pursue the DNP program at NKU and what the applicant would be contributing to nursing practice.
 - b. Part II: a scholarly, five pages (maximum), third person, graduate level paper which describes how the DNP will impact health care locally, nationally, and globally.

B. Admission Interview

- a. After a thorough review of the application materials, the admissions committee will select candidates to be interviewed. The committee will review all available data to assess the fit and overall potential of the candidate for success in the program before making a final offer for admission.
- b. Computerized on-demand writing exercise; one will be given a brief nursing scenario to which one will write one's best response.

V. Dissertation Process

The dissertation committee is comprised of the DNP student, clinical mentor, faculty committee member and faculty committee chair. The faculty committee members must hold terminal degrees. The clinical mentor is the content expert in the DNP student's field of interest. The committee member can be faculty or also an expert in the field. The committee chair is facilitating the learning within the dissertation.

All dissertations for the DNP program must go through the NKU Institutional Review Board (IRB) process. IRB processes in the facility in which the dissertation is implemented may be required as well. The student needs to discuss these IRB processes with their advisor/chair prior to data collection. The IRB process and IRB forms are described and found on the NKU IRB website at <http://rgc.nku.edu/irb/IRB.php>.

Candidacy for the dissertation is defined as a passage of approval for the evidence based practice change dissertation question. DNP students will apply for candidacy in the second year of the DNP program. DNP students who are applying for candidacy need the following:

1. Completion of the written proposal
2. In good standing
3. Approval from the Dissertation Committee
4. To be actively enrolled and in good standing in the DNP program and the university.
5. Successful completion of DNP 800, DNP 801, DNP 802, DNP 820-I, and STA 814
6. Dissertation topic and committee members approved by dissertation chair Once the dissertation is completed the student must defend the document and disseminate the findings in a public presentation. The defense is in conjunction with NKU graduate program. Information for this process can be found under general policies for graduate programs at

https://learnonline.nku.edu/bbcswebdav/orgs/org_MSN-ALL/2010-2011%20Graduate%20Handbook.pdf

All dissertations are uploaded to ProQuest by the DNP student.

VI. Curriculum Requirements

All courses are in the online format and must be taken in sequence

Doctor of Nursing Practice (DNP)

DNP 800	Foundations of Theory and Research	5
DNP 801	Epidemiology	3
DNP 802	Leadership and Advanced Practice .	2
DNP 803	Leadership and Organizations and Systems	3
DNP 804	Economics and Financial Aspects of Systems and Population	3
DNP 805	Strategic Analysis for Quality Improvement	3
DNP 806	Program Development, Implementation and Evaluation	2
DNP 807	Leadership in Educational Activities	2
DNP 808	Healthcare Policy	3
DNP 820 I	Integrative Application of Evidence based Practice	1 (1-2)*
DNP 821 II	Integrative Application of Evidence Based Practice II	1 (1-2)*
DNP 822 III	Clinical Residency: Capstone Project/Dissertation	3 (3-4)*
DNP 897 (optional)	Continuing Credit for Capstone/Dissertation Document	0
MHI 815	Informatics for Advanced Practice	3

STA 814	Applied Statistics for Health Care Research	3
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** If your master's program had you complete less than 500 clinical clock hours, you will be expected to complete additional clinical hours in the DNP program to bring them to a minimum of 1000 hours combined between the two programs. The courses that will have variable credit hours are DNP 820I (1-2 credit hours), DNP 821II (1-2 credit hours) and DNP 822III (3-4 credit hours)*

VII. Graduation Requirements

To be eligible for the Doctor of Nursing Practice Degree, the student must:

1. Successfully complete all course requirements, dissertation requirements and achieve a minimum cumulative GPA of 3.0. (The final version of the final scholarly paper must be uploaded on to ProQuest/UML prior to graduation.)
2. File "Intent to Graduate" form in the Office of the Registrar during the semester prior to the one in which he/she intends to complete all degree requirements. The dates by which this document must be on file are:

Summer/Fall graduation: April 15

Spring graduation: October 15

3. Satisfy all financial and administrative obligations to the University

Salmon P. Chase College of Law

Dennis R. Honabach, Dean

Lawrence Rosenthal, Associate Dean for Academics

Ashley Gray, Director of Admissions

Salmon P. Chase College of Law offers full-time day and part-time evening divisions. The curriculum consists of required courses, core courses, and elective courses. Ninety credit hours are required to graduate. Fifty-eight hours are in required courses. Full-time students may complete the program in three years, while part-time students may complete the program in four years. Chase has a number of academic-support and development programs designed to enhance the law-school experience. Chase also offers a Juris Doctor/Master of Business Administration (JD/MBA) degree program in conjunction with the Haile/US Bank College of Business.

Applicants are required to receive a baccalaureate degree from a regionally accredited college or university prior to enrollment. Applicants are required to take the Law School Admission Test (LSAT). Chase seeks to admit those applicants who have the best prospect of high-quality academic work; thus the Admission Committee relies heavily on the applicant's undergraduate grades and performance on the LSAT during the application review process. Additional factors considered include upward trend of undergraduate grades; time between college graduation and application to Chase; college grading and course selection patterns; outside work while in college; letters of recommendation; graduate study; cultural, educational, or sociological deprivation; employment background; leadership ability; speaking or linguistic ability; and demonstrated competence in another profession or vocation. Chase seeks diversity in the student body by considering, in no particular order, sex, age, cultural or geographic background, and minority status. The priority deadline for application is April 1. First-year students enter in the fall semester. Students in good academic standing at another law school may apply for admission as transfer students.

Chase is accredited by the American Bar Association and a member of the Association of American Law Schools.

Please contact the Chase Office of Law School Admissions for more information: (859) 572-5490 or (888) 465-7316.

COURSE DESCRIPTIONS

ACC 500 Auditing (3 credits)

Taught: Fall and spring

Principles, standards, and procedures in conduct of an audit by CPA; functions and responsibilities; internal control; statistical sampling, audit report; special problems of auditing electronic data processing systems; account verification; ethics. Open only to students certified as majoring in business or by consent of instructor. Assessment test is given. PREREQ ACC 600.

ACC 520 Tax Planning (3 credits)

Prerequisites: Admission to the MACC program, ACC 200 and ACC 201, or permission of MACC director.

Taught: Fall, spring, and summer

Impact of income tax on business entities, including corporations, S corporations, partnerships, limited liability companies and sole proprietors; gross income deductions, accounting periods, accounting methods and property transactions. .

ACC 530 Accounting for Non-Profit Institutions (3 credits)

Prerequisites: Admission to the MACC program, ACC 301 or graduate equivalent, or permission of the MACC director.

Taught: Variable, check with department

Problems of control of funds and other assets; accounting classifications and relationships; planning, performance measurement, reporting and auditing from the viewpoint of the nonprofit (including governmental) organization.

ACC 600 Accounting Skills (3 credits)

Prerequisites: Admission to the Master of Accountancy Program Accounting Practice and Reporting Track.

Taught: Fall only

Preparation of primary financial statements: income statement, balance sheet, and statement of funds Accounting concepts for internal use of management in planning and control of operations.

ACC 601 Management Control Systems (3 credits)

Prerequisites: ACC 600.

Taught: Variable, check with department

Overall design of control systems and the behavioral and motivational impact on managers and employees of such systems; development of a management information system; design of compensation/incentive schemes, divisional control, work measurement vs. discretionary cost approach to cost control, budgetary control, internal control, and performance reporting.

ACC 602 Advanced Financial Accounting (3 credits)

Prerequisites: admission to graduate program; ACC 600 or equivalent.

Taught: Variable, check with department

Financial accounting topics for external reporting; international accounting; financial statement analysis.

ACC 603 Consolidations and Partnerships (3 credits)

Prerequisites: admission to graduate program; ACC 600 or equivalent.

Taught: Variable, check with department

Accounting for mergers, consolidations, acquisitions, and partnerships.

ACC 604 Financial Accounting I (3 credits)

Taught: Fall only

Financial accounting theory and practice in determination of income and valuation of assets and equities for external reporting; official pronouncements on generally accepted accounting principles; alternatives to these

principles; accounting cycle, financial assets (cash, and receivables), operating assets (tangible, intangible, and natural resources), current liabilities, inventories, and prepayments. PREREQ ACC 600 Admission to the Master of accountancy program Accounting Practice and Reporting Track.

ACC 605 Introduction to Financial Accounting (2 credits)

Taught: Variable, check with department

Preparation and interpretation of primary financial statements.

ACC 606 Financial Accounting II (3 credits)

Prerequisites: ACC 604.

Taught: Spring only

Financial accounting theory and practice in determination of income and valuation of assets and equities for external reporting; official pronouncements on generally accepted accounting principles; alternatives to these principles; marketable securities, long-term investments, long-term debt, owners' equity, and earnings per share.

ACC 620 Tax Research and Practice (3 credits)

Prerequisites: completion of undergraduate course(s) in individual and business taxation.

Taught: Variable, check with department

Methodology and sources of tax research; tax analysis research, policy implications, behavioral aspects, and use of quantitative analysis. Open only to students admitted to graduate program.

ACC 625 Accounting for Management (3 credits)

Prerequisites: ACC 605 or equivalent or permission of MBA director.

Taught: Fall and spring

Communication, interpretation, analysis, and use of accounting information for the benefit of management; financial statement analysis, cost analysis, budgetary control, standard cost systems, and capital budgeting. Open only to students in MBA program. .

ACC 630 Federal Taxation of Corporations (3 credits)

Prerequisites: ACC 520 or permission of MAAC director.

Taught: Variable, check with department

Corporate taxation and topics concerning organization of the corporation, capital structure, debt vs. equity, stock redemption, liquidations, corporate divisions, corporate reorganization.

ACC 632 Tax Accounting Methods (3 credits)

Prerequisites: ACC 520 or equivalent or permission of the Director of the Master of Accountancy program.

Taught: Variable, check with department

Methods of accounting, installment sales, inventories, LIFO, manufacturing, accounting method changes, accounting principle.

ACC 634 Taxation of Partnerships and Pass Through Entities (3 credits)

Prerequisites: ACC 520 or permission of MAAC program director.

Taught: Variable, check with department

Concepts of partnership taxation including contributions of property and services. Partner basis, partnership liabilities, distributions sales or exchanges of partner's interest. Election of S corporation status, distribution to shareholders, liquidation, sales of corporation.

ACC 638 Advanced Individual Income Taxation (3 credits)

Prerequisites: ACC 520 or equivalent, or permission of MAAC program director.

Taught: Variable, check with department

Executive compensation planning, deferred compensation, fringe benefits, options, alternative minimum tax, passive activities, deductions available to individuals and grantor trusts.

ACC 640 Advanced Auditing (3 credits)

Prerequisites: admission to graduate program; ACC 500, ACC 600 or equivalent.

Taught: Fall only

Advanced auditing topics, including information technology auditing, statistical sampling, legal responsibilities, audit and attestation reports, ethics.

ACC 689 Professional Certification CPA Review (3 credits)

Prerequisites: permission of the Director of the Master of Accountancy Program.

Taught: Spring only

Review of topical areas covered in the Uniform CPA examinations in Financial Accounting & Reporting, Auditing & Attestation, Regulation and Business Environment & Concepts.

ACC 694 Topics: Accounting (3 credits)

Prerequisites: ACC 600.

Taught: Variable, check with department

Specialized topics of faculty and student interest. Topics will vary and may include taxation, financial accounting, auditing, and international accounting. Repeatable for a maximum of 6 semester hours if topic differs. Open only to MBA students.

ACC 697 Advanced Accounting Theory (3 credits)

Prerequisites: admission to graduate program; ACC 600 or equivalent.

Taught: Spring only

This capstone course is an overview of topics relevant to current accounting theory, ethics, research, standard setting, and practice. This course must be taken in the last semester, or within 9 credit hours of graduation.

ACC 699 Independent Study: Accounting (1-3 credits)

Prerequisites: ACC 600 or consent of the MACC Director.

Taught: Variable, check with department

Specialized aspect or topic in accounting chosen by student and appropriate faculty member. Repeatable for a maximum of 6 hours. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to students in the MACC or MBA program.

ANT 594 Topics: Anthropology (3 credits)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

A special topic in any area of anthropology. For graduate students and advanced undergraduates. Repeatable up to 12 semester hours when topics vary.

ANT 599 Independent Study (1-6 credits)

Taught: Variable, check with department

Specialized topic in anthropology chosen by student and appropriate faculty member for study. Repeatable up to 12 semester hours when topics vary.

ANT 692 Directed Research (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated.

ANT 694 Topics: Anthropology (3 credits)

Taught: Variable, check with department

A special topic in any area of anthropology. Repeatable up to 12 semester hours when topics vary.

ANT 699 Independent Study in Anthropology (1-6 credits)

Taught: Variable, check with department

Specialized topic in anthropology chosen by student and appropriate faculty member for study. Repeatable up to 12 semester hours when topics vary.

ARI 520 Readings in Arabic (3 credits)

Prerequisites: ARI 380 or equivalent.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies.

ART 650 Graduate Study: Art History (3 credits)

Prerequisites: consent of instructor.

Taught: Fall and spring

Advanced study and research in art history. Repeatable to 12 semester hours.

ART 699 Independent Study in Art (3 credits)

Prerequisites: consent of instructor.

Taught: Fall and spring

Projects, directed by members of the faculty, must be selected before registration.

AST 694 Topics: Astronomy (1-4 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Various topics in astronomy. Specific topics are determined in consultation with the instructor, the student's advisor and the Chair of Physics and Geology. Repeatable for a maximum of 12 semester hours.

BIO 521 Mammalogy for Teachers (3 credits)

Prerequisites: Certification to teach middle or high school science or permission of instructor.

Taught: Variable, check with department

A content course. Evolution, anatomy, adaptations, ecology and diversity of world mammals. Applicable for middle and high school. Not open to students who have taken BIO 421.

BIO 600 Field Ecology for Elementary Teachers (3 credits)

Prerequisites: one year of college biology or consent of instructor.

Taught: Variable, check with department

Populations, communities, ecosystems; techniques of collection, identification, and preservation of local organisms. Field trips. Not open to students specializing in biological sciences.

BIO 605 Studies in Biological Sciences (1-3 credits)

Prerequisites: Certification to teach middle or high school science or permission of instructor.

Taught: Variable, check with department

A content course. Diversity, ecology and evolution of animal orders. For middle and high school science teachers.

BIO 606 General Microbiology for Teachers (4 credits)

Prerequisites: One year of college biology and one year of college chemistry.

Co-requisites: BIO 606L.

Taught: Summer only

Microbiological theory and techniques as applicable to pre-college age students; applied microbiology.

BIO 606L General Microbiology for Teachers Laboratory (0 credits)

Co-requisites: BIO 606.

Taught: Summer only

Laboratory to accompany BIO 606.

BIO 609 Geography of Life (3 credits)

Prerequisites: one semester of college biology.

Taught: Spring only-odd yrs

Geographical distribution of plants and animals in the past and present; development of theories explaining distribution patterns.

BIO 610 Amphibians and Reptiles (2 credits)

Taught: Summer only

Evolution, natural history, taxonomy, behavior, and ecology of reptiles and amphibians; herpetofauna of the tri-state area. Field trips. Open only to high school science/biology teachers.

BIO 611 Birds (2 credits)

Taught: Summer only

General biology of birds, particularly classification, life cycles, flight, and behavior; field methods and identification; avifauna of the tri-state area. Field trips. Open only to high school science/ biology teachers.

BIO 612 Freshwater Diatoms (2 credits)

Taught: Summer only

Importance, structure, taxonomy, physiology, reproduction, and ecology of common freshwater diatoms; methods of collection; preparation of permanent slides. Field trip. Open only to high school science/ biology teachers.

BIO 613 Woody Plants (2 credits)

Taught: Summer only

Recognition of Kentucky's trees and larger shrubs; use of botanical keys; economic and environmental aspects; dendrological literature. Field trips. Open only to high school science/biology teachers.

BIO 614 Algae (2 credits)

Taught: Summer only

Commonly occurring freshwater algae of the tri-state area; field and laboratory techniques for collecting and preserving specimens; taxonomy, evolution, life cycles, and ecological significance. Field trips. Open only to high school science/biology teachers.

BIO 644 Aquatic Ecology for Teachers (3 credits)

Taught: Variable, check with department

Integrated field investigations of water quality. Taught at Center for Ohio River Research and Education. Curriculum and community resources related to water resources. Required field trips.

BIO 660 Biology of Aquatic Life (3 credits)

Prerequisites: one year of college biology and consent of instructor.

Taught: Variable, check with department

Study of life in the ocean and fresh water environments: observation, identification, distribution, and conservation.

BIO 668 Advanced Human Physiology (4 credits)

Prerequisites: BIO 208, BIO 209 and CHE 115, or consent of instructor.

Taught: Fall and summer

Rigorous study of human body function primarily at the organ system level.

BIO 694 Topics in Biological Sciences (1-3 credits)

Taught: Variable, check with department

Study of specialized subject matter. May be repeated for credit when topics vary. Open only to graduate students in education.

BIO 699 Independent Study: Techniques of Biology (1-4 credits)

Prerequisites: Consent of instructor prior to registration.

Taught: Fall, spring, and summer

Individual student experience with selected biological techniques in media preparation; in herbarium, museum, and field techniques; in use of laboratory equipment; and in other practical facets of biology. Topic decided upon in consultation between student and instructor. Up to 4semester hours may be earned in this course.

BIS 605 Managerial Decision Analysis (2 credits)

Prerequisites: admission to the MBA program or permission of the MBA director.

Taught: Variable, check with department

An examination of the increasing complexity confronting today's manager. It covers the role of statistics in the business decision-making process. The use of managerial productivity tools to perform quantitative analysis for resolving operational business issues is emphasized.

BUS 605 Legal Environment (2 credits)

Prerequisites: Admission to the MBA program or permission of MBA director.

Taught: Variable, check with department

Survey of the legal system requirements and limitations; political process, constitution, torts, criminal law, ethics, environment, product liability, consumer protection, antitrust, employment and negotiable instruments.

BUS 610 Law and Public Policy (3 credits)

Taught: Variable, check with department

Relationship between law and public policy and its effect on business; administrative agency structure and powers; anti-trust law; consumer law; securities law; labor and management law; environmental law and business ethics. Open only to graduate students.

BUS 632 CPA Law (3 credits)

Prerequisites: admission to graduate program.

Taught: Fall only

Legal topics relevant to professional accounting: contracts, agency, business entities, Uniform Commercial Code, and Securities law.

BUS 699 Independent Study: Business (1-3 credits)

Prerequisites: consent of instructor and MBA program director.

Taught: Variable, check with department

Specialized aspect or topic in business chosen by a student and an appropriate faculty member. Repeatable for a maximum of 6 semester hours. Open only to MBA students.

CEP 600 Graduate Cooperative Experience (1-3 credits)

Taught: Fall, spring, and summer

Supervised work experience relating to a graduate student's degree program; employment planned, supervised, coordinated by employer, faculty coordinator, and a member of the Career Development staff. Open to all graduate students. Does not satisfy any graduation requirements. May be repeated. Graded pass/fail.

CHE 505 The History of Chemistry (2-3 credits)

Prerequisites: CHE 310.

Taught: Variable, check with department

Survey of chemistry's significance in ancient and modern times. Investigation of key individuals and Concepts in chemistry of the past and present.

CHE 511 Natural and Medicinal Product Synthesis (3 credits)

Prerequisites: C- or better in CHE 311.

Taught: Variable, check with department

Analysis and design of complex syntheses, including total synthesis of natural products; stereochemical aspects of synthesis; asymmetric synthesis; spectroscopy in structure elucidation.

CHE 512 Physical Organic Chemistry (3 credits)

Prerequisites: CHE 360 and a C- or better in CHE 311.

Taught: Variable, check with department

Current topics in spectroscopy, reaction mechanisms, and structure function correlations.

CHE 560 Quantum Mechanics (3 credits)

Prerequisites: C- or better in CHE 361 or PHY 361.

Taught: Variable, check with department

Principles of quantum mechanics, the hydrogen atom, variational methods, and simple perturbation theory. Same as PHY 460.

CHE 594 Topics in Chemistry (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Discussion of topics in analytical, environmental, inorganic, nuclear, organic, and physical chemistry; chemistry related topics: laboratory experience with operation and application of instruments and the computer. May be repeated as topics vary.

CHE 692 Research: Chemical Education (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Research involving procedures, software, instrumentation, and pedagogy to develop chemistry experiments, demonstrations, or activities suitable for use in a science classroom or instructional laboratory. Repeatable for a maximum of 4 semester hours.

CHE 694 Topics: Chemistry (1-4 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Topics illustrating principles of chemistry and applications of analytical, inorganic, organic, and physical chemistry and biochemistry. Specific topics are determined in consultation with the student's adviser and the chair of chemistry. May be repeated as topics vary.

CHE 696 Chemistry Laboratory Internship (1 credit)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

Participation in planning, teaching, and testing in a designated undergraduate laboratory course. Designed especially for students in science education. May be repeated for different lab courses for a total of no more than three credit hours.

CHE 699 Independent Study in Chemistry (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Independent survey of literature; written reports on selected topics in chemistry and chemical education. Repeatable for a maximum of 4 semester hours.

CHI 520 Readings in Chinese (3 credits)

Prerequisites: CHI 380 or equivalent.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies.

CIN 601 Studies in Cinema (3 credits)

Taught: Variable, check with department

Graduate level study of a particular genre, national cinema, director, or other topic in cinema studies. May be repeated for credit when topics vary.

CIT 500 Information Technology Fundamentals (3 credits)

Prerequisites: permission of instructor.

Taught: Fall and spring

Fundamentals of UNIX system administration, including use of the shell, users and groups, security, logging, backups, cron, and server installation and configuration.

CIT 501 Scripting (3 credits)

Prerequisites: permission of instructor.

Taught: Variable, check with department

Introduction to programming in a scripting language, including applications to both system administration and web development.

CIT 520 Managing Computer Systems (4 credits)

Prerequisites: EDG 602 or senior standing in Business Education, Organizational systems Technology, or Organizational Leadership degree programs.

Taught: Variable, check with department

The setup, configuration, and administration of networked computer systems. Current personal computer operating system technology. Hardware installation and troubleshooting.

CIT 530 Computer Forensics (3 credits)

Prerequisites: CIT 500 or consent of MSCIT director.

Taught: Variable, check with department

Fundamentals of computer and network forensics; forensic duplication and analysis; reconstruction of computer activities; forensics tools.

CIT 536 Web Server Administration (3 credits)

Prerequisites: CIT 500 .

Prereq OR Co-req: CIT 501 or consent of MSCIT director.

Taught: Variable, check with department

An applied, practical introduction to web server administration; installing and configuring a web server; name resolution; web server security and maintenance; server-side technologies; monitoring and analyzing the web environment.

CIT 547 Network Design/Troubleshooting (3 credits)

Prerequisites: CIT 500 or consent of MSCIT director.

Taught: Variable, check with department

Network and transport protocols (IP, TCP, UDP); hubs, switches, and routers; Network topologies, subnetting, and routing, including VLANs; capacity planning and redundancy; network troubleshooting using cable testers and network sniffers.

CIT 565 Storage Administration (3 credits)

Prerequisites: CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

This course covers storage systems and devices, disk partitioning, files systems, RAID (Redundant Array of Inexpensive Disks) fundamentals, software/hardware RAID administration and troubleshooting, storage virtualization and Logical Volume Manager (LVM), data backup and recovery, Network Attached Storage (NAS), and Storage Area Networks (SAN).

CIT 570 Advanced Network and System Administration (3 credits)

Prerequisites: CIT 501 and CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

Administering a networked computer system. Account, network configuration, security, file system and device management. Writing administrative scripts.

CIT 572 Database Administration (3 credits)

Prerequisites: CIT 500.

Prereq OR Co-req: CIT 501 or consent of MSCIT director.

Taught: Variable, check with department

An applied, practical introduction to database administration; PL/SQL, installing and configuring a database server; create and configure a database instance; user management and security; backup and monitoring activities.

CIT 583 Scripting II (3 credits)

Prerequisites: CIT 500 and CIT 501 or consent of the MSCIT director.

Taught: Variable, check with department

Advanced programming in a dynamically typed language, including techniques such as passing blocks, dynamic dispatch, and domain specific languages. The class will apply these techniques to IT applications, including interfacing to network services and parsing complex data formats like HTML and XML.

CIT 584 Network Security (3 credits)

Prerequisites: CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

Firewalls and intrusion detection systems; incident response; security protocols and VPNs; network server security; viruses and worms; wireless security basics. Network security architecture and policy development.

CIT 586 Three Tier Web Applications (3 credits)

Prerequisites: CIT 536 or consent of MSCIT director.

Taught: Variable, check with department

Design and implementation of a web site and its database backend. Client-side, database server-side, and web server issues associated with such a three-tier implementation will be investigated.

CIT 594 Intermediate Graduate Topics: Computer Information Technology (3 credits)

Prerequisites: varies with topic (see Schedule of Classes).

Taught: Variable, check with department

Various intermediate graduate topics in Computer Information Technology.

CIT 599 Intermediate Independent Study (1-3 credits)

Prerequisites: Regular admission to MSCIT program and consent of instructor.

Taught: Variable, check with department

Intermediate Independent Study.

CIT 630 Advanced Computer Forensics (3 credits)

Prerequisites: CIT 530 or consent of MSCIT director.

Taught: Variable, check with department

Collecting and analyzing network-based evidence, email tracing, web browsing activity reconstruction, in-depth file system forensics. Hands-on practice of using forensic tools for analyzing computer incidents launched through the Internet.

CIT 637 Wireless Networks (3 credits)

Prerequisites: CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

In order to prepare students to be competent wireless professional within the information technology industry, this course includes in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE

802.11b/a/g/n implementation, design, security, and troubleshooting of wireless networks.

CIT 644 Web Security (3 credits)

Prerequisites: CIT 536 and CIT 584 or consent of MSCIT director.

Taught: Variable, check with department

Secure configuration of web servers and web applications, including authentication, access control, and SSL/TLS. Threat modeling and security assessment. Web application firewalls and IDS.

CIT 661 Routing (3 credits)

Prerequisites: CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

This course examines the fundamentals and complexities in designing, maintaining, and troubleshooting a broad range of network designs and technologies. It covers multi-area open shortest path first (OSPF), integrated intermediate system to intermediate system (IS-IS), border gateway protocol (BGP), advanced route optimization, network architecture design, inter-VLAN routing, spanning tree protocols (STPs) integration with VLANs, and centralized security through remote access, etc.

CIT 662 Switching (3 credits)

Prerequisites: CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

This course provides students with in-depth understanding of LAN switching technologies. It covers configuring switches, virtual LANs, IP Telephony switching. MLS, STP, multicast, etc. In addition, it covers some advanced topics in this field such as load balancing, integrating servers, securing switches.

CIT 668 System Architecture (3 credits)

Prerequisites: CIT 501 and CIT 547 or consent of MSCIT director.

Taught: Variable, check with department

System architecture specification, design, deployment, maintenance, documentation, monitoring, and migrations. Focuses on systems for large scale distributed environments with high reliability requirements.

CIT 672 Advanced Database Administration (3 credits)

Prerequisites: CIT 572 or consent of MSCIT director.

Taught: Variable, check with department

Database recovery and backup, incomplete recovery, user errors recovery, database corruption, database performance tuning, query execution plans, and monitoring/managing storage.

CIT 677 Data Mining Tools and Techniques (3 credits)

Prerequisites: CIT 572 or consent of MSCIT director.

Taught: Variable, check with department

This course provides students with understanding of data mining concepts such as classification, association rules, clustering, visual methods, text mining, web mining, etc. The class focuses on intensive setup and usage of existing data mining tools.

CIT 694 Advanced Graduate Topics: Computer Information Technology (3 credits)

Prerequisites: varies with topic (see Schedule of Classes).

Taught: Variable, check with department

Various advanced graduate topics in Computer Information Technology.

CIT 696 Best Practices in Information Technology Seminar (3 credits)

Prerequisites: successful completion of 18 credits toward MSCIT degree.

Taught: Variable, check with department

Examination and presentation of best practices methodologies in information technology. IT papers and reports readings. The seminar will require as-

signments that build organizational competencies such as communication skills, team-work, and critical thinking

CIT 699 Advanced Independent Study (1-3 credits)

Prerequisites: Regular admission to MSCIT program and consent of instructor.

Taught: Variable, check with department

Advanced Independent Study.

COM 520 Relational Communication (3 credits)

Taught: Spring only-odd yrs

Relationship-centered understandings of interpersonal communication. The role of communication in developing, sustaining, and terminating social and personal relationships. Class may explore relational theories, concepts, and self-application.

COM 548 Popular Culture Studies (3 credits)

Prerequisites: Students must have a 3.0 or higher GPA to enroll in the course.

Taught: Variable, check with department

Upper-level introduction to critical issues and approaches in the study of recent American popular culture. Exploration of uses and being used in popular culture. Constitutive roles played by mass-mediated and interpersonal popular culture mechanisms, ideas, artifacts, and values. Emphasis on researching, writing, and articulating cultural criticism. Students must have a 3.0 or higher GPA to enroll in the course.

COM 550 Digital Media (3 credits)

Taught: Variable, check with department

Technical and aesthetic processes in the production of media, including new media and integrated media.

COM 560 Rhetorical Criticism (3 credits)

Taught: Spring only-odd yrs

Advanced seminar in the history, theory, methods and practice of rhetorical criticism.

COM 571 Critical Ethnography (3 credits)

Taught: Variable, check with department

Hands-on research seminar examining and practicing ethnographic research methods used to empower communities. Students travel to another culture to enact ethnographic research designs. Digital ethnography, service learning, field study, educational, and interactive research explorations.

COM 575 Intercultural Communication (3 credits)

Prerequisites: Students must have a 3.0 or higher GPA to enroll in the course.

Taught: Variable, check with department

The examination of advanced cross-cultural, intercultural, multicultural, and international theory and research in relation to communication perceptions and practices. Students must have a 3.0 or higher GPA to enroll in the course.

COM 580 Sexuality and Communication (3 credits)

Taught: Variable, check with department

Exploration of topics, concepts, and theories related to communication and human sexuality. Relationships, sexual literacy, sexual identities, sexual practices, sex representations, and social control of sexuality.

COM 594 Intermediate Topics in Communication (3 credits)

Taught: Variable, check with department

Special topics course with readings and writings at the intermediate level. Course varies by instructor and section. Students must have a 3.0 or higher GPA to enroll in this course.

COM 601 Communication Theory (3 credits)

Taught: Fall only

Introduces graduate students to the philosophical underpinnings of communication research and develops skills in theory construction.

COM 602 Research Methods (3 credits)

Taught: Spring only

Addresses qualitative approaches to investigating human experience using tools such as ethnography and criticism. Introduces graduate students to principles, and design considerations underlying social scientific methodology. Material is applied to communication research. Final research project is required.

COM 603 Business Communication (3 credits)

Taught: Fall and spring

Principles and practices of methods of written and oral communications at the management level. Open only to graduate students. Same as ENG 603.

COM 604 Organizational Communication (3 credits)

Taught: Fall only-even years

Seminar that explores the major theoretical perspectives and research findings within formal and informal organizations.

COM 620 Interpersonal Communication (3 credits)

Taught: Spring only-even yrs

Investigation of the communicative management of ongoing relationships; examination of how communication both creates and responds to exigencies of friendship.

COM 621 Communication Pedagogy (3 credits)

Taught: Variable, check with department

Graduate course in pedagogy that addresses philosophical, theoretical and practical issues faced by the beginning college instructor.

COM 622 Family Communication (3 credits)

Taught: Fall only-odd years

Examines theories and research focused on understanding communication in family contexts.

COM 624 Gender and Communication (3 credits)

Prerequisites: COM602.

Taught: Variable, check with department

This course examines how gender factors into communication processes, theories, and research. Class topics include interpersonal relationships, gender issues in organizations, rhetoric, public relations, media representations, globalized perspectives, and research methods.

COM 625 Contemplative Pedagogy (3 credits)

Taught: Variable, check with department

Evaluation of healthy communicative practices for nurturing teaching practice and student-teacher relationships. Understandings of needs for students and instructors in the classroom. Exploration of the student condition from a communicative perspective. Not for general MA in Communication credit.

COM 630 Communication Ethics (3 credits)

Taught: Fall only-even years

Theoretical and critical approaches to the study of ethics in communication. Examination of professional communication behavior in workplace settings.

COM 631 Communication Law (3 credits)

Taught: Fall only-odd years

Examines the Constitutional, statutory, and case law affecting the communication profession.

COM 640 Persuasion (3 credits)*Taught: Spring only-even yrs*

Theory and devices of persuasion; analysis of persuasive discourse.

COM 655 Health Communication (3 credits)*Taught: Variable, check with department*

This course is to introduce students to the wide range of scholarship about health communication. The course begins with an introduction to the field of health communication, ethical concerns in the health care environment, and the models that frame theory and empirical research in this area. Through textbook readings, case studies, and research projects, the following issues will be addressed: the creation of health meanings, health care

COM 671 Media Criticism (3 credits)*Taught: Spring only-even yrs*

Seminar in the application of rhetorical theory and criticism to television, film, and other media.

COM 672 Documentary Production (3 credits)*Taught: Variable, check with department*

Theory and practice of documentaries. Rhetorical concerns of documentaries, social inquiry. Students will construct a documentary short.

COM 675 Public Relations (3 credits)*Taught: Spring only-odd yrs*

Principles of PR management, including development of writing skills essential to those directing the PR functions of organizations.

COM 677 Organizational Culture and Identity (3 credits)*Taught: Fall only-odd years*

This course examines methods and theories regarding the management, development, and changing of organizational culture and identity. Students will learn tools for conducting cultural analyses for organizations; gain understandings of the factors that affect internal organizational identity; and develop practical understandings of how to negotiate public perceptions or organizations.

COM 678 Public Relations Account Management (3 credits)*Taught: Fall only-odd years*

Account management expectations for PR and communication consultants. Inter-organizational relations, supply chain architectures, integrated communication, planning and budgeting, ethics, proposal writing and presentation, and cultural-critical interpretations of consultative client-practitioner relations.

COM 680 Communication Teaching Practicum (3 credits)*Taught: Fall and spring*

Guided and hands-on teaching practice in the college communication classroom. Students must work with a Northern Kentucky University professor to directly engage the teaching process. Not for MA in Communication credit. By permission only.

COM 685 Language and Social Interaction: Theory and Method (3 credits)*Prerequisites: COM 602.**Taught: Fall only-even years*

This course offers methods for exploring verbal and non verbal communication behaviors in language and social interaction. Transcription and analysis of everyday talk allows students to use research methods including conversation analysis, ethnomethodology, speech acts, and gesture analysis.

COM 687 Qualitative Research Methods (3 credits)*Taught: Fall only-odd years*

Methodology and practice of qualitative research. Methods include interviews, focus groups, ethnographic field studies, document analysis. Topics include research conceptualization, collection techniques, data analysis, reporting findings, crystallization.

COM 692 Directed Research in Communication (3 credits)*Prerequisites: COM 601 and COM 602.**Taught: Fall and spring*

Specialized aspect or topic in communication chosen by student in consultation with an appropriate communication faculty member. Faculty member will closely supervise the student's research project.

COM 693 Relationships Research Practicum (3 credits)*Prerequisites: permission of Communication Graduate Program Director.**Taught: Variable, check with department*

Apprenticed development of research skills. Students assist faculty with current research projects exploring aspects of relationships. By Graduate Director permission only. Not for general Master's in Communication credit.

COM 694 Topics: Communications (3 credits)*Taught: Variable, check with department*

Special Topics

COM 696 Graduate Internship in Communication (1-6 credits)*Prerequisites: COM 601 and COM 602.**Taught: Fall and spring*

Students work under supervision in a professional setting in a communication field approved by the graduate program director in Communication. Student will be assigned additional reading and essays.

COM 700 Social Informatics (3 credits)*Taught: Variable, check with department*

The study of communication and information tools in cultural contexts. Social understandings of digital and technological approaches to communication and information. Topics include philosophies of computer and digital technology utilization in cultures; interpersonal and organizational computer-mediated communication; ethical and professional considerations related to computers and digital technology; and research approaches.

COM 750 Theories and Concepts of Cultural Studies (3 credits)*Taught: Spring only-odd yrs*

History, theory, and practice of cultural studies. Provides a repertoire of tools for exploring the production of verbal and written cultural discourses as well as their valuation and uses.

COM 791 Comprehensive Examinations (0-1 credits)*Prerequisites: approval of Communication Graduate Program Director.**Taught: Fall and spring*

This course tests communication graduate students on their ability to understand, evaluate, synthesize, visualize, and/or apply communication theories, research methods, concepts, and/or tools learned from the Master's in Communication program. The comprehensive examination experience should constitute a rigorous and serious exploration of the student's abilities as a holder of the Master's degree.

COM 793 Applied Capstone Project (1-6 credits)*Prerequisites: Approval of Communication Graduate Program Director.**Taught: Fall and spring*

A graduation capstone experience applying communication theories, methods, concepts, and/or tools to a tangible project. A written report will accompany the project.

COM 797 Thesis (1-6 credits)

Prerequisites: permission of Communication Graduate Program Director.

Taught: Fall and spring

The planning, execution, and thorough documentation of a research project as conducted with the assistance of a faculty advisor.

COM 798 Continuing Capstone Project (1 credit)

Prerequisites: permission of Communication Graduate Program Director.

Taught: Fall and spring

Continued work for students who are pursuing comprehensive examination, applied capstone, or thesis project completion. Course only for students who have exhausted maximum enrollment in thesis, applied capstone project, or comprehensive examination coursework.

COU 600 Orientation to Clinical Mental Health Counseling (3 credits)

Taught: Fall only

A survey of the historical, philosophical, societal, cultural, economic and political dimensions of and current trends in the community mental health movement; a historical perspective of the counseling profession, counselor roles and functions, and professional affiliations.

COU 601 Legal and Ethical Issues in Counseling (3 credits)

Prerequisites: Consent of director.

Taught: Fall and summer

Focus on the skills and competencies critical to dealing effectively with the complex ethical, legal, and social issues of counseling in a multicultural society; focus on decision-making models in response to the major ethical topics and emerging ethical and legal issues; overview of licensure/certification issues.

COU 602 Orientation to Professional School Counseling (3 credits)

Taught: Fall only

Foundations course designed to increase student's knowledge base of the professions of school counseling including the history of the profession. This course serves as a basis for the rest of the school counseling program and orients students to using the American School Counselor Association's National Standards as the basis for the portfolio requirement.

COU 610 Counseling Diverse Populations (3 credits)

Prerequisites: COU 600 or COU 602 and admission to program.

Taught: Fall and summer

Focus on the cultural context of the counseling relationship; examination of issues and concerns related to such factors as culture, ethnicity, age, gender, sexual orientation, religious and spiritual values, socioeconomic status and various unique characteristics.

COU 620 Human Development (3 credits)

Taught: Spring and summer

Theories of human development; developmental crises, tasks and transitions across one's lifespan; nature vs. nurture; theories of learning and personality development; strategies for facilitating optimal human development; developmental model of counseling.

COU 621 Counseling Children (3 credits)

Prerequisites: COU 640, COU 641 and admission to program.

Taught: Fall and summer

Theories and techniques for developmental counseling with children.

COU 630 Career Counseling (3 credits)

Prerequisites: COU 600, COU 640, COU 641 and admission to program.

Taught: Spring and summer

Educational and career planning; career development theories; decision-making models; assessment inventories for career and educational

counseling; resources for career and educational planning; computer-assisted career development.

COU 640 Counseling Techniques (3 credits)

Prerequisites: COU 600 or COU 602 and admission to program.

Taught: Fall and spring

Introduction to the knowledge, techniques, skills, and processes basic to initiating and conducting an effective counseling relationship; discussion and attention to the specific nature and process of helping, as well as the unique attitudes and skills required of the effective helper.

COU 641 Theories in Counseling and Psychotherapy (3 credits)

Prerequisites: COU 600.

Taught: Fall and spring

Examination of the major models of counseling and psychotherapy; theoretical integration; review of outcome research; common factors model; brief counseling models.

COU 642 Counseling Families and Couples (3 credits)

Prerequisites: COU 640.

Taught: Fall only

A review of issues related to the family and couples and various theories of family counseling; theoretical foundations and ethical and legal concerns will also be addressed.

COU 643 Consultation (3 credits)

Prerequisites: Consent of director.

Taught: Variable, check with department

Examination of consultation models; stages of consultation; managing the consultant, consultee and client system; ethical and legal issues unique to consultation; strategies for performing effective consultation in organizations, schools and counseling agencies.

COU 650 Theories and Practice of Group Counseling (3 credits)

Prerequisites: COU 600 or COU 602, COU 640, COU 641 and Admission to program.

Taught: Fall and spring

Theoretical and experiential introduction to the nature of group counseling, group dynamics, and group leadership; focus on principles of group dynamics include group process components, developmental stage theories, and group members' roles and behaviors.

COU 654 School Counseling Services (3 credits)

Prerequisites: admission to the school counseling program or consent of program director.

Taught: Spring only

The organization, administration and delivery of school counseling services in elementary, middle, and secondary schools.

COU 660 Assessment and Evaluation in Counseling (3 credits)

Prerequisites: COU 680 and admission to program.

Taught: Fall and spring

Basic statistical Concepts and psychometric principles; examination of the most frequently used assessment procedures in counseling; outcome evaluation; multicultural issues; ethical and legal issues involved in the use of assessment procedures by licensed counselors.

COU 661 Evaluation of Mental Disorders (3 credits)

Prerequisites: COU 660 and COU 670.

Taught: Summer only

Advanced Assessment.

COU 670 Diagnosis of Emotional and Mental Disorders (3 credits)

Prerequisites: COU 660 or consent of instructor and admission to program.

Taught: Fall only

Examination of the major mental disorders in the current version of the DSM; development of diagnostic and case conceptualization skills; medical model of psychopathology; major theories of etiology and treatment; diagnostic principles; differential diagnosis; diagnostic errors; ethical and legal issues involved in clinical diagnosis.

COU 671 Treatment Planning in Counseling (3 credits)

Prerequisites: COU 670 or consent of instructor and admission to program.

Taught: Spring only

Integration of diagnostic, case conceptualization, and treatment planning skills; review of best practice guidelines; empirically-supported treatments; outcome research; treatment manuals; treatment planning in a managed care context.

COU 672 Psychopathology (3 credits)

Taught: Summer only

Introduction to the field of psychopathology. Course topics will include historical conceptualizations of mental illness, major categories of mental disorders, and current taxonomic systems.

COU 674 Crisis Intervention and Crisis Counseling (3 credits)

Prerequisites: Admission to Community Counseling or School Counseling Program or permission of instructor.

Taught: Variable, check with department

Course introduces students to the current theory and practice models related to trauma and crisis intervention. Emphasis placed on situational and developmental crisis and natural disaster. Differing models of crisis intervention, models of coping with crisis and critical incidents, and the efficacy of crisis intervention will be discussed including assessment and triage and safety and security concerns in various settings.

COU 675 Substance Abuse and Addictions (3 credits)

Taught: Summer only

This course thoroughly examines substance abuse and addictions in multiple populations. Students will learn how to recognize the problems of substance abuse and addictions, the effects of drugs and addictions on the client and others, etiology, and counseling and treatment.

COU 680 Research Methods and Program Evaluation (3 credits)

Prerequisites: Course in statistics.

Taught: Fall and spring

Development of skills for critically evaluating the professional literature; hypothesis generation and testing; examination of quantitative and qualitative research designs; outcome and program evaluation; basic statistical procedures for analyzing data; professional communication of research results.

COU 690 Clinical Mental Health Practicum (3 credits)

Prerequisites: Psychopathology course, COU 600, COU 601, COU 610, COU 620 or PSY 622, COU 640, COU 641, COU 650, or consent of Program Director.

Taught: Spring only

Supervised practice of direct counseling skills and related professional activities in counseling; an opportunity for the integration and application of student's cumulative developmental and clinical mental health knowledge base in an ethical, reflective, and culturally responsive manner. Students must successfully complete a minimum total of 100 clock hours with 40 hours of direct service to clients including individual and group counseling experiences; students will be required to present audio taped sessions in individual and/or group supervision; Satisfactory performance at the placement site and

during on-campus class meetings must be demonstrated before students can proceed to Internship.

COU 691 Internship I (3 credits)

Prerequisites: COU 690 or COU 693; matriculation in counseling program or approval of program director or program coordinator.

Taught: Fall, spring, and summer

An intensive counseling field placement in a school or professional, clinically-oriented setting under the direction of an approved on-site clinical supervisor as well as a member of the program faculty on campus.

COU 692 Internship II (3 credits)

Prerequisites: COU 691 or approval of program director or program coordinator.

Taught: Fall, spring, and summer

An intensive counseling field placement in a school or professional, clinically-oriented setting under the direction of an approved on-site clinical supervisor as well as a member of the program faculty on campus. Students may repeat course until they have successfully accrued internship hours necessary to meet their respective state licensure requirements.

COU 693 School Counseling Practicum (3 credits)

Prerequisites: COU 601, 602, COU 640, COU 641, COU 650, COU 654 or consent of program coordinator.

Taught: Fall and spring

Supervised field experience in school counseling.

COU 694 Special Topics in Counseling (3 credits)

Prerequisites: COU 600, COU 602, COU 640, COU 641.

Taught: Fall, spring, and summer

In-depth study of contemporary topics in counseling. Topic listed in Schedule of Classes; May be repeated for credit when topics differ. Open only to counseling students.

COU 699 Independent Study: Counseling (1-3 credits)

Prerequisites: Admission to Counselor Education Program and consent of instructor prior to registration.

Taught: Fall, spring, and summer

Individualized readings, research and/or projects relating to professional counseling and developed by students in consultation with faculty prior to registration. Not intended to substitute for any course offered on a regular basis. Repeatable when topics vary.

CSC 501 Intermediate Programming Workshop (3 credits)

Prerequisites: graduate standing; background in computer programming and data structures.

Taught: Variable, check with department

Intensive review of programming and data structures from an object-oriented perspective using the C++ language. Intended for students whose computer programming skills need refreshing or updating.

CSC 502 Advanced Programming Methods (3 credits)

Prerequisites: Regular admission to MSCS program or admission to Secure Software Engineering certificate program.

Taught: Variable, check with department

High-performance OO and generic programming in C++; concurrent and distributed programming; STL; multi-paradigm design patterns; extensive practice with sophisticated programming projects.

CSC 507 Concepts of Programming Languages (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

History of high-level languages; grammars and the compilation process; axiomatic semantics; language design and implementation issues; procedural, object-oriented, functional, and logic programming paradigms; case studies in important contemporary languages.

CSC 525 Artificial Intelligence (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Concepts and techniques of artificial intelligence; heuristic search, expert systems, AI languages, natural language processing, and elementary neural networks.

CSC 533 Computer Networks (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Direct link networks, packet switching net-works, internet working (IP, end-to-end protocols (TCP), Windows socket programming.

CSC 539 Software Testing and Maintenance (3 credits)

Prerequisites: regular admission to the MSCS program.

Taught: Variable, check with department

Techniques in computer software implementation, testing, configuration management and maintenance. Testing and maintenance of a large-scale software project by students working in teams.

CSC 540 Software Engineering (3 credits)

Prerequisites: Regular admission to MSCS program or admission to Secure Software Engineering certificate program and CSC 502.

Taught: Variable, check with department

Techniques in computer software specification, design, implementation, testing, documentation, and maintenance; development of large-scale project by students working in teams.

CSC 550 Database Management Systems (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Database design, normal forms, concurrent processing, recovery, security, relational model, Structured Query Language, hierarchical and network models.

CSC 556 Advanced Web Application Development (3 credits)

Prerequisites: Regular admission to MSCS program or consent of MSCIT director.

Taught: Variable, check with department

Advanced technologies for developing web applications for business and industry. Focus on the design and development of scalable, robust, and extensible web applications; different frameworks for developing web applications and the software build process. Web component design and programming, data access, product packaging, and application deployment.

CSC 560 Operating Systems (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Internal structures and algorithms for file systems, I/O memory management and process scheduling; examples drawn from contemporary operating systems such as Unix and Windows.

CSC 562 Computer Architecture (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Implementation of control unit and arithmetic-logic unit, microprocessor organization and design, main memory and cache organizations, I/O subsystem; RISC vs. CISC instruction sets, pipe-lining, parallel processing; mechanisms for evaluating computer architectures and microprocessor performance.

CSC 564 Design and Analysis of Algorithms (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Proofs of time and space bounds on important algorithms; advanced algorithms on graphs, sequences and sets; divide-and-conquer and dynamic programming; randomized algorithms; parallel algorithms.

CSC 580 Computer Graphics (3 credits)

Prerequisites: Regular admission to MSCS program and MAT 234 or equivalent.

Taught: Variable, check with department

Basic concepts of two- and three-dimensional graphics including incremental methods, geometric transformations, windowing and clipping, hidden line and surface algorithms, and animations.

CSC 582 Computer Security (3 credits)

Prerequisites: Regular admission to the MSCS program or admission to the Secure Software Engineering certificate program.

Taught: Variable, check with department

Theory and algorithms of computer security, including security policies, access control, secure programming, identity and authentication, information flow, and information assurance techniques.

CSC 584 Cryptography (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Cryptology of classical ciphers, DES and AES, public key cryptosystems, authentication and cryptographic hash functions.

CSC 585 Theory of Computation (3 credits)

Prerequisites: Regular admission to MSCS program.

Taught: Variable, check with department

Regular and context-free grammars; Turing machines; recursive and recursively enumerable languages; uncomputability; the Chomsky hierarchy; complexity classes such as P, NP, and NP-complete.

CSC 593 Research in Seminar in Computer Science (1-3 credits)

Prerequisites: Regular admission into MSCS program.

Taught: Variable, check with department

Examination and presentation of contemporary research work in computer science.

CSC 594 Topics: Computer Science (1-3 credits)

Prerequisites: Regular admission to MSCS program and consent of instructor.

Taught: Variable, check with department

Various advanced topics.

CSC 599 Intermediate Independent Study (1-3 credits)

Prerequisites: Regular admission to MSCS Program, consent of instructor.

Taught: Variable, check with department

Intermediate Independent Study.

CSC 601 Advanced Programming Workshop (3 credits)

Prerequisites: CSC 502 or placement.

Taught: Variable, check with department

Practitioners' workshop on creative approaches to challenging, realistic programming problems; use of appropriate tools and critical evaluation of solutions.

CSC 625 Advanced Artificial Intelligence (3 credits)

Prerequisites: CSC 525.

Taught: Variable, check with department

In-depth study of current topics in artificial intelligence such as machine learning, pattern recognition, intelligent agents, data mining, and natural language understanding. Specific topics may vary by semester.

CSC 640 Advanced Software Engineering (3 credits)

Prerequisites: CSC 540.

Taught: Variable, check with department

Effective software development methods: software design, quality managing, improving the software process.

CSC 645 Software Interface Design and Human Factor (3 credits)

Prerequisites: CSC 540.

Taught: Variable, check with department

Graphical user interfaces for computer applications; usability engineering research and practice; software tools; design and implementation projects.

CSC 650 Advanced Database Systems (3 credits)

Prerequisites: CSC 502 and CSC 550 or equivalent.

Taught: Variable, check with department

Continuation of CSC 550; advanced database programming and data modeling; object-based systems; parallel systems; data warehousing and other advanced topics.

CSC 660 Advanced Operating Systems (3 credits)

Prerequisites: CSC 560 and CSC 502.

Taught: Variable, check with department

Advanced operating system capabilities such as concurrency, networking, distributed file systems, clustering, and multiprocessing; case studies in design and internal organization of contemporary operating systems.

CSC 666 Secure Software Engineering (3 credits)

Prerequisites: CSC 540, CSC 582.

Taught: Variable, check with department

Secure software development processes, threat modeling, security requirements and policies, secure architecture and design, secure coding principles, verification and validation of software security.

CSC 670 Social Implications of Computing (3 credits)

Prerequisites: 6 hours of graduate level coursework in the MSCS or MBI program, or consent of instructor.

Taught: Variable, check with department

Social, ethical, and legal issues arising in development and dissemination of computer software and its associated technologies; critical thinking and written expression. Assumes experience in professional software development.

CSC 682 Cryptography and Computer Security (3 credits)

Prerequisites: CSC 582.

Taught: Variable, check with department

Advanced topics in computer security including selections from the following areas: access control, cryptology of modern ciphers, critical infrastructure protection, information warfare, intrusion detection, language-based security, security protocols, software security, steganography, and usable security.

CSC 685 Logic and Computation (3 credits)

Prerequisites: CSC 585 and CSC 601.

Taught: Variable, check with department

Introduction to formal reasoning applied to computer science; propositional and predicate logic; algebraic specification of abstract data types; program correctness; survey of computability theory.

CSC 694 Advanced Graduate Topics Computer Science (3 credits)

Prerequisites: regular admission to MSCS program and consent of instructor.

Taught: Variable, check with department

Various topics. May be repeated for credit when topics vary.

CSC 699 Independent Study/Directed Readings (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

CSC 797 Thesis Direction (1-6 credits)

Prerequisites: Consent of MSCS program director.

Taught: Variable, check with department

Guided thesis direction for students electing the thesis option for the MS in Computer Science.

CSC 798 Thesis Continuation (1-6 credits)

Prerequisites: consent of MSCS program director and CSC 797.

Taught: Variable, check with department

The second semester of the guided thesis for students electing the thesis option for the MS in Computer Science.

CSD 610 Organization and Administration of Higher Education (3 credits)

Taught: Variable, check with department

students examine theories and practices relevant to understanding the organization and administrative activities of institutions of higher education.

CSD 640 Theories of College Student Development (3 credits)

Taught: Variable, check with department

Examines and explores the major theories of student development. Discussion will be centered on the application of theories to the different types of student groups found on college campuses.

CSD 650 Student Affairs in Higher Education (3 credits)

Taught: Variable, check with department

The primary goal of this course is to provide a comprehensive introduction to the field of student affairs and its role within the context of American higher education.

CSD 689 Capstone Seminar: College Student (3 credits)

Prerequisites: COU 600, COU 610, COU 640, COU 650, CSD 610, CSD 640, CSD 650.

Taught: Variable, check with department

professional seminar designed to integrate the core curriculum and practical experiences, and to prepare students for the transition to professional positions.

CSD 691 Internship: College Student Personnel (3 credits)

Prerequisites: COU 600, COU 640, COU 650, CSD 610, CSD 640, CSD 650.

Taught: Variable, check with department

The internship in student personnel is designed to provide students with the opportunity to integrate cognitive learning with practical experiences in the area of student personnel services.

DNP 800 Foundations of Theory and Research (5 credits)

Prerequisites: Acceptance in the DNP Program.

Taught: Fall only

Selected models, theories and conceptual frameworks from nursing and other disciplines will be evaluated for their utility in advanced nursing practice. This course serves as a foundation for clinical courses and explores the underpinnings for nursing knowledge relevant to the role of the Doctor of Nursing Practice. Quantitative and qualitative research methods will be critiqued and evaluated related to practice to answer clinical and organizational questions.

DNP 801 Epidemiology (3 credits)

Prerequisites: DNP 800.

Co-requisites: MHI 815.

Taught: Spring only

Epidemiology covers descriptive, experimental and case control studies. Application of the epidemiological process, principles of epidemiology including epidemiological models and their evaluation and investigative processes.

DNP 802 Leadership in Advanced Practice (2 credits)

Taught: Summer only

This class focuses on leadership theory and the advanced practice nurse leadership role. Topics to be explored include the professional role of the Doctor of Nursing Practice, social justice, collaboration, communication, diversity, as well as other pertinent areas for leaders.

DNP 803 Leadership in Organizations and Systems (2 credits)

Prerequisites: DNP 802.

Taught: Fall only

Examination of selected organizational science theories and selected variables that impact the performance of health care enterprises such as structure, culture, processes, communication, and leadership. Nursing is examined as a subsystem of the healthcare enterprise.

DNP 804 Economics and Financial Aspects of Systems (3 credits)

Prerequisites: MHI 815.

Taught: Spring only

This course focuses on principles of business, finance, economics, and health care informatics developing and evaluating health care deliveries. Students will develop skills necessary to improve healthcare outcomes through cost-effective practices. This class covers economic theory, financial modeling, and cost-benefit analysis.

DNP 805 Strategic Analysis for Quality Improvement (3 credits)

Prerequisites: DNP 804.

Co-requisites: DNP 806.

Taught: Summer only

Strategic Analysis for Quality Improvement (3, 0, 3) Strategic Analysis for Quality Improvement explores the design and implementation processes to evaluate health outcomes for patient populations, communities, and health care systems. Students will assess organizational culture, safety data, analyze data, and translate findings into systems changes through action learning experiences.

DNP 806 Program Development Implementation and Evaluation (2 credits)

Co-requisites: DNP 805.

Taught: Summer only

This course provides the students with the skills to conduct strategic analysis and planning for health care programs and to develop, implement, and evaluate health care programs. Students will evaluate program planning, evaluative models and theories and analyze the implications of implementation, change, and evaluation for a program design.

DNP 807 Leadership in Educational Activities (2 credits)

Prerequisites: DNP 802 and DNP 803.

Taught: Fall only

This class will explore some fundamental concepts and strategies to utilize for effective teaching whether one to one or larger groups of individuals. In this course, an overview of educational measurement and evaluation is provided. Methods of evaluating teaching effectiveness, participant learning, and performance are explored.

DNP 808 Health Care Policy (3 credits)

Co-requisites: DNP 807.

Taught: Fall only

Students will be able to critically evaluate the relationship between health care legislation and the development of economic, political, social, and ethical issues that impact nursing and patient populations. The goal of this course will be to prepare nurses to be effective in changing policies at the local, state, and national levels.

DNP 820 Integrative Application of EBP I (1 credit)

Prerequisites: DNP 800.

Co-requisites: DNP 802.

Taught: Summer only

This class provides the student with the necessary information to identify, develop, implement, evaluate and disseminate an independent analytic scholarly project focusing on problems of practice within specific populations. This course is centered on the students' topic of interest. The student must complete 100 hours in the clinical area.

DNP 821 Integrative Application of EBP II (1 credit)

Prerequisites: DNP 820.

Co-requisites: DNP 804.

Taught: Spring only

This class continues with the students' portfolio which builds on the necessary information to identify, develop, implement, evaluate and disseminate an independent analytic scholarly project focusing on problems of practice within specific populations. This course is centered on the students' topic of interest. The student must complete 100 hours in the clinical area.

DNP 822 Clinical Residency Capstone/Dissertation (3 credits)

Prerequisites: DNP 820 and DNP 821.

Taught: Spring only

This class includes the last 300 of the 500 clinical hours required. The DNP program culminates in the successful completion of a capstone project, which is designed by the student in collaboration with a 3- member committee. The scholarly project must be a significant, evidence- based contribution to existing nursing knowledge and be suitable for publication in a peer reviewed journal or a book. The evidence based practice project is a scholarly process to address a clinical or system problem relevant in nursing aimed at improving healthcare practice and outcomes.

DNP 897 Continuing Credit for Capstone/Dissertation Document (1 credit)

Prerequisites: All of the DNP program courses.

Taught: Fall and spring

Continuing enrollment for students needing more than one semester to complete DNP822-III. There will be four consecutive semesters to complete this document including DNP 822-III. Students will already have completed the clinical requirements to meet the mandated 500 hours of specialty training that is one of the hallmarks of a DNP graduate.

ECO 580 Economics for Teachers (3 credits)*Taught: Variable, check with department*

A conceptual framework for the study of economics and overview relating to the basic economic problem, economic systems, resource allocation, economic growth and stability, economic institutions, and goals. Foundation course intended for classroom teachers with little or no background in economics. Open only to students majoring in education.

ECO 594 Topics: Teaching Economics (1-3 credits)*Prerequisites: consent of instructor.**Taught: Summer only*

Strategies and activities for teaching economics and selected economic topics at the elementary and secondary levels; instructional resources and their effective use in the classroom; sample curriculum guides; curriculum development activities. May be repeated for credit when topics vary. Open only to students majoring in education.

ECO 610 Business and Changing Global Environment (3 credits)*Prerequisites: admission to the MBA program or permission of MBA director.**Taught: Fall and spring*

Nature of the business organization; broad, integrated view of contemporary issues and environments in which businesses operate; themes to be carried forward throughout the MBA program, including global nature of business, total quality management, and legal and social responsibilities of business.

ECO 625 Managerial Economics (3 credits)*Prerequisites: admission to the MBA program or consent of MBA director.**Taught: Fall and spring*

Examination of the three key elements of organizational architecture-decision rights, incentive systems, and control systems; application of transaction cost theory to organizational behavior and corporate governance.

ECO 694 Selected Topics in Economics (3 credits)*Prerequisites: ECO 625.**Taught: Variable, check with department*

Study of a selected contemporary area in economics; Topic listed in Schedule of Classes. Repeatable for a maximum of 6 semester hours if topics differ. Open only to MBA students.

ECO 699 Independent Study: Economics (1-3 credits)*Prerequisites: ECO 625.**Taught: Variable, check with department*

Specialized aspect or topic in economics chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students.

EDA 601 Introduction to School Leadership Administration (3 credits)*Prerequisites: Admission to program.**Taught: Fall and summer*

School leadership and administrative responsibilities; understanding schools as complex organizations; facilitating leadership to create a work climate supportive of excellence in teaching and learning.

EDA 602 Leadership in Contemporary Schools (3 credits)*Taught: Fall, spring, and summer*

This course is an introduction to school leadership. Students will engage in a thorough investigation of contemporary leadership research, scholarship, theory, and practice. This course will introduce the concept of "transformative" change in schools, classrooms, and in individuals. Participants will create personal and professional growth plans to enhance their effectiveness.

EDA 604 Principal as Culture Builder: Roles and Responsibilities in a PLC (3 credits)*Taught: Fall and summer*

In this course, candidates assess school culture and its impact on student learning and school performance to determine areas of assistance needed. Candidates study ways to engage stakeholders to determine impact of student performance and what is needed for improvement.

EDA 605 Principal as Culture Builder: Fieldwork (1 credit)*Taught: Fall and summer*

This course focuses on field experiences in educational administration and leadership at the early elementary, middle school, secondary or district level. Emphasis is upon organization, administration and leadership of schools.

EDA 606 Principal as Educational Leader: Designing Curriculum (3 credits)*Taught: Fall and spring*

In this course, candidates will focus on increasing student learning through effective leadership strategies. Candidates collect and analyze authentic student work and use current research and practices to identify effective and diverse strategies and develop intervention plans.

EDA 607 Principal as Educational Leader: Fieldwork (1 credit)*Taught: Fall and spring*

In this course, candidates will focus on increasing student learning through the application of effective leadership strategies. Under the supervision of a school principal and an N.K.U. faculty member, Candidates will engage in Fieldwork related to the following course objectives.

EDA 608 Principal as Assessor: Data Informed Decision Making (3 credits)*Taught: Fall and spring*

In this course, candidates will develop an understanding of Kentucky's various curriculum and instruction documents. Candidates will identify and use appropriate research based intervention strategies for addressing student needs. Candidates will also use a variety of protocols to promote teacher collaboration in analyzing student work.

EDA 609 Principal as Assessor: Fieldwork (1 credit)*Taught: Fall and spring*

In this course, candidates will develop an understanding of Kentucky's various curriculum and instruction documents. Candidates will identify and use appropriate research based intervention strategies for addressing student needs. Candidates will also use a variety of protocols to promote teacher collaboration in analyzing student work. Under the supervision of a school principal and an N.K.U. faculty member.

EDA 610 School Leadership Practicum (3 credits)*Prerequisites: EDA 601.**Taught: Spring only*

Role of the school principal in practice with emphasis on changes in society and in the schools. This course requires that students spend time interacting with practicing school administrators in schools.

EDA 614 Principal as Manager: Fieldwork (1 credit)*Taught: Fall and spring*

Candidates will study the organizational vision and mission, school improvement planning and implementation by successfully completing field projects.

EDA 616 Principal as Ethical Leader: Legal Perspectives through Case Studies (3 credits)*Taught: Summer only*

In this course, candidates will assess school culture and its impact on student learning and school performance to determine areas of assistance needed. Candidates will study ways to engage stakeholders to determine impact of student performance and what is needed for improvement.

EDA 624 Technology and Best Practices for School Improvement (3 credits)*Prerequisites: Admission to program.**Taught: Fall, spring, and summer*

Identifying the best practices of school improvement documented by research; application of these practices to diverse school contextual setting; practice and application in researching worldwide school improvement activities and research through internet searches and library databases.

EDA 627 School Finance and Support Services (3 credits)*Prerequisites: EDA 601.**Taught: Fall and summer*

Concepts in school finance and school business management; national, state, and local issues; school support services including transportation, facility planning and maintenance, food service, and risk management.

EDA 628 School Law and Ethics (3 credits)*Prerequisites: admission to program.**Taught: Fall and summer*

Legal and ethical issues as related to practical problems of school administration; constitutional provisions and court decisions and their impact on education.

EDA 631 Leadership for School Program Collaboration (3 credits)*Prerequisites: Admission to program.**Taught: Fall and summer*

Preparation of school leaders to administer integrated instructional support programs in schools and districts; leadership requirements needed to facilitate collaboration among school and community-based programs that provide and support student Learning.

EDA 634 Leadership for Human Resources Development in Schools (3 credits)*Prerequisites: EDA 601.**Taught: Fall, spring, and summer*

Encouraging participation in an analytic process of examining problems and issues grounded in major conceptual, theoretical, and empirical literature on human resource development/human systems learning; people in school organizations and their learning.

EDA 638 The Supervisor (3 credits)*Taught: Spring only*

Examines concept of school culture, supervision skills and approaches, observation instruments, and action models for Instructional Supervision. This course takes a proactive school success approach to school administration.

EDA 639 The School Superintendency (3 credits)*Prerequisites: admission to program or consent of instructor.**Co-requisites: EDA 679.**Taught: Summer only*

The course will be conducted in a Professional Learning Community environment and format. Class participants will be expected to establish a shared vision, a set of values required to achieve the vision, and two/three critical goals to be accomplished during the course. These goals should be measurable and able to document the fact that students were successful in acquiring

the appropriate knowledge, understanding, and applications for the role of the superintendency.

EDA 640 Legal and Parent Issues in Special Education (3 credits)*Taught: Spring only*

To participate in the delivery of a free and appropriate public education for children with disabilities and to understand the roles and responsibilities of the school administrator in maximizing educational results for children with and without disabilities.

EDA 646 Leadership for School Community Relations (3 credits)*Prerequisites: EDA 601.**Taught: Fall and summer*

Assisting school personnel communicate effectively with the many publics represented in a school attendance area and/or school district; internal and external communications, program development, and implementation and interpretation of the total school program; assessment and evaluation, professional communities, and diversity.

EDA 649 School System Administration (3 credits)*Prerequisites: Admission to superintendent program or consent of instructor.**Co-requisites: EDA 680.**Taught: Fall only*

Study of overall school district management and operations including administration of auxiliary services; federal programs, financial management, and human resources.

EDA 650 Leadership for School Program Improvement (3 credits)*Prerequisites: EDA 601.**Taught: Fall and summer*

Preparing school leaders to guide, facilitate, and support curriculum, instruction, and assessment and to create a learning environment that promotes student achievement.

EDA 659 Strategic Management in Education (3 credits)*Prerequisites: admission to superintendent program or consent of instructor.**Co-requisites: EDA 681.**Taught: Spring only*

Designed to assist those desiring to be certified as a school superintendent to understand, appreciate and acquire strategic planning skills. The ability to plan, acquiring the skills needed in formulating plans and demonstrating the ability and skills to execute plans are all critical skills and tools individuals must possess to successfully perform in the role of a public school superintendent.

EDA 669 Leadership for School Problem Solving (3 credits)*Prerequisites: EDA 601.**Taught: Fall only*

Principles and methods of systematic site-based problem identification, diagnosis, and solution for the improvement of practice in school settings. This course requires that students spend time interacting with practicing school administrators in schools.

EDA 679 School Superintendent Practicum I (1 credit)*Prerequisites: admission to superintendent program or consent of instructor.**Co-requisites: EDA 639.**Taught: Summer only*

Study and observation of the role and responsibilities of the superintendent are the key components of the practicum experience. Students are required to spend time in field settings.

EDA 680 School Superintendent Practicum II (1 credit)

Prerequisites: Admission to school superintendency certificate program or consent of instructor.

Co-requisites: EDA 649.

Taught: Fall only

Study and observation of the role and responsibilities of the school superintendent in practice. Students are required to spend time in field settings.

EDA 681 School Superintendent Practicum III (1 credit)

Prerequisites: Admission to superintendent program or consent of instructor.

Co-requisites: EDA 659.

Taught: Spring only

Study and observation of the role and responsibilities of the school superintendent in practice. Students are required to spend time in field settings.

EDA 691 Principal as Researcher: Designing Collaborative Action Research (2 credits)

Taught: Fall and summer

In this course, candidates will learn to conduct action research that will be used throughout coursework and in the development of the capstone project.

EDD 801 Leadership: Personal and Professional Perspectives (3 credits)

Taught: Fall only

This course introduces learning associates to the educational leadership doctoral program and the multiple facets of leadership from an interdisciplinary perspective. The seminar provides a framework for the learning associate to further develop the knowledge, skills, and dispositions required of leaders for 21st century educational organizations. It is designed to encourage the investigation of the learning associate's leadership assumptions, behaviors, and goals and to begin planning to improve leadership effectiveness.

EDD 802 Contemporary Issues in Regional Stewardship (3 credits)

Taught: Fall and spring

Explore contemporary issues in education as they impact regional stewardship and civic engagement. The course is designed to examine the existing and emerging knowledge base for stewardship and service learning within community organizations. Special emphasis is given to the impact of the interaction among organizational culture, leadership styles and change, and how they affect the community. Learning Associates will select and design and implement a project as a cohort and design a strategic plan including program evaluation.

EDD 803 Transformational Leadership (3 credits)

Taught: Fall only

This course is designed for learning associates with knowledge and strategies to foster "transformative" change in schools, organizations, and in individuals. It will focus on the human or dispositional elements that allow educational leaders to foster higher levels of performance with clearly above average results. Participants will explore their own dispositions as well as those of great leaders and will create personal Dispositional Growth Plans to enhance their effectiveness.

EDD 810 Introduction to Action Research, Academic Writing and the Dissertation Process (3 credits)

Taught: Variable, check with department

Learning associates will be introduced to the process of dissertation action research including the development of their proposal that will become the focus of their research. Learning associates will develop academic writing skills and skills in critiquing their research literature as well as strategies for developing research ideas.

EDD 811 Qualitative Research (3 credits)

Taught: Variable, check with department

Learning associates will be introduced to qualitative research related to the development of an action research dissertation study. Topics will include research paradigms for qualitative designs; developing surveys/questionnaires; developing questions for and analyzing interviews; and interpreting qualitative research studies. Learning associates will analyze readings that focus on qualitative research designs.

EDD 812 Inferential Statistics (3 credits)

Taught: Variable, check with department

Learning associates will understand how to use, apply, and interpret t-tests, correlation and regression, one-factor ANOVA, and Chi-Square. Learning associates will also examine and be able to interpret multi-factor ANOVA, regression and ANCOVA. Learning associates will analyze readings that focus on inferential statistics as well as those which focus on mixed methods (qualitative and quantitative research designs).

EDD 821 Organizations as Social Systems (3 credits)

Taught: Summer only

This course examines contemporary theories, practices and research in planning, managing and assessing change in organizations as social systems. Particular emphasis will be placed on assessing the utility of theories based on previous and emerging research and deriving implications for professional practice.

EDD 822 Legal and Ethical Issues for Educational Leaders (3 credits)

Taught: Variable, check with department

This course provides a case study approach to understand current legal and ethical issues for leaders in educational environments.

EDD 825 Performance Appraisal: Evaluating People and Programs (3 credits)

Taught: Fall only

This course addresses the theories, professional approaches, and understandings from various psychological perspectives as they relate to developing, leading, and managing people and programs. Emphasis will be on best practices from the educational, social sciences and management professions for sustaining an organization's capacity for continuous growth.

EDD 829 Regional Stewardship: A Collaborative Project (3 credits)

Taught: Fall only

This course is experiential in nature and focuses on leadership and group processes through collaboration on a regional educational leadership project. Learning associates will acquire and apply knowledge, skills, and dispositions in an immediate and relevant setting. Topics include examining core values in the leadership process, group problem solving, leadership styles, decision making, power and influence, conflict management, ethical dilemmas, and community building.

EDD 830 Transformative Curriculum Design (3 credits)

Taught: Summer only

This course focuses on an in-depth study of current theory and research about curriculum design and its relationship to developing and sustaining professional learning communities. Through a process of discussion, reflection, reading, discovery, and sharing of experiences, learning associates will develop a platform of beliefs about curriculum design. They will develop an authentic curriculum for their workplace and engage in the analysis of data to determine learning needs and outcomes of their clients. They will design a substantive, ongoing professional development plan for their workplace.

EDD 832 Leading Through Technology (3 credits)*Taught: Spring only*

This course explores theories, models, research, practical applications, current issues, and current approaches to educational technology leadership. By focusing on the integration of technology into curriculum, pedagogy, school organization management, and school organization leadership the course exposes leaders to a wide variety of 21st century technology issues. The course covers current topics and research in educational technology as well as practical applications of technology skills essential for all school organization leaders in the digital age.

EDD 833 Leadership in Multi-Cultural Society (3 credits)*Taught: Summer only*

This course is designed to prepare learning associates at all levels of leadership to be able to understand cultural adaptability and critical race theory. Learning associates will develop new and analyze existing curriculums and policies that focus on multiculturalism and social justice. They will explore dimensions of gender, race, and social-class equity in the workplace. Learning associates will develop approaches to multicultural reforms by completing a site specific proposal with a strategic action plan that will address multicultural issues in their workplace.

EDD 849 Dissertation Seminar (3 credits)*Taught: Variable, check with department*

Learning associates will develop their action research dissertation proposal. Topics will include integration of research methodology, measurement and statistics; research ethics; IRB application; time management; and navigating through the dissertation project. (This course may be repeated once.)

EDD 894 Special Topics in Educational Leadership (1-3 credits)*Taught: Variable, check with department*

Specific topics for in-depth study by doctoral students. (May be repeated if topic changes.)

EDD 899 Independent Study (1-2 credits)*Taught: Variable, check with department*

Specific topics for in-depth study by doctoral students.

EDG 602 Technology in Education (3 credits)*Taught: Spring only*

Uses of technology for educators; effects of technology on classroom and curriculum; evaluation of software; telecommunications; introduction to programming language; use of word processing, databases, and spreadsheets.

EDG 603 Selected Topics in Technology in Education (1-3 credits)*Taught: Fall only-odd years*

Topics and issues in technology in education for teachers. May be repeated for credit when topics vary.

EDG 605 Introduction to Educational Research for School Leaders (3 credits)*Prerequisites: EDG 607 and EDA 602.**Taught: Fall, spring, and summer*

Methods and techniques in conducting collaborative research in school settings use of technology in research field-based collaborative action research proposal required.

EDG 606 Leadership in a Diverse Society (3 credits)*Taught: Fall, spring, and summer*

This course addresses the research, theory, policy, and practice in multicultural and diversity education; recognizing race, class, gender, learning, and linguistic diversity within home, schools, and community settings; developing

and demonstrating culturally relevant and responsive approaches to meeting the needs of students.

EDG 607 Orientation to MAED Teacher as Leader (0 credits)*Co-requisites: EDA 602.**Taught: Fall, spring, and summer*

This mandatory course provides an orientation to the Master of Arts in Education Teacher as Leader program. The course addresses the following topics graduate policies and procedures, selection of a specialization endorsement, advising services, certification, educator dispositions professional behaviors, online learning, and the action research sequence. This course must be taken in the first semester enrolled in the Master of Arts Teacher as Leader program and must be taken concurrently with EDA 602.

EDG 613 Comparative Education Systems (3 credits)*Taught: Variable, check with department*

Introduction to selected educational systems from an international and comparative perspective. Students will identify common themes in Western and non-western education systems and will compare these systems with that of American education.

EDG 615 Instructional Design and Curriculum for School Leaders (3 credits)*Prerequisites: EDG 607 and EDA 602.**Taught: Fall and spring*

This course examines research-based best practices and models of instructional design to meet the needs of all learners and requires application and evaluation in a school setting.

EDG 618 Advanced Curriculum Studies (3 credits)*Co-requisites: EDG 619.**Taught: Variable, check with department*

Basic elements of educational policy development and analysis; concepts regarding curriculum theory, design, and instructional systems; influence of social forces on curriculum.

EDG 619 Advanced Curriculum Field Experience (1 credit)*Co-requisites: EDG 618.**Taught: Variable, check with department*

Examines the relationship between the theory of curriculum development and its implementation in the classroom settings.

EDG 620 Learning and Motivation (3 credits)*Taught: Spring only*

This course addresses principles of cognitive psychology and brain research for the purpose of improving P-12 student learning and motivation with applications to curricula, learning environments and instructional strategies.

EDG 621 Introduction to Gifted Education (3 credits)*Taught: Fall only*

Historical, philosophical, and psychological foundations of special educational provisions for high-ability students; characteristics, identification, and typical school programs.

EDG 623 Teaching Creative Higher-Level Thinking (3 credits)*Taught: Spring only*

Theories of creativity and problem solving; identifying creative potential; classroom strategies and curriculum materials related to creativity and higher-level thinking.

EDG 624 Pupil Assessment and Evaluation (3 credits)*Taught: Fall and summer*

Various types of pupil assessment and the use and interpretation of each; mastery learning; criterion referenced tests; competency based instruction and evaluation; selection and use of standardized tests; construction of classroom tests.

EDG 625 School Programs for Gifted Students (3 credits)*Prerequisites: EDG 621 and EDG 623.**Taught: Summer only*

Theoretical bases and model school programs for high-ability students; procedures for planning and implementing special educational provisions for gifted students; curriculum design and teaching strategies.

EDG 626 Classroom Management and Discipline (3 credits)*Taught: Variable, check with department*

Practical and theoretical problems associated with classroom discipline; application of alternative strategies for preventive and remedial discipline.

EDG 627 Seminar and Field Experiences in Gifted Education (3 credits)*Prerequisites: EDG 621, EDG 623 and EDG 625.**Taught: Summer only*

Research and discussion of critical problems in gifted education; application of knowledge and skills in gifted education in one or more settings with gifted students; planning, supervised teaching, and advocacy techniques.

EDG 629 Special Topics in Gifted Education (1-6 credits)*Taught: Variable, check with department*

In-depth study of one dimension of recent research, theory, and curriculum design, or teaching strategies in gifted education.

EDG 630 Language and Learning Across the Curriculum (3 credits)*Taught: Fall, spring, and summer*

Current views of literacy; theories of literacy; approaches, methods, and materials of reading assessment, planning, and instruction. Required for standard elementary certification.

EDG 632 Classroom-Based Literacy Assessment (3 credits)*Prerequisites: EDG 630 or equivalent.**Taught: Spring only-even yrs*

Theories of language acquisition; application of linguistic theories to the teaching of literacy.

EDG 634 Reading Instruction in Primary Grades (3 credits)*Prerequisites: EDG 630.**Taught: Fall only-odd years*

Principles underlying the teaching of beginning reading; approaches and materials.

EDG 636 Reading Instruction in Middle Grades (3 credits)*Prerequisites: EDG 630.**Taught: Variable, check with department*

Principles underlying the teaching of reading in the middle grades; approaches and materials applicable to the teaching of developmental, content, recreational, and corrective reading.

EDG 637 Literacy Clinic I (3 credits)*Prerequisites: EDG 632.**Taught: Fall only-even years*

Principles and practices for diagnosing reading problems and other communication disorders.

EDG 639 Literacy Clinic II (3 credits)*Prerequisites: EDG 637.**Taught: Spring only-odd yrs*

Principles and practices for remediation of reading and other communication disorders.

EDG 640 Elementary School Science (3 credits)*Taught: Variable, check with department*

Nature and dimensions of elementary school science; research base, traditional and current trends, and practical perspectives; discussion and direct involvement in the laboratory.

EDG 644 Aquatic Ecology for Teachers (3 credits)*Taught: Variable, check with department*

The sciences of biology, geology, meteorology, chemistry, and physical sciences are integrated to teach about water quality through field-based investigation of the Ohio River and streams. The course is taught during the summer at the Thomas More Ohio River Field Station and includes a follow-up day during September. Students apply the content and skills learned during the course to the State/ School District Science Standards and a lesson plan

EDG 645 Fundamentals of Environmental Education (3 credits)*Taught: Fall only*

A web-based course that provides an introduction to the field of environmental education, including the basic history and philosophy, methodologies, state initiatives, national standards, and current trends in the field. Required for Kentucky Environmental Education Endorsement.

EDG 648 Developing Writing Programs for Elementary and Secondary Schools I (3 credits)*Taught: Summer only*

Theories of writing and planning of developmental writing programs for specific grade levels and for school-wide programs across disciplines. May be taken concurrently with EDG 649. Same as ENG 648

EDG 649 Developing Writing Programs for Elementary and Secondary Schools II (3 credits)*Prereq OR Co-req: EDG 648.**Taught: Summer only*

Includes workshop experience in peer teaching and preparation of manuscripts. May be taken concurrently with EDG 648. Same as ENG 649.

EDG 651 Assistive Technology in Special Education (3 credits)*Taught: Spring only-odd yrs*

Evaluating for assistive technology; approaches and devices for communication, mobility, and sensory impairments; distance learning technology for transition to the community and post school careers.

EDG 653 Language Development of Students with Disabilities (3 credits)*Taught: Fall only-odd years*

Theories of language development; teaching functional communication skills; skills necessary for pre interactions; assistive technology and communication; teaching conversational skills.

EDG 654 IECE Proficiency Evaluation (3 credits)*Taught: Summer only*

Evaluation of experienced early childhood educators seeking Kentucky Interdisciplinary Early Childhood Education (IECE) certification under the alternative certification option.

EDG 658 Assessment Techniques for P-12 Mathematics (3 credits)*Taught: Spring only*

Learning hierarchies in mathematics, cognitive processes, assessment and instructional techniques; concepts of the elementary school mathematics curriculum.

EDG 659 Selected Topics in Math Education (1-3 credits)*Taught: Variable, check with department*

Current trends, topics, and issues in mathematics education. May be repeated for credit when topics vary.

EDG 660 Learning and Behavior Disorders (3 credits)*Taught: Fall only*

Definitions, etiological factors, assessment, and remedial approaches for learning and behavior disorders.

EDG 662 Educational Assessment of Learning and Behavior Disorders (3 credits)*Prerequisites: EDG 364 or EDG 660.**Taught: Summer only*

Principles, instruments, and procedures to place and plan instruction for students with learning or behavior disorders.

EDG 663 Behavior Analysis Procedures for Students with Exceptionalities (3 credits)*Taught: Spring only*

Principles of behavior analysis applied to curriculum, methodology, and management of students with disabilities; behavioral teaching methods contrasted with alternative management techniques.

EDG 664 Procedures and Methods for Remedial Learning and Behavior Disorders (3 credits)*Taught: Summer only*

Instructional methods and techniques for designing and implementing effective teaching to meet the needs of students with mild disabilities.

EDG 665 Transdisciplinary Collaboration (3 credits)*Taught: Spring only-even yrs*

Knowledge or and skills in coordinating agencies and community services that provide opportunities for students with multiple disabilities

EDG 666 Introduction to Education of Students with Exceptionalities (3 credits)*Prerequisites: EDG 660.**Taught: Summer only*

Instructional methods and techniques for designing and implementing effective teaching to meet the needs of students with mild disabilities.

EDG 667 Collaboration and Inclusive Practices (3 credits)*Taught: Spring only-odd yrs*

Legislation and instructional practices relating to the education of students with special needs. The course covers various methods of collaboration as well as locating, adapting, and developing materials and methods for including students with disabilities in general elementary, middle, and secondary classrooms.

EDG 668 Advanced Principles of Behavior Management (3 credits)*Taught: Fall only-even years*

Theoretical perspectives, measurement systems, ecological inventories, functional behavior assessment, and positive and proactive behavior intervention plans.

EDG 669 Diagnostic/Prescriptive Teaching (4 credits)*Taught: Variable, check with department*

Assessing functional skills; formal and informal assessment; portfolio assessment; adaptive approaches; teaching self care and independent living skills, language skills, motor skills, social skills, and career skills; community-based instruction, transportation and mobility; encouraging student self-determination; and teaching for skill generalization.

EDG 680 Issues in Education (3 credits)*Taught: Variable, check with department*

Major contemporary issues in education; evaluation of attempted solutions; development of a personal position.

EDG 686 Utilizing Media Resources K-12 (3 credits)*Taught: Variable, check with department*

Instructional technology as a systematic approach to teaching and learning; operation and application of media equipment; evaluation of instructional materials and presentation of mediated lessons.

EDG 691 Applied Education Research I (1 credit)*Taught: Fall, spring, and summer*

This course examines aspects of conducting applied educational research. Students will submit a research proposal related to a specific P-12 educational issue, secure permission from a local educational agency to conduct research, comply with regulations related to human subjects research, and develop an implementation plan for the proposed research project. PREREQ EDG 605, permission of the program director.

EDG 692 Applied Education Research II (2 credits)*Taught: Fall, spring, and summer*

This course examines aspects of conducting applied educational research. Students will complete a research project related to a specific P-12 educational issue, including data analysis, written summary of research findings, and oral presentation in a professional, public forum. PREREQ EDG 691, permission of the program director.

EDG 693 Selected Topics in Education (1-3 credits)*Taught: Variable, check with department*

Specific topics in education based on the Experienced Teacher Standards as well as current trends and issues. May be repeated for credit when topic varies.

EDG 694 Graduate Seminar (2 credits)*Taught: Variable, check with department*

The purpose of this seminar is to provide a forum in which students can synthesize and share the knowledge, skills, experiences, and attitudes gained through the graduate program.

EDG 696 Topics in Special Education (1-6 credits)*Prerequisites: EDG 660 or equivalent.**Taught: Variable, check with department*

In-depth study of a current topic in special education. May be repeated for credit when topics vary.

EDG 699 Selected Problems in Education (1-3 credits)*Taught: Variable, check with department*

Individual or group in depth study of selected education topics.

EDMT 542 Method and Pedagogy in Middle School/Secondary Business/Marketing (3 credits)*Taught: Fall only*

Theories, methods/techniques and technologies in designing, delivering and evaluating instruction in middle school and high school business/ marketing.

EDMT 543 Method and Pedagogy in Middle School/Secondary Science (3 credits)*Taught: Fall only*

Theories, methods, techniques and technologies in designing, delivering and evaluating instruction in middle school and high school science.

EDMT 544 Method and Pedagogy in Middle School/Secondary Math (3 credits)*Co-requisites: EDMT 696.**Taught: Fall only*

Theories, methods/techniques and technologies in designing, delivering and evaluating instruction in middle school and high school mathematics.

EDMT 545 Method and Pedagogy in Middle School/Secondary Social Studies (3 credits)*Co-requisites: EDMT 696.**Taught: Fall only*

Theories, methods/techniques and technologies in designing, delivering and evaluating instruction in middle school and high school social studies.

EDMT 594 Topics in Education (3 credits)*Taught: Variable, check with department*

Individual or group in depth study.

EDMT 610 Foundation of American Schooling (2 credits)*Taught: Summer only*

Examination of teaching as a profession and of schooling as it currently functions in the U.S.; inquiry into contemporary educational theory and practice.

EDMT 611 Studies of the Learners (2 credits)*Taught: Fall only*

Life-span development: physical, cognitive, social and personal development, especially as these relate to children in school and to adults who influence them; individual study focusing on student development at specific levels of instruction.

EDMT 612 Classroom Management (2 credits)*Taught: Fall only*

Recent research and theory related to planning, organizing and managing student learning and behavior in the classroom.

EDMT 621 Students with Exceptionalities in Middle/Secondary Classrooms (2 credits)*Taught: Fall only*

The course will focus on characteristics of students with exceptional learning needs, and legal issues.

EDMT 622 Cultural Identity in Schooling (2 credits)*Taught: Spring only*

Role cultural identity plays in students' experiences in schools; how theories of prejudice assimilation, feminism and cultural reproduction explain patterns of behavior in schools; curricular changes to address the inclusion of all students in today's schools.

EDMT 631 Special Education Adaptation in Middle/Secondary Classrooms (1 credit)*Taught: Summer only*

The course will focus on adaptations to the general curriculum adaptive teaching strategies, behavior management and collaboration skills.

EDMT 632 Curriculum Design and Assessment (3 credits)*Taught: Spring only*

Principles and strategies for effective middle/secondary teaching; teaming for faculty and students, curriculum planning, general teaching methods, assessment strategies, and classroom management.

EDMT 641 Technology in Middle/Secondary Classrooms (2 credits)*Taught: Summer only*

Introduce students to the utilization of computers in the educational process; focus on technological solutions necessary for a professional career as a teacher.

EDMT 692 Middle and Secondary Practicum (2 credits)*Taught: Fall only*

Application of instructional theory to middle/secondary grade classroom settings.

EDMT 693 Middle and Secondary Practicum II (1 credit)*Taught: Spring only*

Practice in planning and implementing instructional strategies with middle/secondary grade school students.

EDMT 694 Middle and Secondary Practicum III (2 credits)*Taught: Fall only*

Practice in planning and implementing instructional strategies with middle/secondary grade students.

EDMT 696 Middle and Secondary Student Teaching (1-9 credits)*Taught: Fall and spring*

Classroom experiences through observation, planning, teaching, and assessing under supervision of an experienced teacher.

EDS 561 Mental and Orthopedic Disabilities (3 credits)*Prerequisites: Undergraduates must be admitted in to Teacher Education.**Taught: Fall and spring*

Characteristics and educational programs for students who have mental retardation or orthopedic and/or health impairments.

EDS 562 Early Childhood Special Education Programs (3 credits)*Prerequisites: EDS 360 or equivalent.**Taught: Spring and summer*

This course will emphasize the importance of understanding the natures of all children and how they learn. Students will learn to adapt curricula and intervention approaches for children with special needs building on a strong foundation of understanding what is common to all young children. The course will be organized according to the developmental domains. Special emphasis will stress the necessity of understanding the young child in the context of his or her family. Finally, while it is equally important students understand the developmental domains as well as an individual child's and his or her family's background, students must be able to synthesize all factors to create a complete view of the whole child.

EDS 570 Working with Families of Students with Disabilities (3 credits)*Prerequisites: Undergraduates must be admitted in to Teacher Education.**Taught: Fall and spring*

Information, skills, and resources for effective interaction with parents and families of children with disabilities.

EDS 572 Secondary Special Education Programs (3 credits)

Prerequisites: Undergraduates must be admitted in to Teacher Education.

Taught: Fall and spring

Characteristics of adolescents with learning and behavior disorders; educational programming for secondary students with mild disabilities.

EDS 588 Professional Laboratory Experiences (3-6 credits)

Prerequisites: completed coursework for certification; valid teaching certificate.

Taught: Fall and spring

Classroom field experience in added area of certification; individual project.

EDS 599 Independent Study: Special Education (1-3 credits)

Prerequisites: departmental permission.

Taught: Variable, check with department

Individualized study of a special topic under supervision of a faculty member. May be repeated for credit when topic varies.

EDU 530 Reading in Junior and Senior High School (3 credits)

Taught: Fall and spring

Principles and procedures related to reading in grades 8-12; basic reading skills, study skills, content fields, and reading programs. For teachers of all subjects. Required of students seeking certification to teach English.

EDU 540 Teaching the Underground Railroad (3 credits)

Taught: Summer only

Research about the Underground Railroad, with an emphasis on local history, to assist teachers in classroom instruction. Taught in the summer every year.

EDU 546 Teaching Environmental Education (3 credits)

Taught: Spring only

Principles and goals, curriculum models, teaching strategies, classroom and community resources, outdoor education, and research.

EDU 550 Current Trends in Early Childhood Education (3 credits)

Prerequisites: Admission to teacher education program and EDS 360.

Taught: Variable, check with department

Examination of issues, research, and trends in early care and education. This course content includes current research on hot topics in the field (e.g., universal preschool, accountability, child care quality rating system) study of public policy issues related to young children and role of the educator as the advocate for young children (0-8 years) and their families.

EDU 551 Preschool Education and Programming (3 credits)

Prerequisites: Admission to the teacher education program; EDS 360.

Taught: Variable, check with department

Activities and instructional resources appropriate for preschool children.

EDU 552 Infant Toddler Education and Programming (3 credits)

Prerequisites: Admission to Teacher Education and EDS 360.

Taught: Variable, check with department

Historical and theoretical examination of the interdisciplinary nature of development, play, environment, and learning during first three years of child's life within home- and center-based settings. Course content includes an overview of infant toddler care history developmentally, culturally, and individually appropriate practices in group care review of materials, activities, and techniques that foster learning, survey of classroom curriculum models, intentional planning of play in facilitating academic learning (e.g., math and science skills) in classroom transitions and the role of the classroom teacher within social, temporal, and physical learning environment.

EDU 554 Language Development and Emergent Literacy (3 credits)

Taught: Variable, check with department

Course content includes historical and theoretical concepts of language and literacy development, an introduction to authentic and meaningful assessments of early literacy development, and the incorporation of content-embedded reading/writing strategies across various early childhood settings.

EDU 559 Assistive Technology for Early Childhood Classrooms (3 credits)

Prerequisites: Admission to teacher education program and EDU 313.

Taught: Variable, check with department

Survey of classroom usage of technology in supporting instruction for meeting individual children's needs. The course content includes low-tech to high-tech assistive/adaptive technology review of research on using technology for instructional purposes at home and in the classrooms; and adult's role in fostering children's interaction with technology within a social environment.

EDU 564 Collaboration in Early Childhood Education (3 credits)

Prerequisites: EDS 562 or equivalent.

Taught: Variable, check with department

Multidisciplinary and transdisciplinary teaming; communication skills necessary for collaboration; cultural differences, assistive technology, curriculum, and environmental designs with regard to collaborative early childhood programs.

EDU 565 Early Childhood Assessments for Screening (3 credits)

Taught: Spring only

Overview of the purpose of assessment and critical components of an ongoing assessment system, especially for screening young children. Course content includes analysis of recommended practices in assessment; definition of attributes that fit the purpose of assessment; and study of factors related to assessment tool rigor.

EDU 566 Ongoing Assessment in Early Childhood Education (3 credits)

Taught: Variable, check with department

This course will provide for preservice and inservice educators guidelines to create an ongoing assessment system that incorporate both formal and informal, more authentic, performance or process based assessments without compromising developmentally appropriate practices. Future and current teachers will be able to utilize curriculum based assessment techniques to observe and document growth, development, and learning. They will be able to make valid inferences from observations and assessment procedures. They will be able to use information to collaborate with individual learners and their families to support learners progress. PREREQ EDS 562 or equivalent.

EDU 568 Administration and Supervision in Early Childhood Education (3 credits)

Prerequisites: Admission to teacher education program and EDS 360.

Taught: Variable, check with department

Development of policies and procedures for administration and supervision in diverse early childhood programs (including early family childcare homes); identification of funding sources; inquiry into ethical behavior, regulations and laws; supervisory skills and staff development; interrelationship of philosophy/mission, program model design, and program evaluation.

EDU 575 Language Arts Methods Middle Grades (3 credits)

Prerequisites: COEHS Advising Center permission.

Taught: Variable, check with department

Objectives, curricula, and instructional materials to teach students the curriculum standards and teaching methods necessary for a professional career as a middle school teacher.

EDU 576 Science Methods Middle Grades (3 credits)

Prerequisites: COEHS Advising Center permission.

Taught: Variable, check with department

Skills and content of science within the framework of scientific method concepts, methods, and materials appropriate for middle grades teachers.

EDU 577 Mathematics Education Middle School (3 credits)

Prerequisites: COEHS Advising Center permission.

Taught: Variable, check with department

Materials and methods for teaching problem solving, reasoning, communication, and connections of the concepts, skills, and relationships in middle school mathematics including number computation, geometry measurement, probability and statistics, and algebraic ideas.

EDU 578 Social Studies Methods Middle Grades (3 credits)

Prerequisites: COEHS Advising Center permission.

Taught: Variable, check with department

Objectives, curricula, and instructional materials appropriate for the middle grades teacher.

EDU 599 Selected Problems in Education (1-3 credits)

Taught: Variable, check with department

Individual or group indepth study of selected education topics.

ELOC 610 Leadership Assessment and Development (3 credits)

Taught: Fall only

The course provides a framework for students to assess and develop their own leadership competencies and prepares them to assess and develop the competencies of others in organizations. The course addresses career development, leadership coaching, self-leadership, life long learning, and the development of emotional intelligence competencies.

ELOC 615 Teams and Conflict Management (3 credits)

Taught: Fall only

The course prepares students to work in and to lead teams and to manage conflict in appropriate ways. The course emphasizes the development of positive interpersonal behaviors for teams, team building, effective decision-making and other team processes, and managing the sources of conflict behaviors in order to resolve organizational problems.

ELOC 620 Field Research Methods (3 credits)

Taught: Spring only

The course prepares students to engage in their first field research projects between the first and second year of the program. The course focuses on collaborative and innovative research methods of data collection, data analysis, and data reporting.

ELOC 625 Creating High Performing Organizations (3 credits)

Taught: Spring only

The course focuses on how managers promote a high-performing workforce of employees who are competent, committed, and who are involved in meaningful decision-making in the organization. This course will address the components of performance management, various forms of employee involvement, and innovation.

ELOC 630 Organization Strategy Development and Systems Thinking (3 credits)

Taught: Fall only

This course focuses on the process of formulating strategy and the importance of strategy implementation. The course will examine the relationship between strategy, structure, and organization design. Specific topics include: organization theory, open systems analysis, and socio-technical systems analysis as well as specific interventions such as downsizing, and re-engineering.

ELOC 635 Managing Organizational Change (3 credits)

Taught: Fall only

This course examines theories of planned organizational change and their application to organizations. Students will learn how to lead, plan, and implement successful organizational change. The course focuses on issues of organizational learning and knowledge management, mergers and acquisitions, partnerships, and other forms of transformational change.

ELOC 640 Organizational Consultation (3 credits)

Taught: Spring only

This course will address the study of the consultation process including the skills and techniques involved in action research. The course will focus on entry, contracting, organizational scanning, preliminary diagnosis, and large system interventions. Specific interventions discussed include appreciative inquiry, future search, open spaces, and large-scale change. Ethical and legal issues associated with consulting will also be examined.

ELOC 645 Integrating Organizational Change/Leadership (3 credits)

Taught: Spring only

This course is designed as a capstone course that integrates the knowledge and competencies acquired in previous courses. Systems change is required to create lasting organizational change and this course will require students to develop total system change strategies. Global organizational development issues will be considered as well.

ELOC 660 First Year Public Engagement Practicum (3 credits)

Taught: Summer only

Students will work in groups on a leadership and organizational change project in a non-profit organization under the close guidance of a faculty member. The public engagement practicum provides students with the opportunity to develop their field practice skills, collaborate in applying learning from the first year in the program, and engage with a community client.

ELOC 665 Graduation Field Research Project (3 credits)

Taught: Summer only

Each student will work individually on designing and conducting an organizational change or leadership project that will allow them to apply their competencies in an active organization under guidance of a faculty advisor. Each student will submit a thesis-quality report at the end of their project.

ENG 500 Poetry (3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of poetry. May be repeated for credit when topics vary. GENRES.

ENG 501 Drama (3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of dramatic literature. May be repeated for credit when topics vary. GENRES.

ENG 505 Medieval Literature (3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of literature from the Medieval period. May be repeated once for credit when topics vary. TRADITIONS (PRE-1800, PRE- 1900)

ENG 515 Readings in Western Literature (3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of literature from the Renaissance. May be repeated once for credit when topics vary. TRADITIONS (PRE-1800, PRE-1900)

ENG 525 Restoration and 18th-Century Literature (3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of Restoration and 18th-century literature. May be repeated once for credit when topics vary. TRADITIONS (PRE-1800, PRE- 1900)

ENG 530 Readings in the English Language (3 credits)

Prerequisites: 6 semester hours of literature at the undergraduate level.

Taught: Fall and spring

Topics about the language and its use: specialized readerships, applications, and theories. May be repeated for credit when topics vary.

ENG 531 English Grammar for Teachers of ESOL (2 credits)

Prerequisites: 6 semester units of literature and consent of instructor.

Taught: Variable, check with department

Review of English grammar from pedagogical point of view. Does not count toward English major.

ENG 540 Problems in English (3 credits)

Prerequisites: 6 semester hours of literature at the undergraduate level.

Taught: Variable, check with department

Pedagogical topics such as rhetoric, literary analysis, and evaluation of student work; topics suitable for elementary and secondary teachers. May be repeated for credit when topics vary.

ENG 541 Linguistics for Teachers of ESOL (2 credits)

Prerequisites: 6 semester units of literature and consent of instructor.

Taught: Variable, check with department

Overview of linguistics for teachers of ESOL. Does not count toward English major.

ENG 542 Teaching and Practice/Creative Writing (3 credits)

Prerequisites: graduate standing or consent of instructor.

Taught: Variable, check with department

Activities, materials, objectives, theory, practice, and curricula for teaching writing at the middle and secondary school levels. Does not satisfy methods course requirements for any Kentucky teaching certificate program.

ENG 544 Research/Methods in Professional Writing (3 credits)

Prerequisites: Graduate standing or consent of instructor.

Taught: Variable, check with department

Introduction to key theories and research methods in professional writing. WRITING STUDIES.

ENG 546 Grant Writing (3 credits)

Taught: Variable, check with department

Theory and practice of preparing and analyzing grant applications. Special focus on the grant process in academic settings. WRITING STUDIES. Open to

graduate students and, with permission of instructor, advanced undergraduate students.

ENG 556 Composition Theories (1-3 credits)

Prerequisites: 6 semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study in composition/rhetoric. May be repeated for credit when topics vary.

ENG 560 American Literature Before 1865 (3 credits)

Prerequisites: six semester of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of American literature written before 1865. May be repeated once for credit when topics vary. TRADITIONS (PRE-1900)

ENG 565 American Literature After 1865 (3 credits)

Prerequisites: six semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of American literature written after 1865. May be repeated once for credit when topics vary. TRADITIONS.

ENG 575 20th Century British Literature (3 credits)

Prerequisites: six semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of British literature written in the twentieth century. May be repeated once for credit when topics vary. TRADITIONS (POST-1900)

ENG 580 Studies in Literature (3 credits)

Prerequisites: 6 semester hours of literature at the undergraduate level.

Taught: Variable, check with department

Special topics in literature; genres, interdisciplinary subjects, individual authors. May be repeated for credit when topics vary. TRADITIONS.

ENG 581 Major Authors (3 credits)

Prerequisites: six semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of one or more major literary authors. May be repeated for credit when topics vary. TRADITIONS.

ENG 582 Special Topics in Literature (3 credits)

Prerequisites: six semesters of literature at the undergraduate level or graduate standing.

Taught: Variable, check with department

Advanced study of special topics in literary studies. May be repeated once for credit when topics vary.

ENG 600 Introduction to Graduate Studies (3 credits)

Taught: Fall and spring

Introduction to graduate level writing, research, and careers in English Studies. Required of all Master of Arts in English candidates.

ENG 620 The Teaching of Literature (3 credits)

Taught: Fall only

Activities, materials, objectives, and curricula for secondary literature instruction. May be repeated to a maximum of 6 semester hours as topics vary.

ENG 622 Poetry Writing Workshop (3 credits)*Taught: Spring only*

In-depth techniques for poetry writing, with emphasis on the development of style, voice, and language for poetry; intensive written analysis and in-class critique of student work.

ENG 624 Fiction Writing Workshop (3 credits)*Taught: Fall only-even years*

In-depth techniques for fiction writing, with emphasis on revision, development of voice, and preparation for publication; intensive written analysis and in-class critique of student work. May be repeated for credit.

ENG 626 Novel Writing Workshop (3 credits)*Taught: Fall only-odd years*

In depth techniques for the writing of novels. Intensive written and in-class analysis of published and student-generated work. May be repeated once for credit.

ENG 628 Creative Non-Fiction Workshop (3 credits)*Taught: Spring only*

In depth techniques for the writing of creative nonfiction. Intensive written and in-class analysis of published and student-generated work. May be repeated for credit.

ENG 630 The Teaching of Composition (3 credits)*Taught: Spring only*

Activities, materials, objectives, and curricula for secondary school writing instruction. May be repeated to a maximum of six semester hours as topics vary.

ENG 632 Histories of Writing Technologies (3 credits)*Taught: Spring only*

Theoretical examination of technology and its implications for the practices of academic and professional writing and writers. Examines the historical impact of phenomena from the printing press through new media and other emerging technologies.

ENG 636 Issues in Professional Writing (3 credits)*Taught: Variable, check with department*

Study of selected contemporary professional writing topics shaping the construction, reception, and delivery of professional documents. May be repeated once when topics vary.

ENG 638 Theories of Community Literacy (3 credits)*Taught: Fall only*

Introduction to theories of community literacy and public engagement. Explores scholarly research applied to community-driven literacy initiatives.

ENG 639 Fieldwork in Community Literacy (3 credits)*Prerequisites: consent of instructor.**Taught: Spring only-odd yrs*

Fieldwork in community literacy and public engagement. Students engage in at least 20 hours of supervised service-learning work and research on-site within a community organization.

ENG 642 Online Literary Research (3 credits)*Taught: Variable, check with department*

Location, analysis, use, and creation of digitized primary and secondary resources for literary study. Exploration of online collaborative environments.

ENG 644 Digital Humanities (3 credits)*Taught: Variable, check with department*

Use and application of technology to the study of the humanities, including information retrieval, multimedia technologies, digitization technologies, and text encoding and test quality. May be repeated once when topics vary.

ENG 645 Topics in Contemporary Rhetoric (3 credits)*Taught: Variable, check with department*

Study of contemporary rhetoric emphasizing current issues, theories, and practice. May be repeated once when topics vary.

ENG 646 Composition and Rhetoric Practicum (3 credits)*Prerequisites: Permission of the graduate director.**Taught: Spring only*

Introduction to history, theory, and practice of college-level writing instruction.

ENG 647 History of Rhetoric (3 credits)*Taught: Fall only*

Seminar in the history and theory of written rhetoric from the Classical Period to the present.

ENG 655 Studies in British Literature before 1750 (3 credits)*Taught: Variable, check with department*

Authors, genres, themes, and traditions from earlier periods of British literature (Anglo-Saxon through 18th century). May be repeated once for credit with different topic.

ENG 657 Studies in British Literature since 1800 (3 credits)*Taught: Variable, check with department*

Authors, genres, themes, and traditions related to British literature from the late 18th century to recent times. May be repeated once for credit with different topic.

ENG 665 Studies in American Literature before 1865 (3 credits)*Taught: Variable, check with department*

Authors, genres, themes, and traditions related to American literature from colonial period to end of Civil War. May be repeated once for credit with different topic.

ENG 667 Studies in American Literature since 1865 (3 credits)*Taught: Variable, check with department*

Authors, genres, themes, and traditions related to American literature since end of Civil War. May be repeated once for credit with different topic.

ENG 671 World Literature in English (3 credits)*Taught: Spring only*

Seminar in literature written in English outside major American and British traditions. May cover materials in a transnational context. May be repeated once for credit when topics vary.

ENG 672 African American Literature (3 credits)*Taught: Spring only-odd yrs*

Seminar in authors, genres, themes, and traditions from African American literature. May be repeated once for credit when topics vary.

ENG 674 Multicultural Literature (3 credits)*Taught: Spring only*

Seminar in works by writers in one or more ethnic literatures. May be repeated once when topics vary.

ENG 676 Post-Colonial Theory and Literature (3 credits)

Taught: Variable, check with department

Seminar in theoretical, cultural, and critical contexts of post-colonial literature.

ENG 678 Folklore and Literature (3 credits)

Taught: Variable, check with department

Seminar examining the use of folklore in literature. May be repeated once for credit when topics change.

ENG 679 Regional Literature (3 credits)

Taught: Variable, check with department

Seminar in theoretical, cultural contexts of regional literatures. May be repeated once for credit when topics change.

ENG 680 Studies in Literature and Criticism and Theory (3 credits)

Taught: Variable, check with department

Issues in the history of literary criticism and recent literary theory. May be repeated once for credit with different topic.

ENG 685 Studies in Comparative Literary Forms and Themes (3 credits)

Taught: Variable, check with department

Issues in form and meaning of literatures from various cultures and languages. May be repeated once for credit with different topic.

ENG 687 Gender and Literature (3 credits)

Taught: Variable, check with department

Seminar considering written materials from the perspective of women's gender studies. May be repeated once when topics change.

ENG 689 Major Authors (3 credits)

Taught: Variable, check with department

Seminar in the works of one or more major authors in their theoretical, cultural, and critical contexts. May be repeated once for credit when topics vary.

ENG 696 Internship: Portfolio Development (1-3 credits)

Prerequisites: Permission of graduate director.

Taught: Variable, check with department

On-or off- campus internship in a variety of writing or literacy related settings, and creation/supervised revision of work.

ENG 699 Independent Study: Directed Readings (1-6 credits)

Prerequisites: Permission of graduate director.

Taught: Variable, check with department

Individualized reading, research, and/or projects.

ENG 722 Prose Writing Workshop (3 credits)

Taught: Summer only

Intensive workshop for participants working in a variety of prose forms. Emphasis on preparation for publication, intensive written analysis, and in-class critique of student work. May be repeated for credit.

ENG 724 Emerging Genres in Creative Writing (3 credits)

Taught: Variable, check with department

Exploration of one or more emerging genres in creative writing in a workshop setting, with emphasis on writing, revision, and publishing venues. May be repeated for credit when topics change

ENG 750 Theories and Concepts of Cultural Studies (3 credits)

Taught: Spring only

History, theory, and practice of cultural studies. Provides a repertoire of tools for exploring the production of verbal and written cultural discourses as well as their valuation and uses.

ENG 786 Prospectus Readings (2 credits)

Prerequisites: Permission of the Graduate Director.

Taught: Fall and spring

Independent reading and writing in preparation for writing the prospectus. May not be repeated. Does not count toward the MA in English.

ENG 788 Examination Readings (2 credits)

Taught: Fall and spring

Independent reading and writing in preparation for writing the comprehensive exams. May not be repeated. Does not count toward the MA in English.

ENG 791 Mater's Thesis or Project (1-6 credits)

Taught: Variable, check with department

Master's Thesis or Project

ENG 792 Comprehensive Exam (0 credits)

Taught: Fall and spring

Preparation for and completion of exams in two areas. Enrollment by permission of the graduate program director.

ENG 793 Master's Project (1-6 credits)

Taught: Fall and spring

Supervised development, creation, and defense of the project. Enrollment by permission of the graduate program director.

ENG 794 Master's Portfolio (1-6 credits)

Taught: Fall and spring

Supervised development, writing, revision, and defense of the portfolio. Enrollment by permission of the graduate program director.

ENG 796 Master's Thesis (1-6 credits)

Taught: Fall and spring

Supervised development, writing, and defense of an original research-based, scholarly work in one or more areas of English Studies. Enrollment by permission of the graduate program director.

ENG 798 Continuing Capstone Project (1 credit)

Prerequisites: Permission of the English graduate program director.

Taught: Fall and spring

Continued work for students who have exhausted maximum allowed enrollment in ENG 792, 793, 794 or 796.

ENTP 640 Entrepreneurship and Innovation (3 credits)

Prerequisites: ACC 605, FIN 605, and MKT 625 or consent of MBA director.

Taught: Variable, check with department

Creating value through innovation; understanding Entrepreneurs; seeking and evaluating opportunities; gathering resources to convert these opportunities into valuable outcomes; and writing a business plan.

ENTP 670 Managing Growth and Entrepreneurship in Organizations (3 credits)

Prerequisites: ENTP 640 or consent of MBA director.

Taught: Variable, check with department

Managing growing firms and innovation within organizations; advanced study of factors making an organization effective at each stage of growth and the key management systems that are primary tools in managing an entrepre-

neural organization: strategic planning, organizational design, organizational development, control systems, and leadership.

ENTP 680 Corporate Entrepreneurship (3 credits)

Prerequisites: ACC 605, FIN 605, and MKT 625 or consent of MBA director.

Taught: Variable, check with department

Concepts of change, innovation, and corporate venturing; entrepreneurial behavior and the development and implementation of programs to encourage entrepreneurship (creating value through innovation in midsize and large firms).

ENTP 696 Field Studies: Entrepreneurship (3 credits)

Prerequisites: ENTP 640 or consent of MBA director.

Taught: Variable, check with department

Practicum course offering insight into the entrepreneurial process of managing and growing a business where students, with a faculty member, work in large or small entrepreneurial organizations with problems related to entrepreneurial management issues. Guest speakers from regional business community. Students may seek to obtain approval to repeat this course for 3 additional hours credit.

ENTP 699 Independent Study: Entrepreneurship (3 credits)

Prerequisites: ENTP 640.

Taught: Variable, check with department

Students pursue a topic or project of interest to them. Meeting times arranged with instructor.

ENV 578 Environmental Issues for Educators (3 credits)

Prerequisites: Permission of instructor.

Taught: Variable, check with department

Information and application of environmental issues for classroom use. Interrelationship of local issues and global issues. Required field trips.

ESL 602 Testing and Evaluation in Second Language Teaching (2 credits)

Taught: Variable, check with department

This course will allow the ESL teacher to develop knowledge of the principles and issues involving tests and evaluation in the second language.

ESL 603 Methods and Materials: Reading, Writing and Grammar (3 credits)

Prerequisites: admission to graduate program.

Taught: Variable, check with department

This course provides you with opportunities and strategies to review and evaluate materials (textbooks and supplementary materials) used in teaching ESL. We consider practical ways of adapting texts and materials for different purposes and different kinds of learners.

ESL 604 Methods and Materials: Listening Speaking Pronunciation (3 credits)

Prerequisites: Admission to the program.

Taught: Variable, check with department

This course is designed so that each student examines content, methodology and materials in teaching listening, speaking, and pronunciation to diverse groups of English learning students. This course will expose you to a wide range of classroom practices that have been used to assist ESL/EFL students in the development of reading, writing, and grammar.

ESL 605 Second Language Acquisition Classroom for Teachers (3 credits)

Taught: Variable, check with department

This course will prepare qualified ESL teachers who must demonstrate knowledge of the language acquisition process in the first and second lan-

guage learning, age differentials in language learning, and individual learning styles. ESL teachers must apply knowledge of the nature of learning in second language simultaneously with, or subsequent to, one's first language. Teachers should recognize linguistic, cognitive, affective,

ESL 606 Content Based Materials in the ESL Classroom (2 credits)

Prerequisites: Admission to graduate program.

Taught: Variable, check with department

This course provides guidelines for teachers who want to develop materials appropriate for the integration of academic content with English language skills for English language learners.

FIN 605 Fundamentals of Finance (2 credits)

Prerequisites: Admission to MBA program or permission of MBA director.

Taught: Variable, check with department

Analytic techniques for decision making; basic financial analysis for managing corporate finances.

FIN 625 Financial Management (3 credits)

Prerequisites: ACC 605 and FIN 605 or consent of MBA director.

Taught: Fall and spring

Financial management and decision making for the corporate financial manager; valuation principles, financing and investment policies, cost of capital, capital structure, and dividend issues. Open only to students in MBA program.

FIN 630 Investments and Security Analysis (3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

Capital and securities market theory; structure and regulation; analysis and valuation of fixed and variable return securities including basic derivatives; portfolio selection and management; empirical studies of portfolios and individual stock price movements. Open only to MBA students.

FIN 640 Derivative Securities (3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

Study, analysis, and valuation of various forms of derivatives markets; use of derivatives and strategies for hedging risk or for speculation. Open only to MBA students.

FIN 650 Financial Markets and Institutions (3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

A survey of financial markets and institutions. Coverage includes financial market history, derivatives, duration, interest rate theory and current topics in the field.

FIN 660 International Finance (3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

Financial decision-making and analysis in a multinational environment; currency valuation and exchange rates; effects of expectations and economic variables such as interest rates and inflation on exchange rates; types of risks and use of derivatives to hedge international exposure. Open only to MBA students.

FIN 694 Topics: Finance (3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

Study of a selected contemporary area in finance; topics listed in Schedule of Classes. Repeatable for a maximum of 6 semester hours if topics differ. Open only to MBA students.

FIN 699 Independent Study: Finance (1-3 credits)

Prerequisites: FIN 625.

Taught: Variable, check with department

Specialized aspect or topic in finance chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students.

FRE 520 Readings: French (3 credits)

Prerequisites: 300-level French course.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary.

GEO 502 Geography of Kentucky (3 credits)

Taught: Fall only-even years

Cultural, physical, economic, and population characteristics of Kentucky; Kentucky's regional and national importance.

GEO 507 Local Community: Geography Analysis (3 credits)

Prerequisites: 3 semester hours of Geography or consent of instructor.

Taught: Spring only-odd yrs

A site-based examination of specific regional features, including cultural heritage infrastructure, tourist infrastructure, or a range of other urban and regional planning issues. May include a service learning component.

GEO 518 Geographic Information Analysis (3 credits)

Prerequisites: GEO 418.

Taught: Variable, check with department

Introduction to the theories, principles, and applications of geographic information analysis; employment of a GIS software package and other computer software packages to manipulate geographic information analysis methods.

GEO 519 Advanced Remote Sensing (3 credits)

Prerequisites: GEO 419.

Taught: Variable, check with department

Introduction to digital remote sensing data processing theories and techniques; employment of a digital remote sensing data processing software package to manipulate digital remote sensing data processing techniques.

GEO 520 Environmental Resources for Teachers (3 credits)

Prerequisites: 3 semester hours of geography.

Taught: Variable, check with department

Study of such environmental problem areas as energy use, population growth, deforestation, toxic wastes, landscape conservation, and sustainable uses, with a focus on classroom applications and management challenges; may include a service learning component.

GEO 522 Introduction to Historic Preservation (3 credits)

Prerequisites: A 100-level GEO course or consent of instructor.

Taught: Spring only-even yrs

An examination of the growing field of historic preservation including such topics as philosophy, recognition and assessments, survey techniques, preservation planning, conservation, advocacy, federal compliance, and protection of significant resources.

GEO 540 Cultural Geography of Asia (3 credits)

Prerequisites: GEO 410 or consent of instructor.

Taught: Spring only-even yrs

Selective consideration from among broad range of themes in the cultural geography of Asia, such as environmental sustainability, political processes, urbanization, religion, nationalism, recreation, and domestic habitation. May be repeated once for credit when topics vary.

GEO 552 Spatial Data Bases (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Introduction to fundamental spatial data organizing theories and principles, and spatial data modeling techniques underlying various spatial information systems; employment of a GIS software package to manipulate spatial databases.

GEO 592 Directed Research in Geography (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individual research in an area of geography under supervision of a faculty member. May be repeated once for credit.

GEO 594 Special Topics Geography (1-3 credits)

Taught: Variable, check with department

Study of selected topics. Subfields will be chosen in keeping with interest of the instructor and will be listed in Schedule of Classes. May be repeated for credit when topics vary.

GER 520 Readings: German (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary.

GLY 616 Geology of the National Parks of Colorado and Utah (3 credits)

Prerequisites: Graduate standing.

Taught: Summer only

Principles of physical and historical geology presented using the geologic features and geologic history of the national parks for teaching and field experiences.

GLY 694 Topics: Geology (Graduate) (1-4 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

May include topics illustrating the Principles of geology forms, fossils, and geologic processes. Specific topics are determined in consultation with the student's adviser. May be repeated for a maximum of 12 semester hours.

HEA 525 Methods and Materials in Health Education (3 credits)

Taught: Fall only

Principles, methods, and techniques for developing, implementing, and evaluating health education in P-12 and other appropriate settings; theoretical foundations, teaching methodology and strategies, curriculum designs, and resource materials. PREREQ (undergraduates): admission to teacher education and 9 semester hours in health education or consent of instructor.

HEA 599 Topics: Health Education (1-3 credits)

Taught: Variable, check with department

Individual or group study of a topic of current interest in health education. Topic selected by student with approval of instructor.

HEA 620 Teaching Sexuality Education (3 credits)

Taught: Variable, check with department

Methods of teaching sexuality education; current issues; curriculum, creating an appropriate classroom atmosphere.

HEA 699 Topics in Health Education (1-3 credits)

Prerequisites: consent of adviser.

Taught: Variable, check with department

Independent study of topics selected from current issues in health education.

HIS 513 The French Revolution (3 credits)

Taught: Variable, check with department

Political, economic, and cultural background of the French Revolution, emphasizing the changing character of the Revolution as it moved in phases from moderate and middle class to radical and violent.

HIS 515 Introduction to Public History (3 credits)

Prerequisites: HIS 102 and HIS 103 or consent of instructor.

Taught: Fall only

Exploration of different non-academic career fields open to history and humanities majors; coursework includes reading current scholarship by different public history practitioners and active, experiential, service, and problem based learning projects. .

HIS 522 Introduction to Historic Preservation (3 credits)

Prerequisites: A 100 level HIS course and consent of instructor.

Taught: Spring only-even yrs

An examination of the growing field of historic preservation including such topics as philosophy, recognition and assessments, survey techniques, preservation planning, conservation, advocacy, federal compliance, and protection of significant resources.

HIS 533 Causes of the Civil War (3 credits)

Taught: Spring only-odd yrs

Conflicts from 1828 to 1861 regarding slavery, territorial expansion, and other issues that led to the Civil War.

HIS 535 Civil War and Reconstruction (3 credits)

Taught: Variable, check with department

Causes of the U.S. Civil War; the war itself; slavery, emancipation, reconstruction; economic, military, and social aspects.

HIS 538 Modern United States History, 1900-1939 (3 credits)

Taught: Fall only-odd years

Rise of the U.S. to the status of a major world power; the "Progressive Era" and World War I; the 1920s and the 1930s.

HIS 539 Modern United States History since 1939 (3 credits)

Taught: Spring only-even yrs

Social and political developments from 1939 to contemporary society including the Civil Rights Movement.

HIS 541 History of Kentucky (3 credits)

Taught: Fall and spring

History of Kentucky from 1750 to the present; political, economic, and social issues; how developments in the Commonwealth related to trends in U.S. history.

HIS 543 History of the American Frontier (3 credits)

Taught: Spring only-even yrs

The westward movement and its effect on national character; expansionism; Indian and land policies; cattle and mining frontiers.

HIS 546 History of American Family (3 credits)

Taught: Spring only

This discussion-oriented course is a history of the American family from the colonial era to the present. We will examine how and why courtship, marriage, sexuality, divorce, and parent/child relationships have changed over time while paying particular attention to racial, class, and gender differences.

HIS 548 Diplomacy and Foreign Policy of the United States (3 credits)

Taught: Variable, check with department

Historical evolution of U.S. foreign policy from the Revolutionary War to the present; growth of the U.S. from a minor state to a global power.

HIS 550 History of Appalachia to 1877 (3 credits)

Taught: Fall only-even years

History of the Appalachian region from prehistory to 1877; political, economic, and social issues; developments in the region related to trends in U.S. History.

HIS 551 History of Appalachia since 1877 (3 credits)

Prerequisites: 3 hours of history or consent of instructor.

Taught: Spring only-odd yrs

History of the Appalachian region from 1877 to the present; political, economic, and social issues; developments in the region related to trends in modern U.S. History.

HIS 552 History of the Old South (3 credits)

Taught: Variable, check with department

The southern U.S. to 1865; cultural, political economic, and literary trends; African American experience in the South.

HIS 553 History of the New South (3 credits)

Taught: Variable, check with department

The southern U.S. since 1865; cultural, political, economic, and literary trends; roles of blacks from Reconstruction to present, including the rise of Jim Crowism, legal segregation in the 20th century, desegregation, and Civil Rights movements in the 1950s, 60s, and 70s.

HIS 555 Researching the Local History of Underground Railroad (3 credits)

Prerequisites: HIS 102 or HIS 106.

Taught: Fall only

This course explores the various activities of enslaved African Americans as they attempted to abscond from human bondage by crossing the Ohio River, which legally separated slave states from free states. Special attention will be placed on the Abolition Movement as well as the development of various African American communities in parts of Cincinnati and Northern Kentucky.

HIS 556 African Americans in U.S. Culture, Education, and Politics (3 credits)

Taught: Variable, check with department

African Americans and their interactions within and their contributions to cultural, educational, and political development of the U.S.

HIS 557 History of Indians in the United States (3 credits)

Taught: Variable, check with department

Native cultural and historical experiences from the 15th to 20th century.

HIS 561 Modernization in the Third World (3 credits)

Taught: Variable, check with department

Rise of self-assertion of Third World nations; political, economic, social, and cultural problems of national development.

HIS 565 The Vietnam War (3 credits)

Taught: Fall only-even years

Roots of Indo-Chinese war in traditional Vietnamese culture as affected by colonialism, nationalism, and Marxism; causes of U. S. military intervention, stalemate, and consequent American political crisis; impact of war on Vietnamese and American societies; debate over lessons of the war.

HIS 570 The Cold War (3 credits)

Prerequisites: 3 hours of 100-level history courses.

Taught: Fall only-odd years

International perspective on the causes and evolution of the conflict between the United States and the Soviet Union and their allies; effects on world affairs to the fall of the Berlin Wall and demise of the Soviet Union.

HIS 571 Internet Research: American History (3 credits)

Taught: Variable, check with department

This is a topical survey of American History from a multicultural perspective using the internet.

HIS 589 Anglo-American Legal History (3 credits)

Taught: Variable, check with department

Origin and development of the Common Law from Norman beginnings to the present; emphasis on the U.S.

HIS 592 Directed Research in History (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individual research in an area of history under supervision of faculty member. May be repeated once for credit.

HIS 594 Special Topics in History (1-3 credits)

Taught: Variable, check with department

Lecture class in topic not included in regular history curriculum. May be repeated for credit when topics vary.

HIS 596 Internship: History (3 credits)

Prerequisites: HIS 515 or consent and instructor.

Taught: Fall and spring

Supervised work experience in a community history agency or institution or experiential learning in an aspect of public history under the direction of a faculty member. May be repeated once for credit.

HIS 599 Independent Study: History (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individualized study of a special topic under supervision of faculty member. May be repeated for credit when topics vary.

HIS 605 Museum Education and Interpretation (3)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Every Spring

Development and operation of museum educational programs; topics include learning theory, program design, programming for all ages, and visitor research.

HIS 607 Exhibits in Museums and Historic Sites (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-odd yrs

Theoretical and practical approaches to the development, planning, design, and installation of exhibitions.

HIS 609 Museum Collections and Management (3 credits)

Prerequisites: HIS 515 or permission of Public History coordinator.

Taught: Fall only-even years

Basic stewardship obligations for museum collections and fundamental principles and practices of collection management in modern museums.

HIS 611 Museum Administration (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-even yrs

Overview of museum management history and the theoretical and practical issues involved in managing a non-profit organization.

HIS 616 Theory and Practice of Oral History (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Fall only-even years

Historiographical, theoretical and methodological approaches that inform the conducting of oral histories.

HIS 618 Local and Regional Research Methods (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Fall only-odd years

Origin and development of the study of local history and the processes of identifying, locating and using primary and secondary sources on local history topics.

HIS 620 Historic Preservation (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-even yrs

Historical survey of architectural preservation techniques; professional standards for site evaluations; discussion of architectural and planning theories that impact preservation policy and application.

HIS 622 Cultural Heritage Tourism (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-odd yrs

Resources and theories employed in development and management of historical, cultural and heritage tourist sites; analysis of best practices in fulfilling both public expectations and professional standards.

HIS 624 Historical Editing (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-odd yrs

Theories, practices, and issues involved in editing and publishing historical documents, including prefatory material, transcriptions and annotations.

HIS 628 Contract History (3 credits)

Prerequisites: HIS 515 or permission of Public History program coordinator.

Taught: Spring only-even yrs

Creation and management of a historical consulting business, including: grant-writing, budgets, contracts, and marketing.

HIS 636 Industrial America, 1865-1900 (3 credits)

Taught: Spring only-even yrs

Pre-World War I America; economic, social, and political problems caused by the accelerating industrial and urban changes that marked the country in the transformation from a rural to an urban society.

HIS 644 History of Women in the United States to 1900 (3 credits)

Prerequisites: HIS 102.

Taught: Variable, check with department

Women's role in U.S. economic, social, political, and cultural development until 1900; participation of women in historical eras from earliest societies through industrialization as experienced in diverse ways depending on racial, ethnic, class, and regional differences.

HIS 645 History of Women in the United States since 1900 (3 credits)

Prerequisites: HIS 103.

Taught: Summer only

Women's role in U.S. economic, social, political, and cultural development since 1900; participation of women in recent history as experienced in diverse ways depending on racial, ethnic, class, and regional differences.

HIS 654 Early American Frontier (3 credits)

Taught: Variable, check with department

Westward movement and its effects on national character to 1840; colonial wars, war for independence, land policy, Indian relations, exploration, fur trade, war of 1812.

HIS 655 Later American Frontier (3 credits)

Taught: Variable, check with department

Westward movement and its effects on national character since 1840; manifest destiny, great plains, Mormons, mining boom, cattle industry, civil war, relations with Indians, conservation, end of the frontier.

HIS 656 New Viewpoints in American History (3 credits)

Taught: Variable, check with department

Comparative and revisionist viewpoints of the individual and collective problems of the modern era.

HIS 686 The Second World War (3 credits)

Taught: Variable, check with department

Origins and prosecution of World War II; its military and diplomatic aspects from an international perspective.

HIS 692 Graduate Research in History (3 credits)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

Individualized graduate research projects directed by members of the faculty, must be selected before registration.

HIS 694 Topics: History (3 credits)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

Detailed and comprehensive readings on an aspect or era determined by instructor.

HIS 696 Public History Practicum (3 credits)

Prerequisites: HIS 515 and permission of Public History program coordinator.

Taught: Fall and spring

Professional experience at a public history/cultural resource institution under the supervision of a public history professional.

HIS 697 Public History Project (3 credits)

Prerequisites: HIS 515 or permission and Public History program coordinator.

Taught: Variable, check with department

In conjunction with HIS 696 (the Public History Practicum), Public History students undertake a written project involving major scholarship to accompany their final practicum product.

HIS 699 Independent Study: Directed Readings (1-3 credits)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

Individualized study of a special topic under supervision of faculty member. May be repeated for credit when topics vary.

HSR 500 Multicultural Family Work (3 credits)

Prerequisites: HSR 105 or EDU 570, or equivalent.

Taught: Summer only

Best practices of in service delivery to families of young children at risk; importance of parent worker partnerships and shared decision making in assessment, communication/intervention, and evaluation; participation in collaborative supervised assessment of one family; family centered services plan.

HSR 502 Positive Guidance Strategies for Early Childhood Practitioners (3 credits)

Prerequisites: EDU 300 or PSY 220, or equivalent.

Taught: Variable, check with department

Positive strategies for effectively handling many behavioral concerns that arise while working with young children with and without disabilities; observation and supervised participation in child development settings.

IST 594 Interdisciplinary Seminar (1-3 credits)

Taught: Variable, check with department

This seminar provides graduate students and advanced undergraduate students with opportunities for in-depth study of important interdisciplinary topics or issues. Topics vary.

IST 601 Introduction to Integrative Studies (3 credits)

Prerequisites: Admission into the Master of Art in Integrative Studies program.

Taught: Fall and spring

This course provides a comprehensive introduction to graduate studies in liberal arts, multi- and inter-disciplinary research and developing integrative insights. It prepares students for defining their research interests, planning their individualized curriculum and initiating active learning strategies. It also provides opportunity to develop one's writing skills, to gain knowledge of professional writing styles, and practice integrative writing.

IST 692 Research Assistantship (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Candidates conduct interdisciplinary research under the supervision of a faculty member. May be repeated for credit once.

IST 694 Interdisciplinary Seminar (1-3 credits)

Taught: Variable, check with department

This seminar provides graduate students with opportunities for in-depth study of important interdisciplinary topics or issues. May be repeated when topics vary.

IST 699 Independent Study: Directed Readings (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of selected topic. May be repeated as topics vary.

IST 793 Applied Research: Capstone Project (3-6 credits)

Prerequisites: consent of Instructor.

Taught: Summer only

Working closely with a faculty advisor the student will produce a culminating project that integrates methods and approaches from two or more of the academic disciplines explored through the MAIS program's coursework.

IST 797 Applied Research: Capstone Thesis (3-6 credits)

Prerequisites: consent of Instructor.

Taught: Variable, check with department

Student will work closely with a faculty advisor on a culminating thesis that integrates methods and approaches from two or more of the academic disciplines explored through the MAIS program's coursework.

IST 798 Continued Thesis/Project Enrollment (1 credit)

Prerequisites: 6 hours of IST 793, 795, or 797 and consent of instructor.

Taught: Variable, check with department

Continued enrollment for candidates needing more than two semesters to complete the capstone experience (IST 793, 795, or 797). Graded pass/fail, this course may be repeated for two semesters until the project or thesis is complete. NOTE: all coursework that is applied to the degree must be no older than six years by the time the program is completed.

IST 799 MAIS Program Certification (0 credits)

Co-requisites: IST 793, IST 795, or IST 797.

Taught: Variable, check with department

This is a required course for completion of the MAIS degree. PREREQ OR

JPN 520 Readings in Japanese (3 credits)

Prerequisites: JPN 380 or equivalent.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies.

MAT 584 Cryptography (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Cryptology of classical ciphers, DES and AES, public key cryptosystems, authentication and cryptographic hash functions.

MAT 594 Topics: Mathematics (3 credits)

Prerequisites: varies with topic (see Schedule of Classes).

Taught: Variable, check with department

Topics in mathematics and mathematics education. Topics vary.

MAT 694 Topics: Mathematics (Graduate) (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Various topics. May be repeated for credit when topics vary.

MAT 699 Directed Readings/Independent Study (1-3 credits)

Prerequisites: Consent of instructor.

Taught: Variable, check with department

Directed Readings/Independent Study.

MBI 625 Information Systems in Organizations (3 credits)

Taught: Fall, spring, and summer

Introduction to the core concepts and fundamental principles of information systems in the context of business decision making. This will include a survey of the information systems discipline and an explanation of its importance in modern organizations. The key objective of the course is to give the student a good understanding of how managers can manage and exploit the potential of information technology for their own career and for the

MBI 630 Systems Analysis and Design (3 credits)

Taught: Fall only

Develops an understanding of tools, techniques and methods for analysis, design and implementation of information systems. Uses theory and applied projects to build effective interpersonal and communication skills that are essential to interact with clients, users and other team members involved

with development, operation and maintenance of information systems.

Approaches to systems development such as Rapid application Development (RAD), Joint Application Development (JAD) and other techniques to create quality systems are explored.

MBI 635 Database Management Systems (3 credits)

Taught: Spring only

In depth investigation of intelligent database management systems in support of business decision making. Investigation of all aspects of data modeling, database design and implementation of relational, object-oriented and semantic databases.

MBI 640 Data Communication (3 credits)

Taught: Fall only

To provide students with an understanding of the key technical and managerial issues of the effective development and use of telecommunications by organizations. Discussion of technology will be set in the context of applications, particularly those emphasizing inter-organizational coordination and service delivery.

MBI 645 Electronic Commerce (3 credits)

Taught: Spring only

Commercial transactions in an electronic age, technology underpinnings, transactions marketing and exchange, business, managerial and technical implementations of electronic commerce.

MBI 647 ERP Business Process Analysis (3 credits)

Prerequisites: MBI 625 or permission of the program director.

Taught: Variable, check with department

This course provides an introduction to Enterprise Resource Planning (ERP) systems, and addresses how integrated information systems improve business operations. This is a comprehensive course that teaches "the fundamentals needed to understand data integration across different departments" in every organization.

MBI 650 Information Technology Project Management (3 credits)

Taught: Fall and spring

An overview of software development project management practices, context and processes of software development projects, project risks and failures, managing technical personnel, and issues relating to project outsourcing.

MBI 655 Advanced Business Application Programming (3 credits)

Prerequisites: MBI 605, MBI 625.

Taught: Variable, check with department

Modern techniques for business application design, object-orientation in business application systems, interfacing with web-enabled technologies and databases, introduction to component programming and transaction servers.

MBI 657 ERP Business Process Integration (3 credits)

Prerequisites: MBI 625 and permission of program director.

Taught: Variable, check with department

usiness Process Integration (BPI) is defined as the controlled sharing of data and business processes among any connected applications and data sources within an enterprise and between trading partners. this course uses SAP R-3 environments to illustrate how various business processes of an enterprise relate to each other.

MBI 660 Data Warehousing and Mining (3 credits)

Prerequisites: MBI 625.

Taught: Variable, check with department

Introduction to data warehousing multidimensional database; and survey of data mining methods that extract useful information from data warehousing,

e.g., visualization and decision tree. business applications of data warehouses.

MBI 665 Knowledge Management and Decision Support (3 credits)

Prerequisites: MBI 625.

Taught: Variable, check with department

Course introduces students to knowledge management practices and the technologies collectively called decision support systems. To cover the most current topics affecting how individuals and organizations use computerized support in making decisions. Business applications of data warehouses, online analytical processing, group support systems, knowledge acquisition and representation, knowledge management, knowledge-based decision support and intelligent systems will be explored.

MBI 667 ERP Business Intelligence Using SAP (3 credits)

Prerequisites: MBI 625 or permission of instructor.

Taught: Variable, check with department

Business intelligence includes applications and technologies which are used to gather, access, and analyze data. Business intelligence systems help companies have a more comprehensive knowledge of the factors affecting their business, allow companies to make better business decisions. This course will give students a basic understanding of the role of business intelligence in managerial decision making.

MBI 670 Object-Oriented Software Engineering (3 credits)

Prerequisites: MBI 630.

Taught: Variable, check with department

This course surveys current object-oriented analysis and design methodologies and focuses on developing a detailed understanding and application of standardized notational schemes such as UML.

MBI 675 Enterprise Workflow Design and Reengineering (3 credits)

Prerequisites: MBI 635.

Taught: Variable, check with department

Internet, mobile, global-positioning and other technologies and applications are transforming the manner in which business transactions and workflow processes are carried out. Much of the innovation and value-add has come not from the technologies per se but from the way in which newer business process and supply chains have been conceptualized, designed and implemented to take advantage of the newer technological functionality.

MBI 677 ERP Programming for SAP (3 credits)

Prerequisites: MBI 625 or permission of the program director.

Taught: Variable, check with department

The objective of this class is to provide students a basic understanding of the concepts surrounding Enterprise Resource Planning Systems (ERPs) and the basic understanding of accessing data across the ERP for reporting purposes. This is done through the various programming languages of SAP including NetWeaver.

MBI 680 Global Information Technology and Systems (3 credits)

Prerequisites: MBI 625 or permission of MBI director.

Taught: Variable, check with department

Issues relating to information systems that will serve global markets and facilitate expansion and entry of business into global markets; using IS resources across national boundaries as in offshore development of IS and outsourcing IS across countries.

MBI 682 Information Security and Controls (3 credits)

Prerequisites: MBI 625.

Taught: Variable, check with department

Course provides an overview of the field of Information Security and Assurance in various technical and administrative aspects including audit and

controls. Students will be exposed to a spectrum of security activities, methods, methodologies, and procedures.

MBI 685 Corporate IS Management (3 credits)

Prerequisites: MBI 630, MBI 635, MBI 640, MBI 645, MBI 650, MBI 655.

Taught: Spring only

An overview of contemporary information technology (IT)-computer, telecommunications, and office systems-management issues and principles with specific emphasis on setting the direction of IT resources and managing IT policy and strategy.

MBI 692 Information Systems Research (3 credits)

Prerequisites: MBI 625, MBI 630, MBI 635 and MBI 645 or with the permission of the Director of the MBI program.

Taught: Variable, check with department

The course focuses on the investigation of contemporary research in information systems. It provides exposure to a diverse set of research methodologies used in information systems research and explores both competing and complementary research paradigms.

MBI 694 Topics in Information Systems (3 credits)

Prerequisites: MBI 625 or permission of MBI director.

Taught: Variable, check with department

Topics may vary and may include advanced and evolving technologies in information systems and methodologies for information systems development. Repeatable for a maximum of 6 semester hours when topics vary.

MBI 699 Independent Study: Information Systems (3 credits)

Taught: Variable, check with department

Independent Study.

MGT 612 Managing People and Organizations (3 credits)

Prerequisites: admission to MBA program or permission of MBA director.

Taught: Fall and spring

Organizational, situational, and human factors defining the context of managerial work in complex organizations; interactive business cases and readings from organizational and human behavior literatures are used to facilitate student interaction and group development for future MBA coursework.

MGT 620 Leadership and Ethics (3 credits)

Taught: Fall and spring

Introduction to elements of leadership, ethical decision making and social responsibility which are critical influences for organizational success.

MGT 625 Operations Management and Decision Analysis (3 credits)

Prerequisites: MGT 612 or consent of MBA director.

Taught: Fall and spring

Structure and behavior of productive systems in organizations that produce goods and services; managerial viewpoint, using quantitative analysis to enhance quality of decisions; operations planning, productivity, quality improvement, production information systems, use of computer programs, and case simulations. Open only to students in the MBA program.

MGT 630 Essentials of Project Management (3 credits)

Prerequisites: MGT 612 or consent of MBA director.

Taught: Variable, check with department

Qualitative and quantitative approaches to structuring projects in multi-functional organizational settings; planning, team development, software, quality improvement, completion; case analysis, internships, and/or term projects to blend theory with practice.

MGT 640 Total Quality Management (3 credits)

Prerequisites: MGT 612 or consent of MBA director.

Taught: Variable, check with department

Managerial focus on quality in diverse organizations, encompassing customer focus, employee involvement, measurement, continuous improvement, and performance management within a Baldrige Award framework. Case analysis and/or term projects blend theory with practice.

MGT 650 Project Management Implementation (3 credits)

Prerequisites: MBA 612 or consent of MBA director.

Taught: Variable, check with department

Approaches to applying project management; behavioral/organizational management, cost analysis, or project control techniques. Repeatable for a maximum of 6 semester hours if topics differ. Case analysis and/or term projects possible.

MGT 660 International Management (3 credits)

Prerequisites: ECO 610, MGT 612, or consent of MBA director.

Taught: Variable, check with department

Management concepts in international settings; strategic and operational planning, organization design, motivation, leadership, quality, management systems, and control; case analysis, projects, and/or study tours abroad to blend theory with practice.

MGT 670 Negotiation and Conflict Resolution (3 credits)

Taught: Fall only

The primary purpose of this course is to provide the student with a conceptual and practical understanding of the concepts, legal framework, theory and practices, of negotiation and conflict resolution. Core subjects in the course include the research and framing of issues, bargaining strategies, successful tactics, and methods of reaching a settlement.

MGT 675 Mediation and Conflict Resolution (3 credits)

Taught: Spring only

Effective problem solving and conflict resolution skills are essential for today's managers and administrators. In line with the trend toward cooperative problem solving, students study the use of interest based problem-solving to facilitate business disputes and to their preparation and participation as a party in a mediation and/or arbitration process. Classes will include lectures, active discussion and application of reading assignments, and role-plays

MGT 685 Business Strategy, Implementation, and Control (3 credits)

Prerequisites: ACC 625, ECO 625, FIN 625, MBA 610, MGT 612, MKT 625, CMST/ENG 603; students must either be within 12 graduate semester hours of.

Taught: Fall and spring

Strategic planning in the business environment; social, political, economic, and ethical forces to which managers must respond; implementation of strategy and control process; use of cases and computers to develop and analyze strategic decisions. May not be waived, transferred from another school, or substituted.

MGT 694 Topics: Management (3 credits)

Prerequisites: MGT 612 or consent of MBA director.

Taught: Variable, check with department

Topics and issues in entrepreneurship, organization behavior, organization theory, operations, or international management. Repeatable for a maximum of 6 semester hours if topics differ. Open only to students in MBA program.

MGT 699 Independent Study: Management (1-3 credits)

Prerequisites: MBA 612 or consent of MBA director.

Taught: Variable, check with department

Specialized aspect or topic in management chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to students in the MBA program.

MHI 600 Introduction to Healthcare Operations (3 credits)

Taught: Fall and spring

In order to prepare students to be competent informatics practitioners within the healthcare industry, this course introduces students to the fundamental terminology, practices, and procedures found in the interaction of clinical and business operations.

MHI 601 Technical Foundations of Health Informatics (3 credits)

Taught: Fall and spring

This core course provides an introduction to concepts and trends in the Health Informatics field both locally and nationally. The course provides an overview of networks, software, and computers in healthcare with a particular focus on their use in interoperable systems. Applications include electronic health records, computerized physician order entry, and digital imaging.

MHI 650 Research Methods for Health Informatics (3 credits)

Taught: Spring only

This course introduces students to quantitative and qualitative research methodologies within the health industry with an emphasis on evidence based practices. Students will learn the basics of empirical health informatics research and will be provided with the conceptual framework to develop their own research projects. Topics include: research design, data collection, data analysis, data mining, and issues concerning privacy and the treatment of

MHI 682 Health Informatics Capstone 1 (3 credits)

Prerequisites: successful completion of 18 credits toward MHI Degree.

Taught: Fall, spring, and summer

This class is the first of two consecutive semester classes. Students are assigned to a local healthcare institution or business to work on assigned projects with consultation by a faculty advisor and allow students to integrate academic experience into real world situations while developing skills and knowledge required in the field.

MHI 684 Health Informatics Capstone 2 (3 credits)

Prerequisites: MHI 682.

Taught: Variable, check with department

This class must be completed over the second of two consecutive semesters. Students continue their assignments with a local healthcare institution or business to work on the assigned projects. This allows students to maintain the integration of academic experience with real world situations and develop skills and knowledge required in the field.

MHI 694 Topics in Health Informatics (3 credits)

Prerequisites: MBI 625 or consent of MHI director.

Taught: Variable, check with department

Topics may vary and may include MIS, database management systems, artificial intelligence, expert systems, decision support systems, office automation, simulation modeling, fourth-generation languages, application generators, and others. Repeatable for a maximum of six semester hours when topics vary.

MHI 815 Informatics for Advanced Practice (3 credits)

Prerequisites: MHI 601 and STA 814.

Taught: Variable, check with department

This course builds from an overview of informatics and statistics to provide the student practical skills for the transformation of data needed into information, knowledge, clinical decision making, and improve outcomes. Students will be exposed to critical skills to support evidence-based practice such as knowledge management, process analysis, clinical workflow, data analysis, database usage, specialized healthcare information systems and available technology tools to extract, organize, analyze, interpret, and present information.

MKT 625 Marketing Management (3 credits)

Taught: Fall and spring

Problems faced by mid- and top-level marketing decision makers and the consequences of their decisions; case study and/or simulation. A variety of marketing areas will be considered in depth. Open only to MBA students or consent of MBA director.

MKT 630 Customer Behavior and Marketing Communication (3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Household and business customers; customer decision-making processes and the cultural, socio-economic, environmental, and inter- and intra-personal factors that influence it; principles of marketing communications planning and of conventional and emerging media and their interface with diverse customer response behaviors.

MKT 640 Services Marketing (3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Service marketing processes and service delivery systems; managing the seven P's of services — product, price, place, promotion, people, processes, and physical facilities; role of technology in service delivery; managing service quality and recovery from service failures.

MKT 650 Marketing Strategy and Planning (3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Factors and concepts in decisions about a firm's long-term strategy to build, maintain, and grow its market position; skills and hands-on experience (through project work) in developing a long-term strategy, and a five-year annualized marketing plan implementing that strategy.

MKT 660 International Marketing (3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Concepts, perspectives, and analytical tools to assess opportunity and prepare marketing plans for a firm's multi-country operations; researching cultures and customer behaviors in markets around the world; market analysis and planning in mature, growth, and emerging markets of the world; global marketing strategy and programs.

MKT 694 Selected Topics in Marketing (3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Specialized topics of faculty and student interest. Topics vary and may include entrepreneurial marketing, services marketing, product planning and development, behavioral sciences in marketing, and marketing research. Repeatable for a maximum of 6 semester hours if topics differ.

MKT 699 Independent Study: Marketing (1-3 credits)

Prerequisites: MKT 625.

Taught: Variable, check with department

Specialized aspect or topic in marketing chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in the MBA catalog.

MUS 613 Seminar in Music Technology (3 credits)

Taught: Variable, check with department

Computer applications unique to musicians and their art; basic concepts of electronic music, computer music publishing and part writing, and desktop publishing for musical programs; basics of MIDI (musical instrument digital interface); realization of music through computer playback of digitized sampled sound.

MUS 668 Applied Harp (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 669 Applied Harpsichord (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 670 Piano Accompanying (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 671 Applied Voice (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 672 Major Applied: Viola (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 673 Applied Organ (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 674 Applied String Bass (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 675 Applied Flute (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 676 Applied Oboe (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 677 Applied Bassoon (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 678 Applied Clarinet (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 679 Applied Saxophone (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 680 Applied Trumpet (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 681 Applied Music French Horn (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 682 Applied Trombone (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are

available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 683 Applied Euphonium (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 684 Applied Tuba (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 685 Applied Piano (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 686 Applied Organ (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 687 Applied Voice (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 688 Applied Guitar (3 credits)

Prerequisites: audition.

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 689 Applied Percussion (3 credits)

Taught: Fall and spring

Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours.

MUS 699 Independent Study: Music (1-3 credits)

Taught: Variable, check with department

Individual creative or research projects, directed by members of the faculty, must be approved before registration.

NRP 509 Curriculum Development in Nursing (2 credits)

Prerequisites: Admission to RN-MSN or MSN program.

Taught: Fall only

Overview of the process of curriculum development and evaluation; principles of assessment, design, planning, implementation, and evaluation; program development and outcome evaluation in various nursing education settings; differences in patient, community, continuing, and professional education. Open to Registered Nurses only.

NRP 510 Educational Foundations in Nursing (3 credits)

Prerequisites: NRP 509.

Taught: Spring only

Principles of teaching, learning and adult education discussed. The various nursing education settings-classroom, clinical, staff development and community-and teaching methods associated with those settings presented and analyzed. Both small and large group techniques described. Open to Registered Nurses only.

NRP 514 Issues in Gerontology (2 credits)

Taught: Variable, check with department

Issues of significance to nurses and health professionals responsible for care of older adults; aging theories; legal/ethical issues, administration, evaluating learning theories, care and service delivery, environment, and common health problems of older adults. Open to Registered Nurses only.

NRP 600 Nursing Research Methods (3 credits)

Prerequisites: STA 614 and admitted to program.

Taught: Fall and spring

Advanced knowledge in design and analysis of qualitative and quantitative research; strategies for appropriate data analysis of various research designs; development of a research proposal for a clinically based nursing research problem; strategies for appropriate data analysis of various research designs.

NRP 601 Nurse Practitioner Role Development (1 credit)

Taught: Summer only

History and overview of advanced nursing practice roles including but not limited to: direct care provider, consultant, educator, researcher, collaborator, leader, and administrator. Selected legal, practice and ethical issues affecting advanced nursing practice will be explored.

NRP 604 Theoretical Foundations of Nursing Practice (3 credits)

Taught: Spring only

Understanding the current health care system from a change theory viewpoint; issues and principles of leading and managing change from a theoretical, cost containment, and cultural view; issues related to quality management, care management, and the decision-making process.

NRP 606 Diagnostic Reasoning and Advanced Physical Assessment (2 credits)

Prerequisites: BIO 668.

Co-requisites: NRP 608.

Taught: Spring only

Development of advanced skills in assessment of physical, cognitive, nutritional, and functional domains; integration of appropriate test data and diagnostic reasoning.

NRP 607 Issues in Advanced Practice (1 credit)

Taught: Spring only

Discuss the history and continued evolution of Nurse Practitioners. Selected legal/practice issues affecting nurse practitioners will be explored; including education, certification, credentialing, scope of practice, standard of care, prescriptive privileges, documentation of patient care, ethical issues, and reimbursement.

NRP 608 Clinical Pharmacology and Intervention (2 credits)

Prerequisites: BIO 668.

Co-requisites: NRP 606.

Taught: Spring only

Review of pharmacological physiology of selected therapeutic agents; pharmacological management of clients, including drug selection, client/family education, and monitoring and evaluating pharmacological interventions.

NRP 609 Pediatric Pharmacology (1 credit)

Prerequisites: NRP 608.

Taught: Summer only

Major categories of pharmacological agents used in primary and acute care environments for care of infants and children; physiological action of selected OTC and prescription drugs, unexpected client responses, and major untoward effects encountered in infants and pediatric diseases. Clinical judgment in management and evaluation of therapeutic strategies for individual children.

NRP 610 Geriatric Pharmacology (1 credit)

Prerequisites: NRP 608.

Taught: Spring only

Major categories of pharmacological agents used in primary and acute care environments with the elderly; physiological action of selected OTC and prescription drugs, unexpected client responses, and major untoward effects encountered in geriatric therapeutic strategies for individual elderly.

NRP 612 Health Care Policy and Economics (3 credits)

Taught: Summer only

Explore health care issues, policies and economic factors influenced by technological, social, economic, and political factors; availability of and access to health care; social distribution of health care; actions for dealing with health care dilemmas. federal and state regulatory programs, and health care financing will be examined.

NRP 613 Wellness & Primary Care of Infants and Children (3 credits)

Prerequisites: NRP 606, NRP 609 and BIO 668.

Taught: Fall only.

This course addresses the role of the primary care nurse practitioner in well-child supervision and the clinical management of common pediatric health problems. This advanced pediatric course will integrate principles of child development, pathophysiology, pharmacology, epidemiology, genetics, and cultural considerations in the primary care of children.

NRP 614 Primary Care of Obstetric Patient (1 credit)

Prerequisites: NRP 606.

Taught: Summer only

Changes experienced by women during pregnancy and childbearing; assessment of the obstetric patient and fetus; interpretation of laboratory findings; development and evaluation of the plan of care for the obstetric patient.

NRP 615 Primary Care of Gynecologic Patient (1 credit)

Prerequisites: NRP 606 and NRP 608.

Taught: Summer only

Gynecologic conditions experienced by women across the life span approached through integration of physiological and pathophysiological concepts and the humanities.

NRP 616 Primary Care of Aged (2 credits)

Prerequisites: NRP 618 COREQ: NRP 620.

Taught: Spring only

Role of nurse practitioner in management of acute and chronic illnesses commonly affecting the elderly; health promotion, disease prevention, pathophysiology, assessment, and therapeutic management of common health problems of elderly.

NRP 618 Common Health Problems Across the Lifespan (3 credits)

Prerequisites: BIO 668, NRP 606, NRP 608.

Taught: Fall only

Information necessary for the practice of primary care; pathophysiology, assessment, diagnosis, and therapeutic management of common health problems across the life span; lecture, case study analysis, and focused seminar.

NRP 619 Primary Care of Adolescents (2 credits)

Taught: Fall only

Role of the nurse practitioner in management of unique needs of adolescents; principles of health promotion, disease prevention, and management of common health problems in adolescents.

NRP 620 Primary Care of Adults (2 credits)

Prerequisites: NRP 618.

Taught: Spring only

Information necessary for the practice of primary care of adults; pathophysiology; principles of health promotion, disease prevention, and assessment, diagnosis, and therapeutic management of common health problems in adults; lecture, case study analysis, and focused seminar.

NRP 621 Management of Human Resources (2 credits)

Prerequisites: Must be admitted to the program or consent of instructor prior to registration.

Taught: Fall and spring

Theoretical and practical knowledge needed to manage human resources in the health care setting; development and implementation of personnel policies and practices that assist staff to work effectively toward individual and organizational goals; leadership skills, employee motivation, and evaluation strategies.

NRP 623 Nurse Executive Seminar (1 credit)

Co-requisites: NRP 623L.

Taught: Fall only

Integration of research from nursing and management science relative to the inquiry and practice of nurse executives in today's health care setting; analysis of nursing models and theoretical perspectives in management science; analysis of perspectives in public and business administration for their usefulness to nursing administration.

NRP 623L Administrative Nursing Capstone Practicum (3 credits)

Co-requisites: NRP 623.

Taught: Fall only

Integration of concepts and theories presented in NRP 621 and NRP 623; advanced nursing administration skills in the management of human resources; analysis of models for organization of nursing services. Students will be assigned to work with a practicing nursing administrator.

NRP 624 Health Care Strategic Planning and Analysis (3 credits)

Prereq OR Co-req: NRP 601 or NRP 602 or NRP 604.

Taught: Fall and spring

Principles of financial management in healthcare settings; components of planning, developing, and implementing budgets; elements of the total fiscal

process relative to rising cost of health care; planning for financial management; analysis of budget variance, forecasting, and rate setting.

NRP 626 Nurse Executive Seminar II (2 credits)

Prerequisites: NRP 601, NRP 602, NRP 604, NRP 623, and NRP 623L.

Co-requisites: NRP 626L.

Taught: Spring only

Mission, organizational growth, strategy development, and change processes needed to implement factors influencing strategic planning and considerations of the past, present, and future.

NRP 626L Administrative Nursing Capstone Practicum (3 credits)

Co-requisites: NRP 626.

Prereq OR Co-req: NRP 624.

Taught: Spring only

Practicum synthesizing content from all previous courses in the nursing administration major; incorporation of nursing and organizational theories; quality assurance; development of a strategic plan for a selected clinical site.

NRP 630 Children with Chronic Illnesses and Special Needs (3 credits)

Prerequisites: NRP 606, NRP 608 and NRP 613.

Taught: Fall only

Pathophysiology and advanced management of pediatric chronic health conditions; focus on appropriate age and developmental assessment, diagnosis, management and evaluation; family impact, genetic issues of relevance to chronic illness.

NRP 633L Primary Care Residency I (2 credits)

Prerequisites: B or better in NRP 606 and NRP 608.

Prereq OR Co-req: NRP 613 or NRP 618 or NRP 630.

Taught: Fall, spring, and summer

Supervised residency as a primary care practitioner; problem identification and management of common acute illnesses; integrating advanced assessment skills and pharmacological management; clinical residency in a variety of settings.

NRP 634L Primary Care Residency II (2 credits)

Prerequisites: NRP 633L.

Taught: Fall, spring, and summer

A clinical residency providing concentrated clinical opportunities in primary care; management of chronic illnesses; health promotion; client and family counseling; clinical residency in a variety of settings.

NRP 635L Primary Care Residency III (2 credits)

Prerequisites: NRP 634L.

Taught: Fall, spring, and summer

Culminating clinical residency as primary care practitioner; independent clinical decision making, monitoring quality care, interdisciplinary collaboration, and organizational and role competencies; clinical residency in a variety of settings.

NRP 636L Clinical Residency (1 credit)

Prerequisites: NP Advancement students or permission of instructor.

Taught: Fall, spring, and summer

A clinical residency providing concentrated clinical opportunities in primary care; clinical residency in a variety of settings.

NRP 642L Practicum for Nurse Educators I (2 credits)

Prerequisites: NRP 509, NRP 510, NRP 641.

Prereq OR Co-req: EDG 624.

Taught: Fall only

Conceptualize and operationalize elements of patient education and staff development instruction in a variety of nursing education settings. Guided preceptorship experience in areas of staff development and patient education.

NRP 643L Practicum for Nurse Educators II (2 credits)

Prerequisites: NRP 509, NRP 510, NRP 641.

Prereq OR Co-req: EDG 624.

Taught: Spring only

This is the capstone clinical course which synthesizes and applies principles and theories of advanced nursing education practice presented in academic nursing education settings. Students will engage in guided preceptorship in didactic classroom and clinical settings.

NRP 660 Psychopharmacotherapeutic Foundations (2 credits)

Taught: Fall only

The neuroscientific basis and fundamentals of psychopharmacology across the lifespan; major categories of psychopharmacological agents used in the therapeutic management of psychiatric disorders. Client responses and clinical judgment in the management of psychiatric disorders. Client responses and clinical judgment in the management and evaluation of the therapeutic strategies are included.

NRP 661 Theoretical Foundations of Counseling and Psychotherapy (3 credits)

Taught: Fall only

Basic philosophies, key concepts, techniques, and goals of therapy and issues related to the major counseling and psychotherapeutic theories; clinical application of each therapeutic approach; use of the self, the nurse practitioner-patient relationship, phase of the nurse practitioner-patient relationship, teaching-coaching functions, group interaction, interpersonal techniques and skills essential to successful therapeutic patient outcomes will be included.

NRP 662 Science of Psychiatric Mental Health Nursing I (3 credits)

Prerequisites: NRP 660 and NRP 661.

Co-requisites: NRP 664 and NRP 665.

Taught: Spring only

Major principles of psychiatric mental health nursing encompassing the history and delineation of the discipline; role of the Advanced Practice Nurse in working with clients experiencing psychopathology across lifespan within the context of family. Assessment, diagnosis and therapeutic biological and behavioral interventions in major psychiatric disorders across the life span will be studied.

NRP 663 Science of Psychiatric Mental Health Nursing II (3 credits)

Prerequisites: NRP 660, 661, 662, 664 and 665L.

Co-requisites: NRP 667 and NRP 668.

Taught: Summer only

Further development of assessment, diagnosis, biological and behavioral interventions utilizing standardized taxonomy systems for complex psychiatric disorders across the life span. Family theoretical concepts and methods related to mental health and illness will be integrated.

NRP 664 Seminar in Psychiatric/Mental Health Nursing (1 credit)

Prerequisites: NRP 660 and NRP 661.

Co-requisites: NRP 662 and NRP 665L.

Taught: Spring only

Development of the role of the Psychiatric Nurse Practitioner in the provision of psychiatric and mental health care to individuals and families, through the

life span. Role-play utilizing the principles of the therapeutic relationship and communication skills; application of the Nursing Process to Psychiatric and Mental Health theoretical case studies through small group and large group work. Emphasis placed on evidence-based knowledge and critical thinking skills in the utilization of standardized taxonomy systems.

NRP 665L Clinical Residency in Psychiatric Mental Health Nursing (2 credits)

Prerequisites: NRP 660 and NRP 661.

Co-requisites: NRP 662 and NRP 664.

Taught: Spring only

Clinical course promoting development of the roles of the advanced practice psychiatric nurse through direct client contact and therapeutic interaction with staff, families, and systems. Application of evidence-based knowledge and critical thinking skills within a variety of clinical settings.

NRP 667 Advanced Seminar in Psychiatric/Mental Health Nursing (2 credits)

Prerequisites: NRP 660, NRP 661, NRP 662, NRP 664 and NRP 665L.

Co-requisites: NRP 663 and NRP 668L.

Taught: Summer only

Advanced case conceptualization of the psychiatric and mental health patient including assessment of biophysical, psychosocial, cultural, cognitive and spiritual dimensions of the clients, integration of theoretical models, and identification of interventions will be the focus of this clinical seminar with weekly patient presentations, conceptualization and discussion.

NRP 668L Clinical Residency in Psychiatric Mental Health Nursing II (2 credits)

Prerequisites: NRP 660, 661, 662, 664, and NRP 665L.

Co-requisites: NRP 667 and NRP 663.

Taught: Summer only

Culminating clinical residency designed to advance the student's clinical practice with clients in a variety of psychiatric mental health settings. Independent clinical decision-making, monitoring quality care, interdisciplinary collaboration, and organizational and role competencies in a variety of settings.

NRP 670 Adult Health Problems (2 credits)

Prerequisites: NRP 606 and NRP 608.

Taught: Summer only

Course will address management of common conditions and the underlying problems that commonly lead to acute hospitalization. Topics will include hypertension, diabetes, hyperlipidemia, chronic renal insufficiency, thyroid disorders, COPD, peripheral vascular disease. Fluid, electrolyte and volume management will be addressed.

NRP 671 Common Acute/Emergent Problems I (3 credits)

Prerequisites: NRP 670.

Co-requisites: NRP 676 and NRP 673L.

Taught: Fall only

This course will address management of the most common diagnostic related groups resulting in hospitalization. Topics will include congestive heart failure, shock, respiratory insufficiency, immunocompromised patients, wound management, acute abdomen, etc. Associated diagnostic testing and interpretation will be addressed in conjunction with patient management.

NRP 672 Common Acute/Emergent Problems II (2 credits)

Prerequisites: NRP 671 and NRP 673L.

Co-requisites: NRP 674L.

Taught: Spring only

This course will continue topics pertinent to management of the most common diagnostic related groups resulting in hospitalization. Topics will include

burns, hematology/oncology, shock, emergency, and trauma, Associated diagnostic testing and interpretation will be addressed in conjunction with patient management.

NRP 673L Acute Care Practicum I (3 credits)

Prerequisites: NRP 670.

Co-requisites: NRP 676 and NRP 671.

Taught: Spring only

The practicum in critical/acute care for the nurse practitioner is designed to provide the student with practice experiences to develop skills of assessment, diagnosis and management of the acutely ill adult. The student has the opportunity to integrate and synthesize theory, clinical research, advanced therapeutics and decision making in this closely supervised precepted experience. A total of 300 hours (20hrs/week) will be completed.

NRP 674L Acute Care Preceptorship (3 credits)

Prerequisites: NRP 671 and NRP 673L.

Co-requisites: NRP 672 and NRP 675.

Taught: Summer only

This intensive supervised practicum consists of 300 hours in an setting that emphasizes the management of acutely ill individuals. This capstone course will require synthesis of theory and clinical experiences, preparing the student for the role of the ACNP. Provides opportunities for achievement of final clinical competencies to enable safe practice as a novice nurse practitioner. As this is the final practica course, performance at the advanced level is expected.

NRP 675 Seminar for Clinical Decision Making (1 credit)

Prerequisites: NRP 673L and NRP 671.

Co-requisites: NRP 674L and NRP 672.

Taught: Summer only

The course will emphasize the Advance Practice Model with critical thinking, case analysis, diagnostic reasoning, and problem solving using a seminar format. Utilization of research evidence-based process will be emphasized.

NRP 676 Advanced Technologies for Acute Care (2 credits)

Prerequisites: NRP 670.

Co-requisites: NRP 671 and NRP 673L.

Taught: Fall only

This course will address the attainment of skills in the areas of 12 lead EKG interpretation, x ray interpretation, ventilation and pacemaker management, hemodynamic monitoring, emergency response management, and suturing. The class will consist of lecture and lab time.

NRP 688 Qualitative Research (2 credits)

Prerequisites: NRP 600.

Taught: Fall only

Basic design, principles, methods, and analysis using varied qualitative methods. Each graduate student will propose a study, collect and organize data, begin data analysis.

NRP 689 Applied Research (2 credits)

Prerequisites: NRP 600.

Taught: Spring only

Identification, critique, analysis, synthesis, application and evaluation of evidence to support clinical and organizational practices. This course will provide students with knowledge to promote and implement evidence in nursing and healthcare systems.

NRP 691 Thesis Preparation (1 credit)

Taught: Fall and spring

Continuing enrollment for students needing more than one semester to complete NRP 697 Investigative Project. Graded pass/fail. This course must

be repeated each semester until the project or thesis is completed. Limit of six semesters (exclusive of summers).

NRP 694 Topics: Nursing (1-3 credits)

Prerequisites: current enrollment in MSN program; consent of instructor and program director.

Taught: Variable, check with department

Group in depth study; use of theory and research to examine selected topics and issues in nursing. Written agreement describing activity to be pursued, and evaluation thereof, between supervising faculty member and students.

NRP 697 Investigative Project (3 credits)

Prerequisites: NRP 600, STA 614, and consent of instructor prior to registration.

Taught: Variable, check with department

Research project related to a specific Clinical nursing problem culminating with a publishable paper. Required for degree candidates electing the non-thesis option.

NRP 699 Independent Study: Nursing (1-3 credits)

Prerequisites: current enrollment in MSN program; consent of instructor and program director.

Taught: Variable, check with department

Individual readings, research, and/or projects relating to professional nursing practice and developed by students in consultation with faculty prior to registration; written agreement to include purpose, objectives, instructional activities, time frame, and evaluation method. Not intended to substitute for any course offered on a regular basis.

NRP 860 Theoretical Perspectives in Nursing Education (3 credits)

Prerequisites: EDD 801, EDD 810, EDD 811 and EDD 812.

Taught: Variable, check with department

Explores nursing theory, its development and history. In depth analysis of selected theorists in nursing and nursing education, their contributions to nursing education's body of knowledge, and theory utilization in nursing education will be the focus.

NRP 861 Educ Psychology of Nursing Education (3 credits)

Prerequisites: EDD 801 and EDD 810.

Taught: Variable, check with department

Critical appraisal of classical and current research in educational psychology and nursing education. Development and implementation, using learning theories and technologies, of designs to improve instruction in various nursing education settings: classroom, clinical, staff development, and community.

NRP 862 Research in Nursing Education

Prerequisites: EDD 801, EDD 810, EDD 811 and EDD 812.

Taught: Variable, check with department

Critical appraisal of classical and current research literature in nursing education. Analysis of the current research needs identified in various nursing education settings. Critical examination of research methodologies that have been used in existing nursing education research and applicability to current nursing education research needs. Development of bibliographies (comprehensive, annotated) and bibliographic essays leading toward a metasynthesis of nursing educational research

NRP 863 Teaching/Learning in Nursing Education (3 credits)

Prerequisites: EDD 801 and EDD 810.

Taught: Variable, check with department

Provides overview of college teaching/learning as it pertains to nursing education. The focus is on the development of knowledge and skills selected

from various areas of college teaching with an emphasis on nursing education

NRP 864 Technology in Nursing Education (3 credits)

Prerequisites: EDD 801 and EDD 810.

Taught: Variable, check with department

Introduction to basic programs and technological methods/media used in higher education. Course will provide nurse 'practitioner scholars' an overview of information systems used in higher education. This course provides the opportunity for students to engage with current technological practices using a tactile approach grounded in adult learning theory

PAD 515 Cartography (3 credits)

Prerequisites: Admission to MPA Program, or consent of MPA Director.

Taught: Variable, check with department

Introduction to principles and concepts of cartography; hands-on experience in cartographic map design using computer cartographic software through developing maps, charts, graphics, and design materials for presentation through digital mediums. Emphasizes understanding and implementation of the principles and theories and research into relevant topics.

PAD 519 Introduction to Remote Sensing (3 credits)

Prerequisites: Admission to MPA Program or consent of MPA Director.

Taught: Variable, check with department

Introduction to principles and concepts of remote sensing technologies; hands-on experience in manipulation of remote sensing techniques using remote sensing software. Emphasizes understanding and implementation of remote sensing theories and research into relevant topics.

PAD 520 Advanced Remote Sensing (4 credits)

Prerequisites: PAD 519.

Taught: Variable, check with department

Introduction to principles and concepts of digital remote sensing data processing technologies; hands-on experience in manipulation of digital remote sensing data processing techniques using remote sensing software. Emphasizes understanding and implementation of digital remote sensing data processing theories and research into relevant topics.

PAD 600 Foundations of Public Administration (3 credits)

Taught: Fall and spring

Overview of key theories and concepts in the discipline of public administration; introduction to economic theories and concepts relevant to public administration and public policy; and review of research design and basic statistics. Open only to students in the MPA program.

PAD 601 Human Resource Management (3 credits)

Taught: Spring only

Principles and problems of recruitment, examination procedures, rating, classification, and assignment to the job; philosophies of pay, promotion, employee motivation, and discipline analyzed; formulating and administering public personnel policies, concepts, and principles utilized in selecting governmental personnel systems; focus on American national, state, and local personnel systems as well as on non-profit agencies. Open only to students in the MPA program.

PAD 602 Organizational Behavior and Theory (3 credits)

Taught: Fall only

Principal conceptual and theoretical bases for understanding the structure, environment, and internal processes of organizations; human behavior, attitudes, and performance within organizational settings. Open only to students in the MPA program.

PAD 603 Public Policy Analysis (3 credits)

Prerequisites: PAD 615 and PAD 616.

Taught: Fall only

Approaches, methods, and techniques of public program analysis; problems in use of quantitative analysis by and for management; impact of political considerations on program analysis; Introduction to use of computers for statistical analysis.

PAD 611 Budgeting Techniques and Applications (3 credits)

Taught: Fall only

Advanced treatment of budgetary techniques and applications; program budgeting, zero-base budgeting; financial planning and revenue estimation techniques; tax and expenditure types; debt financing; financial reporting. Open only to students in the MPA program.

PAD 612 Administrative Law (3 credits)

Taught: Spring only

Nature of the powers vested in administrative procedure; methods and extent of judicial control over administrative actions. Open only to students on the MPA program.

PAD 615 Research Methods Public Administration (3 credits)

Prerequisites: PAD 600.

Taught: Fall and spring

Foundation to the theory & practice of social science research. Concepts and techniques to conduct research. Includes both the quantitative and the qualitative research methodologies. Open only to students in the MPA program.

PAD 616 Data Analysis (3 credits)

Prerequisites: PAD 615.

Taught: Fall and spring

Quantitative and qualitative data analysis with emphasis on the former. Univariate, bivariate analysis, probability, hypothesis testing, regression. Content analysis, discourse analysis, coding.

PAD 620 Managing the Non-Profit Organizations (3 credits)

Taught: Spring only

Development and characteristics of non-profit organizations; scope and growth; application of relevant theories to the non-profit organization; human resource management; board-staff relations; nonprofit law; managing volunteers; NGOs; issues of ethics, accountability and impact. Open only to MPA & NFP students.

PAD 621 Resource Acquisition and Management (3 credits)

Taught: Variable, check with department

Concepts and practices of fundraising (direct mailing, annual, capital campaign, special events, planned giving, major gifts and resource management (budgeting, financial reporting).

PAD 622 Volunteer Management (3 credits)

Taught: Variable, check with department

History and philosophical underpinnings of volunteerism; role of volunteers in nonprofit organizations; volunteer development program including volunteer recruitment, training, performance appraisal, motivation and reward; risk management; and trends in volunteering.

PAD 623 Grants Writing (1 credit)

Taught: Fall only

Practical hands-on approach to grant writing and knowledge of the grant systems. Topics include identifying potential funding sources; applications for funding assistance; requests for proposals from government agencies, application for funding from corporate and foundation sources.

PAD 624 Nonprofit Strategic Planning (1 credit)*Taught: Fall only*

Practice of strategic planning in the nonprofit sector including policy direction, internal and external assessments, identifying stakeholders and key issues, development of strategies, decision making, implementation, and monitoring.

PAD 626 Nonprofit Program Evaluation (2 credits)*Taught: Spring only*

Introduction to the concepts and practices of program evaluation in the nonprofit sector, evaluation and planning, program evaluation design and implementation.

PAD 627 Nonprofit Information Management (1 credit)*Taught: Summer only*

Practical tools for adopting and implementing information technology in nonprofit organizations. Topics include: web page development and maintenance, fundraising and mailing list management, network and database integration and maintenance.

PAD 628 Nonprofit Laws (1 credit)*Taught: Spring only*

Advanced level of understanding of laws pertaining to the nonprofit sector. In depth overview of laws pertaining to nonprofit tax exempt status, corporate governance, conflicts of interest, staff and financial operations.

PAD 630 Administrative Ethics (3 credits)*Taught: Fall only*

Ethical foundation for a professional public administrator operating in the ethos of a republic; situational analysis of conflicts with elected legislative, executive, and judicial officials; professional policy and career goals. Open only to students in the MPA program.

PAD 632 Executive Management (3 credits)*Prerequisites: admission to MPA program or consent of MPA director.**Taught: Spring only*

The theoretical and practical development of executive and leadership skills including but not limited to visioning, planning, strategic decisional, organizational change, accountability, ethics, communications, delegation, external environments, and new concepts in management.

PAD 635 Criminal Justice Administration (3 credits)*Taught: Variable, check with department*

Management of criminal justice organizations; development and characteristics of corrections and police agencies; problems of administration of justice; management trends and innovation. Open only to students in the MPA program.

PAD 640 Management of Public Information Systems (3 credits)*Prerequisites: departmental consent after admission to MPA program.**Taught: Variable, check with department*

Issues and techniques of managing information in the public sector, e.g., procurement, document processing, quantitative analysis, public data bases, connectivity, and technology planning.

PAD 650 Geographical Information Systems (4 credits)*Prerequisites: PAD 615 or consent of MPA director.**Taught: Fall only*

Fundamental GIS Concepts such as creating, editing, and georeferencing spatial data; Basic GIS applications including manipulating tabular data, querying a GIS database, and presenting data using maps and graphs.

PAD 651 Advanced GIS (3 credits)*Prerequisites: PAD 650.**Taught: Variable, check with department*

The use of GIS as an administrative or decisional tool in the public and related sector activities. GIS applications include but are not limited to planning and community development, safety, health, environment, public finance, education and not-for-profit organizations.

PAD 660 Planning and Community Development (3 credits)*Prerequisites: admission to MPA program.**Taught: Fall only*

Statutory and structural framework for urban planning and development; technical, social, political, and economic elements in the governmental planning process; planning theories and regulatory techniques; growth management; urban redevelopment.

PAD 661 Urban Revitalization and Development (3 credits)*Taught: Variable, check with department*

Investigate how small cities attempt to preserve and revitalize their community. Develop community profiles, evaluate local development strategies and identify best management practices.

PAD 675 Local Government Management (3 credits)*Taught: Spring only*

Seminar on politics and administration of local government, especially in Kentucky and Ohio. Topics include but are not limited to urban government, urban administration, executive management, public works, personnel, finance, planning, and community development. Open only to students in the MPA program.

PAD 680 Comparative Government Administration (3 credits)*Taught: Variable, check with department*

Seminar in politics and administration of national governments. Topics include but are not limited to American national politics, national budgetary processes, national public policies, comparative public administration, and international organizations. Open only to students in the MPA program.

PAD 681 Homeland Security Administration (3 credits)*Taught: Fall only*

Graduate course to acquaint students with the best practices for local government to meet the possible threat to our homeland security. Focus on preemptive and preventive measures that can be undertaken to assure domestic security.

PAD 682 Emergency Management (3 credits)*Taught: Spring only*

his course will provide an overview of disaster preparedness, response and recovery. Students will learn how to evaluate governmental and non-governmental agencies involved in managing a disaster, communications, best practices, basic budgeting and funding issues, as well as operations coordination.

PAD 683 Terrorism (3 credits)*Taught: Variable, check with department*

his course exposes students to the foundations of global terrorism, terrorist organizations, networks, and counter terrorism. Students will be exposed to the relevant geography, history, religion, philosophy, political, and criminal aspects of terrorism worldwide.

PAD 694 Topics: Public Administration (3 credits)

Taught: Variable, check with department

Specialized topics in public administration; intensive reading, cases, and simulation. May be repeated once as topic varies. May be used in any area of concentration. Open only to students in the MPA program.

PAD 696 Internship: Public Administration (3 credits)

Taught: Fall, spring, and summer

Students work under supervision in an office or with an official of a public or not-for-profit agency; reading and written assignments. Open only to students in the MPA program.

PAD 699 Readings: Public Administration (1-3 credits)

Prerequisites: department consent after admission to MPA program.

Taught: Variable, check with department

Specialized topics in public administration covered through intensive readings and/or field projects; at the direction of a specific instructor. May be repeated once as projects vary. May be used in any area of concentration.

PAD 793 Public Administration Capstone (3 credits)

Prerequisites: Students can take this class only during the last nine credit hours of their completion of the MPA curriculum.

Taught: Fall and spring

Public Administration capstone.

PHE 500 Adapted Physical Education (3 credits)

Taught: Fall only

Adaptation of physical education programs for temporarily or permanently handicapped persons. Fall/Spring

PHE 545 Sport in Modern America (3 credits)

Taught: Variable, check with department

Trends and problems in organized athletic competition in the context of contemporary society. Summer

PHE 595 Scientific Foundations of Coaching (3 credits)

Taught: Variable, check with department

Scientifically based principles applied to effective athletic coaching; exercise physiology, biomechanics, kinesiology, and sport psychology. Summer

PHE 599 Selected Problems in Physical Education (1-3 credits)

Taught: Variable, check with department

Individual or group study of a topic of current interest in physical education. Topic selected by student with approval of instructor.

PHE 600 Scientific Foundations of Physical Education (3 credits)

Taught: Variable, check with department

Scientific foundation areas of physical education; sport psychology, motor learning, motor performance, and exercise physiology; integration of conceptual and research findings as applied to classroom practice.

PHE 610 Current Trends in Elementary Physical Education (3 credits)

Taught: Variable, check with department

Application of findings in current journals and research publications to a specific school or area situation; current literature. Open to all graduate students with limited physical education backgrounds.

PHE 630 Curriculum in Physical Education (3 credits)

Taught: Variable, check with department

Current trends in physical education curriculum; curriculum construction and revision; development of course guides and syllabi; critical evaluation of typical courses of study at various grade levels.

PHE 699 Selected Topics in Physical Education (1-3 credits)

Prerequisites: consent of advisor.

Taught: Variable, check with department

Independent study of topics selected from current issues in physical education.

PHI 511 Philosophy of Woman (3 credits)

Taught: Variable, check with department

In-depth examination of historical and contemporary conceptions of woman's nature and the impact of those views on woman's current status in society.

PHI 560 Topics: Environmental Philosophy (3 credits)

Prerequisites: Graduate standing.

Taught: Variable, check with department

In-depth examination of a selected topic in environmental philosophy, such as environmental feminism, animal rights, technology and human nature, environmental justice, or religion and ecology. Topic will be announced in the Schedule of Classes. May be repeated as topics vary.

PHI 594 Topics: Philosophy (3 credits)

Prerequisites: 6 semester hours in philosophy or consent of instructor.

Taught: Variable, check with department

In-depth examination of a selected topic in philosophy. May be repeated as topics vary.

PHI 599 Independent Study: Philosophy (3 credits)

Prerequisites: 6 semester hours of philosophy or consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected study in philosophy. May be repeated as topics vary.

PHI 692 Directed Research (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individualized research project. May be repeated for credit.

PHI 699 Independent Study (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated as topics vary.

PHY 694 Topics: Physics (Graduate) (1-4 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

May include topics illustrating the Principles of physics and their applications to astronomy, mechanics, heat, sound, light, electricity, magnetism, and modern physics. Specific topics are determined in consultation with the student's adviser and the chair of physics and geology. Repeatable for a maximum of 12 semester hours.

PSY 501 I-O Discussion Forum (2 credits)

Prerequisites: Consent of the I-O director.

Taught: Fall only

Introduction to I-O program, development of community and support; survey of I-O psychology; discussion of historical, ethical, legal and current newsworthy issues; clarification and elaboration of program requirements, intentions and philosophy.

PSY 550 Organizational Psychology (3 credits)

Prerequisites: Consent of MSIO director.

Taught: Fall only

Introductory graduate level study in organizational psychology; commitment, involvement, satisfaction, motivation, leadership, power, quality of worklife, and groups/teams.

PSY 570 Work Environments (3 credits)

Prerequisites: Consent of MSIO director.

Taught: Spring only

Introduction to human factors psychology; ergonomics; occupational health and safety; physical and psychological factors influencing the workplace.

PSY 580 Cognition in the Workplace (3 credits)

Prerequisites: Consent of MSIO director.

Taught: Fall only

Judgment and decision-making, heuristics, biases, persuasion, prejudice, diversity, values, and attitude measurement.

PSY 594 Topics: Psychology (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Advanced seminar course; topic listed in Schedule of Classes each semester. Intended for graduate students and advanced undergraduates.

PSY 615 Research Design, Methods, and Statistics I (3 credits)

Prerequisites: Admission to I-O program.

Taught: Fall only

Basic principles and techniques of scientific research design; control, and analysis; descriptive statistics, hypothesis testing, simple correlations and linear regression, emphasis on univariate and bivariate designs and analyses in applied settings.

PSY 616 Research Design, Methods, and Statistics II (3 credits)

Prerequisites: PSY 615.

Taught: Spring only

Advanced coverage of scientific research design, control and analysis, repeated measures, factorial designs, multiple correlation, multiple regression, interactions and covariances, emphasis on multivariate designs and analyses in applied settings.

PSY 620 Job Analysis and Staffing (3 credits)

Prerequisites: Consent of I-O director.

Taught: Spring only

Methods and techniques of job analysis/competency modeling on both individual and team levels; job analysis/competency modeling outcomes; compensation, selection, training, development and performance appraisal.

PSY 622 Development Across the Lifespan (3 credits)

Prerequisites: Consent of director of Masters in Community Counseling.

Taught: Variable, check with department

Theories and research findings related to human development; developmental crises, tasks & transitions across one's lifespan; nature vs. nurture; theories of learning and personality development; strategies for facilitating optimal human development.

PSY 625 Psychological Tests and Measures (3 credits)

Prerequisites: Consent of I-O director.

Taught: Fall only

Psychological test development, evaluation, and utilization in applied settings; professional guidelines for ethical use and practice; principles of validity, reliability, item development and analysis, test construction, and biases.

PSY 630 Occupational Health Psychology (3 credits)

Taught: Variable, check with department

Introduction to the interdisciplinary field of health psychology. The course focuses on the basic theories and research findings that have emerged in the field, application of those theories and research, and developing a problem solving orientation to diagnosing occupational safety and health problems.

PSY 635 Selection and Performance Appraisal (3 credits)

Prerequisites: PSY 615; 620.

Taught: Fall only

Advanced treatment of selection and performance appraisal in organizations; legal and ethical issues, recruitment, selection systems and methods, criterion theory and development; and appraisal systems and methods.

PSY 640 Training and Development (3 credits)

Prerequisites: PSY 620.

Taught: Spring only

Models of instructional design, psychological theory and principles relevant to learning; transfer of training; program evaluation; common types of training in organizations, computer and web-based training.

PSY 645 Organizational Consulting (3 credits)

Taught: Variable, check with department

Presents a comprehensive overview of organizational consulting, including its history, specializations, and contexts. Fundamental principles, effective practices, and emerging issues are studied.

PSY 652 Epidemiology (3 credits)

Prerequisites: STA 614 or PSY 615 or other graduate level statistics course.

Taught: Variable, check with department

Survey basic concepts and principles of epidemiology, including epidemiologic models, the epidemiology process, epidemiologic investigation, and application of these concepts and principles.

PSY 660 Organizational Change and Development (3 credits)

Prerequisites: PSY 550.

Taught: Variable, check with department

Change processes, situational assessment, planning, implementation and evaluation, intervention; organizational structure, values, culture, leadership, roles of consultants, and external environments.

PSY 670 Organizational Leadership (3 credits)

Taught: Variable, check with department

This course offers an overview of leadership in organizational settings. The first half of the course is devoted to building a foundational understanding of leadership by working through some of the major theoretical approaches using textbook and selected readings. In the second half, that foundation is used in further exploring lines of related inquiry. Working in teams, students will also design and conduct a study on leadership using various

PSY 675 Motivation (3 credits)

Taught: Variable, check with department

This course introduces the graduate student to fundamental concepts, theories, contemporary research findings and emerging issues in workplace motivation and behavior. Complementary and sometimes contradictory perspectives on motivation and its impact on organizational behavior will be discussed.

PSY 685 Applied Research Study Capstone (4 credits)

Taught: Spring only

Organization and completion of applied research portfolio; updating, revising and improving research projects; conducting additional research; formatting

portfolio. Open only to I-O masters' students in the final semester of the program.

PSY 694 Graduate Psychology Special Topics (1-3 credits)

Prerequisites: Permission of the program director.

Taught: Variable, check with department

Seminar course; topics listed in Schedule of Classes each semester, in the Master of Science in Industrial-Organizational Psychology Program (MSIO).

PSY 695 Topics: Psychology (3 credits)

Taught: Variable, check with department

Special Topics in Psychology.

PSY 699 Independent Study in Psychology (1-3 credits)

Prerequisites: consent of instructor and psychology chair prior to registration.

Taught: Variable, check with department

Supervised group study projects in selected problem areas, or individually supervised areas of study involving readings, experimental research, and/or applied problems in educational psychology. Up to 3 semester hours may be earned per semester.

PSY 795 Practicum (1-3 credits)

Prerequisites: PSY 615, PSY 616 and consent of instructor.

Taught: Variable, check with department

Supervised development and conduct of a project in an employment setting; synthesis and application of knowledge acquired in prior coursework.

PSY 797 Thesis (1-6 credits)

Prerequisites: PSY 615, PSY 616 and consent of instructor.

Taught: Variable, check with department

Supervised development and implementation of research study.

REL 594 Topics In Religious Studies (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Selected topics in religious studies. May be repeated as topics vary.

REL 599 Independent Study (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic in religious studies. May be repeated as topics vary.

REL 692 Directed Research (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated.

REL 699 Independent Study (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated.

SOC 520 Sociology of Education (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Connection of education to the external social system; education as a web of organizations and associations and as a subsystem of other institutions.

SOC 594 Topics: Sociology (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Selected topics in sociology. May be repeated as topics vary.

SOC 599 Independent Study (3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic in sociology. May be repeated as topics vary.

SOC 692 Directed Research (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated.

SOC 699 Independent Study (1-3 credits)

Prerequisites: consent of instructor.

Taught: Variable, check with department

Individually supervised readings and study of a selected topic. May be repeated.

SPI 520 Readings in Spanish (3 credits)

Prerequisites: 300-level Spanish course.

Taught: Variable, check with department

Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit as topics vary.

STA 594 Topics: Statistics (3 credits)

Prerequisites: varies with topic (see Schedule of Classes).

Taught: Variable, check with department

Topics in statistics. Topics vary.

STA 614 Statistics For Researchers (3 credits)

Prerequisites: C or better in MAT 205.

Taught: Fall and spring

Review of descriptive statistics and hypothesis testing; analysis of variance; experimental design; factorial experiments; regression and correlation; nonparametric statistics; use of programmed routines; critique of published research.

STA 814 Advanced Statistics for Health Care Research (3 credits)

Prerequisites: C or better in STA 614.

Taught: Spring only

Advanced statistical techniques including multivariate analysis of variance, multiple regression, log-linear modeling, factor analysis, discriminant analysis, and structural equation modeling; analysis of large datasets using high-level statistical software; emphasis on application and interpretation.

SWK 510 Child Abuse (3 credits)

Taught: Variable, check with department

Historical and contemporary perspectives; etiology, assessment, and intervention; differential and complementary roles of professions; approaches to prevention and treatment.

SWK 515 Introduction to Child Maltreatment (3 credits)

Taught: Fall only

Course designed to provide a comprehensive introduction to child abuse and neglect from a social work perspective. This course is the first of two specific course requirements for the child welfare certification available through Northern Kentucky University and the Department for Community Based Services (DCBS).

SWK 516 Child Welfare 2: Interventions (3 credits)

Prerequisites: Acceptance into social work program and PCWCP project.

Taught: Spring only

Course is second requirement for the Public Welfare Certification. Students will learn about various practice skills and treatment interventions related to social work with abused/neglected children and their families. Students will have several opportunities to develop their own skills through a variety of teaching methods.

SWK 520 Services to Women (3 credits)

Taught: Variable, check with department

Impact of the feminist movement on the delivery of services and the development of assertiveness training, peer counseling, and self-help.

SWK 525 Substance Use and Abuse (3 credits)

Taught: Variable, check with department

Various categories of drugs; treatment and rehabilitation programs; ways of developing and implementing drug education programs.

SWK 565 Compassion, Empathy and Forgiveness (3 credits)

Taught: Variable, check with department

This is an upper-level undergraduate or graduate on-line course focusing on the meanings of compassion, empathy and forgiveness and the relationship of these concepts to social justice issues.

SWK 594 Topics: Issues in Social Welfare (1-3 credits)

Taught: Variable, check with department

A specific aspect of social welfare practice or social welfare concern. See Schedule of Classes for current offerings and prerequisites.

SWK 600 Social Work Ethics (3 credits)

Co-requisites: SWK 610 and SWK 630.

Taught: Fall only

The value and ethical dimensions of social work practice, and the responsibilities of individual professional practitioners must be viewed within the context of society's responsibility for the well-being of all its members. This course pays particular attention to situations in which social workers face ethical dilemmas in promoting client and family well-being, and decision-making. Through the activities and assignments of this course, students are prepared to take a leadership role with peers and colleagues, in professional organizations and in contributing to the development of public policy.

SWK 601 Multiculturalism (3 credits)

Taught: Fall only

A multiculturalism model is presented that advocates culturally sensitive social work practice based on the premise of a social and cultural subsystem of the larger American experience. This multisystem approach to family and children practice, and social policy enables the social work practitioner and policy maker to systematize and implement treatment plans at the nuclear and extended families level and policies at the family and systems levels.

SWK 610 Social Work Practice I (3 credits)

Co-requisites: SWK 600.

Taught: Fall only

This course provides the first-year MSW student with the knowledge and skills needed for generalist social work practice with individuals, families, groups, social organizations and broader societal systems. A primary focus is on application of social work knowledge through increased development of skills aimed at integrating and applying the stages of the generalist social work method.

SWK 611 Practice II Communities and Organizations (3 credits)

Prerequisites: SWK 610.

Taught: Spring only

The goal of the course is to increase the community policy development skill repertoire of the MSW professional to inform and enhance effective community practice. This course will explore conceptual, analytical, and strategic parameters of effective policy leadership for community work. It seeks to provide for the community social worker both perspective and guidance for facilitating changes in community policy forums, decision-making structures, and policy implementation arenas.

SWK 612 Addiction and Family Violence (3 credits)

Prerequisites: Admission to MSW program.

Co-requisites: SWK 613.

Taught: Fall only

The content of this graduate level course brings together substance abuse studies and family systems approaches. It provides a brief overview of models to identify addictive behavior and its etiology. Students are presented with a knowledge base that includes content-information of addiction, methods for assessing, and the basic skills for treating addictive systems, and approaches for collaborating with other mental health professionals who treat addictions. The course identifies the addictive and intergenerational patterns within families. Relational clinical models including developmental, systemic, solution-focused, and narrative approaches are reviewed and evaluated. Issues of social justice are emphasized in a review of the effects of socio-cultural and social policy that influence family behaviors and treatment approaches. Expanding the therapists role to include psycho-educational and supportive counseling, the course provides pointers for assessment at key stages of recovery and guides to bring lasting change by collaborating with other professionals and communities.

SWK 613 Practice III Children and Adolescents (3 credits)

Prerequisites: Admission to MSW program.

Co-requisites: SWK 650.

Taught: Fall only

This course prepares students to work with children and adolescents. The major psychological disorders in children and adolescents are addressed, as well as special issues they may have. Current research and theory in childhood and adolescence with focus on perceptual-cognitive and socio-emotional issues. This course provides an overview of theories and intervention methods for social work practice. Emphasis is placed on differential aspects of assessment and diagnosis of children and adolescents, the formulation of a treatment plan, the therapeutic relationship and the process of treatment.

SWK 614 Practice IV Families (3 credits)

Prerequisites: Admission to the MSW program.

Co-requisites: SWK 641.

Taught: Fall only

The course is directed toward understanding the functions of the family in contemporary society, understanding the roles of members within the family. Students develop knowledge and skills in a range of therapeutic modalities with families, including the creative use of supporting social structures and community resources. A range of family treatment concepts and models, therapeutic styles, and treatment techniques are presented.

SWK 620 Contemporary Social Welfare Policy (3 credits)

Prerequisites: Admission to MSW program.

Taught: Spring only

Social welfare is examined based on the theories and models of policy process and social planning. Principles of policy development, implementation and analysis are examined in cultural, philosophical and socio-political contexts with an emphasis on social justice. Special emphasis is on the practitioner as active participant in policy and planning processes, toward the

linking of policy and practice, and the development of policy competence. The student is provided the opportunity to understand the principles and to develop the skills of organizational change, policy and policy change efforts.

SWK 621 Family Public Policy (3 credits)

Co-requisites: SWK 660.

Taught: Spring only

The impact of government policies on families will be the focus of this course. The course will examine the current state of the family, family trends, and the implications for family policy. The varied effects that policies and programs can have on different types of families and different aspects of family functioning will be explored. The process of policy formation, implementation, evaluation and advocacy will be reviewed. Finally, emphasis will be placed on understanding a family perspective in policy-making and conducting family impact studies.

SWK 630 Human Behavior and the Social Environment (3 credits)

Prerequisites: Admission to the MSW program.

Taught: Fall only

The dynamics of human behavior and its relationship with the social environment prepares a foundation of knowledge on which to build clinical practice skills. Through a study of systems theory and the identification of the biological, psychological, and sociological variable influencing development, students gain a theoretical base for application to the assessment in client systems. Special emphasis in this course is on the important factors of human diversity as they affect the dynamics of human behavior.

SWK 640 Social Work Research (3 credits)

Prerequisites: Admission to the MSW program.

Taught: Spring only

Research assists students in gaining knowledge and skills and toward understanding the problems that social workers encounter, and the methods for evaluating change. The goals of the course are to have social work students understand research methods and tools related to needs assessments, assessment of client system functioning, practice effectiveness, and program evaluation.

SWK 641 Applied Research I (3 credits)

Prerequisites: Admission to the MSW program.

Taught: Fall only

Students design a research proposal to implement in Applied Research II. This course focuses on a research question regarding client systems, practice effectiveness or program evaluation toward a critical appreciation and use of research. A major focus is to develop the knowledge and skills for the student to be an objective evaluator as well as to be an active participant in adding to the knowledge base of social work practice.

SWK 642 Applied Research II (3 credits)

Prerequisites: SWK 641.

Taught: Spring only

Students conduct original research in social work practice in a social work setting. This seminar enables students to demonstrate a high level of specialized knowledge and practice expertise. Faculty and students work jointly to critique and assist each other in implementing a research design, research instrumentation, data analysis, interpretations and conclusions from the analysis. Students then prepare a written research paper, and communicate findings in a public forum.

SWK 650 Field Experience I (3 credits)

Prerequisites: Admission to the MSW program and SWK 610.

Taught: Spring only

This introductory field-based course under faculty direction requires that students apply and integrate generalist social work knowledge from the

foundation curriculum. Students will continue to apply knowledge from prerequisite and concurrent courses in experiences, which utilize social work practice skills with individuals, families, small groups, and with organizations and communities, toward the goals of prevention, restoration, and enhancement of social functioning. Students will examine many social work roles in the delivery of social services with specific attention paid to the NASW Code of Ethics. Experiential learning of 300 hours includes weekly two-hour seminar.

SWK 651 Field Experience II (3 credits)

Prerequisites: Admission to the MSW program.

Taught: Fall only

Advanced field-based course under faculty direction requires that students apply and integrate generalist social work knowledge from the foundation curriculum. Advanced field experience is conducted in a community social service agency under supervision of professional social worker. Social work students complete 300 clock hours within the semester to increase their ability to apply knowledge and skills in social work practice. A two-hour class seminar taken concurrently with the student's field placement, builds on the student's advanced social work practice knowledge and skills. It is designed to help the student further integrate social work knowledge and theory to field practice. Several aspects of field will be discussed.

SWK 652 Field Experience III (3 credits)

Prerequisites: SWK 651.

Taught: Spring only

Field experience is conducted in a community social service agency under supervision of professional social worker. Social work students complete 300 clock hours within the semester to increase their ability to apply knowledge and skills in social work practice. A two-hour class seminar taken concurrently with the student's field placement, builds on the student's advanced social work practice knowledge and skills. It is designed to help the student further integrate social work knowledge and theory to field practice. Several aspects of field will be discussed. Seminar is taken concurrently with the student's field placement.

SWK 660 Administration and Leadership (3 credits)

Prerequisites: Admission to the MSW program and SWK 621.

Taught: Spring only

Leadership theories and strategies help students develop the capacity to apply these theories and strategies adaptively in leadership situations within organizational and community contexts. Students explore project management and how leadership styles impact organizational and community change. Focus is on the role of social workers in program development and evaluation, supervision and training, and research in workplace settings.

SWK 680 Integrative Seminar (0 credits)

Co-requisites: SWK 652.

Taught: Spring only

Integrative content from Policy, Research, Human Behavior, Social Work Practice, and Field Practicum. Facilitates MSW closure prior to graduation. Students prepare for licensure exam and final comprehensive program examination. Each student reviews and documents his/her learning and personal goal attainment. Exploration of issues related to career development and life-long learning.

TAR 610 Coaching of Acting For Teachers (3 credits)

Taught: Variable, check with department

Teaching, coaching, and directing of classroom activities in drama, public performance, and forensic competitions.

TAR 662 Technical Theatre For Teachers (3 credits)*Taught: Variable, check with department*

Stagecraft and costuming (including makeup) for the teacher; elements of construction, design, and history.

TAR 670 Directing For Teachers (3 credits)*Taught: Variable, check with department*

Techniques involved in the preparation of dramatic productions in schools; play selection, script sources, production problems, and rehearsal techniques.

TAR 673 Creative Dramatics For Teachers (3 credits)*Taught: Variable, check with department*

Process-centered, improvisational form of theatre used by teachers to guide students to explore, develop, and express ideas, concepts, and feelings through dramatic activities and enactments. Emphasis is on integration of theatre techniques in all content areas for teachers at levels K-12. No prior theatre performance experience necessary

TAR 699 Individual Studies in Theatre (3-6 credits)*Taught: Fall, spring, and summer*

Advanced individual creative projects or research in one or more of these areas: playwriting, directing, acting, stagecraft, dance, lighting, and scene design. Criticism and theory projects may also be approved. Projects, directed by member of the TAR faculty, must be selected before registration. A maximum of 6 semester hours permitted.

TTE 620 Instructional Technology (3 credits)*Taught: Summer only*

Development and application of advanced techniques and strategies for technical teachers and trainers; development of technology and materials for classroom, laboratory, and seminar settings; development of computer based and televised instructional materials and learning systems. Repeatable for a maximum of 6 semester hours.

TTE 630 Improvement of Instruction in Technology (3 credits)*Taught: Fall only*

Critical appraisal of current research concerning instruction in technology; refinement of development, delivery, and assessment of designs for improving instruction in technology.

TTE 641 Distance Learning Design and Methodology (3 credits)*Taught: Spring only*

Critical appraisal of current research concerning distance learning. Design, development, and methodology for delivery of distance learning courses, including web-enhanced, web-based, and other e-learning designs. Course taught in a web-based format.

TTE 650 Contemporary Training and Technical Education (3 credits)*Taught: Variable, check with department*

Selected contemporary topics in training and technical education. Topics vary; see listing in Schedule of Classes. Repeatable for a maximum of 6 semester hours.

TTE 692 Independent Research: Technology Teaching (3 credits)*Prerequisites: Consent of instructor.**Taught: Variable, check with department*

Directed readings or independent research. Written agreement between member of graduate faculty and student must be submitted to department chair prior to registration for course.

WGS 594 Topics: Women's and Gender Studies (3 credits)*Taught: Variable, check with department*

Advanced interdisciplinary study of a specific topic or issue of particular significance to women. May be repeated for credit when subjects differ.

FACULTY

Acosta, Charles A., Associate Professor of Biology (2001). Ph.D., 1997, Old Dominion University.

Agard, Dave B., Associate Professor of Statistics (1990). Ph.D., 1990, M.S., 1985, Virginia Polytechnic Institute; B.A., 1982, University of Virginia.

Ahmed, Shamima, Professor of Public Administration (1995). Ph.D., 1991, Virginia Polytechnic Institute & State University; M.A., 1986, University of Akron.

Akers, Wesley R., Lecturer in Electronic Media (2004). M.A., 2005, Florida Atlantic University; B.A., 1996, Northern Kentucky University.

Alberti, John, Professor of English (1991). Ph.D., 1989, M.A., 1984, B.A., 1981, University of California Los Angeles.

Allameh, Seyed M., Associate Professor of Engineering Technology (2004). M.S., 1998, Wayne State University; Ph.D., 1993, The Ohio State University; B.S., 1978, Sharif University of Technology.

Allen-Kattus, Kimberly F., Associate Professor of Art (1988). Ph.D., 1996, The Union Institute; M.A., 1983, University of Cincinnati; B.A., 1976, Indiana University of Pennsylvania.

Allen, James G., Assistant Professor of Educational Leadership (2010). Ed.D., 2003, Urban Educational Leadership; M.Ed., 1994, University of Cincinnati; B.S., 1991, University of Cincinnati.

Almquist, Arne J., Associate Provost for Library Services and Associate Professor of Library Services (2010). Ph.D., 2006, M.S., 1992, University of North Texas; M.F.A., 1982, B.A., 1980, BFA, 1980, University at Buffalo.

Altekruse, Michael K., Professor of Counseling & Human Services (2005). Ed.D., 1967, M.S., 1965, B.S., 1962, Indiana University.

Andersen, Barry W., Professor of Art (1975). M.F.A., 1975, University of Florida; B.A., 1973, California State University, Northridge.

Anderson, Margaret M., Professor of Nursing (1994). Ed.D., 1990, University of Cincinnati; M.S., 1980, Wright State University; M.Ed., 1972, University of Cincinnati; B.S., 1967, Indiana University.

Arrighi, Barbara A., Professor of Sociology (1989). Ph.D., 1991, M.S., 1986, B.S., 1982, University of Cincinnati.

Attenweiler, William J., Associate Professor of Psychology (2002). Ph.D., 2002, M.S., 2000, Clemson University; B.A., 1975, University of Maine.

Bailey, Rebecca J., Associate Professor of History (2006). Ph.D., 2001, M.A., 1990, West Virginia University, B.A., 1988, College of William and Mary.

Baker, Matthew, Assistant Professor of Journalism (2008). Ph.D., 2008, University of Utah; M.A., 2004, University of Minnesota - Twin Cities.

Baldrige, Hildegard A., Lecturer in Biology (1996). Ph.D., 1983, University of Kentucky; B.S., 1978, Eastern Kentucky University.

Bales, Rick A., Professor of Law and Legal Studies (1998). J.D., 1993, Cornell Law School; B.A., 1990, Trinity University.

Ball, Pamilla J., Lecturer in Chemistry (2005). Ph.D., 2005, B.S., 2001, B.S., 2000, University of Cincinnati.

Baranowski, Michael K., Associate Professor of Political Science (2001). Ph.D., 1997, M.A., 1996, University of Kentucky; B.A., 1992, Baldwin-Wallace College.

Bardgett, Mark E., Professor of Psychology (2000). Ph.D., 1991, M.A., 1989, B.A., 1986, University of Missouri-St. Louis.

Bartlett, Robin M., Associate Professor of Psychology (2000). Ph.D., 2000, M.A., 1997, B.A., 1993, West Virginia University.

Beehler, Pamela, Associate Professor of Exercise Science (2008). Ph.D., 1986, Indiana University; M.Ed., 1980, East Stroudsburg University; B.S., 1977, The Pennsylvania State University.

Belland, Diana D., Professor of Music (1981). D.M.A., 1978, M.M., 1972, The Ohio State University; B.S., 1968, The Juilliard School.

Benham, Liza A., Assistant Professor of Political Science (2007). Ph.D., 2006, Binghamton University; M.P.A., 1996, Columbus State University; B.A., 1968, Bennett College.

Bennett, Donna S., Professor of Library Services (1979). M.A., 1974, University of Tennessee; M.L.S., 1970, University of Kentucky; A.B., 1969, Wilmington College.

Beresford, Mary Jo, Lecturer in Theatre (1988). M.F.A., 1977, University of Cincinnati; B.A., 1971, Edgecliff College.

Bergman, Kathy B., Lecturer in Nursing (2008). M.S.N., 1978, University of Cincinnati; B.S.N., 1976, Syracuse University.

Bertog, Janet L., Associate Professor of Geology (2003). Ph.D., 2002, University of Cincinnati; M.S., 1997, B.S., 1995, South Dakota School of Mines & Technology.

Besnoy, Kevin D., Assistant Professor of Education (2006). Ph.D., 2006, University of Southern Mississippi; M.A., 1998, B.A., 1995, University of Alabama.

Bickers, John M., Associate Professor of Law and Legal Studies (2006). L.L.M., 2003, Georgetown University Law Center; L.L.M., 1999, Judge Advocate General's School (Army); J.D., 1991, University of Michigan Law School; A.B., 1985, Cornell University.

Billings Jr., Roger D., Professor of Law and Legal Studies (1972). J.D., 1969, George Washington University, University of Akron, and Case Western Reserve University; B.A., 1959, Wabash College.

Birkenhauer, Matt E., Lecturer in Educational Outreach (1996). M.A., 1986, University of Kentucky; B.A., 1981, Thomas More College.

Bishop, David M., Professor of Education (1977). Ed.D., 1982, State University of New York at Buffalo; M.Ed., 1973, University of Vermont; B.S., 1968, University of Rochester.

Bishop, Paul D., Associate Professor of Psychology (1975). Ph.D., 1972, M.S., 1968, Ohio University; B.A., 1965, Lewis and Clark College.

Bloch, Janel, Assistant Professor of English (2008). Ph.D., 2000, Iowa State University; M.A., 1997, Miami University; M.B.A., 1987, Indiana University; B.B.A., 1985, University of Wisconsin-Eau Claire.

Boateng, Samuel, Associate Professor of Geology (2001). Ph.D., 1996, University of Missouri-Rolla; M.S., 1992, University of Windsor; B.S., 1983, University of Science & Tech.

Boltz, Sharlene W., Professor of Law and Legal Studies (1991). J.D., 1985, The University of Michigan Law School.

- Bowers, Thomas J.**, Associate Professor of English (2005). Ph.D., 2005, Iowa State University; M.A., 1999, University of South Carolina; B.A., Cleveland State University.
- Bowling, Bethany V.**, Assistant Professor of Biology (2007). Ph.D., 2007, M.S., 2004, University of Cincinnati; B.A., 2002, Thomas More College.
- Boyce, Rick L.**, Associate Professor of Biology (2002). Ph.D., 1990, M.S., 1986, Master of Forest Science, 1986, Yale University; B.A., 1991, Williams College.
- Bradtmueller, Jim P.**, Assistant Professor of Construction Management (2009). Ph.D., 1992, M.S., 1987, B.S., 1984, Purdue University.
- Brauer, Tobias R.**, Assistant Professor of Graphic Design (2003). M.Des., 2003, University of Cincinnati, School of DAAP; BFA, 1998, The Art Academy of Cincinnati.
- Braun, Frank C.**, Lecturer in Business Informatics (2000). Ph.D., 2007, Case Western Reserve University; M.B.A., 1986, Xavier University; B.S., 1981, Miami University.
- Bredemeyer, Carol A.**, Professor of Library Services (1978). M.L.S., 1981, University of Kentucky; B.A., 1978, Morehead State University.
- Breitenbecher, Kimberly A.**, Associate Professor of Psychology (2001). Ph.D., 1995, M.S., 1992, Ohio University; B.A., 1990, Miami University.
- Bresser, Wayne J.**, Associate Professor of Physics (1992). Ph.D., 1986, M.S., 1980, University of Cincinnati; B.A., 1977, Thomas More College.
- Brittingham, Joshua L.**, Advisor/Lecturer (2008). M.Ed., 2007, Wright State University; B.A., 2003, Capital University.
- Broering, Janis R.**, Senior Lecturer in Mathematics (1982). M.S., 1971, The Ohio State University; B.A., 1969, Thomas More College.
- Brooks, Andrea W.**, Lecturer in Library Services (2010). M.L.S., 2009, Kent State University.
- Bruno, Rachelle M.**, Professor of Education (1979). Ed.D., 1979, M.Ed., 1976, University of Cincinnati; B.A., 1969, Saint Mary's College.
- Buckley, Brooke E.**, Assistant Professor of Statistics (2006). Ph.D., 2006, University of South Carolina; B.S., 2001, Eastern Kentucky University.
- Bullen, Heather A.**, Associate Professor of Chemistry (2004). Ph.D., 2002, Michigan State University; B.A., 1998, Albion College.
- Burr, Mei Mei L.**, Lecturer in Psychology (1997). Ph.D., 1994, University of Cincinnati; M.Ed., 1988, The College of William & Mary; A.B., 1985, Kenyon College.
- Bush, Michael**, Assistant Professor of Criminal Justice (2009). Ph.D., 2005, Indiana University of Pennsylvania; M.A., 2004, B.S., 2001, East Tennessee State University.
- Byam, Paige**, Associate Professor of English (1992). Ph.D., 1993, M.A., 1986, University of Wisconsin; B.A., 1983, University of Iowa.
- Campan, Alina**, Assistant Professor of Computer Science (2007). Ph.D., 2006, M.S., 2000, B.S., 1999, Babes-Bolyai University.
- Campbell, Nancy F.**, Associate Professor of Library Services (1981). M.S., 1977, University of Kentucky.
- Carpenter, Gloria J.O.**, Assistant Professor of Psychology (2009). Ph.D., 2005, M.A., 2002, Miami University; B.S., 1999, Florida Agricultural and Mechanical University.
- Carrell, Michael R.**, Professor of Management (1986). D.B.A., 1976, University of Kentucky; M.B.A., 1972, B.A., 1970, University of Louisville.
- Cassiere, Janis M.**, Lecturer (1983). M.A.T., 1996, Athenaeum of Ohio; B.A., 1965, Edgely College.
- Cata, Teuta M.**, Assistant Professor of Business Informatics (2003). Ph.D., 2003, University of Nebraska Lincoln; M.B.A., 1998, University of Nebraska Lincoln and University of Tirana; B.S., 1990, University of Tirana.
- Cate, Tom**, Professor of Economics (1975). Ph.D., 1979, M.S., 1974, Florida State University; B.A., 1971, Assumption College.
- Cellio Miller, Jennifer**, Assistant Professor of English (2009). Ph.D., 2008, Miami University; M.A., 2000, University of Idaho; B.A., 1997, Miami University.
- Champion-Hughes, Ruth**, Associate Professor of Business Law (1994). J.D., 1985, Southern University; B.S., 1994, University of Cincinnati.
- Chavez, Anthony**, Assistant Professor of Law and Legal Studies (2009). J.D., 1986, Yale Law School; B.S., 1982, Loyola Marymount University.
- Chesnut, Mary T.**, Associate Professor of Library Services (1988). M.L.S., 2002, University of Kentucky; B.A., 1988, Centre College.
- Christensen, Chris**, Professor of Mathematics (1983). Ph.D., 1977, M.S., 1972, Purdue University; B.S., 1968, Michigan Technological University.
- Churchill, Joy A.**, Associate Professor of Nursing (1992). M.S.N, 1978, B.S.N, 1973, University of Kentucky.
- Clayton-Code, Kimberly P.**, Associate Professor of Education (2001). Ph.D., 2002, University of Louisville; M.A., 1995, Northern Kentucky University; B.S., 1994, Purdue University.
- Clayton, Gary E.**, Professor of Economics (1980). Ph.D., 1974, University of Utah; M.A., 1968, University of New Hampshire; B.A., 1966, Nasson College.
- Cline, Jennifer A.**, Lecturer in Nursing. M.S.N, 1996, Northern Kentucky University; B.S.N, 1985, Murray State University.
- Cobbs, Joe**, Assistant Professor of Sports Business (2010). Ph.D., 2010, University of Massachusetts-Amherst; M.A., 2000, The Ohio State University; B.S., 1999, Miami University.
- Cole, Laura J.**, Lecturer in Business Informatics (2008). M.B.A., 1992, B.S., 1980, Wayne State University; CER, 1973, Ann Arbor Practical Nurse Education Center.
- Connelly, Caryn C.**, Assistant Professor of Spanish (2007). Ph.D., 2006, University of Minnesota; M.A., 1992, Arizona State University; B.A., 1989, Albright College.
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- Lilly, J. Robert**, Professor of Sociology (1974). Ph.D., 1975, University of Tennessee; M.A., 1969, West Virginia University; B.S., 1966, Concord College.
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