Invest In Yourself,
Invest In Your Future.

NKU

Graduate Programs
2009-2010 Catalog

NORTHERN KENTUCKY UNIVERSITY

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General Information

HISTORY

Northern Kentucky University (NKU), the newest of Kentucky's eight state universities, was founded in 1968. The roots of NKU, however, can be traced back another 20 years when a two-year extension center of the University of Kentucky was located in the First District Elementary School in Covington. Then, in 1962, as Northern Community College, the center moved to the Park Hills area of Covington. Six years later the General Assembly of Kentucky authorized the creation of a four-year college, Northern Kentucky State College (NKSC). A board of regents and a consultant were appointed by the governor to assist in planning the new school.

In September 1970, NKSC began offering courses for students pursuing a bachelor's degree. Also, technical and semi-professional two-year programs leading to the degree of Associate of Applied Science were offered in accounting, technology, nursing, and professional secretaryship. In 1971, third-year courses were added to the curriculum with the degrees of Bachelor of Arts and Bachelor of Science being initiated in business, education, and most of the basic arts and sciences. Also in 1971, the Salmon P. Chase College of Law, formerly an independent law school in Cincinnati, merged with Northern Kentucky State College.

Louie B. Nunn Hall, the first building on the new campus in Highland Heights, was completed in time for fall semester 1972. In addition, the University added fourth-year courses to the curriculum in 1972. The first bachelor's degrees were awarded in May 1973, and course offerings have been continually expanded to meet the needs of a growing student body. On February 25, 1976, Governor Julian Carroll signed House Bill 180, making Northern Kentucky State College a university. Full status was recognized on June 19 of that year.

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 in 2005; communication and executive leadership and organizational change in 2006; health informatics in 2007; English in 2008. and the Ed.D. in 2008; computer information technology in 2009; and, public history in 2010. 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 science building along with 100 "smart" classrooms. Our total enrollment is more than 14,000 and growing. Currently, we have about 1,500 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

Northern Kentucky University has a singular mission within the Commonwealth as a metropolitan and regional institution. It offers associate, bachelor, graduate, and professional programs addressing the educational needs of a large and diverse population. Through such programs, the University educates students to be productive citizens, to prepare them for success in careers and occupations, and to pursue a commitment to life-long learning. As an educational, cultural, and social center, the University stimulates economic development and fosters the academic, artistic, and personal freedoms vital to a free society.

VISION

Northern Kentucky University will become a preeminent, learner-centered, metropolitan university recognized for its contributions to the intellectual, social, economic, cultural, and civic vitality of its region and of the Commonwealth.

CORE VALUES

NKU is committed to the following core values:
- Placing learners and their learning at the center of all 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 the 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

ACCREDITATION

Northern Kentucky University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award undergraduate, graduate, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane Decauter, Georgia 30333-4097 or call 404.679.4501 for questions about accreditation at Northern Kentucky University

Accreditation Board for Engineering and Technology
AACSB - The International Association for Management Education
American Association of Law Schools
American Bar Association
American Chemical Society
American Council for Construction Education
Commission on Accreditation of Allied Health Education Programs
Council for Standards in Human Service Education
Council on Social Work Education
Education Professional Standards Board
Joint Review Committee on Education in Radiologic Technology
National Association of Schools of Music
National Association of Schools of Public Affairs and Administration
National League of Nursing Accrediting Commission
National Council for Accreditation of Teacher Education.

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
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 Community 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
Education Doctorate
Juris Doctor/Master of Business Administration.

ONLINE LEARNING

NKU offers several graduate programs and courses via the Internet. Online programs and courses are designed for working professionals who cannot commute to campus and for the growing number of individuals who prefer the convenience of online learning. Online students enjoy all the rights and privileges of campus-based students and are able to access all necessary services via the convenience of the web, including extensive online library resources. Current online graduate programs include:

Master of Arts in Integrative Studies
Master of Science in Nursing (MSN)
Post-Master's Certification in Nursing
Nurse Practitioner Advancement

For more information visit http://DL.nku.edu or contact the Office of Educational Outreach at (859) 572-1500 or DL@nku.edu.

UNIVERSITY CALENDAR

The university calendar can now be found under the Northern Kentucky University website at nku.edu. Calendars can be accessed by going to the Quick Link box in the top right hand corner of the website.

Graduate Programs

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 and Dean of Graduate Programs 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) 572-1555 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.

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.

ADMISSION 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 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:

a. $25 for applications submitted via the web (all supplementary applications that must be submitted in paper form are included in this fee).

b. $40 for applications submitted via paper .

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. Anyone paying the fee who should not will not have the fee refunded.

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 To be admitted into NKU as a graduate student, you must hold a bachelor's degree from a regionally accredited institution. For anyone applying as an unclassified 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 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 admission for one semester only. 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.

Standardized Tests Although standardized tests such as the GRE and GMAT are not a university requirement, they are required by most NKU graduate programs. You may be exempted from taking the tests with the approval of the program director if you have earned a graduate degree from a regionally accredited institution.

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 to admit you 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.

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.

Unclassified/Non-degree Seeking Not everyone applies to a university with a degree goal in mind. Unclassified 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 or unclassified 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 an unclassified student. If you decide later to pursue a degree, however, be aware that a maximum of nine hours of coursework taken as an unclassified 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 in 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 Who Want to Take 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.

Application for 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 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. 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.

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.

Students Age 65 and Over

Kentucky residents 65 years of age or older who meet admission requirements may, without payment of application fees or tuition, pursue credit coursework at NKU for a degree or for personal enrichment. We do require proof of age at the time the application is submitted. Non-credit courses are excluded in this benefit.

Residency for Tuition Purposes

You will be notified of your residency status when you are admitted to the University. Residency status is determined in accordance with the Council on Postsecondary Education's Classification of Residency for Admission and Tuition Assessment Purposes. Pertinent excerpts from the Kentucky residency policy can be found in Appendix A of this catalog. The entire policy can be found at www.cpe.state.ky.us/policies/policies_residency_intro.asp. You may appeal the initial determination of residency for tuition purposes by requesting a residency affidavit from the Office of the Registrar to initiate this process.

Metropolitan Rate Eligibility The University has a separate residency status for Ohio and Indiana students who live in the Greater Cincinnati/northern Kentucky area. The metropolitan rate, significantly lower than out-of-state tuition, will apply to residents of the following Ohio counties: Adams, Brown, Butler, Clermont, Clinton, Fayette, Hamilton, Highland, and Warren; and to residents of the following Indiana counties: Dearborn, Franklin, Jefferson, Ohio, Ripley, and Switzerland.

K-12 Teachers Non-resident graduate students will be granted resident tuition rate provided that they satisfy the following conditions:
a) Teach at the K-12 level in Kentucky during each semester in which they are enrolled at NKU; for summer term, the individual must have a contract that commits them to teach at the K-12 level in Kentucky for the following fall semester. A letter from the school superintendent attesting to the contract must be submitted to the Office of Graduate Programs before the student's tuition status is changed.
b) Enroll in graduate education classes or enroll in classes that will contribute to a graduate-level certificate in education or a master's degree in education.
c) Teachers who are enrolled as non-degree students or in a degree or certificate program other than education are required to submit an additional letter of support from their principal documenting that the coursework is germane to their teaching responsibilities.
Students will pay non-resident tuition for all other courses.

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 nine months 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 (F1 students only). 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; 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 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 366 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 trough the TOEFL, IELTS 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 70 on the internet based (iBT) version. Applicants submitted 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 Michigan Test only if it is taken at NKU and by approval of the graduate program director. You must score at least an 80. 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, 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: isa@nku.edu

MASTER'S DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

Credit hours

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.

Independent Study/Readings Courses

Number of Hours Allowed for Independent Courses 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 coursework applied to a graduate program of study is taken through courses listed as readings and independent study with the exception of studio work, labs, research, practica, and internships.

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 599 or 699 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 submitted 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.
   A post-master's certificate consists of 12 to 30 credits; at least 50% must be at the 600-level.
2. 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 *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.
   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 adviser or program director approves the courses for transfer credit.
3. One may earn both a certificate and a degree, but it is not necessary to earn one in order to get the other.
4. 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.
5. 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.
6. All credits for a certificate program must be earned within the six years prior to the award of the certificate.
7. Students enrolled in a certificate program must meet the same course prerequisites as any other student.
8. 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.
9. 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 (see #6 above).

Culminating Experiences and Capstone Courses

All graduate degree programs require a culminating experience described in each program section. Examples of these are 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 theses or final projects where appropriate, 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.

THESIS/FINAL PROJECT 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.
    f. 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:

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

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.

Guidelines

Defense of 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 your degree. 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 thesis/project credits, you are allowed one year to complete the thesis/project. If it is not completed, you are allowed to register for the thesis/project continuing course during the next succeeding semester. You must complete the 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 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 Thesis/Project Grade Until a 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 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 thesis/project is never completed, then the X grade remains on the transcript permanently.

Completion of 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 or your chair will submit the document in PDF format to your program director. 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. Here is the direct link: 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.

Thesis/Project Standards

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 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 thesis/project, please be certain to reconcile proprietary issues with your employer or sponsor before you do the work on the 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 thesis/project. If the waiver is denied, you may either agree to publication anyway or rewrite your thesis/project in a manner that can be published.

Deadlines for Turning in Thesis/Project

The following dates are the deadlines for turning in the completed and fully approved thesis/project to the Office of Graduate Programs so that you will be ready to graduate at the end of the semester. All fees required for processing the thesis/project must be paid by these dates as well.

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

GRADING POLICY

Types of Grading and Academic Probation

Grades Grades that can be assigned 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.

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 below 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's or below in course work that contributes to the degree program. Students who have more than two C's will need to repeat some course work to be in compliance with this policy (See below for specifics of the course repeat option).

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

Only courses in which a *C* or *F* was received may be repeated. The original course in which the *C* or *F* was earned remains on your graduate transcript even though the grade is not part of the cumulative GPA. The original *C* or *F* will not count against the total number of *C* and below grades you are allowed to earn as along as you repeat the course and earn a grade of *B* or better. (A *B-* does not qualify.)

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. A specific course may be repeated only once. Only two separate courses may be repeated. 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 Graduate Programs 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 but not from the transcript. No coursework earned prior to bankruptcy may be applied toward a graduate degree at NKU.

CATALOG APPLICABILITY FOR GRADUATE STUDENTS

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.

Change of Degree/Change of Area of Concentration

If you wish to change from one track/specialization/concentration to another within your degree program, you may do so without changing your catalog of record provided the new track/specialization/concentration was available in your current catalog of record. Core degree requirements will not change; however, you must meet all requirements of the new track/specialization/concentration including but not limited to additional pre-requisites and course work related to the new track/specialization/concentration. You will need to submit a Change of Concentration/Track/Specialization form. The approval of your program director is required. Your catalog of record will be changed if the new track/specialization/concentration is not in your current catalog of record.

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.

STUDENT APPEALS

Appeal of University Graduate Regulations

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 anon-degree student that may apply to a graduate degree) should adhere to the procedures set forth in the *Graduate Student Appeals Policy*. A copy of this policy can be obtained from the graduate office or can be found at http://gradschool.nku.edu.

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.

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*.

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, ADVANCE STANDING, 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.

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.

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.

Work Completed at NKU as Unclassified (Non-degree Seeking) Graduate Student

There is no limit on the number of hours you may take as an unclassified graduate student; however, only nine hours of NKU coursework taken in the graduate unclassified 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 unclassified 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 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.

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. The student also will be told when the courses expire as credit toward the degree.
4. 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 by the time the program is completed.

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 *A* or *B* 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.

MAXIMUM HOURS ALLOWED PER SEMESTER

Full-time Status
Graduate students who are enrolled in nine 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 12 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 up to nine graduate hours of coursework during the summer semester.

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.

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.

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 correct 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.

GRADUATION REQUIREMENTS

General Guidelines

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.

Degree Application Deadline All graduate degree and certificate students should file and Application for Graduation with the Office of the Registrar by the following dates:

Fall semester graduation	Preceding April 8
Spring semester graduation	Preceding October 8
Summer semester graduation	Preceding April 8

You may obtain the form from the Office of Graduate Programs, your program office, the Office of the Registrar, or you may download a form from 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 are required to apply for graduation.

All graduate degree and certificate students submitting an Application for Graduation after the appropriate dates will be assessed and additional fee as follows:

Fall semester graduation	Application Fee	Late Fee	Total Fee
By April 8	$50		$50
April 9-August 8	$50	$80	$130
August 9-October 31	$50	$100	$150

There is no guarantee that the Application for Graduation can be processed in time for graduation if received later than November 30.

Spring semester graduation	Application Fee	Late Fee	Total Fee
By October 8	$50		$50
October 9-January 8	$50	$80	$130
January 9-March 30	$50	$100	$150

There is no guarantee that the Application for Graduation can be processed in time for graduation if received later than March 30.

Summer semester graduation	Application Fee	Late Fee	Total Fee
By April 8	$50		$50
April 9-May 31	$50	$80	$130
June 1- July 1	$50	100	$150

Graduation applications submitted after October 31 for fall, March 30 for spring, or July 1 for summer will not be accepted or processed unless documentation is provided by the student to show extenuating circumstances. Simply being unaware of the deadlines will not be accepted as an extenuating circumstance. There is no guarantee that even in the rare occasion when an application is allowed to be submitted at such a late time that the application can be processed in time for the student to graduate at the end of that term. A non-refundable fee of $105 must accompany your request for processing your graduation application at this late time; if your application is not processed for the term requested, it will be moved forward to the next applicable term with no additional charge above the late fee.

Thesis/Project Checklist Forms Your 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.

ENROLLMENT IN MULTIPLE PROGRAMS

A student who is enrolled in multiple masters'/certificate programs may graduate from a single program without the completion of the other(s), specifically, but not limited to, with I+ grades on his or her transcript.

CLASS ATTENDANCE

Classroom participation is essential to the educational process in many disciplines. If a portion of the final grade is dependent upon class-

room 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 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.

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 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)

To search for the online courses in your myNKU Search for classes tab, select one of the following in the <u>Delivery Mode</u> 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/.

GENERAL UNIVERSITY POLICIES

ADA STATEMENT

NKU abides by the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination in employment on the basis of disability and requires nondiscrimination in benefits of services, programs, or activities of the University. The NKU Office of Disability Services is located in University Center 320. For additional information call the disabilities intake counselor at (859) 572-5180 or visit www.nku.edu/~disability/.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

NKU abides by the Family Educational Rights and Privacy Act of 1974. The purpose of the act was to ensure that each student has the right to keep certain academic information from being made public. The following sets forth your rights under this federal law.

Public Information The following information may be made public unless you request otherwise: name; local and permanent addresses and telephone numbers; photograph; date and place of birth; nationality; religious preference; marital status; parents' or spouses' names and addresses; participation in officially recognized activities and sports; weight and height (if athletic team member); student classification; hours enrolled in and completed; major field of study; dates of attendance; degrees, scholarships, awards, and honors received; matriculation and withdrawal dates; and most recent previous educational institution attended.

Right to Privacy If you are a currently enrolled student, you may request that all or part of your directory information not be made public by personally meeting with someone in the Office of the Registrar so that the ramifications of this action can be explained.

Right of Review In accordance with the Family Educational Rights and Privacy Act of 1974 you have the right to inspect and review any and all official University records, files, and data incorporated in your cumulative record. You have the opportunity for a hearing to challenge the contents of these records to ensure that they are accurate and not in violation of any of your rights. You also have the opportunity to correct, amend, or supplement any such records.

TUITION POLICY

Graduate students who are taking graduate and/or undergraduate courses will be charged tuition as follows:

1. All courses will be assessed at the per credit hour rate. There will be no maximum cap on tuition charged.
2. All courses at the 500 level or above will be charged at the graduate tuition rate regardless of method of delivery (face-to-face or web based).
3. Courses at the 400 level or below will be charged at the undergraduate tuition rate regardless of method of delivery (face-to-face or web based). Graduate students who want to take undergraduate courses must submit an undergraduate application.
4. Students who are assessed at the metropolitan rate for graduate courses are advised that they will be charged at the undergraduate *out-of-state* tuition rate for all undergraduate courses.
5. For graduate students admitted into a web-based program the following tuition policy will apply in addition to those listed above: All face-to-face classes will be assessed the on-campus tuition rate based on their residency status of in-state, metro, or non-resident.
6. Students enrolled in graduate and undergraduate courses will be charged graduate tuition for all courses.

FINANCIAL ASSISTANCE

We recognize that graduate school represents a major monetary commitment by our students. The information below relates to the specific types of aid offered through NKU. We urge you to check outside the University for additional funding sources.

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.

Definition of Full-time Graduate Assistant A full-time graduate assistant is expected to work the equivalent of 20 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.

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.

OTHER UNIVERSITY FINANCIAL ASSISTANCE PROGRAMS

NKU participates in a variety of programs designed to assist students in need of financial aid to meet tuition and living expenses. The Office of Student Financial Assistance is responsible for administering and coordinating these assistance programs. For additional information, phone (859) 572-5143; toll free (800) 225-4499; e-mail ofa@nku.edu; and website home page www.nku.edu/~ofa/home.html.

Student Worker Program The Office of Financial Assistance (Lucas Administrative Center 416) has listings of on-campus jobs available to all students.

Student Loans The Office of Financial Assistance has complete information and applications for government loans available to graduate students.

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 one NKU course 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

CHANGES IN RULES

The University reserves the right to make changes in the rules and regulations published in this catalog.

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 should be given is 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 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. (See **Appeal of a Regulation Governing Graduate Study** below.)

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.

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 100 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 students and alumni of NKU and may include the following specific activities: career counseling, résumé and job search assistance, and cooperative education coordination. The Career Development Center serves as the liaison to many local corporations and organizations. Its office is located in University Center 230. 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 webmail.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. 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, visit the University Housing Office located at 101 Norse Commons, call 1-866-572-5676, or visit http://access.nku.edu/housing/.

Office of International Students and Scholars

The Office of International Students and Scholars (OISS) serves all non-immigrant and 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 366. 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.nku.edu/~la

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 17 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). The testing services office is located in University Center 101. For additional information call (859) 572-6373 or visit http://testing.nku.edu.

LIBRARY SERVICES

Steely Library is your place for finding information, studying quietly, getting a bite to eat, working on group projects, making an appointment for research consultation, checking your e-mail, and much more. The library contains books, periodicals, and government documents in addition to providing access to e-books, electronic journals, and numerous full-text resources both on and off campus. Services include research assistance (by phone, in person, by e-mail, or by instant messaging during selected hours), interlibrary loan, access to the Internet and e-mail, and electronic reserve materials.

Facilities include computer labs on the first and fourth floor, workstations and Cafe Ritazza in the outer lobby, two computer-equipped group-study rooms, and wireless laptops for use in the building. With a current ID, students may also borrow materials from area libraries in the Southwest Ohio and Neighbors Consortium (SWON). See the homepage (library.nku.edu) for a complete listing.

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

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 office manages the NKU Accelerate series of business development programs and provides noncredit classes and workshops, 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 noncredit 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.

Expenses

Tuition Policy

See page 15 for complete University tuition policy.

Fees 2008-2009

Application Fee A $25 non-refundable online application ($40 if paper is submitted) fee must accompany an application for admission to NKU. The fee is waived for alumni of NKU who earned either a bachelor's or master's degree.

Audit Fee Individuals auditing a course are charged the same tuition and fee assessment as though they were taking the course for credit.

Auto Registration Fee An auto registration fee is charged to students who park on campus.

Course Fees Certain courses as noted in the Schedule of Classes have fees depending on the course. The amount of fees charged is minimal.

Late Registration A $25 late registration fee will be assessed for all students who register during late registration.

Music In addition to the appropriate tuition charge, a fee of $150 per half hour lesson each week for a semester is assessed for private instruction in applied music.

Graduation Fee At the time you apply for graduation, a $50 fee will be assessed. Please see Graduation Requirements section for complete details.

TUITION AND FEES PAYMENTS

Before a student will be permitted to register, any prior financial obligations to the University must be paid in full.

Registration and Payment Due Dates

Full payment of tuition and fees is due during first week prior to the start of classes of each term. Please see Bursar's web page access.nku.edu/bursar/ for complete information on payment of tuition. Deferments of tuition payments are granted to students receiving certain types of financial assistance such as grants, loans, and scholarships. All amounts owed the University will be deducted at the time financial aid checks are distributed. If an account remains unpaid and is referred for collection, you are liable for all attorney's fees and related costs and charges incurred by NKU for collection of the obligation.

Financial Audit

From time to time the Bursar's Office runs an "audit" of all student tuition accounts. This means they check to see that all tuition and fees were assessed at the correct rate and have been paid. You will be given a refund for any amount you have overpaid. If they find that an underpayment error occurred in your account (such as you were originally assessed at in-state rates but you should have been assessed at the Metropolitan Rate), an additional bill will be issued. If you do not pay the additional sum assessed after you have been notified of these additional charges, you will not be able to obtain transcripts or other services until your account is paid. If your account remains unpaid and is referred for collection, you will be liable for all attorney's fees and related costs and charges incurred by the University for collection of the obligation.

Financial Aid Recipients

Students receiving financial aid may obtain a temporary deferment of tuition and fees if the financial aid process is complete. At the time financial aid checks are distributed, the Bursar will deduct any balance due the University.

Refunds Policies (University Policy)

A. Students who officially withdraw from all classes or drop a class(es) on or before the last day to register, as published in the academic calendar, are eligible for a 100% adjustment of the total tuition and fees assessed.

B. Students who officially withdraw from all classes or drop a class(es) after the last day to register but before the last day to drop a course without a grade appearing on the student's record, as published in the academic calendar, are eligible for a 50% adjustment of the total tuition and fees assessed.

C. Refund appeals, based on extraordinary circumstances, must be made in writing to the director of Bursar operations no later than midpoint of the session.

For complete information, please see the Bursar's website at http://bursar.nku.edu.

Graduate Programs

College of Arts and Sciences
Samuel Zachary, Ph.D., Interim Dean

English (MA)
Certificate in Creative Writing
Certificate in Composition and Rhetoric
Certificate in Professional Writing

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
John Beehler, 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)

Education - Instructional Leadership- Principal Preparation (MA/Rank I)

Teaching (MA)
Alternative Certification in Special Education
Rank I Certificate Program
Rank I Supervisor of Instruction Certificate Program
School Superintendent Certification

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

Counselor Education Program

School Counseling (MA)
Temporary School Counseling Provision Certificate

Community Counseling (MS)
Certificate in College Student Development Administration
Rank I Standard Certification

College of Informatics
Douglas Perry, Ph.D., 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

Computer Information Technology (MS)

Computer Science (MS)
Certificate in Secure Software Engineering

Health Informatics (MS)
Certificate in Health Informatics

College of Health Professions
Denise Robinson, Ph.D., Interim Dean

Nursing (MSN)
Certificate in Post-Master's of Science in Nursing

Certificate in Nurse Practitioner Advancement

Nursing Administration/Health Informatics (MSN/MHI)

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 in English, professional writing, creative writing, and/or composition and rhetoric, either for career preparation and advancement or personal enrichment. The program includes the Master of Arts in English, the Certificate Program in Professional Writing, the Composition/Rhetoric Training Program, and an outreach-oriented, community focused consulting center for 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 diversity studies. Candidates will 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 planned consulting center for writing, the practicum in composition and rhetoric, and supervised internships.

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 area coursework
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/admissions.html#Forms

Other Admission Status
Applicants not meeting all criteria for regular admission to the MAE may be admitted conditionally or as an unclassified graduate student if substantial evidence suggests the candidate can succeed in the program. If you apply as an unclassified (non-degree seeking) student, you must also submit the Unclassified application available at this web site: http://gradschool.nku.edu/admissions.html#gradadm

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 30 hours of coursework, distributed as follows:

Core Courses (3-9 semester hours)

ENG   600   Introduction to Graduate Studies 3

One of the following capstone options:

ENG   692   Comprehensive Exams.. 0
ENG   691   Master's Thesis or Project 1-6

Electives (21-27 semester hours) selected among:

Courses in Literary Studies

ENG   500   Poetry 3
ENG   501   Drama..3
ENG   505   Medieval Literature...3
ENG   515   Renaissance Literature 3
ENG   525   Restoration and 18th-Century Literature 3
ENG   530   Readings in the English Language...3
ENG   540   Problems in English 3
ENG   560   American Literature Before 1865 3
ENG   565   American Literature After 1865...3
ENG   575   20th century British Literature...3
ENG   580   Studies in Literature 3
ENG   581   Major Authors 3
ENG   620   The Teaching of Literature 3
ENG   642   Online Literary Research 3
ENG   644   Digital Humanities 3
ENG   655   Studies in British Literature Before 1800 3
ENG   657   Studies in British Literature Since 1800 3
ENG   665   Studies in American Literature Before 1865 3
ENG   667   Studies in American Literature Since 1865 3
ENG   670   Studies in Continental European Literature 3
ENG   671   World Literature in English 3
ENG   672   African American Literature 3
ENG   674   Multicultural Literature 3
ENG   676   Postcolonial Theory and Lit 3
ENG   678   Folklore and Literature 3
ENG   679   Regional Literature 3
ENG   680   Studies in Literary Criticism and Theory...3
ENG   685   Studies in Comparative Literary Forms and Theme 3
ENG   687   Gender and Literature 3
ENG   689   Major Authors 3

Courses in Writing Studies

ENG   544   Research Methods in Prof Writing 3
ENG   546   Grant Writing 3
ENG   556   Composition/Rhetoric Theory and Pedagogy...3
ENG   582   Special Topics...3
ENG   603   Business Communications...3
ENG   622   Advanced Poetry Workshop 3
ENG   624   Advanced Fiction Workshop 3
ENG   630   The Teaching of Composition 3
ENG   632   Histories of Writing Technology 3
ENG   636   Issues in Professional Writing 3
ENG   638   Theories of Community Literacy..3
ENG   639   Fieldwork in Community Literacy..3
ENG   642   Online Literary Research 3
ENG   644   Digital Humanities..3

ENG	646	Composition Practicum..3
ENG	647	History of Rhetoric 3
ENG	648	Developing Writing Programs for Elementary and Secondary Schools I 3
ENG	649	Developing Writing Programs for Elementary and Secondary Schools II 3

Generic courses

| ENG | 696 | Internship/Portfolio Development .... 1-3 |
| ENG | 699 | Independent Study .... 1-3 |

External Courses

Candidates may petition to have one course external to the MAE count toward their degree programs. Candidates must file a written statement 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 nine semester hours of transfer credit will be allowed.
3. one course must be in a historically-defined period.
4. one course must focus on pre-1800 materials.
5. one graduate course from another NKU program may be approved for credit toward the MAE.
6. overall GPA must be a minimum of 3.0 to qualify for graduation.
7. no more than six hours of "C" grade will be counted toward the MA in English. Students may retake, only once, any course in which they have earned a grade of "C" or below. 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 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 program, and an awareness of potential career paths. A candidate's program concludes with successful completion of either ENG 691 Master's Thesis or Project or ENG 692 Comprehensive Exam.

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 nine hours of credit:

1. transferred from other institutions
2. earned as an unclassified graduate 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

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). Thesis 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.

Practicum in Composition and Rhetoric

With approval by 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 in the writing classroom.

V. CAPSTONE PROJECT

After completing 15 semester hours of graduate study, candidates are required to meet with the program director to select either the comprehensive exam or the master's thesis as a capstone experience. Below is a general description of each. Students should check their handbook and/or the program director for regulations governing credit for capstone projects.

Comprehensive Exams

The comprehensive exam represents the culmination of a candidate's work in the MAE program, demonstrating his or her knowledge of and ability to complete graduate level work in one or more fields encompassed by English studies. The comprehensive exam is administered twice each academic year, once in November and once in April. Normally, it is undertaken in a candidate's final semester. At the beginning of each regular semester, the program director will invite students to register their intent to take the exam.

Master's Thesis/Project

A Master's thesis or project represents the culmination of work in the MAE program, demonstrating a candidate's ability to complete graduate level work in one or more fields encompassed by English studies. A Master's thesis or project may be either critical or creative.

When planning a Master's thesis, candidates should bear in mind that the final product will be published through UMI no later than one year after submission. Consequently, candidates should seek legal advice before writing theses or projects that make use of proprietary material, copyrighted material, or material intended for future publication elsewhere.

GRADUATE 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 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 writing fields.

Credits earned toward the Certificate Program in Professional 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 MAE 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 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 (6 hours)

ENG	544	Research Methods in Prof Writing	3
ENG	696	Internship/Portfolio Development	1-3

Electives (9 hours), selected from

ENG	546	Grant Writing	3
ENG	632	Histories of Writing Technology	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

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.

GRADUATE CERTIFICATE IN COMPOSITION AND RHETORIC

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 rhetoric 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 MAE 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 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 a t 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/Rhetoric Theory and Pedagogy	3

Electives selected from the following (12 hours)

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

GRADUATE CERTIFICATE IN CREATIVE WRITING

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 MAE graduation. 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 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	Advanced Poetry Workshop	3
ENG	624	Advanced Fiction Workshop	3
ENG	626	Advanced Novel Writing Workshop	3
ENG	628	Advanced Creative Nonfiction Workshop	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.

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 (I-O) psychology is a behavioral science that focuses on human behavior in the workplace. This is a 45-semester-credit-hour program. It provides a balanced presentation of both industrial and organizational issues. The curriculum is oriented toward practitioner development, emphasizing content issues and applied research over basic research skills. It will prepare professional practitioners with a solid foundation in theories, methods, and research findings.

This program is intended to meet the core knowledge requirements of the discipline while providing students the flexibility of customizing their individual programs to suit their needs and interests and exploit available learning opportunities in the community.

Special attention has been placed on accommodating the needs of part-time students. Classes are scheduled during evening hours and weekends.

Office of the MSIO Program

The MSIO program is administered by the Department of Psychology, located in BEP 337. For additional information visit msio.nku.edu or call Dr. Philip J. Moberg, MSIO director, at (859) 572-1913. E-mail inquiries may be sent to msio@nku.edu.

II. ADMISSION

Regular Admission

Applicants are eligible for regular admission if they have completed
1. 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 for the last 60 semester hours.
2. the general test of the Graduate Record Exam (GRE). Although test scores make up only one factor considered in the admission process, it is anticipated that successful applicants will have scores of at least 450 verbal, 450 quantitative, and 3.5 writing.
3. at least nine semester hours of undergraduate coursework in psychology.
4. a minimum of one course in statistics.

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 your application, statement of purpose, resumé, three letters of recommendation, all transcripts and GRE score reports to the Office of Graduate Programs, Nunn Drive, Highland Heights, KY 41099.

Deadlines for receipt of materials for each semester are*:

Fall Semester
> **Priority Deadline**   **1 June**

Spring Semester
> **Priority Deadline**   **1 November**

Summer Semester
> **Priority Deadline**   **1 March**

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.

* NKU application received after the deadline 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 nine semester hours of elective work for a total of 45 semester hours.

Core Courses

PSY	550	Organizational Psychology	3
PSY	570	Work Environments	3
PSY	580	Cognition in the Workplace	3

PSY	601	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:

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	3
PSY	699	Independent Study	3
PSY	795	Practicum	3 or 6
PSY	797	Thesis	6
TBD		Future Elective Courses	TBD

Elective Total   9
Program Total   45

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	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

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
Debra Meyers, Ph.D., Director
Tamara F. O'Callaghan, Ph.D., Assistant Director

I. INTRODUCTION

Program Description

Certified by the Kentucky Education Professional Standards Board for rank change, the Master of Arts in Integrative Studies program is intended for those who already teach and want to advance professionally as well as for those who aspire to teach at the community college level. Our thirty-three hour interdisciplinary program culminates in a project in which the candidate addresses a specific problem, issue, or question using a variety of disciplinary perspectives and methods. Master's candidates wishing to teach part-time at the college level must take eighteen credit hours in a single discipline in order to meet common accreditation requirements.

This is also a flexible, interdisciplinary program for adults seeking personal intellectual growth, professional advancement, or civic engagement expertise. The MAIS program encourages the acquisition of knowledge and skills that run broadly across the full range of disciplines focusing on public engagement, community leadership, or social justice.

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

Program Mission

Integrative learning – an integral component of lifelong intellectual growth – defines NKU's Integrative Studies graduate program. Using an interdisciplinary approach, graduate students 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.

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.
- A personal resumé that reflects both work and academic experience.
- A letter of intent between 500 and 1000 words stating your academic goals and your proposed area of interest in the MAIS program.

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)

INTEGRATIVE STUDIES GRADUATE CERTIFICATE IN CIVIC ENGAGEMENT
Debra Meyers, Ph.D., Program Director
Tamara F. O'Callaghan, Ph.D., Assistant Director

I. INTRODUCTION

Program Description

Integrative Studies offers a graduate level Civic Engagement Certificate particularly valuable to educators, social service providers, community leaders, government agency employees, social justice activists, and faith-based organization members. This program is a course-based, credit-bearing educational experience in which students:
- participate in an organized service activity that meets a community need, and
- reflect on their service activity as a means of gaining a deeper understanding of program content, a broader appreciation of the discipline, an enhanced sense of civic responsibility, and/or greater interest in and understanding of community 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 www.ist.nku.edu.

Program Objectives:
- Provide graduate level opportunities linking research with community service that provides measurable benefits to both.
- Cultivate social responsibility and life-long learning.
- Foster self-discovery and self-reflection as a responsible member of society.
- Enhance participants' ability to form, evaluate, demonstrate, and promote civic values.

II. ADMISSION
To qualify for admission to the graduate certificate program in Civic Engagement, an applicant must:
- possess a bachelor's from a regionally accredited institution.
- Submit a 300-400 word essay stating your career and academic goals and how the graduate certificate program will assist in meeting these goals.

Students completing the graduate certificate may apply for admission to a master's program.

IST   700   Portfolio Submission

MASTER OF PUBLIC ADMINISTRATION
Julie Kunselman, Ph.D., Chair
Shamima Ahmed, 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. The MPA program is NASPAA accredited.

The program takes approximately two years with students enrolling in six class 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 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

The MPA degree program provides managerial, communication, and human-relations skills in preparation for or advancement in a variety of public or related careers. In addition the program offers students specialized knowledge and skills in nonprofit management, homeland security administration, metropolitan governance and general public management.

Program Objectives

The MPA program's core objectives are:
1. Provide basic managerial and applied skills in human resource management, organizational behaviors and development, policy making and analysis, administrative law, budgeting techniques and their application, and planning.
2. Develop analytical competencies including critical thinking and GIS skills.
3. Cultivate a strong sense of ethical behavior within the public sector work environment.
4. Develop a variety of written communication and oral communication skills.
5. Provide specialized knowledge, skills and competencies within the four areas of concentration.

The MPA program-wide objectives are accomplished primarily through the nine core classes. Each MPA core course has additional learning objectives distributed in course syllabi and also found on the MPA website. The MPA capstone class provides a synthesis of MPA core objectives through projects, portfolio, and presentations.

The MPA concentrations focus on more specialized learning objectives such as the management of specific entities (nonprofit, local government, criminal justice) or the development of specialized skills and knowledge on homeland security or metropolitan governance.

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 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

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:
5. A current résumé documenting five years of work experience in the public or related sector.
6. 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:
5. 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.
6. 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)

CONCENTRATIONS: 12-13 credit hours credit hours
Students will choose one of the following concentrations:

Nonprofit Management:
Core course (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)
Choose PAD 681 and another course from the list:
PAD	681	Homeland Security
PAD	682	Emergency Management
PAD	683	Terrorism

Choose any two of the following courses (minimum 6 credit hours 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 electives):
PAD	630	Administrative Ethics
PAD	632	Executive Management
PAD	650	GIS*
PAD	651	Advanced GIS
PAD	661	Urban Revitalization & Resource Development
PAD	682	Emergency Management
PAD	683	Terrorism

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

General Public Management:

Core (3 credit hours)

    PAD   630   Administrative Ethics

Choose any three of the following courses (minimum 9 credit hours electives):

    PAD   620   Managing Nonprofit Organizations
    PAD   640   Management of Public Information Systems
    PAD   650   GIS*
    PAD   651   Advanced GIS
    PAD   675   Local Government Management
    PAD   680   Comparative Public Administration
    PAD   681   Homeland Security
    (Note*: PAD 650 is a four credit hour course)

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   552   Geographic Databases (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., NPM Program Director

I. INTRODUCTION

Program Description

The Master of Public Administration (MPA) program provides management preparation for the nonprofit sector. To better facilitate the specialized coursework needed in this area, a graduate certificate in nonprofit management (NPM) is available for students already employed or interested in managing nonprofit organizations.

The NPM certificate is 12 semester hours and normally takes one year with students enrolling in a three-hour core class 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 in-career students who work in the Cincinnati metropolitan area and pre-career students, and is the sole program in the Cincinnati metropolitan area.

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. Students who complete this certificate will

1. Understand the role of philanthropy and volunteerism within nonprofit organizations.
2. Understand the social and economic impact of philanthropy and volunteerism.
3. Be able to apply different managerial approaches within the nonprofit sector.
4. Understand the legal issues that impact the nonprofit sector and recognize when legal counsel is required.
5. Be able to acquire and manage resources for the nonprofit world.
6. Understand the relationships among government, business, and nonprofit agencies.
7. Be competent to recruit, train, and manage staff and volunteers.
8. Be able to articulate the challenges facing the nonprofits in today's world including issues of accountability, effectiveness, productivity, and use of technology.

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 an NPM director. However, the MPA or NPM director, 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:
A. possess a bachelor's degree from a regionally accredited college or university.
B. 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.
C. 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

Core Courses (9 semester 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 semester 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
Rebecca Bailey, 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 related fields, and advanced methodological training in contract history and museum studies. The program also includes a Graduate Certificate Program in Public History for those who already hold a Master's degree in History or related field. In addition the graduate program in Public History supports other graduate programs on campus including the Master of Arts in Integrative Studies and Nonprofit Management.

OFFICE OF THE GRADUATE PROGRAM IN PUBLIC HISTORY

The graduate program in Public History is administered through the Department of History and Geography, located in Landrum 415. 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) 572-5176.

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 clustered training in the fields of contract history and museum studies.

Candidates will begin the program with other MAPH students enrolled in HIS 515 The Introduction to Public History, a nationally common 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 and/or at another institution-- are not required to take the course again as part of the MAPH—they may simply move right 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 methodological track, Contract History or Museum Studies, 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 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:
1. An application for graduate admission to Northern Kentucky University.
2. Remittance of the application fee.
3. 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.
4. Official transcripts for all undergraduate and graduate work.
5. Two letters of reference; please use forms which can be downloaded at this site: http://gradschool.nku.edu/admissions.html#Forms
6. 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	699	Independent Study: Directed Readings	3
HIS	797	Capstone (Comprehensive Oral Examination)	0

Methodology Electives (12 semester hours)

Courses in Museum Studies

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 track plan of study, discovering a sponsor for their practicum project, helping them asses 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, HIS 699 Directed Readings, and 797 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 an unclassified 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 and internships 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.

GRADUATE CERTIFICATE PROGRAM IN PUBLIC HISTORY
Rebecca Bailey, Ph.D.

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

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:

Courses in Museum Studies or Contract History

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

Courses in Contract History

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 the MBA Program

The MBA office is located in the Haile/US Bank College of Business, Business-Education-Psychology Center (BEP) 209. Program inquiries should be directed to MBA Program, Haile/US Bank College of Business, BEP 209, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099, or via electronic mail at mbusiness@nku.edu. Telephone: (859) 572-6336; fax: (859) 572-6177; website: http://cob.nku.edu/mba/

II. ADMISSION

Admission Process

Students applying to a graduate program in the Haile/US Bank College of Business must submit
1. an application for graduate admission and the application fee.
2. an official copy of the Graduate Management Admission Test (GMAT) score report and, if applicable, an official copy of the Test of English as a Foreign Language (TOEFL) score report. Exceptions to the GMAT include: GRE score within the last five years, possession of a master's degree, or possession of an M.D. or Ph.D. Applicants must remit official GRE scores or official transcripts in order to have the GMAT waived.
3. 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 by the following deadlines.
   For domestic students:
Fall semester entry	**1 August**
Spring semester entry	**1 December**
Summer semester entry	**15 April**
   For international students:
Fall semester entry	**1 June**
Spring semester entry	**1 October**
Summer semester entry	**1 April**

Applicants are eligible for admission if they have
1. a bachelor's degree from a regionally accredited institution and an undergraduate GPA of at least 2.5 on a 4.0 scale.
2. a score of at least 450 on the GMAT (taken within the last five years) and a score of at least 550 on the TOEFL (if applicable).
3. a total of at least 1,000 points based on the formula 200 x the undergraduate GPA (4.0 scale) + GMAT score or a total of at least 1050 points based on the formula 200 x the undergraduate GPA (4.0 scale) for the last 60 semester hours + GMAT score.
4. in addition, two years of work experience are strongly recommended. Requests for consideration of exceptions to these minimum standards must be made in writing to the graduate programs director.

Graduate Unclassified 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 unclassified 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 unclassified status may take no more than eight hours of graduate business courses. Students enrolled through the graduate unclassified status are not eligible for student financial assistance or veteran's benefits. Unclassified status is not an option in The Master of Executive Leadership and Organizational Change.

Visiting Students

If you want 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.

III. 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 15 semester hours at the discretion of the assistant 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 ACCOUNTANCY (MAcc)
Carol Lawrence, Ph.D., Chair
Robert Salyer, M.S., C.P.A., Program Director

I. PURPOSE

The Master of Accountancy (MAcc) degree program supports the mission of Northern Kentucky University to educate "students to be productive citizens, to prepare them for success in careers and occupations...." There are three tracks within the MAcc degree program. The Professional track is intended to allow those with an undergraduate accounting degree to meet the requirement that candidates for the certified public accountant examination have 150 semester hours including a bachelor's degree. Students with an undergraduate accounting degree enter this track. The second track is the Tax track. This track is intended to allow those with an undergraduate accounting degree to choose a specialty in tax by completing tax elective courses and to meet the requirement that candidates for the certified public accountant examination have 150 semester hours including a bachelor's degree. In addition, students who do not have an undergraduate degree in accounting but who have completed two introductory accounting courses, six semester hours of intermediate accounting, and three semester hours of tax may enter either the professional track or the tax track. The third track is the Accounting Practice and Reporting track. This track meets the needs of students who do not have an undergraduate degree in accounting but who wish to pursue a career in accounting. Students who enter this track must have completed an introductory financial accounting course and an introductory managerial accounting course at a regionally accredited institution. The Department of Accountancy also offers a post baccalaureate certificate in Advanced Taxation. Students who pursue this certificate must have an undergraduate degree in accounting, or have completed the equivalent of six semester hours of Intermediate Accounting and three semester hours of tax.

II. PROGRAM REQUIREMENTS

Additional Admission Requirements

To be considered for admission to the MAcc program, applicants must meet all requirements for admission to a Haile/US Bank College of Business program (detailed above). All academic requirements of the Haile/US Bank College of Business program related to transfer credit and academic standing (see above under Haile/US Bank College of Business main section in the graduate section of this catalog) are enforced for the MAcc program. Students who are enrolled in or have completed the MBA at NKU and choose to pursue a MAcc may transfer up to 12 semester hours completed under the MBA to degree requirements of the MAcc. The following MBA courses may be transferred toward the MAcc

MGT   612   Managing People and Organizations
MBA core courses (see Business Administration section)

Professional Track Program Requirements

The Professional Track program is a 30-semester-hour program composed of 21 semester hours of required courses and nine semester hours of electives. To enter this track, students must have completed two introductory accounting courses, a tax course, and the equivalent of six semester hours of Intermediate Accounting. The required courses are:

ACC   602   Advanced Financial Accounting
ACC   603   Consolidations and Partnerships
ACC   620   Tax Research and Practice
ACC   640   Advanced Auditing
BUS   632   CPA Law
MGT   612   Managing People and Organizations or a graduate ACC course at the 600 level
ACC   697   Advanced Accounting Theory (This capstone course must be taken in the last semester, or within nine credit hours of graduation)

Three electives may be selected from graduate courses for which the admitted MAcc student meets the prerequisites. Courses that may **not** be used as electives are: ACC 605, BUS 605, FIN 605, IFS 605, and ACC 625.

Tax Track Program Requirements

The Tax Track program is a 30-semester-hour program composed of 21 semester hours of required courses and nine semester hours of graduate tax electives. To enter this track, students must have completed two introductory accounting courses, a tax course, and the equivalent of six semester hours of Intermediate Accounting. The required courses are:

ACC   602   Advanced Financial Accounting
ACC   603   Consolidations and Partnerships
ACC   620   Tax Research and Practice
ACC   640   Advanced Auditing
BUS   632   CPA Law
MGT   612   Managing People and Organizations or an Accounting course at the 600 level.
ACC   697   Advanced Accounting Theory (This capstone course must be taken in the last semester, or within nine credit hours of graduation)

Three electives may be selected from the following graduate tax courses.

ACC   630   Federal Taxation of Corporations

ACC 632 Tax Accounting Methods
ACC 634 Taxation of Partnerships and Pass Through Entities
ACC 636 State Taxation
ACC 638 Advanced Individual Taxation

Accounting Practice and Reporting Track Program Requirements

The Accounting Practice and Reporting Track program is a 30-semester-hour program composed of 21 semester hours of required courses and nine semester hours of electives. To enter this track, students must have completed two introductory accounting courses. The required courses are:

ACC 500 Auditing
ACC 520 Income Tax Planning
ACC 600 Financial Accounting and Reporting
ACC 602 Advanced Financial Accounting
ACC 625 Accounting for Management
ACC 640 Advanced Auditing
BUS 632 CPA Law
ACC 697 Advanced Accounting Theory (This capstone course must be taken in the last semester, or within nine credit hours of graduation)

Two electives may be selected from graduate courses for which the admitted MAcc student meets the prerequisites. Courses that may **not** be used as electives are: ACC 605, BUS 605, FIN 605, IFS 605.

CERTIFICATE IN ADVANCED TAXATION

Core Course
ACC   620   Tax Research and Practice
Three electives may be selected from the following graduate tax courses.
    ACC   630   Federal Taxation of Corporations
    ACC   632   Tax Accounting Methods
    ACC   634   Taxation of Partnerships and Pass Through Entities
    ACC   636   State Taxation
    ACC   638   Advanced Individual Taxation

MASTER OF BUSINESS ADMINISTRATION (MBA)
James H. Bast, Ph.D., Program Director

I. PURPOSE

The Master of Business Administration (MBA) is a general degree designed to equip its graduates for managerial success in all types of organizations. Class sizes are small, so the program is able to emphasize communication and interpersonal skills as well as conceptual and technical skills critical to managerial careers. The MBA is intended primarily to meet the needs of people living and working in the northern Kentucky/greater Cincinnati region wishing to pursue the degree on a part-time basis. Fewer than 20 percent of MBA students pursue full-time study. The program's courses are offered at night and occasionally on Saturdays.

II. PROGRAM REQUIREMENTS

Skills Courses Many students entering the MBA program do not have the necessary undergraduate background for advanced coursework in business. Courses that prepare students for graduate-level coursework are referred to as "Skills" courses. Considering undergraduate transcripts and consulting with the student, the MBA director will determine the Skills courses that need to be taken. To facilitate speedy evaluation of Skills equivalencies, students may be asked to submit undergraduate catalog course descriptions and/or course syllabi in addition to their undergraduate transcripts. Requirements that are not satisfied may be fulfilled by taking Skills courses. Skills courses are specifically designed graduate courses that are two hours each and are offered in eight-week sessions. The MBA director may require completion of Skills courses if the undergraduate equivalents are older than eight years or if grades of less than *C* were earned.

Skills Courses (2 semester hours each)

ACC 605   Introduction to Financial Accounting
FIN   605   Fundamentals of Finance
BIS   605   Managerial Decision Analysis
BUS 605   Legal Environment

MBA Program Overview

The MBA (exclusive of Skills courses) is a 42-semester-hour degree, as follows:

1. *Integrative*
    ECO   610   Business and the Changing Global Environment
    MGT   620   Leadership and Ethics
    MGT   685   Business Strategy, Implementation, and Control
2. *Core Courses*
    MGT   612   Managing People & Organizations
    ACC   625   Accounting for Management
    ECO   625   Managerial Economics
    FIN   625   Financial Management
    MBI   625   Information Systems in Organizations
    MGT   625   Operations Management and Decision Analysis
    MKT   625   Marketing Management
    CMST 603   Business Communications

    Note: those with an undergraduate degree in business may omit the core course in their business major subject with the approval of the MBA director.
3. *Areas of Specialization (9 semester hours)*
    The following areas of specialization are available:
    a. *Business Administration*
        Completion of any three graduate business electives
        Specialization courses in the Human Resource Management area fulfill requirements for the Human Resource specialization only; i.e., HR electives may not be used to fulfill the requirements of the Business Administration specialization.
    b. *Entrepreneurship*
        Completion of three courses selected from the following:
        ENTP   640   Entrepreneurship and Innovations - Required 3
        and
        ENTP   670   Managing Growth and Entrepreneurship in Organizations 3
        ENTP   680   Corporate Entrepreneurship 3
        ENTP   696   Field Experience: Entrepreneurial Studies 3
    c. *Finance*
        Completion of three courses selected from the following:
        FIN   630   Investments and Security Analysis 3
        FIN   640   Derivative Securities 3
        FIN   650   Financial Marketings and Institutions 3
        FIN   660   International Finance 3

d. *Human Resources Management*

Completion of three courses selected from the following:

PSY	620	Job Analysis and Staffing – Required	3
PSY	635	Selection and Performance Appraisal	3
PSY	640	Training and Development	3
PSY	645	Organizational Consulting	3
PSY	694	Special Topics	1-3

Specialization courses in the Human Resource Management area fulfill requirements for the Human Resource specialization only; i.e., HR electives may not be used to fulfill the requirements of the Business Administration specialization.

e. *Information Systems*

This specialization may be completed by taking three of the Master of Science in Business Informatics (MBI) elective courses.f.   *International Business*

Completion of three courses selected from the following:

FIN	660	International Finance	3
MGT	660	International Management	3
MKT	660	International Marketing	3
LAW	934	International Law (Chase College of Law)	3
LAW	971	International Business Transactions (Chase College of Law)	3

g. *Marketing*

Completion of three courses selected from the following:

MKT	630	Customer Behavior and Marketing Communication	3
MKT	640	Services Marketing	3
MKT	650	Marketing Strategy and Planning	3
MKT	660	International Marketing	3

h. *Project Management*

Completion of the following three courses:

MGT	630	Essentials of Project Management	3
MGT	640	Total Quality Management	3
MGT	650	Project Management Implementation	3

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 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 have 1) a bachelor's degree from a regionally accredited institution and an undergraduate GPA of at least 2.5 (4.0 scale); 2) a score of at least 450 on the Graduate Management Admission Test (taken within the last five years) and a score of at least 550 on the Test of English as a Foreign Language (if applicable). Applicants must also satisfy the admission formula (see MBA section of this catalog). Two years of work experience are strongly encouraged. For application deadline dates and a more complete description of the MBA admission materials and criteria, see the separate information on the MBA program at http://cob.nku.edu/mba/.

For a more complete description of the law school admission process, see the College of Law catalog. Additional information is available from: Chase Admissions Office, (859) 572-5490, and the Law School Admissions Council, (215) 968-1001.

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

The following requirements apply to students entering Chase beginning in the fall semester of 2001. These program requirements do not apply to students already enrolled in the joint degree program.

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

Some students entering the MBA program do not have the necessary undergraduate background for advanced coursework in business. Courses that prepare students for graduate-level coursework are referred to as "Skills" courses. Based upon undergraduate transcripts and in consultation with the student, the MBA director will determine for each entering student which Skills courses must be taken. These courses are specifically designed graduate courses that in general combine the contents of two or more undergraduate business courses. The MBA director may require completion of Skills courses if the undergraduate equivalents are older than eight years or if less than *C* grades were earned.

1. *Skills Courses (8 hours)*

ACC	605	Introduction to Financial Accounting
FIN	605	Fundamentals of Finance
BIS	605	Managerial Decision Analysis
BUS	605	Legal Environment

2. *Integrative*

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

3. *Core Courses*

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

Note: those with an undergraduate degree in business may omit the core course in their business major subject with the approval of the MBA director.

4. *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, Business-Education-Psychology Center (BEP) 475. Program inquires should be directed to ELOC Program, Haile/US Bank College of Business, BEP 475, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099. Telephone: (859) 572-6310; fax (859) 572-5150; e-mail: eloc@nku.edu; website: http://cob.nku.edu/ELOC/.

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 three full-time faculty members before granting admission.

Admission Requirements

Students applying to the ELOC program must submit
1. an application for graduate admission and the application fee.
2. a personal statement and a professional career objective essay.
3. three letters of recommendation, one of which could be a letter of nomination or support from student's current organization.
4. 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 by August 1st.

Applicants are eligible for admission if they have
1. a bachelor's degree from a regionally accredited institution and an undergraduate GPA of at least 2.5 on a 4.0 scale.
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. 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

Second Year Curriculum
Fall

ELOC	630	Organization Strategy Development and Systems Thinking	3
ELOC	635	Managing Organizational Change	3

Spring

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

Summer

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.

CERTIFICATES IN BUSINESS

I. INTRODUCTION

Program Description

Northern Kentucky University's Haile/US Bank College of Business offers six graduate business certificates, designed to provide students with specialized knowledge in a specific discipline. The program is intended primarily to meet the needs of professionals living and working in the northern Kentucky-Greater Cincinnati region wishing to attend a part-time **non-degree** graduate program. The program's courses are offered in the evening.

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:
- Entrepreneurship
- Finance
- General Business
- International Business
- Marketing
- Project Management

Each certificate is a non-degree program composed of a minimum of 12 core credit hours. (Additional hours may be required if equivalent prerequisite courses have not been taken or waived.) 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

Entrepreneurship Certificate

MKT	625	Marketing Management	3
ENTP	640	Entrepreneurship and Innovation	3

2 of the Following:

ENTP	670	Managing Growth and Entrepreneurship in Organizations	3
ENTP	680	Corporate Entrepreneurship	3
ENTP	696	Field Experience: Entrepreneurial Studies	3
		Core Hours	12

Prerequisites

ACC	605	Introduction to Financial Accounting	2
FIN	605	Fundamentals of Finance	2
		Prerequisite Hours	4

Finance Certificate

FIN   625   Financial Management 3

3 of the Following:

    FIN   630   Investments and Security Analysis 3
    FIN   640   Derivative Securities 3
    FIN   650   Financial Markets and Institutions 3
    FIN   660   International Finance 3

Core Hours	12

Prerequisites

    ACC   605   Introduction to Financial Accounting 2
    FIN   605   Fundamentals of Finance 2

Prerequisite Hours	4

General Business Certificate*

ACC   605   Introduction to Financial Accounting 2
FIN   605   Fundamentals of Finance 2
BIS   605   Managerial Decision Analysis 2
BUS   605   Legal Environment 2
ECO   610   Business and the Global Changing Environment 3
MGT   612   Managing People and Organizations 3

Core Hours	14

* This certificate is not available for MBA students

International Business Certificate

ECO   610   Business and the Global Changing Environment 3
FIN   660   International Finance 3
MGT   660   International Management 3
MKT   660   International Marketing 3

Core Hours	12

Prerequisites

    FIN   625   Financial Management 3
    MGT   612   Managing People and Organizations 3
    MKT   625   Marketing Management 3
    ACC   605   Introduction to Financial Accounting 2
    FIN   605   Fundamentals of Finance 2

Prerequisite Hours	13

Marketing Certificate

MKT   625   Marketing Management...3

3 of the Following 4:

    MKT   630   Customer Behavior and Marketing Communications..3
    MKT   640   Services Marketing 3
    MKT   650   Marketing Strategy and Planning...3
    MKT   660   International Marketing 3

Core Hours	12

Project Management Certificate

MGT   612   Operations Management and Decision Analysis...3
MGT   630   Essentials of Project Management..3
MGT   640   Total Quality Management..3
MGT   650   Project Management Implementation...3

Core Hours	12

Transfer Credit

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

College of Education and Human Services
Business, Education, and Psychology 206

I. INTRODUCTION

Purpose

The faculty and staff of the College of Education and Human Services are committed to providing graduate programs for certified teachers and for candidates seeking initial certification that set a standard of excellence in the professional development of teachers. Programs are also available for school and community counseling and educational leadership. The Master of Arts in Education 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) enable teachers to upgrade their certification to the next rank.

The alternative certification programs are designed for individuals who wish to become a certified teacher and who are looking for a career change. There are several areas and types of certification programs available,

The Rank I program is designed to be a logical professional step beyond Rank II in that it continues to build the knowledge and skills of teachers in their current positions while it also attempts to give direction and assistance toward meeting the long-term professional career goals of teachers.

The Doctor of Education (Ed.D.) in Educational Leadership is designed for experienced, fully employed P-16 education leaders and practitioners. The goal of the program is to develop "practitioner scholars" by enhancing the effectiveness of local and/or regional leaders.

All graduate candidates must demonstrate progress toward meeting the Kentucky Teacher Standards for Preparation, the Interdisciplinary Early Childhood Education Standards, the Interstate School Leaders Licensure Consortium (ISLLC) Standards, and Council for Accreditation of Counseling and Related Education (CACREP). The Kentucky Teacher Standards identify what effective teachers know and do, while the ISLLC Standards identify additional competencies for instructional leaders. CACREP Standards contain the list of competencies counselors must demonstrate. Teacher candidates in the graduate programs must demonstrate professional leadership knowledge of content, ability to design and plan instruction, ability to create and maintain effective learning climates, ability to implement and manage instruction, ability to assess and communicate learning results, ability to reflect and evaluation teaching/learning, collaboration with colleagues, parents, and others, engagement in professional development, and the ability to implement technology. Graduate candidates seeking initial certification must demonstrate progress toward meeting Kentucky Teacher Standards as well as demonstrating competencies with a professional portfolio.

Accreditation and Membership

Northern Kentucky University is accredited by the National Council for the Accreditation of Teacher Education and the Southern Association of Colleges and Schools and is authorized by the Kentucky Education Professional Standards Board to offer Rank II and Rank I programs. The University holds membership in the American Association of Colleges for Teacher Education, Teacher Education Council of State Colleges and Universities, the World Council for Curriculum and Instruction.

The Teacher Education Committee

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

The Office of Graduate Studies in Education

Graduate Education is established as a unit of NKU's College of Education and Human Services. The director of graduate studies in education works closely with the dean of Education and Human Services. In consultation with the associate provost of graduate studies, the director is responsible for administering and ensuring compliance with regulations of the Graduate Council. The Office of Graduate Education is responsible for assigning academic advisors, for informing candidates of academic requirements, for monitoring candidates' progress throughout their course of studies to program completion, for developing and evaluating curriculum in conjunction with the Graduate Council, and for coordinating course scheduling (including off-campus classes). This office receives candidate appeals and presents them to the Graduate Council. The office can be reached at (859) 572-5237; fax (859) 572-1384.

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

II. ACADEMIC REQUIREMENTS

Program Offerings

Doctor of Education candidates who enter under this application intend to complete the application requirements for Doctor of Education (Ed.D.)

Master of Arts in Education candidates who enter under this application intend to complete the admissions and degree requirements for the Master of Arts in Education.

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

Master of Arts in Teaching candidates 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.

Master of Arts in School Counseling candidates 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 Community Counseling candidates who enter under this application intend to complete the admission and degree requirements for the Master of Science in Community Counseling.

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

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

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

Visiting/Transient Students

Candidates 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, however, 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.

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 600-699 are open to graduate students only.

Transfer Credit (Education) – Additional to those in the general section of this catalog

The credits to be transferred into a graduate education degree or other graduate program must be in accordance with the following additional guidelines:

1. Graduate credit earned at another institution to achieve initial certification as a teacher will not apply toward a graduate program at NKU.
2. The minimum GPA requirement for graduate work in the same or related discipline is a 3.00 on a 4.0 scale.
3. Candidates who wish to take a course at another institution after applying to NKU must obtain written permission from their advisor. This is documented on a Visiting Student form available in the Office of Graduate Programs.

The decision regarding transfer credits and the applicability to specific components of a student's course of study will be made by the graduate education staff in consultation with the program's director of coordinator. Courses appropriate for transfer into the professional core in the master's programs and the area of specialization of the Rank I program are the prerogative of the graduate education staff. Courses applicable to the content area and the elective area are the prerogative of the advisor.

Academic Advising

Once candidates are accepted to the master's, Rank I, MAT, or Alternative Certification in Special Education programs at the University, they are assigned academic advisors through the Office of Graduate Education. Because of the complexity of the programs at the graduate level, candidates are expected to maintain close consultation with their advisors. It is the responsibility of the candidates to confer with their advisors and to take the courses needed to complete their coursework.

Candidates should be advised to follow their prescribed course of study and to check with the Office of Graduate Education or 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.

Teacher Certification

Teachers holding regular teaching certificates who have 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 accepted

Rank II status is granted to teachers holding a teaching certification 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, 2) the Master of Arts in Teaching, and 3) 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 Education Professional Standards Board as an appropriate planned program for achievement of a Rank I classification.

Since the Master of Arts in Education, Rank I and Master of Arts in Teaching programs are planned programs, attainment of appropriate ranking will result only through an institutional recommendation. Candidates planning to finish the Master of Arts in Education, Rank I

Program, 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 semester	October 8
Summer	April 8
Fall semester	April 8

These forms, which may be obtained from and submitted to the Office of Graduate Education, are sent as recommendations through the Kentucky Office of Teacher Education and Certification after the candidate's course of study has been certified by the advisor and the Office of Graduate Education.

NKU master's programs in elementary, middle, and secondary education are approved curricula for the renewal of Kentucky teaching certificates. Therefore, in most cases, candidates completing the master's program will be recommended for the appropriate teaching certificate in addition to the rank change.

Candidates completing a reading and writing, instructional leadership, gifted education, interdisciplinary early childhood education, learning and behavior disorders program, instructional computer technology, teaching English as a second language, or environmental education must contact the Office of Graduate Education early to ensure submission of appropriate forms through the Division of Teacher Education and Certification.

Because these programs have detailed admission standards and prerequisites, candidates enrolling for one of the programs should work closely with the Office of Graduate Education, and their graduate advisor throughout the program.

ACADEMIC PROGRAMS

MASTER OF ARTS IN EDUCATION: TEACHER AS LEADER
Suzanne Soled, Ph.D., Department Chair
Shawn A. Faulkner, Ph.D., Program Director

I. PURPOSE

The Teacher as Leader Program (TLP) 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. A record showing you have met this must be maintained in lieu of a portfolio.

II. CONTACT INFORMATION

Graduate Education Office – BEP 268
gradedu@nku.edu or 859-572-1567

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 Program web page). Applicants whose admission requirements are not complete by the application deadline will be considered for admission if space is available.

Regular Admission
To be eligible for full admission you must:
1. Official on-line application to the Office of Graduate Programs as degree seeking graduate student for the Master's of Education: Teacher as Leader.
2. submit an official transcript of your bachelor's degree from an accredited institution showing a GPA of at least 2.5.
3. submit official Graduate Record Examination (general test) scores.
4. attain a score of 1300 points based on your undergraduate GPA x 200 + total of GRE verbal and quantitative scores.
5. submit a copy of your teaching certificate (or Kentucky Statement of Eligibility).
6. submit three letters of recommendation (forms can be found on the Office of Graduate Programs web page).
7. have at least one year of teaching experience.
8. submit a Professional Growth Plan (PGP) signed by school supervisor. (Information concerning the Professional Growth Plan is available on the College of Education and Human Services – Graduate Programs web page.)

Alternative Admission
1. Provisional - If you do not have one year of teaching experience, provisional admission is possible for a maximum of two semesters. You must take EDA 602, EDG 606 including field placement and complete a revised PGP for graduate director approval during this time.
2. Conditional - If you do not meet the GRE formula after two testings, conditional admission is possible for a maximum of two semesters during which the candidate takes EDA 602, EDG 606, EDG 605 and earns a cumulative GPA of 3.3 or higher and no grade below a *B*.
3. If you have not met the year of teaching and do not meet the GRE formula, you will not be admitted into the program.

IV. GENERAL PROGRAM REQUIREMENTS
1. A minimum of 30 semester hours completed with a GPA of at least 3.00
   0-6 hours of individual competence development
   15 hours of core courses
   a minimum of 12 hours in specialization area
   0-3 hours of electives
2. At least 15 semester hours in courses numbered 600 and above

V. PROGRAM COURSES

A. Core Courses (15 semester hours)
EDA 602 Leadership in Contemporary Schools..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..3
EDG   691   Applied Educational Research I..1
EDG   692   Applied Educational Research II. 2

B. Individual Competence Development (0-6 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 (0-6 semester hours)

Every candidate will select course(s) based on PGP with approval of advisor and graduate director to strengthen instructional design and teaching competence (e.g. reading/literacy, special education, statistics and content). 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. Content/Specializations Options (12-15 semester hours)

1. Leadership: Teacher as a School Community Leader
    Core Area (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)
    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 teaching certificate. Courses meeting the content component must be approved by the Graduate Education Office prior to student enrolling in the courses. Content is based on initial teaching certification area.
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. EDS 562 Early Childhood Special Education Programs, or an equivalent course or experience, is a prerequisite to EDU 564, 566, and 568.
    Core Area (12 semester hours)
    EDG   551   Classroom Activities in Early Childhood Education..3
    EDU   552   Infant and Toddler Education and Programming 3
    EDU   564   Collaboration in Early Childhood...3
    EDU   566   Assessment in Early Childhood Education 3
    Interdisciplinary Electives choose two (6 semester hours)
    EDU   550   Current Trends in Teaching Early Childhood Education 3
    EDS   561   Mental and Orthopedic Disabilities..3
    EDS   562   Early Childhood Special Education Programs 3
    EDS   570   Working with Families of Students with Disabilities...3
    EDU   565   Early Childhood Assessments for Screening..3
    EDS   554   Language Development and Emergent Literacy 3
    EDU   568   Administration and Supervision in Early Childhood Education 3
    EDG   650   Research and Theory in Early Childhood Development...3
    EDG   663   Behavior Analysis Procedures for Students with Exceptionalities 3
    EDG   664   Procedures and Materials for Remediating Learning and Behavior Disorders 3
    HSR   500   Multicultural Family Work: Principles and Practices 3
    SWK   510   Child Abuse 3
4. Learning and Behavior Disabilities P-12
    For LBD Endorsement: Completion of all courses (33-39 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 Procedures and Materials for Remediating Learning and Behavior Disorders..3
EDS 562 Early Childhood Special Education..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 LBD, 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 FMD endorsement: Completion of all courses (19 semester hours) and Praxis exam(s) as required by KYEPSB
   EDG 651 Assistive Technology in Special Education
   EDG 653 Language Development of Students with Disabilities
   EDG 665 Transdisciplinary Collaboration for Students with Moderate and Severe Disabilities
   EDG 668 Advanced Principles of Behavior Management
   EDG 669 Diagnostic and Prescriptive Teaching for students with Moderate and Sever Disabilities (4)
   EDS 588 Professional Laboratory Experience

6. Gifted Education P-12
   For Gifted and Talented Endorsement: Completion of all courses (12 semester hours) and Praxis exam as required by KYEPSB.
   Prerequisites 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 (12 semester hours) and three years of successful teaching experience.
   Prerequisites to starting the endorsement: One year of full-time teaching experience
   EDG 630 Language and Learning Across the Curriculum...3
   Core Courses (9 semester hours)
   EDG 632 Language and Literacy 3
   EDG 637 Analysis of Reading and Related Disorders 3
   EDG 639 Remediation of Reading and Related Disorders..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. English as a Second Language P-12
   For English as a Second Language Endorsement: Completion of all courses (17 semester hours) and Praxis exam as required by KYEPSB.
   ENG 531 English Grammar for Teachers of ESOL 2
   ENG 541 Linguistics for Teachers of ESOL..2
   ESL 602 Testing and Evaluation in Second Language Learning 2
   ESL 603 Methods/Materials: Writing and Grammar 3
   ESL 604 Methods/Materials: Listening, Speaking and Pronunciation..3
   ESL 605 Second Language Acquisition for Classroom Teachers...3
   ESL 606 Content-Based Instruction and Materials 2

9. 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.
    Core Courses (6 semester hours)
    EDG   645   Fundamentals of Environmental Education 3
    EDU   546   Teaching Environmental Education 3
    First Elective Course, choose one (3 semester hours)
    EDG   644/BIO 644 Aquatic Ecology for Teachers 3
    EDG   693   Selected Topics in Education 3
    BIO   694   Topics: Biological Sciences...3
    Second Elective Course, choose one (3 semester hours)
    ENV   578   Environmental Issues for Educators 3
    EDG   693   Selected Topics in Education 3
    BIO   694   Topics: Biological Sciences...3
10. Instructional Computer Technology: P-12**For ICT Endorsement: Completion of all courses (16 semester hours)
    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
    MST   640   Technical Training and Development 3
    EDG   603   Selected Topics in Technology in Education* 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.
11. Math and Science, choose four (12 semester hours)
    EDU   599   Selected Problems in Education (Mathematics or Science)
    EDG   640   Teaching Elementary Science
    EDG/BIO 644 Aquatic Ecology for Teachers
    EDG   646   Teaching Environmental Education
    EDG   658   Assessment Techniques for P-12 Mathematics
    EDG   659   Selected Topics in Mathematics Education
    EDG   693/699 Selected Problems/Topics in Education (Mathematics or Science)
    Other 500 or 600 level course in Math, Biology, Chemistry, Physics, Astronomy, or Geology with consent of advisor and/or course instructor
    This option does not lead to mathematics or science certification or endorsement

INSTRUCTIONAL LEADERSHIP
PRINCIPAL PREPARATION
MASTER OF ARTS IN EDUCATION OR RANK 1
Rosa Weaver, Ed.D., Program Coordinator

I. PURPOSE

The Master of Arts in Education and Rank 1 in Principal Preparation will lead to principal certification in Kentucky. The Principal Preparation Certificate Program has a two-fold purpose: (1) to prepare students for administrative positions as elementary, middle grades, and secondary principals, or supervisor, and (2) to provide in-service opportunities for administrators wishing to improve their professional competence.

II. CONTACT INFORMATION

Graduate Education Office – BEP 241
gradedu@nku.edu or 859-572-5237

III. ADMISSION REQUIREMENTS

The Principal Preparation Masters and Rank 1 programs at Northern Kentucky University are committed to developing the best future school leaders by enhancing the effectiveness of local/regional education leaders through: (1) increasing the knowledge, skills, and dispositions shown to promote learning and development and, (2) enhancing the ability to inspire others within their organization and community to excel. The program faculty and staff recruit and select the most promising educators to enter the program.

To be considered for admission to the program, you must submit the following documents:

a. a valid Teaching Certificate
b. an NKU graduate application
c. official transcripts of all institutions of higher education you have attended including that of your bachelor's degree from a regionally accredited institution. If you are applying for the Rank 1, your transcripts must also include your master's degree from a regionally accredited institution.
d. an official copy of your GRE general test. Applicants who have earned a master's degree do not need to submit GRE scores.
e. three letters of recommendation using the recommendation form found on the Office of Graduate Programs website completed by the educational associates attesting to the candidate's potential success as a school leader. One of these recommendations must be from the candidate's current principal or supervisor.

You must also have:

a. a minimum of three years teaching experience upon entry into either the masters's or Rank 1 program and five years before applying for certification.
b. a minimum of 2500 points calculated by multiplying the Graduate Record Examination (GRE) combined verbal and quantitative scores times the undergraduate Grade Point Average (GPA) on either the overall coursework or the last 60 hours of coursework attempted. For example: 850 (GRE combined score) times 3.0 (GPA for the last 60 hours) = 2550. Applicants who have earned a master's degree do not need to submit GRE scores. The minimum requirement will be a graduate GPA of 3.0

The application process consists of:

1. Completion and submission of the Program Application Packet including:
   a. A letter of introduction and interest in which you briefly describes your educational and leadership background along with future career goals and aspirations (500 words maximum).
   b. Completion of 3 written essays (approximately 500 words each) that include:
      i. personal leadership philosophy
      ii. effective teaching/learning practices
      iii. evidence of ability to improve student achievement
         These essays will be scored using a rubric that assesses use of best practice, communication skills, dispositions and technology developed by university faculty and P-12 district administrators.
2. Admission interview with NKU university 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 consist of an individual or group interview and the completion of an on-demand essay. 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 the candidate's acceptance. The interview will seek evidence of knowledge of curriculum an assessment, and leadership and management potential and dispositions associated with effective leadership.

IV. COURSE REQUIREMENTS Both levels must be completed to receive either the master's or Rank 1.

Level One Course Sequence (21 semester hours) – Completion of all courses in the level one sequence is the minimal preparation to serve in the position of a school principal.

(All courses are three semester hours unless noted.)

EDA	602	Introduction to School Leadership and Administration	3
EDA	610	School Leadership Practicum	3
EDG	618	Advanced Curriculum Studies	3
EDA	624	Technology and Best Practices for School Improvement	3
EDA	628	School Law and Ethics	3
EDA	631	Leadership for School	3

Program Collaboration

EDA	669	Leadership for School Problem Solving	3

Level Two Course Sequence (12 semester hours) – Completion of all courses in the level two sequence to obtain the first five year renewal of the school principal certificate.

EDA	627	School Finance and Support Services	3
EDA	634	Leadership for Human Resources Development in Schools	3
EDA	646	Leadership for School Community Relations	3
EDA	650	Leadership for School Program Improvement	3

V. EXIT REQUIREMENTS

1. Satisfy general degree requirements.
2. Complete all coursework listed above.
3. Submit a satisfactory professional portfolio that meets the ISLLC Standards.
4. Complete appropriate testing as required by the Kentucky Education Professional Standards Board (EPSB). This includes completing the School Leaders Licensure Assessment with a minimum score of 165 and the Kentucky Specialty Test with a minimum score of 85%.

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). This includes completing the School Leaders Licensure Assessment with a minimum score of 165 and the Kentucky Specialty Test with a minimum score of 85%.
2. Completion of five years of successful teaching.
3. Submission of the appropriate TC-1 and other appropriate documents to the Graduate Education Office in BEP 268.

MASTER OF ARTS IN TEACHING (MAT)
Brandelyn Tosolt, Ph.D., Program Coordinator

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. Candidates will be enrolled on a part-time basis for all terms, with the exception of the final semester when student-teaching is to be completed. The primary purpose of this part-time 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 5-12	Grades P-12
English and Communications	Biological Sciences	Business and Marketing	French
Mathematics	Chemistry		German
Comprehensive 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

Graduate Education Office – BEP 268
mat@nku.edu or 859-572-5237

III. ADMISSION REQUIREMENTS

Phase I:
Before you can be considered for the MAT program the following conditions must be met:
1. submission of an unofficial copy of all college transcripts documenting your content area to be sent directly to the Office of Graduate Education by the issuing institution. You must have an earned undergraduate grade point average (GPA) of at least 2.5 ona 4.0 scale or a GPA of at least 3.0 in the last 60 hours of undergraduate study.
2. an evaluation of all transcripts that document the content area in which you plan to teach conducted by an authorized faculty member of Northern Kentucky University. You will not be admitted into the program until this evaluation has been completed. An official letter from the Graduate Education Office will sent to you detailing what content courses you still have to take. If you do not receive such a letter, it is your responsibility to contact the Graduate Education Office; you should not assume everything is okay. Please visit the MAT webpage at http://www.nku.edu/~education/graduate/2002/mat.htm to see how to request an evaluation. If the evaluation shows that you have not met the content requirement for a certification area, you must complete the necessary undergraduate coursework as required for that certification area before beginning any of the graduate work in the MAT program. No course in which a grade below *C* was earned may be accepted as part of the content area.
3. your certification area GPA (combining both previously earned credit as well as new credits required for completion of the content area) that is no lower than 2.5 on a 4.0 scale.

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:
Once you have fulfilled the requirements for Phase I, you must submit to the Office of Graduate Programs:
1. a general application for graduate admission and application fee. This application may be found online at http://gradschool.nku.edu.
2. a supplemental Master of Arts in Teaching program application which can be found online at http://www.nku.edu/~education/graduate/2002/mat.htm.
3. official scores for the Graduate Record Exam (GRE) general test. To register go to: http://www.ets.org and look for GRE.*
4. official scores of the appropriate Praxis II content exams with the minimum score required by the state of Kentucky Education. To register go to: http://www.ets.org and look for Praxis II.
5. official, sealed transcripts of all undergraduate and graduate courses sent directly from the institutions attended.
6. 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.

7. a criminal background check from the state of residence or a federal background check.
8. resumé.
9. 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 achieved a 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 III.

Phase III:
This is the final portion of the admission process and must be completed before any graduate course work that will be applied to the MAT degree may be taken.
1. You must successfully complete an initial interview with a panel of educators to ensure the qualifications have been met that and you possess the professional disposition to become an educator.
2. Your application must be approved by the MAT committee and the Teacher Education Committee.
3. If you are applying for the Alternative Certification option of the Program under SB 77, a form (available in the graduate education program office) from the superintendent of the district planning to employ you and a completed the TC-TP form for the Kentucky Education Professional Standards Board must be submitted. Once accepted, the candidate must obtain a signature on the MAT Verification of Employment form.

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 641 Technology in Middle/Secondary Classrooms 2
EDMT 632 Curriculum Design & Assessment 3
EDMT ___ Methodology/Pedagogy in the Disciplines 3
EDMT 693 Middle Grades/Secondary Practicum II 1

Summer Semester III (5 Hours)
EDMT 610 Foundations of American Schooling 2
EDMT 622 Cultural Identity and 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. 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

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 Educational Professional Standards Board.
2. complete of the MAT curriculum with at least a 3.0 on a 4.0 scale.
3. 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.
4. 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

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

Graduate Education Office – BEP 268
gradedu@nku.edu or 859-572-5237

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 disposition 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	696	Problems & Issues in Special Education	3
EDG	630	Foundations of Literacy	3

Fall Semester I
EDG	660	Learning & Behavior Disorders	3
EDS	561	Mental & 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 & Behavior Disorders 3
EDG   664   Procedures & Materials for Remediating Learning & 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

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.   Presentation of a professional portfolio that demonstrates mastery of the Kentucky Teacher Standards.
4.   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., Program Director

I. PURPOSE

The Rank 1 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

Graduate Education Office – BEP 268
gradedu@nku.edu or 859-572-5237

III. ADMISSION REQUIREMENTS

All admission requirements should be submitted to the Office of Graduate Programs in
the Lucas Administrative building AC 302.
1. Online application as a non-degree graduate student for Rank 1 certificate program
2. Completion of a master's or approved equivalent preparation at a regionally accredited institution with a minimum GPA of 3.00. Official transcripts must be sent to the Office of Graduate Programs, AC 302 by the college or university attended.
3. Copy of earned Rank II Kentucky Teaching Certificate or out-of-state equivalent. If Rank II is not specified on the certificate, the candidate should submit copies of any letters from the Kentucky Education Professional Standards Board (EPSB) involving the change in rank.
4. Submission of three letters of recommendation from professionals in education attesting to the candidate's performance as an educator.

IV. GENERAL PROGRAM REQUIREMENTS

1. A minimum of 30 semester hours of graduate work beyond a master's degree or approved equivalent completed with a GPA of at least 3.00 on a 4.00 point scale.
2. At least 15 semester hours in courses numbered 600 and above.
3. No more than nine semester hours may be taken in independent study and special course.s
4. Unless previously taken all candidates are required to enroll their first semester in EDG 604 graduate orientation.
5. Unless a portfolio in their Rank II Programs was submitted, candidates must submit a successful professional portfolio documenting the Kentucky Teacher Standards in order to complete the program.
6. Students may transfer a maximum of 15 semester hours of graduate coursework if all other transfer credit conditions are met.

V. CURRICULUM

With the exception of the Instructional Leadership program, the Rank I curriculum is as follows:
Professional Core Options (12 semester hours)
1. **Curriculum and Teaching**
   Required courses, if not previously taken (6 semester hours)
   EDG   604   Orientation to Graduate Programs in Education..0
   EDG   618   Advanced Curriculum Studies (or equivalent replacement)..3
   EDG   624   Pupil Assessment and Evaluation 3
   Additional Electives (6-12 semester hours) – must be approved by candidate's advisor.
   EDG   602   Technology in Education 3
   EDG   606   Learning in a Diverse Society..3
   EDG   660   Learning and Behavior Disorders 3
   EDG   693   Selected Topics in Education..3
2. **Gifted Education**
   For Gifted and Talented Endorsement: Completion of all courses (12 semester hours) and Praxis exam as required by KYEPSB. Master's degree or completion of an approved program of preparation at the graduate level.
   Prerequisites 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.
   Required Courses:
   EDG   621   Introduction to Gifted Education 3
   EDG   623   Teaching Creative and Higher-Level Thinking 3
   EDG   625   School Programs for Gifted Students 3
   EDG   627   Seminar and Field Experiences in Gifted Education 3

3. **Reading and Writing - P-12**

    For Reading and Writing Endorsement: Completion of all courses (12 semester hours) and three years of successful teaching experi-ence. Master's degree or completion of an approved program of preparation at the graduate level.

    Prerequisites to starting the endorsement: One year of successful teaching experience

    EDG   630   Language and Learning Across the Curriculum .... 3.

    Required Courses

    EDG   632   Language and Literacy 3

    EDG   637   Analysis of Reading and Related Disorders 3

    EDG   639   Remediation of Reading and Related Disorders 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.

4. **Learning and Behavior Disorders - P-12**

    EDG   666   Introduction to Education of Students with Exceptionalities

    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   Procedures and Materials for Remediating Learning and Behavior Disorders 3

    EDS   562   Early Childhood Special Education 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

    EDS   588   Professional Laboratory Experiences 3

    EDS   658   Assessment Techniques for P-12 Mathematics 3

5. **Moderate and Severe Disabilities P-12**

    a. If not certified in LBD, 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 663 Educational Assessment of Learning and Behavior Disorders 3

    EDG 663 Behavior Analysis Procedures for Students with Exceptionalities 3

    b. Moderate and Severe Disabilities for students who are currently LBD certified or completing the prerequisite courses.

    EDG   651   Assistive Technology in Special Education

    EDG   653   Language Development of Students with Disabilities

    EDG   665   Transdisciplinary Collaboration for Students with Moderate and Severe Disabilities

    EDG   668   Advanced Principles of Behavior Management

    EDG   669   Diagnostic and Prescriptive Teaching for students with Moderate and Severe Disabilities (4)

    EDS   588   Professional Laboratory Experience

6. **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. EDS 562 Early Childhood Special Education Programs, or an equivalent course or experience, is a prerequisite to EDU 564, EDU 566, and EDU 568.

    Core Area (12 semester hours)\

    EDG   551   Classroom Activities in Early Childhood Education 3

    EDU   552   Infant and Toddler Education and Programming... 3

    EDU   564   Collaboration in Early Childhood Education 3

    EDU   566   Assessment in Early Childhood Education 3

    Interdisciplinary Electives (6 semester hours)

    EDU   550   Current Trends in Teaching Early Childhood Education 3

    EDS   561   Mental and Orthopedic Disabilities 3

    EDS   562   Early Childhood Special Education Programs 3

    EDS   570   Working with Families of Students with Disabilities 3

    EDU   565   Early Childhood Assessments for Screening 3

    EDU   554   Language Development and Emergent Literacy... 3

    EDU   568   Administration and Supervision in Early Childhood Education.. 3

7. **English as a Second Language - P-12**

For English as a second language endorsement: Completion of all courses (17 semester hours) and Praxis Exam are required by KYEPSB.

ENG	531	English Grammar for Teachers of ESOL	2
ENG	541	Linguistics for Teachers of ESOL	2
ESL	602	Testing and Evaluation in Second Language Learning	2
ESL	603	Methods/Materials: Writing and Grammar	3
ESL	604	Methods/Materials: Listening, Speaking and Pronunciation	3
ESL	605	Second Language Acquisition for Classroom Teachers	3
ESL	606	Content-Based Instruction and Materials	2

8. **Environmental Education - P-12**

For Environmental Education Endorsement Completion of 12 semester hours in accordance with NAAEE Guidelines for the Initial Preparation of Environmental Educators Standards, students must gain their advisors' approval prior to enrolling in courses.

Core Courses (6 semester hours)

EDG	645	Fundamentals of Environmental Education	3
EDU	646	Teaching Environmental Education	3

First Elective Course (3 semester hours

EDG/BIO 644	Aquatic Ecology for Teachers	3
EDG 693	Selected Topics in Education	3
BIO 694	Topics: Biological Sciences	3

Second Elective Course (3 semester hours):

ENV	578	Environmental Issues for Educators	3
EDG	693	Selected Topics in Education	3
BIO	694	Topics: Biological Sciences	3

9. **Instructional Computer Technology)**

For ICT Endorsement: completion of all courses (16 semester hours)

Core Courses:

EDG	602	Technology in Education First Course	3
TTE	692	Technology Teaching: Independent Research (field component), Final Course	3

Instructional Design Strand choose one (3 semester hours)

TTE	620	Instructional Technology	3
MST	640	Technical Training and Development	3
EDG	603	Selected Topics in Technology in Education*	

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 in selected discipline area with approval of advisor (9 semester hours)

1. Communications, Arts and Humanities

   Art, Theatre, English, Foreign Language, Literature, Music, Philosophy, Speech, Journalism

2. Science, Mathematics, and Technology

   Astronomy, Mathematics, Biology, Physical Sciences, Chemistry, Physics, Technology, Geology

3. Social and Behavioral Sciences

   Anthropology, Public Administration, Economics, Geography, History, Political Science, Psychology, Sociology, Social Work

Electives Core (9 semester hours)

Appropriate coursework taken with approval of student's advisor.

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

INSTRUCTIONAL LEADERSHIP
RANK I CERTIFICATE – SUPERVISOR OF INSTRUCTION PROGRAM
Rosa Weaver, Ed.D., Program Coordinator

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

Graduate Education Office – BEP 241
gradedu@nku.edu or 859-572-5237

III. ADMISSION REQUIREMENTS

To be considered for admission to the program, you must submit:
1. an NKU graduate application. Instructions are available on the NKU website.
2. official transcripts of your bachelor's and master's degrees (with a minimum graduate GPA of 3.0) from a regionally accredited institution.
3. a valid Teaching Certificate.
4. three letters of recommendation using the recommendation form found on the Office of Graduate Programs website and completed by the educational associates attesting to your potential success as a school leader. One of these recommendations must be from your current principal or supervisor.
5. evidence of a minimum of three years teaching experience upon entry to the program and five years before applying for certification.
6. Admission interview with NKU university faculty and P-12 instructional leaders. After a thorough review of the application materials, the admissions committee will select candidates to be interviewed.

If you completed NKU's MA.Ed. for Principal Preparation program, the letter of introduction, essay, and interview are waived for the Rank 1 Supervisor of Instruction certificate.

The application process consists of:
1. Completion of the Program Application Packet including:
   a. A letter of introduction and interest in which the candidate briefly describes his/her educational and leadership background along with future career goals and aspirations (500 words maximum).
   b. Completion of three written essays (approximately 500 words each) that include:
      i. Personal leadership philosophy.
      ii. Effective teaching/learning practices.
      iii. Evidence of ability to improve student achievement.
          These essays will be scored using a rubric that assesses use of best practice, communication skills, dispositions and technology developed by university faculty and P-12 district administrators.
2. Completion of an admission interview with NKU university 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 you individually or in a group setting and will include the completion of an on-demand essay. 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 the candidate's acceptance. The interview will seek evidence of knowledge of curriculum assessment, leadership and management potential and dispositions associated with effective leadership.

IV. COURSE REQUIREMENTS

Level One Course Sequence (18 semester hours)
EDA	601	Introduction to School Leadership and Administration	
EDG	618	Advanced Curriculum Studies	3
EDA	624	Technology and Best Practices for School Improvement	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 IL advisor.)

V. COURSE SUBSTITUTIONS

If any of the required courses were taken previously to complete the 30 hours Rank 1 program, you may take one of the options from the Rank 1 program for teachers, the superintendent program, or other courses approved by the Graduate Director to reach the 30 hour requirement.

VI. EXIT REQUIREMENTS

The certification will be awarded to candidate upon
1.   completion all coursework.
2.   submission of satisfactory portfolio that meets the ISLLC Standards.
3.   submission of the appropriate TC-1 and other appropriate documents to the Graduate Education office in BEP 268.

INSTRUCTIONAL LEADERSHIP
SCHOOL SUPERINTENDENT CERTIFICATION PROGRAM
Rosa Weaver, Ed.D., Program Coordinator

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

Graduate Education Office – BEP 241
gradedu@nku.edu or 859-572-5237

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 and requirements of the Department of Teacher Education and School Leadership.

To be considered for admission applicants must submit:
1. a valid Kentucky classroom teaching certificate.
2. three years full-time teaching experience
3. An official copy of your undergraduate degree from a regionally accredited institution of higher education, with a total GPA of 2.5 an a 4.0 scale.
4. an official transcript of your master's degrees from regionally accredited institutions of higher education, with a total cumulative graduate grade point average of a 3.0 on a 4.0 scale.
5. three letters of recommendation using the recommendation form found on the Office of Graduate Programs website and completed by the educational associates attesting to your potential success as a school leader. One of these recommendations must be from your current principal or supervisor.
6. evidence of completion of Level I and II principal preparation and certification for any one of the following positions: Early Elementary Principal (grades P-4); Middle School Principal (grades 5-8); Secondary School Principal (grades 9-12); School Principal (all grades).
7. evidence of at least two years 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
8. completion of an interview and approval of the Department of Teacher Education and School Leadership Admissions Committee

IV. COURSE 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
EDG	649	School System Administration	3
EDA	659	Strategic Management in Education	3
EDA	679	School Superintendency Practicum	1
EDA	680	School Superintendency 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.
2. satisfactory performance on the ISLLC Standards.
3. minimum GPA of 3.0 or higher.
4. submission of the appropriate TC-1 and other appropriate documents to the Graduate Education office BEP 268.

DOCTOR OF EDUCATION (Ed.D.) IN EDUCATIONAL LEADERSHIP*
Michael Chirichello, Ph.D., Program Coordinator
*All curriculum pending final approval

I. PURPOSE

The Doctor of Education (Ed.D.) in Educational Leadership Program is designed for experienced, fully-employed P-16 education leaders and practitioners. The goal of the program is to develop "practitioner scholars" by enhancing the effectiveness of local/regional educational leaders through: 1) increasing the knowledge, skills, and dispositions shown to promote learning and development; 2) enhancing the ability to inspire others within their organization and community to excel; and 3) engaging themselves and their institutions within the broader communities to increase the educational attainment, economic viability, and livability of our metropolitan area.

II. CONTACT INFORMATION

Educational Leadership Programs – BEP 241
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.
7. Names and contact information for five professional references with whom you have worked within the past five years and who may be contacted for additional information.

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. the student has 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 examination 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. COURSE 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	Applied Educational Statistics	3
EDD	811	Assessments and Evaluation	3
EDD	812	Participatory Action Research and Program Evaluation	3
EDD	849	Dissertation Seminar: Advanced Educational Research	3
EDD	899	Dissertation Research (9-15)	

Specialization Requirements — 12 Credit Hours

EDD	820	Theory and Practice in Educational Administration	3
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	831	Linking Assessment, Learning, and Curriculum	3
EDD	832	Instructional Leadership and 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 examination.
3. successfully complete and defend your dissertation.

COUNSELOR EDUCATION PROGRAM
Michael Altekruse, Ed.D., Department Chair
Jacqueline Smith. Ed.D., Program Director

I. INTRODUCTION

Purpose

The purpose of the Counselor Education Program 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 community agencies and other mental health settings, for public schools in K-12 settings, and student affairs counselors for working in college settings such as advising, residence halls, and career centers.

The coursework for the degree programs corresponds to the academic and experiential standards outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and prepares students to be eligible to receive licensure as a professional counselor or certification as a professional school counselor. The school guidance/counseling certification preparation is consistent with the Experienced School Counselor Standards established by the Kentucky Education Professional Standards Board and/or with standards adopted by the CACREP for school counselors.

Office of the Counselor Education Program

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. For additional information visit www.nku.edu/~mscounseling or contact Dr. Jacqueline Smith, Director at (859) 572-6149 or via e-mail at smithjac@nku.edu.

II. ADMISSION REQUIREMENTS

All applicants applying to degree programs in the Counselor Education Program must submit the following:
- A graduate application for admission to Northern Kentucky University.
- A Counselor Education Program application indicating the area of desired study.
- Official copies (in sealed envelopes) of transcripts of all undergraduate and graduate work. An official copy of the GRE ® General Test score report including verbal, quantitative, and writing scores.
- A current resumé.
- A 500-700 word essay demonstrating evidence of your potential to practice in your desired area of study, a concern and ability to work effectively with people, reasons for wanting to become a professional in your desired area of study, any relevant work or volunteer experiences, and examples of important events that have influenced your career goals.
- 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.
- Applicants interested in school counseling must also submit a criminal background check (state and federal).

III. PROGRAMS WITHIN THE COUNSELOR EDUCATION PROGRAM

1. **MA School Counseling**
   a. The master's degree specialization in School Counseling is a 48-hour program designed to prepare counselors with the skills needed to provide counseling, consulting, and comprehensive guidance services in elementary and secondary school settings. Graduates from this program will help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society.
   b. Students who successfully complete the master's degree will be recommended for Kentucky Provisional certification as a guidance/school counselor.
2. **MS Community Counseling**
   a. **Community Counseling specialization** The Community Counseling specialization is a 60-semester-hour program designed to provide concentrated training and experience to master the knowledge and skills of direct practice with individuals, families, and small groups in community mental health centers, private practice, schools, government, hospitals, business and industrial settings, and other agency settings that provide mental health and social services. All courses counting towards the MS in Community Counseling degree *must be completed* within four years of beginning the program.
   The curriculum fulfills the National Board for Certified Counselor (NBCC) educational requirements to sit for the exam for National Counselor Certification. This program also meets the academic coursework requirements for licensure by most state licensure boards including the Kentucky Board of Licensed Professional Counselors, the Licensed Professional Clinical Counselor-(LPCA) and the Ohio Counselor, Social Work, Marriage and Family Therapy Board to become a licensed professional counselor (LPC) with the option of pursuing additional post-graduate clinical supervision for licensure as a professional clinical counselor (LPCC).
   b. **Student Affairs Student Development specialization** This 36-semester hour specialization will allow students to focus on college

student issues as a specialty and introduce graduate students to the study of college and university administration, college student developmental issues, and student affairs program development, evaluation, and administration. This program is believed to be attractive to both traditional and nontraditional students, especially those already working at universities and who are seeking a master's degree for career advancement.

3. **Professional Certifications**

   a. **Rank 1** Students in the master's degree program in school counseling who successfully complete everything but the internship and are offered a school counseling position would be recommended for the one-year Kentucky Temporary Provisional Certificate in school guidance/counseling. The Temporary Provisional Certificate would be renewed for one year for students to complete the 48-hour Master's degree program.

   b. **Rank II** certification will be recommended for students who complete 33 semester hours of the school counseling program. Rank I certification will be recommended for school counseling students who complete 60 graduate hours.

4. **Certificates granted by NKU**

   The Certificate program in College Student Development Administration (CSDA) is available for students seeking a shorter and more specialized course of study, offering an alternative to the full Community Counseling master's program. Students who hold entry or mid-level positions in student development, or those with master's degrees in other fields, may choose this certificate to prepare for or advance career prospects in student development or higher education administration.

IV. GENERAL ADMISSION REQUIREMENTS

Interested candidates with a bachelor's degree in fields related to counseling such as mental health/human services, social work, and psychology, those with bachelor's degrees in education, and those with other bachelor's degrees and experience in human services, education, or student affairs may qualify for admission to the master's programs. Admission is selective and highly competitive. We strongly suggest applying as early as possible. Program applications are available on the Counselor Education website: www.nku.edu/~msccounseling. **All** material should be sent directly to the Office of Graduate Programs, AC 302. Only completed application files will be reviewed by the Admissions Committee. Applications will be reviewed beginning March 1 and will be reviewed on a rolling basis as space availability permits.

Each of the programs listed above has additional admission requirements. Applicants should be certain to read the guidelines for the specific program to which they are applying.

Transfer Credit

Please see regulations on transfer credit in the general section of this catalog. Transfer courses may not include courses equivalent or similar to practicum (COU 690 or COU 693) or internship (COU 691 or CSD 691).

V. GENERAL DEGREE REQUIREMENTS

The Counselor Education faculty subscribe to the American Counseling Association (ACA) Code of Ethics and Standards of Practice and to the American School Counseling Association (ASCA) Code of Ethics as the ethical codes governing the professional behavior of students and faculty members. Students are expected to familiarize themselves with these principles and demonstrate them throughout their academic and experiential work. **Failure to do so may result in expulsion from the program**.

To supplement their graduate study, students are strongly encouraged to hold student membership in those national, state, and local professional organizations or associations which represent their area(s) of special interest such as: the American Counseling Association (ACA); the American School Counseling Association (ASCA); the American College Personnel Association (ACPA); the National Association of Student Personnel Administrators (NASPA); the Association for Play Therapy (APT); the Kentucky Counseling Association (KCA); the Kentucky School Counseling Association (KSCA); the Northern Kentucky Counseling Association (NKCA); the Kentucky Association for Play Therapy (KAPT); the Greater Cincinnati Counseling Association (GCCA); and, Chi Sigma Iota, (CSI).

Progression Requirements

A GPA of at least 3.00 must be maintained for all coursework taken in the program. Students whose GPA falls below 3.00 will be placed on probation; those remaining on probation for nine consecutive hours will be dropped from the program. NO STUDENT WILL BE ALLOWED TO ENROLL FOR CLINICAL INSTRUCTION WHILE ON PROBATION. Students will be advised by faculty as to their options to successfully progress in their program of study. 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.

Program Curriculum

All master's students are required to complete the Core Courses, Required Courses, Specialty Coursework, and Clinical Instruction to ensure that they develop a professional counselor identity and master the knowledge and skills to practice effectively. Students are advised to follow their prescribed course of study and check with their advisor before taking classes not listed on their appropriate course of study.

VI. Exit Requirements

Students are not guaranteed a master's degree in School Counseling or the Mental Health specialization of Community Counseling only by attending and completing courses. Students additionally must pass a written comprehensive examination for their capstone experience. At

the conclusion of their plan of study and upon successful completion of the coursework, in order to receive their degree, students must take the Counselor Preparation Comprehensive Examination (CPCE®). The purpose of CPCE® is to stimulate student integration of knowledge learned in separate courses and assess knowledge, skills, and abilities viewed as important for providing effective counseling services. The CPCE® is designed to be general in nature and is intended to assess cognitive knowledge, which should be known by all counselors regardless of their individual professional specialties. Students must submit official examination results with a TOTAL SCORE that meets or exceeds the minimum criterion score. Additional information on the CPCE ® can be found at http://www.cce-global.org/cpce. Students will incur all costs associated with the CPCE®. There is no official study guide for the CPCE. Since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE. The CPCE is not intended or designed as an alternate credentialing examination.

MASTER OF ARTS IN SCHOOL COUNSELING
Jacqueline Smith, Ed.D., Program Director

A. Admission Requirements

In addition to the general admission requirements to counseling programs listed above, applicants must submit the following:

- A graduate application for admission to Northern Kentucky University.
- A program application for the Graduate Counseling Program indicating the area of desired study
- Official copies (in sealed envelopes) of transcripts of all undergraduate and graduate work. An official copy of the GRE ® General Test score report including verbal, quantitative, and writing scores.
- A criminal background check (state and federal).
- A 500-700 word essay demonstrating evidence of your potential to practice counseling, a concern and ability to work effectively with people, reasons for wanting to become a professional school counselor, any relevant experiences in the human services or education profession, and examples of important events that have influenced your career goals.
- 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.

Applicants are eligible for regular admission if they have:

- A baccalaureate degree from a regionally accredited college or university with an overall minimum 2.75 undergraduate grade point average on a 4.0 scale. Undergraduate coursework must contain 48 semester credits (or equivalent in quarter hours) in the liberal arts that include one course in statistics.
- Achieved a cumulative score of at least 1,350 when the GPA and GRE scores are computed in the following formula: (GPA x 200)+GRE (verbal and quantitative sections) = 1,350.
- A recommended GRE Analytical Writing Measure of at least 3.5 as evidence of writing and analytical skills compatible with graduate level standards.
- Successful completion of an interview with the Graduate Counseling Program Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the counseling profession.

Conditional Admission

Promising applicants who do not meet all of the requirements for regular admission may be recommended for conditional admission to the program. Conditional status will be changed to regular status if the student achieves a 3.0 in the first 12 semester hours of coursework. Students who do not meet this GPA will not progress in the program.

Applicants who have not earned college credit in elementary statistics may be granted conditional admission. However, this deficiency must be made up within two semesters after admission. In cases where an individual's background in behavioral and social sciences is limited, additional coursework may be required. Courses in developmental, personality, social, and quantitative psychology are particularly good foundation courses. Graduate students who are required to take undergraduate courses and decide to take them from NKU must submit an undergraduate application in order to obtain transcripted credit for the undergraduate courses and to be assessed the appropriate tuition rate for the undergraduate classes.

Provisional Admission

Potential applicants should consult the General Section of this catalog for conditions that warrant provisional admission.

B. Curriculum

Core Courses (27 semester hours)

COU	602	Orientation to Professional School Counseling	3
COU	610	Counseling Diverse Populations	3
COU	630	Career Development and Counseling Processes	3
COU	640	Counseling Techniques	3
COU	641	Theories in Counseling and Psychotherapy	3
COU	650	Theories and Practice of Group Counseling	3
COU	660	Assessment and Evaluation	3
COU	680	Research Methods and Program Evaluation	3
PSY	622	Development Across the Lifespan	3

Required Courses (12 semester hours)

COU	621	Counseling Children	3
COU	673	Counseling Adolescents	3
COU	647	Elementary School Counseling and Guidance Services	3
COU	648	Secondary School Counseling and Guidance Services	3

Clinical Instruction (9 semester hours)

The program includes supervised clinical training experiences in a professional setting compatible with the student's career goals. Clinical training provides an opportunity for students to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. Students must purchase professional liability insurance prior to their clinical training.

COU 693 School Practicum (100 clock hours)..3
COU 691 Internship I (300 work experience hours)..3
COU 692 Internship II (300 work experience hours)...3

C. Exit Requirements

Students in the school counseling programs must satisfy all program requirements to be eligible for graduation. These include a satisfactory professional portfolio submitted upon completion of the school counseling degree.

TEMPORARY SCHOOL COUNSELING PROVISIONAL CERTIFICATION
up to 36 semester hours
(Not an NKU certificate program)

A. Admission Requirements

In addition to the general admission requirements to counseling programs listed above, applicants must submit the following:

- A graduate application for admission to Northern Kentucky University.
- A program application for the Graduate Counseling Program indicating the area of desired study.
- Official copies (in sealed envelopes) of transcripts of all undergraduate and graduate work.
- An official copy of the GRE score report including verbal, quantitative, and writing scores.
- A criminal background check (state and federal).
- Evidence of potential to practice counseling and a concern and ability to work effectively with people by submitting a written essay describing reasons for wanting to become a professional school counselor, any relevant experiences in the human services or education profession, and examples of important events that have influenced career goals.
- 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.

Applicants are eligible for regular admission if they have:

- A baccalaureate degree from a regionally accredited college or university with an overall minimum 2.75 undergraduate grade point average on a 4.0 scale. Undergraduate coursework must contain 48 semester credits (or equivalent in quarter hours) in the liberal arts that includes one course in statistics.
- Achieved a cumulative score of at least 1,350 when the GPA and GRE scores are computed in the following formula: (GPA x 200)+GRE (verbal and quantitative sections) = 1,350.
- A recommended GRE Analytical Writing Measure of at least 3.5 as evidence of writing and analytical skills compatible with graduate level standards.
- Successful completion of an interview with the Graduate Counseling Program Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the counseling profession.

B. Curriculum

COU	602	Orientation to Professional School Counseling	3
COU	610	Counseling Diverse Populations	3
COU	621	Counseling Children	3
COU	630	Career Counseling	3
COU	673	Counseling Adolescents	3
COU	640	Counseling Techniques	3
COU	641	Theories in Counseling and Psychotherapy	3
COU	647	Elementary School Counseling and Guidance Services	3
COU	648	Secondary School Counseling and Guidance Services	3
COU	650	Theories and Practice in Group Dynamics	3
COU	693	School Counseling Practicum	3
COU	691	Internship I	3

Students must complete the 48-hour Master's degree program within 2 years of issuance of the temporary provisional certificate.

RANK I-STANDARD CERTIFICATION

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 at least 30 semester hours of approved graduate work or its equivalent.

A. Admission Requirements

Students applying to the Rank I-Standard Certification program must submit the following documentation:
- Documentation of successful completion of an approved graduate level counseling or guidance/school counseling degree program from a regionally accredited institution with a minimum GPA of 3.00.
- Documentation of an earned Rank II Kentucky Teaching Certificate or out-of-state equivalent. If Rank II is not specified on the certificate, the candidate should submit copies of any letters from the Kentucky Department of Education involving the change in rank. All certificates and letters should be submitted to the Office of Graduate Programs.
- Documentation of a minimum of one (1) year of full time classroom teaching experience plus one year full-time employment as a provisionally-certified guidance/school counselor

<div align="center">**OR**</div>

A minimum of two years of full-time employment as a provisionally certified guidance/school counselor
- Three letters of reference from people (former instructors, supervisors, professional colleagues, etc.) who are qualified to evaluate academic and professional potential in the field of school counseling. NKU graduate reference forms are available for download at gradschool.nku.edu and must be included with ALL reference letters.
- Successful completion of an interview with the Master of Science in Counseling Program Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the counseling profession.

B. Curriculum

The Standard Guidance Certificate for students who have completed Northern Kentucky University's 48-hour master's degree in school counseling requires the following courses to extend or enhance knowledge and skills related to the school counselor's role.

COU	601	Legal, and Ethical Issues in Counseling	3
COU	653	Classroom guidance	3
COU	691	Internship II	3
COU	680	Research (unless previously taken at the master's level) or Elective	3

The Standard Guidance Certificate for students who *have* not completed Northern Kentucky University's 48-hour master's degree in school counseling or are not certified in school guidance requires 12 semester hours selected from the school counseling curriculum. Coursework must be approved by the school counseling coordinator and cannot duplicate prior coursework.

MASTER OF SCIENCE IN COMMUNITY COUNSELING

A. Admission Requirements

In addition to the general admission requirements to counseling programs listed above, applicants must submit the following:

- A graduate application for admission to Northern Kentucky University.
- A program application for the Graduate Counseling Program indicating the area of desired study.
- Official copies (in sealed envelopes) of transcripts of all undergraduate and graduate work.
- An official copy of the GRE score report including verbal, quantitative, and writing scores.
- A recent resumé.
- A 500-700 word essay demonstrating evidence of your potential to practice counseling, a concern and ability to work effectively with people, reasons for wanting to become a professional counselor in your area of interest, any relevant experiences in the human services or education profession, and examples of important events that have influenced your career goals.
- 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 or college student development. NKU graduate reference forms are available for download at gradschool.nku.edu and must be included with ALL reference letters.

Applicants are eligible for regular admission if they have:

- A baccalaureate degree from a regionally accredited college or university with an overall minimum 2.75 undergraduate grade point average on a 4.0 scale. Undergraduate coursework must contain 48 semester credits (or equivalent in quarter hours) in the liberal arts that includes one course in statistics.
- Achieved a cumulative score of at least 1,350 when the GPA and GRE scores are computed in the following formula: (GPA x 200)+GRE (verbal and quantitative sections) = 1,350.
- A recommended GRE Analytical Writing Measure of at least 3.5 as evidence of writing and analytical skills compatible with graduate level standards.
- Successful completion of an interview with the Graduate Counseling Program Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the counseling profession.

Conditional Admission

Promising applicants who do not meet all of the requirements for regular admission may be recommended for conditional admission to the program. Conditional status will be changed to regular if the student achieves a 3.0 in the first 12 semester hours of coursework. Students who do not meet this GPA will not progress in the program.

Graduate students who are required to take undergraduate courses and decide to take them from NKU must submit an undergraduate application in order to obtain transcripted credit for the undergraduate courses and to be assessed the appropriate tuition rate for the undergraduate classes.

Provisional Admission

Potential applicants should consult the General Section of this catalog for conditions that warrant provisional admission.

B. Curriculum

Core Courses (21 semester hours)

COU	600	Orientation to Community Counseling	3
COU	601	Legal and Ethical Issues in Counseling	3
COU	610	Counseling Diverse Populations	3
COU	630	Career Development and Counseling Processes	3
COU	640	Counseling Techniques	3
COU	650	Theories and Practice of Group Counseling	3
COU	680	Research Methods and Program Evaluation	3

Specialization 1 – Community Counseling

Required Community Counseling Coursework: (21 semester hours)

COU	641	Theories in Counseling and Psychotherapy	3
COU	642	Counseling Families and Couples	3
COU	660	Assessment and Evaluation	3
COU	670	Psychopathology/ Diagnosis of Mental & Emotional Disorders	3
COU	671	Treatment Planning in Counseling	3
COU	674	Crisis Counseling and Crisis Intervention	
PSY	622	Development Across the Lifespan	3

Clinical Instruction (12 semester hours)

Clinical training provides an opportunity for students to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. Students must purchase professional liability insurance prior to their clinical training.

COU	661	Advanced Assessment	3
COU	690	Community Counseling Practicum (100 clock hours)	3
COU	691	Internship I (300 work experience hours)	3
COU	692	Internship II (300 work experience hours)	1-3

Elective Courses (9 semester hours)

Students must take nine (9) semester hours of elective coursework approved by the Program Director that meets the qualifications set forth by state licensure boards for licensed professional clinical counselors (i.e. principles of etiology, diagnosis, treatment planning and prevention of dysfunctional behavior). Graduate courses in other programs can be taken as electives with prior approval of the Program

COU	643	Consultation	3
COU	645	Play Therapy	3
COU	646	Advanced Play Therapy	3
COU	651	Group Plan/Activity Therapy	3
COU	652	Filial Therapy	3
COU	675	Substance Abuse and Addictions	3
COU	679	Special Topics in Counseling	3
COU	699	Independent Study	3

C. Exit Requirements

Students are not guaranteed a master's degree in Community Counseling only by attending and completing courses. Students additionally must pass a written comprehensive examination for their capstone experience. At the conclusion of their plan of study and upon successful completion of the coursework, in order to receive their degree, students must complete the Counselor Preparation Comprehensive Examination (CPCE®). The purpose of CPCE® is to stimulate student integration of knowledge learned in separate courses and assess knowledge, skills, and abilities viewed as important for providing effective counseling services. The CPCE® is designed to be general in nature and is intended to assess cognitive knowledge, which should be known by all counselors regardless of their individual professional specialties. Students must submit official examination results with a TOTAL SCORE that meets or exceeds the minimum criterion score. Additional information on the CPCE ® can be found at http://www.cce-global.org/cpce . Students will incur all costs associated with the CPCE®. There is no official study guide for the CPCE. Since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE. **The CPCE is not intended or designed as an alternate credentialing examination.**

Specialization 2 - College Student Affairs and Student Development
Required Coursework: (18 semester hours)

COU	601	Legal and Ethical Issues in Counseling	3
COU	610	Counseling Diverse Populations	3
COU	630	Career Development and Counseling Processes	3
COU	640	Counseling Techniques	3
COU	650	Theories and Practice of Group Counseling	3
COU	680	Research Methods and Program Evaluation	3

Required Coursework: (15 semester hours)

CSD	610	Organization and Administration of Higher Education	3
CSD	640	Theories of College Student Development	3
CSD	650	Student Affairs in Higher Education	3

Clinical Instruction (3 semester hours)

CSD	691	Internship in College Student Personnel	3

Capstone Experience-CSD 689 Capstone Seminar in College Student Development 3

ADVANCED COUNSELING STUDIES
(Not an NKU certificate program)

A. Admission Requirements

In addition to the general admission requirements listed above, applicants must complete and submit the following:

- An unclassified, non-degree seeking application for admission to Northern Kentucky University available for download at gradschool.nku.edu.
- A program application for the Graduate Counseling Program indicating the area of desired study.
- Official copies (in sealed envelopes) of transcripts of all graduate work.
- Documentation of successful completion of an approved graduate level counseling degree program from a regionally accredited institution with a minimum GPA of 3.00.

Applicants are eligible for admission if they have:

- Successful completion of an interview with the Graduate Counseling Program Admissions Committee to ensure the candidate's qualifications and personal disposition to uphold the ethical standards of the counseling profession.

B. Curriculum

Students are required to contact state licensure board to determine what courses will be necessary to obtain licensure. Upon submission of this list, an individualized program can be developed for counselors who have master's degrees in community counseling but lack the necessary coursework required by state licensing boards to obtain clinical or mental health licensure status. The courses will be selected from the entire counseling curriculum as needed to fulfill licensure requirements. Submission of document from the state licensure board does not guarantee admission to the program. Any fees incurred by students in obtaining the necessary information from the state will be borne by the student. Please contact Dr. Jacqueline Smith for further information.

CERTIFICATE IN
COLLEGE STUDENT DEVELOPMENT ADMINISTRATION
Mark Shanley, Ed.D., Program Coordinator

The Certificate program in College Student Development Administration (CSDA) is available for students seeking a shorter and more specialized course of study, offering an alternative to the full Community Counseling master's program. Students who hold entry or mid-level positions in student development, or those with master's degrees in other fields, may choose this certificate to prepare for or advance career prospects in student development or higher education administration. The CSDA Certificate is composed of three courses from within the College Student Development and Community Counseling curriculum and a fourth course selected and approved by the program coordinator. The full 12 credit hours earned for the certificate may be applied to the master's degree program, contingent on applicability to degree requirements.

Students pursuing the certificate must meet the admission requirements for Community Counseling in order to be considered for admission.

CURRICULUM (12 credit hours)
A. Required courses
    CSD   610   Organization and Administration of Higher Education
    CSD   640   Theories of College Student Development
    CSD   650   Student Affairs in Higher Education

B. **Elective courses**
    Choice of CSD or COU courses (subject to prerequisites)
    COU   694   Special Topics in Community Counseling

College of Informatics

MASTER OF ARTS IN COMMUNICATION
Cady Short-Thompson, Ph.D., 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 Applied Science & Technology 368. For additional information, visit .macom.nku.edu or call Dr. Jimmie Manning, MA in Communication director, located in Applied Science Technology 368, 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. 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 is February 1; however, applications will be reviewed on a rolling basis until the annual class of 35 students is complete. 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.

V. CURRICULUM

A. Theory/Method (both courses required)
COM   601   Communication Theory
COM   602   Communication Research Methods

B. Electives (6-8 courses)*
JOU   510   Advising High School Publications
SPE   603   Business Communication
COM   604   Organizational Communication
COM   610   Digital Media

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 650 Rhetorical Criticism
COM 655 Health Communication
COM 670 International Media Systems
COM 671 Media Literacy and Criticism
COM 675 Public Relations
COM 677 Organizational Culture and Identity
COM 685 Language and Social Interaction Theories and Methods
COM 692 Directed Research in Communication (3 hours, may be repeated once)
COM 694 Special Topics in Communication (may be repeated once)
COM 695 Experimental Courses in Communication
COM 696 Graduate Internship in Communication (may not be combined with 691 or 697, limit of six hours)
COM 700 Social Informatics

*Students will select 8 courses from B. above if electing the comprehensive examinations (non-thesis, non-project option); Students will select six courses from B. above if electing the thesis or project option.

Students may take two courses outside of Communication only with the prior approval of the program director.

**NOTE: This list of electives will expand as faculty members create new courses, new faculty members arrive, and student interests develop. Look for varying content and topics in the COM 694 and COM 695 courses.

C. Capstone Experience
COM 791 Comprehensive Examinations
COM 793 Thesis (6 hours)
or
COM 797 Applied Capstone Project
or
Comprehensive Examinations (non-thesis, non-project students)
COM 798 Continuing Capstone Project

TOTAL NUMBER OF HOURS ....**30 minimum**

VI. 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.

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)

CMST	603	Business Communication
COM	604	Organizational Communication
COM	610	Digital Media
COM	630	Communication Ethics
COM	631	Communication Law
COM	640	Persuasion
COM	650	Rhetorical Criticism or COM 671 Media Criticism
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 610 Digital Media
    COM 630 Communication Ethics
    COM 631 Communication Law
    COM 671 Media Criticism
    COM 688 Critical Ethnography

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 623 Relational Communication |
| COM | 693 | Relationships Research Practicum |

Electives (Choose 9 unique hours from the following)

COM	620	Interpersonal Communication or COM 623 Relational Communication
COM	622	Family Communication
COM	624	Gender Communication
COM	627	Sexuality and Communication
COM	640	Persuasion
COM	655	Health Communication
COM	677	Organizational Culture
COM	685	Language and Social Interaction
COM	700	Social Informatics

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 650 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 623 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 the AST 368. 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

   1,500 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.

Foundation courses include:

ACC	605	Introduction to Financial Accounting	2
FIN	605	Fundamentals of Finance	2
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)

III. SPECIALIZATION ELECTIVE COURSES (9 hours)

Information Technology Management Specialization (3 courses)

MBI	665	Knowledge Management and Decision Support Systems
MBI	675	Enterprise Workflow Design and Reengineering
MBI	680	Global Information Technology & Systems
MBI	682	Information Security and Controls

Information Systems Development Specialization

MBI	655	Advanced Business Application Programming
MBI	660	Data Warehousing & Data Mining
MBI	670	Object-oriented Software Engineering

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

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

Other Electives

| MBI | 692 | Information Systems Research |
| MBI | 694 | Topics on Information Systems |

(A Special Topics course may be substituted in an applicable specialization area.)

No Specialization Desired: Student may choose any three MBI elective courses.

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.

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)

[1.] Undergraduate + Bridge + Foundation Course total-hours-earned ratio should equal/exceed 120 hours

II. FOUNDATION COURSES
(Substitute through previous relevant transcript coursework) (10 hours)

ACC	605	Introduction to Financial Accounting (2 hrs)
FIN	605	Fundamentals of Finance (2 hrs)
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)

IV. SPECIALIZATION ELECTIVE COURSES *(9 Hours – Required)* Students must pick any nine hours of MBI electives. Though no area of specialization is required, several are available, including:

Information Technology Management Specialization *(3 courses)*

MBI	665	Knowledge Management and Decision Support Systems
MBI	675	Enterprise Workflow Design and Reengineering
MBI	680	Global Information Technology & Systems
MBI	682	Information Security and Controls

Information Systems Development Specialization

MBI	655	Advanced Business Application Programming
MBI	660	Data Warehousing & Data Mining
MBI	670	Object-oriented Software Engineering

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

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

Other Electives

MBI	692	Information Systems Research
MBI	694	Topics on Information Systems

(A Special Topics course may be substituted in an applicable specialization area)

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

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.

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 then 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

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
Kevin Kirby, Ph.D., Chair
Traian Marius Truta, 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 AST 375. For additional information visit informatics.nku.edu/csc/mscit or call or e-mail Dr. Traian Marius Truta, MSCIT Program Director, at (859) 572-7551, trutat1@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	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	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	615	Strategic Management of Technology and Innovation	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. 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 completed before students earn 12 semester hours at NKU.

Academic Standing

A GPA of at least 3.00 must be maintained for all courses taken with graduate standing. 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.

MASTER OF SCIENCE IN COMPUTER SCIENCE
Kevin Kirby, Ph.D., Chair
Maureen Doyle, Ph.D., Program Director

I. INTRODUCTION

Purpose

The purpose of the Master of Science in Computer Science (MSCS) program is to educate professionals to bring a high level of creativity, skill, knowledge, and judgment to bear on the increasingly demanding problems of software design. The curriculum is a combination of:

- studies of the enduring principles of computer science.
- critical examination of the ideas behind new trends in software technology.
- workshops addressing issues of programming practice.

The MSCS program is aimed at those who wish to update and deepen their expertise in the craft and science of software development or who wish to study the current state of computer science at an advanced level. The program is designed for part-time students attending classes in the evening and on weekends.

Office of the MSCS Program

The MSCS program is administered by the Department of Computer Science, located in AST 375. For additional information visit informatics.nku.edu/csc/mscs or contact Dr. Maureen Doyle, MSCS director, at (859) 572-5468, doylem3@nku.edu.

II. ADMISSION

Regular Admission

Applicants are eligible for regular admission if they have completed

1. a bachelor's degree at a regionally accredited institution.
2. an undergraduate grade-point average (GPA) of at least 3.0 on a 4.0 scale in all computer science and mathematics courses.
3. at least four semesters of undergraduate coursework in computer science, including intermediate computer programming and data structures.
4. one year of calculus and a course in discrete mathematics.

Students who do not qualify for the above may still qualify for regular admissions but will be required to take the general portion of the GRE.

These requirements are specific to the MSCS program. Potential applicants should also consult the General Section of this catalog for University-wide requirements for graduate admission.

Conditional Admission

Applicants with a bachelor's degree who have a GPA below 3.00 but above 2.6 or whose previous coursework in computer science requires updating may be admitted under conditional status. These students will be required to complete the Intermediate Programming Workshop (CSC 501) in their first semester.

Applicants who do not have an adequate background in Computer Science (including one year of calculus and a course in discrete mathematics) may also be admitted conditionally and will be required to complete a set of prescribed courses including CSC 501.

Application Process

Submit your application and direct all transcripts and GRE score reports to Northern Kentucky University, Office of Graduate Programs, 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. 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 the Master of Science in Computer Science, students are required to complete

1. an intermediate core consisting of five courses. Students who have had the equivalent of an intermediate core course may have that course requirement waived.
2. an advanced core consisting of four courses.
3. five elective courses, at least three of which are at the advanced (600) level, (A sixth elective is required if the student does not take any intermediate core courses.)

These courses will include some that typically involve semester-long team projects and at least one that is offered in a workshop format. Graduate courses are graded *A, B, C* and *F*.

Intermediate Core Courses

The following five courses are required. Intermediate core courses *may* be waived for students who have taken equivalent courses recently at either the undergraduate or graduate level.

CSC	502	Advanced Programming Methods	3
CSC	540	Software Engineering	3
CSC	560	Operating Systems	3
CSC	564	Design and Analysis of Algorithms	3
CSC	585	Theory of Computation	3

Advanced Core Courses

The following four courses are all required.

CSC	601	Advanced Programming Workshop	3
CSC	640	Advanced Software Engineering	3
CSC	660	Advanced Operating Systems	3
CSC	685	Logic and Computation	3

Elective Courses

A student must take at least 15 credit hours of CSC electives from the following list, including at least nine credit hours at the 600 level. Students who have had all five intermediate core courses waived must complete a minimum of 18 hours of electives

CSC	507	Concepts of Programming Languages	3
CSC	510	Compiler Construction	3
CSC	525	Artificial Intelligence	3
CSC	533	Computer Networks	3
CSC	539	Software Testing and Maintenance	3
CSC	550	Database Management Systems	3
CSC	562	Computer Architecture	3
CSC	580	Computer Graphics	3
CSC	582	Computer Security	3
CSC	593	Research Seminar: Computer Science	1–3
CSC	594	Topics: Computer Science	3
CSC	599	Intermediate Directed Study	1-3
CSC	625	Advanced Artificial Intelligence	3
CSC	633	Advanced Computer Networks	3
CSC	645	Software Interface Design and Human Factors	3
CSC	650	Advanced Database Systems	3
CSC	666	Secure Software Engineering	3
CSC	670	Social Implications of Computing	3
CSC	680	Advanced Computer Graphics	3
CSC	682	Advanced Computer Security	3
CSC	694	Graduate Topics: Computer Science	3
CSC	699	Directed Readings / Independent Study	1–3
CSC	797	Thesis Direction	1-6
CSC	798	Thesis Continuation	1-6

Students electing the thesis option (see below) may replace two 600-level elective courses with six hours of master's thesis work by taking CSC 797 (if they wish to complete their thesis in one semester) or CSC 797 and CSC 798 if they wish to complete their thesis in two semesters.

No more than six combined hours of CSC 599 and CSC 699 may be counted toward the degree.

The amount of work required for an MS thesis is roughly equivalent to six hours of 600-level coursework in computer science. Accordingly, thesis students are required to register for CSC 797 (Thesis Direction), or CSC 797 followed by CSC 798 for a total of six credit hours. If students plan on completing their thesis in one semester, they will take CSC 797 for six hours. Typically however, students will spread the work over two semesters and take a combined six hours of CSC 797 and CSC 798. These are both graded courses. During this period it expected the student will remain in regular contact with the thesis advisor and consult periodically with the other committee members. Students electing the thesis option will not be able to count CSC 699 as electives, all additional 600-level graduate credit must be regular coursework.

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.

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.

IV. THESIS OPTION

Overview

The thesis option in the Master of Science in Computer Science degree program exists for students who wish to explore an area of contemporary computer science or software engineering in depth and conduct original research in that area. A thesis is not required for an MS degree, and it is assumed that students who choose this path have especially strong aptitude and motivation. It is recommended that students who may continue their graduate education at the doctoral level pursue the thesis option.

Content

A master's thesis will generally involve a) original formulation of research hypotheses supported by computational modeling and simulation and/or mathematical arguments, or b) construction of a software product of significant originality and complexity. In all cases, MS thesis work will require a review of recent pertinent research literature and, if applicable, existing software solutions. Although joint projects may be undertaken for thesis work, the responsibility of each thesis author in the project must be clearly delineated.

Committee

Each student initiates the thesis option by making contact with one graduate faculty member in computer science who will serve as principal thesis advisor and thesis committee chair. The advisor and the student will assemble a thesis committee consisting of at least two additional faculty members. One of these two committee members must come from outside the Department of Computer Science.

Proposal

The student must submit a formal thesis proposal to the prospective thesis committee. This is a document approximately six pages in length describing the work proposed and providing preliminary references to the literature. This proposal must be approved by each member of the thesis committee as well as the MSCS program director. Thesis proposals will not be approved until the student has completed at least six hours of 600-level coursework in computer science with a GPA of at least 3.5. Once the proposal is approved, the student may register for CSC 691 *Thesis Direction*.

Thesis Credit

The amount of work required for an MS thesis is roughly equivalent to six hours of 600-level coursework in computer science. Accordingly, thesis students are required to register for CSC 691 (*Thesis Direction*) for a total of six credit hours. Typically this will be spread over two semesters. A letter grade (*A,B,C,F*) will be awarded once the thesis is successfully defended (see below). During this period it is expected the student will remain in regular contact with the thesis advisor and consult periodically with the other committee members. All additional graduate credit must be in regular coursework; no credits of CSC 699 may count toward MSCS requirements.

Format

The format for the thesis must conform to the requirements of the NKU Office of Graduate Programs.

Defense

Successful completion of an MS thesis requires a public "defense," a presentation of the results of the thesis to the committee and an audience of faculty and students. The student and the thesis advisor must make arrangements for a place and time that are generally accessible to the University community. Notification of time and place of a public defense must be provided to the MSCS program director at least three weeks in advance of the defense.

Completion

The thesis is regarded as complete when each member of the thesis committee certifies that both the public defense and production of the thesis manuscript are concluded satisfactorily. Submission dates and procedures for the manuscript must follow the timeline given by the NKU Office of Graduate Programs. In particular, there is a time limit of one year from the time a student first registers for CSC 691 to the time the thesis must be completed.

CERTIFICATE IN SECURE SOFTWARE ENGINEERING
Maureen Doyle, Ph.D., Program Director

I. INTRODUCTION

Purpose

The goal of the Secure Software Engineering (SSE) program is to give software developers advanced knowledge of principles and best practices in the incorporation of security throughout the software development lifecycle. The thousands of software vulnerabilities reported each year indicate that many organizations are not well positioned to integrate security into the development process. This certificate program aims to directly tackle this problem.

II. ADMISSION

Regular Admission

Applicants are eligible for regular admission if they have completed
1   a bachelor's degree at a regionally accredited institution.
2.   a bachelor's degree in computer science, software engineering, or related experience.
3   an undergraduate grade-point average (GPA) of at least a 3.0 on a 4.0 scale in all computer science courses.

Admission will be granted to students who have a bachelor's degree in Computer Science or closely related field, or have had at least two years of industry experience as a software developer.

Students without the proper background may still be admitted conditionally and/or proscribed a series of additional computer science courses before or while taking coursework towards the graduate certificate. Additional information regarding graduate certificates can be found in this catalog under Certificate Guidelines. Admission questions should be directed to the MSCS program director, Dr. Maureen Doyle at (859) 572-5468 or doylem3@nku.edu.

III. ACADEMIC REQUIREMENTS

Completion of the SSE certificate requires satisfactory completion of the following four courses:
CSC   582   Computer Security
CSC   601   Advanced Programming Workshop
CSC   640   Advanced Software Engineering
CSC   666   Secure Software Engineering

Depending on your background, you may need to enroll in some prerequisite courses before beginning this certificate, such as CSC 502 and CSC 540. Contact Dr. Maureen Doyle, MSCS director regarding questions about the prerequisite courses. Dr. Maureen Doyle can be reached at (859) 572-5468 or doylem3@nku.edu.

Students seeking to complete or have completed the MSCS degree can obtain the secure software engineering certificate being admitted into the secure software engineering program and by taking the additional classes CSC 582 and CSC 666.

MASTER OF SCIENCE IN HEALTH INFORMATICS (MHI)
W. Benjamin Martz, Ph.D., Chair
Gary Ozanich, Ph.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 AST 368. 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. 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.

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 HI 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: 35
Requirement Breakdown:
- 18 credits in required Foundation Classes.
- 11 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 foundation 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.

Required Foundation 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 11 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.

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
ACC	605	Introduction to Financial Accounting	2
FIN	605	Fundamentals of Finance	2
MBI	694	Selected Topics in Business Informatics	3
COM	604	Organizational Communication	3
MGT	612	Managing People and Organizations	3

Knowledge Management Electives			**Credits**
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 in their final year. These courses will consist of work and project experience on location within the healthcare industry and a weekly seminar. 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.

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.

CERTIFICATE IN HEALTH INFORMATICS
Gary Ozanich, Ph.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 foundation 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 foundation 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:

MBI	625	Information Systems in Organizations
MBI	635	Database Management Systems
MBI	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., A.R.N.P., L.P.C.C., Chair and Program Director

MASTER OF SCIENCE IN NURSING

I. INTRODUCTION

The Master of Science in Nursing (MSN) program curriculum provides students with an opportunity to acquire the knowledge and skills that support advanced nursing practice and role development. Knowledge of the arts, sciences, humanities, and professional nursing practice are used as a base for the program. The curriculum is logically organized according to a framework that focuses on progressively more complex and advanced nursing practice. The program of study is built around core courses branching into three areas of specialization: nursing administration (with a focus on education, long-term care [LTC] administration, acute care administration, or health informatics), primary care nurse practitioner (with specialty areas in family, adult, pediatric, or geriatric) and nursing education. The goal of the master's program in nursing is to equip professional nurses to assume advanced leadership and clinical positions in today's dynamic and changing healthcare delivery system. The department reserves the right to change the program of study as needed to fulfill national accreditation, National League for Nursing Accreditation Commission, Kentucky Board of Nursing, and/or University requirements.

The program is accredited by the National League for Nursing Accreditation Commission (NLNAC) , 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, phone (404) 975-5000, fax (404) 975-5020, www.nknac.org and the Commission of Baccalaureate and Higher Degree Programs.

Graduates are awarded the Master of Science in Nursing.

Program Outcomes
The MSN graduate will be able to:
1. Utilize effective, written, oral and electronic communication skills to facilitate the advanced practice role.
2. Analyze social, political, ethical and aesthetic factors that influence health, and synthesize these into advanced nursing practice.
3. Demonstrate a nurturing, supportive and empathetic approach in the delivery of advanced nursing practice that respects human dignity, is person centered and sensitive to the individual's developmental level.
4. Demonstrate proficiency in a leadership role in advanced practice. Critique and influence policy at the national level. Advocate for clients. Demonstrate evidence of life long learning.
5. Use professional standards and synthesize concepts/theories from nursing and related disciplines, to serve as the basis for advanced practice.
6. Manage health care needs of diverse populations in the delivery of comprehensive health care.
7. Utilize the process of scientific inquiry to validate and refine knowledge relevant to nursing. Develops research and disseminates results.

Online Program
All nursing courses for the degree will be offered as both web enhanced (regular class meeting) and web based (no class meeting). STA 614 statistics is occasionally offered in web-based format. Please check with Suzanne Ritchie at (859) 572-6441.This course can be taken at a university near you and transferred into NKU as long as you earn a *B* or higher. If you live close to NKU, you can take this class on campus. For more information on distance education go to dl.nku.edu.

See the nursing web page for a schedule of when courses are offered (www.nku.edu/~nhp).

Student Advising
Students, once admitted, are required to meet with their advisor for full program advising prior to beginning courses. 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 is made from full program advising. You are cautioned not to rely on advice of other students regarding applicability of courses.

The MSN 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://www.nku.edu/~nhp.

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. proof of a minimum of one year of clinical experience as a registered nurse 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. official scores for the Graduate Record Examination (GRE), general test only. If your overall undergraduate GPA is 3.0 or above, this requirement is waived.
9. successful completion of college courses in the following:
   - elementary statistics*
   - basic nursing research
   - physical assessment
   - nursing theory

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 for consideration by MSN faculty.

*If you have taken an undergraduate statistics course outside of NKU, the course must meet the following guidelines and be approved by NKU's Math Department. Please contact Suzanne Ritchie at ritchies@nku.edu for more information: STA 614 Prerequisite – An introductory course in inferential statistics. Many variations exist, but as a minimum the course should cover the two-sample estimation and testing to compare the typical (mean) difference between two populations (t-intervals, t-tests ~ one-sample, two independent samples and two dependent samples).

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	Nursing Research Methods II	3
NRP	602	Health Issues and Policies	3
NRP	604	Theoretical Perspectives	3
NRP	605	Healthcare Informatics	1
NRP	655	Healthcare Economics	1
NRP	697	Investigative Project	3
NRP	691	Thesis Preparation	0-6
STA	614	Statistics for Researchers	3
		Total core semester hours	17-23

Choose specialty track

Nursing Administration Track

Administrative Core

NRP	621	Management of Human Resources	2
NRP	623	Theories and Models for Nursing Service Administration	2
NRP	623L	Nursing Administration Practicum I (Clinical practica consist of nine laboratory hours per week in a clinical setting)	3
NRP	624	Management of Finance in Nursing Service Administration	3
NRP	626	Foundations of Strategic Management for the Nurse	2
NRP	626L	Nursing Administration Practicum II (Clinical practica consist of nine laboratory hours per week in a clinical setting)	3

Electives by focus area – select two

Nursing Education
NRP   509   Curriculum Development in Education..2
NRP   510   Educational Foundations in Nursing 3
Total core semester hours..37-43

Acute Care Administration
PSY   550   Organizational Psychology...3
PSY   580   Cognition in the Workplace 3
PSY   570   Work Environments 3
PSY   620   Job Analysis and Staffing...3
PSY   640   Training and Development..3
PSY   635   Selection and Performance Appraisals...3
PSY   660   Organizational Change an Development..3
PSY   670   Organizational Leadership 3
Total core semester hours..38-44

Health Informatics
MBI   625   Information Systems in Organizations 3
MBI   630   System Analysis and Design 3
MHI   600   Introduction to Health Informatics 3
Total core semester hours..38-44

Long Term Administration
NRP   513   Long Term Care Regulation...2
NRP   514   Issues in Gerontology..2
Total core semester hours..36-42

Primary Care Nurse Practitioner Track
Graduates of the Primary Care Nursing Practitioner track will be eligible to take the appropriate certification examination for their specialty.
Advanced Practice Core
NRP   603   Role Development 2
NRP   606   Diagnostic Reasoning and Advanced Physical Assessment...2
NRP   608   Clinical Pharmacology and Intervention 2
BIO   668   Advanced 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 (if needed)..1

Family Nurse Practitioner Specialty Courses
NRP   609   Pediatric Pharmacology 1
NRP   610   Geriatric Pharmacology 1
NRP   613   Primary Healthcare of Infants and Children 2
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   617   Wellness Care of Infant, Child, and Adolescent..1
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 Healthcare of Infants and Children 2
NRP   617   Wellness Care of Infant, Child, and Adolescent 1
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

Geriatric Nurse Practitioner Specialty Courses
NRP   514   Issues in Gerontology 2
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   620   Primary Care of Adults 2
Total semester hours: Geriatric and MSN core 44-51

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
EDG   624   Pupil Assessment and Evaluation 3
NRP   641   Learning Theory for Nursing Education 3
NRP   642L Practicum I for Nurse Educators 2
NRP   643L Practicum II for Nurse Educators 2
Total education focus hours 15

Electives (choose 2)
EDG   606   Leadership in a Diverse Society 3
EDG   602   Technology in Education 3
BIO   668   Advanced Physiology 4
Total electives 6/7

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 as both web enhanced (regular class meetings with web content) and web based (no class meetings). 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 prior to beginning courses. (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 Post-MSN 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. 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, if you are a nurse practitioner
5. Submit a current copy of your nursing license.
6. 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. 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	Issues in Advanced Practice	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   Primary Healthcare of Infants and Children 2
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   617   Wellness Care of Infant, Child, and Adolescent.. 1
NRP   618   Common Health Problem Across the Lifespan 3
NRP   620   Primary Care of Adults 2
Total semester hours: Family (plus 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 core and clinical) 26-29

Pediatric Nurse Practitioner Specialty Courses
NRP   609   Pediatric Pharmacology 1
NRP   613   Primary Healthcare of Infants and Children 2
NRP   617   Wellness Care of Infant, Child, and Adolescent.. 1
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

Geriatric Nurse Practitioner Specialty Courses
NRP   514   Issues in Gerontology 2
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   620   Primary Care of Adults 2
Total semester hours: Geriatric (plus core and clinical) 26-27

Post-Master's Nursing Administration Courses
NRP   602   Health Issues and Policies.. 3
NRP   621   Management of Human Resources 2
NRP   623   Theories and Models for Nursing Service Administration 2
NRP   623L Nursing Administration Practicum I (Clinical practica consist of nine laboratory hours per week in clinical setting).......3
NRP   624   Management of Finance in Nursing Service Administration 3
NRP   626   Foundations of Strategic Management for the Nurse 2
NRP   626L Nursing Administration Practicum II (Clinical practica consist of nine laboratory hours per week in clinical setting) 3

Focus area elective: choose two electives from one area
   Nursing Education
     NRP   509   Curriculum Development in Nursing 2
     NRP   510   Educational Foundations in Nursing 3
   Long-term Care Administration
     NRP   513   Long-term Care Regulations 2
     NRP   514   Issues in Gerontology 2
   Acute Care Administration
     Two electives of student's choice..4
     Total semester hours: 22

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
EDG	624	Pupil Assessment and Evaluation	3

Electives (select one)

EDG	606	Leadership in a Diverse Society	3
EDG	602	Technology in Education	3
NRP	641	Learning Theory in Nursing 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. Submit a current copy of your nursing license.
6. 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. 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

ADULT TO FAMILY NURSE PRACTITIONER
Required courses for FNP exam eligibility

NRP	609	Pediatric Pharmacology	1
NRP	613	Primary Healthcare of Infants and Children	2
NRP	614	Primary Care of Obstetric Patients	1
NRP	617	Wellness Care of Infant, Child, and Adolescent	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

ADULT OR FAMILY TO GERIATRIC NURSE PRACTITIONER

NRP	514	Issues in Gerontology	2
NRP	610	Geriatric Pharmacology	1
NRP	616	Primary Care of the Aged	2
NRP	622	Old-old and Frail Elders	2
NRP	635L	Primary Care Residency III	2
NRP	660	Psychopharmacotherapeutic Foundations	2
NRP	699	Independent Study	1

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	Primary Care of Infants and Children	2
NRP	616	Primary Care of the Aged	2
NRP	617	Wellness Care of Infant, Child and Adolescent	1
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 classed 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 200-500 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 200-500 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	Health/Illness Practicum II	2
NRP	614	Primary Care of Obstetric Patients	1
NRP	615	Primary Care of Gynecologic Patients	1
NRP	617	Wellness Care of Infant, Child, and Adolescent	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 200-500 hours depending upon the students' needs and advisors' requirements.

TOTAL HOURS .... 13 credit hours

NP ADVANCEMENT ADULT : PSYCHIATRIC NURSE PRACTITIONER
CURRICULUM

NRP	660	Psychopharmcotherapeutic 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

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   622   Old-Old and Frail Elderly 2
NRP   635L Primary Care Residency III 2
        TOTAL HOURS .... 12 credit hours

ACUTE CARE TO FAMILY NURSE PRACTITIONER

View Suggested Course Sequence

NRP   609   Pediatric Pharmacology 1
NRP   613   Primary Care of Infants and Children...2
NRP   614   Primary Care of Obstetric Patients 1
NRP   615   Primary Care of Gynecology 1
NRP   617   Wellness Care of Infant, Child and Adolescent..1
NRP   618   Common Health Problems..3
NRP   630   Children with Chronic Illness 3
NRP   635L Primary Care Residency III 2
        TOTAL HOURS .... 14 credit hours

Nurse Practitioners Without a Master's Degree in Nursing

Individualized programs can be developed based on your prior experience and coursework. Please contact Cheryl Swayne at mckenziec@ nku.edu for further information.

MASTER OF SCIENCE IN NURSING ADMINISTRATION/ MASTER OF HEALTH INFORMATICS

I. INTRODUCTION

The dual degree of Master of Science in Nursing Administration and Master of Health Informatics (MSN/MHI) prepares the individual to assume advanced executive, leadership, and clinical positions in today's rapidly changing health care environment. The 60 credit hour program, offered by the College of Health Professions and the College of Informatics, focuses on evidence-based practice patient issues, models and theories of executive leadership, and information system design and process management. The student is able to obtain dual degrees for fewer credit hours than when the programs are taken separately. Courses from both programs are integrated into a seamless dual degree. The program culminates in an integrated capstone project.

II. ADMISSION

A. Admission Process and Requirements
Applicants will apply and be admitted to both programs at the same time. The applicant must meet admission requirements for both the MSN program and the MHI program. Please see College of Health Professions and College of Informatics program requirements.

New Students
1. Applicants for the dual degree program must apply to and meet the separate admission requirements for each college.
Entering classes for both the College of Health Professions and the College of Informatics are accepted in Fall and Spring and accommodate both full-time and part-time students.
2. Currently Enrolled Students
Students currently enrolled in the MSN in Administration program or the MHI program may elect to pursue the joint degree if they comply with the admission requirements of each program.

B. Transfer Credit
For guidelines for the MSN in Nursing Administration program and the MHI program transfer credit, refer to separate University transfer policies and to the graduate catalog.

C. Academic Standing
A student entering the dual degree program is required to complete 60 semester-credit hours, consisting of 30 hours in the College of Health Professions and 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 37 credit hours in nursing administration and 35 in health informatics. Thus, at least theoretically, the joint degree program allows the student to take seven fewer nursing credit hours and five fewer health informatics 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

Dual Degree: Master of Science in Nursing/Master of Health Informatics
Full-Time Curriculum
(Part-time curriculum = 6 credit hours or less/semester)

Fall		Spring		Summer	
NRP 602: Health Issues and Policy	3	STA 614: Statistics for Researchers	3	MBI 625: Information Systems in Organizations	3
NRP 604: Theoretical Perspectives	3	NRP 624: Management of Finance in Nursing Service Administration	3	Elective	3
MHI 601: Technical Foundations of Health Informatics	3	MHI 600: Introduction to Health Informatics	3		
Fall Total	**9**	**Spring Total**	**9**	**Summer Total**	**6**
				Total for Year	**24**
				Cumulative Total	**24**

Fall		Spring		Summer	
NRP 621: Management of Human Resources	2	NRP 600: Nursing Research Methods II	3	MHI 698: Capstone Seminar	1
MBI 635: Database Management Systems	3	MBI 650: Information Technology Project Management	3	Elective	3
Elective	3				
Fall Total	**8**	**Spring Total**	**6**	**Summer Total**	**4**
				Total for Year	**18**
				Cumulative Total	**42**

Fall		Spring			
NRP 623: Theories & Models for Nursing Service Administration	2	NRP 626: Foundations of Strategic Management for the Nurse	2		
NRP 623L: Nursing Administration Practicum I	3	NRP 626L: Nursing Administration Practicum II	3		
MHI 690: Health Informatics Capstone	3	MHI 690: Health Informatics Capstone	3		
MHI 698: Capstone Seminar	1	MHI 698: Capstone Seminar	1		
Fall Total	**9**	**Spring Total**	**9**	**Total for Year**	**18**
				Cumulative Total	**60**

Approved April 2009

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

NOTE: Northern Kentucky University has established abbreviations for its various disciplines. These abbreviations, which are printed below the name of each discipline in the following course descriptions, should be used in preparing course schedules and at other times when referring to specific courses. Following course titles are three figures in parentheses. The first of these indicates the number of lecture hours in the course; the second, the number of laboratory hours; and the third, the number of semester hours of credit.

Accounting
ACC

ACC 500 Auditing (3,0,3) 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 (3,0,3) 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. PREREQ: admission to the MACC program, ACC 200 and ACC 201, or permission of MACC Director.

ACC 521 Advanced Tax Planning (3,0,3) Federal tax consequences of corporate redemptions, liquidations, reorganizations, consolidated tax returns; partnership distributions and terminations; multijurisdictional considerations, international and multistate taxation; individual tax planning, deferred compensation, retirement planning, estate and gift taxation, succession planning. PREREQ: admission to the MACC program, ACC 320 or ACC 520 or permission of the MACC Director.

ACC 530 Accounting for Non-Profit Institutions (3,0,3) Problems of control of funds and other assets; accounting classifications and relationships; planning, performance measurement, reporting and auditing from the viewpoint of the non-profit (including governmental) organization. PREREQ: admission to the MACC program, ACC 301 or graduate equivalent, or permission of MACC Director.

ACC 600 Financial Accounting and Reporting (3,0,3) Financial accounting theory and practice in determination of income and valuation of assets, liabilities and equities for external reporting in general purpose financial statements. Not open to students with credit for ACC 300 and ACC 301.

ACC 601 Management Control Systems (3,0,3) 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. PREREQ: ACC 600.

ACC 602 Advanced Financial Accounting (3,0,3) Financial accounting topics for external reporting; international accounting; financial statement analysis. PREREQ: admission to graduate program; ACC 600 or equivalent.

ACC 603 Consolidations and Partnerships (3,0,3) Accounting for mergers, consolidations, acquisitions, and partnerships. PREREQ: admission to graduate program; ACC 600 or equivalent.

ACC 605 Introduction to Financial Accounting (2,0,2) Preparation and interpretation of primary financial statements.

ACC 620 Tax Research and Practice (3,0,3) 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. PREREQ: completion of undergraduate course(s) in individual and business taxation.

ACC 625 Accounting for Management (3,0,3) 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 graduate business programs. PREREQ: ACC 605 or equivalent, or consent of MBA director.

ACC 630 Federal Taxation of Corporations (3,0,3) Corporate Taxation and topics concerning organization of the corporation, capital structure, debt vs. equity, dividends, stock redemption, liquidations, corporate divisions, corporate reorganizations. PREREQ: ACC 520 or equivalent, or permission of the Director of the Master of Accountancy program.

ACC 632 Tax Accounting Methods (3,0,3) Methods of accounting, installment sales, inventories, LIFO, manufacturing, accounting method changes, accounting principle. PREREQ: ACC 520 or equivalent, or permission of the Director of the Master of Accountancy program.

ACC 634 Taxation of Partnerships and Pass Through Entities (3,0,3) 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. PREREQ: ACC 520 or equivalent, or permission of the Director of the Master of Accountancy program.

ACC 636 State Taxation (3,0,3) State uniformity and equality safeguards, constitutional restrictions on state taxation (nexus). Corporate franchise, income and capital stock taxes. Allocation and appointment of net income under state and federal law. Sales and use tax, taxation of securities. PREREQ: ACC 520 or equivalent, or permission of the Director of the Master of Accountancy program.

ACC 638 Advanced Individual Taxation (3,0,3) Executive compensation planning, deferred compensation, fringe benefits, options, alternative minimum tax, passive activities, deductions available to individuals and grantor trusts. PREREQ: ACC 520 or equivalent, or permission of the Director of the Master of Accountancy program.

ACC 640 Advanced Auditing (3,0,3) Advanced auditing topics, including information technology auditing, statistical sampling, legal responsibilities, audit and attestation reports, ethics. PREREQ: admission to graduate program; ACC 500, ACC 600 or equivalent

ACC 694 Topics: Accounting (3,0,3) 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 six semester hours if topic differs. Open only to MBA students. PREREQ: ACC 600.

ACC 697 Advanced Accounting Theory (3,0,3) 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 nine credit hours of graduation. PREREQ: admission to graduate program: ACC 600 or equivalent.

ACC 699 Independent Study (1-3 semester hours) Specialized aspect or topic in accounting chosen by student and appropriate faculty member. Repeatable for a maximum of six hours. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to students in the MAcc or MBA program. PREREQ: ACC 600, or consent of the MAcc Director. PREREQ: ACC 600 or equivalent

Anthropology
ANT

ANT 594 Topics: Anthropology (3,0,3) A special topic in any area of anthropology. For graduate students and advanced undergraduates. Repeatable up to 12 semester hours when topics vary. PREREQ: consent of instructor.

ANT 599 Independent Study: Anthropology (1-6 semester hours) Specialized topic in anthropology chosen by student and appropriate faculty member for study. Repeatable up to 12 semester hours when topics vary.

ANT 640 Ethnographic Methods for Educational Research (3,0,3) Basic issues and problems in the design and conduct of ethnographic and other qualitative research methods as applied to education; proposal writing, ethics, entree, gathering field data, data management and analysis, and final writing and presentation of results.

ANT 694 Topics: Anthropology (3,0,3) A special topic in any area of anthropology. Repeatable up to 12 semester hours when topics vary.

ANT 699 Independent Study: Anthropology (1-6 semester hours) Specialized topic in anthropology chosen by student and appropriate faculty member for study. Repeatable up to 12 semester hours when topics vary.

Arabic
ARI

ARI 520 (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies. PREREQ: ARI 380 or equivalent.

Visual Art
ART

ART 610 Graduate Studio in Drawing (3,0,3) Advanced development in drawing; development of a professional portfolio. Repeatable to 12 semester hours. PREREQ: ART 410 or consent of instructor

ART 620 Graduate Studio in Graphic Design (3,0,3) Advanced development in graphic design; development of a professional portfolio. Repeatable to 12 semester hours. PREREQ: ART 428 or consent of instructor.

ART 623 Graduate Studio in Computer Graphics for Graphic Designers (3,0,3) Advanced development in computer graphics; development of professional portfolio. Repeatable to 12 semester hours. PREREQ: ART 428 or consent of instructor.

ART 630 Graduate Studio in Painting (3,0,3) Advanced development in painting; development of professional body of work. Repeatable to 12 semester hours. PREREQ: ART 430 or consent of instructor.

ART 640 Ceramics: The Electric Kiln (3,3,3) Technical aspects of cone six production using the electric kiln; development of glazing and firing techniques while practicing skills in hand building and/or throwing. Designed for art teachers or for students with completed course work in ceramics. PREREQ: ceramics course work or consent of instructor.

ART 641 Graduate Studio in Ceramics (3,0,3) Advanced development in ceramics; development of a professional portfolio. Repeatable to 12 semester hours. PREREQ: ART 440 or consent of instructor.

ART 650 Graduate Study in Art History (3,0,3) Advanced study and research in art history. Repeatable to 12 semester hours. PREREQ: consent of instructor.

ART 660 Graduate Studio in Sculpture (3,0,3) Advanced development in sculpture; development of a professional body of work. Repeatable to 12 semester hours. PREREQ: ART 460 or ART 462 or consent of instructor.

ART 672 Graduate Studio in Printmaking (3,3,3) Advanced development in an area of concentration in printmaking; development of professional portfolio. PREREQ: ART 474 or equivalent.

ART 680 Art in the Elementary Curriculum (3,0,3) Curricular concerns associated with teaching art; design of an art program to use with public school students and to review and critique in a final class meeting. For both elementary classroom teachers and art teachers.

ART 681 Visual Art Content (3,0,3) This course will familiarize students with historical and contemporary issues and throwers in art education. Students will also become familiar with National Standards, Core Content, and the CATS assessment in arts and humanities and their impact on teaching art. For MAT students only.

ART 682 Visual Art Methods (3,0,3) This course empowers students to teach inquiry in Art History. Art Criticism, Aesthetics and Art Making through current research and practices in the field. Through curricular framing, the student will plan and present units and develop appropriate assessment tools based on age appropriate research: For MAT students only.

ART 683 Evenings for Educators (3,0,3) This two semester course is based upon the Cincinnati Art Museum's "Evenings for Educators" program and will provide educators with the tools to design and reinforce the curriculum through arts and humanities, using the museum as a base. Class held at the Cincinnati Art Museum.

ART 684 AAAE: Arts Connections (3,0,3) Sponsored by the Association for the Advancement of Arts Education, this arts-based program offers training in the Multiple Intelligences, integrated curriculum, assessment design/development, and experience with professional artists in dance, drama, visual art, and music. Repeatable up to six semester hours.

ART 690 Graduate Studio in Photography (3,0,3) Advanced development in photography; development of professional portfolio. Repeatable for 12 semester hours. PREREQ: ART 490 or consent of instructor.

ART 693 Graduate Studio in Digital Imagemaking (3,0,3) Advanced development of computer graphics for fine artists; development of professional body of work. Repeatable to 12 semester hours. PREREQ: consent of instructor.

ART 694 Graduate Special Topics in Art (0,0,1-3) Group or individual study/research projects at the graduate level with art department faculty. Topics within areas of emphasis will vary as listed in the Schedule of Classes. Repeatable up to 12 semester hours. PREREQ: consent of instructor.

ART 699 Independent Study (3,0,3) Projects, directed by members of the faculty, must be selected before registration. PREREQ: consent of instructor.

Astronomy
AST

AST 694 Topics: Astronomy (1-4 sem. hrs.) 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. PREREQ: consent of instructor.

Biological Sciences
BIO

BIO 521 Mammalogy for Teachers (3,0,3) 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. PREREQ: certification to teach middle or high school science or permission of instructor.

BIO 600 Field Ecology for Elementary Teachers (3,0,3) Populations, communities, ecosystems; techniques of collection, identification, and preservation of local organisms. Field trips. Not open to students specializing in biological sciences. Offered summer, odd-numbered years, on demand. PREREQ: one year of college biology or consent of instructor.

BIO 605 Zoology for Teachers (3,0,3) A content course. Diversity, ecology and evolution of animal orders. For middle and high school science teachers. PREREQ: certification to teach middle or high school science or permission of instructor.

BIO 606 General Microbiology for Teachers (2,0,4) Microbiological theory and techniques as applicable to pre-college age students; applied microbiology. Offered summer. PREREQ: one year of college biology and one year of college chemistry. COREQ: BIO 606L.

BIO 606L General Microbiology for Teachers: Laboratory (0,4,0) Laboratory to accompany BIO 606. COREQ: BIO 606.

BIO 609 Geography of Life (3,0,3) Geographical distribution of plants and animals in the past and present; development of theories explaining distribution patterns. Offered spring, odd-numbered years. PREREQ: one semester of college biology.

BIO 610 Amphibians and Reptiles (2 sem. hrs.) Evolution, natural history, taxonomy, behavior, and ecology of reptiles and amphib-ians; herpetofauna of the tri-state area. Field trips. Offered summer. Open only to high school science/biology teachers.

BIO 611 Birds (2 sem. hrs.) General biology of birds, particularly classification, life cycles, flight, and behavior; field methods and identification; avifauna of the tri-state area. Field trips. Offered summer. Open only to high school science/biology teachers.

BIO 612 Freshwater Diatoms (2 sem. hrs.) Importance, structure, taxonomy, physiology, reproduction, and ecology of common freshwater diatoms; methods of collection; preparation of permanent slides. Field trip. Offered summer. Open only to high school science/ biology teachers.

BIO 613 Woody Plants (2 sem. hrs.) Recognition of Kentucky's trees and larger shrubs; use of botanical keys; economic and environmental aspects; dendrological literature. Field trips. Offered summer. Open only to high school science/biology teachers.

BIO 614 Algae (2 sem. hrs.) 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. Offered summer. Open only to high school science/biology teachers.

BIO 644 Aquatic Ecology for Teachers (1,4,3) 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 sem. hrs.) Study of life in the ocean and fresh water environments: observation, identification, distribution, and conservation. PREREQ: one year of college biology and consent of instructor.

BIO 668 Advanced Human Physiology (4,0,4) Rigorous study of human body function primarily at the organ system level. PREREQ: BIO 208-209 and CHE 115, or consent of instructor.

BIO 694 Topics: Biological Sciences (1-3 sem. hrs.) Study of specialized subject matter. May be repeated for credit when topics vary. Open only to graduate students in education.

BIO 699 Techniques: Biological Sciences (1-4 sem. hrs.) 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 4 semester hours may be earned in this course. Offered fall, spring, summer. PREREQ: consent of instructor prior to registration.

Business
BUS

BUS 605 Legal Environment (2,0,2) 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. PREREQ: admission to the MBA program or permission of MBA director.

BUS 610 Law and Public Policy (3,0,3) Relationship between law and public policy and its effect on business; administrative agency structure and powers; antitrust law; consumer law; securities law; labor and management law; environmental law and business ethics. Open only to graduate students.

BUS 632 CPA Law (3,0,3) Legal topics relevant to professional accounting: contracts, agency, business entities, Uniform Commercial Code, and Securities law. PREREQ: admission to graduate program.

BUS 694 Topics: Business (1-3 sem. hrs.) Study of a selected contemporary area in business; topics vary and may include international business, studies of the business environment, and legal issues in business. Repeatable for a maximum of six semester hours if topics differ. Open only to students in the MBA program. PREREQ: consent of instructor and MBA program director.

BUS 699 Independent Study: Business (1-3 sem. hrs.) Specialized aspect or topic in business chosen by a student and an appropriate faculty member. Repeatable for a maximum of six semester hours. Open only to MBA students. PREREQ: consent of instructor and MBA program director.

Business Informatics
BIS
See MBI section

Cooperative Education
CEP

CEP 600 Graduate Cooperative Education (1- 3 semester hours) 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.

Chemistry
CHE

CHE 505 The History of Chemistry (2,0,2) Survey of chemistry's significance in ancient and modern times. Investigation of key individuals and concepts in chemistry of the past and present. PREREQ: CHE 310

CHE 511 Natural and Medicinal Product (3,0,3) Analysis and design of complex syntheses, including total synthesis of natural products; stereochemical aspects of synthesis; asymmetric synthesis; spectroscopy in structure elucidation. PREREQ: C or better in CHE 311.

CHE 512 Physical Organic Chemistry (3,0,3) Current topics in spectroscopy, reaction mechanisms, and structure function correlations. PREREQ: CHE 360 and C or better in CHE 311 or consent of instructor.

CHE 540 Electrochemistry (3,0,3) Theory and experimental applications of electro-analytical methods. PREREQ: CHE 350 and CHE 361.

CHE 560 Quantum Mechanics (3,0,3) Principles of quantum mechanics, the hydrogen atom, variational methods, and simple perturbation theory. Same as PHY 460. PREREQ: CHE 361 or PHY 361.

CHE 594 Topics in Chemistry (1-3 sem. hrs.) 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. PREREQ: consent of instructor.

CHE 692 Research: Chemical Education (0,1-3,1-3) 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. PREREQ: consent of instructor.

CHE 694 Selected Topics in Chemistry (1-4 sem. hrs.) 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. PREREQ: consent of instructor.

CHE 696 Chemistry Lab Internship (1,0,1) 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. PREREQ: consent of instructor and completion of the designated.

CHE 699 Independent Study: Readings in Chemistry (1-3,0,1-3) Independent survey of literature; written reports on selected topics in chemistry and chemical education. Repeatable for a maximum of 4 semester hours. PREREQ: consent of instructor.

Chinese
CHI

CHI 520 Readings in Chinese (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies. PREREQ: CHI 380 or equivalent
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Computer Information
Technology
CIT

CIT 500 Information Technology Fundamentals (3, 0, 3) Fundamentals of UNIX system administration, including use of the shell, users and groups, security, logging, backups, cron, and server installation and configuration. PREREQ: permission of instructor.

CIT 501 Scripting (3, 0, 3) Introduction to programming in a scripting language, including applications to both system administration and web development. PREREQ: permission of instructor.

CIT 520 Managing Computer Systems (3,2,4) The setup, configuration, and administration of networked computer systems. Current personal computer operating system technology. Hardware installation and troubleshooting. PREREQ: EDG 602 or senior standing in the Business Education, Organizational Systems Technology or Organization Leadership degree programs.

CIT 530 Computer Forensics (3, 0, 3) Fundamentals of computer and network forensics; forensic duplication and analysis; reconstruction of computer activities; forensics tools. PREREQ: CIT 500 and CIT 501 or consent of MSCIT director.

CIT 536 Web Server Administration (3, 0, 3) 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. PREREQ: CIT 500 and CIT 501 or consent of MSCIT director.

CIT 547 Network Design / Troubleshooting (3, 0, 3) 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. PREREQ: CIT 500 and CIT 501 or consent of MSCIT director.

CIT 565 Storage Administration (3, 0, 3) 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). PREREQ: CIT 547 or consent of MSCIT director.

CIT 570 Advanced Network and System Administration (3, 0, 3) Administering a networked computer system. Account, network configuration, security, file system and device management. Writing administrative scripts. PREREQ: CIT 547 or consent of MSCIT director.

CIT 572 Database Administration (3, 0, 3) 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. PREREQ: CIT 500 and CIT 501 or consent of MSCIT director.

CIT 584 Network Security (3, 0, 3) 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. PREREQ: CIT 547 or consent of MSCIT director.

CIT 586 Web Server Administration (3, 0, 3) 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. PREREQ: CIT 536 or consent of MSCIT director.

CIT 594 Intermediate Graduate Topics: Computer Information Technology (3, 0, 3) Various intermediate graduate topics in Computer Information Technology. PREREQ: varies with topic (see Schedule of Classes

CIT 599 Intermediate Independent Study (1-3, 0, 1-3) PREREQ: Regular admission to MSCIT program and consent of instructor.

CIT 630 Advanced Computer Forensics (3, 0, 3) Collecting and analyzing network-based evidence, e-mail 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. PREREQ: CIT 530 or consent of MSCIT director.

CIT 637 Wireless Networks (3, 0, 3) 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. PREREQ: CIT 547 or consent of MSCIT director.

CIT 644 Web Security (3, 0, 3) 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. PREREQ: CIT 536 and CIT 584 or consent of MSCIT director.

CIT 661 Routing (3, 0, 3) 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. PREREQ: CIT 547 or consent of MSCIT director.

CIT 662 Switching (3, 0, 3) 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. PREREQ: CIT 547 or consent of MSCIT director.

CIT 668 System Architecture (3, 0, 3) System architecture specification, design, deployment, maintenance, documentation, monitoring, and migrations. Focuses on systems for large scale distributed environments with high reliability requirements. PREREQ: CIT 547 or consent of MSCIT director.

CIT 672 Advanced Database Administration (3, 0, 3) Database recovery and backup, incomplete recovery, user errors recovery, database corruption, database performance tuning, query execution plans, and monitoring/managing storage. PREREQ: CIT 572 or consent of MSCIT director.

CIT 677 Data Mining Tools and Techniques (3, 0, 3) 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. PREREQ: CIT 572 or consent of MSCIT director.

CIT 694 Advanced Graduate Topics: Computer Information Technology (3, 0, 3) Various advanced graduate topics in Computer Information Technology. PREREQ: varies with topic (see Schedule of Classes).

CIT 696 Best Practices in Information Technology Seminar (3, 0, 3) Examination and presentation of best practices methodologies in information technology. IT papers and reports readings. The seminar will require assignments that build organizational competencies such as communication skills, team-work, and critical thinking PREREQ: successful completion of 18 credits toward MSCIT degree.

CIT 699 Advanced Independent Study (1-3, 0, 1-3) PREREQ: Regular admission to MSCIT program and consent of instructor

Communication
COM

COM 601 Communication Theory (3,0,3) Introduces graduate students to the philosophical underpinnings of communication research and develops skills in theory construction.

COM 602 Research Methods (3,0,3) 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 604 Organizational Communication (3,0,3) Seminar that explores the major theoretical perspectives and research findings within formal and informal organizations.

COM 610 Digital Media (3,0,3) Technical and aesthetic processes in the production of media, including new media and integrated media.

COM 620 Interpersonal Communication (3,0,3) Individually centered concepts in interpersonal communication. Exploration of how individuals plan, produce, and process interpersonal communication messages. Class may explore social scientific, cultural, and applied contexts.

COM 621 Communication Pedagogy (3,0,3) Graduate course in pedagogy that addresses philosophical, theoretical and practical issues faced by the beginning college instructor.

COM 622 Family Communication (3,0,3) Examines theories and research focused on understanding communication in family contexts.

COM 623 Relational Communication (3,0,3) 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 624 Gender and Communication (3,0,3) 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 (3,0,3) 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 627 Sexuality and Communication (3,0,3) 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 630 Communication Ethics (3,0,3) Theoretical and critical approaches to the study of ethics in communication. Examination of professional communication behavior in workplace settings.

COM 631 Communication Law (3,0,3) Examines the Constitutional, statutory, and case law affecting the communication profession.

COM 640 Persuasion (3,0,3) Theory and devices of persuasion; analysis of persuasive discourse.

COM 650 Rhetorical Criticism (3,0,3) Advanced seminar in the history, theory, methods, and practice of rhetorical criticism.

COM 655 Health Communication (3,0,3) This course is designed 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 socialization, health care teams, telemedicine, stress and burnout among health care workers, and social support at the dyadic, group, and community levels.

COM 670 International Media Systems (3,0,3) Communication considered in its global and international context, with special emphasis on mass media spanning of cultures and nations.

COM 671 Media Literacy and Criticism (3,0,3) Seminar in the application of rhetorical theory and criticism to television, film, and other media.

COM 672 Documentary Production (3,0,3) Theory and practice of documentaries. Rhetorical concerns of documentaries, social inquiry. Students will construct a documentary short.

COM 675 Public Relations (3,0,3) Public Relations Principles of PR management, including development of writing skills essential to those directing the PR functions of organizations.

COM 677 Organizational Culture and Identity (3,0,3) 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 of organizations.

COM 678 Public Relations Account Management (3,0,3) 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 (3,0,3) 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 & Social Interaction Theories and Methods (3,0,3) This course offers methods for exploring verbal and nonverbal 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. PREREQ: COM 602

COM 687 Qualitative Research Methods (3,0,3) 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 688 Critical Ethnography (3,0,3) 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 692 Directed Research in Communication (0,0,3) 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. PREREQ: COM 601 and COM 602.

COM 693 Relationships Research Practicum (3,0,3) 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. PREREQ: Permission of Communication Graduate Program Director.

COM 694 Special Topics: Communications (3,0,3) Special Topics.

COM 695 Experimental Courses in Communication (3,0,3) Study of varying, specialized subject matter in communication taught on an experimental basis only.

COM 696 Graduate Internship in Communication (0,0,1-6) 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. PREREQ: COM 601 and COM 602.

COM 700 Social Informatics (3,0,3) 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 790 Applied Capstone Project (0,0,1-6) A graduation capstone experience applying communication theories, methods, concepts, and/or tools to a tangible project. A written report will accompany the project. COURSE PREREQ: Approval of Communication Graduate Program Director.

COM 791 Comprehensive Examinations (0,0,0-1) 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. COURSE PREREQ: Approval of Communication Graduate Program Director

COM 797 Thesis (0,0,1-6) The planning, execution, and thorough documentation of a research project as conducted with the assistance of a faculty advisor. COURSE PREREQ: Permission of Communication Graduate Program Director.

COM 798 Continuing Capstone Project (0,0,1) 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. COURSE PREREQ: Permission of Communication Graduate Program Director

Communication Studies
CST

CST 603 Business Communications (3,0,3) Principles and practices of methods of written and oral communications at the management level. Open only to graduate students. Same as ENG 603.

Counselor Education
COU

COU 600 Orientation to Community and Agency Counseling (3,0,3) 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, per consent of program director and professional affiliations. PREREQ: Admission to program or consent of program director.

COU 601 Legal and Ethical Issues in Counseling (3,0,3) 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. PREREQ: Admission to program or consent of program director.

COU 602 Orientation to Professional School Counseling (3,0,3) A foundations course designed to increase students' knowledge base of the profession of school counseling including the history of the profession, current issues, and future trends. Students will learn about professional organizations and ethical guidelines and will focus on the role of school counselors in becoming advocates for students and leaders in the school environment. PREREQ: admission to the School Counseling Program or consent of program director.

COU 610 Counseling Diverse Populations (3,0,3) 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 PREREQ: COU 600 or COU 602; COU 640 and admission to program.

COU 620 Counseling Across the Lifespan (3,0,3) 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 (3,0,3) Theories and techniques for developmental counseling with children. PREREQ: COU 640, COU 641, and admission to program.

COU 623 Counseling Adolescents (3,1,3) Theories and techniques of developmental counseling with the teenage population. PREREQ: COU 640, C0U 641, and admission to program;

COU 630 Career Development and Counseling Processes (3,0.3) Educational and career planning; career development theories; decision-making models; assessment inventories for career in educational counseling; resources for career and educational planning; computer-assisted career development.

COU 640 Counseling Techniques (3,1,3) 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. PREREQ: Admission to program.

COU 641 Theories in Counseling and Psychotherapy (3,0,3) Examination of the major models of counseling and psychotherapy; theoretical integration; review of outcome research; common factors model; brief counseling models. PREREQ: Admission to program.

COU 642 Counseling Families and Couples (3,0,3) 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. PREREQ: COU 640 and admission to program.

COU 643 Consultation (3,0,3) 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. PREREQ: consent of instructor.

COU 644 Play Therapy (3,13) Enhancing the counseling relationship with children by utilizing play media to facilitate expression, self-exploration and understanding, and personal growth and development. Observation of and supervised experience in play therapy with children are integral parts of the course. PREREQ: COU 640.

COU 646 Advanced Play Therapy (3,0,3) In-depth exploration of major theoretical approaches and therapeutic strategies to play therapy. Development of a therapeutic relationship with a child and application of techniques in supervised play therapy sessions are a part of the course. PREREQ: COU 644 or permission of instructor.

COU 647 Elementary School Counseling and Guidance Services (3,1,3) The organization, administration and delivery of guidance and career services in the elementary school. PREREQ: COU 602, COU 640, COU 641, and admission to program.

COU 648 Secondary School Counseling and Guidance Services (3,1,3) The organization, administration, and delivery of guidance and career services in the secondary school. PREREQ: COU 602, COU 640, COU 641, and admission to program.

COU 650 Theories and Practice of Group Counseling (3,1,3) 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 PREREQ: COU 600 or COU 602, COU 640, COU 641, ,and admission to program.

COU 651 Group Play/Activity Therapy (3,1,3) Philosophy and rationale for group work with children and adolescents. Focuses on the goals of Group Play/Activity Therapy, the role of the play therapist, screening and selection of group members, the use of expressive arts, play, and activities at various developmental stages and planning and structuring sessions. Supervised experience in Group Play/Activity Therapy is an integral part of the course. PREREQ: COU 644, COU 650, or permission of instructor.

COU 652 Filial Therapy (3,1,3) Training parents to be therapeutic agents in their children's lives through the utilization of play therapy skills in regularly scheduled parent-child structured play sessions in their homes. How to train parents in the overall principles and methodology of child-centered play therapy is addressed. Supervised experience in filial therapy with parents is an integral part of the course. PREREQ: COU 644, COU 650, or permission of instructor.

COU 653 Classroom Guidance (3,0,3) Basic guidance concepts such as encouragement, communication, self concept, discipline, group dynamics and understanding students within the classroom setting will be presented with practical approaches in working with students. PREREQ: COU 602, COU 640, COU 641, and admission to program

COU 660 Assessment and Evaluation in Counseling (3,0,3) 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. PREREQ: Admission to program.

COU 661 Advanced Assessment (3,0,3) Advanced training in the use of assessment and treatment planning procedures for students seeking licensure as mental health counselors. PREREQ: COU 660 and COU 670

COU 670 Psychopathology/Diagnosis of Mental and Emotional Disorders (3,0,3) 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. PREREQ: COU 660 or consent of director and admission to program.

COU 671 Treatment Planning in Counseling (3,0,3) 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. PREREQ: COU 670 or consent of instructor and admission to program.

COU 680 Research Methods and Program Evaluation (3,0,3) 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. PREREQ: course in statistics and admission to program.

COU 675 Substance Abuse and Addictions (3,,0,3) This course thoroughly examine 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 addiction on the client and others; etiology; and, counseling and treatment.

COU 690 Practicum (3,0,3) Supervised field experiences in counseling; Students must 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; PREREQ: COU 600, COU 601, COU 610, COU 640, COU 641, COU 650, PSY 622, and admission to program.

COU 691 Internship I (0,3,3) An intensive counseling field placement in a 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. The experience requires a minimum of 300 hours of which 120 hours are in direct services. PREREQ: matriculation in counseling program and approval of director or program coordinator; COU 690 or COU 693

COU 692 Internship II (0,3,3) An intensive counseling field placement in a 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. The experience requires a minimum of 300 hours of which 120 hours are in direct services. PREREQ: COU 691 and approval of director of program or program coordinator.

COU 693 School Counseling Practicum (3,0,3) Supervised field experience in school counseling. Students must complete a minimum of 100 clock hours in the school environment; with 50 hours spent in an elementary school and 50 hours spent in a secondary school. Time must be spent accomplishing the following activities, individual and group counseling, classroom guidance, consultation with parents and school personnel, and coordination. Students will be required to present audio taped counseling sessions to the class and will document other activities through artifacts and through activity logs. PREREQ: COU 602, COU 610, COU 621, COU 623, COU 640, COU 641, COU 647 or COU 648, COU 650, and consent of program coordinator.

COU 694 Special Topics in Counseling (3,0,3) 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. PREREQ: COU 600, COU 602, COU 640, COU 641.

COU 699 Independent Study (1-3 semester hours) 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. PREREQ: admission to Counselor Education Program and consent of Instructor prior to registration

Computer Science
CSC

CSC 501 Intermediate Programming Workshop (3,0,3) 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. PREREQ: graduate standing; background in computer programming and data structures.

CSC 502 Advanced Programming Methods (3,0,3) High-performance object-oriented and generic programming in C++; componentry; concurrent programming with threads; distributed programming; standard template library algorithms; multi-paradigm design patters; Extensive practice with sophisticated programming projects. PREREQ: regular admission to MSCS program.

CSC 507 Concepts of Programming Languages (3,0,3) 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. PREREQ: regular admission to the MSCS program.

CSC 510 Compiler Construction (3,0,3) Lexical analysis; parsing; code generation; compiler project. PREREQ: regular admission to MSCS program.

CSC 525 Artificial Intelligence (3, 0, 3) Concepts and techniques of artificial intelligence; heuristic search, expert systems, AI languages, natural language processing, and elementary neural networks. PREREQ: regular admission to MSCS program.

CSC 533 Computer Networks (3,0,3) Direct link networks, packet switching networks, internet working (IP), end-to-end protocols (TCP), Windows socket programming. PREREQ: regular admission to MSCS program.

CSC 539 Software Testing and Maintenance (3,0,3) Techniques in computer software implementation, testing, configuration management and maintenance. Testing and maintenance of a large-scale software project by students working in teams. Prerequisites: Regular admission to the MSCS program.

CSC 540 Software Engineering (3,0,3) History of software development paradigms and methodologies; techniques in computer software specification, design, and implementation; software engineering ethics; development of a large-scale software project by students working in teams. PREREQ: Regular admission to MSCS program and CSC 502.

CSC 550 Database Management Systems (3,0,3) Database design, normal forms, concurrent processing, recovery, security, relational model, Structured Query Language, hierarchical and network models. PREREQ: regular admission to the MSCS program.

CSC 560 Operating Systems (3,0,3) 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. PREREQ: regular admission to MSCS program.

CSC 562 Computer Architecture (3,0,3) Intermediate and advanced topics in microprocessor and memory system design. Examination of architecture at the instruction level and hardware level from a quantitative perspective; implementation of RISC instruction sets, pipelining, parallelism, cache, and virtual memory. PREREQ: graduate standing and consent of instructor.

CSC 564 Design and Analysis of Algorithms (3,0,3) Sorting, searching, graph theory algorithms, algorithm design techniques; algorithm performance; algorithm classification. PREREQ: regular admission to MSCS program.

CSC 580 Computer Graphics (3,0,3) Basic concepts of two- and three-dimensional graphics including incremental methods, geometric transformations, windowing and clipping, hidden line and surface algorithms, and animations. PREREQ: regular admission to MSCS program, and MAT 234 or equivalent.

CSC 582 Computer Security (3, 0, 3) Theory and algorithms of computer security, including security policies, access control, secure programming, identity and authentication, information flow, and information assurance techniques. PREREQ: regular admission to MSCS program.

CSC 584 Cryptography (3, 0, 3) Cryptology of classical ciphers, DES and AES, public key cryptosystems, authentication and cryptographic hash functions. PREREQ: consent of instructor.

CSC 585 Theory of Computation (3,0,3) 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. PREREQ: regular admission to MSCS program.

CSC 593 Research Seminar in Computer Science (1-3 sem. hrs.) Examination and presentation of contemporary research work in computer science. PREREQ: regular admission into MSCS program.

CSC 594 Topics: Computer Science (3,0,3) Various advanced topics. PREREQ: regular admission to MSCS program.

CSC 599: Intermediate Directed Study (1-3,0,1-3) PREREQ: regular Admission to MSCS Program, consent of instructor.

CSC 601 Advanced Programming Workshop (3,0,3) Practitioners' workshop on creative approaches to challenging, realistic programming problems; advanced object-oriented and generic design patterns; use of appropriate tools and critical evaluation of solutions. PREREQ: CSC 502.

CSC 625 Advanced Artificial Intelligence (3,0,3) 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. PREREQ: CSC 525.

CSC 633 Advanced Computer Networks (3,0,3) Content distribution, routers and queue management, multicast routing, mobility and the network layer, wireless links, multimedia networking. PREREQ: CSC 502, CSC 533, and CSC 560.

CSC 640 Advanced Software Engineering (3,0,3) Effective software development methods: software design, quality management, improving the software process. PREREQ: CSC 540.

CSC 645 Software Interface Design and Human Factors (3,0,3) Graphical user interfaces for computer applications; usability engineering research and practice; software tools; design and implementation projects. PREREQ: CSC 540.

CSC 650 Advanced Database Systems (3,0,3) Continuation of CSC 550; advanced database programming and data modeling; object-based systems; parallel systems; data warehousing and other advanced topics. PREREQ: CSC 502 and CSC 550 or equivalent.

CSC 660 Advanced Operating Systems (3,0,3) 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. PREREQ: CSC 560 and CSC 502.

CSC 666 Secure Software Engineering (3,0,3) Secure software development processes, threat modeling, security requirements and policies, secure architecture and design, secure coding principles, verification and validation of software security. PREREQ: CSC 540 and CSC 582.

CSC 670 Social Implications of Computing (3, 0, 3) 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. PREREQ: six hours of graduate level coursework in the MSCS or MBI program, or consent of instructor.

CSC 680 Advanced Computer Graphics (3, 0, 3) Representing curves and surfaces; using color, illumination, shading; visible-surface determination; advanced modeling techniques; collision detection and intersection geometry; virtual physics; real-time rendering, scene graph architectures, and high-performance game engine design. PREREQ: CSC 502 and CSC 530.

CSC 682: Advanced Computer Security (3,0,3) 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. PREREQ: CSC 582.

CSC 685 Logic and Computation (3,0,3) Introduction to formal reasoning applied to computer science; propositional and predicate logic; algebraic specification of abstract data types; program correctness; survey of computability theory. PREREQ: CSC 585 and CSC 601.

CSC 694 Advanced Graduate Topics in Computer Science (3,0,3) Various topics. May be repeated for credit when topics vary. PREREQ: regular admission to MSCS program and consent of instructor.

CSC 699 Directed Readings/Independent Study (1-3 semester hours) PREREQ: consent of instructor.

CSC 797 Thesis Direction (1-6,0,1-6) Guided thesis direction for students electing the thesis option for the MS in Computer Science. PREREQ: consent of MSCS program director.

CSC 798 Thesis Continuation (1-6, 0, 1-6) The second semester of the guided thesis for students electing the thesis option for the MS in Computer Science. PREREQ: Consent of MSCS program director and CSC 797.

College Student Development
CSD

CSD 610 Organization and Administration of Higher Ed (3,0,3) 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 (3,0,3) 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 (3,0,3) 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 in College Student Development (3,0,3) Professional seminar designed to integrate the core curriculum and practical experiences, and to prepare students for the transition to professional positions. PREREQ: COU 600, COU 610, COU 640, COU 650, CSD 610, CSD 640, CSD 650

CSD 691 Internship in College Student Personnel (3,0,3) 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. PREREQ: COU 600, COU 640, COU 650, CSD 610, CSD 640, CSD 650

Dance
DAN

DAN 599 Individual Studies in Dance (1-3,0,1- 3) Individual creative or research projects in one or more areas: Ballet, Jazz, Tap, Modern, Choreography. Projects directed by DAN faculty must be approved prior to registration. May be repeated for a maximum of nine hours. PREREQ: consent of Chair of Theatre and Dance.

Economics
ECO

ECO 594 Topics: Teaching Economics (1-3 sem. hrs.) 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. PREREQ: consent of instructor.

ECO 610 Business and the Changing Global Environment (3,0,3) 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. PREREQ: admission to the MBA program or permission of MBA director.

ECO 625 Managerial Economics (3,0,3) 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. PREREQ: admission to the MBA program or consent of MBA director.

ECO 694 Selected Topics in Economics (3,0,3) Study of a selected contemporary area in economics; Topic listed in Schedule of Classes. Repeatable for a maximum of six semester hours if topics differ. Open only to MBA students. PREREQ: ECO 625.

ECO 699 Independent Study in Economics (1-3 sem. hrs.) Specialized aspect or topic in economics chosen by student and appropriate faculty member. Repeatable for a maximum of six semester hours. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. PREREQ: ECO 625

Education Administration
EDA

EDA 601 Introduction to School Leadership and Administration (3,0,3) School leadership and administrative responsibilities; understanding schools as complex organizations; facilitating leadership to create a work climate supportive of excellence in teaching and learning. PREREQ: admission to program.

EDA 602 Leadership in Contemporary Schools (3,0,3) 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 610 School Leadership Practicum (3,0,3) 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. PREREQ: EDA 601 and EDA 631.

EDA 624 Technology and Best Practices for School Improvement (3,0,3) 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. PREREQ: admission to program.

EDA 627 School Finance and Support Services (3,0,3) 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. PREREQ: EDA 601, EDA 624, EDA 628, and EDA 631.

EDA 628 School Law and Ethics (3,0,3) Legal and ethical issues as related to practical problems of school administration; constitutional provisions and court decisions and their impact on education. PREREQ: admission to program.

EDA 631 Leadership for School Program Collaboration (3,0,3) 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. PREREQ: admission to program.

EDA 634 Leadership for Human Resources Development in Schools (3,0,3) 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. PREREQ: EDA 601 and EDA 631.

EDA 638 The Supervisor (3,0,3) 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 Superintendent Practicum (1,0,1) 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 (3,0,3) 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 (3,0,3) 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. PREREQ: EDA 601 and EDA 631.

EDA 649 School System Administration (3,0,3) Study of overall school district management and operations including administration of auxiliary services, federal programs, financial management, and human resources. COREQ: Admission to program or consent of instructor

EDA 650 Leadership for School Program Improvement (3,0,3) Preparing school leaders to guide, facilitate, and support curriculum, instruction, and assessment and to create a learning environment that promotes student achievement. PREREQ: EDA 601 and EDA 631.

EDA 659 Strategic Mgt in Education (3,0,3) Strategic Management in Education is 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. PREREQ: EDA 639, EDA 649

EDA 669 Leadership for School Problem Solving (3,0,3) 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. PREREQ: EDA 601 and EDA 631.

EDA 679 School Superintendent Practicum (1,0,1) 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. COREQ: EDA 639

EDA 680 School Superintendent Practicum II (1,0,1) Study and observation of the role and responsibilities of the school superintendent in practice. Students are required to spend time in field settings. PREREQ: admission to school superintendency certificate program or consent of instructor.

EDA 681 School Superintendency Practicum III (1,0,1) PREREQ: EDA 639, EDA 649

Educational Leadership*
EDD
*All curriculum pending final approval

EDD 801 Leadership: Personal and Professional Perspectives (3,0,3) 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 (3,0,3) 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 (3,0,3) 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 Applied Educational Statistics (3,0,3) Building upon the competencies obtained in EDD 811, learning associates will learn how to use more advanced statistical techniques for analyzing data and testing research hypotheses. Topics will include review of univariate and bivariate statistics, null hypothesis significance testing, multivariate statistics, and the use of computer technology for managing data and running analyses.

EDD 811 Assessments and Evaluation (3,0,3) The study of basic measurement and psychometric principles criterion and norm-referenced test interpretation standard scores aptitude and intellectual assessment local, state and national achievement testing communication of assessment results and the use of assessment data to evaluate and improve educational outcomes.

EDD 812 Participatory Action Research and Program Evaluation (3,0,3) Learning associates will be introduced to the process used by educational researchers for reviewing and critiquing the research literature as well as strategies for developing research ideas and testable hypotheses. Topics will also include the major quantitative and qualitative research methods used for investigating research questions and evaluating programs.

EDD 820 Theory and Practice in Educational Administration (3,0,3) This course examines contemporary leadership theories in education, the social sciences and management as they are applied to educational practices in administration. Particular emphasis will be placed on assessing the utility of the theories based on previous and emerging research and their implications for administrative practice.

EDD 821 Organizations as Social Systems (3,0,3) 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 Issue (3,0,3) 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 3,0,3 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 (3,0,3) 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 (3,0,3) 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, designing, 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 831 Linking Assessment, Learning, and Curriculum (3,0,3) A study of systemic improvement strategies to curriculum planning, assessment, and instruction through utilizing current research, data and data analysis. The course leads to an understanding of how instruction, curriculum, and assessment are interrelated.

EDD 832 Instructional Leadership and Technology (3,0,3) Explores theories and models of innovation diffusion and current approaches to education reform, focusing on the integration of technology into curriculum, pedagogy, and school management

EDD 833 Leadership in a Multi-Cultural Society (3,0,3) 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: Advanced Educational Research (3,0,3) Learning associates will develop an action research dissertation proposal. Topics will include integration of research methodology, measurement, and statistics; research ethics; IRB training; time management; and navigating the dissertation project.

EDD 899 Dissertation Research (3,0,3)

Graduate Education
EDG

EDG 600 Applied Research (3,0,3) Major methods and techniques; comprehension and use of basic statistical procedures.

EDG 601 Cultural and Learning Diversity (3,0,3) Theory and research based principles of effective teaching, human learning, instructional assessment, and multicultural education.

EDG 602 Technology in Education (3,0,3) Uses of technology for educators; effects of technology on classroom and curriculum; evaluation of software; telecommunications; introduction to a programming language; use of word processing, databases, and spreadsheets.

EDG 603 Selected Topics in Technology in Education (1-3 sem. hrs.) Topics and issues in technology in education for teachers. May be repeated for credit when topics vary.

EDG 604 Orientation to Graduate Programs in Education (0,0,0) This mandatory course will provide an orientation to the Master of Arts in Education, to the non-degree fifth-year program or the Rank I programs. PREREQ: application for admittance to the Master of Arts in Education, the non-degree fifth-year program or the Rank I programs.

EDG 606 Leadership in a Diverse Society (3,0,3) 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 610 History and Philosophy of Education (3,0,3) Historical and philosophical analyses of education in the U.S.; development of contemporary educational theory and practice.

EDG 613 Comparative Education Systems (3,0,3) 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 (3,0,3) This course examines research based best practices in 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 (3,0,3) Basic elements of educational policy development and analysis; concepts regarding curriculum theory, design, and instructional systems; influence of social forces on curriculum. COREQ: EDG 619

EDG 619 Advanced Curriculum Field Experience (3,0,3) Examines the relationship between the theory of curriculum development and its implementation in the classroom settings. COREQ: EDG 618.

EDG 620 Learning and Motivation (3,0,3) 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 (3,0,3) Historical, philosophical, and psychological foundations of special educational provisions for high-ability students; characteristics, identification, and typical school programs.

EDG 622 Affective and Moral Education in Schools (3,0,3) Historical attempts at moral and affective education; Efforts by school personnel to influence children in the affective and values/ moral areas; critical evaluations of theories and of typical school programs and commercial curriculum material.

EDG 623 Teaching Creative and Higher- Level Thinking (3,0,3) 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 (3,0,3) 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 (3,0,3) 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. PREREQ: EDG 621 and EDG 623, or consent of coordinator of graduate studies in education.

EDG 626 Classroom Management and Discipline (3,0,3) 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 (2,2,3) 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. PREREQ: EDG 621, EDG 623, and EDG 625, or consent of coordinator of graduate studies in education.

EDG 629 Special Topics in Gifted Education (1-6 sem. hrs.) 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 (3,0,3) This course will enable teachers at all levels in every subject area to evaluate the language skills their students have, to determine the

language skills their students need to succeed, to plan instruction which incorporates the needed language skills, and to evaluate the degree to which student learning is improved.

EDG 632 Language and Literacy (3,0,3) Theories of language acquisition; application of linguistic theories to the teaching of literacy. PREREQ: EDG 630 or equivalent.

EDG 634 Reading Instruction in the Primary Grades (3,0,3) Principles underlying the teaching of beginning reading; approaches and materials. PREREQ: EDG 630.

EDG 636 Reading Instruction in the Middle Grades (3,0,3) Principles underlying the teaching of reading in the middle grades; approaches and materials applicable to the teaching of developmental, content, recreational, and corrective reading. PREREQ: EDG 630.

EDG 637 Analysis of Reading Problems and Related Disorders (3,0,3) Principles and practices for diagnosing reading problems and other communication disorders. Required for endorsement as a reading specialist in Kentucky. PREREQ: EDG 630 (or other approved advanced foundations of reading course) and EDG 632.

EDG 638 Research and the Improvement of Classroom Instruction in Reading (3,0,3) Critical appraisal of classical and current research in the teaching of reading; development and implementation of designs for improving classroom instruction based on knowledge of current research and assessment of classroom needs. PREREQ: EDG 630.

EDG 639 Correction of Reading Problems and Related Disorders (3,0,3) Principles and practices for remediation of reading and other communication disorders. Required for endorsement as a reading specialist in Kentucky. PREREQ: EDG 630 (or other approved advanced foundations of reading course) and EDG 637.

EDG 640 Elementary School Science (3,0,3) 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 (3,0,3). The sciences of biology, geology, meteorology, chemistry, and physical sciences are integrated to teach about water quality through a field-based investigation of the Ohio River and streams. The course is taught during the summer at the Center for Ohio River Research and Education. Students apply the content and skills learned during the course to the State/School District Science Standards and a lesson plan product. Curriculum and community resources related to water resources are emphasized. Required field trips. Applicable to Masters degree, Rank 1 certification, Environmental Education Endorsement, and Mathematics/Science Education specialization.

EDG 645 Fundamentals of Environmental Education (3,0,3) A web-based course that provides and 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 (3,0,3) 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 (3,0,3) Includes workshop experience in peer teaching and preparation of manuscripts. May be taken concurrently with EDG 648. Same as ENG 649. PREREQ or COREQ: EDG 648.

EDG 650 Research and Theory in Early Child Development (3,0,3) Current research and theory in child development; research results appropriate to teaching in nursery, daycare, and public school settings. Students visit local innovative settings and evaluate through reflective discussion. Research project required. PREREQ: EDG 600.

EDG 651 Assistive Tech Spec Education (3,0,3) 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 652 Early Childhood Development and Education (3,0,3) Physical, social, psychological, and intellectual development of the child under eight; role of the classroom teacher.

EDG 653 Language Development of Students with Disabilities (3,0,3) Theories of language development; teaching functional communication skills; skills necessary for pee interactions; assistive technology and communication; and teaching conversational skills.

EDG 658 Assessment Techniques for P-12 Math (3,0,3) Learning hierarchies in mathematics, cognitive processes, assessment and instructional techniques; concepts of the elementary school mathematics curriculum. PREREQ: EDU 306 or equivalent.

EDG 659 Selected Topics in Mathematics Education (1-3 sem. hrs.) Current trends, topics, and issues in mathematics education. May be repeated for credit when topics vary. PREREQ: EDU 306 or equivalent.

EDG 660 Learning and Behavior Disorders (3,0,3) Definitions, etiological factors, assessment, and remedial approaches for learning and behavior disorders.

EDG 662 Educational Assessment of Learning and Behavior Disorders (3,0,3) Principles, instruments, and procedures to place and plan instruction for students with learning or behavior disorders. PREREQ: EDG 364 or EDG 660.

EDG 663 Behavior Analysis Procedures for Students with Exceptionalities (3,0,3) Principles of behavior analysis applied to curriculum, methodology, and management of students with disabilities; behavioral teaching methods contrasted with alternative management techniques. .

EDG 664 Teaching Methods for Students with Learning and Behavior Disorders (3,0,3) Instructional methods and techniques for designing and implementing effective teaching to meet the needs of students with mild disabilities. PREREQ: EDG 660

EDG 665 Transdisciplinary Collaboration (3,0,3) Knowledge of 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 (3,0,3) Characteristics of and special programs for children with disabilities or who are gifted and talented. For regular classroom teachers.

EDG 667 Collaboration and Inclusive Practices (3,0,3) 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 Principals of Behavior Management (3,0,3) Theoretical perspectives, measurement systems, ecological inventories, functional behavior assessment, and positive and proactive behavior intervention plans.

EDG 669 Diagnostic and Prescriptive Teaching (3,0,3) 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 674 Contemporary Problems in Education Administration (3,0,3) Major contemporary issues in education administration; evaluation of issues and attempted solutions; development of a personal position.

EDG 680 Issues in Education (3,0,3) Major contemporary issues in education; evaluation of attempted solutions; development of a personal position.

EDG 681 Supervision of Student Teachers (3,0,3) Development of appropriate student teacher supervision technique; planning prior to student teacher arrival; systematic induction into teaching through defined observation and participation experiences; conference and evaluation techniques; other policies and procedures of student teacher supervision. PREREQ: two years of teaching experience.

EDG 683 Research Seminar in Education (3,0,3) Completion of a proposal. Required for those who elect to write a thesis or project. Must precede EDG 695.

EDG 684 Guidance Services in Education (3,0,3) Philosophy and functions of guidance programs in elementary, middle, and high schools.

EDG 685 The Principalship (3,0,3) Application of administrative theory to school or simulated situations; role of the principal in providing an excellent learning environment in a continuously changing society. PREREQ: admission to instructional leadership program.

EDG 686 Utilizing Media Resources (K-12) (3,0,3) 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 690 Administrative Field Experience (3,0,3) On-site administrative and supervisory experiences in form of a practicum; linking concepts of administrative/supervisory theory with practical aspects of the experience. PREREQ: admission to educational leadership program and consent of instructor.

EDG 691 Applied Educational Research I (1,0,1) 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

EDG 692 Applied Educational Research II (2,0,2) 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

EDG 693 Selected Topics in Education (1-3 sem. hrs.) 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 (1,2,2) 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 sem. hrs.) In-depth study of a current topic in special education. May be repeated for credit when topics vary. PREREQ: EDG 660 or equivalent.

EDG 698 K.E.T. Study (1-3 sem. hrs.) Selected courses offered through the Kentucky Educational Television network.

EDG 699 Selected Problems in Education (1-3 sem. hrs.) Individual or group in depth study. PREREQ: consent of education chair.

EDG 797 Master's Thesis or Project (3,0,3) Required for those who elect to write a thesis or project. PREREQ: EDG 683 and consent of instructor.

EDG 798 Thesis/Project Continuing Credit (1,0,1) Continuing enrollment for students needing more than one semester to complete EDG 683 Research Seminar in Education or EDG 695 Master's Thesis or Project. This course must be repeated each semester until the project or thesis is completed. Limit of six semesters exclusive of summers. Graded pass/ fail. Credit from this course may not be used to fulfill requirements for any graduate program. PREREQ: EDU 683 or EDG 695.

Master of Arts in Teaching
EDMT

EDMT 542 Methodology/Pedagogy in Middle School/Secondary Business/Marketing (3,0,3) Theories, methods/techniques and technologies in designing, delivering and evaluating instruction in middle school and high school business/marketing.

EDMT 543 Methodology/Pedagogy in Middle School/Secondary Science (3,0,3) Theories, methods, techniques and technologies in designing, delivering and evaluating instruction in middle school and high school science.

EDMT 544 Methodology/Pedagogy in Middle School/Secondary Math (3,0,3) Theories, methods/ techniques and technologies in designing, delivering and evaluating instruction in middle school and high school mathematics. COREQ: EDMT 696.

EDMT 545 Methodology/Pedagogy in Middle School/Secondary Social Studies (3,0,3) Theories, methods/techniques and technologies in designing, delivering and evaluating instruction in middle school and high school social studies. COREQ: EDMT 696.

EDMT 594 Special Topics in Education (1-3 semester hours) Individual or group in depth study. PREREQ: consent of MAT coordinator.

EDMT 610 Foundations of American Schooling (2,0,2) 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 (2,0,2) 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 (2,0,2) Recent research and theory related to planning, organizing and managing student learning and behavior in the classroom.

EDMT 621 Students with Exceptionalities in Regular Middle/Secondary Classrooms (2,0,2) The course will focus on characteristics of students with exceptional learning needs, and legal issues.

EDMT 622 Cultural Identity and Schooling (2,0,2) 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 Adaptations in Regular Middle/Secondary Classrooms (1,0,1) The course will focus on adaptations to the general curriculum adaptive teaching strategies, behavior management and collaboration skills.

EDMT 632 Curriculum Design and Assessment (3,0,3) 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 (2,0,2) 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/Secondary Practicum I (0,2,0) Application of instructional theory to middle/ secondary grade classroom settings.

EDMT 693 Middle/Secondary Practicum II (0,2,0) Practice in planning and implementing instructional strategies with middle/ secondary grade school students.

EDMT 694 Middle/Secondary Practicum III (0,2,0) Practice in planning and implementing instructional strategies with middle/ secondary grade students.

EDMT 696 Middle/Secondary Student Teaching (0,9,0) Classroom experiences through observation, planning, teaching, and assessing under supervision of an experienced teacher.

Educational Specialties
EDS

EDS 561 Mental and Orthopedic Disabilities (3,0,3) Characteristics and educational programs for students who have mental retardation or orthopedic and/or other health impairments.

EDS 562 Early Childhood Special Education Programs (3,0,3) Special needs of handicapped preschool children; adapting preschool programs to accommodate handicapped children. PREREQ: EDS 360 or equivalent.

EDS 570 Working with Families of Students with Disabilities (3,0,3) Information, skills, and resources for effective interaction with parents and families of children with disabilities.

EDS 572 Secondary Special Education Programs (3,0,3) Characteristics of adolescents with learning and behavior disorders; educational programming for secondary students with mild disabilities including student empowerment, lesson adaptations, and transition planning.

EDS 588 Professional Laboratory Experiences (3-6 sem. hrs.) Classroom field experience in added area of certification; individual project created collaboratively with a university supervisor. PREREQ: completed coursework for certification; valid teaching certificate.

Education
EDU

EDU 504 Context, Policy, and Organization of Middle/Secondary Education in Society (4,0,4) Internal and external forces shaping the direction of education in America; school finance, school law, reform in education, multicultural education, historical antecedents, and philosophical educational undergirdings in America as related to contemporary educational theory and practice.

EDU 505 Behavior, Development, and Learning (3,0,3) Understanding of human development and behavior, the learning process, teaching models, and contemporary practices, procedures, and skills in the profession; obtaining information in these areas and applying it to the teaching process.

EDU 515 Instructional Design and Curriculum (3,0,3) Basics in formation and experiences regarding general curriculum theory and design for regular, exceptional, and multicultural students; visits to designated schools for practical application of curriculum and design.

EDU 519 Effective Teaching and Learning (3,0,3) Basic information and experiences in teaching and learning for middle/secondary teachers; teaching methods/strategies; research in teaching; classroom management, motivation, assessment, evaluation, and measurement; grading policies/ procedures, communications, and technology.

EDU 530 Reading in Junior and Senior High School (3,0,3) Principles and procedures related to reading in grades 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 (3,0,3) 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 (3,0,3) Principles and goals, curriculum models, teaching strategies, classroom and community resources, outdoor education, and research. PREREQ: admission to the teacher education program, or concurrently with the admission semester.

EDU 550 Current Trends in Early Childhood Education (3,0,3) Examination of issues, research, and trends in early care and education. The 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. COREQS: EDU 551 (for graduate credit)

EDU 551 Classroom Activities in Early Childhood Education (0,2,1) Activities and instructional resources appropriate for preschool children. COREQ: EDU 550 (for graduate credit).

EDU 552 Infant and Toddler Education and Programming (3,0,3) 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. PREREQS: admission to Teacher Education COREQS: EDU 395; IECE Practicum I

EDU 559 Assistive Technology for Early Childhood Classrooms (3,0,3) 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. PREREQ: EDU 313.

EDU 564 Collaboration In Early Childhood Education (3,03) Examination of range of services available in the community/society for young children and their families with and without special needs in terms of family-centeredness and family empowerment. Course content includes analysis of mission and philosophical basis of community resources and services; overview of collaboration and teaming models (e.g., multidisciplinary, interdisciplinary, transdisciplinary); family systems theory; and the role of the educator in facilitating home-school-community collaboration for the purpose of fostering self-sufficiency of the families. PREREQS: EDS 562 or equivalent

EDU 566 Assessment In Early Childhood Education (3,0,3) This course will provide for pre-service and in-service educators guidelines to create an on-going 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. PREREQS: EDS 562 or equivalent.

EDU 568 Administration and Supervision In Early Childhood Education (3,0,3) Development of policies and procedures for administration and supervision in diverse early childhood programs (including family child care 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. PREREQS: EDS 562 or equivalent

EDU 594 Professional Laboratory Experiences (12 sem. hrs.) Student participation in peer teaching experiences on campus and in field-based situations; materials, methods, innovative programs, and curricula; completion of a 12-week experience in the classroom; inquiry into teaching and the role of schools in American society.

EDU 595 Special Topical Seminars (3-6 sem. hrs.) Student participation in professional development seminars; trends, program dimensions, current issues in education and in the profession, and other culminating experiences.

EDU 598 Orientation (1-6 sem. hrs.) Student participation in orientation experiences in alternative teacher certification program; procedures, policies, standards, and resources; certification and program requirements; administration of CTBS and NTE batteries of tests to course participants; development of portfolios, KTIP procedures, and KERA requirements.

EDU 599 Selected Problems in Education (1-3 sem. hrs.) Individual or group in-depth study. PREREQ: consent of education chair.

Executive Leadership and Organizational Change ELOC

ELOC 610 Leadership Assessment and Development (3,0,3) 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, lifelong learning, and the development of emotional intelligence competencies.

ELOC 615 Teams and Conflict Management (3,0,3) 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 and conflict behaviors in order to resolve organizational problems.

ELOC 620 Field Research Methods (3,0,3) 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 (3,0,3) 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 Organizational Strategy Development and Systems Thinking (3,0,3) 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 (3,0,3) 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 culture, organizational learning and knowledge management, mergers and acquisitions, partnerships, and other forms of transformational change.

ELOC 640 Organizational Consultation (3,0,3) 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 and Leadership (3,0,3) 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 (3,0,3) 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 (3,0,3) 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.

English
ENG

ENG 500 Poetry (3,0,3) Advanced study of poetry. May be repeated for credit when topics vary. PREREQ: Six semester hours of literature at the undergraduate level or graduate standing.

ENG 501 Drama (3,0,3) Advanced study of dramatic literature. May be repeated for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 505 Medieval Literature (3,0,3) Advanced study of literature from the Medieval period. May be repeated once for credit when topics vary. PREREQ: six semesters hours of literature at the undergraduate level or graduate standing.

ENG 515 Renaissance Literature (3,0,3) Advanced study of literature from the Renaissance. May be repeated once for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 525 Restoration and 18th-Century Literature (3,0,3) Advanced study of Restoration and 18th-century literature. May be repeated once for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 530 Readings in the English Language (3,0,3) Topics about the language and its use: specialized readerships, applications, and theories. May be repeated for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level.

ENG 531 English Grammar for Teachers of ESOL (2,0,2) Review of English grammar from pedagogical point of view. Does not count toward English major. PREREQ: six semester hours of literature and consent of instructor.

ENG 540 Problems in English (3,0,3) 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. PREREQ: six semester hours of literature at the undergraduate level.

ENG 541 Linguistics for Teachers of ESOL (2,0,2) Overview of linguistics for teachers of ESOL. Does not count toward English major. PREREQ: six semester hours of literature and consent of instructor.

ENG 542 Teaching and Practice of Creative Writing (3,0,3) 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. PREREQ: graduate standing or consent of instructor.

ENG 544 Research/Methods in Prof Writing (3,0,3) Introduction to key theories and research methods in professional writing. PREREQ: graduate standing or consent of instructor.

ENG 546 Grant Writing (3,0,3) Theory and practice of preparing and analyzing grant applications. Special focus on the grant process in academic settings. PREREQ: graduate standing or consent of instructor.

ENG 556 Composition/Rhetoric Theory and Pedagogy (3,0,3) Advanced study in composition/rhetoric. May be repeated for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 560 American Literature Before 1865 (3,0,3) Advanced study of American literature written before 1865. May be repeated once for credit when topics vary. PREREQ: six semesters hours of literature at the undergraduate level or graduate standing.

ENG 565 American Literature After 1865 (3,0,3) Advanced study of American literature written after 1865. May be repeated once for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 575 20th century British Literature (3,0,3) Advanced study of British literature written in the twentieth century. May be repeated once for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 580 Studies in Literature (3,0,3) Special topics in literature; genres, interdisciplinary subjects, individual authors. May be repeated for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level.

ENG 581 Major Authors (3,0,3) Advanced study of one or more major literary authors. May be repeated for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 582 Special Topics (3,0,3) Advanced study of special topics in literary studies. May be repeated once for credit when topics vary. PREREQ: six semester hours of literature at the undergraduate level or graduate standing.

ENG 600 Introduction to Graduate Studies (3,0,3) Introduction to graduate level writing, research, and careers in English Studies. Required of all MAE candidates.

ENG 603 Business Communications (3,0,3) Principles and practices of methods of written and oral communications at the management level. Same as CST 603.

ENG 620 The Teaching of Literature (3,0,3) Activities, materials, objectives, and curricula for secondary literature instruction. May be repeated to a maximum of six semester hours as topics vary.

ENG 622 Advanced Poetry Workshop (3,0,3) In-depth techniques for poetry writing, with emphasis on the development of style, voice, and language; intensive written analysis and in-class critique of student work. May be repeated for credit.

ENG 624 Advanced Fiction Workshop (3, 0, 3) In-depth techniques for fiction writing, with emphasis on revisionism, development of voice, and preparation for publication; intensive written analysis and in-class critique of student work. May be repeated for credit.

ENG 626 Advanced Novel Writing Workshop (3,0,3)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 Advanced Creative Nonfiction Workshop (3,0,3) 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 (3,0,3) 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 (3,0,3) 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 (3,0,3) Study of selected contemporary professional writing topics shaping the construction, reception, and delivery of professional documents. May be repeated once for credit when topics vary.

ENG 638 Theories of Community Literacy (3,0,3) Introduction to theories of community literacy and public engagement. Explores scholarly research applied to community-driven literacy initiatives.

ENG 639 Fieldwork in Community Literacy (3,0,3) 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. PREREQ: consent of instructor.

ENG 642 Online Literary Research (3,0,3) Location, analysis, use, and creation of digitized primary and secondary resources for literary study. Exploration of online collaborative environments.

ENG 644 Digital Humanities (3,0,3) Use and application of technology to the study of the humanities, including information retrieval, multimedia technologies, digitization technologies, and text encoding and textuality. May be repeated once when topics vary.

ENG 645 Topics in Contemporary Rhetoric (3,0,3) Study of contemporary rhetoric emphasizing current issues, theories, and practice. May be repeated once when topics vary.

ENG 646 Composition and Rhetoric Practicum (3,0,3) Introduction to history, theory, and practice of college-level writing instruction. PREREQ: permission of the graduate director.

ENG 647 History of Rhetoric (3,0,3) Seminar in the history and theory of written rhetoric from the Classical Period to the present.

ENG 648 Developing Writing Programs for Elementary and Secondary Schools I (3,0,3) 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 ENG 649. Same as EDU 648.

ENG 649 Developing Writing Programs for Elementary and Secondary Schools II (3,0,3) Includes workshop experience in peer teaching and preparation of manuscripts. May be taken concurrently with ENG 648. Same as EDU 649.

ENG 655 Studies in British Literature Before 1800 (3,0,3) 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 (3,0,3) 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 (3,0,3) 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 (3,0,3) Authors, genres, themes, and traditions related to American literature since end of Civil War. May be repeated once for credit with different topic.

ENG 670 Studies in Continental European Literature (3,0,3) Authors, genres, themes, and traditions related to cultures and literatures of continental Europe. May be repeated once for credit with different topic.

ENG 671 World Literature in English (3,0,3) 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 (3,0,3) Seminar in authors, genres, themes and traditions from African American literature for all periods. My be repeated for credit when topics vary..

ENG 674 Multicultural Literature (3,0,3) 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 (3,0,3) Seminar in theoretical, cultural, and critical contexts of post-colonial literature.

ENG 678 Folkore and Literature (3,0,3) Seminar examining the use of folklore in literature. May be repeated once for credit when topics change.

ENG 679 Regional Literature (3,0,3) Seminar in theoretical, cultural, and critical contexts of regional literatures. May be repeated once for credit when topics change.

ENG 680 Studies in Literary Criticism and Theory (3,0,3) 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 (3,0,3) 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 (3,0,3) Seminar considering written materials from the perspective of women's/gender studies. May be repeated once when topics change.

ENG 689 Major Authors (3,0,3) 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 (0, 1-3 semester hours) On- or off-campus internship in a variety of writing or literacy-related settings, and creation/supervised revision of work.

ENG 699 Directed Readings/Independent Study (3,0,3) Individualized reading, research, and/or projects.

ENG 791 Comprehensive Exam (0,0,0) Preparation for and completion of exams in three areas (one must be a historically defined period). PREREQ: 15 semester hours in MAE program.

ENG 797 Master's Thesis or Project (1-6,0,1-6) Supervised development, writing, and defense of an original research-based or creative work. Satisfies capstone requirement for MA in English. PREREQ: 15 credits in MAE program.

ENG 798 Continuing Capstone Project (0,0,1) Continued work for students who have exhausted maximum allowed enrollment in ENG 797 Master's Thesis/Project.

Entrepreneurship
ENTP

ENTP 640 Entrepreneurship and Innovation (3,0,3) Creating value through innovation; understanding Entrepreneurs; seeking and evaluating opportunities; gathering resources to convert these opportunities into valuable outcomes; and writing a business plan. PREREQ: ACC 605, FIN 605, and MKT 625 or consent of MBA director.

ENTP 670 Managing Growth and Entrepreneurship in Organizations (3,0,3) 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 entrepreneurial organization: strategic planning, organizational design, organizational development, control systems, and leadership. PREREQ: ENTP 640 or consent of MBA director.

ENTP 680 Corporate Entrepreneurship (3,0.3) 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. PREREQ: ACC 605, FIN 605, and MKT 625 or consent of MBA director.

ENTP 696 Field Experience: Entrepreneurial Studies (3,0,3) 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. PREREQ: ENTP 640 or consent of MBA director.

ENTP 699 Independent Study: Entrepreneurship (1-3 sem. hrs.) Students pursue a topic or project of interest to them. Meeting times arranged with instructor. Repeatable for a maximum of six semester hours. PREREQ: ENTP 640 and consent of instructor.

Environmental Science
ENV

ENV 578 Environment Issues for Educators (1,4,3) Information and application of environmental issues for classroom use. Interrelationship of local issues and global issues. Required field trips. PREREQ: permission of instructor.

English as Second Language
ESL

ESL 599 Traditional Linguistics (2,0,2) To provide an overview of the field of linguistics, identifying the interests and concerns of its various branches and the work of some well-known linguists associated with them. PREREQ: admission to the graduate program.

ESL 602 Testing and Evaluation in Second Language Teaching (2,0,2) 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/Materials: Reading, Writing and Grammar (3,0,3) 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. PREREQ: admission to the graduate program.

ESL 604 Methods/Materials Listening Speaking Pronunciation (3,0,3) 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. PREREQ: admission to the graduate program.

ESL 605 Second Language Acquisition for Classroom Teachers (3,0,3) This course will prepared qualified ESL teachers who must demonstrate knowledge of the language acquisition processes in first and second language 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, cultural, and social factors influencing the acquisition of another language. PREREQ: admission to the graduate program.

ESL 606 Content Based Materials in the ESL Classroom (2,0,2) 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. PREREQ: admission to the graduate program.

Finance
FIN

FIN 605 Fundamentals of Finance (2,0,2) Analytic techniques for decision making; basic financial analysis for managing corporate finances. PREREQ: admission to MBA program or permission of MBA director.

FIN 625 Financial Management (3,0,3) 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. PREREQ: ACC 605 and FIN 605, equivalent or consent of MBA director.

FIN 630 Investments and Security Analysis (3,0,3) 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. PREREQ: FIN 625.

FIN 640 Derivative Securities (3,0,3) 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. PREREQ: FIN 625.

FIN 650 Financial Markets and Institutions (3,0,3) A survey of financial markets and institutions. Coverage includes financial market history, derivatives, duration, interest rate theory and current topics in the field. PREREQ: FIN 625. Open only to MBA students.

FIN 660 International Finance (3,0,3) 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. PREREQ: FIN 625.

FIN 699 Independent Study in Finance (1-3 sem. hrs.) Specialized aspect or topic in finance chosen by student and appropriate faculty member. Repeatable for a maximum of six semester hours. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. PREREQ: FIN 625

French
FRE

FRE 520 Readings in French (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary. PREREQ: 300-level French course.

Geography
GEO

GEO 502 Geography of Kentucky (3,0,3) Cultural, physical, economic, and population characteristics of Kentucky; Kentucky's regional and national importance.

GEO 507 The Local Community: A Geographic Analysis (3,0,3) 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. PREREQ: three semester hours of Geography or consent of instructor.

GEO 518 Introduction to Geographic Analysis (3,0,3) 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. PREREQ: GEO 418

GEO 519 Advanced Remote Sensing (3,1,4) 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. PREREQ: GEO 419

GEO 520 Environmental Resources (3,0,3) 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. PREREQ: three semester hours of Geography.

GEO 540 Cultural Geography of Asia (3,0,3) 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. PREREQ: GEO 410 or consent of instructor.

GEO 592 Directed Research in Geography (0,0,1-3) Individual research in an area of geography under supervision of faculty member. May be repeated once for credit. PREREQ: consent of instructor.

GEO 594 Topics: Geography (3,0,1-3) 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. PREREQ: three semester hours of geography or consent of instructor.

German
GER

GER 520 Readings in German (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary. PREREQ: 300-level German course.

Geology
GLY

GLY 616 Geology of the National Parks of Colorado and Utah (1, 2, 3 sem. hrs.) Principles of physical and historical geology presented using the geologic features and geologic history of the national parks for teaching and field exercises. PREREQ: graduate Standing

GLY 694 Topics: Geology (1-4 sem. hrs.) 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. PREREQ: consent of instructor.

Health Education
HEA

HEA 525 Methods and Materials in Health Education (3,0,3) 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 nine semester hours in health education or consent of instructor.

HEA 599 Special Topics in Health Education (1-3 sem. hrs.) 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 (3,0,3) Methods of teaching sexuality education; current issues; curriculum, creating an appropriate classroom atmosphere.

HEA 699 Selected Topics in Health Education (1-3 semester hrs.) Independent study of topics selected from current issues in health education. PREREQ: consent of adviser.

History
HIS

HIS 513 The French Revolution (3,0,3) 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 (3,0,3) 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. PREREQ: HIS 102 and HIS 103 or consent of instructor.

HIS 522 Introduction to Historic Preservation (3,0,3) 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. PREREQ: A 100-level HIS course of consent of instructor.

HIS 533 Expansion and Conflict (3,0,3) Conflicts that developed with the physical growth of the U.S. during the period 1828 to 1861 involving Mexico, slavery, and Indians.

HIS 535 Civil War and Reconstruction (3,0,3) 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 (3,0,3) 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 (3,0,3) Social and political developments from 1939 to contemporary society including the civil rights movement.

HIS 541 History of Kentucky (3,0,3) 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 (3,0,3) The westward movement and its effect on national character; expansionism; Indian and land policies; cattle and mining frontiers.

HIS 546 History of the American Family (3,0,3) 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 547 Christian Women's Bodies: A Historical Perspective (3,0,3) This course examines the historical development of Christian though and representation of women, the bod, and nature through a study of church doctrine and scripture, women's writing, feminist scholarship and theology, and artistic representations of women.

HIS 548 Diplomacy and Foreign Policy of the United States (3,0,3) 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 (3,0,3) 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. PREREQ: three hours of history or consent of instructor.

HIS 551 History of Appalachia since 1877 (3,0,3) 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. PREREQ: three hours of history or consent of instructor.

HIS 552 History of the Old South (3,0,3) 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 (3,0,3) 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 (0,0,3) 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 PREREQ: HIS 102 or HIS 106.

HIS 556 African Americans in U.S. Culture, Education, and Politics (3,0,3) African Americans and their interactions within and their contributions to cultural, educational, and political development of the U.S.

HIS 557 History of the Indians of the United States (3,0,3) Native cultural and historical experiences from the 15th to 20th century.

HIS 561 Modernization in the Non-Western World (3,0,3) Rise of self-assertion of Third World nations; political, economic, social, and cultural problems of national development.

HIS 565 The Vietnam War (3,0,3) 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 (0,0,3) 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. PREREQ: three hours of 100-level history course.

HIS 571 Internet Research in American History (3,0,3) This is a topical survey of American History from a multicultural perspective using the internet.

HIS 589 Anglo-American Legal History (3,0,3) Origin and development of the Common Law from Norman beginnings to the present; emphasis on the U.S.

HIS 592 Directed Research in History (0,0,3) Individual research in an area of history under supervision of faculty member. May be repeated once for credit. PREREQ: consent of instructor.

HIS 594 Selected Topics: History (1-3,0,1-3) Lecture class in topic not included in regular history curriculum. May be repeated for credit when topics vary.

HIS 596 Internship: Public History (0,0,3) Designed to allow students to learn firsthand about professional opportunities in the public history field, internships will involve work in public history agencies or other appropriate settings under supervision of a public history professional. Successful completion will result in a product that students can include in resumé portfolios. May be repeated once for credit. PREREQ: HIS 515 or consent of instructor.

HIS 599 Independent Study: History (0,0,1-3) Individualized study of a special topic under supervision of faculty member. May be repeated for credit when topics vary. PREREQ: consent of instructor.

HIS 605 Museum Education and Interpretation (3,0,3) Development and operation of museum educational programs; topics include learning theory, program design, programming for all ages, and visitor research. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 607 Exhibits in Museums and Historic Sites (3,0,3,) Theoretical and practical approaches to the development, planning, design, and installation of exhibitions. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 609 Museum Collections Management (3,0,3) Basic stewardship obligations for museum collections and fundamental principles and practices of collection management in modern museums. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 611 Museum Administration (3,0,3) Overview of museum management history and the theoretical and practical issues involved in managing a non-profit organization. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 616 Theory and Practice of Oral History (3,0,3) Historiographical, theoretical and methodological approaches that inform the conducting of oral histories. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 618 Local and Regional Research Methods (3,0,3) 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. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 620 Historic Preservation (3,0,3) Historical survey of architectural preservation techniques; professional standards for site evaluations; discussion of architectural and planning theories that impact preservation policy and application. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 622 Cultural Heritage Tourism (3,0,3) 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. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 624 Historical Editing (3,0,3) Theories, practices, and issues involved in editing and publishing historical documents, including prefatory material, transcriptions, and annotations. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 628 Contract History (3,0,3) Creation and management of an historical consulting business, including: grant-writing, budgets, contracts, and marketing. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 636 Industrial America, 1865-1900 (3,0,3) 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 (3,0,3) 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. PREREQ: HIS 102.

HIS 645 History of Women in the United States since 1900 (3,0,3) 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. PREREQ: HIS 103.

HIS 654 Early American Frontier (3,0,3) 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 (3,0,3) 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 (3,0,3) Comparative and revisionist viewpoints of the individual and collective problems of the modern era.

HIS 686 The Second World War (3,0,3) Origins and prosecution of World War II; its military and diplomatic aspects from an international perspective.

HIS 692 Graduate Research in History (3,0,3) Individualized research project involving primary materials. May be repeated for credit when topics vary. PREREQ: consent of instructor.

HIS 694 Special Topics in History (3,0,3) Seminar class on specialized topics not included in regular history curriculum. May be repeated for credit when topics vary. PREREQ: consent of instructor.

HIS 696 Public History Practicum (0,0,3) Professional experience at a public history/cultural resource institution under the supervision of a public history professional. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 697 Public History Project (0,0,3) 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. PREREQ: HIS 515 or permission of Public History program coordinator.

HIS 699 Independent Study: Directed Readings (0,0,1-3) Individualized study in secondary sources of a special topic. May be repeated for credit when topics vary. PREREQ: consent of instructor.

HIS 791 Public History Comprehensive Oral Examination (0,0,0) Cumulative examination based on student's coursework and study experiences in the program. PREREQ: Consent of Public History program coordinator.

Human Services/Mental Health
HSR

HSR 500 Multicultural Family Work: Principles and Practices (3,0,3) 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. PREREQ: HSR 105 or EDU 570, or equivalent.

HSR 502 Positive Guidance Strategies for Early Childhood Practitioners (3,0,3) 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. PREREQ: EDU 300 or PSY 220, or equivalent.

Journalism
JOU

JOU 510 Advising High School Publications (3,0,3) Acquainting high school publication advisers with all facets of producing a school newspaper; teaching of newswriting, feature writing, copy editing, makeup, typography, and the art of motivating student participation; legal responsibilities of the adviser and the student journalist.

Japanese
JPN

JPN 520 Readings in Japanese (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topic varies. PREREQ: JPN 380 or equivalent.

Master of Arts Integrative Studies
MAIS

IST 594 Interdisciplinary Seminar (1-3,0,1-3) This seminar provides graduate students and advanced undergraduate students with opportunities for in-depth study of important interdisciplinary topics or issues. Topics vary. PREREQ: undergraduates must have senior status.

IST 599 Independent Study (1-3,0,1-3) Individually supervised readings and study of a selected topic. May be repeated as topics vary. PREREQ: undergraduate must have senior status.

IST 601 Graduate Research and Writing (3,0,3) This serves as an introduction to graduate research, writing, and methods of knowledge acquisition in the humanities, arts, and sciences. Required

of all program candidates. PREREQ: admission to program or consent of instructor.

IST 694 Interdisciplinary Seminar (1-3,0,1-3) This seminar provides graduate students with opportunities for in-depth study of important interdisciplinary topics or issues. May be repeated when topics vary.

IST 692 Research Assistantship (3,0,3) Candidates conduct interdisciplinary research under the supervision of a faculty member. May be repeated once for credit. PREREQ: consent of instructor.

IST 696 Internship (3,0,3) This supervised work experience in a community agency, an institution or experimental learning under the direction of a faculty member allows graduate candidates the opportunity to integrate cognitive learning with practical experiences. May be repeated once for credit. PREREQ: Consent of instructor.

IST 699 Independent Study (1-3,0,1-3) Individually supervised readings and study of a selected topic. May be repeated as topics vary. PREREQ: consent of instructor.

IST 700 IST Civic Engagement Portfolio Submission (0,0,0) This is a required course for completion of the Civic Engagement Certificate. COURSE PREREQ: 12 credit hours of appropriate graduate-level coursework. COURSE COREQ: 12 credit hours of appropriate graduate-level coursework.

IST 793 Applied Research: Capstone Project (306,0,3-6) 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. COURSE PREREQ: Consent of Instructor

IST 797 Applied Research: Capstone Thesis (3-6,0,3-6) 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. COURSE PREREQ: Consent of Instructor

IST 798 Continued Thesis /Project Enrollment (1,0,1) 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. PREREQ: six hours of IST 793, 795, or 797 and consent of instructor.

IST 799 MAIS Program Certification (0,0,0) This is a required course for completion of the MAIS degree. COURSE PREREQ: IST 793, 795, or 797.COURSE COREQ: IST 793, 795, or 797.

Mathematics
MAT

MAT 584 Cryptography (3, 0, 3) Cryptology of classical ciphers, DES and AES, public key cryptosystems, authentication and cryptographic hash functions. PREREQ: consent of instructor.

MAT 594 Topics: Mathematics (3, 0, 3) Topics in mathematics and mathematics education. Topics vary. PREREQ: varies with topic (see Schedule of Classes).

MAT 694 Topics in Mathematics for Teachers (1 - 3 semester hours) Various topics. May be repeated for credit when topics vary. PREREQ: consent of instructor.

MAT 699 Directed Readings/Independent Study (1-3 semester hours) PREREQ: consent of instructor.

Management
MGT

MGT 612 Managing People and Organizations (3,0,3) 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. PREREQ: admission to MBA program or permission of MBA director.

MGT 620 Leadership and Ethics (3,0,3) Introduction to elements of leadership, ethical decision making and social responsibility which are critical influences for organizational success. PREREQ: admission to MBA program or permission of MBA director.

MGT 625 Operations Management and Decision Analysis (3,0,3) 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. PREREQ: MGT 612 or consent of MBA director.

MGT 630 Essentials of Project Management (3,0.3) 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. PREREQ: MGT 612, or consent of MBA director.

MGT 640 Total Quality Management (3,0,3) 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. PREREQ: MGT 612, or consent of MBA director.

MGT 650 Project Management Implementation (3,0,3) Approaches to applying project management; behavioral/organizational management, cost analysis, or project control techniques. Repeatable for a maximum of six semester hours if topics differ. Case analysis and/or term projects possible. PREREQ: MGT 612, or consent of MBA director.

MGT 660 International Management (3,0.3) 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. PREREQ: ECO 610, MGT 612, or consent of MBA director.

MGT 670 Negotiation and Conflict Resolution (3,0,3) 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. PREREQ: 0pen only to MBA students or consent of MBA director.

MGT 675 Mediation and Conflict Resolution (3,0,3) 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 to practice and evaluate the value of the concepts learned in class. PREREQ: Open for MBA students or consent of MBA director.

MGT 685 Business Strategy, Implementation, and Control (3,0,3) 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. PREREQ: ACC 625, ECO 610, ECO 625, FIN 625, MGT 612, MKT 625, SPE/ ENG 603; students must either be within 12 graduate semester hours of completing MBA program or obtain consent of MBA director.

MGT 694 Topics: Management (3,0,3) Topics and issues in entrepreneurship, organization behavior, organization theory, operations, or international management. Repeatable for a maximum of six semester hours if topics differ. Open only to students in MBA program. PREREQ: MGT 612, or consent of MBA director.

MGT 699 Independent Study: Management (1-3 sem. hrs.) Specialized aspect or topic in management chosen by student and appropriate faculty member. Repeatable for a maximum of six semester hours. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to students in the MBA program. PREREQ: MGT 612, or consent of MBA director.

Marketing
MKT

MKT 625 Marketing Management (3,0,3) 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 Communications (3,0,3) 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. PREREQ: MKT 625.

MKT 640 Services Marketing (3,0,3) 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. PREREQ: MKT 625.

MKT 650 Marketing Strategy and Planning (3,0,3) 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. PREREQ: MKT 625.

MKT 660 International Marketing (3,0,3) 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. PREREQ: MKT 625.

MKT 694 Topics: Marketing (3,0,3) 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 six semester hours if topics differ. Open only to MBA students. PREREQ: MKT 625.

MKT 699 Independent Study: Marketing (1-3 sem. hrs.) Specialized aspect or topic in marketing chosen by student and appropriate faculty member. Repeatable for a s maximum of six semester hours. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to MBA students. PREREQ: MKT 625.

Business Informatics
BIS/MBI

BIS 605 Managerial Decision Analysis (2,0,2) 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. PREREQ: admission to MBA program or permission of MBA director.

MBI 605 Information Systems Development Software (3,0,3) Computer software design and programming in an applications development environment, systems design, programming techniques and languages for developing computer-based business systems; programming systems methodologies.

MBI 625 Information Systems in Organizations (3,0,3) 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 strategic benefit of their organization.

MBI 630 Systems Analysis and Design (3,0,3) 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. PREREQ: MBI 625.

MBI 635 Database Management Systems (3,0,3) 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. PREREQ: MBI 625

MBI 640 Data Communication (3,0,3) 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. PREREQ: MBI 625

MBI 647 ERP Business Process Analysis Using SAP (3,0,3) 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. PREREQ: MBI 625 or permission of the Program Director

MBI 645 Electronic Commerce (3,0,3) Commercial transactions in an electronic age, technology underpinnings, transactions marketing and exchange, business, managerial and technical implementations of electronic commerce. PREREQ: MBI 605, MBI 625.

MBI 650 Information Technology Project Management ((3,0,3) 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. PREREQ: MBI 625

MBI 655 Advanced Business Application Programming (3,0,3) 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. PREREQ: MBI 605, MBI 625.

MBI 657 ERP Business Process Integration Using SAP (3,0,3) Business 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 environment to illustrate how various business processes of an enterprise relate to each other. PREREQ: MBI 625 or permission of the Program Director

MBI 660 Data Warehousing and Data Mining (3,0,3) 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. PREREQ: MBI 625.

MBI 665 Knowledge Management and Decision Support (3,0,3) 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. PREREQ: IFS/ MBI 625.

MBI 667 ERP Business Intelligence Using SAP (3,0,3) 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. PREREQ: MBI 625 or permission of the Program Director, basic statistics

MBI 670 Object-Oriented Software Engineering (3,0,3) 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. PREREQ: MBI 630.

MBI 675 Enterprise Workflow Design and Reengineering (3,0,3) Internet, mobile, global- positioning and other technologies and appli-

cations 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. PREREQ: MBI 635.

MBI 677 ERP Programming for SAP (3,0,3) 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. PREREQ: MBI 625 or permission of the Program Director, programming skills

MBI 680 Global Information Technology and Systems (3,0,3) 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. PREREQ: MBI 625 or permission of MBI director.

MBI 682 Information Security and Controls (3,0,3) 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. PREREQ: MBI 625.

MBI 685 Corporate IS Management (3,0,3) 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. PREREQ: MBI 630, MBI 635, MBI 640, MBI 645, MBI 650, MBI 655.

MBI 692 Information Systems Research (3,0,3) 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. PREREQ: MBI 625, MBI 630, MBI 635 and MBI 645 or with the permission of the Director of the MBI program.

MBI 694 Topics on Information Systems (3,0,3) Topics may vary and may included advanced and evolving technologies in information systems and methodologies for information systems development. Repeatable for a maximum of six semester hours when topics vary. PREREQ: MBI 625 or permission of MBI director.

Health Informatics
MHI

MHI 600 Introduction to Healthcare Operations (3,0,3) 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. COREQ: MHI 601

MHI 601 Technical Foundations of Health Informatics (3,0,3) 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. COREQ MHI 600

MHI 650 Research Methods for Health Informatics (3,0,3) 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 human subjects.

MHI 690 Health Informatics Capstone (3,9,6) This is offered over two consecutive semesters. Students are assigned to a local healthcare institution or business to work on assigned projects and are supervised locally as well as by a faculty advisor. This allows students to integrate academic experience into real world situations while developing skills and knowledge required in the field. Students who are currently employed in healthcare will be allowed to develop a capstone project in conjunction with their employer. Students also attend a weekly seminar were the required electronic portfolio is reviewed and evaluated with revisions applied. The seminar also requires assignments that build organizational competencies such as communication skills, team-work, and critical thinking. PREREQ: 15 credits toward MHI

MHI 694 Selected Topics in Information Systems (3,0,3) 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. Open only to MBA students. PREREQ: MBI 625 or consent of MHI director.

MHI 698 Capstone Seminar (1,0,1) This interactive seminar provides the opportunity for students to integrate and synthesize both what the students learned over the program as well as throughout the capstone experience with reflection on the experience. This seminar provides support and guidance while working on the capstone project; The course is repeated three time; once the semester immediately prior to the MHI student's first MHI 690 and once with each capstone MHI 690 class. COURSE PREREQ: 15 credits toward MSN or MHI

Music
MUS

MUS 613 Seminar in Music Technology (2,1,3) 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 668-689 Applied Music (3 sem. hrs. each) 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. PREREQ: audition.

MUS 699 Independent Study: Music (1-3 sem. hrs.) Individual creative or research projects: projects, directed by members of the faculty, must be approved before registration.

Nursing Registered Professional
NRP

NRP 509 Curriculum Development in Nursing (2,0,2) 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 (3,0,3) Principles of teaching, learning, and adult education; various nursing education setting — classroom, clinical, staff development, and community — and teaching methods associated with those settings; small and large group techniques described. Open to Registered Nurses only.

NRP 513 Long-Term Care Regulations (2,0,2) Federal and state regulation of long-term and extended care facilities; residents' rights; licensure and reimbursement; government and non- government oversight; liability for and quality in agency operations. Open to Registered Nurses only.

NRP 514 Issues in Gerontology (2,0,2) 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 533 Integrative Health Therapies (3,0,3) Theory, research, and risks and benefits of integrative health therapies.

NRP 600 Nursing Research Methods II (3,0,3) 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. PREREQ or COREQ: MAT 614.

NRP 602 Health Issues and Policies (3,0,3) Health care issues and policies 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. PREREQ: admission to graduate nursing studies.

NRP 603 Role Development for Advanced Nursing Practice (2,0,2) History and overview of the advanced nurse practitioner as direct care provider, consultant, educator, researcher, collaborator, leader, and administrator. PREREQ: admission to graduate nursing program.

NRP 604 Theoretical Perspectives (3,0,3) 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 605 Health Care Informatics (1,0,1) Development of a beginning understanding of computers and the role of informatics in the health care arena. PREREQ: admission to MSN program or consent of instructor.

NRP 606 Diagnostic Reasoning and Advanced Physical Assessment (2,1,2) Development of advanced skills in assessment of physical, cognitive, nutritional, and functional domains; integration of appropriate test data and diagnostic reasoning. PREREQ: BIO 668.

NRP 607 Issues in Advanced Practice (1,0,1) Selected issues affecting advanced practice; reimbursement, political strategies, liability issues, evaluation of state nurse practice acts, and development of independent practice. Open to post MSN students only.

NRP 608 Clinical Pharmacology and Intervention (2,0,2) Review of pharmacological physiology of selected therapeutic agents; pharmacological management of clients, including drug selection, client/family education, and monitoring and evaluating pharmacological interventions. PREREQ: BIO 668.

NRP 609 Pediatric Pharmacology (1,0,1) 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. PREREQ: BIO 668.

NRP 610 Geriatric Pharmacology (1,0,1) 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. PREREQ: BIO 668.

NRP 613 Primary Health Care of Infants and Children (2,0,2) Conditions unique to advanced nursing practice with infants and children; pathophysiology and sociocultural considerations related to assessment, diagnosis, and therapeutic management of common health problems. PREREQ: NRP 606 and BIO 668. PREREQ or COREQ: NRP 609.

NRP 614 Primary Care of Obstetric Patient (1,0,1) 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. PREREQ: NRP 606 and BIO 668.

NRP 615 Primary Care of Gynecologic Patient (1,0,1) Gynecologic conditions experienced by women across the life span approached through integration of physiological and pathophysiological concepts and the humanities. PREREQ: NRP 514, NRP 606, and BIO 668.

NRP 616 Primary Care of the Aged (2,0,2) 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. PREREQ: NRP 618 and NRP 620.

NRP 617 Wellness Care of Infant, Child and Adolescent (1,0,1) Well-child primary care and parenting during the first 18 years of life; growth and developmental issues, nutrition, feeding, immunizations; safety, infant, child, and teen behavior; common parental concerns; normal variations as well as minor disruptions in aspects of child care.

NRP 618 Common Health Problems Across the Lifespan (3,0,3) Information necessary for the practice of primary care; pathophysiology, assessment, diagnosis, and therapeutic management of common heath problems across the life span; lecture, case study analysis, and focused seminar. PREREQ: BIO 668, NRP 606, NRP 608, and BIO 668; completion of six core semester hours.

NRP 619 Primary Care of Adolescents (2,0,2) Role of the nurse practitioner in management of unique needs of adolescents; prin-

ciples of health promotion, disease prevention, and management of common health problems in adolescents.

NRP 620 Primary Care of Adults (2,0,2) 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. PREREQ: NRP 606,608.

NRP 621 Management of Human Resources (2,0,2) 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. PREREQ: consent of instructor prior to registration.

NRP 622 Old-old and Frail Elders (2,0,2) Role of the NP in the management of acute and chronic illnesses as they affect the old-old and frail elderly patient; principles of health promotion, disease prevention, pathophysiology, assessment, therapeutic management, and comfort.

NRP 623 Theories and Models for Nursing Service Administration (2,0,2) Integration of research from nursing and management science relative to the inquiry and practice of nursing administration; analysis of nursing models and theoretical perspectives in management science; analysis of perspectives in public and business administration for their usefulness to nursing administration. PREREQ or COREQ: NRP 621 and NRP 624.

NRP 623L Nursing Administration Practicum I (0,9,3) 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. COREQ: NRP 623.

NRP 624 Management of Finance in Nursing Service Administration (3,0,3) 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. PREREQ or COREQ: NRP 601 or NRP 602 or NRP 604.

NRP 626 Foundations of Strategic Management for the Nurse (2,0,2) Mission, organizational growth, strategy development, and change processes needed to implement factors influencing strategic planning and considerations of the past, present, and future. PREREQ: NRP 601, NRP 602, NRP 604, NRP 623, and NRP 623L. COREQ: NRP 626L

NRP 626L Nursing Administration Practicum II (0,9,3) 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. PREREQ or COREQ: NRP 624. COREQ: NRP 626.

NRP 630 Children with Chronic Illness and Special Needs (3,0,3) 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. PREREQ: NRP 606 and NRP 608.

NRP 633L Primary Care Residency I (0,2,2) 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. PREREQ: NRP 606 and NRP 608. PREREQ or COREQ: NRP 613 or NRP 616 or NRP 618.

NRP 634L Primary Care Residency II (0,2,2) 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. PREREQ or COREQ: NRP 611 and NRP 633L.

NRP 635L Primary Care Residency III (0,2,2) 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. PREREQ or COREQ: NRP 612 and NRP 634L.

NRP 636L Clinical Residency (0,1,1) A clinical residency providing concentrated clinical opportunities in primary care; clinical residency in a variety of settings. PREREQ: NRP 606, NRP 608. COREQ: Patient Management Courses: NRP 613 or 616 or 618, or 620 or 630.

NRP 641 Learning Theory in Nursing Education (3,0,3) Knowledge of various principles and theories related to the practical application to the teaching/learning process; theories of learning, motivation and intelligence; theories of cognitive, social, emotional development, influences of social and cultural background on development and learning, theoretical basis for instructional models.

NRP 642L Practicum for Nurse Educators I (0,2,2) Conceptualize and operationalize elements of clinical and didactic instruction in a variety of nursing education settings. Guided preceptorship experience in areas relevant to student's practice and educational interests.

NRP 643L Practicum for Nurse Educators II (0,2,2) Capstone nursing education clinical course to synthesize and apply theories presented in didactic courses. Guided preceptorship experience in areas relevant to student's practice and educational interests. PREREQ: NRP 642L.

NRP 652 Epidemiology (3, 0, 3) Survey basic concepts and principles of epidemiology, including epidemiologic models, the epidemiology process, epidemiologic investigation, and application of these concepts and principles. PREREQ: STA 614 or PSY 615 or other graduate level statistics course.

NRP 655 Health Care Economics (1,0,1) Issues of competition and resource use in the health care system; market forces and price and non-price competition as they relate to quality in health care; economic issues in care of specific populations; insurance strategies to cover health care needs; strategic economic planning for health care organizations.

NRP 660 Psychopharmacotherapeutic Foundations (2,0,2) 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 and evaluation of the therapeutic strategies are included.

NRP 661 Theoretical Foundations of Counseling and Psychotherapy (3,0,3) 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, phases of the nurse practitioner-patient relationship, teaching-coaching functions, group interaction, interpersonal techniques and skills essential to successful therapeutic patient outcomes will be emphasized.

NRP 662 Science of Psychiatric Mental Health Nursing I (3,0,3) 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. PREREQ: NRP 660 COREQ: NRP 661.

NRP 663 Science of Psychiatric Mental Health Nursing II (3,0,3) 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. PREREQ: NRP 664, NRP 665 COREQ: NRP 662.

NRP 664 Seminar in Psychiatric/Mental Health Nursing (1,0,1) 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. COREQ: NRP 663 and NRP 665L.

NRP 665L Clinical Residency in Psychiatric Mental Health Nursing (0,2,2) 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. PREREQ: NRP 661 and NRP 662 COREQ: NRP 663 and NRP 664.

NRP 667 Advanced Seminar in Psychiatric Mental Health Nursing (2,0,2) 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. PREREQ: NRP 664 and NRP 665L COREQ: NRP 663 and NRP 668L.

NRP 668L Clinical Residency In Psychiatric Mental Health Nursing (0,2,2) 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. PREREQ: NRP 665L COREQ: NRP 667 and NRP 663.

NRP 691 Thesis Preparation (1,0,1) Continuing enrollment for students needing more than one semester to complete NRP 690 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). PREREQ: NRP 690.

NRP 694 Topics: Nursing (1-3 sem. hrs.) 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 student(s). PREREQ: current enrollment in MSN program; consent of instructor and program director.

NRP 697 Investigative Project (3,0,3) Research project related to a specific clinical nursing problem culminating with a publishable paper. Required for degree candidates electing the non-thesis option. PREREQ: NRP 600, MAT 614, and consent of instructor prior to registration.

NRP 699 Independent Study (1-3 sem. hrs.) 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. PREREQ: current enrollment in MSN program; consent of instructor and program director.

Public Administration
PAD

PAD 515 Cartography (3,0,3) 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. COURSE PREREQ: Admission to MPA program, or consent of MPA Director

PAD 519 Introduction to Remote Sensing (3,0,3) 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. COURSE PREREQ: Admission to MPA program or consent of MPA Director

PAD 520 Advanced Remote Sensing (3,1,4) 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. COURSE PREREQ: PAD 519

PAD 552 Geographic Databases (3,0,3) Introduction to fundamental spatial data organizing principles and spatial data modeling techniques underlying various spatial information systems; hands-on experience in manipulating geographic databases using a GIS software package. Emphasizes understanding and implementation of the principles and techniques and research into relevant topics. COURSE PREREQ: PAD 650 or consent of MPA Director

PAD 594 Seminar: Public Affairs (1-3 sem hrs) Systematic analysis and overview of the administrative processes, public sector management, research methodology, and public information systems. For students with no undergraduate public administration background. May be repeated.

PAD 600 Foundations of Public Administration (3,0,3) Overview of key theories and concepts in the discipline of public administration; introduction to economic theories and concepts relevant 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 (3,0,3) 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 (3,0,3) Principal conceptual and theoretical bases for understanding the structure, environment, and internal processes or organizations; human behavior, attitudes, and performance within organizational settings. Open only to students in the MPA program.

PAD 603 Public Policy Analysis (3,0,3) 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. PREREQ: PAD 615 and PAD 616.

PAD 611 Budgeting Techniques and Applications (3,0,3) 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. PREREQ: PAD 600.

PAD 612 Administrative Law (3,0,3) Nature of the powers vested in administrative procedure; methods and extent of judicial control over administrative actions. Open only to MPA students.

PAD 615 Research Methods (3,0,3) 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 MPA students.

PAD 616 Data Analysis (3,0,3) *Quantitative and Qualitative Data* Analysis with emphasis on the former. Univariate, bivariate analysis, probability, hypothesis testing, regression. Content analysis, discourse analysis, coding. PREREQ: PAD 615

PAD 620 Managing the Non-Profit Organizations (3,0,3) Development and characteristics of non- profit organizations; managerial challenges; application of relevant theories to the non-profit organization; organizing, staffing, planning, programming, evaluating; board- staff relations; managing volunteers. Open only to students in the MPA program.

PAD 621 Resource Acquisition and Management (3,0,3) 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 (3,0,3) 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 (1,0,1) 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 (1,0,1) 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 (2,0,2) Introduction to the concepts and practice of program evaluation in the nonprofit sector, evaluation and planning, program evaluation design and implementation.

PAD 627 Nonprofit Information Management (1,0,1) 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 (1,0,1) 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 (3,0,3) 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 (3,0,3) 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. PREREQ: admission to MPA program or consent of MPA director.

PAD 635 Criminal Justice Administration (3,0,3) 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 (3,0,3) Issues and techniques of managing information in the public sector, e.g., procurement, document processing, quantitative analysis, public data bases, connectivity, and technology planning. PREREQ: departmental consent after admission to MPA program Open only to MPA students..

PAD 650 Geographic Information System (3,1,4) 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. Open only to students in MPA program.

PAD 651 Advanced GIS (3,0,3) This advanced GIS course introduces geographical information analysis within the context of GIS technology. Concepts of geographic information analysis, implement geographic information analysis functions using GIS, apply geographic information analysis in a specific area.

PAD 660 Planning and Community Development (3,0,3) Strategies of the community development process to achieve urban and suburban comprehensive plan-making with emphasis on interorganizational orientation of public and private partnerships. A look at how metropolitan land use ensures housing, jobs, and public service spatial equity

PAD 661 Urban Revitalization and Development (3,0,3) 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 (3,0,3) 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 (3,0,3) 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 (3,0,3) Graduate course to acquaint students with the best practices for local governments to meet the possible threat to our homeland security. Focus on preemptive measures that can be undertaken to assure domestic security.

PAD 682 Emergency Management (3,0,3) This 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 (3,0,3) This 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 (3,0,3) 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 (3,0,3) 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 697 Public Administration Capstone (3,0,3) Reexamining students understanding of the key components of public administration. Students will complete a major project (research, analysis, case study, action research, etc.) relating to public administration. Will also submit a portfolio on their learning experience and assessment of public administration. PREREQ: students can take this course only during the last nine credit hours of their MPA curriculum (including capstone.)

PAD 699 Readings and Practica in Public Administration (1-3 sem. hrs.) 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. PREREQ: department consent after admission to MPA program.

Physical Education
PHE

PHE 500 Physical Activity for Special Population (3,0,3) Adaptation of physical education programs for temporarily or permanently handicapped persons.

PHE 545 Sport in Modern America (3,0,3) Trends and problems in organized athletic competition in the context of contemporary society.

PHE 595 Scientific Foundations of Coaching (3,0,3) Scientifically based principles applied to effective athletic coaching; exercise physiology, biomechanics, kinesiology, and sport psychology.

PHE 599 Selected Problems in Physical Education (1-3 sem. hrs.) 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 (3,0,3) 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 School Physical Education (3,0,3) 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 (3,0,3) 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 sem. hrs.) Independent study of topics selected from current issues in physical education. PREREQ: consent of advisor.

Philosophy
PHI

PHI 510 Ethics of Information Technology (3,0,3) Ethical issues faced by computing professionals including those related to computing in the workplace, security, crime, privacy, property rights, risk, liability, and the internet.

PHI 511 Philosophy of Woman (3,0,3) In-depth examination of historical and contemporary philosophical conceptions of woman's nature, capabilities, and proper roles in the family and society. PREREQ: graduate standing.

PHI 560 Topics in Environmental Philosophy (3,0,3) 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. PREREQ: graduate standing.

PHI 594 Topics: Philosophy (3,0,3) In-depth examination of a selected topic in philosophy. May be repeated as topics vary. PREREQ: six semester hours in philosophy or consent of instructor.

PHI 599 Independent Study (3,0,3) Individually supervised readings and study of a selected study in philosophy. May be repeated

as topics vary. PREREQ: six semester hours of philosophy or consent of instructor.

Physics
PHY

PHY 694 Topics: Physics (1-4 sem. hrs.) 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. PREREQ: consent of instructor.

Political Science
(PSC)

PSC 600 American Politics (3,0,3) Examination of key institutional and non-institutional actors in American politics and their roles and effects on public policy at the national level.

PSC 692 Directed Research in Political Science (0,0,1-3) Student research in an area of political science conducted under the supervision of a faculty member.

PSC 694 Topics in Political Science (3,0,3) Topics vary from semester to semester. See Schedule of Classes for topic. May be repeated.

PSC 699 Directed Readings in Political Science (0,0,1-3) Specialized reading in political science completed through independent study at the direction of a specific instructor. May be repeated as projects vary.

Psychological Sciences
PSY

PSY 550 Organizational Psychology (3,0,3) Introductory graduate level study in organizational psychology; commitment, involvement, satisfaction, motivation, leadership, power, quality of work-life, and groups/teams. PREREQ: consent of I-O director.

PSY 570 Work Environments (3,0,3) Introduction to human factors psychology; ergonomics; occupational health and safety; physical and psychological factors influencing the workplace. PREREQ: consent of I-O director.

PSY 580 Cognition in the Workplace (3,0,3) Judgment and decision-making, heuristics, biases, persuasion, prejudice, diversity, values, and attitude measurement. PREREQ: consent of I-O director.

PSY 594 Special Topics (3,0,3) Advanced seminar course; topic listed in Schedule of Classes each semester. Intended for graduate students and advanced undergraduates. PREREQ: consent of instructor.

PSY 601 I-O Discussion Forum (2,0,2) 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. PREREQ: admission to I-O program.

PSY 603 Behavior Modification in Education (3,0,3) Application of behavioral principles to classroom situations; study of techniques used to improve academic performance and to eliminate inappropriate and disruptive behaviors.

PSY 615 Research Design Methods and Statistics I (3,0,3) 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. PREREQ: admission to I-O program.

PSY 616 Research Design, Methods and Statistics II (3,0,3) 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. PREREQ: PSY 615.

PSY 620 Job Analysis and Staffing (3,0,3) 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. PREREQ: consent of I-O director.

PSY 622 Development Across the Lifespan (3,0,3) Theories and research findings related to 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. PREREQ: consent of director of Master of Science in Community Counseling.

PSY 625 Psychological Tests and Measures (3,0,3) 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. PREREQ: consent of I-O director.

PSY 630 Occupational Health Psychology (3,0,3) Introduction to the interdisciplinary field of occupational 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 a developing a problem solving orientation to diagnosing occupational safety and health problems.

PSY 635 Selection and Performance Appraisal (3,0,3) 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. PREREQ: PSY 615; 620.

PSY 640 Training and Development (3,0,3) 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. PREREQ: PSY 620.

PSY 645 Organizational Consulting (3,0,3) Presents a comprehensive overview of organizational consulting, including its history, specializations, and contexts. Fundamental principles, effective practices, and emerging issues are studied.

PSY 650 Children's Behavior Disorders (3,0,3) Serious personality maladjustment in childhood; understanding diagnosis and treatment of infantile and childhood autism, psycho physiological reactions, speech disorders, tics and motor habits, and neurological and neurotic dysfunctions.

PSY 652 Epidemiology (3, 0, 3) Survey basic concepts and principles of epidemiology, including epidemiologic models, the epidemiology process, epidemiologic investigation, and application of these concepts and principles. PREREQ: STA 614 or PSY 615 or other graduate level statistics course.

PSY 660 Organizational Change and Development (3,0,3) Change processes, situational assessment, planning, implementation and evaluation, intervention; organizational structure, values, culture, leadership, roles of consultants, and external environments. PRE-REQ: PSY 550.

PSY 670 Organizational Leadership (3,0,3) 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 published measures. PREREQ: permission of Master of Science in Industrial/Organizational Psychology program director.

PSY 675 Motivation (3,0,3) 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. PREREQ: permission of Master of Science in Industrial/ Organizational Psychology program director.

PSY 685 Applied Research Study: Capstone (4,0,4) 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 Special Topics: Graduate Psychology (1-3,0, 1-3) Seminar course; topics listed in Schedule of Classes each semester, in the Master of Science in Industrial-Organizational Psychology Program (MSIO). PREREQ: permission of the program director.

PSY 699 Independent Study: Psychology (1-3 sem. hrs.) Supervised group study projects in selected problem areas, or individually supervised areas of study involving readings, experimental research, and/or applied problems in psychology. Up to 3 semester hours may be earned per semester. PREREQ: consent of instructor and psychology chair prior to registration.

PSY795 Practicum (1-3,0,1-3) Supervised development and conduct of a project in an employment setting; synthesis and application of knowledge acquired in prior coursework. PREREQ: PSY 615; 616 and consent of instructor.

PSY 797 Thesis (1-6,0,1-6) Supervised development and implementation of research study. PREREQ: PSY 615; 616 and consent of instructor.

Religious Studies
REL

REL 594 Topics: Religious Studies (3,0,3) Selected topics in religious studies. May be repeated as topics vary. PREREQ: consent of instructor.

REL 599 Independent Study (3,0,3) Individually supervised readings and study of a selected topic in religious studies. May be repeated as topics vary. PREREQ: consent of instructor.

Science
SCI

SCI 610 Integrative Science for Teachers (2,4,4) Introduction to the methods and major ideas of science through guided inquiry and effective use of the Internet. Intended for in- service teachers and graduate students in Education.

Sociology
SOC

SOC 520 Sociology of Education (3,0,3) Connection of education to the external social system; education as a web of organizations and associations and as a subsystem of other institutions. PREREQ: SOC 100 or consent of instructor.

SOC 594 Topics: Sociology (3,0,3) Selected topics in sociology. May be repeated as topics vary. PREREQ: consent of instructor.

SOC 599 Independent Study (3,0,3) Individually supervised readings and study of a selected topic in sociology. May be repeated as topics vary. PREREQ: consent of instructor.

Spanish
SPI

SPI 520 Readings in Spanish (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit as topics vary. PREREQ: 300-level Spanish course.

Social Work
SWK

SWK 510 Child Abuse (3,0,3) Historical and contemporary perspectives; etiology, assessment, and intervention; differential and complementary roles of professions; approaches to prevention and treatment.

SWK 515 Child Welfare 1: Introduction to Child Maltreatment (3,0,3) This course is 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). PRE-REQ: Acceptance into social work program and PCWCP project.

SWK 516 Child Welfare 2: Intervention (3,0,3) This course is the second requirement for the Public Child 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. PREREQ: acceptance into social work program and PCWCP project.

SWK 520 Services to Women (3,0,3) 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 (3,0,3) Various categories of drugs; treatment and rehabilitation programs; ways of developing and implementing drug education programs.

SWK 540 Women and Violence (3,0,3) The course explores issues concerning women and violence, particularly domestic violence. The course first reviews the history of women and violence; and second, familiarizes students with the psychological and criminal justice perspectives of the domestic assault of women. The course considers the societal implications and responses to violence against women.

SWK 545 Mediation (3,0,3) This course defines the process of mediation, the history and development of mediation, and examines theories around conflict resolution and negotiation. This course also explores the use of mediation in social work, domestic, commercial, educational, and other settings. Within each of these contexts, laws, social work ethics, gender considerations, psychology, sociology, and cultural diversity will be explored.

SWK 594 Topics: Issues in Social Welfare (1- 3 sem. hrs.) A specific aspect of social welfare practice or social welfare concern. See Schedule of Classes for current offerings and prerequisites.

Statistics
STA

STA 594 Topics: Statistics (3, 0, 3) Topics in statistics. Topics vary. PREREQ: varies with topic (see Schedule of Classes).

STA 614 Statistics for Researchers (3,0,3) 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. PREREQ: C or better in MAT 205.

STA 630 Applied Statistics in Technology (3,0,3) Theory, methods, and applications of statistical models in technology; probability theory, random variables, probability distribution, estimation, hypothesis tests; sampling theory. PREREQ: graduate standing.

Theatre
TAR

TAR 599 Individual Studies in Theatre (1- 3,0,1-3) Individual creative or research projects in one or more areas: playwriting, acting, stagecraft, scene design, costume design, lighting design, sound design, or theory/criticism. Projects directed by TAR faculty must be approved prior to registration. May be repeated for up to nine hours credit.

TAR 610 Coaching of Acting for Teachers (3,0,3) Teaching, coaching, and directing of classroom activities in drama, public performance, and forensic competitions.

TAR 662 Technical Theatre for Teachers (3,0,3) Stagecraft and costuming (including makeup) for the teacher; elements of construction, design, and history.

TAR 670 Directing for Teachers (3,0,3) 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 (3,0,3) 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- 6,0,3-6) 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 six semester hours permitted.

Technology Teacher Education
TTE

TTE 620 Instructional Technology (3,0,3) 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 six semester hours.

TTE 630 Improvement of Instruction in Technology (3,0,3) 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 (3,0,3) 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 (3,0,3) Selected contemporary topics in training and technical education. Topics vary; see listing in Schedule of Classes. Repeatable for a maximum of six semester hours.

TTE 692 Independent Research: Technology Teaching (3,0,3) 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. PREREQ: consent of instructor.

Women's Gender Studies
WGS

WGS 545 Topics in Women's World History (3,0,3) Exploring women's history in a global perspective, by looking at the status and contribution of women to world societies and discussing gender identity, class, race, religious and ethnic differences. PREREQ: HIS 108 and HIS 109.

WGS 594 Topics Women's Studies (3,0,3) Advanced interdisciplinary study of a specific topic or issue of particular significance to women. May be repeated for credit when subjects differ.

WGS 699 Graduate Independent Study (0,0,1-3) Graduate level independent research or creative projects directed by faculty members. Written agreement between faculty member and student must be submitted to director before registration; elements of agreement to include purpose, objectives and evaluation procedures. May be taken twice for credit. PREREQ: graduate student status.

NKU Faculty

Acosta, Charles A., Associate Professor of Biology (2001). B.S., 1989, M.S., 1991, University of New Orleans; Ph.D., 1997, Old Dominion University.

Adams, Michael C., Regents Professor Emeritus of History (1972). A.B., 1966, University of Wales; M.A., Ph.D., 1973, University of Sussex.

Adams, Susan S., Professor Emeritus of English (1980). B.A., 1964, B.S., 1965, M.A., 1967, Ph.D., 1975, University of Cincinnati.

Agard, David B., Associate Professor of Statistics (1990). B.A., 1982, University of Virginia; M.S., 1985, Ph.D., 1990, Virginia Polytechnic Institute and State University.

Ahmed, Shamima, Professor of Public Administration (1995). B.S.S., 1980, M.S.S., 1983, University of Dhaka; M.A., 1986, University of Akron; Ph.D., 1991, Virginia Polytechnic Institute and State University.

Akers, Wesley R., Lecturer in Communication (2006). B.A., 1996, Northern Kentucky University; M.A., 2005, Florida Atlantic University.

Alberti, John F., Professor of English (1991). B.A., 1981, University of Southern California; M.A., 1984, Ph.D., 1989, University of California, Los Angeles.

Albright, A.D., Professor Emeritus (1976). A.B., 1937, Milligan College; M.S., 1938, University of Tennessee; Ph.D., 1951, New York University.

Albritton, Matthew T., Lecturer, Photography (2001). B.A., 1993, University of California at Santa Cruz; M.F.A., 2001, University of Texas at Austin.

Allameh, Seyed, Assistant Professor of Engineering Technology (2004). B.S., 1978, Sharif University of Technology; M.S., 1988, Wayne State University; Ph.D., 1993, The Ohio State University.

Allen-Kattus, Kimberly, Associate Professor of Art/Art History (1993). B.A., 1976, Indiana University; M.A., 1981, University of Cincinnati; Ph.D., 1996, Union Institute.

Allred, Carol B., Professor Emeritus of Law and Director, Salmon P. Chase College of Law Library (1981). B.A., 1959, Newcomb College; M.A., 1960, Tulane University; M.S.L.S., 1971, Louisiana State University; JD, 1979, Georgetown University Law Center.

Allyn, Compton, Professor Emeritus of Management (1973). B.S., 1946, University of Virginia; M.B.A., 1949, Harvard University; M.Div., 1954, Episcopal Theological School; Ph.D., 1973, University of Cincinnati.

Almquist, Arne J., Associate Professor of Library Services and Associate Provost for Library Services (2001). B.F.A., June 1980, B.A., Sept. 1980, State University of New York at Buffalo; M.F.A., 1982, SUNY- Buffalo; M.S.I.S., 1992, Ph.D., 2006, University of North Texas.

Altekruse, Michael K., Professor and Chair in Counseling, Human Services and Social Work (2005). B.S., 1962, M.S., 1965, Ed.D., 1967, Indian University.

Amburgey, Valeria, Professor Emeritus of Education, Coordinator for Technology (1990). B.S. Ed., 1972, Stephen F. Austin State University; M.Ed., 1979, Ed.D., 1984, University of Houston.

Andersen, Barry, Professor of Art/Photography (1975). B.A., 1973, California State University, Northridge; M.F.A., 1975, University of Florida.

Anderson, Jan, Lecturer II, Developmental Mathematics (1995). B.S., 1970, Miami University; M.A.T., 1971, Miami University.

Anderson, Margaret M., Professor, College of Health Professions, (1994). B.S.N., 1967, Indiana University at Indianapolis; M.Ed., 1972, University of Cincinnati; M.S.N., 1980, Wright State University; Ed.D., 1990, University of Cincinnati.

Arrighi, Barbara A., Professor of Sociology (1991). B.S., 1982, M.A., 1986, Ph.D., 1991, University of Cincinnati.

Artzer, Marjorie E., Associate Professor Emeritus of Education (1991). B.A., 1968, University of Nebraska, Omaha; M.A., 1972, George Peabody College for Teachers; Ph.D., 1990, Miami University.

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