

**NORTHERN KENTUCKY UNIVERSITY**

# **Your door to opportunity**



## **GRADUATE PROGRAMS**

**2002-2003 CATALOG**

# GRADUATE PROGRAMS

## COLLEGE OF ARTS AND SCIENCES

### **Master of Public Administration (MPA)**

**Dr. Michael Thomson**, Program Director, (859) 572-5326

e-mail: [mpa@nku.edu](mailto:mpa@nku.edu)

web site: [mpa.nku.edu](http://mpa.nku.edu)

### **Master of Science in Computer Science (MSCS)**

**Dr. Kevin Kirby**, Program Director, (859) 572-6544

e-mail: [csc@nku.edu](mailto:csc@nku.edu)

web site: [mscs.nku.edu](http://mscs.nku.edu)

## COLLEGE OF BUSINESS

### **Master of Accountancy**

**Dr. Leslie Turner**, Program Director (MAcc), (859) 572-6381

e-mail: [accountancy@nku.edu](mailto:accountancy@nku.edu)

web site: [macc.nku.edu](http://macc.nku.edu)

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

**Dr. Tom Cate**, Program Director, (859) 572-6657

e-mail: [mbusiness@nku.edu](mailto:mbusiness@nku.edu)

web site: [mba.nku.edu](http://mba.nku.edu)

### **Master of Science in Information Systems (MSIS)**

**Dr. Tom Cate**, Program Director, (859) 572-6657

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web site: [msis.nku.edu](http://msis.nku.edu)

## COLLEGE OF EDUCATION

### **Master of Arts in Education (MED); fifth year and Rank I programs**

**Dr. Rachelle Bruno**, Program Director, (859) 572-5239

e-mail: [gradedu@nku.edu](mailto:gradedu@nku.edu)

web site: [www.nku.edu/~education/graduate/2002/](http://www.nku.edu/~education/graduate/2002/)

### **Master of Arts in Teaching (MAT)**

**Dr. Joyce Fortney**, Program Coordinator, (859) 572-6330

e-mail: [gradedu@nku.edu](mailto:gradedu@nku.edu)

web site: [www.nku.edu/~education/graduate/2002/mat.htm](http://www.nku.edu/~education/graduate/2002/mat.htm)

### **Alternative Certification in Special Education (SPED)**

**Dr. Stephen Walker**, Program Coordinator, (859) 572-5598

e-mail: [gradedu@nku.edu](mailto:gradedu@nku.edu)

web site: [www.nku.edu/~education/graduate/2002/sped.htm](http://www.nku.edu/~education/graduate/2002/sped.htm)

## COLLEGE OF PROFESSIONAL STUDIES

### **Master of Nursing (MSN)**

**Dr. Denise Robinson**, Program Director, (859) 572-5178

e-mail: [nursing@nku.edu](mailto:nursing@nku.edu)

web site: [www.nku.edu/~nursing/Nursing/nursing-grad.htm](http://www.nku.edu/~nursing/Nursing/nursing-grad.htm)

### **Master of Technology (MST)**

**Dr. Jim Gray**, Program Director, (859) 572-6352

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web site: [mst.nku.edu](http://mst.nku.edu)

# Welcome



Unlike the generations that came before us, we live in a fast-paced, high tech, global society where information traverses the globe in seconds and is growing at an exponential rate. It is not surprising that “lifelong learning” has become the catchword of the day, and graduate degrees are more common than ever.

While it wasn’t very long ago that a bachelor’s degree was considered ample preparation for most careers, times are changing. Nationally, as well as locally, enrollments in post-baccalaureate certificate programs and master’s degree programs are growing rapidly. Students recognize the need for higher-level credentials and a broader and deeper knowledge base to be competitive in today’s society. In 1998, the most recent year for which we have data, more than 1.8 million students were enrolled in graduate programs in the United States.

Post-baccalaureate students comprise the world of graduate education. Welcome to this world. It is exciting. It is demanding. It is satisfying. And it is likely to pay significant dividends to those who accept its challenge and master its requirements.

NKU is a special place to pursue your graduate certificate or master’s degree. Our programs are clearly focused on the career goals of our students. Programs are designed to be directly relevant to the world of work and to prepare students for new careers or for advanced positions in their current careers. Faculty are responsive and dedicated to their students. Classes are small, and student-to-student and student-to-faculty interaction are integral parts of every course.

Please review this Catalog carefully and use it in conjunction with materials provided to you by your individual program. In combination, these materials provide you with a solid foundation for understanding your program requirements and, therefore, progressing through your program without undue obstacles. If anything is unclear, please feel free to contact the Director of Graduate Studies (859) 572-1555 or your own program director.

We are delighted that you are a part of NKU’s graduate programs. We invite you to think of us as your door to opportunity.

Sincerely,

A handwritten signature in black ink that reads "Carole Beere". The script is fluid and cursive, with the first name "Carole" and last name "Beere" clearly distinguishable.

Carole A. Beere, Ph.D.  
Associate Provost for Graduate Studies and Outreach

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# University Calendar

## FALL SEMESTER 2002 (Sixteen Week Term August 19 - December 17)

August 19	Classes begin
August 22	Fall Tuition and Fees Due
August 23	Last day to register or enter a full-term course; last day to withdraw with 100% adjustment of tuition (U/G; last day to change grading option (letter grade, pass-fail, audit)
September 2	Labor Day - University Closed/No Classes
September 6	Last day to drop a full-term course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
October 14-15	Fall Break - University Open/No Classes
October 16	Deadline for filing application for degree candidacy for Spring 2003 graduation with the Office of the Registrar
October 25	Last Day to drop a full-term course with a grade of <i>W</i> ; last day to remove or complete grades for Spring and Summer 2002
November 27	University Open/No Classes
November 28-30	Thanksgiving Holiday - University Closed/No Classes
December 7	Last day of classes
December 9-14	Final examinations
December 14	Commencement
December 16	12:00 Noon: Faculty Deadline for Grade Submission

## FALL 1st EIGHT WEEK TERM 2002 (August 19 - October 12)

August 19	Classes begin
August 21	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
August 22	Fall Tuition and Fees Due
August 28	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
September 2	Labor Day - University Closed/No Classes
September 20	Last day to drop a course with a grade of <i>W</i>
October 12	Last regular class meeting; final examination during last class meeting
October 14	12:00 Noon: Faculty Deadline for Grade Submission

## FALL 2nd EIGHT WEEK TERM 2002 (October 16 - December 7)

August 22	Fall Tuition and Fees Due
October 16	Classes begin
October 18	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
October 25	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
November 18	Last day to drop a course with a grade of <i>W</i>
November 27	University Open/No Classes
November 28-30	Thanksgiving Holiday - University Closed/No Classes
December 7	Last regular class meeting
December 9 -14	Final Exams
December 16	12:00 Noon: Faculty Deadline for Grade Submission

## SPRING SEMESTER 2003 (Sixteen Week Term January 13 - May 17)

January 13	Classes begin
January 16	Spring Tuition and Fees Due
January 17	Last day to register or enter a full-term course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)

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January 20	Martin Luther King Day - University Closed/No Classes
January 31	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
February 17	President's Day - No Classes U/G - Chase Classes will meet
March 10-15	Spring Vacation - University Open/No Classes
March 28	Last day to drop a full-term course with a grade of <i>W</i>
April 15	Deadline for filing application for degree candidacy for Summer and Fall 2003 graduation with the Office of the Registrar
May 5	Last day of classes
May 6	Study Day/No Classes; final exams begin at 4:30 p.m.
May 6-13	Final examinations
May 16	12:00 Noon: Faculty Deadline for Grade Submission
May 17	Commencement

### **SPRING 1st EIGHT WEEK TERM 2003 (January 13 - March 8)**

January 13	Classes begin
January 15	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
January 16	Spring Tuition and Fees Due
January 20	Martin Luther King Day - University Closed/No Classes
January 22	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
February 17	President's Day - No Classes U/G - Chase Classes will meet
February 18	Last day to drop a course with a grade of <i>W</i>
March 8	Last regular class meeting; final examinations during last class meeting
March 10	Noon: Faculty Deadline for Grade Submission
March 10-15	Spring Vacation - University Open/No Classes

### **SPRING 2nd EIGHT WEEK SESSION 2003 (March 17 - May 5)**

January 16	Spring Tuition and Fees Due
March 17	Classes begin
March 19	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
March 10-15	Spring Vacation - University Open/No Classes
March 26	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
April 15	Deadline for filing application for degree candidacy for Summer and Fall 2003 graduation with the Office of the Registrar
April 22	Last day to drop a course with a grade of <i>W</i>
May 5	Last regular class meeting; final examinations during last class meeting
May 16	Noon: Faculty Deadline for Grade Submission

### **INTERSESSION 2003 (May 19 - June 6)**

May 19	Classes begin; tuition due
May 20	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
May 21	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
May 26	Memorial Day - University Closed/No Classes
May 30	Last day to drop a course with a grade of <i>W</i>
June 7	Last day of classes; final examinations (during last regularly scheduled class meeting)
June 10	Noon: Faculty Deadline for Grade Submission

### **SUMMER 2003 FULL SESSION (May 19 - August 15)**

May 19	Classes begin; tuition due
May 23	Last day to register or enter a class; last day to withdraw with a 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail/audit)
May 26	Memorial Day observed - University Closed/No Classes
June 6	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with a 50% adjustment of tuition
July 4	Independence Day - University Closed/No Classes
July 25	Last day to drop a course with a grade of <i>W</i>
August 15	Last day of classes; final examinations (during last regularly scheduled class meeting)
August 18	12:00 Noon: faculty deadline for grade submission

### **SUMMER 1ST FIVE WEEK SESSION 2003 (June 9 - July 11)**

May 19	Tuition due
June 9	Classes begin
June 11	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 13	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
June 30	Last day to drop a course with a grade of <i>W</i>
July 4	Independence Day - University Closed/No Classes
July 11	Last day of classes; final examinations (during last regularly scheduled class meeting)
July 14	Noon: Faculty Deadline for Grade Submission

### **SUMMER EIGHT WEEK SESSION 2003 (June 9 - August 1)**

May 19	Tuition due
June 9	Classes begin
June 11	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 18	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
July 4	Independence Day - University Closed/No Classes
July 16	Last day to drop a course with a grade of <i>W</i>
August 1	Last day of classes; final examinations (during last regularly scheduled class meeting)
August 4	Noon: Faculty Deadline for Grade Submission

### **SUMMER SIX WEEK SESSION 2002 (June 16 - July 25)**

May 19	Tuition due
June 16	Classes begin
June 18	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 24	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
July 4	Independence Day - University Closed/No Classes
July 11	Last day to drop a course with a grade of <i>W</i>
July 25	Last day of classes; final examinations (during last regularly scheduled class meeting)
July 29	Noon: Faculty Deadline for Grade Submission

### **SUMMER 2nd FIVE WEEK SESSION 2003 (July 14 - August 15)**

May 19	Tuition due
July 14	Classes begin
July 16	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)

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July 18	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
August 8	Last day to drop a course with a grade of <i>W</i>
August 15	Last day of classes; final examinations (during last regularly scheduled class meeting)
August 18	Noon: Faculty Deadline for Grade Submission

### **FALL SEMESTER 2003**

August 25	Classes begin
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**Dates listed are subject to change. Check *Schedule of Classes* and NKU website ([www.nku.edu/](http://www.nku.edu/)) for calendar revisions.**



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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 twenty 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 and in teaching in 2001. The Graduate Center was established on the NKU campus in 1977 to administer graduate programs offered on the NKU campus by other universities. Currently, programs in social work, library science, higher education, and guidance counseling are available through the center. 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 opening this fall and the 100 smart classrooms to be completed by 2003. Our total enrollment is nearly 13,000 and growing. We had a 7% overall enrollment increase in Fall 2001 outpaced by graduate enrollments which increased 8.8%. Currently, we have about 850 graduate students. We are pleased that campus wide African-American enrollments grew by 24.3% and international students by 24.1%.

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 alliances with major corporations such as Fifth-Third Bank, Ashland Oil, the Bank of Kentucky and Proctor & Gamble.

## MISSION STATEMENT

Northern Kentucky University has a singular mission within the Commonwealth as a metropolitan and regional institution. It offers associate, bachelor's, 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**

As we work to achieve our vision, we will be guided by a set of core values that inform our actions and bind us together as an academic community.

### **Learner-Centered Education**

We are committed to placing the learner at the center of all that we do. We will serve the learner through our core mission to discover, interpret, apply, and transmit knowledge. As a university, we are a community of learners capable of adaptation and improvement based on new knowledge and insights.

### **Excellence**

We are committed to the highest standards of excellence in everything that we do as judged not only by ourselves but also by those we serve — and to a process of continuous quality improvement based on a culture of evidence.

### **Access with Opportunity to Succeed**

We are committed to the lifelong public access to education and expert knowledge and to ensuring that learners enrolled in the university have the preparation required to succeed. We measure our success by the accomplishments, the commitments, and the satisfaction of our graduates.

### **Public Engagement**

We are committed to treating the metropolitan region as an extension of our campus. We will build partnerships throughout the region that both serve the learning needs of the public and enhance the learning opportunities available to our faculty, staff, and students.

### **Intellectual and Creative Freedom**

We are committed to intellectual and creative freedom and to the open expression of ideas in a way that supports scholarship and the advanced learning process.

### **Multiculturalism**

We are committed to advancing multicultural understanding within both the university and the community as an educational and civic priority.

### **Innovation and Creativity**

We are committed to innovative approaches for achieving our vision and will create a campus environment that encourages and rewards creativity and innovation.

### **Collegiality and Collaboration**

We are committed to building a university community characterized by open communication and shared responsibility for decisions. We will build a culture of collegiality and collaboration within and between the university and the public we serve.

## OUR STRATEGIC PRIORITIES

The following strategic priorities describe the steps that we will take to achieve our vision to become a preeminent, learner-centered metropolitan university.

- Strengthen the curriculum
- Support faculty excellence
- Enhance student recruitment and retention
- Strengthen public engagement
- Improve campus facilities and environment
- Promote staff effectiveness and satisfaction

## ACADEMIC STRATEGIC DIRECTION

In November 2001, NKU adopted its Academic Strategic Plan, a portion of which is related to the future of graduate education. Relevant excerpts of the Plan are reproduced below.

### Programming

The university will create or strengthen programming in areas where there are identified community, regional or national needs. Current evidence demonstrates significant regional needs in the fields of education, health care, and information technology.

Graduate offerings in masters and professional programs will expand to meet identified regional needs and without having an adverse effect on our undergraduate programming. Graduate initiatives will be supported to ensure high quality and a positive effect on the image of NKU.

The university affirms that all proposals for expansion of current programs or creation of new programs must include a needs assessment based on a culture of evidence.

Periodic reviews will be conducted of all programs. These program reviews may use assessments by accrediting agencies, but in all cases they should involve outside reviewers. Program reviews will include determination of quality, accountability measures that assess continuing need or demand, evaluation of funding and other support, and comparison with appropriate benchmark programs.

Interdisciplinary programming within the university and collaborative programming with other universities will be pursued and supported to advance the best interests of our students and or community.

The university will expand cooperative work experiences and internship opportunities for current and new programs. These opportunities must be embedded in the curriculum as high quality, integral components of the academic programs they serve.

We will expand, encourage and support participation in globalizing opportunities for students and faculty to internationalize the campus. This will include investments in recruiting and supporting international students and in opportunities for students to study abroad.

The university will continue to emphasize student access to technology, both inside and outside the classroom.

### Learner-Centered Delivery

The university will encourage, support, and broaden the delivery of programs and courses through distance learning technologies in those disciplines where it is appropriate to do so. Based upon needs assessment, the university will offer classes and/or programs of study at non-traditional times, create compressed course schedules, and provide long-term scheduling. The university will offer or expand offerings of programs at off-campus sites when needs assessments demonstrate that the community affected will benefit from the availability of that program.

## **Outreach to Our Community**

We will engage in service activities to the community when significant need exists and is consistent with our unique expertise and our educational programs, and where doing so creates service-learning opportunities for our students. We will facilitate access to university expertise in research, consulting, and training. We will work with University Advancement to develop a plan for promoting our community service roles and outreach opportunities. We will invest in community partnerships that involve students, faculty, and staff in addressing significant community issues.

## **Improving Quality**

We will work to encourage the expansion of complementary student services, e.g., technology assistance, food service, library hours, and department office hours, especially to create a more favorable experience for students who come to campus during evening or weekend hours.

We will emphasize faculty excellence in teaching and scholarly activity by rewarding and facilitating participation in faculty development programs. We will provide individual and unit incentives to increase faculty participation in technology-based course delivery and off-campus programs and courses.

## **ACCREDITATION**

NKU is regionally accredited by the Southern Association of Colleges and Schools. The following organizations have accredited specific NKU programs:

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 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 degrees in the following graduate programs:

Master of Accountancy  
Master of Arts in Education  
Master of Arts in Teaching  
Master of Business Administration  
Master of Public Administration  
Master of Science in Computer Science  
Master of Science in Information Systems  
Master of Science in Nursing  
Master of Science in Technology  
Juris Doctor/Master of Business Administration.

# Graduate Programs

## ADMINISTRATION

### 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. The Council's recommendations and decisions may be appealed 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, and the chief academic officer for graduate programs. The Director of Graduate Programs is an *ex officio* member of the Council.

### OFFICE OF GRADUATE PROGRAMS

The Associate Provost for Graduate Studies and Outreach 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 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 and hears procedural appeals from program directors.

The Office of Graduate Programs is currently located in Natural Science 333. (We anticipate moving, so please call us or check our web site before visiting the office.) To contact us please call (859) 572-1555 or visit the office's website at <http://gradschool.nku.edu>.

## 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 that 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, we recognize that meeting these minimums does not guarantee admission into the university in general or into a specific degree program.

## Guidelines for Admission

**GPA** To be accepted as an NKU graduate student, you must hold a bachelor's degree from a regionally accredited institution. Your undergraduate GPA, based on all undergraduate course work, must be at least a 2.5 on a 4.0 scale. The minimum GPA requirement for previous graduate work in the same or related discipline is 3.0 on a 4.0 scale. Individual programs may have higher GPA requirements for admission.

**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 or professional 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 in writing 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. 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 during which time the missing documents must be submitted. If not submitted as required, you will not be allowed to register for additional courses. 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.

**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 and at least 3.0 on all graduate work previously taken. 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 course work taken as an unclassified student may be counted toward the degree.

**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 to the Office of Graduate Programs that you be awarded 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. Unfortunately, you 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.

**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 College of Business); however, you must have permission from your home institution. To apply for visiting student status, complete the Visiting Student Application, 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 adviser and the relevant graduate program director. 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. Credits earned in a graduate course cannot apply toward both a bachelor's and a graduate program.

### 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 asking that we keep the documents.

If you have enrolled at NKU, but interrupted your enrollment for four or more years, you will need to apply for readmission. We also require that you submit official transcripts for additional course work taken elsewhere since your last attendance at NKU. The standard application fee will be assessed.

### 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. The Office of International Student Affairs will not issue an I-20 until they have 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.

**International Transcripts** If you have international transcripts, an evaluation by a foreign education evaluation service is required before sending them to the university. Many programs require a course by course analysis, 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 Student Affairs (University Center 366 or <http://www.nku.edu/~isa> or (859) 572-6517).

**TOEFL** It is important to us that our international students have the English skills to read at the graduate level and to understand the oral communication that takes place in classes. Therefore, to be accepted as an international student, you must have a minimum score of 550 on the paper version of the TOEFL or 213 on the computer based version. Official test results should be sent to the Office of Graduate Programs at the time of application. (Exception: International students whose native language is English or who have graduated from an American university in which the language of instruction is English are not required to demonstrate language

proficiency.) International students may substitute the Michigan Test only if it is taken at NKU. You must score at least an 80. Contact the International Student Affairs office for complete information.

A program director may require you to take additional English remediation such as a course in English as a Second Language (ESL 100) 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 by the program director if the course will be necessary.

**College of Education Specifics** International students are subject to all requirements for admission to NKU's graduate programs. The only exception is that international students applying to the College of 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 graduate program director.

**Financial Documentation** All international applicants must submit a declaration and certification of finances from their sponsors. This includes the Financial Statement From Sponsor which must be accompanied by the sponsor's current bank statement or a letter from the bank on official stationery certifying the sponsor's financial state. The forms you need will be sent to you by the International Student Affairs Office as part of your application packet.

### **Students Over Age 65**

Kentucky residents 65 years of age or older who meet admission requirements may, without payment of application fees or tuition, pursue credit course work 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 [http://www.cpe.state.ky.us/keyind/www/policies/policies\\_residency\\_ntro.asp](http://www.cpe.state.ky.us/keyind/www/policies/policies_residency_ntro.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**

All persons teaching in the K-12 system in Kentucky will be allowed to pay in-state tuition regardless of their official place of residence.

## MASTER'S DEGREE PROGRAMS 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.

### Culminating Experiences and Capstone Courses

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

## THESIS/FINAL PROJECT REQUIREMENTS

Theses and final projects provide you with the opportunity to investigate an area of interest to you through your own original research. You will select one faculty member (called the committee chair) who will help you select a topic to research and who then will guide you throughout the research and writing stages. You and the chair jointly select the committee comprised of faculty or professionals in your field with whom you will consult and ultimately to whom you will defend your thesis/project.

### Membership of Committee

**Number of Members** A thesis/project committee must be composed of a minimum of three people including one person from outside your academic department. Individual programs may require additional members. Final projects for the Master of Science in Nursing degree, in contrast to the thesis, may have only two members; the thesis option will require three members.

**Outside member** Your thesis/project committee must include one member from outside your academic department. The outside member may be from the university community or may be someone who holds a professional position that pertains to your work. Jointly, you and your faculty adviser will decide whom the outside member will be.

**Committee Chair** The chair of your committee will be a member of the department in which your graduate program is housed and must be a member of the graduate faculty. The other members (university or otherwise) need adjunct graduate faculty status if they are not already members of the graduate faculty. Requests for adjunct graduate faculty status should be made by the program director to the Office of Graduate Programs.

**Defense of Thesis/Project** When you have completed your thesis/project, you will 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. There is no oral examination required for the project option on the Master of Science in Nursing; however, there is for the thesis option. All oral examinations and presentations are to be announced by the program director and open to the university community.

**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 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 course during the next succeeding semester. You must complete the thesis/project during this semester. Failing to do so will 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.

**Completion of Thesis/Project** After you successfully complete the oral examination and the committee has indicated that you “passed,” you should submit your thesis/project to the Office of Graduate Programs where it will be checked for compliance with formatting standards. These standards are available in the Office of Graduate Programs, and a web version can be found on our home page (<http://gradschool.nku.edu>). Be certain to allow sufficient time to complete any required formatting changes prior to the deadline for the thesis/project submission.

Once the final project has been accepted by the Office of Graduate Program, your Thesis/Final Project Checklist form can be signed by the appropriate program director and the Director of Graduate Programs. This form can be obtained from your program director or the Office of Graduate Programs.

**Thesis/Project Standards** Directions for formatting the thesis/project are available in the Office of Graduate Programs. 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/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 and approved by the Office of Graduate Programs, on file in the graduate office prior to the start of work on the thesis/project. Without this waiver the university will be unable to accept your project/thesis.

## Deadlines for Turning In Thesis/Project

The following dates are the deadlines for turning in the completed and signed 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 December 1
Spring	No later than May 1
Summer	No later than August 1

## Web Link to Theses/Projects

Copies of the topics and abstracts of theses/projects will be placed on the web in order to demonstrate the types of research accomplished by our students.

## GRADING POLICY

### Types of Grading and Academic Probation

**Grades** Grades that can be assigned for graduate courses are: *A*, *B*, *C*, *F*, *P*, *I*, and *I+*. 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* and *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 *I+* are reserved for continuing work on theses/projects. They remain unchanged on the 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.

**Good Standing** Unfortunately, some students do not succeed in their graduate work. We do not think it is fair to allow you to continue in a program that is unsuited to your strengths. Standards have been set for what we consider to be the minimum requirements for you to be in good standing. You must maintain a minimum 3.0 grade point average and earn no more than 2 Cs to remain in good standing. Should you fall below these standards, you will be placed on academic probation. (See below for specifics of probationary status.)

**Academic Probation** You will be placed on academic probation if your graduate GPA falls below a 3.0 on the 4.0 scale. You may remain on probation only for two consecutive fall and spring semesters in which you are enrolled. Semesters during which you are not enrolled will not count toward these two semesters, but will count toward the total amount of time taken to complete the degree. If after two semesters on probation your graduate GPA has not increased to at least a 3.0, you will be dismissed from the program. Individual programs may have more stringent requirements. You should check your program guidelines for complete information.

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* grade is counted toward the total number of Cs allowed to be earned before dismissal from a program. 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.

### 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 course work earned prior to bankruptcy may be applied toward a graduate degree at NKU.

### DEGREE TIME LIMITS

You will have 6 years in which to complete your degree. Course work that is older than 6 years cannot be applied toward a degree. If you are in the JD/MBA program, you may have additional time at the request of the MBA program director.

### CHANGES IN RULES

The university reserves the right to make changes in the rules and regulations published in this catalog. When changes are made, links to those changes will be posted on the Graduate Programs home page at <http://gradschool.nku.edu>.

## 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 course work; and (2) no one will be awarded a graduate degree or certificate with a cumulative graduate GPA below 3.0.

## 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. The policies and procedures published in this 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, all curricular requirements (the rules and regulations), both institutional and programmatic, of the catalog in effect upon re-entry to the university must be followed.

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

## STUDENT APPEALS

### Appeal of an Academic Grade

Graduate students will follow the appeals process outlined in the Code of Student Rights and Responsibilities when appealing a decision made in the classroom by an instructor. These may be found at <http://www.nku.edu/~deanstudents/Rights-Contents.htm>

### Appeal of a Regulation Governing Graduate Study

You may appeal a regulation pertaining to your course of study in writing to the director of your graduate program. The director, in conjunction with the appropriate department chair or the chair's designee, will decide on appeals pertaining to the course of study (e.g., substitution of courses). Other academic appeals are transmitted by the director to the Graduate Council for a decision at its next regularly scheduled session. All portions of the graduate admissions requirements must be met before an appeal is made; the appeal will not be considered if the pertinent documents have not been received by the Office of Graduate Programs. You have the right to present your appeal in person before the Graduate Council. Decisions of the Graduate Council may be appealed to the Vice President of Academic Affairs/Provost.

### Appeal of Non-Academic Matters

The appeals process for non-academic matters is given in the Code of Student Rights and Responsibilities on the web at <http://www.nku.edu/~deanstudents/Rights-Contents.htm>.

## 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 are likely to 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 (CFP). No more than 40% of the program may be comprised of course substitutes.

### **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 "ASE" 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 course work.

### **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 located. 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. You may have taken courses outside of the degree program that you would like applied to the degree.

### **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 9 hours of NKU course work 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; 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.

### **From a Previously Earned Graduate Degree**

With the approval of your program director you may transfer up to 9 hours of course work taken as part of a previously earned graduate degree.

## **MAXIMUM HOURS ALLOWED PER SEMESTER**

### **Fall and Spring**

You may take up to 12 graduate hours of course work 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 9 graduate hours of course work during the summer semester.

## **ADD/DROP AND WITHDRAWALS**

The university *Schedule of Classes* lists the dates when you may add a course 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 specified 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**

During the first three weeks of the term, official course withdrawals will not be reflected on your transcript. An instructor may initiate a withdrawal for you if you do not attend classes during this three-week period. From the fourth week through the tenth week (midterm), official course withdrawals will be assigned a grade of *W* (withdrawal). The *W* will appear on your transcript but will not affect your grade-point average (GPA). Course withdrawals after the midterm date are not usually allowed. In circumstances beyond your control, a *W* may be granted with approval of the instructor, the appropriate chairperson, and the dean whose college offers the course. In cases not approved, you will receive the grade of *F* (failure).

### **Withdrawing from School**

If, after midterm, you withdraw completely from school, you need only 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 if you are not covered by exceptions listed above.

We understand that students will experience a variety of circumstances that will force them to withdraw from all courses for one semester. When this occurs in two consecutive semesters, however, 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 semesters. The dates for summer adds/drops depend upon the summer 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 course work 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 or all are 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**

**Degree Deadline** You must obtain a *Program Certification Form* from the Office of the Registrar and signed by the appropriate program director. The completed form is to be returned to the Office of the Registrar.

An Application for Degree Candidacy must be filed with the Office of the Registrar by the following dates:

Fall semester graduation	April 15
Spring semester graduation	October 15
Summer semester graduation	April 15

**Thesis/Project Completion Forms** After you submit to the Office of the Registrar a Thesis/Project Completion Form, signed by the Office of Graduate Programs, you can be approved for graduation. This form will be given to you when the signed final copy of the thesis/project has been cleared for binding by the Office of Graduate Programs.

## CLASS ATTENDANCE

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

## 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.

We want you to know how plagiarism is defined. In general it means 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 without using quotation marks and/or citations. Even 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 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. The university's goal is to foster an intellectual atmosphere that produces educated people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Therefore, 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. Refer to the University policy printed in the *Student Rights and Responsibility* handbook.

## REQUEST FOR ACADEMIC TRANSCRIPTS

You may request a transcript from the Office of the Registrar in any of the following ways: in person in Administrative Center 301 by 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 (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. Only graduate students are allowed to take courses numbered 600 and above.

## 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 <http://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 inquiries may 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 is to ensure that each student has the right to keep certain academic information from being made public. Please read the following paragraphs so that you will know what your rights are 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 insure 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.

## FINANCIAL ASSISTANCE

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

### Graduate Assistantships

Graduate assistantships are awarded on a competitive basis. Assistantships pay a stipend and in-state tuition for all courses relevant to the degree.

Graduate assistants work 20 hours per week on a variety of instructional and research activities within university departments and offices. To be considered a candidate for an assistantship, you must meet all admission criteria, enroll for at least 9 semester hours of graduate credit that apply to the degree, and complete a formal application. Applications and complete regulations for graduate assistantships are available from the Office of Graduate Programs.

### Other University Programs

**Student Worker Program** The Office of Financial Assistance (Administrative Center 416) has listings of on-campus jobs available to all students. 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, 1-800-225-4499; e-mail, [ofa@nku.edu](mailto:ofa@nku.edu); and website home page, <http://www.nku.edu/~ofa/home.html>.

**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 (GCCCCU)

### General Information

Through an agreement with the Greater Cincinnati Consortium of Colleges and Universities, students at NKU may register for courses offered by other Consortium institutions at NKU tuition rates. 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 <http://www.gcccu.org>.

### Cautionary Note

Be certain that you have the approval of your program director before assuming that a GCCCCU course will be accepted as part of your degree program.

### 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. The course(s) requested must not be offered at NKU for one academic year, unless you have officially applied for graduation with the Office of the Registrar. 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.

### **Forms**

Cross registration forms are available in the Office of the Registrar and the Office of Graduate Programs.

### **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 Offering Graduate Credit**

Air Force Institute of Technology  
 Antioch College  
 Cedarville University  
 Central State University  
 United Theological Seminary  
 University of Dayton  
 Urbana College  
 Wright State University

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# University Services

## OFFICE OF THE REGISTRAR

In support of Northern Kentucky University's academic mission, the Office of the Registrar is responsible for achieving three specific objectives: (1) registering students for classes; (2) maintaining students' academic records; and (3) certifying degree requirements for graduation. To satisfy these objectives, the office is organized into service functions and processing activities, supported by Norse Express for Students and Norse Express for Faculty & Advisors, web and voice response systems. The Office of the Registrar is located in Administrative Center 301.

### Registrar's Service Center

The Registrar's Service Center in the Office of the Registrar assists students via registering for and dropping/adding courses using Norse Express for Students; cross registration through Greater Cincinnati Consortium of Colleges and Universities; and processing requests to audit, pass/fail, or repeat courses, Declaration/Certification of Major, Minor, and Area of Concentration, Applications for Degree, Transcripts, Student Information Changes, and Enrollment Verification.

### Registrar's Processing Center

The Registrar's Processing Center in the Office of the Registrar assists students by providing Veterans Enrollment Certification (see: <http://www.nku.edu/~registrar/veteranservices.html>); processing Transcript Requests; mailing and faxing Enrollment Verifications; processing Grade Changes and Course Repeats; processing Non-traditional Credit in CLEP, AP, PRL, and ASE; and interpreting university Catalog policy for students, faculty, and staff.

The Processing Center also deals with students concerning Academic Bankruptcy, grade problems and Course Repeats, and probation/suspension issues. Detailed information about the Office of the Registrar's policies and procedures is located at <http://www.nku.edu/~registrar/>.

### Norse Express

Norse Express for Students is available via the Internet by clicking the icon located at <http://www.nku.edu> or by phoning (859) 572-0830. Norse Express offers students a variety of services and information, including: transcripts (unofficial); degree audits; Information Change forms; Repeat Option forms; course availability; on-line *Schedule of Classes*; account summary/credit card tuition and fee payment views; grade check; personal financial aid information; and, on-line course registration/dropping/adding.

All currently enrolled students will have a username and password generated automatically upon registration. Directions for logging in the first time are given on the Norse Express website.

### Schedule of Classes

The Office of the Registrar publishes a *Schedule of Classes* each semester. Additional information about the *Schedule of Classes* and registration is maintained by the Office of the Registrar at [http://access.nku.edu/class\\_sched/default.asp](http://access.nku.edu/class_sched/default.asp). The Priority Registration Schedule is also available on-line at: <http://www.nku.edu/~registrar/priority.html>.

### 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 for tuition purposes. See the residency information in Appendix A of this catalog. The residency review affidavit is submitted to and reviewed in the Office of Registrar.

## **Voter Registration**

The Office of the Registrar encourages the NKU Community to register to vote. Voter registration information is available at: <http://www.kysos.com/index/main/elecdiv.asp>. For further information call (859) 572-5556 or e-mail: [registrar@nku.edu](mailto: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**

The NKU All-Card is the official university identification card which is issued after you have registered. It is imprinted with your photograph and assigned ID number, and it allows you to be recognized as a member of the university community. It also enables you to gain access to the following services and activities: NKU e-mail account (which is assigned to you as soon as you get your card); 50% discount at Parking Garage; Health Center access; discounts at drinks vending machines; 50% discount on copies; Library services; discounts in dining; check cashing at Bursar's Office; access to computer labs; access to residence halls; campus elections; and, special events. You may obtain the All-Card in University Center 115. For more information call (859) 572-6016 or visit <http://access.nku.edu/allcard/>.

### **African-American Student Affairs and Ethnic Services**

This office is responsible for planning and implementing academic and personal support services and cultural programs designed to aid in providing a supportive environment for the satisfaction and success of African-American students and students from other ethnic minorities. The office works with individual students, student organizations, faculty, staff, and university offices to promote awareness of and support for the needs of ethnic minorities and to foster a diverse campus environment. The Office of African-American Student Affairs and Ethnic Services is located in University Center 352. For additional information call (859) 572-6684, e-mail [aasa@nku.edu](mailto:aasa@nku.edu) or visit <http://www.nku.edu/~aasa/>.

### **Adult Learners, Evening/Weekend Services**

The Office of Adult Learners, Evening/Weekend Services provides a one-stop resource for current NKU students, 21 years old and older. The office is available to adult learners who need information regarding any campus-related services or program. It works to improve the service/program offerings for students who attend classes at night and on weekends and provides placement tests for students during the evening or weekends. The Adult Learner, Evening/Weekend Services office is located in University Center 118. For additional information call (859) 572-6495 or visit <http://www.nku.edu/~adultlearner>.

### **Campus Recreation**

The Department of Campus Recreation welcomes all students to utilize the Albright Health Center. The center includes a main activity area that contains three full-sized basketball courts that can be utilized for volleyball and badminton; a 1/9 mile, four-lane, indoor track; racquetball/volleyball courts; a pool; a sauna; and a conditioning room containing a full Nautilus weight machine circuit and cardiovascular equipment. Locker rooms are available for changing and showering. Campus Recreation also offers a variety of intramural sport, fitness, and instructional programs. Campus Recreation is located in Albright Health Center 104. The NKU All-Card is required for access to all Campus Recreation facilities. For additional information call (859) 572-5197 or visit <http://www.nku.edu/~camprec/>.



## **Career Development Center**

The Career Development Center (CDC) offers an integrated program of career services, including career planning, cooperative education, career employment and resume assistance. These services are available without charge to students and alumni of NKU. Assessment testing is offered for a \$10.00 fee for currently enrolled NKU students and \$17.00 for NKU alumni. This department serves as the university liaison to many local corporations and organizations, including the on-site Fidelity Investments Customer Call Center. The Career Development Center is located in University Center 230. For additional information call (859) 572-5680 or visit <http://access.nku.edu/cdc/>.

## **Disability Services**

Disability Services provides a wide variety of support programs to students with special needs: consultation for disability issues for faculty, staff, and students; disability verification; certification of the need for reasonable academic/physical accommodation by the university; individual counseling and advising; advance priority registration; disability education; interpreters service; liaison and referral with outside agencies; referral for adaptive technology; and test proctoring. The university also provides free tutorial service, developmental classes, writing center, math center, speech lab and many computer labs. Disability Services are located in University Center 320. For additional information call the disabilities intake counselor at (859) 572-5180 or visit <http://www.nku.edu/~disability/>. Students who need handicap parking permits should see the University Nurse.

## **E-Mail Accounts**

All NKU students automatically receive campus e-mail accounts which become activated when you obtain your NKU All-Card. You can find yours by going to <http://www.nku.edu/www/findit.html>. 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 <http://access.nku.edu/it/index.asp>, select Help & Resources/Email from menu.

## **Health and Counseling Services**

Health and Counseling 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. Reproductive health clinics, staffed through the Northern Kentucky District Health Department, are regularly scheduled. Mental health professionals provide assessment, diagnosis and short-term treatment for a variety of crisis, adjustment, relationship, and general mental health issues. Health and Counseling 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 and Counseling Services office regarding specific student needs. The Health Office is located in University Center 300. The Counseling Office is located in University Center 320. For additional information call (859) 572-5650 or visit <http://www.nku.edu/~hcp>.

## **Housing**

University Housing provides housing services for single students who decide to live on-campus during the school year. The facilities contain traditional residence hall rooms as well as apartment-style living, lobby areas, information desks, computer lab, televisions, vending areas, loft/study areas, and space for student recreation. The Residential Housing Association (RHA) represents resident students to the Office of University Housing and to the Student Government Association. RHA serves as a sponsor of Residential Village events and reviews and recommends

University Housing policy change. The Housing Office is located in Norse Commons 101. For additional information call (859) 572-5448 or visit <http://access.nku.edu/housing/>.

### **International Student Affairs**

The Office of International Student Affairs (ISA) 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 ISA 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 <http://www.nku.edu/~isa>.

### **Parking**

Everyone who parks a vehicle on the NKU campus must purchase a parking permit from the Parking Office. Please familiarize yourself with their particular rules and regulations which will be given to you at the time of permit purchase and are also available on their web site. The Parking Office is located in Administrative Center 235. If you need to obtain a handicap parking permit, please contact the Health Center (see above for information). For additional information call (859) 572-5505 or visit <http://access.nku.edu/dps/ParkingReg.htm>.

### **Public Safety**

The Department of Public Safety is a full service, state certified law enforcement agency. In addition to the standard policing activity, they maintain a motorists' assistance program to help you if your battery is dead or you locked your keys in the car. The Public Safety Office is located at 415 Johns Hill Road. For further information call their non-emergency number (859) 572-5500 or visit <http://access.nku.edu/dps/index4.htm>.

### **Testing Services**

Testing Services provides academic and admission testing for students throughout the college experience. Admissions tests include those required for international students. Other tests offered are the PRAXIS (Professional Assessments for Beginning Teachers), PPST (Pre-Professional Skills Test), and the LSAT (Law School Admissions Test). The Testing Services Office is located in University Center 320. For additional information call (859) 572-6373 or visit <http://www.nku.edu/~testing/>.

## **LIBRARY SERVICES**

In addition to the availability of a wide variety of professional journals in the library, we also have a growing number of on-line resources. Please check our on-line journal access at the library for updates of on-line resources such as databases, full text journals.

### **Steely Library**

The W. Frank Steely Library provides a significant collection of research materials including over 318,000 volumes, electronic databases, government documents, and periodicals. Also available are valuable information services such as a personal research consultation service for graduate students available by appointment and an e-mail reference services. Within the physical facility, Steely Library offers PC's for word processing, e-mail and research activities, group study rooms, some with media and electronic equipment, and designated quiet study areas. Check the Steely website at <http://www.nku.edu/~library/info/graduate.html> for more information. A valid NKU All-card is required to check out library materials. The ID is also valid for use at member libraries of the Greater Cincinnati Library Consortium. The ID also serves as a debit card for making photocopies and computer printouts of library materials.

Print periodicals may be used in the library; most other books and materials circulate for three weeks. Materials may be renewed once if no one else has requested them. More and more resources, including periodicals are available in electronic form and therefore available via the Library's website 24 hours a day. Students who have overdue books and/or unpaid fines will have transcripts and registration privileges withheld until materials are returned and the fines are paid.

Regular library hours are 8:00 a.m. to 12 midnight, Monday through Thursday; 8:00 a.m. to 4:30 p.m. Friday; 11:00 a.m. to 5:00 p.m. Saturday; and 1:00 p.m. to 12 midnight Sunday. Hours are subject to change during vacation periods. For additional information about the Library and its services, log onto the library's home page at <http://library.nku.edu> or call the reference desk at (859) 572-5456. Comments or suggestions are welcomed at the electronic suggestion box.

### **Kentucky Virtual University Library**

All NKU students are members automatically 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 their website: <http://www.kyvl.org> and click on the link "For KYVU Students."

## **COMMUNITY EDUCATION AND SERVICE - COVINGTON CAMPUS**

The Covington Campus is located at 1401 Dixie Highway, near the Kyles Lane exit of I-75 in Park Hills, Kentucky. The campus, a fifteen-minute drive from the Highland Heights campus, serves as a center for a variety of non-credit educational and training needs.

### **Community Education**

Community Education provides non-credit courses to meet life-long educational needs for individuals or groups desiring to learn for personal enjoyment or professional enhancement. Non-credit programs offered quarterly include personal development, language, computer literacy, finance, writing, art, health and fitness, and much more. For further information about taking courses or teaching them, phone (859) 393-2403.

### **Elderhostel**

Combining the best traditions of education and hosteling, Elderhostel offers short-term residential academic programs and course-related field trips for active adults aged 55 and older. Elderhostel consists of a network of more than 2,000 colleges, universities, museums, national parks, and other education centers throughout the U.S. and Canada and in 80 other countries. NKU has developed a series of popular Elderhostel programs that capitalize on the unique assets of the area and on the strengths of faculty and local experts. For further information, phone (859) 392-2424.

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# Expenses

## TUITION AND FEES

### In-state Tuition Rates

All Kentucky residents qualify for in-state tuition rates. For a general definition of a Kentucky resident, please look in Appendix A. For complete information on how Kentucky defines residency please visit: [www.cpe.state.ky.us/policies/policies\\_student\\_residency.asp](http://www.cpe.state.ky.us/policies/policies_student_residency.asp)

In addition everyone who teaches in the Kentucky K-12 school system will be assessed at in-state rates regardless of residency status.

### Metropolitan Tuition Rate

Residents of the Greater Cincinnati metropolitan area are assessed tuition that is significantly lower than the standard out-of-state rates. Specifically, residents of nine Ohio counties — Adams, Brown, Butler, Clermont, Clinton, Fayette, Highland, Hamilton, and Warren, and six Indiana counties — Dearborn, Franklin, Jefferson, Ohio, Ripley, and Switzerland — are eligible for the Metro Rate.

### Out-of-state Tuition Rate

Any student who is not a resident of Kentucky or one of the counties in the Metro area will be assessed tuition as an out-of-state student.

### Tuition for Fall 2002 through Summer 2003

#### Resident (In-state)

General Graduate	\$182 per credit hour (no additional charges)
College of Business	\$211 per credit hour plus a College fee of \$27/ credit hour

#### Metropolitan Rate

General Graduate	\$295 per credit hour (no additional charges)
College of Business	\$295 per credit hour plus a College fee of \$27/ credit hour

#### Non-Resident (Out-of-state)

General Graduate	\$455 per credit hour (no additional charges)
College of Business	\$535 per credit hour plus a College fee of \$27/ credit hour

### Tuition Policy

You are advised to complete all undergraduate prerequisites before applying to graduate programs, because you will be assessed tuition at the highest level to which you are currently admitted. You will be charged undergraduate tuition for courses taken at the 300-, 400-, and 500-levels if not yet admitted to the graduate level. However, once you are admitted to the graduate level, you will be charged graduate tuition for all courses taken, regardless of level. A separate fee of \$25 is charged for undergraduate and graduate applications.

### NKU Installment Plan

An installment payment plan is available to students for fall and spring semesters. The plan requires a \$30 application fee with one-half of the charges due at the time an application is completed. The first payment is due in accordance with the payment schedule. The remaining balance is due in two installments approximately 30 and 60 days after the semester begins. All charges are to be paid regardless of current enrollment status and are subject to the refund policies of the university. Late charges are assessed for late payment. For more information, contact Bursar Operations, Lucas Administrative Center 238; phone (859) 572-5204.

## Fees 2002-2003

**Application Fee** A \$25 non-refundable fee must accompany an application for admission to NKU. The fee is waived for alumni of NKU.

**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** A \$48 per year auto registration fee is charged to students who park on campus. For students attending only in summer, the fee is \$10.

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

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

**College of Business** In addition to the appropriate tuition charge, a fee of \$27 per credit hour is assessed for all College of Business courses.

**Music** In addition to the appropriate tuition charge, a fee of \$90 per half hour lesson each week for a semester is assessed for private instruction in applied music.

## 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 the first week of classes of each term. Your registration will be cancelled if you do not pay in full by the due date. 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 (University Policy)

Students officially withdrawing from all courses on or before the last day to register are eligible for 100% refund of paid tuition. Students dropping courses on or before the last day to register, are entitled to a 100% adjustment of tuition for the courses dropped. Students officially withdrawing from all courses after the last day to register but through the last day to drop a course

without a grade appearing on the student's record are eligible for a 50% adjustment of assessed tuition. Students dropping courses during this period, are entitled to a 50% adjustment of tuition for the courses dropped.

### **Pro-Rata Refund Policy**

If you receive federal financial aid and withdraw before the tenth week of your first semester of attendance, your adjustment will be computed under a special pro-rata refund policy. You will be assessed university charges prorated on the completed enrollment period up to and including the ninth week of the semester.

### **Refunds Policy (Federal Policy)**

If you are a federal aid recipient and withdraw after your first semester of attendance at the university, you will have tuition and fees assessed after comparison of the university refund policy and the Federal refund policy. After comparison of these two refund policies, the one providing the greater adjustment will be used to determine the amount to be refunded. Please note that if you are receiving financial aid, a change in your enrollment status or your withdrawal from the university may result in your having to repay those programs from which you received financial assistance. The formula for determining this refund distribution is available in the Office of Student Financial Assistance. Students officially withdrawing from the university who feel the reason for withdrawal entitles them to an adjustment of assessed tuition may petition the Director of Bursar Operations in writing. This petition must request such an adjustment and state the reason for the request along with supporting documentation. Appeals must be submitted no later than the midpoint of the semester for which the adjustment is requested. This policy is subject to change.

### **UK/NKU GRADUATE CENTER**

UK/NKU Graduate Center students are subject to the tuition structure of the sponsoring university.

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# **Graduate Programs**

## **College of Arts and Sciences**

**Gail Wells, Ph.D**

**Dean**

**Computer Science (MSCS)**

**Public Administration (MPA)**

## **College of Business**

**Michael Carrell, Ph.D**

**Dean**

**Accountancy (MAcc)**

**Business Administration (MBA)**

**Information Systems (MSIS)**

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

## **College of Education**

**James Gress, Ph.D**

**Dean**

**Education (MAEd, Fifth-Year, Rank I)**

**Alternative Certification for Special Education (SPED)**

**Master of Arts in Teaching (MAT)**

## **College of Professional Studies**

**Patrick Moynahan**

**Interim Dean**

**Nursing (MSN, Post-MSN Certificate,**

**Nurse Practitioner Advancement)**

**Technology (MST)**

## **Salmon P. Chase College of Law**

**Gerard St.Amand**

**Dean**

## **UK/NKU Graduate Center**

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# Master of Science in Computer Science

Kirsten Fleming, Ph.D, Chair  
Kevin G. Kirby, Ph.D, Program Director

## INTRODUCTION

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; and
- workshops addressing issues of programming practice.

## Mission

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.

## Program

The MSCS program is administered by the Department of Mathematics and Computer Science, located in AST 305. For additional information visit <http://mscs.nku.edu> or call Dr. Kevin Kirby, MSCS Director, at (859) 572-6544. Email inquiries may be sent to [csc@nku.edu](mailto:csc@nku.edu).

## 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 3.0 on a 4.0 scale in computer science and mathematics courses;
2. the general portion of the Graduate Record Examination (GRE) General Test;
3. at least four semesters of undergraduate coursework in computer science, including intermediate computer programming and data structures; and,
4. one year of calculus and a course in discrete mathematics.

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 3.0 but above 2.6, or whose previous coursework in computer science requires updating, may be admitted in conditional status. These students will be required to complete the *Intermediate Programming Workshop* (CSC 501) in their first semester.

## Application Process

Submit application and direct all transcripts and GRE score reports to 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.

ACADEMIC REQUIREMENTS

Overview

- To earn the Master of Science in Computer Science, students are required to complete
- 1. an intermediate core consisting of four courses (if equivalent courses have not already been completed at the undergraduate level);
  - 2. an advanced core consisting of four courses;
  - 3. six elective courses, at least half of which are at the advanced (600) level.
  - 4. These courses will include two or three 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 four courses are required. However, usually part or all of this requirement will have been already satisfied by those with an undergraduate degree in computer science.

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 six CSC electives numbered 510 and above, including at least three courses at the 600 level *in addition to* the core courses listed above. Courses counted toward a Bachelor of Science degree do not apply.

CSC 510 Compiler Construction. . . . .	3
CSC 525 Artificial Intelligence. . . . .	3
CSC 533 Computer Networks. . . . .	3
CSC 544 Object-Oriented Software Development. . . . .	3
CSC 550 Database Management Systems. . . . .	3
CSC 562 Computer Architecture. . . . .	3
CSC 580 Computer Graphics. . . . .	3
CSC 594 Topics: Computer Science. . . . .	3
CSC 620 Applied Discrete Structures. . . . .	3
CSC 633 Network & Client/Server Programming. . . . .	3
CSC 645 Software Interfaces and Human Factors. . . . .	3
CSC 650 Advanced Database Systems. . . . .	3
CSC 670 Social Implications of Computing. . . . .	3
CSC 680 Advanced Computer Graphics. . . . .	3
CSC 682 Cryptography and Computer Security. . . . .	3
CSC 694 Graduate Topics: Computer Science. . . . .	3

Transfer Credit

Students may transfer up to 9 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 3.0 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 3.0 will be placed on probation; those remaining on probation for more than 9 semester hours of coursework will be dropped from the program.

### **Course Load**

Because the program is designed as a part-time program, enrollment for more than 6 semester hours per semester is not recommended.

# Public Administration

Dean Minix, Ph.D, Chair, Political Science  
J. Michael Thomson, Ph.D, Program Director

## INTRODUCTION

The Master of Public Administration (MPA) is an applied degree designed to prepare students for careers in public management. Classes are small, permitting faculty to personalize instruction and develop interpersonal, technical, and quantitative skills necessary for competitive employment in the public sector. The program takes three years, with students normally enrolling in 6 semester hours per semester. Students can accelerate this pace by attending full-time (9 semester hours) and/or attending summer sessions. Offered at night, the program is suited for mature, career-oriented persons working in the public/non-profit sectors.

### Program Administration

The MPA Degree is administered through the Department of Political Science, specifically by the public administration program director. Departmental admission and program requirement decisions are made upon the recommendation of the director and the program faculty.

### Program Components

The MPA is a 36 credit hour professional program that provides managerial, communication, and human-relations skills in preparation for or advancement in a variety of public or related careers. The NKU program includes both in-career students who work in the Cincinnati metropolitan area and pre-career students from a variety of backgrounds and disciplines. We specialize in professional preparation for local government, criminal justice, and not-for-profit careers. The components of our program are as follows:

#### 1. Basic Management

practical, applied skills including but not limited to—

- a. Creating, managing, and developing human resource systems;
- b. Designing organizational structures and practices suited to internal and external forces;
- c. Developing and evaluating policy;
- d. Understanding administrative law;
- e. Creating and maintaining public information systems;
- f. Nurturing an ethical work environment.

#### 2. Communication

- a. Writing in a variety of formats including but not limited to memoranda, executive summaries, policy/research reports, legal memoranda/briefs, and lengthy research papers;
- b. Presenting ideas in both formal and informal setting;
- c. Integrating graphical representation of data with appropriate statistical tests into both oral and written communications;
- d. Developing and maintaining computer skills relevant to public sector communications.

#### 3. Human Relations

- a. Working in teams;
- b. Working with diverse personalities and cultures;
- c. Understanding interpersonal psychology and behavior at work.

## ADMISSION

### Admission Process

Students applying for admission into the MPA program are divided into two categories: in-career and pre-career. In-career students are those who can demonstrate five years experience in the public or related sector. Some of that experience must be managerial in nature. Pre-career students are all others.

All students applying to the MPA program must provide the following information:

1. A completed application for admission form;
2. Official transcripts showing all college/university course work 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 resume documenting five years work experience in the public or related sector;
6. A portfolio of two to three work products (singular or team efforts) which 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 Analogical can substitute for the GRE exams. The LSAT is not a suitable substitute for the GRE;
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.

All candidates for admission 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 2.5 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 the average student possessed a strong, well written essay with clearly defined career goals, two quality letters of reference, and undergraduate GPA and GRE scores which demonstrated the capability of strong graduate work.

## **Transfer Credit**

You may transfer up to 9 semester hours of appropriate, acceptable graduate course work from other programs and/or institutions in which you 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 department chair on the advice of the director.

## **Academic Standing**

A GPA of at least 3.0 must be maintained for all 600-level coursework. A student with a GPA below 3.0 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to at least 3.0 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 3.0 will be placed on probation; those remaining on probation for more than 9 semester hours of coursework will be dropped from the program.

## **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 suc-

cess in the program. You 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, and a basic knowledge of public sector management, research concepts and techniques, statistical concepts, and statistical analysis of data. Equivalent work experience may be substituted for undergraduate course work at the discretion of the department. 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 you posses the prerequisite knowledge and skills through examination of application materials and, if deemed necessary, through interviews, and/or examinations. If you meet general program requirements but are deemed deficient in one or more knowledge/skill areas, you will be placed in appropriate undergraduate courses or in PAD 694, Seminar in Public Affairs, which is taught in three 1 semester-hour modules. PAD 694 is a 1-3 semester-hour graduate course but does not count toward the required semester hours for the master's degree. Modules of PAD 694 may be offered as a seminar or on a reading basis, depending on enrollment. You will be assigned specific modules according to your type of deficiency: (a) background in public administration/writing skills, (b) research/statistics, and (c) computer skills.

**Core Courses (18 semester hours)**

Core courses are designed to provide the substantive background of the basic management skills and to develop communication and human-relations skills. These course are rotated every year.

PAD 601 Human Resource Management . . . . .	3
PAD 602 Organizational Behavior and Theory. . . . .	3
PAD 603 Public Policy Analysis. . . . .	3
PAD 611 Budgeting Techniques and Applications. . . . .	3
PAD 612 Administrative Law. . . . .	3
PAD 615 Research Methods. . . . .	3

**Electives (15 semester hours)**

You may choose any five electives from the list below. You may repeat an elective as topics vary, but only with the MPA director's approval. PAD 699 is available for work in specified self-directed assignments with the prior approval of the director. You may also use courses in business, communication, technology, nursing, law, and education as electives with prior approval of the director. A one-year schedule of electives with the specific topics is maintained at all times. For pre-career students, an Internship is strongly recommended. All classes are three credits, and rotate on a two year cycle. Experienced professionals teach many MPA electives.

PAD 604 Administrative Ethics . . . . .	3
PAD 616 Management of Public Information. . . . .	3
PAD 620 Managing Not-for -Profit Organizations. . . . .	3
PAD 675 Local Government Management. . . . .	3
PAD 680 National/International Administration. . . . .	3
PAD 685 Administrative Law II. . . . .	3
PAD 694 Topics in Public Admin: (e.g.) Not for Profit Financial, GIS, Planning and Community Development, Executive Management (hours may vary)	
PAD 696 Public Administration Internship (hours may vary)	
PAD 699 Readings and Practica (hours may vary)	

**Graduation Requirements (3 semester hours)**

In addition to the required core and elective hours, all students must take a capstone course (PAD 697). In this experience, you will create an original research project, demonstrate oral, written and presentation skills as well as develop employment strategies.



# College of Business

## INTRODUCTION

The College of Business offers three graduate degrees — the Master of Accountancy (MAcc), the Master of Business Administration (MBA), and the Master of Science in Information System (MSIS).

### Accreditation

The 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 master of business administration 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 College of Business, BEP Center 401. Program inquiries should be directed to MBA Program, College of Business, BEP 401, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099, or via electronic mail at [mbusiness@nku.edu](mailto:mbusiness@nku.edu). Telephone: (859) 572-5165; fax: (859) 572-6177; website: <http://mba.nku.edu>.

## ADMISSION

### Admission Process

Students applying to a graduate program in the 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. Occasionally, upon recommendation of the MBA Director and approval by the Graduate Programs Committee, alternative credentials may be submitted for the GMAT score. Alternative credentials include a corresponding percentile score on the GRE, completed within the last five years, and presented on an official score report by the testing agency; or a terminal degree successfully demonstrating both verbal and quantitative aptitude for graduate work, (e.g., M.D. and Ph.D.);
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	
Priority deadline	1 June
Final deadline	1 August
Spring semester entry	1 December
Summer semester entry	1 May

*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); and

3. a total of at least 1000 points based on the formula  $200 \times \text{the undergraduate GPA (4.0 scale)} + \text{GMAT score}$  or a total of at least 1050 points based on the formula  $200 \times \text{the undergraduate GPA (4.0 scale)}$  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 Committee of the College of Business.

### **Graduate Unclassified Status (students not working toward a degree)**

Enrollment in 600-level 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 Level 1 or Cohort courses providing (1) the Office of Admissions 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, MAcc, or MSIS director).

Students in the graduate unclassified status may take no more than 6 hours of graduate business courses. Students enrolled through the graduate unclassified status are not eligible for student financial assistance, tuition reciprocity, or veteran's benefits.

### **Visiting Students**

If you want to take a course from the 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.

## **ACADEMIC REQUIREMENTS**

### **Transfer Credit**

Transfer credit may be granted for up to 9 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 Director of Graduate Programs in the College of Business must evaluate the courses as equivalent to NKU courses. Courses rejected by the Director of Graduate Programs in the 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 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. These courses may include up to 9 semester hours of MBA cohort courses and up to 6 semester hours of MBA core courses or MAcc accounting courses, at the discretion of the assistant dean/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 3.0 must be maintained for all 600-level coursework. A student with a GPA below 3.0 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to 3.0 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 3.0, he/she will be placed on probation. Any student whose graduate GPA has remained below 3.0 for three consecutive semesters will be dropped from the program.

## **THE MASTER OF ACCOUNTANCY (MAcc)**

**Linda Marquis, Ph.D, Chair**  
**Leslie Turner, Ph.D, Program Director**

### **PURPOSE**

The Master of Accountancy (MAcc) was developed in response to the legislation in Kentucky and its contiguous states that requires candidates for the Certified Public Accountant examination to have 150 semester hours including a bachelor's degree. The program supports the mission of Northern Kentucky University to educate "students to be productive citizens, to prepare them for success in careers and occupations...." The program can be completed in one calendar year by students attending full-time. While the courses specific to the Master of Accountancy are offered during the day, students are required to attend evenings to select from MBA offerings.

### **PROGRAM REQUIREMENTS**

#### **Additional Admission Requirements**

To be considered for admission to the MAcc program, applicants must meet all requirements for admission to a College of Business program (detailed above). In addition, applicants must also have completed the equivalent of a bachelor's degree in accounting from a regionally accredited institution and must have achieved an undergraduate GPA of at least 2.9 on a 4.0 scale for all accounting courses.

An educational experience equivalent to a degree in accounting would include the following:

1. Minimum of 21 semester hours in accounting
2. Completion of courses with content in
  - Intermediate accounting (5-6 semester hours)
  - Tax accounting (3 semester hours)
  - Cost/Managerial accounting (3 semester hours)
  - Auditing (3 semester hours)
  - Information systems (3 semester hours)
  - Statistics (3 semester hours)
  - Calculus (3 semester hours)
3. Demonstration of competencies in word processing and spreadsheet analysis.

For applicants with GPAs below 2.9, further consideration of the application may be necessary by the graduate faculty in the Department of Accountancy.

All academic requirements of the College of Business program related to transfer credit and academic standing (see above under College of Business Main Section of 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:

- ENG/SPE 603 Business Communications
- MBA 610 Business and the Changing Global Environment
- MBA 612 Managing People and Organizations
- MBA core course (see Business Administration section)

## Program Requirements

The MAcc program is a 30-semester-hour program composed of 24 semester hours of required courses and 6 semester hours of electives. The required courses are:

ACC 602	Advanced Financial Accounting
ACC 603	Consolidations and Partnerships
ACC 610	Advanced Accounting Theory
ACC 620	Tax Research and Practice
ACC 640	Advanced Auditing
MBA 610	Business and the Changing Global Environment
MBA 612	Managing People and Organizations
ENG/SPE 603	Business Communications

Electives may be selected from graduate courses for which the admitted MAcc student meets the prerequisites.

## THE MASTER OF BUSINESS ADMINISTRATION (MBA)

**Tom Cate, Ph.D, Program Director**

### 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, and 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 10 percent of MBA students pursue full-time study. The program's courses are offered at night and occasionally on Saturdays.

### PROGRAM REQUIREMENTS

**Level 1 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 "Level 1" courses. Considering undergraduate transcripts and consulting with the student, the MBA director will determine the Level 1 courses needed to be taken. To facilitate speedy evaluation of Level 1 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 Level 1 courses. Level 1 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 Level 1 courses if the undergraduate equivalents are older than eight years or if grades of less than *C* were earned.

#### Level 1 Courses

MBA 602	Fundamentals of Accounting and Finance
MBA 604	Fundamentals of Economics
MBA 606	Fundamentals of Information Systems
MBA 608	Fundamentals of Management and Marketing

### MBA Program Overview

The MBA (exclusive of Level 1 courses) is a 39-semester-hour degree composed of four groups of courses, as follows:

1. *Cohort Courses (9 semester hours)*
  - MBA 610 Business and the Changing Global Environment
  - MBA 612 Managing People and Organizations
  - ENG/SPE 603 Business Communications
2. *Core Courses (18 semester hours)*
  - ACC 625 Accounting for Management

ECO 625	Managerial Economics
FIN 625	Financial Management
IFS 625	Information Systems in Organizations
MGT 625	Operations Management and Decision Analysis
MKT 625	Marketing Management

3. *Capstone Course (3 semester hours)*

BAD 685 Business Strategy, Implementation, and Control

4. *Areas of Specialization (9 semester hours)*

The following areas of specialization are available:

a. *Business Administration*

Completion of any *three* graduate business electives.

b. *Entrepreneurship*

Completion of *three* courses selected from the following:

ENTP 640 Entrepreneurship and Innovation (3) - Required  
and

ENTP 670 Managing Growth and Entrepreneurship in Organizations (3)

ENTP 680 Corporate Entrepreneurship (3)

ENTP 690 Entrepreneurial Field Studies (3)

c. *Finance*

Completion of the following *three* courses:

FIN 630 Investments and Security Analysis (3)

FIN 640 Derivative Securities (3)

FIN 660 International Finance (3)

d. *Information Systems*

Completion of the following:

MSIS 605 Information Systems Development Software (3)

MSIS 625 Information Systems in Organizations (3)

MSIS (A third class will be available. See MBA program  
director for information).

e. *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)

f. *Marketing*

Completion of *three* courses selected from the following:

MKT 630 Customer Behavior and Marketing Communication (3)

**Required**

MKT 640 Services Marketing (3)

MKT 650 Marketing Strategy and Planning (3)

MKT 660 International Marketing (3)

g. *Project Management*

Completion of the following *three* courses:

MGT 630 Essentials of Project Management (3)

MGT 640 Total Quality Management (3)

MGT 690 Project Management Implementation (3)

## THE MASTER OF SCIENCE IN INFORMATION SYSTEMS (MSIS)

**Jasbir Dhaliwal, Ph.D, Chair**  
**Tom Cate, Ph.D, Program Director**

### PURPOSE

The Master of Science in Information Systems (MSIS) offers a challenging, state-of-the-art education to prepare those who participate or intend to participate in the dynamic and growing field of Information Technology at a managerial level. 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
3. comprehend the organizational setting in which these technologies must be implemented, and,
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 8-week terms per calendar year and permits full-time students to complete the accelerated program in one year.

### REQUIREMENTS

#### Additional Admission Requirements

1. A total score of at least 450 on the GMAT or a combined score of 1500 on the Graduate Record Examination (GRE);
2. A total score of at least:
  - 1000 points based on the formula  $(200 \times \text{GPA on 4.0 scale}) + \text{GMAT}$  or
  - 1050 points based on the formula  $(200 \times \text{GPA on 4.0 scale for the last 60 semester hours}) + \text{GMAT}$  or
  - 1960 points based on the formula  $(200 \times \text{GPA on 4.0 scale}) + \text{GRE}$

#### Program Requirements

##### Foundation Courses

Foundation courses are required only for those admitted with no business or programing background. The requirement of these courses can be met based on evidence of appropriate work experience or undergraduate/graduate transcribed coursework. Foundation courses include:

- MBA 602 Fundamentals of Accounting and Finance
- MBA 608 Fundamentals of Management and Marketing
- MSIS 605 Information Systems Development Software
- MSIS 625 Information Systems in Organizations

#### MSIS Program Overview

The MSIS is a 30-semester hour degree composed of two groups of courses, as follows:

##### *Core Courses*

- MSIS 630 Systems Analysis and Design
- MSIS 635 Database Management Systems
- MSIS 640 Electronic Commerce
- MSIS 650 Managing Software Development Projects
- MSIS 655 Advanced Business Application Programming
- MSIS 685 Corporate IS Management (Capstone)

*Elective Courses* (Choose *three* electives from the following courses)

- MSIS 660 Data Warehousing and Data Mining
- MSIS 665 Computer Supported Collaborative Work
- MSIS 670 Object-Oriented Software Engineering
- MSIS 675 Enterprise Resource Planning
- MSIS 680 Global Information Technology and Systems
- MSIS 694 Special Topics: Information Systems

# Juris Doctor/Master of Business Administration

## 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 JD degree. Accordingly, the number of semester hours required to obtain the joint degree is less than the number required if each degree is pursued independently.

## ADMISSION

### Admission Process and Requirements

#### New Students

Applicants for the JD/MBA degree program must apply to and meet the separate admission requirements for each college. (See MBA “Admission” under “Business Administration” in this catalog.)

The College of Law accepts an entering class only in the fall semester. The College of Law operates a dual division program accommodating both full-time and part-time students. The College of Business accepts students in summer, fall, and spring terms. Applicants may apply for admission as either full-time 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, KY 41099; phone (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 College of Business.

Applicants must apply for and take the Law School Admissions Test (LSAT) administered by Law School Admission Council, Box 2000, 661 Penn Street, Newton, PA 18940-0998; phone (215) 968-1001. 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 Law School Admission Council. It is recommended that the applicant arrange to take the LSAT 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) and (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 minimum admission formula. Two years of work experience are strongly encouraged. For application deadline dates and a more complete description of MBA admission materials and criteria, see “MBA Admission” under “Business Administration.”

For a more complete description of the law school admission process, see the College of Law catalog.

#### Currently Enrolled Students

Students currently enrolled in either the MBA or JD program may elect to pursue the joint degree if they comply with the admission requirements specific to 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.

### **Transfer Credit**

Normally, no more than 30 semester hours of law courses may be transferable toward the JD 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 "Transfer Credit" under "Business Administration" in this catalog. Refer to "Academic Requirements," in this catalog, for NKU transfer policies.

### **Academic Standing**

Continuation in the joint program will require that students meet passing requirements of each college. Grade-point averages in both colleges will be computed separately. A grade-point average of at least 3.0 (on a 4.0 scale) must be maintained for all MBA coursework, including Level 1 courses. (see section under "Business Administration.") A grade-point average of at least 2.0 must be initially maintained in JD course work to remain in good academic standing; the required grade-point average later is raised to 2.15. In addition, a student with a GPA below 2.5 is required to complete substantial additional law school coursework. For further details, see the current edition of the Chase College of Law Student Handbook.

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.

## **GENERAL PROGRAM REQUIREMENTS**

Some students entering the MBA program do not have the necessary undergraduate background for advanced coursework in business. Courses preparing students for graduate level coursework are referred to as "Level 1" courses. Based upon undergraduate transcripts and in consultation with the student, the MBA director will determine for each entering student what Level 1 courses must be taken. Level 1 courses are specifically designed graduate courses combining, in general, the contents of two or more undergraduate business courses. The MBA director may require completion of Level 1 courses if the undergraduate equivalents are older than eight years or if grades of less than *C* were earned.

### **Level 1 Courses (12 semester hours)**

MBA 602 Fundamentals of Accounting and Finance

MBA 604 Fundamentals of Economics

MBA 606 Fundamentals of Information Systems

MBA 608 Fundamentals of Management and Marketing

The JD/MBA program consists of a minimum of 108 semester hours, 30 in business and 78 in law. Required courses are as follows:

#### **A. Business**

##### **1. Cohort Courses (9 semester hours)**

MBA 610 Business and the Changing Global Environment

MBA 612 Managing People and Organizations

ENG/SPE 603 Business Communications

##### **2. Core Courses (18 semester hours)**

ACC 625 Accounting for Management

ECO 625	Managerial Economics
FIN 625	Financial Management
IFS 625	Information Systems in Organizations
MGT 625	Operations Management and Decision Analysis
MKT 625	Marketing Management

3. *Capstone Course*

BAD 685 Business Strategy, Implementation, and Control

4. *Electives*

The law courses fulfill the 9 semester hours of business electives

B. **Law**1. *Required Courses for Joint Degree (65 hours)*

- LAW 801 Basic Legal Skills II (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 Federal Taxation IA (3)
- LAW 827 Introduction to Legal Studies (1)
- LAW 829 Basic Legal Skills I (2)
- LAW 833 Professional Responsibility (3)
- LAW 835 Property I (3)
- LAW 837 Property II (3)
- LAW 838 Sales and Secured Transactions or
- LAW 840 Payment Systems (3)
- LAW 841 Torts I (3)
- LAW 843 Torts II (3)
- LAW 905 Agency, Partnership & LLC's (3)
- LAW 928 Federal Taxation II (3)

2. *Additional Core Course Requirements for Law Degree*

Students with a grade-point average of 2.5 or above must complete an additional 10 semester hours of courses from among the following:

- LAW 845 Wills and Trusts (4)
- LAW 902 Administrative Law (3)
- LAW 914 Conflict of Laws (3)
- LAW 925 Family Law (3)
- LAW 955 Remedies (3)

Students with a grade-point average below 2.5 must complete *all* of the core courses listed above.

3. *Advanced Writing Requirement*

All students must complete an advanced writing requirement, consisting of separate research and drafting components each of which must be completed in conjunction with a specially designated, limited enrollment class or seminar.

4. *Electives for Joint Degree*

Nine semester hours are to be chosen from the following:

- LAW 821 Criminal Procedure
- LAW 845 Wills and Trusts
- LAW 902 Administrative Law
- LAW 904 Federal Taxation IB

LAW 905 Agency, Partnership, and LCCs  
 LAW 906 Bankruptcy  
 LAW 907 Business Technology and Regulation  
 LAW 910 Close Corporation Problems  
 LAW 917 European Community Law  
 LAW 918 Economic Foundations and Perspectives of Law  
 LAW 920 Environmental Law I  
 LAW 923 Estate Planning  
 LAW 926 Federal Estate and Gift Taxation  
 LAW 929 Intellectual Property  
 LAW 932 Insurance  
 LAW 934 International Law  
 LAW 938 Labor Relations  
 LAW 940 Land Financing  
 LAW 946 Modern Real Estate Transactions  
 LAW 950 Patents  
 LAW 951 Property and Real Estate Seminar  
 LAW 954 Products Liability  
 LAW 958 Securities Regulation  
 LAW 959 State and Local Taxation  
 LAW 967 or LAW 968 Worker's Compensation  
 LAW 971 International Business Transactions  
 LAW 975 Antitrust Law

Note: Three courses (LAW 845 Wills and Trusts; LAW 902 Administrative Law and LAW 905 Agency, Partnership & LLC's) can be used to satisfy the requirements for both category B.2 (Additional Core Requirements for Law Degree) and category B.4 (Electives for Joint Degree).

## **COURSE DESCRIPTIONS**

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

# Education

## INTRODUCTION

The graduate faculty of Education is committed to providing graduate programs for certified teachers that set a standard of excellence in the continuing professional development of teachers. The Master of Arts in Education and the non-degree fifth year program are designed specifically for certified teachers and seek (1) to provide learning experiences that will improve the professional performance of classroom teachers, (2) to enable teachers to extend their certification as required by the Kentucky Education Professional Standards Board, and (3) to enable teachers to upgrade their certificate to Rank II.

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.

All graduate students must demonstrate progress toward meeting the Kentucky Experienced Teacher Standards for Preparation and Certification, the Interdisciplinary Early Childhood Education Standards, or the Interstate School Leaders Licensure Consortium (ISLLC) Standards. The Experienced Teacher Standards identify what effective experienced teachers know and do, while the ISLLC Standards identify additional competencies for instructional leaders. 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.

## 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 and the Kentucky Association of Colleges for Teacher Education.

## The Teacher Education Committee

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

## The Office of Graduate Studies in Education

Graduate Studies in Education is established as a unit of NKU's College of Education. The director of Graduate Studies in Education works closely with the dean of Education. In consultation with the associate provost, the director is responsible for administering and insuring compliance with regulations of the Graduate Council. The office of Graduate Studies in Education is responsible for assigning academic advisers; for informing students of academic requirements; for monitoring students' 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 courses and workshops). This office receives student appeals and presents them to the Graduate Council. The office is in BEP 203; (859) 572-5237; FAX, (859) 572-6623.

All students enrolled in graduate programs in Education should check their e-mail on a regular basis to obtain updated information regarding the teacher education program (computers are available near the entrance to the LRC in BEP or at other locations on campus).

## ACADEMIC REQUIREMENTS

### Program Offerings

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

**Fifth-Year Program** Students who enter under this application intend to complete the admissions and program requirements for the non-degree, fifth-year program in education or are awaiting documentation to enter the master's program.

Students already enrolled who wish to change from the master's program to the fifth-year program or the fifth year program to the master's program must reapply in the Office of Graduate Programs and submit a Transfer of Program form to the Office of Graduate Studies in Education.

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

**Master of Arts in Teaching** Students who enter under this application status intend to complete the admissions and program requirements for the Masters of Arts in Teaching.

**Alternative Certification in Special Education** Students who enter under this admission status intend to complete admission and program requirements for P-12 Special Education Certification.

### Transient Students

Students enrolled in a graduate program at another 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 Transient Student form, which is available from the Office of Graduate Programs.

### 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 general section of this catalog

(This section does not apply to MAT applicants. Please refer to MAT section for additional information).

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. Students who wish to take a course at another institution after applying to NKU must obtain written permission from their adviser. This is documented on a Transient Student form available in the Office of Graduate Studies in Education.

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

**Academic Advising**

Upon applying to the master’s, fifth-year, Rank I or MAT programs at the university, students are assigned an adviser by the Office of Graduate Studies in Education. Because of the complexity of programs at the graduate level, students are expected to maintain close consultation with their adviser. It is the responsibility of students to confer with their advisers and to take courses needed to complete their course of study. Students are requested not to take the advice of other students regarding their own course of study.

**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 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.

Rank II status is granted to teachers holding a teaching certification who have either a master’s degree in a subject field approved by the Education Professional Standards Board or equivalent preparation. NKU offers three graduate programs leading to Rank II status: (1) the Master of Arts in Education, (2) the planned non-degree Fifth-Year program and (3) the Master of Arts in Teaching.

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 Fifth-Year, Master of Arts, Rank I and Master of Arts in Teaching programs are planned programs, attainment of appropriate ranking will result only through an institutional recommendation. It is the responsibility of the student to notify the Office of Teacher Certification when completing the program by submitting appropriate completion forms. Students planning to finish a Fifth-Year program, Master of Arts in Education, Rank I program or Master of Arts in Teaching must complete the necessary forms for certification according to the following time schedule:

<u>Completion</u>	<u>Deadline</u>
Spring semester	15 October
Summer sessions	15 April
Fall semester	15 April

These forms are sent as recommendations through the Division of Teacher Education and Certification after the student’s course of study has been certified by the adviser and the Office of Graduate Studies in 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, students completing the master’s program will be recommended for the appropriate teaching certificate in addition to the Rank II classification. Students who do not have a Kentucky Teaching Certificate prior to completing the requirements for the Master of Arts will not be eligible for recommendation for a Rank II teaching certificate.

Students completing a reading and writing, instructional leadership, gifted education, interdisciplinary early childhood education, or learning and behavior disorders program must contact the office of Teacher Certification early to ensure submission of appropriate forms through the Division of Teacher Education and Certification.

Because these programs have detailed admission standards and prerequisites, students enrolling for one of the programs should work very closely with the office of Graduate Studies in Education, the Office of Student Services, and the graduate adviser throughout their program. The Office of Student Services, in Business Education Psychology Center 251, is open to students wishing to discuss certification.

**Additional policies related to certification:**

- 1. Reading Endorsement To obtain this endorsement you must have twelve semester hours, consisting of Language and Literary (EDG 632), Analysis of Reading Problems and Related Disorders (EDG 637), and Correction of Reading Problems and Related Disorders (EDG 639), and either Reading Instruction in the Primary Grades (EDG 634) or Reading Instruction in the Middle Grades (EDG 636); nine semester hours of reading must have been completed at NKU within eight years prior to certification; Master’s degree or completion of an approved program at the graduate level; and three years of successful teaching experience.
- 2. Administrative Certification The statement of eligibility for the provisional certificate for instructional leadership requires 21 hours of coursework in courses specified level I, successful completion of the Kentucky Specialty Test of Instructional and Administrative Practices, successful completion of the School Leaders Licensure Assessment, and three years of full-time teaching experience.

**Completion of a Graduate Program**

- 1. Application for Graduation Students enrolled in the Master of Arts and the Master of Arts in Teaching in education program must complete an application for Master’s Degree Candidacy form and file it in the Office of the Registrar on or before the deadlines below:

<u>Graduation</u>	<u>Deadline</u>
Spring semester	15 October
Summer sessions	15 April
Fall semester	15 April

Students who fail to meet the deadlines for applying for graduation or applying for a change in teacher certification must submit a written letter of appeal to the director of Graduate Studies in Education, with a copy to the registrar.

- 2. Application for Change in Teacher Certification  
Students enrolled in a master’s, fifth year, Rank I or Alternate Certification in Special Education program should file the appropriate application form with the Office of Teacher Certification on or before the following deadlines:

<u>Graduation</u>	<u>Deadline</u>
Spring semester	15 October
Summer sessions	15 April
Fall semester	15 April

Students should also notify the Office of Graduate Studies in Education: (859) 572 5237.

**ACADEMIC PROGRAMS**

**MASTER OF ARTS IN EDUCATION**

**Rachelle Bruno, Ed.D, Program Director**

**Purpose**

The Master of Arts in Education is a degree certificate renewal program designed to improve the professional competency of teachers in their area of initial certification or to extend the scope of professional competency to some other area. It requires 30 semester hours of graduate level coursework earned beyond the bachelor’s degree and initial teacher preparation. The program is consistent with the Experienced Teacher Standards established by the Kentucky Education Professional Standards Board, National Board Standards and/or with standards adopted by the EPSB for a professional education specialty.

## Admission Requirements

### a. Regular Admission

You are eligible for regular admission if you have

- (1) Completed a bachelor's degree at a regionally accredited institution and achieved an undergraduate grade point average (GPA) of at least 2.5 on a 4.0 scale or a GPA of at least 2.5 over the last 60 semester hours of undergraduate study. Official transcripts must be sent directly to the Office of Graduate Programs by the college or university attended.
- (2) Completed the verbal and quantitative parts of the general portion of the Graduate Record Examination (GRE). Information on the GRE can be obtained from the Health, Counseling, and Testing Center, University Center 300; (859) 572-6373.
- (3) Achieved a score of at least 1300 when the GPA (the higher of the two mentioned above) and the verbal and quantitative scores of the GRE are computed in the following formula:  $(\text{GPA} \times 200) + \text{GRE} = 1300$ .
- (4) Earned a Kentucky teaching certificate (or the out-of-state equivalent) or hold a letter of eligibility from the Kentucky Department of Education. A copy of the teaching certificate should be submitted to the Office of Graduate Programs at the time of application. If you have been issued a letter by the State Department of Education to update the status of the teaching certificate, this documentation must be included with the certificate.
- (5) Submitted three letters of recommendation from professionals in education attesting to your potential for success.

### b. Transference to Master of Arts Program

Under certain conditions a student enrolled in the fifth-year program may apply for admission to the master's programs. Two such transfers from one program to another are allowed.

## General Program Requirements

- a. A minimum of 30 semester hours completed with a GPA of at least 3.0.
- b. At least 15 semester hours in courses numbered 600 (courses open only to graduate students).
- c. EDG 600 Educational Research within the first 9 semester hours of graduate study.
- d. No more than 9 semester hours in independent study and special courses (e.g., KET, CCSB).
- e. Oral presentation of a professional portfolio and submission of a satisfactory professional portfolio.

## Elementary Education Curriculum—30 semester hours

- a. Professional Area—15 semester hours
  - (1) EDG 600 Applied Research in Education (required, must be taken within the first 9 semester hours of graduate study).
  - (2) EDG 601 Cultural and Learning Diversity
  - (3) EDG 618 Advanced Curriculum Studies.
  - (4) EDG 630 Language and Learning Across the Curriculum.
  - (5) EDG 604 Orientation to Graduate Programs (0 credit hrs.) required within the last 6 hours.
  - (6) EDG 694 Master's Seminar required within the first 6 hrs.
- b. Content Area—12 semester hours

For those desiring the degree of Master of Arts, the 12 semester hours for the content area are designed to strengthen those subject areas mandated in the early elementary program of studies or to enable the student to complete a specialization.



- (1) **General curriculum**—12 semester hours general students must complete the content area with 12 semester hours of courses outside the EDU prefix. The courses must contain less than 20% pedagogy.
- (2) **Gifted education**—12 semester hours
  - (a) Required courses
    - EDG 621 Introduction to Gifted Education
    - EDG 623 Teaching Creative and Higher Level Thinking
    - EDG 625 School Programs for Gifted Students
  - (b) Additional course for a total of 12 semester hours chosen from the following:
    - EDG 627 Seminar and Field Experiences in Gifted Education
    - (Students who wish to receive an endorsement to their certificate must take this course.)
    - EDG 629 Special Topics in Gifted Education
- (3) **Reading and Writing endorsement**—12 semester hours Reading and Writing endorsement is a 12 semester hour program. EDG 630 Language and Learning Across the Curriculum is prerequisite to this option.
  - (a) Required courses
    - EDG 632 Language and Literacy
    - EDG 637 Analysis of Reading Problems and Related Disorders
    - EDG 639 Correction of Reading Problems and Related Disorders
 One of the following courses:
    - EDG 634 Reading Instruction in the Primary Grades
    - EDG 636 Reading Instruction in the Middle Grades
    - EDG 638 Research and the Improvement of Classroom Instruction in Reading
  - (b) Other requirements for certification:
    1. Nine semester hours of reading completed at NKU within eight years prior to certification.
    2. Master's degree or completion of an approved program of preparation at the graduate level.
    3. Three years of successful teaching experience.
- (4) **Special education**
  - (a) For those not certified in LBD:
    - 12 semester hours (with adviser's prior written approval) selected from the following:
      - EDU 561 Mental and Orthopedic Handicaps
      - EDU 562 Early Childhood Special Education Programs
      - EDU 570 Working with Parents of Handicapped Students
      - EDU 572 Secondary Special Education Programs
      - EDU 588 Professional Laboratory Experience
      - EDG 660 Learning and Behavior Disorders
      - EDG 662 Educational Assessment of Mildly Handicapped Students
      - EDG 663 Behavior Analysis of Handicapped-Students
      - EDG 664 Procedures and Materials for Reindicting Learning and Behavior Disorders
      - EDG 667 Implementation of Mainstreaming Legislation
  - (b) For those certified in LBD:
    - 12 semester hours chosen from the following:
      - EDG 621 Introduction to Gifted Education
      - EDG 637 Analysis of Reading Problems and Related Problems
      - EDG 658 Assessment Techniques for P-12 Math
      - EDG 699 Selected Problems in Education (with approval)
      - Courses from the above [(4) (a)] list that do not duplicate prior coursework.

**(5) Interdisciplinary Early Childhood Education**

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

EDU 562 Early Childhood Special Education Programs is a prerequisite to EDU 564, EDU 566, and EDU 568.

Required courses are

EDU 564 Collaboration in Early Childhood Education

EDU 566 Assessment in Early Childhood Education

EDU 568 Administration and Supervision in Early Childhood Education

EDG 652 Early Childhood Development and Education

**(6) Mathematics and/or Science Education**

This is an option designed to help elementary mathematics and/or science teachers improve their pedagogy in those areas.

12 semester hours as an optional content/specialization selected from the list of EDU courses below and/or from courses in Mathematics, Biology, Chemistry, Physics, Astronomy, or Geology with the approval of advisor and/or course instructor.

EDG 640 Elementary School Science

EDG 646 Teaching Environmental Education

EDU 599 Selected Topics in Mathematics or Science

EDG 658 Assessment Techniques for P-12 Mathematics

EDG 659 Topics in Mathematics Education

EDG 693/699 Selected Topics in Science Education (Mathematics or Science).

**c. Elective Area—30 semester hours****1. Middle and Secondary Education Curriculum**

Students may use six elective semester hours for completion of a thesis or project - 30 semester hours.

**a. Professional Core—15 semester hours**

(1) EDG 600 Applied Research in Education (required; must be taken within the first 9 semester hours of graduate study).

(2) EDG 601 Cultural and Learning Diversity

(3) EDG 618 Advanced Curriculum Studies

(4) EDG 630 Language and Learning Across the Curriculum

(5) EDG 604 Orientation to Graduate Programs (0 credit hrs.) required within the first 6 hours.

(6) EDG 694 Master's seminar, required within the last 6 hours.

**b. Content Area—12 semester hours**

(1) Twelve semester hours of coursework chosen in an area of initial certification or specialization, such as gifted education, reading and writing, or special education. (See above.)

(2) Mathematics/Science

3 semester hours general electives selected from the following; also requires that the 12 semester hours content area be courses in Mathematics, Biology, Chemistry, Physics, Astronomy and/or Geology

EDG 646 Teaching Environmental Education

EDG 658 Assessment Techniques for P-12 Math

EDG 659 Selected Topics in Mathematics Education

EDU 599 Selected Topics in Mathematics or Science

EDG 693/699 Selected Topics in Science Education

**c. Elective Area—3 semester hours**

## **MASTER OF ARTS IN INSTRUCTIONAL LEADERSHIP**

**Rachelle Bruno, Ed.D, Program Director**

### **1. Admission Requirements**

- (a) Completed a bachelor's degree at an accredited institution and achieved an undergraduate grade-point average (GPA) of at least 2.5 on a 4.0 scale or a GPA of at least 2.5 over the last 60 semester hours of undergraduate study. (Official transcripts required)
- (b) A teaching certificate (A statement of eligibility is NOT acceptable for entrance into this program.)
- (c) Graduate Record Examination (GRE) verbal and quantitative scores over 900.
- (d) Three letters of recommendation from educational associates attesting to the candidate's potential for success as a school leader. **ONE OF THESE MUST BE FROM THE CURRENT BUILDING ADMINISTRATOR.**
- (e) One year of teaching must be completed before enrolling in this program. Three years of teaching must be completed before a recommendation for Level One certification will be made to the Kentucky Department of Education. (A letter of validation must be received from the superintendent of the school district.

### **2. Course Requirements**

#### **Level One Course Sequence**

EDA 601 Introduction to School Leadership and Administration  
 EDA 624 Technology and Best Practices for School Improvement  
 EDA 628 School Law and Ethics  
 EDA 631 Leadership for School Program Collaboration  
 EDA 610 School Leadership Practicum  
 EDA 669 Leadership for School Problem Solving  
 EDG 618 Advanced Curriculum Studies

#### **Level Two Course Sequence**

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

### **3. Exit Requirements**

- a. Satisfy general degree requirements
- b. Complete all course work above
- c. Oral presentation of a professional portfolio and submission of a satisfactory professional portfolio meeting the ISLLC Administrator Standards
- d. Complete appropriate testing required by the Kentucky Department of Education. These include the School Leaders Licensure Assessment with a minimum score of 155 and the Kentucky Specialty Test with a minimum score of 85% before being awarded the Level One Certification for Principal.

## **FIFTH-YEAR PROGRAM**

**Rachelle Bruno, Ed.D, Program Director**

### **Purpose**

The fifth-year program is a non-degree certificate advancement/renewal program designed to improve the professional competency of teachers in their area of initial certification or to extend the scope of professional competency to some other area. It requires 32 semester hours of graduate level coursework earned beyond the bachelor's degree and initial teacher preparation. An alternative to the Master of Arts in Education, the fifth-year program is planned individually with each candidate. It should be consistent with the Experienced Teacher Standards established by the

Kentucky Education Professional Standards Board and/or with standards adopted by the EPSB for a professional education specialty.

1. *Admission Requirements*

a. Regular Admission

You are eligible for regular admission if you have submitted

- (1) official transcripts documenting a bachelor's degree from a regionally accredited institution;
- (2) a copy of a provisional (initial) teaching certificate or a letter of eligibility.
- (3) three letters of recommendation from professionals in education attesting to the candidates potential for success in the graduate program.
- (4) an interview with the Director of Graduate Studies in the College of Education.

b. Transference to Fifth-Year Program

Under certain conditions, students enrolled in the master's program may apply for admission to the fifth-year program. Two such transfers from one program to another are allowed.

2. *General Program Requirements*

- a. A minimum of 32 semester hours completed with a GPA of at least 2.5. Under certain conditions, professional development credit may be accepted in lieu of up to 12 semester hours of university graduate credit. See director of graduate studies for information.
- b. No more than 9 semester hours in independent study and special courses.
- c. Oral presentation of a professional portfolio and submission of a satisfactory professional portfolio.

3. *Curriculum*

a. Professional Area — 12 semester hours

- (1) EDG 618 Advanced Curriculum Studies— 3 semester hours
- (2) Social/Psychological/Historical Foundations — 3 semester hours (EDG 620, EDG 660, EDG 680)
- (3) Development of Literacy — 3 semester hours (EDG 630, EDG 634, or EDG 636)
- (4) Three additional semester hours in EDU, HEA, PHE or EDG coursework

b. Content Area/Specialization Area — 12 semester hours of coursework in an area of initial certification or closely related field to strengthen content knowledge or in a specialization area such as gifted education, reading and writing, interdisciplinary early childhood education, special education, or mathematics and/or science education.

c. Electives — 8 semester hours

## RANK I PROGRAM

**Rachelle Bruno, Ed.D, Program Director**

## ADMISSION REQUIREMENTS

### Regular Admission

You are eligible for regular admission if you have

1. completed a master's, or fifth-year program, or approved equivalent preparation at a regionally accredited institution with a minimum GPA of 3.0. Official transcripts must be sent to the Office of Graduate Programs by the college or university attended;
2. completed a curriculum contract in consultation with the Office of Graduate Studies in Education;

3. earned a Rank II Kentucky teaching certificate, or the out-of-state equivalent. If Rank II is not specified on the certificate, the student should submit copies of any letters from the Department of Education involving the change in rank. All certificates and letters should be submitted to the Office of Graduate Programs.
4. submitted three letters of recommendation from professionals in education attesting to the candidate's performance as an educator.

## GENERAL PROGRAM REQUIREMENTS

Students enrolled in the Rank I program must complete at least 30 semester hours of graduate work beyond a master's degree or fifth-year program with a GPA of at least 3.0. At least 15 semester hours must be taken in courses numbered 600 or above (courses open only to graduate students). No more than 9 semester hours may be taken in independent study and special courses. In addition, students must submit a satisfactory professional portfolio for competition of the program and recommendation for Rank 1 unless completed for Rank II certification. With the exception of Instructional Leadership, the curriculum has the following components.

- a. Professional Core—12 semester hours

### (1) Curriculum and Teaching

- (a) Required courses
  - EDG 618 Advanced Curriculum Studies (or appropriate substitution)
  - EDG 624 Pupil Assessment and Evaluation
- (b) Additional courses for a total of 12 semester hours chosen from the following four courses and approved by student's adviser:
  - EDG 601 Cultural Learning and Diversity
  - EDG 622 Affective and Moral Education in Schools
  - EDG 626 Classroom Management and Discipline
  - EDG 660 Learning and Behavior Disorders

### (2) Gifted Education Endorsement

- (a) Required courses
  - EDG 621 Introduction to Gifted Education
  - EDG 623 Teaching Creative and Higher Level Thinking
  - EDG 625 School Programs for Gifted Students
- (b) Additional course for a total of 12 semester hours chosen from the following:
  - EDG 627 Seminar and Field Experiences in Gifted Education (Students who wish to add an endorsement to their certificate must take this course.)
  - EDG 629 Special Topics in Gifted Education

### (3) Reading and Writing Endorsement

Reading specialist is a 12 semester hour program.

EDG 630 Language and Learning Across the Curriculum is prerequisite to the program.

- (a) Required courses
  - EDG 632 Language and Literacy
  - EDG 637 Analysis of Reading Problems and Related Disorders
  - EDG 639 Correction of Reading Problems and Related Disorders
  - One of the following courses:
    - EDG 634 Reading Instruction in the Primary Grades
    - EDG 636 Reading Instruction in the Middle Grades
    - EDG 638 Research and the Improvement of Classroom Instruction in Reading
- (b) Other requirements for certification:
  1. Nine semester hours of reading completed at NKU within eight years prior to certification.

2. Master's degree or completion of an approved program of preparation at the graduate level.
  3. Three years of successful teaching experience.
- (4) **Special Education** (This area is under revision. Please contact the Office of Graduate Studies in Education for up-to-date information.)

(a) For those not certified in LBD:

12 semester hours (with adviser's prior written approval) selected from the following:

EDU 561 Mental and Orthopedic Handicaps  
 EDU 562 Early Childhood Special Education Program  
 EDU 570 Working with Parents of Handicapped Students  
 EDU 572 Secondary Special Education Programs  
 EDU 588 Professional Laboratory Experience  
 EDG 660 Learning and Behavior Disorders  
 EDG 662 Educational Assessment of Mildly Handicapped Students  
 EDG 663 Behavior Analysis of Handicapped Students  
 EDG 664 Procedures and Materials for Reindicting Learning and Behavior Disorders  
 EDG 667 Implementation of Main-streaming Legislation

(b) For those certified in LBD:

12 semester hours chosen from the following:

EDG 621 Introduction to Gifted Education  
 EDG 637 Analysis of Reading Problems and Related Problems  
 EDG 658 Assessment Techniques for P-12 Math  
 EDG 699 Selected Problems in Education (with approval)  
 Courses from the above [(4) (a)] list that do not duplicate prior coursework

(5) **Interdisciplinary Early Childhood Education**

This is an option designed to assist teachers with an existing elementary or special education teaching certificate to achieve the IECE certificate. EDU 562 Early Childhood Special Education Programs, or an equivalent course or experience, is a prerequisite to EDU 564, 566, and 568.

a. Required courses are

EDU 564 Collaboration in Early Childhood Education  
 EDU 566 Assessment in Early Childhood Education  
 EDU 568 Administration and Supervision in Early Childhood Education  
 EDG 652 Early Childhood Development and Education

(6) **Mathematics and/or Science Education**

a. 12 semester hours as an optional Professional Core Area, selected from the list below and/or courses in Mathematics, Biology, Chemistry, Physics, Astronomy and/or Geology with the approval of advisor.

EDG 640 Teaching Elementary Science  
 EDG 646 Teaching Environmental Education  
 EDG 658 Assessment Techniques for P-12 Math  
 EDG 659 Selected Topics in Mathematics Education  
 EDU 599 Selected Topics in Mathematics or Science  
 EDG 693/699 Selected Topics in Science Education

b. Content Core — 9 semester hours Students select one of the following content areas and take 9 semester hours from the disciplines offered:

Communication Arts and Humanities

Art	Music
English	Philosophy
Foreign Language	Speech

Journalism  
Literature

Theatre Arts

Natural Science, Mathematics, and Technology

Astronomy

Mathematics

Biology

Physical Science

Chemistry

Physics

Computer Science

Technology

Geology

Social and Behavioral Sciences

Anthropology

Public Administration

Economics

Psychology

Geography

Social Work

History

Sociology

Political Science

- c. Elective Core — 9 semester hours of appropriate graduate courses, taken with prior approval of adviser.

## **(7) Instructional Leadership**

### *a. Admission Requirements*

1. A completed Master's degree at a regionally accredited institution with a minimum GPA of 3.0 (official transcripts are required)
2. A teaching certificate (A statement of eligibility is NOT acceptable for entrance into this program.)
3. Three letters of recommendation from educational associates attesting to the candidate's potential for success as a school leader. ONE OF THESE MUST BE FROM THE CURRENT BUILDING ADMINISTRATOR.
4. An interview with the Director of Education and Graduate Studies.
5. One year of teaching must be completed before enrolling in this program. Three years of teaching must be completed before a recommendation for Level One certification will be made to the Kentucky Department of Education. (A letter of validation must be received from the superintendent of the school district).

### *b. Course Requirements*

#### Level One Course Sequence

EDA 601 Introduction to School Leadership and Administration  
EDA 624 Technology and Best Practices for School Improvement  
EDA 628 School Law and Ethics  
EDA 631 Leadership for School Program Collaboration  
EDA 610 School Leadership Practicum  
EDA 669 Leadership for School Problem Solving  
EDG 618 Advanced Curriculum Studies

#### Level Two Course Sequence

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

### *c. Exit Requirements*

1. Satisfy general certification requirements
2. Complete all course work above
3. Oral presentation of a professional portfolio and submission of a satisfactory professional portfolio meeting the ISLLC Administrator Standards.

- 4. Complete appropriate testing required by the Kentucky Department of Education. These include the School Leaders Licensure Assessment with a minimum score of 85% before being awarded the Level One Certification for Principal.

**MASTER OF ARTS IN TEACHING (MAT)**  
**Joyce Fortney, Ed.D, Program Director**

**Purpose**

This program is designed to prepare teachers at the master’s level. Students who enter this program have completed a baccalaureate degree and the content requirements for a certification area as defined by the Kentucky Professional Standards Board (EPSB). The department chair person, or designee, of the respective major field will determine whether the requirements have been met after reviewing the candidate’s transcript and life experience from the candidate’s application portfolio.

The curriculum for the MAT program is designed to be completed in five semesters (including summer). Students who enroll as a cohort in the fall semester, continue through the following spring, summer, and fall terms, then culminate with student teaching the spring term of the second year. Students will be enrolled on a part-time basis for all terms, with the exception of the final semester when student teaching will be completed. The primary purpose of this part-time design is to permit students who are employed on a full-time basis to continue their employment, while attending MAT classes during the evening and on weekends.

If a student has not met the content requirements for a certification area, the student must take the necessary undergraduate course work as required by that certification area. Students who need 12 hours or less of undergraduate course work may be conditionally admitted into the MAT program.

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:

<u>Grades P-12</u>	<u>Middle Grades 5-9</u>	<u>Grades 5-12</u>	<u>Grades 8-12</u>
Art	English &	Business and	Biological Sciences
Music	Communication	Marketing	Chemistry
French	Social Studies		Earth Sciences
German (minor	Mathematics		English
only)	Science		Mathematics
Spanish			Physics
Physical Education			Social Studies

*NOTE: The MAT program does not provide certification in Elementary Education except for the speciality areas listed under columns **Grades P-12** and **Grades 5-9**.*

**Admission Requirements:**

- 1. Completed a bachelor’s degree at a regionally accredited institution and achieved an undergraduate grade-point average (GPA) of at least 2.5 on a 4.0 scale or a GPA of at least 2.5 over the last 60 semester hours of undergraduate study. Official transcripts must be sent directly to the Graduate Education Office, located in BEP 203.
- 2. Completed the verbal and quantitative parts of the general portion of the Graduate Record Examination (GRE).
- 3. Achieve a score of at least 1300 when the GPA (the higher of the two mentioned above) and the verbal and quantitative scores of the GRE are computed in the following formula:  
 $(GPA \times 200) + GRE = 1300.$



4. Submit a NKU graduate application.
5. Submit an entry level portfolio that includes the following:
  - a. Application to the MAT program
  - b. Letter to the reviewer that includes a brief autobiography, a description of life experiences related to the planned certification area, and teaching and other experiences with young children outside the formal educational community.
  - c. Resume
  - d. Three letters of recommendation from individuals who can attest to the candidate's potential for teaching.
  - e. A criminal records check (state and federal).
  - f. If applying for the Alternative Certification portion of the Program under SB 77, a letter from the superintendent of the district planning to employ the applicant.
  - g. Applicants must successfully complete an initial interview with a panel of educators to ensure the candidate's qualifications and professional disposition to become a preservice teacher.

### **General Program Requirements:**

1. Completion of 33-36 semester hours and field experience with a GPA of at least 3.0 on a 4.0 scale. Art, music, English, foreign languages, physical education, and the middle grades require 36 hours; all other disciplines will require 33 hours.
2. Completion of 4 semesters of in-class course work followed by 1 semester of student teaching.
3. Completion of appropriate PRAXIS II exams and achieve the minimum score(s) prescribed by the Kentucky Education Professional Standards Board.
4. Oral presentation and submission of a professional portfolio that demonstrates mastery of the New Teacher Standards.
5. Completion of curriculum, by term, as outlined below using fall starting cohort as an example:

#### **Fall Semester I**

EDMT 610 Foundations of American Schooling  
 EDMT 611 Studies of the Learners  
 EDMT 612 Classroom Management  
 EDMT 692 Middle Grades/Secondary Practicum I

#### **Spring Semester I**

EDMT 621 Students with Exceptionalities in Regular Middle/Secondary Classrooms  
 EDMT 622 Cultural Identity and Schooling Methodology/Pedagogy in the Disciplines

#### **Summer Session I**

EDMT 631 Special Education Adaptation in Regular Middle/Secondary Classrooms  
 EDMT 632 Curriculum Design and Assessment  
 EDMT 696 Middle Grades/Secondary Practicum II

#### **Fall Semester II**

EDMT 641 Technology in Middle/Secondary Classrooms Methodology/Pedagogy in the Disciplines  
 EDMT 696 Middle Grades/Secondary Practicum III

#### **Spring Semester II**

EDMT 696 Student Teaching

For More Information Contact:

College of Education Graduate Office  
 gradedu@nku.edu

(859) 572-5237

## ALTERNATIVE CERTIFICATION IN SPECIAL EDUCATION (LBD, P-12)

**Stephen Walker, Ed.D, Program Director**

### **Purpose**

This program is designed for career changers who are interested in becoming certified to teach individuals with mild disabilities. Candidates for this program must have completed a four year bachelors degree, although that degree can be from any discipline. The curriculum is organized to be an intensive two-year program that results in teacher certification at the Rank III level. This is not a degree program. Additional study beyond the teacher certification requirements will be needed to obtain a masters degree. Courses will be offered in a specified sequence during the summer and throughout the school year to permit participants to teach as they complete the program requirements. Students will enter as a cohort group and participants must follow the prescribed program of study to remain enrolled in the alternative certification program.

### **Program Description**

Students who enter the Alternative Certification Program in Special Education (LBD, P-12) must have completed a bachelors degree. The program of studies for the Alternative Certification Program in Special Education is based on *What Every Special Educator Should Know: The International Standards for the Preparation and Certification of Special Education Teachers*. These standards outline the knowledge and skills needed by a beginning teacher in the area of special education.

### **Admission Requirements**

1. NKU graduate application.
2. Complete and submit a graduate application for admission to NKU (on section 14 under Education, check or write in that you are applying for Special Education [certificate only]).
3. Submit all undergraduate (and graduate, if appropriate) transcripts from all institutions attended for Bachelors or Graduate degree work (these must be official and carry the seal of the registrar).
4. An undergraduate GPA of at least 2.5 on a 4.0 point scale.
5. Official scores from the Graduate Record Examination (GRE). The total of the verbal and quantitative scores must equal 1300 when added to the undergraduate GPA multiplied by 200  $[(\text{GPA} \times 200) + \text{GRE} = 1300]$ .
6. Three letters of recommendation, specifically addressing your qualifications for entering the alternative certification program in special education, from past employers, supervisors, clergy, or anyone who can attest to your character and intellectual ability (not employability). These letters must be typed and signed with return addresses.
7. Submit an entry portfolio that contains:
  - a. A letter to the reviewer in which the candidate introduces herself/himself and explains the reasons for wishing to become a special education teacher.
  - b. A resume
  - c. Copies of your transcripts that present evidence that you have completed at least one college level mathematics course with a grade of "C" or better and have a 2.5 or better undergraduate GPA.
  - d. If applying for alternative certification under Senate Bill 77, a letter of recommendation from a local school superintendent that verifies employment in a special education teaching position.
  - e. A criminal records check (state and federal).
  - f. A signed Code of Ethics statement for Kentucky Teachers.
  - g. A signed Code of Ethics statement for the College of Education.
  - h. A signed Code of Ethics statement for the Council for Exceptional Children.

8. Complete and submit the application to the Special Education Alternative Certification Program.
9. Complete a satisfactory interview with the Alternative Certification Admission Committee.
10. Receive approval for admission from the NKU Teacher Education Committee.

### **Program Completion Requirements:**

1. 36 semester hour sequence with a GPA of at least 3.0 on a 4.0 scale.
2. The PRAXIS II tests required for Kentucky LBD certification with a passing score as prescribed by the Kentucky Educational Professional Standards Board.
3. Presentation of a professional portfolio that demonstrates mastery of the Kentucky New Teacher Standards.
4. The Alternative Certification Curriculum as outlined below using a summer cohort as an example:

#### Summer Session I

EDG 666 Introduction to Special Education  
 EDG 696 Problems and Issues in Special Education  
 EDG 630 Foundations of Literacy

#### Fall Session I

EDG 660 Learning and Behavior Disorders  
 EDG 561 Mental and Orthopedic Disabilities

#### Spring Session I

EDG 663 Applied Behavior Analysis  
 EDG 658 Diagnostic Techniques for Elementary School Mathematics

#### Summer Session II

EDG 662 Educational Assessment of Learning and Behavior Disorders  
 EDG 664 Procedures and Materials for Remediating Learning and Behavior Disorders

#### Fall Session II

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

#### Spring Session II

EDU 588 Professional Laboratory Experience in Special Education

# Nursing

Margaret Anderson, Ph.D, Chair  
Denise Robinson, Ph.D, Program Director

## MASTER OF SCIENCE IN NURSING

### 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 two areas of specialization: nursing administration (with a focus on case management, nursing education, long-term care [LTC] administration, or acute care administration) and primary care nurse practitioner (with specialty areas in family, adult, pediatric, or geriatric). 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, Kentucky Board of Nursing, and/or University requirements.

The program is accredited by the National League for Nursing Accreditation Commission (NLNAC) and the Council of Baccalaureate and Higher Degree Programs, 61 Broadway, New York, NY 10006, phone (212) 363-5555.

Graduates are awarded the Master of Science in Nursing.

### Student Advising

All students contemplating admission to the MSN program are advised to contact the master's degree faculty regarding criteria for admission and guidance in course selection. They are expected to maintain close contact with their adviser throughout the program of study. Prior consent of the adviser should be obtained before registering for any course. Students are cautioned not to rely on advice of other students regarding applicability of courses.

Upon acceptance, students are assigned a faculty adviser and must declare a major of Master of Science in Nursing (NURM) and the selected speciality area. The MSN program committee reserves the right to determine the applicability of graduate transfer credit. A maximum of 9 semester hours can be applied toward the program of study.

### Application Deadline

Admission to the nursing administration track is selective. Applications will be accepted until the class is full.

Admission to the primary care nurse practitioner track is selective and competitive. Those who apply by October 30 for spring semester and February 28 for fall semester of the year they wish to enter will have priority consideration for admission. Applications received after the priority deadlines will be accepted on a seat-available basis.

### Admission Requirements

Each applicant will

1. complete graduate application for admission to Northern Kentucky University, indicating the area of desired specialization;
2. submit the following documents to the Office of Admissions:
  - a. Official transcripts from all colleges/ universities attended.

- b. GRE (Graduate Record Examination) including verbal, quantitative, and analytical scores.
3. meet the following criteria:
  - a. Be a graduate of a National League for Nursing accredited BSN programs and have 2000 hours clinical experience as a registered nurse;
  - b. Have a college course in each of the following: (1) elementary statistics, (2) basic nursing research, (3) physical assessment, and (4) nursing theory;
  - c. Achieve a cumulative value index of at least 1800 when the GPA and GRE scores are computed in the following formula:  $(\text{GPA} \times 200 + \text{GRE}) = 1800$ . Scores from all three-test areas (verbal, quantitative, and analytical, or writing when it supplants the analytical in October 2002) of the GRE exam will be used when the GPA and GRE score are computed;
  - d. Submit proof of current nursing license and be eligible for licensure in Kentucky and Ohio.
4. Students who are RNs from accredited associate degree or diploma schools of nursing who have a bachelor's degree in a subject other than nursing may be eligible for an accelerated curriculum. Please contact the director of the MSN program to discuss specific details of requirements.
5. Conditional Acceptance  
Students who have a GPA/GRE cumulative value index (CVI) of 1600 to 1799 may be admitted conditionally. The status will be reviewed after completion of 9 graduate semester hours in nursing. Conditional status will be changed to regular if the student achieves a *B* or higher in 9 semester hours of nursing courses. Students who do not meet this GPA will not progress in the program.
6. Applicants who have not earned college credit in elementary statistics, nursing research, physical assessment, or nursing theory may obtain provisional admission. However, these deficiencies must be made up within two semesters after admission. Students admitted to graduate status who take undergraduate courses must pay graduate tuition for these courses. Students admitted to the program are subject to Northern Kentucky University's requirements, including that of residency. Students must meet the program requirements in effect at the time of admission as listed in the catalog. Bachelor's-level nursing courses cannot be applied toward the graduate program.

### Additional Requirements

Students must achieve a grade of *C* or better in non-nursing courses required in the master's degree program and must maintain a cumulative grade-point average of at least 3.0 on a 4.0 scale to progress to subsequent nursing courses.

Students must achieve the grade of *B* or higher in all nursing courses.

Students must submit proof of current cardiopulmonary resuscitation (CPR) certification and Kentucky and Ohio nursing licenses.

#### Core Courses Required

NRP 600 Nursing Research Methods II . . . . .	3
NRP 602 Health Issues and Policies. . . . .	3
NRP 604 Leading and Managing Change. . . . .	3
NRP 605 Health Care Informatics. . . . .	1
NRP 655 Health Care Economics. . . . .	1
NRP 697 Investigative Project . . . . .	3
NRP 691 Project/Thesis Continuing Credit . . . . .	0-6
MAT 614 Statistics for Researchers . . . . .	3
Elective (choose one) . . . . .	2

#### *Nursing Education Focus*

NRP 509 Curriculum Development in Nursing (2)

NRP 510 Educational Foundations in Nursing (2)

NRP 511 Nursing Care Management I (2)  
NRP 512 Nursing Care Management II (2)  
*Long-Term Care Administration Focus*  
NRP 513 Long Term Care Regulations (2)  
NRP 514 Issues in Gerontology (2)  
*Acute Care Administration Focus*  
Choose any one course (2)  
*Advanced Practice*  
NRP 603 Role Development (2)  
**Total core semester hours . . . . .19**

Choose One of the Following Tracks:

*Nursing Administration Track*  
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  
Administrator . . . . .2  
NRP 626L Nursing Administration Practicum II (Clinical practica  
consist of nine laboratory hours per week in a clinical setting). . . . .3  
Elective (choose one). . . . .2  
NRP 509 Curriculum Development in Nursing (2)  
NRP 510 Educational Foundations in Nursing (2)  
NRP 511 Nursing Case Management I (2)  
NRP 512 Nursing Case Management II (2)  
NRP 513 Long Term Care Regulations (2)  
NRP 514 Issues in Gerontology (2)  
**Nursing administration courses . . . . .17**  
MSN core courses . . . . .19  
Total semester hours. . . . .36

*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 606 Diagnostic Reasoning and Advanced Physical Assessment. . .2  
NRP 608 Clinical Pharmacology and Intervention. . . . .2  
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. 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

*Family Nurse Practitioner Specialty Courses*

NRP 609 Pediatric Pharmacology. . . . .1  
NRP 610 Geriatric Pharmacology. . . . .1  
NRP 613 Primary Health Care of Infants and Children . . . . .2  
NRP 614 Primary Care of Obstetric Patient . . . . .1  
NRP 615 Primary Care of Gynecologic Patient . . . . .1  
NRP 616 Primary Care of 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
<b>Total semester hours: family . . . . .</b>	<b>47</b>

*Adult Nurse Practitioner Specialty Courses*

NRP 610 Geriatric Pharmacology . . . . .	1
NRP 615 Primary Care of Gynecologic Patient. . . . .	1
NRP 616 Primary Care of Aged. . . . .	2
NRP 618 Common Health Problems Across the Lifespan . . . . .	3
NRP 619 Primary Care of Adolescents . . . . .	2
<b>Total semester hours: adult. . . . .</b>	<b>44</b>

*Pediatric Nurse Practitioner Specialty Courses*

NRP 609 Pediatric Pharmacology. . . . .	1
NRP 613 Primary Health Care of Infant and Children. . . . .	3
NRP 617 Wellness Care of Infant, Child, and Adolescent . . . . .	1
NRP 618 Common Health Problems Across the Lifespan . . . . .	3
NRP 619 Primary Care of Adolescents. . . . .	2
<b>Total semester hours: pediatric . . . . .</b>	<b>42</b>

*Geriatric Nurse Practitioner Specialty Courses*

NRP 514 Issues in Gerontology. . . . .	2
NRP 610 Geriatric Pharmacology . . . . .	1
NRP 615 Primary Care of Gynecologic Patient . . . . .	1
NRP 616 Primary Care of Aged . . . . .	2
NRP 618 Common Health Problems Across the Lifespan . . . . .	3
NRP 620 Primary Care of Adults . . . . .	2
<b>Total semester hours: geriatric . . . . .</b>	<b>44</b>

## POST MASTER'S PROGRAM

Post-master's programs are available to students who have an earned MSN and seek specialized knowledge and skills as a nurse practitioner or nurse administrator. Graduates of the programs will be qualified to take the certification examination for their specialty.

### Admission requirements

1. Completion of application for graduate admission, including transcripts indicating undergraduate and graduate coursework.
2. Minimum of one year of clinical experience as a RN.
3. A master's degree from an accredited school of nursing.
4. Proof of current nursing license and eligibility for licensure in Kentucky and Ohio.

Students who apply to the post-master's practitioner program are required to take the specialization courses in their track.

### Progression - Post-Master's

Students must achieve a *C* or better in non-nursing courses and maintain a cumulative GPA of 3.0 after the completion of the first three nursing courses. Students who do not achieve this GPA cannot progress in the program.

Students must achieve a cumulative GPA of 3.0 to successfully complete the post-master's program.

Students must achieve a grade of *B* or higher in all nursing courses. Students must take a minimum of 15 semester hours at NKU to receive a certificate. Applicants who have taken equiv-

alent coursework may have certain course requirements waived. Each request for such waiver will be considered individually.

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

*Family, Nurse Practitioner Specialty Courses*

NRP 609 Pediatric Pharmacology. . . . .	1
NRP 610 Geriatric Pharmacology. . . . .	1
NRP 613 Primary Health Care of Infants and Children . . . . .	2
NRP 614 Primary Care of Obstetric Patient. . . . .	1
NRP 615 Primary Care of Gynecologic Patient . . . . .	1
NRP 616 Primary Care of 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
<b>Total semester hours: family</b> . . . . .	<b>29</b>

*Adult Nurse Practitioner Specialty Courses*

NRP 610 Geriatric Pharmacology. . . . .	1
NRP 615 Primary Care of Gynecologic Patient . . . . .	1
NRP 616 Primary Care of 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
<b>Total semester hours: adult</b> . . . . .	<b>26</b>

*Pediatric Nurse Practitioner Specialty Courses*

NRP 609 Pediatric Pharmacology. . . . .	1
NRP 613 Primary Health Care of Infants and Children . . . . .	2
NRP 617 Wellness Care of Infant, Child, and Adolescent . . . . .	1
NRP 618 Common Health Problems Across the Lifespan . . . . .	3
NRP 619 Primary Care of Adolescents. . . . .	2
<b>Total semester hours: pediatric</b> . . . . .	<b>42</b>

*Geriatric Nurse Practitioner Specialty Courses*

NRP 514 Issues in Geriatric Pharmacology . . . . .	1
NRP 610 Geriatric Pharmacology. . . . .	1
NRP 615 Primary Care of Gynecologic Patient. . . . .	1
NRP 616 Primary Care of Aged. . . . .	2
NRP 618 Common Health Problems Across the Lifespan. . . . .	3
NRP 620 Primary Care of Adults. . . . .	2
<b>Total semester hours: geriatric</b> . . . . .	<b>26</b>



*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 ServiceAdministration . . . . .	3
NRP 626 Foundations of Strategic Management for the Nurse Administrator. 2	
NRP 626L Nursing Administration Practicum II(Clinical practica consist of nine laboratory hours per week in clinical setting). . . . .	3

*Focus areas: choose one area (4 semester hours)*

Nursing Education	
NRP 509 Curriculum Development in Nursing. . . . .	2
NRP 510 Educational Foundations in Nursing . . . . .	2
Case Management	
NRP 511 Nursing Case Management . . . . .	1
NRP 512 Nursing Case Management II. . . . .	2
Long Term Care Administration	
NRP 513 Long-Term Care Regulations . . . . .	2
NRP 514 Issues in Gerontology . . . . .	2
Acute Care Administration	
Two electives of students choice. . . . .	4
<b>Total semester hours:..</b> . . . .	<b>26</b>

**Nurse Practitioners Seeking Additional Specialties**

NKU's certification program provides the classes needed to be eligible to take ANCC or AANP certification in an additional speciality area.

On line classes, application and registration allow completion of most, if not all, program requirements from the students' home. Advanced standing or independent study is possible, depending on past experience and education. Please contact Denise Robinson (robinson@nku.edu) or (859) 572-5778 for more information or visit the Nursing home page: [www.nku.edu/~nursing](http://www.nku.edu/~nursing).

**Nurse Practitioners Without a Master's Degree in Nursing**

Individualized programs can be developed based on your prior experience and coursework. Please contact Dr. Robinson for further information.

# Technology

Charles Pinder, Ph.D, Chair  
James Gray, Ph.D, Program Director

## INTRODUCTION

The Master of Science in Technology (MST) Program is designed to serve the needs of students who possess bachelors degrees in technology or related disciplines. The objectives of the program are to provide individuals with the ability to innovate and lead organizations in creative solutions of technological problems. The program is designed to focus on industrial and engineering technology systems, quality assurance, and technology management. Courses are offered at night and on the Internet to meet the needs of people living and working in the northern Kentucky and the metropolitan area contiguous to greater Cincinnati.

The office of the MST Program is in Applied Science and Technology Center 211. Inquiries should be sent to the director of MST Program, AS&T 211, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099; phone (859) 572-5441. You may obtain program information from the Internet at <http://www.nku.edu/~mst>.

## ADMISSION

**MST Admission Process**—Students applying for admission to the MST program must submit

- 1. a complete application for graduate admission to NKU;
- 2. official transcripts from all undergraduate and graduate programs attended;
- 3. official Graduate Record Examination (GRE) scores on verbal and quantitative.

A student who has completed a master’s program or who is currently enrolled in a master program and is in good standing may be admitted to the MST program based upon a graduate GPA of at least 3.25 and completion of either the GRE or the GMAT.

### Candidates for admission must

- 1. possess a bachelor’s degree from a school accredited by an approved U.S. regional association;
- 2. achieve a combined score on the GRE (verbal and quantitative) plus a factor of 200 times the cumulative undergraduate GPA. This total must be equal to or greater than 1300.

### Conditional Admission

Students wishing to pursue an MST who are temporarily ineligible for regular admission may be granted conditional admission by the Office of Graduate Programs if so requested by the MST program director. Student progress will be reviewed throughout the completion of 9 semester hours in the core. If no C has been earned after a overall GPA of 3.3 is achieved, then you will be admitted in the program. If these conditions are not met, you will be dismissed from the program.

### Transfer Credit

Candidates meeting the requirements for regular admission status may be permitted to transfer a maximum of 6 semester hours of graduate credit upon petition to the director of the MST program. Each course grade must be a B or higher.

## PROGRAM CURRICULUM

The MST Program is a 31/33-semester-hour program composed of a core and one track. All students must complete the following five core courses:

MST 602 Project Management in Technology . . . . .	3
MST 610 Research Methods in Technology . . . . .	3
MST 612 Technical Management in a Global Economy . . . . .	3

MST 614 Computer Applications in Technology . . . . .	3
MAT 630 Applied Statistics in Technology . . . . .	3
MST 683 Project or MST 684 Comprehensive Final Examination . . . . .	1 or 3

#### *Areas of Concentration (Tracks) 12-15 semester hours—*

Candidates for the MST must complete program requirements by selecting one of the three tracks: Industrial and Engineering Systems, Technology Management, or Quality Assurance.

##### *1. Industrial and Engineering Systems*

*The industrial and engineering systems track provides a field for professionals engaged in engineering, engineering technology, or industrial technology related careers. This option provides focused, work related experiences that emphasize Design and Development of Products and Processes, Operations and Process Planning, and Quality Management. This Track may be taken on a Work Experience or Cooperative Work basis.*

MST 620 Computer Aided Industrial and Engineering Designs . . . . .	3
MST 622 Computer Integration in Industrial and Engineering Systems . . . . .	3
MST 624 Quality System Appraisal. . . . .	3
MST 660 Seminar in Industrial and Engineering Systems. . . . .	3
MST 670 Problems in Industrial and Engineering Systems. . . . .	3

##### *2. Technology Management*

*The technology management track provides coursework in training and development, technical communication, and other specialized content areas to assist students to manage rapid change in a technical environment.*

MST 640 Technical Training and Development. . . . .	3
MST 642 Human Resources Management In Technology. . . . .	3
MST 644 Technical Communications in a Global Economy. . . . .	3
MST 665 Seminar in Technology Management. . . . .	3
MST 675 Problems in Technology Management. . . . .	3

##### *3. Quality Assurance*

*The track will be delivered via Internet instruction and Web based courses with no scheduled classes on NKU campus. The Quality Assurance track emphasizes the specific technical skills and managerial competencies needed by professionals to analyze an organization's present quality needs, develop a comprehensive plan to account for that company's quality goals, facilitate the successful implementation of quality elements, and determine the effectiveness and efficiency of the overall quality program throughout the organization.*

MST 604 Quality Planning and Design . . . . .	3
MST 624 Quality System Appraisal. . . . .	3
MST 634 Design of Experiments. . . . .	3
MST 644 Quality Engineering. . . . .	3
MST 670 Problems in Industrial and Engineering Systems. . . . .	3

#### **Graduation Options (3-6 semester hours)**

**Project Option (3 semester hours)** The project option requires students to enroll in MST 683.

Students work directly under a program faculty member and earn 3 semester hours. Students must complete a project and pass an oral defense. All projects must be approved by the director of the MST program.

**Comprehensive Final Examination** The comprehensive final requires students to enroll in MST 684. If a student selects the comprehensive final examination instead of a master's project, he/she must declare this intention one semester prior to the examination. Each student must inform the program director in writing at that time. The program director will work with the student along with the examination committee to develop the final examination. The student will be given a minimum of 30 days to prepare for the final examination. The comprehensive final examination format will be determined by the examination committee. All comprehensive finals will be graded on a pass/fail basis.

# Salmon P. Chase College of Law

Gerard A. St. Amand, *Dean*

Sharlene W. Lassiter, *associate dean for academics*

Kelly J. Beers, *associate dean for enrollment management*

Salmon P. Chase offers full-time and part-time, day and evening programs. The curriculum consists of required courses, core courses and elective courses. Ninety credit hours are required to graduate. Fifty-two 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 (J.D./M.B.A.) degree program in conjunction with the 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. Applications must be made before March 1 of the year in which admission is sought. First-year students enter in the fall semester. Students in good academic standing at another ABA-accredited 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 Admissions for more information: (859) 572-6476 or (888) 465-7316.

# Appendix A

## RESIDENCY POLICY (excerpts)

The following information is for general information only and is not meant to be anything other than an example of the governing documents pertaining to the establishment of Kentucky residency. This does not supplant the legal document that details the exact nature of residency which can be found at: [http://www.cpe.state.ky.us/policies/policies\\_student\\_residency.asp](http://www.cpe.state.ky.us/policies/policies_student_residency.asp).

The State of Kentucky will assume you are NOT a resident if:

1. You had an out-of-state address on your application for admission;
2. You moved into Kentucky primarily to enroll in the university;
3. You moved into Kentucky and within 12 months of that move you have enrolled at a Kentucky institution for more than the number of hours considered half-time;
4. You have been in continuous absence from the state for one year.

You can challenge your status designation by presenting proof among other documents that you have:

1. accepted a full-time job or transfer to an employer in Kentucky, Greater Cincinnati, or nearby Indiana while moving your domicile into the state of Kentucky;
2. lived in Kentucky continuously as a non-student for 12 months before the semester in which you plan to enroll;
3. an income tax form that shows a change of address or the payment of Kentucky withholding taxes for the calendar year;
4. been employed full-time for 1 year while living in Kentucky;
5. obtained a professional license or certification in Kentucky;
6. paid real property taxes in Kentucky;
7. owned real property that was used by you as a residence before the date of application for a determination of residency status;
8. a long term lease of at least 12 consecutive months of non-collegiate housing;
9. married a Kentucky resident;
10. continued presence in Kentucky during academic breaks; and,
11. a certain level of dependency on student financial aid in order to provide basic sustenance.

# 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 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; 21 semester hours of undergraduate accounting courses.

### ACC 603 Consolidations and Partnerships

(3,0,3) Accounting for specialized forms of business enterprise: mergers, consolidations, acquisitions, and partnerships. PREREQ: admission to graduate program; 21 semester hours of undergraduate accounting courses.

### ACC 610 Advanced Accounting Theory

(3,0,3) Overview of topics relevant to current accounting theory, research, standard setting, and practice. PREREQ: admission to graduate program; 21 semester hours of undergraduate accounting courses.

### 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 MBA program. PREREQ: MBA 602 or equivalent, MBA 610, MBA 612, and ENG/SPE 603.

### ACC 630 Fundamentals of Fund Accounting

(3,0,3) Uses of financial information in public and nonprofit organizational decision-making financial planning and budgeting, and control of resources and assessment of financial position. PREREQ: admission to graduate program.

### ACC 640 Advanced Auditing (3,0,3)

Additional auditing knowledge, including EDP auditing, statistical sampling, operational auditing, and internal auditing. PREREQ: admission to graduate program; 21 semester hours of undergraduate accounting courses.

### 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 6 semester hours if topic differs. Open only to MBA students. PREREQ: ACC 600.

## Anthropology ANT

### 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 man-

agement 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.

## 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 6 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 theories 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 6 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 Image-making (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 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.

## Business Administration

### BAD

**BAD 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 625, FIN 625, MBA 610, MBA 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.

**BAD 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 6 semester hours if topics differ. Open only to students in the MBA program. PREREQ: consent of instructor and MBA program director.

**BAD 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 6 semester hours. Open only to MBA students. PREREQ: consent of instructor and MBA program director.

## Biological Sciences

### BIO

**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 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 amphibians; 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 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 532 CPA Law** (3,0,3) Legal topics relevant to professional accounting: contracts, agency, business entities, Uniform Commercial Code, and Securities law. PREREQ: BUS 230; junior standing; declared major in any bachelor's program or consent of Chair of Accountancy.

**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.

## Chemistry CHE

**CHE 511 Advanced Organic Synthesis** (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: CHE 311.

**CHE 512 Physical Organic Chemistry** (3,0,3) Current topics in spectroscopy, reaction mechanisms, and structure function correlations. PREREQ: CHE 311 and CHE 360.

**CHE 540 Electrochemistry** (3,0,3) Theory and experimental applications of electro- analyti-

cal 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 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.

## 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 510 Compiler Construction** (3,0,3) Lexical analysis; parsing; code generation; compiler project. PREREQ: C or better in CSC 333 and MAT 385.

**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: C or better in CSC 364.

**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: C or better in CSC 333.

**CSC 540 Software Engineering** (3,0,3) Techniques in computer software specification, design, implementation, testing, documentation, and maintenance; development of large-scale project by students working in teams. PREREQ: C or better in CSC 364.

**CSC 544 Object-Oriented Software Development** (3,0,3) Diagrammatic representations, design patterns, object-oriented approaches to container types, windowing, and concurrency; software componentry; projects in contemporary object-oriented programming languages such as Java. PREREQ: C or better in CSC 364.

**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: C or better in CSC 364.

**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: C or better in CSC 333 and CSC 364.

**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: C or better in CSC 364 and MAT 385.

**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: C or better in CSC 364 and MAT 225.

**CSC 585 Theory of Computation (3,0,3)** Formal languages and grammars; finite-state transducers, finite-state automata and regular languages; finite memory programs, nondeterminism vs. determinism; introduction to Turing machines. PREREQ: C or better in MAT 385.

**CSC 594 Topics: Computer Science (3,0,3)** Various advanced topics. PREREQ: consent of instructor.

**CSC 601 Advanced Programming Workshop (3,0,3)** Practitioners' workshop on creative approaches to challenging, realistic programming problems; use of appropriate tools and critical evaluation of solutions. PREREQ: CSC 501 or placement.

**CSC 620 Applied Discrete Structures (3,0,3)** Survey of advanced discrete mathematics for computer scientists; combinatorial optimization, generating functions, recurrence relations, coding theory. PREREQ: CSC 485 and CSC 601.

**CSC 633 Network and Client/Server Programming (3,0,3)** Client-server paradigm presented using standard protocols; algorithms, designs, and implementation techniques such as gateway and tunneling. PREREQ: CSC 433, CSC 460, and CSC 601.

**CSC 640 Advanced Software Engineering (3,0,3)** Effective software development methods: software design, quality managing, improving the software process. PREREQ: CSC 440 and CSC 601.

**CSC 645 Software Interface Design and Human Factors (3,0,3)** User interface design; Windows programming; web page design. PREREQ: CSC 440 and CSC 601.

**CSC 650 Advanced Database Systems (3,0,3)** Continuation of CSC 450; advanced database programming and data modeling; object-

based systems; parallel systems; data warehousing and other advanced topics. PREREQ: CSC 450 and CSC 601.

**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 460 and CSC 601.

**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: CSC 440.

**CSC 680 Advanced Computer Graphics (3,0,3)** Introduction to advanced topics in computer graphics; representing curves and surfaces; using color, illumination, and shading; visible-surface determination, advanced modeling techniques, animation. PREREQ: CSC 480 and CSC 601.

**CSC 682 Cryptography and Computer Security (3,0,3)** Derivation and implementation of realistic data compression and cryptographic algorithms; the Data Encryption Standard; electronic commerce schemes; computer virology. PREREQ: CSC 485 and CSC 601.

**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 485 and CSC 601.

**CSC 694 Graduate Topics: Computer Science (3,0,3)** Various topics. May be repeated for credit when topics vary. PREREQ: consent of instructor

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

## Economics

### ECO

**ECO 580 Economics for Teachers** (1-3 sem. hrs.) A conceptual framework for the study of economics and overview relating to the basic economic problem, economic systems, resource allocation, economic growth and stability, economic institutions, and goals. Foundation course intended for classroom teachers with little or no background in economics. Open only to students majoring in education. PREREQ: consent of instructor.

**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 625 Managerial Economics** (3,0,3) Application of economic methodology to business administration procedure; advanced optimization techniques as applied to cost analysis, pricing practices, industry forecasting, and production within the context of regulated and non-regulated market structures. Open only to MBA students. PREREQ: MBA 610, MBA 612, SPE/ENG 603, 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 6 semester hours if topics differ. Open only to MBA students. PREREQ: ECO 625.

**ECO 699 Independent Study in Economics** (3,0,3) Specialized aspect or topic in economics chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. 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 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 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 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 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.

## Graduate Education

### EDG

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

**EDG 601 Cultural & 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 the MA in Education Program (0,0,0)** This mandatory course will provide an orientation to the Master of Arts in Education and to the non-degree fifth-year programs. PREREQ: Application for admittance to the Master of Arts in Education or the non-degree fifth-year program.

**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 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.

**EDG 620 Educational Psychology (3,0,3)** Application of principles of psychology to creating a positive learning environment; learning theory, motivation, individual differences, evaluation, and patterns of organization.

**EDG 621 Introduction to Gifted Education (3,0,3)** Historical, philosophical, and psychological foundations of special educational pro-

visions 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 Foundations of Literacy** (3,0,3) Current views of literacy; theories of literacy; approaches, methods, and materials of reading assessment, planning, and instruction. Required for standard elementary certification.

**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 Ken-

tucky. 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 646 Teaching Environmental Education (3,0,3)**

Practical applications for teaching P-12 students; standards-based teaching strategies and instructional resources; local community resources, state initiatives, national environmental education standards, current learning theory, and research. For teachers and non formal educators.

**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 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 658 Assessment Techniques for P-12 Math (3,0,3)**

Learning hierarchies in mathematics, cognitive processes, assessment and instructional techniques; concepts of the ele-

mentary 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. PREREQ: EDG 660 or EDS 561.

**EDG 664 Procedures and Materials for Remediating Learning and Behavior Disorders (3,0,3)**

Variables, procedures, and materials for developing, conducting, and evaluating remedial education programs. PREREQ: EDG 662.

**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 Implementation of Mainstreaming Legislation (3,0,3)**

Federal and state legislation relating to education of exceptional students; locating, adapting, and developing materials and methods for mainstreaming exceptional students in general elementary and secondary classrooms.

**EDG 674 Contemporary Problems in Education Administration (3,0,3)**

Major contempo-

rary 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 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 Master's 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 695 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 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 697 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.

**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.

## **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. PREREQ: EDG 666 or EDS 360 or equivalent.

**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. PREREQ: EDS 362 and EDS 364, or equivalent.

**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. PREREQ: EDS 360 or EDG 660 and EDS 561.

**EDS 588 Professional Laboratory Experiences** (3-6 sem. hrs.) Classroom field experience in added area of certification; individual project. PREREQ: completed coursework for certification; valid teaching certificate.

**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.

## 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 550 Current Trends in Early Childhood Education** (2,0,2) Review of research in early childhood education; types of early childhood programs; parent education; working with disadvantaged children; significant issues in early childhood education. COREQ: 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 564 Collaboration In Early Childhood Education** (3,0,3) Multidisciplinary and transdisciplinary teaming; communication skills necessary for collaboration; cultural differences, assistive technology, curriculum, and environmental designs with regard to collaborative early childhood programs. PREREQ: EDS 562 or equivalent.

**EDU 566 Assessment In Early Childhood**

**Education (3,0,3)** Relation of best practices in traditional and dynamic assessment to child development; determination of eligibility for services; participation in a collaborative, supervised assessment of one child; writing an assessment report, IEP, and ISFP using assessment data. PREREQ: 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; identification of funding sources; inquiry into ethical behavior and development of personal code of ethics and supervisory skills; program model design. PREREQ: EDS 562 or equivalent.

**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.

## English ENG

**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: 6 semester hours of literature at the undergraduate level.

**ENG 540 Problems in English (3,0,3)**

Pedagogical topics such as rhetoric, literary analy-

sis, and evaluation of student work; topics suitable for elementary and secondary teachers. May be repeated for credit when topics vary. PREREQ: 6 semester hours of literature at the undergraduate level.

**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: 6 semester hours of literature at the undergraduate level.

**ENG 603 Business Communications (3,0,3)**

Principles and practices of methods of written and oral communications at the management level. Same as SPE 603.

**ENG 610 The Teaching of Composition (3,0,3)**

Activities, materials, objectives, and curricula for secondary school writing instruction. May be repeated to a maximum of 6 semester hours as topics vary.

**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 6 semester hours as topics vary.

**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**

**1750 (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 1750** (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 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.

## **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 625, FIN 625, 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 625, FIN 625, 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.

## **Finance FIN**

**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: MBA 610, MBA 612, SPE/ENG 603, 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 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 694 Selected Topics in Finance** (3,0,3) Study of a selected contemporary area in finance; topics listed in Schedule of Classes. Repeatable for a maximum of 6 semester hours if topics differ. Open only to MBA students. PREREQ: FIN 625.

**FIN 699 Independent Study in Finance** (3,0,3) Specialized aspect or topic in finance chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. 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) Geography of Northern Kentucky and Greater Cincinnati; social and economic characteristics of the

urban community; regional planning process. PREREQ: GEO 100.

**GEO 520 Environmental Resources for Teachers** (3,0,3) Environmental problem areas such as energy use, population growth, tropical deforestation, toxic wastes; management of environmental problems; teaching methodologies. PREREQ: 3 semester hours of geography or 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: 3 semester hours of geography or consent of instructor.

**GEO 594 Seminar: Geography** (3,0,3) Selected topics in geography. Subfields will be chosen in keeping with the interest of the instructor in charge and will be listed in *Schedule of Classes*. May be repeated as topics change.

## 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 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 9 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 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 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 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 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 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 594 Topics: History (3,0,1-3)** Study of selected topics. Subfields will be chosen in keeping with the interest of the instructor in charge and will be listed in *Schedule of Classes*. May be repeated for credit when topics vary.

**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 694 Seminar: US History; Ancient History; Euro History; Latin American History (3,0,1-3)** Detailed and comprehensive readings on an aspect or era determined by instructor. PREREQ: successful completion of at least 18 semester hours of U.S. history; European and/or Asiatic history; European history; U.S. European, and Latin American history.

## 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.

## Information Systems IFS

**IFS 625 Information Systems in Organizations** (3,0,3) Fundamental concepts of management information systems; managerial and organizational principles and concepts relevant to MIS, the value of information for decision making; organizational structure of MIS; information resource management; managing end-user computing. Open only to students in the MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

**IFS 630 Data Communication and Electronic Commerce** (3,0,3) Understanding key technical and managerial issues of effective development and use of telecommunications by organizations; technology in the context of applications; inter-organizational coordination and service delivery; telecommunications technology, internet and intranet technologies and internet working, and the changing structure of the telecommunications industry. Open only to MBA students. PREREQ: IFS 625.

**IFS 640 System Development Methodologies and Project Management** (3,0,3) Introduction to methods, tools and techniques for information system analysis, design, and implementation; managerial issues relating to development of information systems in organizations. Open only to MBA students. PREREQ: IFA 625.

**IFS 650 Corporate IS Management** (3,0,3) Overview of contemporary information technology (IT) — computer, telecommunications, and office systems — management issues and principles; setting the direction of IT resources and managing IT policy and strategy. Open only to MBA students. PREREQ: IFS 625.

**IFS 670 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; data warehouse and data mining and issues surrounding choice,

design, and use of such technologies. Open only to MBA students. PREREQ: IFS 625.

**IFS 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 6 semester hours when topics vary. Open only to MBA students. PREREQ: IFS 625.

**IFS 699 Independent Study in Information Systems** (3,0,3) Specialized aspect or topic in information systems chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. PREREQ: IFS 625.

## 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.

## Mathematics MAT

**MAT 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.

**MAT 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.



**MAT 694 Topics in Mathematics for Teachers** (1 - 3 semester hours) Various topics. May be repeated for credit when topics vary. PRE-REQ: consent of instructor.

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

## Master of Business Administration MBA

**MBA 602 Fundamentals of Accounting and Finance** (3,0,3) Introduction to basic concepts and analytic techniques in financial accounting, managerial accounting, and finance; preparation and interpretation of financial statements and management reports; analytic techniques for decision making; basic financial analysis for managing corporate finances. PREREQ: admission to the MBA program or permission of MBA director.

**MBA 604 Fundamentals of Economics** (3,0,3) Introduction to basic tools and terminology of economics; mathematical economics and statistics; analysis of the four basic objectives of efficiency, equity, stability, and growth; elements of macroeconomics and microeconomics included. PREREQ: admission to MBA program or permission of MBA director.

**MBA 606 Fundamentals of Information Systems** (3,0,3) Introduction to principles, techniques, and tools of information systems in business organizations; types and functions of information systems; structured techniques for routine managerial decision making; software tools for computer based decision analysis. PREREQ: admission to MBA program or permission of MBA director.

**MBA 608 Fundamentals of Management and Marketing** (3,0,3) Concepts, techniques, and applications in management and marketing using texts, readings, case studies, and classroom discussion; integration of processes of planning, organizing, influencing, controlling, quantitative analysis, and distribution/operations management; application of broad, contemporary issues of quality, diversity, ethics, etc. to management and marketing. PREREQ:

admission to MBA program or permission of MBA director.

**MBA 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 and at least 9 semester hours of Level I courses or equivalents or permission of MBA director.

**MBA 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 and all Level I courses or equivalents or permission of MBA director.

## Management MGT

**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: MBA 610, MBA 612, SPE/ENG 603, 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: MBA 610, MBA 612, SPE/ENG 603, 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: MBA 610, MBA 612, SPE/ENG 603, 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 6 semester hours if topics differ. Case analysis and/or term projects possible. PREREQ: MBA 610, MBA 612, SPE/ENG 603, 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: MBA 610, MBA 612, SPE/ENG 603, or 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 6 semester hours if topics differ. Open only to students in MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

**MGT 699 Independent Study: Management (3,0,3)**

Specialized aspect or topic in management chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to students in the MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, 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. PREREQ: MBA 610, MBA 612, SPE/ENG 603, 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 6 semester hours if topics differ. Open only to MBA students. PREREQ: MKT 625.

**MKT 699 Independent Study: Marketing (3,0,3)** Specialized aspect or topic in marketing chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to MBA students. PREREQ: MKT 625.

## Master of Science in Information Systems MSIS

**MSIS 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.

**MSIS 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.

**MSIS 630 Systems Analysis and Design (3,0,3)** Introduction to methods, tools, and techniques for information systems analysis, design and implementation. Special emphasis is placed on managerial issues relating to the development of information systems in organizations. PREREQ: MSIS 625.

**MSIS 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: MSIS 625

**MSIS 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: MSIS 625

**MSIS 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: MSIS 605, MSIS 625.

**MSIS 650 Managing Software Development Projects ((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: MSIS 625

**MSIS 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: MSIS 605, MSIS 625.

**MSIS 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: MSIS 625.

**MSIS 665 Computer Supported Collaborative Work (3,0,3)** Through theory and applied projects this course aims to provide an expo-

sure to how various types of extant and future GroupWare technologies may be applied in different forms of computer supported cooperative work (CSCW). PREREQ: MSIS 640.

**MSIS 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: MSIS 630.

**MSIS 675 Enterprise Resource Planning (3,0,3)** Theory, methods, and techniques for solving organizational information processing problems using Enterprise Resource Planning software. Critical issues including software selection and configuration, project management, systems architecture, process analysis and design, organizational change, implementation and post-implementation issues of ERP software. PREREQ: MSIS 635.

**MSIS 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: MSIS 630.

**MSIS 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: MSIS 630, MSIS 635, MSIS 640, MSIS 645, MSIS 650, MSIS 655.

**MSIS 694 Topics on Information Systems (3,0,3)** Topics may vary and may include advanced and evolving technologies in information systems and methodologies for information systems development. Repeatable for a maximum of 6 semester hours when topics vary. PREREQ: MSIS 625.

## Master of Science in Technology MST

**MST 602 Project Management and Technology (3,0,3)** Complexities involving project management, time cost analysis, project scheduling, and use of computer software in supporting project management. PREREQ: senior standing.

**MST 604 Quality Planning and Design (3,0,3)** Procedures for organizing and implementing quality function including planning, budgeting, information analysis, and test procedures, customer complaints, and quality function deployment. PREREQ: MST 610.

**MST 610 Research Methods in Technology (3,0,3)** Strategies and procedures for conducting research in technical study; developing a mentor relationship with a technology faculty member or technical research associate. Must be taken in first 9 semester hours of a student's program.

**MST 612 Technical Management in a Global Economy (3,0,3)** Role of the manager in a technical organization; principal functions, processes, and problems involved in development of an effective organization in a global economy; extensive use of case studies.

**MST 614 Computer Applications in Technology (1,2,3)** Software and hardware for innovative applications within technology fields; computer-assisted process simulation; data acquisition and analysis.

**MST 620 Computer-Aided Industrial and Engineering Design (1,2,3)** Tools for computer-aided design (CAD) in industrial and engineering systems; strategies for product design, design through solid modeling, design alternatives through rapid prototyping, and design analysis through CAD database. PREREQ: MST 614

**MST 622 Computer Integration in Industrial and Engineering Systems (1,2,3)** Implications of Computer Integrated Manufacturing (CIM) and Computer Aided Manufacturing

(CAM) for industry; relationship between CIM/CAM and productivity, process planning, materials handling, inspection, quality control, and selective assembly. PREREQ: MST620.

**MST 624 Quality System Appraisal (3,0,3)**

Interpreting effectiveness of an organization's quality system through proper information handling; analysis of prevention appraisal, failure costs, and quality systems audits. PREREQ: MST 612.

**MST 634 Design of Experiment (3,0,3)**

Design and analysis of experiments to improve product quality; models for improvement, testing changes, principles for designing analytic studies, experiments with one factor and with more than one factor, and evaluating source variation. PREREQ: MST 604 and MAT 630.

**MST 640 Technical Training and Development (3,0,3)**

Strategies for conducting training needs assessment; learning and motivational theory and applications; selecting, designing, and evaluating training programs in technical environments; relationship of training to multinational work environment. PREREQ: MST 612 and MST 614.

**MST 642 Human Resources Management in Technology (3,0,3)**

Analysis of principal functions, processes, and problems involved in development of human resources; evaluation of personnel systems; implications of personnel policy and practice in a technical environment; extensive use of case studies. PREREQ: MST 612.

**MST 644 Technical Communication in a Global Economy (3,0,3)**

Skills for effective communication with technical and/or non-technical listeners when communicating complex technical concepts; managing in a diverse workforce; communicating across cultures in an international business setting. PREREQ: MST 612 and MST 614.

**MST 645 Quality Engineering (3,0,3)**

Advanced statistical process control, sampling methods, metrology, robust design, failure

mode effect analysis; special purpose control charts and procedures, analysis of runs, trends, and cycles; process and gauge capability, underlying distribution analysis, and sampling techniques. PREREQ: MST 604.

**MST 660 Industrial and Engineering Systems (6,0,3)**

Selected readings and topics in industrial and engineering systems. Subtopics will be chosen in keeping with interests of professor and students enrolled. PREREQ: completion of MST core courses.

**MST 665 Technology Management (3,0,3)**

Selected readings and topics in technology management. Subtopic will be chosen in keeping with interests of professor in charge and students enrolled. PREREQ: completion of MST core courses.

**MST 691 Master's Thesis (1-6 sem. hrs.)**

Guided study in development and implementation of a research study. PREREQ: MST 610; consent of instructor and MST program director. May be repeated to a maximum of 6 semester hours.

**MST 693 Special Problems (3,0,3)**

Individual in-depth study of a specialized problem chosen in consultation with proposed supervising professor and approved by MST director of graduate studies. PREREQ: completion of MST core courses; signed Problem in Industrial and Engineering Systems or Problems in Technology Management contract.

**MST 694 Topics: MST (3,0,3)**

Individual in-depth study of a specialized topic chosen in consultation with proposed supervising professor and approved by MST director of graduate studies. PREREQ: completion of MST core courses; signed Topic in Industrial and Engineering Systems or Topic in Technology Management contract.

**MST 697 Master's Project (3,0,3)**

Guided study in development and implementation of a project. PREREQ: MST 610; consent of instructor and MST program director.

## 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** (2,0,2) 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 511 Nursing Case Management I** (2,0,2) Historical development of nursing case management; relationship of nursing case manage-

ment to health care system; differentiation of models of case management, and cost-effectiveness of nursing case management.

**NRP 512 Nursing Case Management II** (2,0,2) Role of the nurse case manager and the nurse case management process; legal and ethical issues; quality assurance and evaluation for nursing case management. PREREQ: NRP 511.

**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 601 Analysis of Health Care Environment** (3,0,3) Effect of the local, national, and international economy on the health care environment; development of a beginning familiarity in using informatics in delivery of healthcare. PREREQ: admission to graduate nursing program.

**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 Leading and Managing Change** (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 612 Foundations of Health and Illness Care II** (3,0,3) Review of client's responses to common acute and chronic illnesses approached through integration of physiological and pathophysiological concepts and theories; comprehensive primary care management of common skin, musculoskeletal, neurological, gynecological, and blood disorders; endocrine problems encountered by clients across the life span; lecture and focused seminar. PREREQ: NRP 611 and completion of 9 semester hours of core courses. PREREQ or COREQ: NRP 633L. COREQ: NRP 634L.

**NRP 612L Health/Illness Practicum II** (0,9,3) Practicum for continued acute-care settings; advanced nursing assessment skills including knowledge of pathophysiological mechanisms human beings; synthesis of knowledge gained in earlier acute-care courses. COREQ: NRP 612.

**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 health problems across the life span; lecture, case study analysis, and focused seminar. PREREQ: BIO 668, NRP 606, NRP 608, and BIO 668; completion of 6 core semester hours.

**NRP 619 Primary Care of Adolescents** (2,0,2) Role of the nurse practitioner in management of unique needs of adolescents; principles of health promotion, disease prevention, and management of common health problems in adolescents.

**NRP 620 Primary Care of Adults** (2,0,2) 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 618.

**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: NRP 602 or consent of instructor prior to registration.

**NRP 623 Theories and Models for Nursing Service Administration** (3,0,3) 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 implemental 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 633L Primary Care Residency I** (0,12,2) 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 611.

**NRP 634L Primary Care Residency II** (0,12,2) 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** (0,12,2) 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 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 690 Investigative Project** (3,0,3) Guided study in development and implementation of a research study related to a specific clinical nursing problem. Submission of a bound thesis manuscript will be required. PREREQ: NRP 600; MAT 614 or EDU 600; and consent of instructor prior to registration.

**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 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. Open only to students in the MPA program.

**PAD 604 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 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.

**PAD 612 Administrative Law I (3,0,3)** Nature of the powers vested in administrative procedure; methods and extent of judicial control over administrative actions. Open only to students on the MPA program.

**PAD 615 Research Methods in Public Administration (3,0,3)** Introduction to and overview of theories, methods, and analyses used in contemporary political science and public administration. Open only to students in the MPA program.

**PAD 616 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.

**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 625 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 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 National and International 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 685 Administrative Law II (3,0,3)** Seminar in legal aspects of public administration. Topics include but are not limited to public sector labor relations, zoning, land use planning, personnel, and risk management. Open only to students in the MPA program.

**PAD 691 Comprehensive Examination (1,0,1)** Seminar and individual format to prepare students for comprehensive examinations covering degree learning objectives of core courses. Open only to students in MPA program.

**PAD 694 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. Open only to students in the MPA program.

**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 Portfolio: Public Administration** (3,0,3) Seminar and individual format to create student work demonstrating mastery of degree learning objectives including basic management, communication, and human relations. Open only to students in the MPA program.

**PAD 697 Public Administration Capstone** (3,0,3) Students develop an employment portfolio with resume and sample work products. Students execute a specific live research project(s), or update an older project in conjunction with the MPA faculty. Finally, students make a public presentation of a portfolio project.

**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.

## 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.

## Psychology PSY

**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 605 Psychological and Educational Testing** (3,0,3) Principles and issues related to construction, interpretation, and evaluation of achievement, intelligence, and personality tests with applications for the classroom; special problems related to the use of tests.

**PSY 610 Applied Psychology for Classroom Teachers** (3,0,3) Adlerian psychology applied to understanding and changing children's behavior and misbehavior; molding a class into a cooperative working group; encouraging reluctant and problem learners.

**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 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 educational psychology. Up to 3

semester hours may be earned per semester. PREREQ: consent of instructor and psychology chair prior to registration.

## 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.

## Speech SPE

**SPE 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.

## 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 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 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 pre-requisites.

## **Theatre TAR**

**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 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 6 semester hours permitted.

## **Technology Teacher Education TTE**

**TTE 620 Instructional Technology** (3,0,3) Development and application of advanced techniques and strategies for technical teach-

ers and trainers; development of technology and materials for classroom, laboratory, and seminar settings; development of computer based and televised instructional materials and learning systems. Repeatable for a maximum of 6 semester hours.

**TTE 630 Improvement of Instruction in Technology** (3,0,3) 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 6 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.

# Organization of the University

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Gerald A. St. Amand	Dean, Salmon P. Chase College of Law
Gail W. Wells	Dean, College of Arts and Sciences

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# Graduate Faculty

**Ahmed, Shamima**, Associate Professor of Political Science (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.

**Alberti, John F.**, Associate Professor of English (1991). B.A., 1981, University of Southern California; M.A., 1984, Ph.D., 1989, University of California, Los Angeles.

**Amburgey, Valeria**, Associate Professor of Education, Coordinator for Technology and TLT Project Director (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, Margaret M.**, Associate Professor of Nursing & Health Professions, Chair (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.

**Arora, Anjana Ganjoo**, Assistant Professor of Education (1999). B.S., 1978, Punjabi University; M.S., 1980 Punjabi University; M. Phil., 1983, Punjabi University; B.Ed., 1987, Annamalai University; 1987; M.Ed., 1991, University of Nebraska, Lincoln; Ph.D., 1995, University of Nebraska, Lincoln.

**Booher, Kevin**, Professor of Art/Drawing (1975). B.F.A., 1972, University of Notre Dame; M.F.A., 1974, University of Cincinnati.

**Bruno, Rachelle M.**, Professor of Education and Associate Dean of College of Education (1979). B.A., 1969, St. Mary's College; M.Ed., 1976, Ed.D., 1979, University of Cincinnati.

**Cate, Thomas H.**, Professor of Economics and Director MBA Program (1975). B.A., 1971, Assumption College; M.S., 1974, Ph.D., 1979, Florida State University.

**Christensen, Chris**, Professor of Mathematics (1983). B.S., 1968, Michigan Technological University; M.S., 1972, Ph.D., 1977, Purdue University.

**Curtis, Kent**, Professor of Technology (1970). A.B., 1961, Centre College; M.Ed., 1965, Xavier University; Ed.D., 1976, University of Cincinnati.

**Dallmer, Denise**, Assistant Professor of Education (1999). B.A., 1978, Miami University; M.A., 1989, Ph.D., 199, The Ohio State University.

**Dato-On, Mary Conway**, Assistant Professor of Marketing (2001). B.A., 1984, Bradley University; M.B.A., 1986, Denver University; Ph.D., 2001, University of Kentucky.

**Dolive, Linda L.**, Professor of Political Science (1972). B.A., 1966, Stetson University; M.A., 1969, Ph.D., 1972, University of Florida.

**Dollins, Ann M.**, Associate Professor of Nursing & Health Professions (1996). B.S.N. 1976, American University; M.P.H., 1980, The Johns Hopkins University; M.S.N., 1992, Ph.D., 1997, University of Cincinnati.

**Doty, Deborah E.**, Assistant Professor of Education (1999). B.A., 1984, Indiana University-Purdue University at Indianapolis; M.S., 1989, Ph.D., 1999, Ball State University.



- Duggal, Sudesh M.**, Professor of Information Systems (1979). B.S., 1959, M.A., 1961, Punjab University; M.S., 1969, Michigan State University; M.S., 1975, University of Tennessee; Ed.D., 1986, University of Cincinnati.
- Foletta, Gina**, Associate Professor of Mathematics (1994). B.A., 1967, California State College, Stanislaus; M.S., 1986, University of Oregon; Ph.D., 1994, University of Iowa.
- Fortney, Joyce J.**, Assistant Professor of Education and Coordinator of MAT Program (2001). B.A., 1970, Berea College; M.A., 1977, Eastern Kentucky University; Ed.D., 1988, Indiana University.
- Frank, Charles E.**, Professor of Mathematics and Computer Science (1979). B.A., 1969, Valparaiso University; M.A., 1970, Ph.D., 1975, University of Virginia; M.S., 1979, Carnegie-Mellon University.
- Giesmann, Larry A.**, Professor of Botany (1972). B.A., 1966, Susquehanna University; Ph.D., 1972, University of Kentucky.
- Goddard, Perilou**, Professor of Psychology (1990). B.S., 1981, Texas A&M University; Ph.D., 1987, Indiana University.
- Gores, Steven J.**, Associate Professor of English (1991). B.S., 1985, M.A., 1986, Ph.D., 1991, University of Wisconsin.
- Gray, James R.**, Professor of Technology (1978). B.S., 1971, M.A., 1973, Western Kentucky University; Ed.D., 1976, West Virginia University.
- Gresham, W. Jonathan**, Professor of Music (1983). B.A., 1965, Maryville College; M.Mus., 1966, University of Tennessee; D.M.A., 1986, Cincinnati Conservatory of Music University of Cincinnati.
- Hagner, Carolyn Z.**, Professor of Music (1979). B.M., 1964, Oberlin College; Diploma, 1965, The Julliard School; M.M., 1969, Manhattan School of Music.
- Hicks, W. Vernon, Jr.**, Professor of Chemistry (1972). B.S., 1965, Emory and Henry College; Ph.D., 1974, Vanderbilt University.
- Holt, H. Randolph**, Associate Professor of Engineering Technology (1988). B.S.E.E., 1965, University of Cincinnati; M.S.E., 1967, Arizona State University.
- Hopkins, MaryCarol**, Associate Professor of Anthropology (1969). B.A., 1968, M.A., 1969, Ed.D., 1991, University of Cincinnati.
- Houghton, Barbara**, Professor of Art (1992). B.A., 1971, University of Illinois, Chicago; M.F.A., 1973, School of the Art Institute of Chicago.
- Jacobsen, Sally A.**, Professor of English (1980). B.A., 1961, Whitman College; M.A., 1965; Ph.D., 1978, Purdue University.
- Jameson, Lisa**, Assistant Professor of Art/Art Education (1997). B.F.A., 1977, Webster College; M.F.A., 1980, M.A. Art Education, 1996, University of Cincinnati.
- Jones, Melissa**, Assistant Professor of Education (2001). B.A., 1988, University of Cincinnati; M.A., 1991, University of Cincinnati; Ph.D., 2001, Miami University.
- Johnston, Gary L.**, Associate Professor of Music (1977). B.M.E., 1967, Peabody College of Vanderbilt University; M.Ed., 1969, Xavier University; M.M., 1978 University of Cincinnati College-Conservatory of Music.

- Kannan, Miriam Steinitz**, Regents Professor of Biology (1981). B.A., 1973, Rider College; M.A., 1975, Ph.D., 1979, The Ohio State University.
- Keller, Ann W.**, Assistant Professor of Nursing & Health Professions (2000). B.S.N., 1975, College of Mt. St. Joseph; M.Ed., 1977, Xavier University; Ed.D., 1991, M.S.N., 1990, University of Cincinnati.
- Kent-Drury, Roxanne**, Assistant Professor of English (1998). B.S., 1985, Pepperdine University; M.A., 1993, California State University; Ph.D., 1998, University of Oregon.
- Khan, Hamid**, Associate Professor of Technology Management (2001). B.S., 1966, Utkal University; M.S., 1975, University of Neraska, M.B.A., 1985, University of Texas at San Antonio, Ed.D., 1996, Ball State University.
- Kirby, Kevin G.**, Associate Professor of Computer Science (1994). B.S., 1984, M.S., 1986, Ph.D., 1988, Wayne State University.
- Kirk, Mary F.**, Professor of Physical Education and Interim Chair, Department of Educational Specialties (1987). B.S.ED., 1969, Ohio University; M.A., 1973, Michigan State University; Ph.D., 1989, The Ohio State University.
- Klaw, Barbara A.**, Professor of French (1990). B.A., 1979, Northern Illinois University; M.A., 1985, Ph.D., 1990, University of Pennsylvania.
- Kurk, Katherine C.**, Professor of French and Comparative Literature (1986). B.A., 1972, M.A., 1974, Ph.D., 1979, University of Kentucky.
- Lang, Nancy A.**, Associate Professor of Economics, Director of the Center for Economic Education, and chair of Economics (1983). B.S., 1972, M.B.Ed., 1975, Georgia State University; Ed.D., 1983, University of Georgia.
- Lipping, Alar**, Associate Professor of Education (1989). B.A., 1975, M.A., 1976, Queens College of the City University of New York; Ph.D., 1980, The Ohio State University.
- Mahaney, Robert C.**, Assistant Professor of Information Systems (2000). B.S., 1984, Morehead State University; M.S., 1995; Ph.D., 2000, University of Kentucky.
- McGatha, Maggie Back**, Assistant Professor of Education (2002). B.A., 1981, Morehead State University; M.A., 1987, Austin Peay State University; Ed.D., 2000, Vanderbilt University.
- McKenzie, Cheryl L.**, Associate Professor of Nursing & Health Professions (1988). B.S.N., 1979, Eastern Kentucky University; M.N., F.N.P., 1985, University of California, Los Angeles.
- Meichtry, Yvonne J.**, Associate Professor of Education (1999). B.A., 1976, University of Wisconsin at Whitewater; M.S.E., 1985, University of Wisconsin at Platteville; Ed.D., 1991, University of Cincinnati.
- Meyers, Debra**, Assistant Professor of History (2001). B.A., 1991, Nazareth College; Ph.D., 1997, University of Rochester.
- Miller, Danny L.**, Professor of English and Chair, Literature and Language (1989). B.A., 1971, Berea College; M.A., 1975, Eastern Kentucky University; Ph.D., 1985, University of Cincinnati.
- Minix, Dean A.**, Professor of Political Science and Chair, Political Science (2000). B.A., 1973, Georgetown College; Ph.D., 1979, University of Cincinnati.
- Mittal, Banwari**, Professor of Marketing (1987). B.E., 1969, Birla Institute of Technology and Science; M.B.A., 1971, Indian Institute of Management; Ph.D., 1982, University of Pittsburgh.

**Moon, Melissa**, Assistant Professor of Criminal Justice (2000). B.S., 1991, University of Cincinnati; M.S., 1992, University of Cincinnati; Ph.D., 1996, University of Cincinnati.

**Moore, Peter E.**, Associate Professor of Mathematics (1973). B.A., 1965, M.S., 1967, Rutgers University; Ph.D., 1973, University of Kentucky

**Niemer, Louise**, Associate Professor of Nursing & Health Professions (1995). B.S.N., 1973, M.S.N., 1979, University of Kentucky, Ph.D., 1997, University of Cincinnati, PNP, University of Cincinnati.

**O'Callaghan, Tamara F.**, Assistant Professor of English and Latin (1999). B.A. (Hons.), 1986, M.A., 1988, Ph.D., 1995, University of Toronto.

**Osborne, L. MacKenzie**, Associate Professor of English (1971). B.A., 1958, M.A., 1968, University of Kentucky; Ph.D., 1972, University of North Carolina.

**Pearce, Debra K.**, Professor of Biology (1976). B.S., 1971, Ph.D., 1976, University of California, Davis.

**Raghavan, Vijay V.**, Associate Professor of Information Systems (1987). B.S., 1972, University of Madras; M.B.A., 1983, Ph.D., 1990, Kent State University.

**Ragsdale, James Gaut**, Professor of Speech and Chair of Communications (1987). B.S., 1972, M.A., 1979, University of Tennessee; Ph.D., 1982, Indiana University; Certified Professional Parliamentarian, 1991.

**Rambo, Thomas C.**, Professor of Biology (1972). B.A., 1962, College of Wooster; M.S., 1963, Ph.D., 1967, The Ohio State University.

**Recker, William A.**, Assistant Professor of Technology (1982). B.B.A., 1970, Eastern Kentucky University; M.B.A., 1979, Xavier University; Ed.D., 1984, University of Cincinnati.

**Rhee, Kenneth S.**, Assistant Professor of Management (1999). B.A., 1982, Johns Hopkins University; M.S., 1984, Rensselaer Polytechnic Institute; M.B.A., 1989, Boston University; Ph.D., 1997, Case Western Reserve University.

**Richmond, Raymond E.**, Professor of Biology (1975). A.B., 1968, University of California, Los Angeles; Ph.D., 1972, University of California, Davis.

**Robinson, Denise**, Professor of Nursing & Health Professions and Director, Graduate Nursing Program (1985). B.S.N., 1976, M.S.N., 1977, University of South Carolina; Ph.D., 1991, University of Texas at Austin; F.N.P., 1995, University of Kentucky.

**Roszmann-Millican, Michele**, Associate Professor, College of Education (1996). B.A., 1976, Northern Kentucky University; M.Ed., 1985, Ph.D., 1994, University of Cincinnati.

**Ryan, Carol A.**, Associate Professor of Education (1996). B.A., 1978, M.Ed., 1979, University of North Carolina, Chapel Hill; Ph.D., 1988, University of Cincinnati.

**Sadat-Hossieny, Morteza**, Associate Professor of Engineering Technology (1999). B.S., 1983, Oklahoma State University; M.S., 1985 Murray State University; Ph.D., 1989, Iowa State University.

**Sakaguchi, Toru**, Assistant Professor of Information Systems (1999). B.Sc., 1984, the University of Tsukuba; M.B.A., 1992, Oklahoma City University; Ph.D., 1999, University of Memphis.

**Schiff, Peter**, Associate Professor of English (1979). B.A., 1970, M.A., 1974, M.Ed., 1975, M.Phil., 1976, Ph.D., 1977, Columbia University.

- Schmidt-Luggan, Ann**, Professor of Nursing & Health Professions (1990). B.S.N., 1980, M.S.N., 1982, Ph.D., 1985, University of Cincinnati.
- Shank, Matthew D.**, Professor of Marketing and Chair, Management and Marketing (1991). B.S., 1983, University of Wyoming; M.A., 1985, Ph.D., 1988, University of Missouri, St. Louis.
- Sheffield, Linda J.**, Professor of Education and Mathematics (1983) and Regents Professor (1995). B.S., 1970, Iowa State University; M.Ed., 1971, Ph.D., 1973, University of Texas.
- Smith, Jennifer**, Associate Professor of Library Services (1983). B.M., 1980, University of Cincinnati, M.S.L.S., 1981, Case Western Reserve University; M.Ed., 1993, Wright State University; Ph.D., 2002, Ohio State University.
- Smith, Lynne A.**, Professor of Education (1988). B.S., 1973, M.S., 1979, University of Tennessee; Ed.D., 1988, University of Kentucky.
- Thomson, J. Michael**, Associate Professor of Political Science (1986). B.A., 1975, Pennsylvania State University; M.A., 1979, Ph.D. 1984, University of Kentucky.
- Theuri, Peter M.**, Assistant Professor of Accounting (1999). B.S., 1986, Oakwood College; M.B.A., 1974, University of Central Oklahoma; Ph.D., 1999, Mississippi State University.
- Turner, Leslie D.**, Professor of Accounting (1988) B.B.A., 1979, Ohio University; M.B.A., 1981, Wheeling College; D.B.A., 1988, University of Kentucky.
- Verma, Shailendra**, Associate Professor of Finance and Chair Finance (1995). M.B.A., 1984, University of Delhi; M.B.A., 1991, Northern Kentucky University; M.A., 1993, Ph.D., 1995, University of New Orleans.
- Walker, Stephen C.**, Professor of Education (1988). B.S., 1973, Ball State University; M.A., 1980, University of Evansville; Ed.D., 1987, Ball State University.
- Washington, Michael**, Professor of History (1979). B.S., 1973, M.Ed., 1974, Ed.D., 1984, University of Cincinnati.
- Weaver, Rosa C.**, Assistant Professor of Education and NCATE Coordinator (2000). B.S., 1969, University of Cincinnati; M.Ed., 1972, Xavier University; Ed.D., 1997, University of Kentucky.
- Wheeler, Macel M.**, Associate Professor of Geography (1978). B.A., 1971, M.S., 1972, Marshall University; Ph.D., 1978, University of Kentucky.
- White, Rebecca**, Associate Professor of Management and Director, Entrepreneurship Institute (1993). B.B.A., 1978, Concord College; M.B.A., 1980, Ph.D., 1994, Virginia Polytechnic Institute and State University.
- Williams, Jeffrey C.**, Professor of History and Chair, History & Geography (1972). B.A., 1966, University of California; Ph.D., 1972, University of Edinburgh.
- Workman, Lewis E.**, Associate Professor of Technology (1990). B.S., 1972, M.S., 1981, Eastern Kentucky University; Ed.D., 1997, University of Cincinnati.
- Yohe, Kristine A.**, Assistant Professor of English (1997) B.A., 1984, Emory University; M.A. 1988, Ph.D., 1997, University of North Carolina.
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# ADMINISTRATIVE DEPARTMENTS

**ADMISSIONS**, Administrative Center 400A  
(859) 572-6689 (Graduate Applicant Section)  
web site: [gradschool.nku.edu](http://gradschool.nku.edu)

**AFRICAN-AMERICAN STUDENT AFFAIRS & ETHNIC SERVICES**, University Center 352  
(859) 574-6684  
web site: [www.nku.edu/~aasa/](http://www.nku.edu/~aasa/)

**BOOKSTORE**, University Center 10  
(859) 572-5142  
web site: [shop.efollett.com/htmlroot/storehome/northernkentuckyuniversity797.html](http://shop.efollett.com/htmlroot/storehome/northernkentuckyuniversity797.html)

**BURSAR'S OFFICE**, Administrative Center 235  
(859) 572-5204  
web site: [access.nku.edu/bursar/](http://access.nku.edu/bursar/)

**CAREER DEVELOPMENT CENTER**, University Center 230  
(859) 572-5680  
web site: [access.nku.edu/cdc/](http://access.nku.edu/cdc/)

**DISABILITY SERVICES**, University Center 320  
(859) 572-5180  
web site: [www.nku.edu/%7Edisability/](http://www.nku.edu/%7Edisability/)

**FINANCIAL ASSISTANCE**, Administrative Center 416  
(859) 572-5143  
web site: [www.nku.edu/~ofa/](http://www.nku.edu/~ofa/)

**GRADUATE PROGRAMS**, Natural Science 333  
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web site: [gradschool.nku.edu](http://gradschool.nku.edu)

**PARKING OFFICE**, Administrative Center 235F  
(859) 572-5505  
web site: [access.nku.edu/bursar/pdf/parking\\_rules\\_and\\_regs.pdf](http://access.nku.edu/bursar/pdf/parking_rules_and_regs.pdf)

**REGISTRAR'S OFFICE**, Administrative Center 301  
(859) 572-5556  
web site: [www.nku.edu/~registrar/](http://www.nku.edu/~registrar/)

**STUDENT SUPPORT SERVICES**, Business/Education/Psychology 209  
(859) 572-5138  
web site: [www.nku.edu/~sss/](http://www.nku.edu/~sss/)

## Special Site for Graduate Students

The National Association of Graduate-Professional Students web site:  
[www.nagps.org/](http://www.nagps.org/)