



# 2020-21 Graduate Catalog





# Table of Contents

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Graduate .....	3
Administration and Faculty .....	3
Administrative Staff .....	5
Graduate Faculty .....	8
Admission Requirements .....	12
International Students/Non-immigrant Admissions .....	13
Enrollment in Graduate Courses by Non-Degree Students .....	16
Center for Extended Learning (CEL) .....	16
Course Descriptions .....	17
Financial Information and Student Services .....	35
Academic Support Center .....	37
Financial Aid .....	37
Graduate Assistantships .....	40
Services to Students .....	42
Student Center .....	44
Student Services .....	44
Student Health and Development Center .....	45
Veteran Educational Benefits .....	46
Vocational Rehabilitation .....	47
Campus Buildings .....	47
Services to Region .....	49
Student Life and Activities .....	51
Student Safety .....	52
Graduate Faculty Status .....	53
Graduate School Calendar Dates .....	55
Graduate School Degree Offerings .....	57
Education Specialist in School Psychology .....	57
Master of Education .....	60
Master of Science in Information Systems .....	66
Master of Science in Management .....	67
Master of Science in Special Education .....	69
Master of Science in Disability Human Services .....	73
Master of Science in Speech Language Pathology .....	75
Master of Science in Sports Management .....	79
Graduate Certificate Programs .....	80
Graduate School Policies and Regulations .....	82
Name/Address/Phone Number Changes & FERPA Info .....	83
Course Numbering System .....	84
Active Status .....	86

Leave of Absence .....	86
Request for Term Activation .....	86
Application for Re-Admission .....	86
Continuing Enrollment .....	86
Cumulative Grade Point Average and Course Failures .....	86
Change in Registration .....	87
Institutional Review Board (IRB) .....	87
Graduate Grade Appeal Process .....	88
Graduate Policy on Academic Honesty .....	88
Graduate Policy on Status Appeal and Re-admission of Dismissed Students .....	89
Governance and Advisory Boards .....	89
Introduction to Minot State University .....	91
Minot State University Graduate School .....	92
Obtaining a Graduate Degree .....	93
Program of Study .....	93
Credit Transfer .....	94
Graduate Committee .....	94
Application for Graduation .....	96
University Policies .....	98
Student Conduct Policy .....	99
Index .....	105

# Graduate

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## Graduate Programs

Education Specialist in School Psychology

Master of Education

Master of Music Education

Master of Science in Speech-Language Pathology

Master of Science in Management

Master of Science in Information Systems

Master of Science in Special Education

Master of Science in Sports Management

## Subject to Change Statement

This catalog has been prepared by faculty and administration to provide information to prospective and enrolled students. The right is reserved to change any of the rules and regulations of the University at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to add or increase fees is similarly reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled in the University.

Minot State University is a tobacco free campus.

## Administration and Faculty

### Administration and Faculty

### North Dakota State Board of Higher Education

The North Dakota State Board of Higher Education is a constitutional body created by a vote of the people of North Dakota in 1938 and is charged with the governance of the North Dakota Higher Education System, of which Minot State University is a part.

### Officers of The University

Dr. Steven W. Shirley, President

Dr. Laurie Geller, Vice President for Academic Affairs

Mr. Rick Hedberg, Vice President for Advancement

Mr. Brent Winiger, Vice President for Administration & Finance

Mr. Kevin Harmon, Vice President for Student Affairs

Ms. Jonelle Watson, Assistant Vice President, Business Services/Controller

Dr. Erik Kana, Associate Vice President for Academic Affairs

Dr. Jacek Mrozik, Associate Vice President for Graduate, Online, Distance and Continuing Education

### Members of the Board

Don Morton, '20, Fargo

Kathleen Neset, '21 Tioga

Jill Louters, '22' New Rockford

Tim Mihalick, '23 Minot

TBD Student Member

Casey Ryan, '21, Grand Forks

Nick Hacker, '23 Bismarck

TBD Faculty Advisor

T Staff Advisor

## Minot State University Board of Regents

The Board of Regents is an advisory board which is designed to facilitate the positive growth and development of Minot State University. This select group of influential individuals provides valuable input and guidance by participation in the University's ongoing strategic planning process. The Board of Regents also works with university administrators to accomplish specifically identified projects and activities.

### Executive Committee

Jarid Lundeen, Executive Chair  
 Dan Langemo, Past Chair  
 Brenda Foster, Chair Elect  
 Dr. Steven W. Shirley, MSU President  
 Brent Winiger, Treasurer  
 Rick Hedberg, Secretary  
 Randy Burckhard, Member at Large

## Minot State University Development Foundation

The MSU Development Foundation is an independent, nonprofit, 501 (c)(3) I.R.C., organization which has been established for the purpose of soliciting, receiving and managing resources for the benefit of Minot State University. The foundation seeks funding from all appropriate external sources to supplement state appropriations, strengthen endowments, enhance scholarship opportunities, and insure the highest level of educational programming for Minot State University. The four standing committees of the foundation are:

1. Investment Advisory Committee
2. Special Gifts Committee
3. Development Strategies Committee
4. Nominating Committee

### Foundation Executive Committee

Jon Backes '84, President  
 Dan Langemo, Vice President  
 Dr. Steven W. Shirley, MSU President  
 Brent Winiger, Treasurer  
 Rick Hedberg, Executive Director  
 Dan Langemo, Investment Advisory Committee  
 Robert Sando, Vice President Special Gifts Committee  
 Karen Krebsbach '62, Development Strategies Committee  
 Kathy Aas '11, Nominating Committee

## Alumni Association

The MSU Alumni Association is a nonprofit, 501(c)(3) I.R.C. organization whose mission is to "promote positive relationships that encourage alumni, students, community, and friends to be actively and emotionally identified with Minot State University." The Alumni Association Board of Directors works closely with the MSU Director of Alumni Relations to accomplish this by sponsoring various special programs and events, such as regional gatherings, reunions, the annual MSU GALA Dinner and Auction, Golden Awards Banquet, travel programs, and the publication of the magazine "Connections." There are no membership dues. Each graduating class is entered in the Alumni database and current addresses are maintained. The Alumni Office is part of the University Advancement team.

### Alumni Officers

Chelsea Kirkhammer, '06 President  
 Kristi Berg, '01/95 Past President  
 Jaimie Jundt Brunner, '00 President Elect  
 Jaimie Jundt Brunner '00, Vice President for Promotions  
 Mat Jensen '07, Vice President for Events  
 Sabrina Hermann, '83/'02, Vice President of Outreach

## Minot State University Office of University Advancement

The Office of University Advancement has been established on the campus of Minot State University to oversee and coordinate all alumni, development efforts. The Vice President for Advancement serves as the chief advancement officer, reports directly to the President of the University, and supervises the activities of the Director of Alumni Relations and Annual Giving, Donor Relations Officer, Director of Marketing, Major Gifts Officer, and Office of

Publications and Design. The advancement office is responsible for creating and maintaining a positive public image for the University, cultivating meaningful relationships with the institution's various constituencies, and developing external resources from all available sources.

## Accreditation

Minot State University is accredited by:

1. The Higher Learning Commission A Commission of the North Central Association of Colleges and Schools  
30 North LaSalle St, Suite 2400  
Chicago, IL 60602-2504
2. National Council for Accreditation of Education Preparation  
2010 Massachusetts Ave. NW, Suite 500  
Washington, DC 20036-1023
3. National Association of Schools of Music  
11250 Roger Bacon Dr, Suite 21  
Reston, VA 20190
4. National Addiction Studies Accreditation Commission  
1001 North Fairfax Street, Suite 201  
Alexandria VA 22314
5. Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language Hearing Association  
2200 Research Boulevard, #310  
Rockville, MD 20852-3279
6. Council on Social Work Education Baccalaureate level  
1600 Duke St.  
Alexandria, VA 22314-3421
7. Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850,  
Atlanta, GA 30326;
8. National Association of School Psychologists  
PO Box 791089  
Baltimore, MD 21279-1089
9. International Assembly for Collegiate Business Education  
PO Box 25217  
Overland KS 66215

## Administrative Staff

Note: Figure in parenthesis represents first year of service at MSU.

### **Armstrong, Amy,**

Director of Sponsored Programs  
B.S., Minnesota State University Mankato  
B.S., Martin Luther College  
M.Ed., Minot State University (2001)

### **Askvig, Brent**

Director, North Dakota Center for Persons with Disabilities  
B.S., M.S., Minot State University;  
Ph.D., University of Idaho (1990)

### **Bertsch, Lynda**

Director of Career Services  
B.A., B.S., Minot State University (1983)

### **Brekke, Paul,** Director of Wellness Center

B.A., Concordia College (2007)

### **Brooks, Michael**

Director of Assessment  
B.A., Clear Creek Baptist Bible College;  
M.R.E., Liberty Baptist Theological Seminary;

M. Div., Liberty Baptist Theological Seminary  
M.B.A., Lincoln Memorial University  
Ed.D., Union University (2018)

**Carter, Andy**

Director of Athletics  
B.A., Missouri Baptist University  
M.A., Lindenwood University. (2016)

**Claerbout, Libby**

Director of International Programs  
B.A., University of Northern Colorado;  
M.A., American University School of International Service. (2006)

**Dooley, Lisa**

Title IX Coordinator  
B.A., M.A., University of Nevada  
Ed.D., University of Mary (2012)

**Fettig, Melissa**

Director of Student Health  
RN, BSN, Minot State University (2015)

**Geller, Laurie**

Vice President of Academic Affairs  
B.A., Minot State University;  
M.S., University of North Dakota;  
Ed.D., Montana State University. (2002)

**Harmon, Kevin**

Vice President for Student Affairs  
B.S., Minot State University;  
M.S., University of North Dakota (2008)

**Hedberg, Rick**

Vice President of Advancement  
B.S.E., Minot State University;  
M.E., University of North Dakota (2001)

**Heitkamp, Andy**

Director, Military Resource Center  
B.S., Mayville State University (1995)

**Kana, Erik**

Associate Vice President of Academic Affairs  
B.S., Minnesota State University - Moorhead  
M.Ed., Minot State University  
Ph.D., University of North Dakota (2011)

**Klimpel, Evelyn**

Access Services Coordinator  
B.S., M.S., Minot State University (1989)

**Linnell, Michael**

Director of University Communications  
B.A., University of North Dakota (2010)

**Loftesnes, Teresa**

Director of Marketing  
B.S., M.S., Minot State University (1979)

**Major, Holly**

Director, POWER Center (TRiO)  
B.S., Minot State University; M.S.  
Central Michigan University (2010)

**McKechnie, Janna**

Director of Alumni and Annual Giving

B.A., Minot State University (2011)

**Mennem, Annette**

Director, Native American Center

A. A., Turtle Mountain Community College;

B.S.E., M.S.M., Minot State University (2011)

**Mikula, Brigitte**

MAFB Program Coordinator and Student Services Officer

B.S.E., University of Moncton (2009)

**Mrozik, Jacek**

Associate Vice President for Graduate, Online, Distance, and Continuing Education

B.S. University of Manchester United Kingdom;

M.S., University of Warsaw;

M.B.A.; Clemson University;

Ph.D., University of Warsaw. (2011)

**Norman, Robert**

Director of Continuing Education

B. A. Valdosta State University

M. A., University of Oklahoma;

D.E.T, Central Michigan University (2020)

**Odahlen, Elizabeth**

Director of the Academic Support Center

B.S., University of North Dakota;

M.S., University of Utah (2009)

**Olson, Cari**

Director, Institutional Research

B.S., M.S., Minot State University (2001)

**Orluck, Gary**

Director of Campus Security

B.S., Minot State University (2014)

**Perzinski, Leon**

Student Center Director

B.A., Minot State University (1990)

**Ringham, Rebecca**

Registrar

B.A, M.S., Minot State University (2005)

**Shirley, Steven**

President

B.S., M.B.A., Ph.D., University of North Dakota (2014)

**Tyler, Katie**

Director of Enrollment Services

B.S., M.S., University of North Dakota (2015)

**Wachtfogel, Marc**

Director of Human Resources

B.A., Rutgers College

M.A., Rutgers School of Management and Labor Relations;

PhD, New York University (2016)

**Wald, Doreen**

Director, Publications and Design Services (1987)

**Watson, Jonelle**

Assistant Vice President for Business Services/ Controller



B.S., M.S., Minot State University;  
C.P.A., North Dakota (1992)

**Weber, Laurie**

Director of Student Financial Aid  
B.S., M.S., Minot State University (1997)

**Winiger, Brent**

Vice President for Administration & Finance  
B.B.A., M.B.A., Boise State University (2016)

**Withus, George**

Director, Information Technology Center (2000)

## Graduate Faculty

Note: Figure in parenthesis represents first year of service at MSU; \*Indicates eligibility to chair student graduate committees

**\* Askvig, Brent**

Director of NDCPD  
Professor of Special Education  
B.S., M.S., Minot State University;  
Ph.D., University of Idaho. (1984)

**\* Berg, Kristi-Ann**

Professor of Business Information Technology  
B.S.E., M.S.M., Minot State University;  
Ph.D., Capella University. (2001)

**\* Bertsch, Andrew**

Professor of Business Administration  
B.S., M.S., Minot State University;  
Ph.D. Henley Business School, United Kingdom. (2002)

**\*Beste-Guldborg, Ann**

Associate Professor, Department of Communication Sciences and Disorders  
B.A.S., M.A., University of Minnesota-Duluth;  
Ph.D., University of North Dakota

**\* Borden-King, Lisa**

Associate Professor of Teacher Advisement & Field Placement  
B.A., M.S., University of North Dakota;  
Ph.D., Indiana University. (1997)

**\*Borisinkoff, Evan Dean**

Assistant Professor, Department of Special Education  
A.A., B.S., M.S., Minot State University;  
Ph.D. University of New Mexico. (2014)

**\*Buchholz-Kerzmann, Maria**

Assistant Professor, Department of Criminal Justice  
B.S., M.S., Ph.D., North Dakota State University (2016)

**\*Conn, Daniel**

Assistant Professor of Teacher Education & Kinesiology  
B.A. University of Northern Colorado;  
M.A. Adams State College;  
Ed.D. University of Northern Colorado (2014)

**\* Cresap, Linda**

Professor of Business Information Technology  
B.A., University of Montana;  
M.S., Ph.D., University of North Dakota. (1986)

**\*Crackel, Robert**

Professor, Division of Science  
B.S., South Dakota State University;  
Ph.D., Iowa State University (2013)

**Daigneault, Rebecca**

Assistant Professor, Social Work  
M.S.W., New Mexico State University  
M.S., B.S., Minot State University (2017)

**Damberger, Rita**

Instructor, Psychology  
Ed.S., Minot State University  
B.A., College of St. Benedict (2007)

**\*Donovan, Andrea**

Assistant Professor of Art/Humanities  
B.S., M.A., Ph.D., Western Michigan University; (2007)

**\*Eckmann, Terry**

Professor of Teacher Education & Kinesiology  
B.S., B.S.E., M.S., Minot State University;  
M.S., University of Montana;  
Ph.D., University of North Dakota. (1999)

**\*Fischer, Ronald**

Associate Professor of English  
A.A., Montana College of Science & Technology;  
B.S.E., Western Montana College;  
M.F.A., University of Montana;  
D.A.E., Idaho State University. (2000)

**Fisher, Kayla**

Assistant Professor, Department of Communication Sciences and Disorders  
B.A., M.S., Minot State University

**\*Furuset, Eric**

Associate Professor of Humanities  
B.S., B.A., M.A., University of North Dakota;  
Ph.D., Washington State University. (1993)

**\*Gamas, Warren**

Associate Professor of Teacher Education & Human Kinesiology  
B.S., Montana State University;  
M.Ed., Eastern Montana College;  
Ph.D., Arizona State University(1994)

**\*Garnes, Lori**

Associate Professor of NDCPD  
B.S.E., Bowling Green State University;  
M.S., Minot State University;  
Ph.D., Utah State University. (1996)

**Haaland, Chelsie**

Instructor, Department of Communication Sciences and Disorders  
B.S., M.S., Minot State University

**\*Halverson, Cathryn**

Assistant Professor, English  
B.A., Williams College, Massachusetts  
M.A., University of Michigan  
Ph.D., University of Mich

**\*Harbort, William**

Professor of Graphic Arts

B.F.A., M.F.A., Syracuse University. (1996)

**Harmon, Leisa**

Assistant Professor, Department of Communication Sciences and Disorders  
B.S., M.S., Minot State University. (1997)

**\*Hintz, Kathy**

Professor of Teacher Education & Kinesiology  
B.A., Carleton College;  
M.A.T., Brown University;  
Ph.D., University of North Dakota. (2006)

**Holt, Erin**

Assistant Professor, Department of Communication Sciences and Disorders  
B.S., M.S., Minot State University

**Hultz, Chelsie**

Instructor Teacher Education and Kinesiology  
B.S., Minot State University; M.Ed., University of Mary (2018)

**Huston, Mary**

Assistant Professor, Department of Communication Sciences and Disorders  
B.S., M.S., Minot State University

**Jackson, Tesha**

Assistant Professor, Department of Teacher Education and Kinesiology  
B.S., International School of Physical Education & Sport;  
M.Ed., Delta State University. (2016)

**\*Kana, Erik**

Assistant Professor of Teacher Education & Kinesiology  
B.S. Minnesota State University-Moorhead;  
M.Ed. Minot State University;  
Ph.D. University of North Dakota (2014)

**\*Kibler, Robert**

Co-Chairperson, Division of Humanities, Professor of English  
B.A., M.A., University of Maryland;  
Ph.D., University of Minnesota. (2000)

**\*Klein, Deanna**

Professor of Business Information Technology  
B.S.B.E., M.S., Minot State University;  
Ph.D., Capella University. (1992)

**\*Magnus, Lesley**

Professor of Communication Disorders  
B.S., M.S., Minot State University;  
Ph.D., Wichita State University. (2005)

**\*Michels, Vicki**

Chairperson and Professor of Addiction Studies, Psychology, & Social Work  
B.A., Minot State University;  
M.S., Ph.D., University of Wyoming. (1994)

**\*Mondon, Jean-Francois**

Associate Professor, Division of Humanities  
B.A., M.A., Ph.D., University of Pennsylvania;

**Morris, Timothy**

Assistant Professor of Mathematics and Computer Science  
A.S., North Dakota State University - Bottineau;  
B.S., M.A.T. Minot State University. (1991)

**Nunziato, Kara**

Clinical Educator, Department of Communication Sciences and Disorders

A.A.S., Williston State College; B.S., Minot State University  
M.S., University of North Dakota (2019)

**\*Olson, Deborah**

Associate Professor of Psychology  
B.S., North Dakota State University;  
M.S., University of Massachusetts (Amherst);  
Ph.D., University of Massachusetts (Amherst). (1996)

**\*Olson, Linda**

Professor of Art  
B.S., Minot State University;  
M.A., University of Montana;  
M.F.A., University of North Dakota. (1990)

**\*Ondracek, James**

Professor of Business Administration  
B.S., Montana State University;  
M.B.A., California State University;  
Ph.D., University of South Carolina. (1994)

**\*Ondracek, Pam**

Assistant Professor of Psychology  
B.A., Montana State University  
M.A., California State University, Fresno  
Ph.D., University of South Carolina

**\*Pedersen, Holly**

Chairperson and Associate Professor of Special Education  
B.S., M.S., Minot State University;  
Ed.D., Walden University. (2006)

**Repnaw, Jan**

Assistant Professor of Business Information Technology  
B.S., Minot State University;  
M.S., University of North Dakota. (2007)

**\*Ringrose, Daniel**

Chairperson, Division of Social Science; Professor of History  
B.A., Carleton College;  
M.A., Ph.D., The University of Michigan, Ann Arbor. (1995)

**\*Ross, Gary**

Professor of Management  
B.A., Minot State University;  
M.B.A., Ph.D., University of North Dakota. (1980)

**Roteliuk, Lisa**

Clinic Coordinator, Assistant Professor Department of Communication Sciences and Disorders  
B.S.; M.S., Minot State University. (2006)

**\*Savelkoul, Eileen**

Instructor, Department of Communication Sciences and Disorders  
B.S., Moorhead State University; M.S. Texas Christian University;  
Ph.D., University of Iowa (1997)

**Stai, Jerry**

Assistant Profess, Accounting & Finance  
M.B.A., University of North Dakota  
B.S., Minot State University

**\*Stinson, Samuel D.**

Assistant Professor, Division of Humanities  
B.S., Western Kentucky University; B.A., Florida College

M.A., Western Kentucky University; Ph.D., Ohio University

**Walker, Robyn**

Assistant Professor, Department of Communication Disorders  
B.S., M.S., Minot State University

**\*Webster, John**

Professor of Geosciences  
B.A., Hope College;  
M.S.; Ph.D., Indiana University. (1996)

**\*Willoughby, Lorraine J.**

Chairperson, Department of Business Information Technology; Professor of Business Information Technology  
B.S.Ed., M.S.; University of North Dakota;  
Ph.D.; Utah State University. (1988)

**\*Zheng, Wenjing**

Assistant Professor, Department of Special Education  
B.A., M.A., Ocean University of China;  
Ph.D., Xiamen University, China

## Admission Requirements

**Out of State Residents: MSU is not authorized to offer distance (online) education to residents of certain states. Visit [www.minotstateu.edu/online](http://www.minotstateu.edu/online) (<http://www.minotstateu.edu/online/>) to learn more about our online course offerings.**

In order to pursue a graduate degree at Minot State University, one must complete the application packet and receive an official letter from the Graduate School granting admission. Transcripts and test scores must be official (sent directly from the institution/agency). There is a specific upload section in the application for the statement of purpose and resume.

A complete application packet includes the following items:

- **Admission Application:** To access the online application, please visit: <https://app.applyyourself.com/?id=ndusmingr> (<https://app.applyyourself.com/?id=ndusmingr>). ([https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantConnectLogin.asp?id=ndusmingr/](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ndusmingr/)) (Please allow at least 5 to 10 business days for processing; more depending on what semester you apply for and when)
  - For re-admission, complete the Application for Readmission located at Graduate Forms ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml/](http://www.minotstateu.edu/graduate/current_students/index.shtml/)). This must be received in the graduate school two (2) weeks prior to the start of a term The form can be emailed to: [graduate@minotstateu.edu](mailto:graduate@minotstateu.edu). (%20graduate@minotstateu.edu.)
- **Application Fee:** This is a one-time \$35 fee. You have the opportunity to pay by credit card online prior to submitting your application or send a check or money order payable to Minot State University. Applications are not processed until the fee is received.
  - **International applicants only:** Make the check or money order payable to Minot State University and note the applicant's full legal name as it appears on driver's license/passport.
- **Statement of Purpose (SOP):** A concise (minimum 500 words, may vary for each program) essay describing his/her primary interest of study and objective in pursuing this degree at Minot State University. In particular, your essay should be as specific as possible in describing your interests, relevant education, research, commercial, government, or teaching experience. There is a specific upload section in the application for the SOP.
- **Resume:** Only required for the following programs: Information Systems, Management, and Sports Management. There is a specific upload section in the application for the resume.
- **Recommendations via the MSU Recommendation Form.**
  - A recommendation provider is an individual who will complete and submit the MSU Recommendation Form on your behalf.
  - Recommendations must be submitted on the MSU Recommendation Form. The form is sent and submitted electronically through our online application system. Complete details are provided within the online admission application. The application can be submitted prior to the recommendations being completed and submitted by the provider.
- **Required Test Scores:**
  - GRE/GMAT: The following programs require the GRE or GMAT:
    - Speech-Language Pathology
    - Management (MSM): If the cumulative GPA is 3.00 or higher OR if your most recent semesters contributing to 60 semester hours is a 3.00, the scores for GRE/GMAT are not required.
  - English Proficiency- International students whose native language is not English must prove English proficiency.
    - TOEFL (Test of English as a Foreign Language): taken within two years; minimum score of 79 is required
    - IELTS (International English Language Testing System): taken within two years; minimum overall band score of 6.0 is required



- In some instances, international students who have earned a degree from an English speaking university, where the primary mode of instruction is English, **in the past 10 years**, may also be considered for English proficiency waiver. Student must provide a letter of proof from the institution.
- **Transcripts**: Transcripts\*\* from ALL previous colleges or universities, both graduate and undergraduate, are preferred. An official transcript showing the earned baccalaureate degree is required for admission consideration. Please direct the institution(s) to submit transcripts directly to the MSU Graduate School Admissions Office. Official transcripts are only accepted from the originating institution.
  - **\*\*International (Non-Canadian) Students**: Submit a course-by-course academic credential evaluation in lieu of official transcripts. Details are found on the International Student/Non-immigrant Admission section of the catalog.
  - The Graduate School requires applicants to have earned, or be in the process of earning, a bachelor's degree from a regionally accredited institution of higher education and to have a minimum undergraduate grade point average of 2.75 (scale of A = 4.00) to be eligible for admission. Applicants who do not meet the minimum cumulative GPA for admission may be admitted provided the GPA for the most recent semesters in which the student completed at least 60 semester hours (90 quarter hours) is 3.00 or better. Calculation of the GPA must include all courses in the semester/quarters involved. Applicants without these requirements must appeal to the program director to be considered for admission. The program director and department/division chair must provide a written recommendation to the Associate Vice President of the Graduate School explaining the reason(s) for considering the applicant who does not meet the Graduate School minimum requirements. Departments/divisions may require more stringent grade point averages as part of the admission to their programs.
- **Student Health Records: (Not required for admission consideration; required if admitted, by the start of your first semester.)**
  - Measles, mumps, and rubella (MMR). Proof of immunization for measles, mumps, and rubella requires two doses of vaccine given no less than one month apart, or positive serologic tests.
  - Students ages 21 and younger must provide documentation of immunity against meningococcal disease given at or after age 16.
  - All students must complete the tuberculosis questionnaire.

To submit the required documentation, go to <https://www.minotstateu.edu/health/immunization.shtml> (<https://www.minotstateu.edu/health/immunization.shtml/>)

**No student will be permitted to enroll in a subsequent term until immunization or documentation of a waiver is complete.**

- **International Students**: Please refer to the International Student/Non-immigrant Admission section of the catalog for information on the additional supporting documents needed for admission.
- Minot State University Graduate School reserves the right to refuse admission to any applicant on the basis of scholastic or other reasons.
- **Mailing Address**: Minot State University, Graduate School, 500 University Ave W, Minot ND 58707.

## International Students/Non-immigrant Admissions

Admission is determined by a selective process that includes consideration of English language proficiency, academic achievements, financial resources, and student visa eligibility.

In addition to the Graduate School admission requirements, ALL required supporting documentation listed below must also be sent to Admissions by the appropriate deadline.

### Required Supporting Application Documents

- **English Proficiency**
  - **TOEFL** (Test of English as a Foreign Language) Scores: taken within 2 years: Internet Based Test with a minimum score of 79
  - **IELTS** (International English Language Testing System:) taken within 2 years: with a minimum score of 6.0 overall band
  - **Level 9 Completion Certificate** and scored at or above the iTEP Level 5 from training and testing administered by The Language Company: [www.thelanguagecompany.com](http://www.thelanguagecompany.com) (<http://www.thelanguagecompany.com>).
  - In some instances, international students who have earned a degree from an English speaking university (where the primary mode of instruction is English) in the past 10 years **may** also be considered for English proficiency waiver. Students should provide a letter of proof from the institution.
  - In lieu of previously defined satisfactory performance on the TOEFL, IELTS, or iTEP, international students who have attended formal education for three or more years in the U.S. **may**, at the discretion of the program, **be considered** for admission into the Graduate School with the recommendation of the program director who has been able to assess the students' English proficiency through voice conversation.
- **Academic Credential Requirements**  
International applicants (except Canadians) are required to have all international college, university, or professional school statements of marks (transcripts) evaluated course by course by one of the following internationally recognized, comprehensive organizations approved by the North Dakota State Board of Higher Education:

- American Education Research Corporation (AERC) (<http://www.aerc-eval.com/>)
- Education Credentials Evaluators, Inc. (ECE) (<http://www.ece.org/>)
- World Education Services (WES) (<http://www.wes.org/>)

Click on the links above to review their application procedures. The agency you choose to utilize will send an official evaluation to Minot State University along with copies of your transcript.

Sponsored applicants working with a programming organization or agency may have all their statements of marks (transcripts) evaluated by the programming organization. In such cases, statements of marks and degrees submitted to the Graduate School should bear the original stamp/seal and signature of the school official responsible for issuing such records, such as the registrar or controller of exams for that institution. Only degrees received from colleges and universities recognized by the Ministry of Education of a foreign country or regional/global accreditation bodies are accepted. The programming organization shall authenticate the final documents to be submitted to the Graduate School.

If a record is not in English, a certified literal English translation must accompany the official transcript. If only one original record is available, the sponsor or programming organization should make a photocopy of the record and certify that it is a true copy. Copies of foreign transcripts issued by one institution but certified by another institution are not accepted. Notarized, faxed or scanned copies are not considered official, but may be submitted for preliminary review. Original copies are required in order to be fully admitted.

\*Applicants who have attended Canadian colleges, universities, and/or professional schools, a credential evaluation is not required, official transcripts can be sent directly to the MSU Graduate School. Applicants from MSU's formalized partner institutions are not required to provide a credential evaluation.

- **F-1 Transfer Clearance Form** [pdf]

If you are transferring to MSU from a college or university within the United States you must submit the F-1 transfer form signed by you and the international coordinator at your current school in order to have your SEVIS record transferred to Minot State University.

- **Application for Form I-20 and Certification of Financial Responsibility**

International students are not eligible for U.S. federal or state need-based financial assistance. Therefore, certification of adequate financial support to meet the needs during the period of enrollment at MSU is required of all international non-immigrant applicants. **Note:** The certification of finances portion of the I-20 is needed before an admission decision can be made.

- Canadian Application for Form I-20 and Certification of Financial Responsibility ([http://www.minotstateu.edu/international/documents/app\\_can\\_i20\\_and\\_cfr.pdf](http://www.minotstateu.edu/international/documents/app_can_i20_and_cfr.pdf)) [pdf]
- International Student Application for Form I-20 and Certification of Financial Responsibility ([http://www.minotstateu.edu/international/documents/app\\_int\\_i20\\_and\\_cfr.pdf](http://www.minotstateu.edu/international/documents/app_int_i20_and_cfr.pdf)) [pdf]

- **Photocopy of the page containing your personal information from your Passport.**

This information will be used to create your form I-20.

### **Notification of Application Status**

The application packet must be complete before you can be considered for admission. You will be notified via email of the admission decision. In the meantime, please check out Steps for Admitted Students (<http://www.minotstateu.edu/international/services.shtml/>) on the International Students Services page.

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### **Additional Information**

#### **Conditional Admission Status for International Students**

Conditional Admission Status may be offered to international students who are unable to demonstrate sufficient English language proficiency with a TOEFL or IELTS score that meets the minimum admission requirement for the MSU Graduate School. The following minimum requirements must be met before consideration for Conditional Admission Status will be granted:

- Complete application for admission, along with application fee
- Statement of purpose
- Official credential evaluation and transcripts from all institutions previously attended
- Three recommendations
- Undergraduate degree or work experience requirements of specific programs
- Approval for Conditional Admission Status by the degree program as well as the Associate Vice President of the Graduate School

Conditionally admitted students will be entered into the competitive applicant pool for "Admitted—Approved" status upon completion of any additional program-specific exams as well as proof of English language proficiency (see English- Language Proficiency) **\*Students holding Conditional Admission Status are not eligible to apply for Graduate Assistantships or Graduate School scholarships and are not eligible to enroll in graduate courses.**

## Financial Support

International students are not eligible for U.S. federal or state need-based financial assistance. Therefore, certification of adequate financial support to meet the needs during the period of enrollment at MSU is required of all international non-immigrant applicants. The student must be prepared to document on a yearly basis the ability to pay the following year's tuition and fees as well as the cost of living expenses. To prove sufficient financial resources, international applicants should complete the Application for Form I-20 and Certification of Finances and include the appropriate supporting documents. Failure to submit supporting documents will delay admission review and the issuance of the appropriate immigration forms.

Before departing for the United States, students should become thoroughly familiar with their home governments' regulations for exchanging and forwarding money abroad.

## International Student Tuition

All students, regardless of residency, pay North Dakota in-state tuition for all classes. More detailed information regarding tuition rates can be found on the MSU website at: [http://www.minotstateu.edu/graduate/future\\_students/financial\\_resources.shtml](http://www.minotstateu.edu/graduate/future_students/financial_resources.shtml) ([http://www.minotstateu.edu/graduate/future\\_students/financial\\_resources.shtml/](http://www.minotstateu.edu/graduate/future_students/financial_resources.shtml/)) (<http://www.minotstateu.edu/graduate/>).

Tuition and fees for all students are due at the beginning of each semester and must be paid in full at the Business Office within the first 12 class days of the semester; MSU does not issue paper statements; students are responsible for checking their account in Campus Connection. Students who do not pay their tuition and fees in full on or prior to the 12th day of classes are withdrawn from their classes and will incur a reinstatement fee.

Please note that tuition policies are subject to change or suspension without advance notice by action of either Minot State University or the North Dakota State Board of Higher Education.

## Mandatory Health Insurance

Per the North Dakota State Board of Higher Education (SBHE) policy section 505, international students at Minot State University in F-1 or J-1 status are required\* to be covered by the health insurance policy that has been designated by the Chancellor of the North Dakota State University System.

\* Students from Canada and Norway are exempt from this requirement, however, students from Canada and Norway may opt to enroll in the NDUS Designated health insurance policy if they so choose. Canadian students and parents should refer to the Current Students (<http://www.minotstateu.edu/international/services.shtml/>) page for information regarding private and provincial health insurance considerations.

For further details found at: <http://www.minotstateu.edu/international/pages/international-current/health-insurance.shtml>. (<http://www.minotstateu.edu/international/pages/international-current/health-insurance.shtml/>)

## Immunization and Tuberculosis Screening Requirements

The state of North Dakota requires proof of immunity to measles, mumps, and rubella prior to registration for courses. Additionally, effective in fall 2017, newly admitted students ages 21 and younger attending classes on campus must provide documentation of one dose of meningococcal vaccine given after age 16 years, per SBHE policy S06.1. Tuberculosis (TB) screening is also required of all international students. Students who fail to meet these requirements will have a "hold" placed on their institutional profile and account, and will not be allowed to register for courses. To submit documentation, go to <https://www.minotstateu.edu/health/immunization.shtml> (<https://www.minotstateu.edu/health/immunization.shtml/>).

## Student Visa Information

Minot State University is authorized by the U.S. government to issue SEVIS Forms I-20 to assist non-immigrants to apply for F-1 visas. The Graduate School will issue I-20s to international students who meet all of the entrance requirements.

Information about international students in the U.S. is tracked using the Student and Exchange Visitor Information System (SEVIS). Students are assigned a SEVIS ID number which is located on the upper right hand corner. The ID number begins with an N and has 10 digits. Students are required by Congress to pay for this tracking system, and this SEVIS fee is an additional fee, not to be confused with the visa application fee. All new students must pay the SEVIS fee after receiving the I-20 form from Minot State University, but prior to visiting the U.S. consulate for their F-1 visa interview. Students from Canada, who do not require a visa, must pay the SEVIS fee before their first entry to the U.S. and will be asked for a copy of the receipt at the port of entry. To pay the SEVIS fee, go to the following website: [www.fmjfee.com/index.html](http://www.fmjfee.com/index.html) (<https://www.fmjfee.com/>).

American government regulations allow students to enter the U.S. only within 30 days of the start date indicated on the I-20 form. MSU campus housing is not available until just before the start of school, so if you arrive early you are responsible for your own accommodations. New international students are required to attend a welcome orientation specifically for international students at the beginning of their first semester at Minot State University.

The I-20 form is first endorsed by a Minot State University's Office of International Programs at the time it is issued and then must be re-endorsed at the end of each semester. These signatures confirm full-time student status and enable F-1 students and their dependents to enter and leave the country.

*International students planning to travel outside of the U.S. during their entire length of study at Minot State University must bring their I-20 form to Office of International Programs for verification and signature renewal at least 24 hours prior to travel.*

Students must be making satisfactory academic progress toward their major field of study in order to have their I-20 form endorsed each semester. 'Academic progress' means that the student must be taking course work that satisfies the declared degree requirements and maintain a satisfactory grade point average. Students who fail to meet these requirements will not be eligible to have their I-20 form re-endorsed.

## Graduate Assistantships

Admitted international graduate students are eligible for graduate teaching, research, or service assistantships. International students wishing to be considered for assistantships should submit completed applications to the respective program no later than June 1 for the following fall, spring, and summer semesters. Conditionally and provisionally admitted students are ineligible for assistantship and tuition award consideration.

## Enrollment in Graduate Courses by Non-Degree Students

Any individual holding a baccalaureate degree who does not wish to pursue a graduate degree, or who may not have met all requirements for admission, may be permitted to enroll in selected graduate courses when approved by the program's admission authority. The individual need not apply for formal admission into the Graduate School. All students seeking non-degree status must complete the online admission application and select Non-Degree as the Major/Program.

To apply online, visit [http://www.minotstateu.edu/graduate/future\\_students/apply\\_now.shtml](http://www.minotstateu.edu/graduate/future_students/apply_now.shtml). ([http://www.minotstateu.edu/graduate/future\\_students/apply\\_now.shtml.html](http://www.minotstateu.edu/graduate/future_students/apply_now.shtml.html)). **The application and all supporting materials must be submitted to the Graduate School at least two (2) weeks prior to the start of any term.** The application must be accompanied by a non-refundable, one-time application fee of \$35, immunization records (see exemptions listed on Non-Degree Application), and an official transcript indicating the baccalaureate degree earned. Official transcripts for other graduate schools attended must also be submitted.

A student may apply up to twelve (12) semester hours of non-degree credit toward a graduate degree. Each department determines the number of non-degree hours and courses that are accepted toward the degree. Workshop courses are not accepted into graduate degree programs.

An undergraduate senior who has a cumulative grade point average of not less than 3.0 and is recommended by the appropriate chairperson may also enroll as a non-degree student in a graduate course. An undergraduate senior may enroll in up to nine (9) semester hours of graduate course work, pending approval of the departmental/divisional chairperson. Being allowed to take these courses does not mean that the student is admitted to graduate school. At the time of registration the student must indicate whether the course credits will be applied toward the fulfillment of requirements for an undergraduate degree or whether the credits may be later applied toward a graduate degree. Graduate credits earned may be applied to either the undergraduate or the graduate degree, but not to both degrees.

**These requirements apply to all graduate courses regardless of delivery.** Student status may only be changed at the beginning of a new term (i.e., non-degree to admitted). Students registered as non-degree are not eligible for Federal financial aid benefits, Graduate Teaching/Research Assistantships or Graduate School Tuition Awards.

## Enrollment in Graduate Courses by Post-Degree Students

### Post-Degree Courses

Students who have already earned a graduate degree from Minot State University and wish to continue taking graduate courses should complete a non-degree application or apply to another graduate degree program.

## Center for Extended Learning (CEL)

The mission of the Center for Extended Learning (CEL) is to provide flexible, accessible, and quality lifelong learning opportunities. To serve this mission, CEL offers courses in a variety of locations and in a range of formats that meet the needs of today's learners.

Courses for university credit can be taken online, face to face, and through video conferencing/IVN, at Minot Air Force Base, in Bismarck on the Bismarck State College campus, or in Fargo. In addition, CEL provides College for Kids camps, community and professional seminars, and education workshops for teachers throughout North Dakota and surrounding states. Non-credit activities may also be offered in a wide variety of interest areas to meet the needs of the local community.

## Programs and Courses for the Military

CEL graduate courses and degree programs are available to military personnel, their dependents, and civilians online and on the Minot State campus. The University provides a coordinator at the MAFB to assist Air Force personnel with selecting courses, tuition assistance, and registration. Students may register for MAFB classes via Campus Connection (<http://www.minotstateu.edu/cc/>).

Military members using tuition assistance must apply for tuition assistance via the AF Portal/AFVEC. The window to apply opens 45 days prior to the start of the semester and closes seven days prior to the start of the semester. The Minot State Business Office will pull payment from the AF Portal once tuition assistance has been approved by both supervisor and the Education Center.

## Computer Literacy

According to the Department of Defense directive 1322.8, all students completing a degree on the Minot Air Force Base must do one of the following: 1) successfully complete an introduction to computer science course as one of their program electives, or 2) present evidence (credential, transcript etc.) that computer literacy has been obtained.

## Drop and Withdrawals—Military

All military members using tuition assistance who wish to drop courses or withdraw from the semester must complete the appropriate drop/withdrawal procedures with Minot State and visit with their Education Center to adjust their tuition assistance account. Failure to follow the drop/withdrawal procedures will result in a failing grade for each course for which the student has enrolled.

## Minot State Online

Minot State University is dedicated to the development of anytime, quality, flexible, online education. Our online courses allow students to take graduate courses in the convenience of their home, office, or school. These courses reflect the same rigorous academic standards that apply to the University's traditional programs. A current listing of certificate and degree programs is available on the Minot State Online website (<https://www.minotstateu.edu/online/degrees.shtml/>).

### Out of State Students

State laws require colleges and universities to be authorized to offer online degree programs in the states where their students reside. As a result, Minot State joined the National Council for State Authorization Reciprocity Agreements (NC-SARA) in June 2014, allowing Minot State to offer online programs to residents in other SARA states. If you reside outside of North Dakota and would like to take online courses from Minot State, please visit the State Authorization ([https://www.minotstateu.edu/online/pages/state\\_authorization.shtml/](https://www.minotstateu.edu/online/pages/state_authorization.shtml/)) page for information on programs available in your area.

State and federal laws also require Minot State to provide notifications regarding whether or not our programs lead to licensure in the states where our students are located. For information on programs leading to licensure outside of North Dakota, please visit the State Authorization ([https://www.minotstateu.edu/online/pages/state\\_authorization.shtml/](https://www.minotstateu.edu/online/pages/state_authorization.shtml/)) page for more information.

## Registration for CEL Credit Activities

Registration for CEL credit activities must be completed via Campus Connection (<http://www.minotstateu.edu/cc/>). Campus Connection allows you to choose courses offered by several delivery methods. When registering for a course, review the Instruction Mode list of delivery options. Courses not listed as On Campus Face to Face are distance education courses offered by CEL. Any student interested in enrolling in a distance education course must be fully admitted to Minot State, either as a degree-seeking or non-degree seeking student.

## Tuition and Fees

Please see the Financial Information section and the Business Office website ([http://www.minotstateu.edu/busoffice/student\\_info.shtml/](http://www.minotstateu.edu/busoffice/student_info.shtml/)) for information on tuition and fees for distance education courses offered by CEL.

Financial aid is available for qualifying students who enroll in courses for University credit. Students must make application to Minot State University, meet all admission standards listed in this catalog, and be eligible for financial aid.

## Immunization Waiver

A student who enrolls in only distance education courses (online, independent study, or off-campus sites) may be exempt from submitting proof of Measles, Mumps, and Rubella (MMR) and meningococcal immunization for admission to Minot State. A student immunization waiver request (<https://www.minotstateu.edu/health/immunization.shtml/#exemption>) must be completed to grant an exemption. Students who choose to attend the campus at a later time will be required to submit proof of MMR immunization.

## Refunds—All Students

If a student wants to drop/withdraw a CEL credit course, refunds will be determined according to University policies and refund procedures. Contact the Business Office at 701-858-3330 or toll free 1-800-777-0750 for specific information.

For more information, please visit the CEL website (<https://www.minotstateu.edu/cel/>).

## Course Descriptions

### ART 510. Drawing. 1-4 Hour.

Experimentation and elaboration of drawing skills and techniques, both innovative and traditional. Emphasis on individual exploration. Repeatable to 10 credits. Prerequisite: Permission of instructor.



**ART 511. Painting. 1-4 Hour.**

Individual research and experimentation in painting. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 512. Ceramics. 1-4 Hour.**

Individual instruction and experimentation in ceramics. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 513. Sculpture. 1-4 Hour.**

Extensive work and study in three dimensional form, media, and methods. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 514. Graphic Design. 1-4 Hour.**

Extensive work and study in Graphic Design media and methods. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 515. Metalsmithing: Jewelry and Small Sculpture. 1-4 Hour.**

Exploration of historical, traditional, and innovative jewelry and small sculpture techniques using non-ferrous metals, gems, and other materials. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 516. Crafts. 1-4 Hour.**

Extensive work and study in craft media and methods. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 517. Photography. 1-4 Hour.**

Individual research and experimentation in photography. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 518. Printmaking. 1-4 Hour.**

Individual research and experimentation in printmaking. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 519. Computer Graphics. 1-4 Hour.**

Individual research and experimentation in computer graphics. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 520. Mixed Media. 1-4 Hour.**

Individual research and experimentation in mixed media. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 521. Multi-Media. 1-4 Hour.**

Individual research and experimentation in multi-media. Repeatable to 10 credits. Prerequisite: Permission of instructor.

**ART 525. Research In Art Education. 1-4 Hour.**

Readings in the research, theory, and practice of teaching art. Focused study and practice in the implementation of research findings. Repeatable to 10 credits.

**ART 540. Art History: Contemporary Trends & Theory. 2 Hours.**

Presentation of contemporary trends in the visual arts from the 1960s forward and discussion of contemporary theory and criticism.

**ART 550. Issues In Art: Graduate Seminar. 1 Hour.**

Independent exploration of the theoretical basis for integrated concepts and methods of critical analysis in the visual arts. The course is intended to help students become aware of the major critical perspectives of the discipline and practical issues related to careers in the fine arts. Students in this course will complete. methodological, critical, and professional projects. Repeatable to 10 credits.

**ART 570. Workshop. 1-4 Hour.**

Special emphasis and encouragement in the use of new materials. Primary course objectives are to be accomplished by bypassing traditional techniques and establishing new approaches to problem solving. Repeatable to 8 credits. Prerequisite: Permission of instructor.

**ART 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled.

**ART 590. Individual Research. 1-3 Hour.**

Research and creative experiences within a specific area of interest in the Visual Arts and emphasis on the refinements of aesthetic applications of techniques and media. Repeatable to 22 credits. Prerequisite: Permission of instructor.

**ART 598. Professional Exhibition. 2 Hours.**

Artist statement preparation, design, installation, and catalog of solo show or special research in art education. Repeatable to 4 credits. Prerequisite: Permission of student's Graduate Committee.

**ART 599. Thesis. 1 Hour.**

Provides for individual research culminating in a thesis. Repeatable to 2 credits. Prerequisite: Permission of student's Graduate Committee.

**BADM 525. Strategic Marketing. 3 Hours.**

Investigates marketing from a managerial perspective, including the critical analysis of functions of marketing, opportunity assessment, marketing planning and programming, marketing leadership and organization, and implementing, evaluating, controlling, and adjusting the marketing effort. Focuses on the creative process involved in applying the knowledge and concepts of marketing to the development of marketing strategy. Integrates marketing decisions, ethics, strategies, and plans with other functional business areas.

**BADM 535. Management Principles and Practices. 3 Hours.**

Introduces principles and practices of managing corporate and organizational resources. Describes how managers plan, organize, lead, motivate, and control human and other resources. Introduces classical, behavioral, ethical, and quantitative approaches to management. Explores management challenges and problems as presented by individuals and groups.

**BADM 537. Human Resource Management. 3 Hours.**

Studies the contribution of the human resource management function to the strategic effectiveness of an organization, including job analysis, employment law, staffing, retention, human resource development, performance management, compensation, and negotiations. Prerequisite: BADM 535.

**BADM 550. Statistical and Quantitative Applications/A Managerial Approach. 3 Hours.**

Introduces the applications of statistical and quantitative techniques to business decision-making; covers the development of skills in interpreting techniques using analysis of variance, decision analysis, linear and multiple regression analysis and various quantitative techniques. Additionally, emphasizes modeling and forecasting issues and methodology. Explores software applications for research using industry standard statistical software packages.

**BADM 555. International Management. 3 Hours.**

Provides an intensive study of managerial concepts and methods pertaining to international business with a focus on the special demands made on managers of international operations, due to differences in management styles and systems. Exposes students to cultural, behavioral, ethical, and strategic imperatives in a global business environment. Prerequisite: BADM 535.

**BADM 565. Strategic Management. 3 Hours.**

Challenges the student to conceptualize, analyze, and plan the application and administration of strategies both from the executive level and from the organizational entrepreneurial level. Integrates the teachings of a variety of fields and depends heavily on case analysis. Prerequisite: BADM 535. Corequisite: FIN 545.

**BADM 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students who have previously enrolled in BADM 598 or BADM 599 but have not completed the requirements for the course by the end of semester. Fee required.

**BADM 592. Special Topics. 1-3 Hour.**

Presents study of selected areas in management.

**BADM 595. Capstone Course. 1-4 Hour.**

A capstone course or capstone experience involves the identification of an existing problem in a real-world setting and the application of learned skills and methods to develop a solution that addresses the problem directly. In some cases a capstone project will be geared toward research, while others are more oriented toward problem solving. Solutions are usually interactive, meaning they can be implemented and used. Prerequisites: BADM 535. Corequisites: BADM 525, FIN 545.

**BADM 596. Management Internship. 1-3 Hour.**

Supervised professional experience in management. Standards set by employer and faculty advisor must be met. Internship is optional and additional to the 30 credits required for the master's degree.

**BADM 598. Project. 1-3 Hour.**

An applied/action research project tends to be more practical seeking solutions to immediate problems or issues. The project is more organizationally focused and findings are usually kept private with the results used internally to make decisions and establish strategy. The results are primarily shared through internal reports with those who need the results; may also be shared more broadly through professional conferences and trade/industry publications (e.g., case studies, articles, etc.).

**BADM 599. Thesis. 1-3 Hour.**

Completing a master's thesis demonstrates research competencies, involves direct research experience, and strengthens ones potential application to Ph.D. programs. While completing a master's thesis, the student learns how to research published literature in a targeted field, how to write for a scholarly audience, and how to present one's work in writing and in public forum. In addition, the student will learn more about a select topic than one would learn in a classroom.

**BIOL 520. Advanced Developmental Biology. 3 Hours.**

Advanced study of morphogenesis including genetic mechanisms and four-dimensional visualization.

**BIOL 530. Advanced Anatomy & Physiology. 3 Hours.**

Recent advances in the study of anatomy and physiology.

**BIOL 550. Ecology Of The Great Plains. 3 Hours.**

Ecology of the Northern Great Plains, especially focusing on grasslands. Course involves collection, identification and classification of flora and fauna of North Dakota and adjoining US states and Canadian Provinces.

**BIOL 570. Frontiers In Biology. 3 Hours.**

Recent advances in biotechnology, genetic engineering, environmental issues, and the like.

**BIOL 579. Research. 2-4 Hour.****BIOL 590. Seminar. 1-3 Hour.**

Seminars on topics as approved by the division chair.

**BIOL 592. Special Topics. 1-3 Hour.**

Special Topics in Biology.

**BIOL 597. Independent Study. 1-3 Hour.**

Individual study on topics as approved by the division chair.

**BIOL 598. Project and Report. 2 Hours.**

An extended research project on science education; could include action research conducted in the classroom. Many projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee.

**BIOL 599. Thesis. 2 Hours.**

Individual research culminating in a thesis.

**BIT 510. Managerial Communication. 3 Hours.**

Focuses on the application of communication strategy in creating oral and written messages. Emphasis on contemporary communication issues, interpersonal and intrapersonal communication, collaboration, and presentation creation and delivery.

**BIT 557. Foundations of Information Assurance and Security. 3 Hours.**

The course surveys the broad field of information assurance and security including core concepts and methods used to secure enterprise systems, networks, and information. You will learn the foundations of business and information security in several contexts, including disruptive technologies, current threats, and security events.

**BIT 559. Systems Analysis. 3 Hours.**

This course provides an understanding and application of system analysis and modeling processes. Students evaluate and choose appropriate system development methodologies and analyze a system. Students learn the importance of effective communication and integration with users. The course emphasizes interpersonal skill development with clients, users, team members, and others associated with development, and operation of an information system.

**BIT 560. Manage/Integrate IS Function. 3 Hours.**

An integrative managerial perspective for aligning competitive strategy, core competencies, and information system functions along with technology. Development and implementation of policies and strategies to achieve organizational goals. Defining the systems that support the operational, administrative, and strategic needs of the organization, its business units, individual employees, and external business relationships. Includes global and international issues such as privacy, security, workforce restrictions, and collaboration.

**BIT 561. IS Project Management. 3 Hours.**

IS Project Management will introduce students to the concepts of managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project; project integration, scope, time, cost, quality control, and risk management; software size and cost estimation; assigning work to programmer and other teams; monitoring progress; version control; and identifying project champions, working with user teams, training, and documentation.

**BIT 562. Management Information Systems. 3 Hours.**

Integrates fundamental concepts of systems and information with those of organizational structure and management. Performs the analysis of information flow in organizations and the operating context of the various computer-based subsystems of an organizational information system.

**BIT 563. Database Systems & Application. 3 Hours.**

Promotes an understanding of the issues in managing database systems as an essential organizational resource. Students learn the enterprise-data-architecture components, data storage configurations, and information retrieval methods. It expands from the relational model to the multidimensional model, object-relational techniques, and web accessed data. Corequisite: BIT 559.

**BIT 565. Systems Design. 3 Hours.**

This course provides an understanding and application of systems design, implementation, and maintenance methodologies. Students learn that systems design is not merely a 'technical' or 'computer' activity, but a 'business' activity. Prerequisites: BIT 559 and BIT 563.

**BIT 566. Knowledge Management. 3 Hours.**

Study of theory and application of the management of organizational knowledge for creating business value and generating a competitive advantage. Focus on how to implement a knowledge management strategy and knowledge management system in an organization. Includes infrastructure evaluation; KM system analysis, design, and development; and KM system deployment and assessment.

**BIT 570. E-Business Strategy. 3 Hours.**

This course covers the fundamental technologies associated with consumer-to-business and business-to-business interaction and delivery of content via the Internet.

**BIT 575. Business Network Systems Management. 3 Hours.**

Develops a managerial level of technical knowledge and terminology for data, voice, image, and video communications and computer networks to effectively communicate with technical, operational and management people in telecommunications. Students are expected to understand and apply data communications concepts to situations encountered in industry; learn general concepts and techniques of data communications; understand the technology of the Internet; and understand the regulatory environment.

**BIT 581. Contemporary Methods Teaching Business. 3 Hours.**

An online course designed to enhance awareness of teaching and learning; this course is designed for both continuing secondary and new post-secondary business educators. Topics include but are not limited to, current issues in business education, curriculum design, advanced technology usage, instructional techniques for the classroom, teaching an online environment, working with diverse learners, assessment of student learning, and professional opportunities.

**BIT 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in BIT 582 but have not completed the requirements for the course by the end of the summer semester. Fee Required.

**BIT 592. Special Topics. 1-3 Hour.****BIT 595. Professional Consulting In IS. 3 Hours.**

While consulting with a business, students will integrate the concepts and techniques learned in the MSIS program. Taken during final semester.

**BIT 598. Project. 1-3 Hour.**

An extended individual research project culminating in a formal paper. Restricted to graduates.

**CD 501. Introduction to Graduate Studies. 3 Hours.**

Examines research design and methods most commonly used in communication disorders with emphasis on understanding and applying research to inform everyday clinical decisions.

**CD 502. Early Interdisciplinary Study. 3 Hours.**

A course on interdisciplinary assessment and service delivery for children 0-5 years of age. This course will prepare students for early intervention with infants and toddlers at risk for or presenting communication disorders.

**CD 503. Grad Seminar In Research. 1-3 Hour.**

The seminar is available to any graduate student considering or actively pursuing a thesis in any area of communication disorders, with any advisor. Priority attention will be given to students who have actually started the thesis process. Students not actually into the thesis process will be expected to participate in problem solving, and other activities of critical thinking. Each student will provide a weekly update of research and writing activities. In this way, actual problems may be confronted as they occur. Students may rehearse thesis presentation and defense; ask and answer questions about research process and results; and prepare themselves for actual thesis committee meetings. The scientific process, methods for organization and analysis of data, manuscript content, ethical standards, and The Publication Manual of the American Psychological Association will be stressed.

**CD 511. Clinical Practicum: Therapy. 3 Hours.**

Supervised practicum in various settings as assigned by the Clinic Director. Based on the student's clinical track, assignments are made to on-campus Pediatric Clinic, on-campus Adult Clinic, and/or other community sites, such as schools, acute care settings and long-term care facilities.

**CD 513. Assessment Practicum. 3 Hours.**

Principles and procedures for evaluations in various areas related to speech-language pathology. Practical experience with techniques and procedures for differential diagnosis. A student must accrue designated ASHA clock hours in diagnosis.

**CD 516. Public School Practicum: Speech-Language-Pathology. 1-9 Hour.**

Supervised external practicum in a school setting. Graduates who seek North Dakota Teacher Licensure must complete at least 100 hours of practicum in a school setting.

**CD 517. Adv External Practicum: Speech-Language-Pathology. 1-9 Hour.**

Supervised external practicum at a medical, long-term care, private practice, or other non-MiSU clinical site.

**CD 520. Fluency Disorders. 3 Hours.**

This course covers prevention, assessment and treatment of both developmental and acquired fluency disorders. Specific attention is given to counseling & cultural/social aspects of the disorder, as well as associated myths, biases, and perceptions.

**CD 521. Speech-Language-Pathology Development and Disorders. 4 Hours.**

The study of speech language development and disorders of children. Inter-relationships among personal, social, academic, speech and language skills are covered. Academic modifications and coordination with specialized personnel are emphasized. (For non-majors).

**CD 522. Neurogenic Communication Disorders. 3 Hours.**

This course covers the prevention, assessment, and intervention of acquired communication disorders including: aphasia, cognitive-linguistic disorders, acquired brain injury, dementia, and communication related to psychological disorders.

**CD 524. Motor Speech Disorders. 2 Hours.**

This course will investigate the clinical diagnosis & management of developmental and acquired neurologically-based motor speech disorders across the lifespan.

**CD 526. Applied Phonology. 3 Hours.**

This course is designed to give students knowledge of theoretical positions influencing the development of a conceptual framework to understand, evaluate and provide therapy for individuals with phonological disabilities. Application techniques for additional speech sound disorders will be presented.

**CD 528. Assessment in SLP. 3 Hours.**

A review and critical analysis of tools and techniques used in diagnosis of speech and language disorders. The student must observe diagnostic procedures and be competent in the execution of diagnostic tools.

**CD 530. Cleft Palate. 1 Hour.**

This course will review the types of oral-facial clefts and resulting speech and resonance disorders experienced by those with oral-facial clefts or other velopharyngeal incompetencies (VPI). Assessment and treatment of speech and resonance disorders secondary to clefting or other VPI will be addressed.

**CD 532. Voice Disorders. 3 Hours.**

A course which primarily investigates the common etiologies and pathologies associated with laryngeal voice disorders. Included are techniques for both the perceptual and instrumental analysis of voice, acoustic, aerodynamic, and the evaluation of vocal fold movement patterns through videostroboscopy. Understanding these diagnostic procedures will lead to the initiation of a wide range of treatment procedures. In addition, this course will familiarize the student with the postoperative anatomy, physiology and treatment of the laryngectomized patient. A review of the pertinent medical and clinical literature pertaining to both laryngeal and alaryngeal voice will be included as a course requirement.

**CD 534. Adolescent Language Disorders. 2 Hours.**

Study of language disorders in adolescents including academic and real-world impacts. The course will cover the prevention, assessment, and intervention of receptive and expressive language disorders. Attention will be given to cognitive and social language aspects of communication.

**CD 535. Dysphagia. 3 Hours.**

This course will cover normal and disordered neurology and physiology of swallowing across the lifespan with emphasis on prevention, assessment, and intervention. Topics will include screening, bedside swallow assessment, instrumental assessment, and multidisciplinary management of oral, pharyngeal, esophageal, and related functions for feeding and swallowing.

**CD 536. AAC: Multiple Disabilities. 3 Hours.**

This course will address the communication needs of people with complex communication disorders. It covers assessment and intervention with emphasis on functional communication in natural environments. Various augmentative and alternative communication systems are reviewed. Practical application is emphasized.

**CD 538. Language and Literacy. 3 Hours.**

This course examines the interplay of language and literacy in children ages 3 through 12. Focus will be given to the impacts of language deficits on literacy acquisition and academic performance. Principles and techniques of prevention, assessment, and curriculum-based intervention will be explored.

**CD 539. Audiology for the SLP. 2 Hours.**

This course will cover the anatomy & physiology of the auditory system, underlying neurological systems, and behavior manifestations as related to hearing loss. Prevention, assessment, and intervention of hearing loss as it relates to language, learning, and academics will be addressed.

**CD 540. Professional Issues. 2 Hours.**

This course is divided into two sections. The first section explores critical contemporary topics in speech-language pathology, including: professional, legal, ethical, employment, societal, and supervisory issues. The second section focuses on counseling as it relates to managing the needs of persons with communication disorders and their families.

**CD 545. Public School Methods in SLP. 2 Hours.**

Examines issues critical to the practice of speech-language pathology in school settings including legislative foundations, legal and ethical considerations, strategic learning models for school-aged students, and other contemporary issues relative to public school practice.

**CD 555. Hearing Loss and Communication. 1 Hour.**

This course reviews readings related to hearing loss and communication. It provides techniques for communication habilitation and rehabilitation for people with hearing related speech-language-voice difficulties.

**CD 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee Required.

**CD 590. Seminar In Communication Disorders. 1-3 Hour.**

A special course of study related to a specific problem or unique area of concentration relative to audiology, offered to any number of qualified graduate students upon request.

**CD 592. Special Topics. 1-3 Hour.**

Opportunity is provided to read literature in Speech-Language Pathology or related professional disciplines on an individual basis to meet student needs and interests.

**CD 597. Independent Study. 1-3 Hour.**

Student initiated study under the direction of a faculty member.

**CD 599. Thesis. 1-3 Hour.**

Individual research culminating in a thesis.

**CHEM 510. Organic Chemistry For Teachers. 3 Hours.**

An in-depth examination of the chemical and physical properties of organic functional groups.

**CHEM 520. Physical Chemistry For Teachers. 3 Hours.**

The topics covered will include thermodynamics, equilibria, kinetics, electrochemistry, solution properties, and phase equilibria. No previous knowledge of calculus is assumed.

**CHEM 550. Inorganic Chemistry For Teachers. 3 Hours.**

Among topics considered are periodic law, ionic bonding, crystalline structure of ionic compounds.



**CHEM 570. Frontiers In Chemistry. 3 Hours.**

Developments in chemistry, including such subjects as environmental chemistry, use of computer models, and study of chemical reaction mechanisms.

**CHEM 579. Research. 2-4 Hour.**

**CHEM 590. Seminar. 1-3 Hour.**

Seminars on topics as approved by the division chair.

**CHEM 592. Special Topics. 1-3 Hour.**

Special Topics in chemistry.

**CHEM 597. Independent Study. 1-3 Hour.**

Individual study on topics as approved by the division chair.

**CHEM 598. Project and Report. 2 Hours.**

An extended research project on science education; could include action research conducted in the classroom. Many projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee.

**CHEM 599. Thesis. 2 Hours.**

Individual research culminating in a thesis.

**CJ 630. Seminar Tribal Justice System. 3 Hours.**

**CJ 635. Juvenile Justice. 3 Hours.**

**CJ 640. Criminal Justice Policy. 3 Hours.**

**CJ 645. Rural Justice Issues. 3 Hours.**

**CJ 690. Data Analysis. 3 Hours.**

**CSCI 568. Applied Cryptography. 3 Hours.**

Modern cryptography algorithms are necessary for protection of data storage and communication streams from disclosure and manipulation of information to distrusted or malicious parties. This course explains the inner workings of cryptographic primitives and how to implement them. Assignments will be both theoretical and application based. Experience with C/ C++ programming is required.

**CSCI 594. Directed Research in Cyber Security. 3 Hours.**

Faculty directed research in cyber security topics.

**ED 501. Designing and Interpreting Education Research/Quantitative. 2 Hours.**

An examination of basic quantitative research techniques most commonly used in educational research, an evaluation of the strengths and weaknesses of these techniques, and analysis of appropriate applications to concrete examples.

**ED 502. Designing & Interpreting Ed Research/Qualitative. 2 Hours.**

An examination of basic qualitative research methods most commonly used in educational research, an evaluation of the strengths and weaknesses of these approaches, and analysis of appropriate applications.

**ED 509. Historical Perspectives, Public Policy, & Programming Gifted Education. 3 Hours.**

An analysis of origins and history of gifted education focusing on populations of gifted students. A review of local, state and federal policies and practices; past, present and future. An exploration of collaboration efforts between educational agencies, local learning communities, parents, and the larger community.

**ED 510. Characteristics Of Gifted Children and Teaching Strategies. 3 Hours.**

Discuss descriptors of gifted children. Explore theories on nurturing the development of gifted children. Examine research on the behavioral characteristics of gifted children at home, in school, and in the community. Critically evaluate current methods, materials, and assessment strategies. Survey basic teaching strategies for teaching the gifted.

**ED 511. Curriculum Models. 3 Hours.**

Beyond activities and strategies; explore designs and operations of curriculum models for teaching gifted students. Examine the constructs and development of curriculums for gifted populations. Define the interrelationship of program objectives to identification processes. Examine the identification systems of history and those currently in use.

**ED 512. Student Teaching. 2 Hours.**

Supervised practicum with gifted and talented children at various grade levels.

**ED 515. Individualizing Strategies. 2 Hours.**

Determining programs and appropriate instructional approaches for elementary students.

**ED 518. Educational Philosophy. 2 Hours.**

Traditional and contemporary philosophical thoughts and their educational implications.

**ED 519. Diversity in a Global Perspective. 3 Hours.**

Provides students with a study of diverse cultures including Native American. Examines curriculum and pedagogy from the perspective that all students, regardless of the group to which they belong, such as those related to gender, social class, ethnicity, race, culture, religion, or exceptionality, should be ensured educational equity in school. Provides models for appropriate modification of curriculum and instruction.

**ED 520. Supervision and Mentoring of Preservice and New Teachers. 3 Hours.**

Methods, background, and techniques for working with and providing supervision and mentoring for preservice teachers and new teachers.

**ED 521. Integrating Technology into Teaching and Learning. 3 Hours.**

Current and emerging technologies and how they impact student learning. Will require a research foundation as well as a knowledge and skills base in current technology.

**ED 522. Curriculum Design and Assessment. 3 Hours.**

Current trends in curriculum design theory and assessment strategies and their application in teaching and learning.

**ED 523. Linguistics for ELL/Bilingual Educators. 3 Hours.**

This course will provide participants with basic understanding of analytic methods of several core subfields of linguistics, including phonetics, phonology, morphology, syntax, semantics, and pragmatics, as well as an introduction to the history of English, socio-linguistics, and bilingualism. Throughout the course there will be opportunities to analyze language data and discuss various language-related issues. No previous training in linguistics is required or assumed. This course will help participants to see language as both social and cognitive phenomenon.

**ED 524. Intro to Bilingual and Multilingual Education. 3 Hours.**

This course is an introduction to the social and educational aspects of both bilingualism and multilingualism. It offers an overview of the broad range of sociolinguistic and political issues surrounding both bilingualism and multilingualism. The course will also examine the language mixing behavior of both bilingual and multilingual speakers, and explore the use of two or more languages in popular music, advertising, and online social spaces. It will also cover such key topics as language maintenance and shift attitudes toward bilingualism, multilingualism, bilingual identity, multilingual educational models and policies, and bilingual parenting.

**ED 525. Methodology of Teaching English Language Learners and Materials. 3 Hours.**

This course investigates traditional and modern approaches and techniques for teaching English Language Learners theories of second-language acquisition/learning; curriculum and materials design of ELL for academic, social/survival, and professional purposes.

**ED 526. ELL Testing and Evaluation. 3 Hours.**

This course will provide participants with the theory and methodology appropriate for ELL testing. Course content includes an investigation of literature containing theoretical foundations of and research for second-language testing. Course participants will be expected to use research findings in the practical application of test construction, administration, and evaluation.

**ED 530. Development and Strategies for Educators. 3 Hours.**

Development and Strategies for Educators is designed to (1) expand on the neuroscience behind what educators know about the cognitive, emotional, social and physical changes that take place in students during upper elementary, middle school and high school. The course (2) approaches these changes from the perspective of how adolescent academic and social behaviors stem from developmental changes in the brain and social needs for autonomy, belonging and status; with an emphasis on educator strategies that scaffold positive identity development, a mindset toward self-efficacy, and productive academic and social communication skills.

**ED 535. Models Of Teaching & Learning. 3 Hours.**

Study of student learning with emphasis on cognitive development processes. Emphasis will be placed on current mind/brain research and examining why particular teaching models may better facilitate particular learning goals.

**ED 540. Reading: Advance Diag & Remed. 2 Hours.**

Study, diagnosis and treatment of reading problems.

**ED 541. Clinical Practice Remedial Read. 2 Hours.**

Supervised practice in working with reading disability cases in a clinical setting.

**ED 544. Neurobiology Of Communication. 3 Hours.**

CD 544 is an advanced class covering the neurological processes of the brain and their relationship to speech, language and hearing. Objectives of the class include (1) understanding the anatomy and physiology of the brain, (2) understanding the neurobiological factors required for communication, and (3) understanding the complexities of sensory, motor and cognitive functions involved in communication. CD 544 will also cover the disorders of communication resulting from brain dysfunction.

**ED 550. Dynamics Of Managing Learning. 2 Hours.**

Organizational and mind/brain-based approaches for creating positive learning environments; understanding and managing disruptive and counterproductive behaviors, strategies for building interactive involvement among learning partners. The course draws upon multi-disciplinary research bases in cognitive sciences and group dynamics.

**ED 551. Second Language Acquisition. 3 Hours.**

This course investigates traditional and modern approaches and techniques for teaching English Language Learners theories of second-language acquisition/learning; curriculum and materials design of ELL for academic, social/survival, and professional purposes.

**ED 554. Teaching Reading in the Content Areas. 2 Hours.**

Designed for middle and secondary level teachers. Stresses the development and utilization of reading and study skills through the content subjects.

**ED 555. Middle School: Philosophy and Curriculum. 2 Hours.**

The integration of adolescent development theory within the framework of middle school philosophy and curriculum.

**ED 556. Middle School: Teaching Strategies. 3 Hours.**

Organization of curriculum and instruction for middle school education including teaming, scheduling, integrating, and involving parents and the community.

**ED 557. Readings in Cognitive Science. 1-3 Hour.**

Contemporary neuroscience findings and their appropriate application to learning, behavior, and teaching are constantly evolving; currency of information requires study of first-source research in a specific area. Readings in Cognitive Science is an elective which meets that need for M.Ed candidates taking Cognitive Science as their concentration, and is also open to those in other M.Ed concentrations if requested by their Graduate Committee Chair. Up to 3 credits of targeted Readings in Cognitive Science may be used with a given concentration.

**ED 558. Trauma Informed Practice for Teachers. 3 Hours.**

This course is designed to increase awareness of the effects of trauma on students in classrooms. The course will introduce the participants to the Neurosequential Model in Education (NME), a systematic approach to healing and educating students who have suffered childhood trauma. Through discussion, research and application, participants will seek ways to accommodate students who need the well-ordered interventions and strategies that the trauma-informed classrooms should provide.

**ED 570. Curriculum Theory. 3 Hours.**

This course offers an overview regarding the historical influences of curriculum and how those influences affect curricular understandings today. Students will take a critical look at variety of arguments and theories about curriculum, including: Jane Addams, John Dewey, John Franklin Bobbitt, Maria Montessori, Ralph Tyler, James Popham, Elliot Eisner, E.D. Hirsch, Maxine Greene, and Nel Noddings. Students will also compare and contrast curricular ideals with educational realities in an effort to balance their beliefs with present curricular circumstances. This course will include practical application in the development of curricular materials.

**ED 571. Assessment Theory. 3 Hours.**

This course would offer an overview of the historical influences of assessment and how those influences affect our understandings. From common school public exhibitions, to the emergence of paper-pencil tests in the New England states, to the A Nation at Risk report and the standardized assessment movement, students will learn about how assessment has been used to measure learning and provide accountability. This course would also focus on modern assessment types as well as what is revealed and concealed in interpreting assessment results. This course would include practical application in the development of both formative and summative assessments.

**ED 572. Data Driven Instruction. 3 Hours.**

This course would focus on how to collect and interpret student data as a means to inform instructional practices. To this end, the course would take a critical look at the advantages and disadvantages of using standardized test data as rationale in heterogeneous ability grouping. This course would also offer alternative and complimentary approaches to inform pedagogy based on students-needs-such as formative assessment systems. This course would offer a practical application in collecting and responding to student data.

**ED 573. Educational Leadership. 3 Hours.**

This course would provide context and support for students as they prepare to take on leadership roles within their educational settings. This course would juxtapose competing interests from outside agencies with local voices within particular school systems, provoking students to consider how to balance the array of interests educational leaders regularly face. This course would have a practical application aspect in providing leadership opportunities and prompting reflection.

**ED 580. ELL Practicum in Schools. 3 Hours.**

This course is a student teaching internship for those seeking K-12 ELL certification. The primary purpose of this practicum is to provide those planning to teach ELL in public schools with an opportunity to observe and interact with ELL teachers and students in the classroom and gain an understanding of the real world of school; of the challenges confronting teachers, administrators and students; and of the resources available to deal with these.

**ED 581. Applied Methods and Practicum. 1-3 Hour.**

This course gives M.Ed candidates opportunity to work with their specialty-area advisor to develop current pedagogical skills specific to that area. Practicum will include 30 hours of guided experience in a P-12 school at the appropriate level. Placements in school settings are approved by the Teacher Advisement and Field Placement Office and arranged in collaboration with the candidate's specialty-area advisor. M.Ed candidates who are already licensed to teach may take this course as an elective. For candidates seeking initial teaching licensure at the graduate level, this course may be taken as a prerequisite to, or co-requisite with ED 497 Mentored Clinical Practice; or as a prerequisite to ED 495 Student Teaching.

**ED 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee Required.

**ED 590. Seminar In Education. 1-3 Hour.**

A special course of study related to specific problem or unique area of concentration relative to education, offered to any number of qualified graduate students upon request.

**ED 592. Special Topics. 3 Hours.**

Opportunity is provided to read literature on current brain research and exceptional children on an individual basis to meet student needs and interests.

**ED 595. Capstone Project. 2-3 Hour.**

Students will research and develop an innovation to improve their teaching or their students' learning. They will work with a faculty member to identify a problem, write a literature review, and devise a plan to implement the innovation. The project will culminate in a formal paper and presentation.

Prerequisites: ED 501 and ED 502.

**ED 597. Independent Study. 1-3 Hour.**

Student initiated study under the direction of faculty advisor.

**ED 598. Project And Report. 1-2 Hour.**

An extended action research project conducted in the classroom with a report of the project. All projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee. Credits may be split 1 + 1, over 2 semesters.

**ED 599. Thesis. 1-2 Hour.**

Individual research culminating in a thesis. Credits may be split 1 + 1, over 2 semesters.

**ELED 524. Current Trends: Science. 2 Hours.**

Current research, learning principles, and teaching techniques in science theory and classroom instruction.

**ELED 526. Current Trends: Social Science. 2 Hours.**

Current research, learning principles, and teaching techniques in social science theory and classroom instruction.

**ELED 528. Current Trends: Reading/Lang Art. 3 Hours.**

Current research, learning principles, and teaching techniques in language arts and reading theory and classroom instruction.

**ELED 530. Current Trends: Math. 2 Hours.**

Current research, learning principles, and teaching techniques in math theory and classroom instruction.

**ELED 545. Literature For Children. 2 Hours.**

An examination of the range and quality of current children's literature including its potential for integration throughout the curriculum.

**ELED 550. ECETeaching Methods and Materials. 3 Hours.**

The study of a variety of teaching methods and materials for teaching and assessing children and youth in the general education classroom.

**ELED 551. Play Development In Children. 3 Hours.**

Students will learn about the various stages of play in the socialization of young children and the teacher's role in facilitating social development through play. Students will learn to use a variety of observational techniques such as running, anecdotal, and developmental records, among others, and learn assessment strategies. Students will develop, plan, and teach lessons and units appropriate to gross and fine motor development in young children.

**ELED 552. Theories of Early Childhood Curriculum. 3 Hours.**

Students will learn theories of early childhood education as propounded by Piaget, Vygotsky, Erikson, and others. They will learn the history of early childhood education, from the philosophies of Comenius and Froebel, and on to Montessori and Reggio Emilia. Students will explore their roles as early childhood educators and discuss and engage in a variety of developmentally appropriate methodologies. They will learn about effective uses of technology in early childhood classrooms. A variety of observational and assessment strategies will be included in discussion of methodologies.

**ELED 553. Symbolism: Reading & Child. 3 Hours.**

Students will learn theories of language acquisition and study emergent literacy in young children. They will develop a project in which they analyze children's books as to appropriateness of genre, language, illustrations, and format. They will learn a variety of methods for observing and assessing the speech of young children.

**ELED 592. Special Topics. 1-3 Hour.****ENGL 516. Research In Teaching Writing. 3-6 Hour.**

Readings in the research, theory, and practice of teaching writing. Emphasis on constructing position papers which demonstrate synthesis, evaluation, and application of concepts from readings.

**ENGL 525. Topics In Language Arts Pedagogy. 3-9 Hour.**

Focused study in recent theoretical developments in language arts pedagogy for the English classroom. Emphasis on weaving language study into student-centered classroom approaches. Topics vary for each offering. Repeatable up to 9 credits, but only 3 credits count toward degree.

**ENGL 535. Topics In Teaching Literature. 3-9 Hour.**

Focused study in teaching and using literature in the classroom. Topics vary for each offering. Repeatable up to 9 credits, but only 3 credits count toward degree.

**ENGL 536. Enrich Reading In Content Area. 3-9 Hour.**

Reading in the research, theory, and practice of teaching and using reading in the classroom. Emphasis on constructing position papers which demonstrate synthesis, evaluation, and application of concepts from the readings.

**ENGL 540. Prof Issues & Methods In English. 3-6 Hour.**

Introduction to graduate study in English pedagogy, including an overview of current professional issues and of methods for engaging in research and thesis processes.

**ENGL 543. Pract. Approach To Teach Writing. 3-9 Hour.**

Practice in process-oriented approaches to writing. Emphasis on students' own personal and reflective writing in a workshop environment. This course is a component of the Northern Plains Writing Project Summer Institute.

**ENGL 545. Topics In Teaching Writing. 3-9 Hour.**

Focused study in teaching and using writing in the classroom. Topics vary for each offering. Repeatable up to 9 credits, but only 3 credits count toward degree.

**ENGL 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee Required.

**ENGL 592. Special Topics. 1-4 Hour.**

Occasional and topical subjects.

**ENGL 597. Independent Study. 1-3 Hour.**

Independent study under the direction of a faculty advisor.

**ENGL 599. Thesis. 1-3 Hour.**

Individual research culminating in a thesis.

**FIN 545. Financial Management and Accounting. 3 Hours.**

Provides advanced study in corporate financial management and accounting to provide a conceptual framework for analyzing the major types of decisions made by financial executives. Focuses on the application of theory to topical areas, including the functional uses of accounting, financial analysis, financial planning and forecasting, budgeting, acquisition and management of capital, financial instruments and markets, capital structure, and corporate valuation.

**FIN 550. Sports Finance and Budgeting. 3 Hours.**

This course will introduce students to fundamental theories, concepts and tools in sport finance. Students will learn the appropriate skills for budgeting and managing financial resources. They will analyze current sport industry financial trends, financial statements, funding options, and budgeting, and apply these skills to build financial strategy and make sound financial decisions. Current case studies covering a variety of sectors, sports, and countries will give students the opportunity to apply the concepts to practical scenarios, including administration of a real-world athletic department.

**GEOL 510. Advanced Physical Geology. 3 Hours.****GEOL 520. Advanced Historical Geology. 3 Hours.****GEOL 550. Advanced Mineralogy & Petrograph. 3 Hours.****GEOL 570. Global Plate Tectonics. 3 Hours.****GEOL 579. Research. 2-4 Hour.****GEOL 590. Seminar. 1-3 Hour.****GEOL 592. Special Topics. 1-3 Hour.****GEOL 597. Independent Study. 1-3 Hour.****GEOL 598. Project and Report. 2 Hours.**

An extended research project on science education; could include action research conducted in the classroom. Many projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee.

**GEOL 599. Thesis. 2 Hours.****KIN 501. Exercise Science. 3 Hours.**

The study of the physiology of the skeletal, muscular, respiratory, nervous, and circulatory systems. Special references made to physiological adjustments made during acute and chronic exercise.

**KIN 510. Sports Leadership and Administration. 3 Hours.**

Students will discuss the process of leadership and leadership development in sports organizations. Leadership styles, qualities, philosophies and the ability to adapt to different situations are addressed. Information on recruiting, training, supervising and evaluating personnel are examined as are current sporting issues and their impact on sport leadership. The philosophy of athletics and sport programs, communication and leadership skills, facilities and equipment management, budgeting, personnel management, risk management, public relations and current issues will be explored.

**KIN 520. Advanced Methods of Teaching Group Fitness. 3 Hours.**

The course is designed to provide physical educators, coaches, and fitness professionals with instruction, practice, and teaching experience in group fitness. Instruction will focus on skills to advance knowledge and practice in yoga, pilates, resistance tubing, stability balls, freights, low-mid-high impact aerobics, step aerobics, circuit training, interval training and kickbox. Special emphasis will be on developing training routines tailored to fit individual ability, fitness level, and desired outcomes for students and clients.

**KIN 530. Advanced Methods of Teaching Resistance Training. 3 Hours.**

The course is designed to provide physical educators, fitness specialists, and coaches with instruction, practice, and teaching experience in resistance training. Instruction will focus on skills to advance knowledge and practice in resistance training using free weights, weight machines, and plyometrics. Special emphasis will be placed on Olympic lifts, structural lifts, core training, and developing training routines to fit the individual needs, ability, fitness level, and desired outcomes for students, clients and athletes.



**KIN 540. Foundations of Sports and Exercise Psychology. 3 Hours.**

The course is designed to provide athletic coaches, athletic administrators, physical education teachers, and fitness specialist's insight and skills in the psychology of communication, perception, learning, personality, motivation, and emotion. Emphasis will be placed on understanding participants, environments, group process, and enhancing performance, health, and well-being as they relate to sport and physical activity.

**KIN 555. Sports Law. 3 Hours.**

The course will introduce core substantive areas of law that affect the sporting industry at all levels-amateur, professional, and recreational. Topics include: constitutional law, torts, contracts, labor and employment law, Title IX, federal discrimination laws, antitrust, intellectual property, and law of private associations. Students will learn how state and federal law impacts the sporting industry, in addition to regulations from state high school athletic associations, the NCAA, and professional sports.

**KIN 560. Sports Media and Event Planning. 3 Hours.**

This course provides an analysis of sport media's changing landscape and the role it plays in political, social and technological climates. Emphasis on intercollegiate sports and the implications of simultaneous production and consumption. Course will examine new information technologies, commercial pressures in sport media and global sport media expansion. Course also provides student exposure to comprehensive event planning and management for sport and special events. Students will understand and create the operational plan for a sport event, which includes developing marketing and sponsorship strategies, media strategies; developing timelines, schedules and responsibilities for activities leading up to and through the event transportation and traffic flow, hospitality, personnel, registration, finances, restroom and waste facilities.

**KIN 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee required.

**KIN 592. Special Topics. 0 Hours.**

Provides for student in specific areas of interest in physical education or human performance.

**KIN 595. Capstone Experience. 1-4 Hour.**

A capstone course or capstone experience involves the identification of an existing problem in a real-world setting and the application of learned skills and methods to develop a solution that addresses the problem directly. In some cases a capstone project will be geared toward research, while others are more oriented toward problem solving. Solutions are usually interactive, meaning they can be implemented and used.

**MATH 501. Action Research in Math Ed. 2 Hours.**

Prepares practicing mathematics teachers to study issues or problems relating to mathematics education within their classrooms, schools or districts with supervision by a MSU faculty member. Course topics include how to interpret educational research and literature; design and implement reliable and valid action research; identify worthwhile problems; and formulate questions that can be addressed through action research.

**MATH 505. Fund Concepts Advanced Math. 3 Hours.**

The study of topics from foundational mathematics such as logic and proof, mathematical induction, set theory, relations and functions.

**MATH 507. History Of Mathematics. 3 Hours.**

Survey of the history of mathematics with emphasis on significant mathematical developments and mathematicians. Students will (a) become familiar with the general timeline of the history of mathematics; (b) learn about historical figures who contributed to the development of mathematics; (c) consider major events, trends, themes, theorems, and problems that impacted the development of mathematics; (d) consider the importance of the history of mathematics in the teaching of mathematics; and (e) develop ways to integrate history of mathematics into their teaching of mathematics.

**MATH 511. Trends in Math Education. 3 Hours.**

Exploration of topics and curriculum trends in secondary school mathematics.

**MATH 523. Probability and Statistics for Teachers. 3 Hours.**

Students will broaden and deepen their understanding of the concepts and pedagogy of probability and statistics so they can better engage high school students in problem-solving processes and applications of probability and statistics. Students will complete a project in which they collect and analyze quantitative data and interpret the results in a research context to prepare them to complete a capstone project, an action research project, or a thesis.

**MATH 531. EL/MS Measurement. 3 Hours.**

This course will concentrate on the concept of measurement. Students will use manipulatives to help demonstrate length, area, and volume relationships and derive the formulas for these measures. They will make measurements of length and area using both standard and non-standard units. Further, students will, within systems of units, work on conversions relative to weight, length, area, volume, and mass.

**MATH 532. EI/MS Problem Solving / Algebra Reasoning. 3 Hours.**

The first part of this course will focus on Polya's problem solving process. Students will be guided through the process and learn how to use assessment and evaluation tools. The second part of this course will focus on algebraic thinking. Students will learn about representing patterns mathematically, demonstrating properties of numbers both through manipulatives and symbolically, and apply their problem solving skills to algebraic problems.

**MATH 533. EL/MS Geometry. 3 Hours.**

The primary focus of this course will be the exploration of two- and three- dimensional shapes and their properties. A historical look at Euclidean geometry and constructions using the Euclidean tools of a compass and straight edge will include students relating the properties of various quadrilaterals to those constructions. Students will learn to use proper geometric notation to facilitate their learning as they explore geometry concepts illustrated by interactive applets on the Web through use of the Geometer's Sketchpad.

**MATH 534. EL/MS Probability and Statistics. 3 Hours.**

Students will be introduced to elementary grade level statistics and probability through the process of exploration and problem solving. Appropriate technology will be introduced as needed.

**MATH 535. Using Technology in EL/MS Math. 3 Hours.**

Teachers will learn how to use specific technologies and discover ways to integrate these technologies into their classrooms. Technologies that will be covered are: graphing calculator, spreadsheet, Geometer's Sketchpad, Math Type, and other appropriate mathematical technologies.

**MATH 536. Number/Operation in EL/MS Math. 3 Hours.**

The focus of this courses will be on building conceptual understanding of mathematical operations with whole numbers, integers, and rational numbers in the form of fractions and decimals. Emphasis will be placed on the operation of addition, subtraction, multiplication, division, and powers.

**MATH 540. Geometry for Teachers. 3 Hours.**

Content, rationale, and methods for secondary geometry instruction, focusing on an axiomatic system. Includes many applications and activities using technology.

**MATH 545. Advanced Mathematics for Teachers. 3 Hours.**

Students will broaden and deepen their understanding of advanced mathematics topics taught in high school mathematics courses and their ability to teach these topics. They will also improve their skills at incorporating inquiry and reasoning in their teaching of secondary mathematics - both in the lessons they conduct and the types of problems their students are given to solve. The course will include appropriate technology and many applications.

**MATH 550. Technology For Teaching Math. 3 Hours.**

Current and relevant technologies for K-16 mathematics education (e.g., software, curricular materials, calculators, interactive whiteboards) will be examined and explored. Issues related to the implementation of such technologies and their impact on teaching and learning of mathematics will be addressed.

**MATH 565. Calculus for Teachers. 3 Hours.**

Students will review and strengthen their understanding of calculus and their ability to teach it. They will also improve their skills at incorporating inquiry and reasoning in their teaching of secondary mathematics - both in the lessons they conduct and the types of problems their students are given to solve. The course will include appropriate technology and many applications.

**MATH 580. Algebra for Teachers. 3 Hours.**

Introduction to algebraic methods, proof, content and the utilization of appropriate technology. There is an emphasis on functions involving topics from advanced algebra, number theory, and abstract algebra. Proofs will involve Peano's postulates, real number field properties, and many algebraic theories related to functions.

**MATH 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee required.

**MATH 590. Seminar. 1-4 Hour.**

Opportunity is provided to read literature in mathematics on an individual basis to meet student needs and interests.

**MATH 592. Special Topics. 1-4 Hour.**

A special course of study related to a specific problem or unique area of concentration relative to mathematics, offered to any number of qualified graduate students upon request.

**MATH 595. Capstone Project. 3 Hours.**

Students will research and develop an innovation to improve their teaching or their students' learning. They will work with a faculty member to identify a problem, write a literature review, and devise a plan to implement the innovation. The project will culminate in a formal paper and presentation. Prerequisites: ED 501 and ED 502 or MATH 523 and ED 502.

**MATH 596. Action Research Proposal. 2 Hours.**

With guidance from faculty, students pursue problems in the context of their classrooms, schools, or districts which impinge on student achievement in mathematics. Students work with their faculty advisors to characterize the problems, complete reviews of relevant literature, and create action research proposals to address the problems and evaluate outcomes of the proposed interventions. Prerequisites: ED 501 and ED 502 or MATH 523 and ED 502.

**MATH 597. Independent Study. 1-4 Hour.**

Student initiated study under the direction of a faculty advisor.

**MATH 598. Action Research Project. 1-3 Hour.**

With guidance from faculty, students conduct action research addressing problems in the context of their classrooms, schools, or districts which impinge on student achievement in mathematics. Students work with their faculty advisors to implement interventions, collect, and analyze data resulting from the interventions, and summarize results. The project culminates in a formal paper for publication, presentation, and defense. Prerequisites: ED 501 and ED 502 or MATH 523 and ED 502.

**MATH 599. Thesis. 1-3 Hour.**

Individual research culminating in a thesis. Prerequisites: ED 501 and ED 502 or MATH 523 and ED 502.

**MUSC 501. Research in Music Education. 4 Hours.**

The methodology and procedures of music education research. Topics may include: methods and interpretation of quantitative and qualitative research in music education, library aids to research, publications in music and music education, and an overview of previous music education research.

**MUSC 502. Graduate Music Seminar. 3 Hours.**

A special course of study related to a specific problem or unique area of concentration relative to music.

**MUSC 510. Graduate Music History. 3 Hours.**

Study of music history through its distinctive literature, musical style and commonly associated performance practices.

**MUSC 515. Graduate Music Theory. 3 Hours.****MUSC 520. Critical Issues in Music Educ.. 3 Hours.**

A study of music education's development, prominent philosophies and contemporary theory and practice.

**MUSC 523. Private Conducting. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and rehearsal skills. All private study must be approved through a pre-program assessment. Repeatable with departmental approval.

**MUSC 524. Private Lessons-Percussion. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable with departmental approval.

**MUSC 525. Private Lessons-Piano. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable for credit. Departmental approval required.

**MUSC 526. Private Lessons-Voice. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable for credit. Departmental approval required.

**MUSC 527. Private Lessons-Strings. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable for credit. Department approval required.

**MUSC 528. Private Lessons-Brass. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable for credit. Departmental approval required.

**MUSC 529. Private Lessons-Woodwinds. 1-3 Hour.**

Individual study encompassing technical development, musical refinement and solo performance ability. All private study must be approved through a pre-program assessment. Repeatable for credit. Departmental approval required.

**MUSC 530. Curr Dev for the Music Clsm. 3 Hours.**

Application of learning theory and advanced studies of musical methods for the K-12 music classroom curriculum.

**MUSC 532. Graduate Conducting. 3 Hours.**

Group study encompassing technical development, musical refinement and rehearsal skills.

**MUSC 535. Technology In The Music Clsroom. 3 Hours.**

Arranging, recording and teaching in the music curriculum through the use of current technology.

**MUSC 540. Perspectives in World Music. 3 Hours.**

An examination of the music of non-Western and non-Anglo North American ethnic groups of the world and ethnic sub-cultures in North America.

**MUSC 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee required.

**MUSC 590. Music Education Seminars. 1-3 Hour.**

A special course of study related to a specific problem or unique area of concentration relative to music. Repeatable for credit. Departmental approval required.

**MUSC 591. Advanced Music Methods Training. 3 Hours.**

In depth study of various theories of music instruction including Kodaly, Orff, and Dalcroze methods offered on a rotating basis.

**MUSC 592. Special Topics In Music Education. 1-3 Hour.****MUSC 597. Independent Study. 1-3 Hour.**

Student initiated study under the direction of a faculty advisor. Repeatable for credit. Departmental approval required.

**MUSC 598. Capstone Project. 2 Hours.**

Individual research project guided by a graduate faculty member designed to serve as the culminating experience of the master of music education degree. Prerequisites: MUSC 501 or ED 501 & 502 and MUSC 520.

**MUSC 599. Capstone Project. 1-4 Hour.**

Individual research project guided by a graduate faculty member designed to serve as the culminating experience of the master of music education degree.

**PHYS 579. Research. 2-4 Hour.**

**PHYS 590. Seminar. 1-3 Hour.**

Seminars on topics as approved by the division chair.

**PHYS 592. Special Topics. 1-3 Hour.**

Special Topics in Physics.

**PHYS 597. Independent Study. 1-3 Hour.**

Individual study on topics as approved by the division chair.

**PHYS 598. Project and Report. 2 Hours.**

An extended research project on science education; could include action research conducted in the classroom. Many projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee.

**PSY 503. Statistics I. 3 Hours.**

The tool necessary for understanding contemporary educational research, including probability, measures of central tendency, and sampling theory.

**PSY 510. Cognitive Science. 3 Hours.**

A survey of topics in biopsychology, sensation and perception, and cognitive science designed to expand educators' understanding of mind/brain function and how learning occurs.

**PSY 511. Human Growth and Development. 3 Hours.**

Theory and research in the areas of sensorimotor, language, cognitive, emotional, social, and moral behavior of the normal child. The interaction of the biological and environmental factors influencing growth and development are stressed.

**PSY 512. Research Design and Measurement. 4 Hours.**

A variety of research methodologies, as pertains to school psychology, will be examined, as well as the advantages and disadvantages of their use.

Nature and type of measurement and the construction of measuring devices will be discussed.

**PSY 513. School Psychology Research Seminar. 2 Hours.**

Practicum in research design and implementation. Students will design a research project relevant to issues in school psychology. Students will select and meet with an advisor regarding preparation of the project, meet with and have project proposal approved by their graduate committee.

**PSY 514. Individual Cognitive Assessment. 4 Hours.**

Concerned with theory and methodology as well as procedures and techniques of administering a wide range of group and individually administered tests of intelligence. The students will be required to complete 25 test administrations and protocols; and ten written reports. One report will be a cap-stone report where some child has been administered at least three tests.

**PSY 515. Academic Assessment. 4 Hours.**

This course will prepare students with the skills necessary to properly administer and interpret the most commonly used measures of academic achievement in schools settings. Particular emphasis will be placed on the Woodcock-Johnson IV ACH, Wechsler Individual Achievement Test - Third Edition, and other diagnostic reading, writing, and mathematic assessments. Students will also learn how to translate assessment results into meaningful evidenced-based interventions.

**PSY 518. Psychopathology Of Children. 3 Hours.**

Behavior problems are considered from the point of view of genetic abnormalities, teratogens, deviations in normal development, effects of social and family stressors, and failure to develop appropriate social skills. The major theories and research related to the development of deviant behavior in children are examined within this framework.

**PSY 525. Role and Function Of School Psychologist. 3 Hours.**

Current issues facing school psychologists and the impact of family dynamics on the child's learning and behaviors are examined. Attention is paid to the legal aspects and ethics of being a school psychologist. This course considers consultation with parents, school systems, and the community. Laws governing education will be reviewed.

**PSY 533. Social and Behavioral Interventions In School. 3 Hours.**

The application of research-based interventions to the social and behavioral problems of children and adolescents in the school setting, and mental health issues in the schools will be discussed. This course has a practicum of shadowing educators, including school psychologists, working with special needs children.

**PSY 550. Issues in School Psychology. 3 Hours.**

This course provides an integrated seminar setting for instruction and discussion of developments in School Psychology. Prerequisite(s): CD 521, 539 and PSY 516.

**PSY 584. School Psychology Practicum I. 3 Hours.**

This practicum provides students an opportunity to apply learning from content courses to elementary and secondary students who are failing to find academic success in school. The assessment of processing problems that sometimes underlie learning disabilities will be examined.

**PSY 585. School Psychology Practicum II. 3-6 Hour.**

This practicum focuses on assisting school children with challenging behavior problems. Emphasis will be placed on deciding whether a diagnostic or consultative role will best meet a particular child's needs.

**PSY 586. Clinical Experience. 3 Hours.**

This course provides instruction and supervision to accompany clinical practice in the Minot State University School Psychology Clinic. Prerequisite(s): PSY 525 and 590.

**PSY 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee required.

**PSY 590. Counseling Skills. 3 Hours.**

Students will learn and practice their counseling skills including active listening and reality therapy.

**PSY 592. Special Topics. 1-3 Hour.**

This course is intended to provide a seminar format for discussion and instruction of topic areas in School Psychology.

**PSY 593. School Safety, Crisis Preparation, and Crisis Response. 3 Hours.**

This course is designed to promote knowledge related to preventing school crises and responding appropriately if a school crisis occurs. It emphasizes current research to help inform school psychological practices and promotes recovery efforts to regain school stability. In addition, it examines risk and resilient factors necessary for safe and healthy schools.

**PSY 594. Consultation and Collaboration. 3 Hours.**

This course is designed to promote knowledge of various consultation and collaboration methods utilized by school psychologists. It emphasizes that ability to consult and collaborate with school personnel, families, and communities to design, implement, and evaluate specific programs and interventions.

**PSY 597. Thesis. 1-6 Hour.**

Individual research culminating in a thesis.

**PSY 598. Internship. 6 Hours.**

This internship will involve spending 600 hours in school or a similar setting. It will also involve an integrative experience where the individual will demonstrate competencies in assessment, programming, consultation, and counseling.

**PSY 599. Internship. 1-6 Hour.**

The internship will involve spending 600 hours in schools or a similar setting. It will also involve an integrative experience where the individual will demonstrate competencies in assessment, programming, consultation, and counseling.

**SCI 501. Research Methods. 3 Hours.**

Introduction to skills needed to carry out scientific research, including library, computer, communication, data management, and analysis skills. Students will propose a scientific research project.

**SCI 505. Biogeochemical Cycles. 3 Hours.**

Interdisciplinary study of global biogeochemical cycles and their impact on the environment.

**SCI 510. Survey Science Curricula. 3 Hours.**

Historical survey of science curricula with an emphasis on recent issues and trends and their application to current teaching practice.

**SCI 579. Research. 2-4 Hour.****SCI 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled. Fee required.

**SCI 590. Seminar. 1-3 Hour.**

Seminars on topics as approved by the division chair.

**SCI 592. Special Topics. 1-3 Hour.**

Special topics in Science.

**SCI 597. Independent Study. 1-3 Hour.**

Individual study on topics as approved by the division chair.

**SCI 598. Project and Report. 2 Hours.**

An extended research project on science education; could include action research conducted in the classroom. Many projects will require approval by the Institutional Review Board (IRB). The project report must meet Graduate School guidelines and be approved by a graduate committee.

**SCI 599. Thesis. 2 Hours.**

Individual research culminating in a thesis.

**SPED 501. Intro To Graduate Studies. 3 Hours.**

This core course provides an overview of the components and process of ethical educational research. It includes an examination of the research techniques most commonly used in the field of special education. Graduate candidates will explore the thesis process and begin the process of reviewing the literature related to a chosen topic and developing sound research questions.

**SPED 503. Research Design and Methodology. 3 Hours.**

This course is part of the special education research core and provides students with a comprehensive foundation in quantitative and qualitative methods for conducting meaningful inquiry and research. The purpose of this course is to help students write a clear description of the methodology section of their Master's thesis. They will gain a deeper understanding of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods. Prerequisites: Students must complete SPED 501 and 531 before enrolling in this course.

**SPED 504. Introduction to Services for Young Exceptional Children. 3 Hours.**

Students in this course receive an overview of service delivery models for young children who have or are suspected of having developmental delays and their families. Definitions, characteristics, legislative issues, family support, and educational impacts are described.

**SPED 505. Consultation and Supervision in SPED. 2 Hours.**

Students in this course study the various organizational models for special education services. It includes examination of consultant models throughout the processes of referral, appraisal, placement, implementation and evaluation.

**SPED 508. Law, Regulation & Policy in Disability Services. 3 Hours.**

This course provides an opportunity to study the substantive civil and criminal law in major areas affecting the lives of individuals with disabilities. It focuses on the unique interactions between law and disability. The course also addresses human rights, social policy, and practical reasons for the law's involvement. Students will learn skills and knowledge to enhance their professionalism and advocacy.

**SPED 509. Infant/Toddler Development. 3 Hours.**

Infant Development is designed to provide the learner with a thorough analysis of typical and atypical infant/toddler development. The course includes the observation and study of typical and atypical development in children from birth through thirty-six months. Criterion for monitoring development across domains is discussed. An overview of basic service delivery definitions and concepts in early intervention is also provided.

**SPED 510. Law & Policy in Special Education. 3 Hours.**

This course is designed to provide educators an in depth study of the federal and state laws concerning provision of educational services and supports to students with disabilities in the public schools. Graduate candidates will increase their knowledge of advocacy and leadership skills in order to advance quality service provision for individuals with disabilities.

**SPED 512. Foundations of Deaf/Hard of Hearing Education. 2 Hours.**

This course provides a foundational overview of the history, current issues, and trends in the field of deaf/hard of hearing education. It is designed for prospective educators and other (pre) professionals who are preparing to serve students with hearing loss.

**SPED 513. Deaf Studies. 3 Hours.**

This course presents a comprehensive study of the Deaf community. Topics include history, culture, language, literature, art, society and social networks, customs, traditions, and identity.

**SPED 515. Practicum. 1-4 Hour.**

Designed to provide specific field experiences by program; typically, a culminating requirement with a minimum of 120 hours. Prerequisite: Completion of all graduate course requirements in the area of specialization with a minimum GPA of 3.00 or permission of department chair.

**SPED 516. Diagnostic Practicum. 4-8 Hour.**

This course provides practicum in all aspects of the ¿Team Evaluation¿ process from administration to diagnosis, report writing, and program planning. Prerequisite: Completion of all graduate course requirements or permission of the program director.

**SPED 517. Methods for Mild Disabilities. 3 Hours.**

This advanced methods course studies the strategies, methods, and materials for educational programming necessary when teaching students with mild disabilities. This course focuses on academics, social functioning, vocational training, and life skills instruction for individuals with Developmental Disabilities, Learning Disabilities and Emotional Disabilities requiring less intensive levels of support. This course addresses teaching methods across specific content areas as well as the roles of educators in integrated settings to successfully collaborate to enhance opportunities for individuals with exceptionalities.

**SPED 521. Comm Support For Individuals with Behavior Disorders. 2 Hours.**

This course provides an analysis of the major service system (education, human/social services, mental health, juvenile justice) for individuals with emotional or behavior disorders.

**SPED 522. Guidance and Counseling For Behavior Disorders. 3 Hours.**

This course will review best practices in servicing students who have emotional or behavioral disorders. It will cover techniques for teaching students alternative behaviors in one-on-one and small group settings.

**SPED 524. High-Intensity Support Methods. 3 Hours.**

This course provides in depth study of the knowledge and skills needed to plan and deliver effective instruction in a variety of school and community-based settings to students with high-intensity support needs.

**SPED 525. Intro To Severe Disabilities. 3 Hours.**

This is an introduction to the study of persons with severe disabilities and the services they receive. Instructors will cover basic concepts in services in severe disabilities as well as characteristics of individuals and of service. This course should be taken before or simultaneously with other Severe Disabilities courses.



**SPED 526. Observation Of Student Learning. 1 Hour.**

This course is designed to teach students how to conduct observations of student learning. This course is geared specifically to address issues related to working with students with severe disabilities. Strategies for conducting observations in the classroom, using observations to gather assessment data, using data collected to make educational decisions for students will be discussed.

**SPED 527. Basic Skills For Teaching. 1 Hour.**

This course is designed to provide an overview of curriculum development, instructional strategies, and additional "best practice" procedures for students with severe disabilities. Emphasis is on utilization of an activity-based and ecological inventory approach to curriculum design and programming for skill acquisition, generalization, and maintenance. Elements of classroom management, integrated related services, and family participation are also introduced.

**SPED 528. Managing Daily Activities. 1 Hour.**

This class introduces learners to the practical aspects of managing daily activities for people with severe/multiple disabilities. The course focuses on how to set up and organize a program. Topics include understanding related best practices, standards, developing activities and daily schedules, teacher/provider and para-professional roles and responsibilities, daily communication with families and related service personnel, managing personal care routines, and training and evaluating staff in response to a program evaluation of the daily activities.

**SPED 529. Assistive Technology. 2 Hours.**

Provides an introduction to the use of assistive technology to support students who have disabilities. Introductory material is presented related to technology that may be used to aid communication, mobility, learning, and independence. Issues regarding assessment of student technology needs and funding assistive technologies are also covered.

**SPED 530. Physical and Medical Needs of Persons with Severe Disabilities. 3 Hours.**

This course is an introduction to physically handicapping conditions and related educational practices. Etiological considerations with educational implications are stressed in at least the following areas: cerebral palsy, spina bifida, muscular dystrophy, epilepsy, and skeletal deformities. Review of methods for physical and health management is provided.

**SPED 531. Psychoeducational Aspects of Exceptional Children. 3 Hours.**

This course takes an advanced educational psychology approach to examining psychological and sociological factors influencing the development and learning of exceptional children. The goal is to deepen graduate candidates' understanding of matching learner characteristics with support approaches for students with or at risk for disabilities.

**SPED 533. Clinical Practice. 1-4 Hour.**

This course provides a practicum in the assessment of children or adults with disabilities.

**SPED 534. Managing Behaviors. 1 Hour.**

This course is designed to teach management of student behaviors in the classroom and is geared to specifically address issues related to working with students with severe disabilities. Common behavior issues and their function will be discussed, as well as strategies for managing these excess behaviors.

**SPED 535. Inclusion Strategies. 1 Hour.**

The focus of this course is on the introduction of the philosophical, theoretical and practical aspects of providing inclusive education and includes the following: developing support for inclusion in school settings; facilitating transitions from special education into regular education classrooms; encouraging professional collaboration; developing regular education curriculum; designing adaptations and modifications; building social relationships and acceptance; and addressing typical challenges and barriers to inclusion.

**SPED 536. Managing Physical Movement. 1 Hour.****SPED 537. Facilitating Team Collaboration. 1 Hour.****SPED 538. Final Practicum in DD. 1-4 Hour.**

This is a mentored, individualized field practicum in setting and serving youth with developmental disabilities. Prerequisite: Completion of all graduate course requirements in DD/ASD with a minimum GPA of 3.0 or permission of the department chairperson.

**SPED 540. Appraisal Development Disability. 3 Hours.**

A methods course in educational appraisal of learners with severe or multiple handicaps, birth through 21 years. Competencies in screening, formal assessment, informal diagnostic techniques, interdisciplinary team evaluation and evaluating program variables emphasized. The focus is on connecting appraisal strategies to educational program planning.

**SPED 543. Methods of Teaching ECSE. 3 Hours.**

A methods course in instruction of children from birth through age five that emphasizes best practices in instruction; curriculum development and implementation with ongoing assessment of children's progress.

**SPED 550. Special Education Assessment. 2 Hours.**

This course provides a description of processes of assessment for screening special education, eligibility, program planning, and evaluation. Legal requirements, professional roles and responsibilities, and terminology are covered. Focus is on the interdisciplinary assessment process.

**SPED 561. Classroom Management and Positive Behavior Support. 3 Hours.**

This is an exploratory course in the application of effective and practical positive behavior support principles for special education teachers and pre-service school psychologists. Principles and strategies introduced in this course are derived from an extensive research base in positive behavior supports and effective teaching with learners who have special needs and with those who are typically developing learners.

**SPED 563. Family and Community Systems in Early Intervention. 3 Hours.**

This course identifies and validates ecological variables that impact early intervention services. Emphasis is placed on a family-centered approach as it impacts service delivery formats, related service, support services, parent involvement, inter-agency collaboration, and program design. Family structure and dynamics are emphasized.

**SPED 564. Strategic Leadership in Learning Organizations. 3 Hours.**

This course is designed to prepare disability human services professionals with the knowledge and skills necessary to strategically create and nurture the environment and culture of learning in a human services agency. The course will cover the philosophical and practical features of developing or transforming a human services organization into a learning organization. In addition, strategic leadership principles will be introduced.

**SPED 565. Early Intervention: Deaf/HH. 3 Hours.**

The focus of this course is on a family-centered approach to providing support and services to deaf and hard of hearing children and their families. Additional emphasis is placed on the effectiveness of early intervention on the language, social, and academic development of young children. Students are exposed to assessment strategies, effective program development and language intervention approaches which help young children acquire fluent language and communication skills.

**SPED 583. Strategies to Support Listening & Spoken Language. 3 Hours.**

This course focuses on the development of the audition and speech for children who are deaf/hard of hearing. The speech perception-production cycle is discussed with emphasis on specific teaching strategies for facilitating learning to listen and talk in children who are deaf/hard of hearing.

**SPED 584. Teaching Language to Deaf/HH. 3 Hours.**

This empirically based course explores the effects of hearing loss on language acquisition and development, assessment techniques, instructional strategies and communication methods and philosophies. The emphasis is on best practices.

**SPED 585. Advanced Audiology for Educators of the Deaf/Hard of Hearing. 3 Hours.**

This course is an advanced look into the audiology centered knowledge necessary to working with children who have hearing loss. The course will cover several concepts that are important to the understanding of hearing and hearing disorders, such as basic acoustics, anatomy and physiology of the auditory system and audiometry specifically designed for the pediatric patient. Different types and degrees of hearing loss in addition to the different amplification devices recommended for those with hearing loss will be addressed. A collaborative approach to service provision for children who are deaf/hard of hearing is stressed.

**SPED 586. Teaching Reading/Academics to DHH. 4 Hours.**

This course presents assessment and methods of teaching reading, math, social studies and science to students who are deaf or hard of hearing. The emphasis is on effective and empirically proven instructional approaches and stresses the development of language across all content areas.

**SPED 589. Continuing Enrollment. 0 Hours.**

Required enrollment for students previously enrolled in thesis or project credits who have not completed the credits by the end of the semester enrolled.

**SPED 590. Seminar In Special Education. 1-6 Hour.**

This course provides a special course of study related to a specific problem or unique area of concentration relative to special education, offered to any number of qualified graduate students upon request.

**SPED 592. Special Topics. 1-3 Hour.**

Through this course, opportunity is provided to read research literature in special education on an individual basis to meet student needs and interests.

**SPED 597. Independent Study. 1-3 Hour.**

This course provides student-initiated study under the direction of a faculty advisor.

**SPED 598. Research Project. 1-3 Hour.**

An applied/action research project tends to be more practical seeking solutions to immediate problems or issues. The project is more organizationally focused and findings are usually kept private with the results used internally to make decisions and establish strategy. The results are primarily shared through internal reports with those who need the results; may also be shared more broadly through professional conferences and trade/industry publications (e.g., case studies, articles, etc.).

**SPED 599. Thesis. 1-3 Hour.**

This course provides individual research culminating in a thesis.

## Financial Information

### Tuition and Fees

The academic year is divided into two semesters (fall and spring semesters) of sixteen weeks each. Some programs offer two 8-week terms within the fall and spring semester. In addition, there is an annual summer term of eight weeks. Tuition and fees must be paid at the beginning of each semester. All fees are subject to change without notice.

Tuition and fees for all students are due at the beginning of each semester and must be paid in full at the Business Office within the first 12 class days of the semester; MSU does not issue paper statements; students are responsible for checking their account in Campus Connection. Students who do not pay their tuition and fees in full on or prior to the 12th day of classes are withdrawn from their classes and will incur a reinstatement fee. Please note that

tuition policies are subject to change or suspension without advance notice by action of either Minot State University or the North Dakota State Board of Higher Education.

## Graduate Tuition and Fees

All admitted graduate students and non-degree students taking graduate course(s) pay graduate fees for graduate course work. The current tuition and fee amounts are available on the MSU Website under the Business Office ([https://www.minotstateu.edu/busoffic/student\\_info.shtml/](https://www.minotstateu.edu/busoffic/student_info.shtml/)), Student Information.

Part-time enrollments are pro-rated. Tuition and fees are due in full by the payment deadline at the beginning of each semester.

Distant education courses may charge additional tuition called an access fee. Current tuition and fees are available on the MSU Website under the Business Office, Student Information.

## Other Fees

Application for admission fee (non-refundable)	\$35.00
Continuing Enrollment fee	\$200.00 per semester
Commencement fee for regalia	Contact MSU Bookstore

## Cancellation Policy

Registrations will be cancelled for those students who have not paid tuition and fees or requested a deferment by the payment deadline. A fee of \$150 will be assessed to be reinstated in classes. If you need to request a payment deferment, please contact the Business Office.

## Veterans Certification

A graduate student who wishes to receive educational benefits from the Veterans Administration must have his/her enrollment certified by the Minot State University Veterans Center to receive appropriate benefits.

## Auditing Course Fee (on-campus courses)

The audit fee shall be a minimum of 50% of the regular, per hour tuition charge for the same course.

## Refunds of Tuition and Fees

### Refunds on Class Changes

Any student who drops a class during the first 8.999% of the class days of a term will receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. After the first 8.999% of the class days of a term, there will be no refund for a class which is dropped. However, classes of the same or fewer credits may be substituted when added prior to the 8.999% deadline for the dropped class at no additional tuition and fee charge. If added classes result in an increase in credit hours, or if an added class requires special course fees, the institution will charge the student for the additional credits and any special course fee.

### Refunds for Officially Withdrawing Students

Any student who withdraws from MSU will receive a refund of tuition and fees according to the schedule below. Tuition and fees will be refunded based on the percentage which coincides with the exact day of the term in which the student formally withdraws.

Percentage of Completed Class Days	Refund Percentage
0-8.999%	100%
9.0-34.999%	75%
35.0-59.999%	50%
60.0-100.0%	0%

Refunds are calculated from the day classes commence to the date of application in writing and not from the date of last attendance at classes.

## Fees

The tuition and fees listed on the previous page include the student activity fees, technology fees and the ConnectND fees. The tuition and fees listed exclude additional fees such as distance education access fees, special course fees to cover added and unique costs of the course, program fees for nursing and clinical lab science, parking permits, etc.

## Academic Support Center

The Academic Support Center (ASC), located in the lower level of the Gordon B. Olson Library, is a one-stop location for student tutoring and academic assistance programs. The ASC merges several support offices into one welcoming and comfortable space.

The Academic Support Center serves the entire student body and is committed to helping students achieve success and reach their academic goals.

<https://www.minotstateu.edu/asc/>

### Access Services

Minot State University recognizes its responsibility for making reasonable accommodations and/or adjustments to ensure there is no discrimination on the basis of disability as established under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

In coordination with the Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, Speech, PTSD, and Other). Please schedule an appointment with Access Services prior to the start of each semester, to set up reasonable accommodations. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Access Services, located in the Academic Support Center, lower level of the Gordon B. Olson Library.

Students are also encouraged to meet with their instructors during the first week of class to finalize arrangements. For more information, contact Access Services at (701) 858-3371 or visit the website at [www.minotstateu.edu/access\\_services](http://www.minotstateu.edu/access_services) ([http://www.minotstateu.edu/access\\_services/](http://www.minotstateu.edu/access_services/)).

## Career Services

[www.minotstateu.edu/careers](http://www.minotstateu.edu/careers) (<http://www.minotstateu.edu/careers/>)

Career Services provides programs and services to students to aid in the development and implementation of their educational plans and goals. Through the Career Services Office programs and services, our goal is to assist students from the beginning to the end - beginning with new student orientation and ending with the final stages of the job search process. We provide new and current students, as well as alumni, with the support they need to be successful.

Services and programs are provided to help students explore career options, clarify their career goals, and link those goals to appropriate academic paths. A variety of career assessments and decision-making resources are available in the major and career exploration process. Browse through a variety of resources that provide detailed descriptions of different occupations, labor market information and the certification and education requirements necessary to enter the world-of work for specific careers.

Assistance is available to students and alumni in defining career and employment goals and assists in their search for employment opportunities. In addition, the office offers guidance on job search strategies, including resume preparation, cover letter writing, and interviewing techniques. Also, activities such as on campus interviews, specialized career workshops, and multiple job fairs and an etiquette luncheon are coordinated through the Career Services office.

## Financial Aid

Financial aid is available to students who have been fully admitted into a graduate program at Minot State University. Students requesting financial aid must complete the Free Application for Federal Student Aid (FAFSA).

The Financial Aid Office reserves the right to make the final determination regarding the type(s) and amount of aid offered to students. Offers are subject to the availability of funds and selection criteria, and awards are subject to change without notice.

## Who May Apply

Students applying for federal financial aid must:

1. Be a U.S. citizen or eligible non-citizen.
2. Be fully admitted into a graduate degree program at Minot State.
3. Be enrolled in at least five (5) semester hours per term of attendance, (for financial aid purposes 5 semester hours is considered half time and 9 semester hours is full time).
4. Maintain Satisfactory Academic Progress towards completion of a course of study.
5. Not be in default on any Federal Student Loan Program.
6. Not owe repayment of any grant funds previously received.

## How to Apply

Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, applicants must list Minot State as a university they plan to attend. The Minot State school code is 002994.

All students are encouraged to complete the FAFSA online at StudentAid.gov (<https://studentaid.gov/>). Students applying for financial aid for the summer term will also be required to complete an institutional financial aid application. The summer financial aid application is available online at MinotStateU.edu/finaid (<http://www.minotstateu.edu/finaid/>). The application becomes available when summer registration begins.

## When to Apply

Students may apply for financial aid any time throughout the academic year, but students are encouraged to apply by April 15 for the upcoming academic year. Students completing the FAFSA incorrectly or omitting necessary information may be required to correct their FAFSA before aid will be awarded. Corrections may cause a delay in determining a student's eligibility.

## How Financial Aid is Offered

Students may receive Federal financial aid based on either their undergraduate or their graduate enrollment but not both. Financial aid is offered based on need and the availability of funds. Need is defined as the difference between the estimated cost of education as determined by the University, and the expected family contribution (EFC) as determined by the FAFSA. A need exists if the expected family contribution is less than the estimated cost of education.

The estimated cost of education includes those costs recognized by the federal government as necessary for a student to pursue an education. To view the estimated cost of attendance, visit our website at MinotStateU.edu/finaid/cost.shtml (<http://www.minotstateu.edu/finaid/>).

## How Financial Aid is Disbursed

Students must meet admissions, attendance and satisfactory academic progress requirements prior to receiving financial aid. All loans, grants, scholarships and work study offers are subject to change, depending on enrollment status, other resources, participation criteria and availability of funds. If attending the academic year, grants, scholarships and loans will be disbursed in two allotments during the period of time for which the student is enrolled. Aid is disbursed each semester during the fee payment date and thereafter. Fee payment date information can be obtained at the Financial Aid Office or Business Office. The students' accounts will be credited and any excess aid will be disbursed by the Business Office during fee payment.

Students whose charges are less than the financial aid received are encouraged to have the excess financial aid direct deposited into their bank account. If a student does not complete a direct deposit request, an excess aid check will be issued by the Business Office where the student may pick it up or request to have it mailed.

## Financial Aid Satisfactory Progress Policy

Federal regulations require institutions participating in federal financial admission programs to measure a student's progress towards earning a degree. To be eligible to receive financial aid, students must meet all of the institution requirements, be admitted to a degree granting program and must meet the following minimum standards:

1. **Grade Point Average (GPA).** Graduate students are required to maintain a minimum grade point average of 3.0 at the conclusion of each semester based on all MSU and transfer graduate credits.
2. **Attempted/Completed Credits.** Students must successfully complete a minimum of 66.667% of the cumulative attempted credits.
3. **Maximum Time Limit.** Graduate students must complete their degree within 150% of the published number of credits required to complete their program of study. The maximum number of credits includes all graduate credits attempted while attending Minot State University and any transfer credits from other schools whether or not federal financial aid was received while completed those credits.

A detailed copy of Minot State University's satisfactory progress policy for financial aid eligibility may be obtained from the Financial Aid Office or online at MinotStateU.edu/finaid/policies.shtml (<http://www.minotstateu.edu/finaid/policies.shtml/>).

## Appeal Process

A student with special circumstances may appeal their financial aid status by submitting documentation to the Financial Aid Office explaining those circumstances. Documentation received will be reviewed and students will receive notification by email of the outcome of their appeal.

## Withdrawal from the University

Students who find it necessary to withdraw from all courses must complete a Withdrawal Form online at MinotStateU.edu/finaid/withdrawl.shtml (<http://www.minotstateu.edu/finaid/withdrawl.shtml/>). Students who withdraw from all courses after the start of a semester will be subject to the Return of Title IV Funds Policy and the University's refund policy.

## Return of Title IV Funds Policy

Students who withdraw from school and who have received federal funds may have to repay a portion of those funds back to the federal aid programs. The portion of funds that must be returned is calculated by dividing the number of calendar days attended by the number of calendar days in the term. The return of funds will be calculated through 60% of the term, which is approximately the first 70 calendar days of a fall or spring semester.

Example: The term is 116 calendar days in length and the student decides to withdraw on the 21st calendar day of the term. The student has earned 18.1% of the funds received and must repay 81.9% of the funds. If the student received \$2,600.00 the student would have to repay \$2,129.40.

The impact this federal regulation will have on students who withdraw from school is that they will have to repay, at the time of withdrawal, a portion of the funds they received for the term of attendance. Students who owe a repayment of funds: (1) will not be entitled to enroll in subsequent terms, (2) will not be eligible to receive additional federal funds, and (3) will have a hold put on their grade transcripts until their account is paid in full. In addition, these students may have their account reported to the U.S. Department of Education for further action.

Students who receive institutional scholarships may have to repay a portion of those funds based upon the return of funds formula. The full Return of Title IV Funds Policy is available online at [MinotStateU.edu/finaid/policies.shtml](https://www.minotstateu.edu/finaid/policies.shtml) (<https://www.minotstateu.edu/finaid/policies.shtml/>).

## Unofficial Withdrawal

Students who stop participating in all classes in the midst of a semester without formally withdrawing are considered to have unofficially withdrawn.

If a student earns a passing grade in one or more classes in a semester (fall, spring or summer term), Minot State will presume the student completed the course and thus completed the period of enrollment. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire semester, Minot State will assume the student has unofficially withdrawn and will seek documentation of the student's last date of academic participation in his or her courses. The determination of unofficial withdrawals will occur after grades are posted at the end of each semester by creating a list of all students who received all F's, I's, or U's for the payment period (semester). For unofficial withdrawals, the withdrawal date used for calculating Return of Title IV funds is the later date of either the midpoint of the period of enrollment or the last date of academic participation in any course as reported by the student's faculty members.

Based on the determined unofficial withdrawal date, a Return of Title IV funds calculation will be completed to determine the amounts and types of federal financial aid to be returned and Minot State will return the unearned Title IV funds to the Federal Aid programs. All unearned financial aid funds to be returned will be the responsibility of the student to repay to Minot State. A letter will be mailed to the student at the time of calculation notifying the student of their obligation to repay Minot State for the unearned portion of the federal financial aid they received for the semester and a point of contact from the Minot State Business Office will be identified in the letter. Students who unofficially withdraw will be placed on Financial Aid Disqualification following the term in which they received all F's, I's, or U's.

## Access to Records

Files containing information regarding individual students are not open to the general public under the provisions of the Family Educational Rights and Privacy Act of 1974.

## Student Consumer Information

The Higher Education Opportunity Act requires that all United States academic institutions provide certain consumer information about the University to future and current students, including financial aid information. For your convenience, Minot State has consolidated that information on the Student Consumer Information website: [MinotStateU.edu/finaid/consumer\\_information.shtml](http://minotstateu.edu/finaid/consumer_information.shtml) ([http://minotstateu.edu/finaid/consumer\\_information.shtml/](http://minotstateu.edu/finaid/consumer_information.shtml/)).

## Types of Financial Aid

Minot State University offers the following financial aid for graduate students:

1. Federal TEACH Grant
2. Loans
3. Scholarships and Tuition Awards
4. Graduate Assistantships

Students are also encouraged to seek other aid through special programs such as Vocational Rehabilitation, Veteran's Benefits, Military Assistance, and Bureau of Indian Affairs Grants.

## Federal TEACH Grant

The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4000 a year in grant assistance to undergraduate and graduate students who are completing course work needed to begin working in a high-need teaching field. Students must score above the 75th percentile on one part of an admissions test (such as the SAT, ACT, GRE, etc.) or achieve and maintain at least a 3.25 cumulative GPA for each semester in order to be eligible to receive a TEACH grant. Students receiving a TEACH Grant must sign an Agreement to Serve (ATS)



each year that explains that each recipient must teach for four years within eight years of completing or ceasing enrollment in a TEACH Grant eligible program as a full-time highly-qualified teacher in a low-income elementary or secondary school in a high need field such as Math, Science, Foreign Language, Special Education, Reading Specialists or other high-need fields listed on the US Department of Education's Nationwide Listing of Teacher Shortage Areas. A TEACH Grant recipient who fails to complete the required teaching service requirement must repay the grant as an Unsubsidized Direct Federal Stafford Loan with interest accruing from the date of disbursement.

## Federal Unsubsidized Direct Loans

The Federal Unsubsidized Direct Loan is a low interest rate loan that must be repaid. Students may apply for a Federal Direct Unsubsidized Loan by completing the FAFSA and must be enrolled in five or more credits. Students may be eligible to borrow up to the estimated cost of attendance or \$20,500 per academic year, whichever is less. Interest begins accruing on this loan at the time of disbursement and students may begin paying the interest payments while still enrolled in classes. Principal repayment begins 6 months after the student graduates, drops below half-time status, or withdraws from school.

## Scholarships

Graduate students may apply for scholarships by submitting the Minot State General Scholarship Application online at [MinotStateU.edu/finaid/scholarships.shtml](http://MinotStateU.edu/finaid/scholarships.shtml) (<http://www.minotstateu.edu/finaid/scholarships.shtml>) by the priority deadline of February 15.

## Graduate Assistantships

Graduate Assistantships are university appointments that provide financial support to outstanding graduate students. These assistantships allow students to gain experience in teaching and research at the university level.

Graduate Assistantships:

1. Give faculty more time for research and faculty development, thus strengthening the graduate program;
2. Are used as a recruiting tool to attract talented students to Minot State University;
3. Benefit all areas and programs on campus as a graduate may pursue a graduate degree in one program while conducting research or teaching in another area;
4. Improve the academic quality of Minot State University.

An assistantship is based on a portion of a student's full-time status for the specific job assigned. This could be teaching one class or conducting research for 5 hours per week during the academic year or 10 hours during the summer term. Each department chair will provide a job description to the Graduate Assistant and the Graduate School. It is expected that a 1/8 time assistant would relieve faculty time for that job for 1/8 time. The student receiving a graduate assistantship must enroll in a minimum of 6 semester hours of course work during the fall or spring semester or 3 semester hours during summer session or be completing thesis or project credits. Students enrolled in thesis or project credits or who have an in-progress grade and are enrolled in Continuing Enrollment are eligible to receive 2 years of graduate assistantship funding. Students enrolled in the Education Specialist program and have thesis or project credits in-progress are eligible to receive 3 years of graduate assistantship funding. Students enrolled in a doctoral program and have dissertation credits in progress are eligible to receive 4 years of graduate assistantship funding.

To be recommended by their department, a graduate student will need to submit the Graduate School Assistantship Application to their Program Director. The form is located on the Graduate School website at [minotstateu.edu/graduate/current\\_students/index.shtml](http://minotstateu.edu/graduate/current_students/index.shtml) ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml)). Awards are based upon actual enrollment, and the student must be enrolled in a minimum of 6 credits. This award may be renewed each semester providing the student maintains eligibility within the graduate program.

### Tuition Awards

Tuition Awards are available to new graduate students. Students should inquire with their Program Director for department availability. To be eligible for consideration, applicants are required to be:

- Enrolled in six or more on-campus graduate course credits
- Fully admitted into a Minot State University graduate program

## SCHOLARSHIPS

Several MSU Departments may have additional scholarships which are offered on a year-by-year basis pending availability of funds. Students may contact the Financial Aid Office at 701-858-3375 or their respective Program Directors for additional information.

Most departmental scholarships selections are made from the applications received by **February 15 of each year**. Applications will continue to be accepted after February 15 however most scholarships are granted by the department for those who met the initial February 15 yearly deadline.

To be considered for any scholarships, applicants are required to complete the appropriate Scholarship Web Application (New or Returning) which can be found on the Graduate School website at [minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml) ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml)).

For those applying to a College of Business Scholarship, applicants will also be required to complete the COB application which is located on the right hand side of the following website: [minotstateu.edu/business/pages/scholarships.shtml](http://www.minotstateu.edu/business/pages/scholarships.shtml). (<http://www.minotstateu.edu/business/pages/scholarships.shtml>)

## **College of Business**

### **Bruce and Diane Walker**

Open to full-time COB student.

### **Doris A. Slaaten**

Open to students with a GPA of 3.0 in financial need.

### **E. James McIntyre**

Open to full-time COB students; minimum GPA of 3.0; with preference to those participating in MSU Athletics.

### **Jan Barlow**

Open to COB students.

### **MSIS Scholarship Endowment**

Open to MSIS graduate students enrolled in at least 6 credits with a GPA of 3.0 or greater.

### **Randy & Pat Burckhard**

As per the Alumni Office, awarded to Business Administration majors on an quadrennial basis.

### **Richard L. Muss Business**

As per the Alumni Office, awarded annually to full-time COB students who are residents of N.D.

### **Robert Torgerson**

Open to full-time MSU students in the COB.

### **Yvonne Schultz**

As per the Alumni Office, open to COB graduate students.

## **Communication Disorders -Speech Language Pathology**

### **North Dakota Speech, Language, and Hearing Association:**

Open to graduate and undergraduate students at the least junior status majoring in communication disorders.

### **Minot Sertoma Club**

Established by the Minot Sertoma Club to aid students in hearing and speech. One scholarship is awarded each year to a student in education of the deaf and one to a student in speech pathology, both on the basis of scholarship and need.

### **Hearing and Training Center**

Scholarship for graduate students in Communication Disorders minimum GPA is 3.5.

### **Edna Gilbert**

Open to anyone majoring in Communication Disorders.

### **North Dakota Department of Instruction**

Open to students who agree to be employed in a North Dakota school following graduation.

### **Dr. Audrey Lunday**

Open to a first year graduate student who is a single-parent graduate student from abroad whose intent is to be employed in a medical setting.

### **St. Joseph's Community Foundation**

Open to a graduate or undergraduate student studying communication disorders.

## Music

### Ruth Schell Overholser Fellowship

Established for the benefit of graduate Students pursuing the study of music. Students must be enrolled as a graduate student in the Division of Music at MSU, demonstrate financial need, and academic achievements and maintain a GPA of 3.0.

## Special Education

### Elsie May Deeter Hearing Impaired

Established by Elsie May Deeter, who spent her entire teaching career working with the hearing impaired. It is for the benefit of hearing impaired students or those students studying to be a teacher for the hearing impaired.

### Florence Lake

Established by Florence Lake, a leader in education of the hearing-impaired children who was instrumental in establishing the program at Minot State University. This annual scholarship is awarded to students in education of the deaf on the basis of academic achievement and financial needs.

### Frances V. Leach

Established by the late Mrs. Thomas W. Leach of Towner, North Dakota, and Tulsa, Oklahoma, to encourage and support special education. Priority is given to a graduate student from Towner or McHenry County majoring in learning disabilities. If no graduate student applies, the scholarship will be awarded to an undergraduate student from Towner or McHenry County majoring in special education.

# Services to Students

## Residence Life

### Housing

Residence Hall housing is available for all students desiring to reside on-campus. Students must be enrolled in classes to be eligible for on campus housing.

University housing provide cocurricular learning opportunities for students. Studies show that students who live on campus are more likely to complete their degrees, are more involved with university activities, and graduate at higher rates than students living off campus.

The residence hall program, just as all programs at Minot State University, is administered, without discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, veteran status, age or sexual orientation.

## Residence Halls

Each residence hall has lounge areas for recreation and entertaining, laundry facilities, kitchen access for personal cooking, and landline service that is offered for a fee. Internet access is available wirelessly and in each room. Unless otherwise noted, each room has two beds, a desk, a shelving unit, a closet, and dresser drawers. All residence halls are co-ed. Cook, McCulloch and Dakota are community bath style halls. Lura Manor and Crane Hall's rooms are suites style bath, two double rooms share a private bath.

Residence Life Policies can be found at [www.minotstateu.edu/life](http://www.minotstateu.edu/life)

## Room Rates

Residence halls are contracted for the full academic year or spring only. **All contracts are legally binding contracts with the student.**

*Room fees are subject to change by action of the State Board of Higher Education.*

## Community Style Residence Halls

Hall Name	Average Rate
Cook, McCulloch and Dakota Halls	
Double Occupancy	\$1350
Single room, if available	\$2329

## Suite Style Residence Hall

Hall Name	Average Rate
Lura Manor and Crane Hall	
Double Occupancy	\$1641
Single room, if available	\$2753

In case of damage to a room or if the room is left in unsatisfactory condition, the student will be held liable for repairs and cleaning. Housing for students is also available during semester breaks and summer sessions, please check with the Residence Life and Housing office for details.

### Reservation Fees

A reservation fee of \$100.00 is required to confirm a room assignment. This fee is payable online through campus connection. Applications will be processed on a first come first serve basis.

### Refund of Room Fees

Fees sent to the University for a room reservation will be refunded if a student submits a contract cancellation form by June 1 for full academic year contracts and December 15 for spring semester only contracts. Students who are re-contracting will be refunded 50% of their reservation fee if they submit a contract cancellation form by June 1. After June 1 for the fall semester, and after December 15 for spring only contracts reservation fees are non-refundable.

Occasionally, a student will have to leave the residence hall during the academic year. The unused portion of the room rental will be refunded on a weekly basis when the student leaves school during the semester because of illness, or due to an emergency in the immediate family of the student or complete withdraw from the university. **For students who choose to move off campus during their contracted term (term options include full academic year or spring only), students will be responsible for time stayed plus 50% of the remaining room and board contract.** A room occupied any part of a week will count as one full week.

### Campus Apartment Housing

There are 70 student apartment units on campus, six of which are designed for accessibility by persons with disabilities. Two-bedroom, one-bedroom, and efficiency units are available.

Apartments are unfurnished but each contains a stove and a freezer-refrigerator. A laundry room with coin-operated machines is provided.

Rents range from \$446.00 to \$659.00 per month. Students desiring apartment housing should contact the Residence Life Office for an application.

## Photo ID

### Eligibility and Procedures

Following are the eligibility requirements and the procedural steps necessary to obtain a Student or Faculty/Staff ID Card. Please refer to this information as your guide to helping individuals better understand who is eligible to receive an ID card and how, when and where it can be obtained. ID Cards can be obtained in the Photo ID office located on the second floor of the Student Center.

An individual must meet one of the following criteria prior to obtaining an ID card:

- Students (undergraduate, graduate and professional) must be admitted or registered with the University. Note: University entitlements are based on current status, not future status.
- Faculty, academic staff, staff, and graduate students must be entered into Campus Connection.

A good indication that an individual is in Campus Connection and is ready to receive a card is when they have received an official University e-mail address.

### Terms and Conditions

Your ID card is the official identification card of Minot State University and, as such, may be required for admission to University functions and certain contracted services. Your card is valuable and should be treated like cash or a credit card. Violations of the following terms and conditions may result in confiscation of the card. The card must be returned upon request. ID card information and photos may be used for various official campus uses. A government issued photo ID must be presented at the time of card issuance. Minot State University issues an ID card to all registered students, and employed faculty and staff subject to the following:

1. The ID card is the property of the Minot State University. The University reserves the right to revoke use of the card or any of its accounts at any time. The card is non-transferable and may be used only by the individual to whom it is registered.
2. The ID card, transactions related to the use of the card, and any account balances are the sole responsibility of the individual Cardholder until the University is notified in writing that the card is lost or stolen. For all online accounts, the Cardholder will not be held liable for any unauthorized transaction which occurs after the University has been notified of a loss, theft, or possible unauthorized use of the card.

3. Money deposited into the debit account (Beaver Bucks Account) is subject to the terms and conditions of the debit account. Any money left in your individual Beaver Bucks Account will revert to the ID card Office two (2) years after becoming inactive. An application for deposit and a complete copy of these terms and conditions can be obtained at the ID Card Office.
4. The Cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card.
5. The Cardholder is solely responsible for all fees associated with the card including the cost of replacing a physically damaged, lost or stolen card. A non-refundable fee of \$20 is charged to replace a lost or stolen card.

## Student Center

### Dining Services

#### Student Center Director's Office

**2nd Floor Student Center - across from the Beaver Dam  
(701) 858-3364**

Students' dining experience is more than great food. It is community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food and inviting atmosphere designed especially for students.

### How to Obtain (<https://minot.sodexomyway.com/?/>) Meals (<https://minot.sodexomyway.com/?/>)

#### Dining Locations

- The Beaver Creek Café is located on the second floor of the Student Center. Our dining program has been designed with students in mind. Flexibility, varied hours and a choice of dining locations will enable students to find the perfect place at the perfect time. Features a wide variety of fresh food to satisfy everyone's appetite with food choices to rival students' favorite restaurants. These choices include fresh salads, authentic pizza, a traditional grill platform and a variety of home-style comfort foods. The icing on the cake is our indulgence station featuring a variety of fresh baked desserts.
- Wake up and smell the fresh brewed coffee from the Java Lodge! Complement a coffee with a fresh bakery item or grab and go sandwich or salad.
- The Convenience store is located on the second floor of the Student Center. Grab a favorite soda or snack or stock up for the weekend with milk and frozen meals.

### Dietary Requirement and Sick Trays

Our Dining Services team can accommodate most special dietary requirements. If students are vegetarian, vegan or require gluten free products, they can simply visit the Dining Services office and let us know. Sick trays are also available for students with a meal plan. If a student is feeling under the weather and would like to order a sick tray, he/she can call Dining Services at (701) 858-4465.

### Parking

All vehicles parked on the campus must have a parking permit. Permits are available in the Parking Office in Facilities Management. Parking areas are identified as "E" for Employees, "S" for Students, and "S/E" for lots where employees or students may park. Refunds are available by the semester, if one no longer wishes to park on campus. Campus parking is supervised; tickets will be issued and cars improperly parked will be towed at the owner's expense. Further information may be obtained by contacting the Parking Office (<https://www.minotstateu.edu/parking/>) at the mail room/information center in the Administration Building or at 701-858-3318.

## Student Services

### Kevin Harmon, Vice President for Student Affairs & Dean of Students

Student affairs staff are involved in many areas of student services and student development. Areas of involvement pertaining to students are: admissions, housing (on-campus, off-campus, married student, apartment, and summer workshops), university policy and procedures pertaining to students, Student Government Association, International programs, student health, counseling services, military resource services, and general student policies. The staff serve on several committees on behalf of students and because of their varied responsibilities, can help students with almost any type of problem. Questions should be directed to the Vice President for Student Affairs/Dean of Students on the lower level of the Administration Building or to the specific office providing the service.

### Bookstore

The University Bookstore, located on the lower level of the Student Center, is operated by Barnes and Noble. The bookstore is an integral part of the University and functions as a link between students, faculty, and staff by providing high quality educational products and service to enhance the educational experiences at Minot State University.

## Office of International Programs

### International Student Services

The Office of International Programs provides immigration documentation and advising to international students, scholars and their families. International Student services include pre-arrival information, on-campus orientation, cross-cultural adjustment and advising information. The Office of International Programs also serves as a liaison to academic departments, other campus offices, and embassies.

For additional information regarding international student services, admission requirements or immigration regulations, please refer to the International Student Admissions section on page 12, or visit our website at <http://www.minotstateu.edu/international> (<http://www.minotstateu.edu/international/>).

## Student Health and Counseling

The Student Health Clinic, and Counseling Services, are located on the lower level of Lura Manor. Elevator access is available at the northwest door.

### Student Health Clinic

The goal of the Student Health Clinic is to improve the status of health and ultimately the quality of life of MSU students while they are on campus and as they plan for the future. Focus is on health promotion, risk reduction through surveillance and control of health hazards, health education, and referral to other campus or community services as needs are identified.

The Student Health Clinic is staffed by a nurse practitioner, registered nurse, and a licensed practical nurse, with a referral service to Minot Center for Family Medicine as needed. These providers diagnose and treat a variety of acute health problems in an ambulatory clinic setting and make referrals as indicated by the health care needs of students. Student health care is intended to supplement private health care. It is **not** intended to provide comprehensive medical care.

At the discretion of the Student Health Clinic staff, assistance provided may include, but is not limited to:

- Immunizations and Immune Titers
- Women's healthcare
- STD education and testing
- Blood pressure monitoring
- General health needs
- Health education/promotion programs
- General sick care
- Prescriptions as necessary
- Tuberculosis screening/testing
- Reporting required illness to public safety agencies
- Reporting required injuries/crimes to public safety agencies
- Sports and employment physicals

#### **Immunizations and Tuberculosis Screening: Reference: NDUS Procedure 506.1**

1. Any student enrolled at any NDUS institution shall provide documentation of immunity against measles, mumps and rubella (MMR). The Chancellor shall adopt procedures implementing this policy.
2. Effective fall 2017, newly admitted students ages twenty-one and younger shall provide documentation of immunity against meningococcal disease. The Chancellor shall adopt procedures implementing these requirements.
3. Each institution will establish procedures for exemption, which may include students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party. NDUS benefited employees are exempt from the policy and procedures; however, each institution will implement procedures for staff and faculty enrolled in classes. Institutions may grant additional exemptions upon application to and approval by the authorized institution official under established institution procedures, when:
  - a. Immunization is contraindicated by a medical condition that is certified by a licensed provider;
  - b. The student's beliefs preclude participation in an immunization program; or
  - c. Instances when the student has had one MMR immunization and agrees to have a second one no less than twenty-eight days later.
4. Each institution shall establish procedures for tuberculosis (TB) screening of international students. Testing is required of new students from all countries except those classified by United States health officials as low risk for tuberculosis.



To upload documentation and complete the tuberculosis questionnaire go to <https://www.minotstateu.edu/health/immunization.shtml> (<https://www.minotstateu.edu/health/immunization.shtml/>). For further information or to schedule an appointment visit the website at <https://www.minotstateu.edu/health/>, or contact the Student Health Clinic at (701) 858-3371.

## Counseling Services

The mission of Minot State University Counseling Services is to empower and advocate for the student's personal and educational development through short-term counseling and educational outreach. We want student experiences here to be positive and growth promoting. Personal counseling services provide free, confidential consultation, short-term intervention and referral. Counseling sessions are kept in strict confidence within legal and ethical limits. In situations where the problems are more long standing, referrals can be provided for services within the community.

Other services include:

- Educational programming on campus
- In-class presentations on request
- Stress management training
  - Residence hall outreach

For further information or to schedule an appointment visit the website at <https://www.minotstateu.edu/counseling/>, or contact Counseling Services at (701) 858-3371.

## Veteran Educational Benefits

The Minot State University Military Resource Center serves as a guide for active duty, transitioning active duty, veterans, dependents and spouses into the university education system. The office strives to ensure VA educational benefited individuals can put those earned benefits to use as they work towards the completion of their academic goals, while providing referrals to academic and financial assistance as well as to physical and mental health wellbeing support. The office assists veterans and their families looking for answers to questions they have about earned or transferred educational benefits. To learn more about the benefits related to currently serving, veteran, spouse or dependent, go to the web page and click the appropriate link (<https://www.minotstateu.edu/veterans/>). Please stop in the Military Resource office (Dakota Hall ([https://www.minotstateu.edu/parking/pdf/parking\\_map.pdf](https://www.minotstateu.edu/parking/pdf/parking_map.pdf))) or call (701)858-4003 with questions.

## Drop and Withdrawals—Military

All military members using United States Department of Veteran Affairs Educational benefits who wish to drop courses or withdraw from the semester must complete the appropriate drop/withdrawal procedures with Minot State and visit with the Military Resource Center school certifying official to adjust their account. Failure to follow the drop/withdrawal procedures may result in a failing grade which may require repayment of benefits.

### Minot Air Force Base Education Service Office

## Want to talk to someone?

Contact Brigitte Base Education Center, 156 Missile Avenue, Room 220  
Minot Air Force Base, ND 58704  
1-701-727-9044 - [brigitte.mikula@minotstateu.edu](mailto:brigitte.mikula@minotstateu.edu)

The Air Force maintains an Education Services Office at Minot Air Force Base. The University provides a coordinator at this base office. The coordinator assists Air Force personnel and their families in planning academic programs, selecting courses, completing financial aid procedures, and registration. All military personnel are encouraged to contact the Base Education Services Office for information and assistance relative to academic programs.

Admission and Registration—Active duty military personnel, spouses, and dependents follow the first year application procedures (<http://catalog.minotstateu.edu/undergraduate/admissions/freshmanadmissionrequirements/>) or the transfer admission procedures (<http://catalog.minotstateu.edu/undergraduate/admissions/transferadmissionrequirements/>) as applicable.

## Computer Literacy Requirement

According to the Department of Defense directive 1322.8, all students completing a degree on the Minot Air Force Base must do one of the following: 1) successfully complete an introduction to computer science course as one of their program electives, or 2) present evidence (credential, transcript, etc.) that computer literacy has been obtained.

## Evaluation of Educational Experiences of Military Personnel

Service personnel currently on active duty who have acquired certain educational experiences, or have attended service schools, or have passed college AP/CLEP/DANTES tests can have these evaluated for transfer credit. Minot State University accepts the following towards a bachelor's degree:

1. Military service courses are given credit as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education (ACE).
2. Advanced Placement (AP), The College Level Examination Program (CLEP), and DANTES subject standardized tests are accepted in some areas. Check with the Registrar's Office for the current AP/CLEP/DANTES Policy, as it is subject to revision. (See also Credit by Examination (<http://catalog.minotstateu.edu/undergraduate/academicinformation/generalinformation/>)).

## Drop and Withdrawals—Military

All military members using tuition assistance who wish to drop courses or withdraw from the semester must complete the appropriate drop/withdrawal procedures with Minot State and visit with their Education Center to adjust their tuition assistance account. Failure to follow the drop/withdrawal procedures will result in a failing grade for each course for which the student has enrolled.

## Military Tuition Assistance Refund Policy

Minot State University returns unearned military tuition assistance funds on a proportional basis through at least the 60% portion of the term for which they were provided regardless of the reason for withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the military service, not to the service member.

MSU will work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. Military tuition assistance is awarded based on students completing the entire term it was awarded. When a student withdraws, they may no longer be eligible for the full amount.

### Policy

Tuition Assistance eligibility will be recalculated for students who officially withdraw from the course prior to completing 60% of the enrollment period. The official last date of attendance is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned by using the military tuition assistance refund policy (<https://www.minotstateu.edu/busoffic/pages/military-tuition-arp.shtml/>).

The Department of Defense requires that the university return any unearned TA applied to institutional charges. The student will then owe the university the amount that was returned.

## Vocational Rehabilitation

The student must obtain approval from Vocational Rehabilitation which specifies in detail the funds that will be provided for tuition, fees, and other expenses. This approval should be obtained well in advance of the beginning of classes. Vocational Rehabilitation will provide written authorization to the Veterans Center.

## Campus Buildings

### Administration

Offices for the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Assistant Vice President for Academic Affairs, Associate Vice President for Graduate/Online/Distance and Continuing Ed, Director of Academic Assessment, Center for Extended Learning, Business Office, Registrar's Office, Academic and Institutional Projects, Institutional Planning, Financial Aid, University Communications, Human Resources, Dakota College at Bottineau, International Programs, and Enrollment Services/Admissions are housed here. Also included are three Interactive Video Network (IVN) studios.

### Amphitheatre

This outdoor facility was built by students, alumni, and other university supporters. Located in the hills in the northern part of the campus, it provides a beautiful setting for summer theatre, musicals, and other productions.

### Astronomical Observatory

Established in 1967 and relocated to north of the Amphitheatre in 1988, the observatory houses a 16 inch diameter SchmidtCassegrain telescope used primarily by astronomy students. It is viewed on specified evenings.

## Campus Apartments

### Campus Heights Apartments

There are 30 student apartments in Campus Heights, two of which are designed for accessibility. Each floor has four two-bedroom apartments and six studio apartments. Campus Heights apartments are unfurnished except for stove, refrigerator and drapes. Amenities include cardlock access to the building and coin operated laundry facilities.

### Pioneer Hall

Pioneer Hall features 40 one-bedroom apartments for students, four of which are designed for accessibility. Pioneer apartments are unfurnished except for stove, refrigerator, and drapes. Amenities include cardlock access to the building and coin operated laundry facilities.

## Cyril Moore Science Center

This building houses administrative offices for the life and physical sciences. A lecture-demonstration auditorium seating 233, and classrooms, laboratories, and research facilities for biology, chemistry, geoscience, physics, and science education are located here.

## Dome

The administrative office of the Department of Athletics is housed in this building. This structure also provides facilities for a wide variety of activities such as handball, racquetball, basketball, volleyball, tennis, wrestling, and indoor track with seating for over 10,000 people. The building also has lockers, showers, classrooms, and offices, plus other use areas.

A seasonal air-supported bubble next to the dome enables the turf to be utilized for a number of additional events such as weekend tournaments in youth, adult and collegiate soccer and softball, and non-tournament usage such as MSU softball, soccer, baseball and football, area schools soccer, softball, baseball, football, public walking and jogging, community events, Minot Recreation Commission activities, a golf driving range, and much more.

## Facilities Management

This building is the base of operations for campus maintenance, custodial, carpentry, electrical, heating and cooling, motor pool, security and horticulture.

## Hartnett Hall

The administrative offices of the College of Arts and Sciences are located in this building. There are classrooms and studios for art, broadcasting, communication arts, English, and foreign languages. A 200-seat theater for lectures, recitals, and theater productions and an art gallery displaying works of nationally recognized, contemporary American artists are also housed here, as well as the office of the Red and Green (student newspaper) and a computer lab.

## Library

The Gordon B. Olson Library houses basic library facilities and two computer lab centers. Containing over 420,000 volumes in books, bound periodicals, and government documents, it also houses special collections of North Dakota materials, a children's collection, media materials (over 14,000 video recordings, filmstrips, slides, and other non print material) and microfilms. The library currently subscribes to over 600 periodicals and is a depository for United States Government and State of North Dakota publications. The library building provides study accommodations for 800 students. The lower level of the Library houses the Northwest Arts Center, Walter Piehl Gallery, the Native American Artifact Collection and the Academic Support Center which offers many services to ensure the success of our students. These include tutoring, advising, writing assistance, access services, career planning assistance, Starfish and POWER program.

## Memorial Hall

In 1996, Memorial Hall was remodeled and expanded. It houses the Rural Crime and Justice Center, four academic departments, and the North Dakota Center for Persons with Disabilities. The four departments located in Memorial Hall are Communication Sciences and Disorders and Special Education; Criminal Justice; Nursing; and Addiction Studies, Psychology and Social Work. A computer lab is in this building.

## Model Hall

Completely renovated in 1990, this building houses administrative offices for mathematics and computer science. There are two instructional computer labs, four tiered multimedia classrooms, and numerous classrooms for lecture.

## Old Main

This first building on campus underwent an \$8.6 million remodel between 2001-2003. It provides classroom and office space for the College of Business, the Job Corps Executive Management Program, the Division of Social Science, and the Division of Performing Arts. It also houses the office of

Information Technology and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts with seating capacity for 950.

## Residence Halls

### Cook Hall

Cook Hall is the largest residence hall on campus. This hall is co-ed by floor and can accommodate 187 students. It is located on the west side of campus. Its amenities include cardlock entry, internet, kitchen, microwaves on each floor, community style bathrooms, free laundry facilities and a large lounge with a TV, pool table and table tennis.

### Crane Hall

Crane Hall is a modern co-ed residence hall with suites style housing, where two rooms share a bathroom. The hall is coed by suite and can accommodate 88 students. Amenities include full kitchens, free laundry facilities, and recreational lounges on every floor.

### Dakota Hall

Dakota Hall is the most historic residence hall on campus, built in 1931. It is located to the south of the Student Center. This hall is co-ed by floor and accommodates 95 students. Amenities include microwave access, free laundry facilities, and study lounges on every floor, community-style bathrooms, and kitchens on the third and fourth floors.

Located on the lower level are the Residence Life and Housing Office and the Military Resource Center.

### Lura Manor

Lura Manor is a co-ed suite style residence hall and can accommodate 144 students. Other amenities include study nooks, recreational lounges, microwave access on every floor, a few kitchen options, and free laundry facilities throughout the building.

Located on the lower level are The Student Health Center and University Counseling.

### McCulloch Hall

McCulloch Hall is a co-ed by floor residence hall that can accommodate 154 students. It is located very near the Student Center. Amenities include free laundry facilities, community-style bathrooms, a kitchenette, microwave access on every floor, and two recreational lounges with a TV, a pool table and table tennis.

## Student Center (SC)

The Student Center is located at the heart of the Minot State University campus. An information center/post office/central receiving/parking office was established at the east end of the Student Center to greet visitors to campus.

In 2007, a \$1.1 million facelift of an antiquated ballroom in the Student Center created the new student activity center called the Beaver Dam. The sumptuous lounge contains pool tables, electronic shuffleboard, a digital jukebox, a 20-foot big-screen TV, plasma TVs, soft furniture and a fireplace.

The Student Government Association offices are located near the Beaver Dam. The offices of the Student Center Director, and Student Activities Coordinator, are located nearby, as well as meeting space for student clubs and organizations.

Other amenities in the Student Center include laptop computer stations, a convenience store, a swimming pool and the MSU Bookstore, which is affiliated with Barnes & Noble. The residence dining center, Beaver Creek Cafe, is located on the second floor.

The Student Center also houses the Native American Cultural Center, Advancement/Alumni offices, and the contracted food service provider.

While the Student Center has been designed to serve students, it also houses a functional conference center on the third floor that is used for numerous campus and community events.

### Swain Hall

Swain Hall houses the Department of Teacher Education and Kinesiology.

## Wellness Center

The Wellness Center houses activity courts for basketball, volleyball, floor hockey and other activities. It also contains space for fitness classes, weight lifting, cardio equipment, spinning classes, intramural sports, personal training, student dances, and other student activities.

## Services to Region

### Centers of Excellence

The University has two established Centers of Excellence—the North Dakota Center for Persons with Disabilities and the Center for the Applied Study of Cognition and Learning Sciences. The centers have developed from University areas of expertise and complement its research and service components.

## North Dakota Center for Persons with Disabilities

NDCPD is North Dakota's University Center for Excellence in Developmental Disabilities (UCEDD). We are part of a national network of 67 UCEDDs in the United States. At NDCPD, it is our mission to *"provide service, education, and research which empowers communities to welcome, value, and support the well-being and quality of life for people of all ages and abilities."* Faculty and staff at NDCPD fulfill this mission by providing services, training, research and information to individuals in the disability community, professionals, service providers, agencies and the general public. For MSU Students, we offer student employment, leadership opportunities as well as interdisciplinary training experiences across all the disciplines to equip students with an understanding and skills to work with individuals with disabilities. NDCPD's offices are located in Memorial Hall 203. For information, contact one of our staff members at 701-858-3580 or visit our website @ [www.ndcpd.org](http://www.ndcpd.org) (<http://www.ndcpd.org>).

## Center for the Applied Study of Cognition and Learning Sciences (CASCLS)

All learning occurs through the process of building, changing or reinforcing of neural networks in the mind/brain. From the moment we are born until the moment we die, people are naturally designed to take in new information through our senses as we experience situations in our environment. We process that information back and forth with what we already hold in our mind/brain, in order to make sense of those new inputs as we grow in our understanding of the world around us—and how we might be successful in that world.

The Center for the Applied Study of Cognition and Learning Sciences (CASCLS) at MSU is designed to help educators at all levels connect information on how the mind/brain functions in learning, to appropriate applications in P-12, undergraduate, graduate, and community education. Seminars and conferences, as well as the Cognitive Science Concentration within the Master of Education degree provide varied access to this information.

Participants in the CASCLS initiative have opportunity to learn, apply and test research regarding what we know about:

- biophysical structures, functions and mechanisms brain,
- observed individual and social behaviors, mental representations and thinking processes (mind), and
- how human beings change over time as they develop in all quadrants: cognitive, social, emotional and physical growth (education).

The Center has all new facilities with the 2010 remodel of Minot State University's Swain Hall. The new facilities enhance the Center's capacity to continue existing lines of research (such as the dyslexia project) and expand its range of applied mind/brain research.

The completely retooled building houses teacher education, elementary and preschool education programs with lab classrooms, human performance programs with physical education, exercise science and athletic training labs, a technology lab, and four science labs. In addition, CASCLS has five dedicated clinical rooms adjoining its offices for individual and small group research, enhanced audio/video recording capacity, a dedicated research workroom for analysis of audio/video data, and a conference room for meetings with school and community partners.

Over 80% of those in the education profession in the U.S. are prepared in colleges of education, many with 100-200 year roots in the study of learning sciences, working interactively with P-12 teachers in schools. As the CASCLS initiative at MSU continues to grow, it represents a new mindset in how we approach the learning sciences and prepare professional educators. This mindset is a necessary response by the profession to the increasing complexity of teaching and learning.

**Contacts:** Dr. Lisa Borden-King, [lisa.borden-king@minotstateu.edu](mailto:lisa.borden-king@minotstateu.edu), CASCLS Field Director

## Interactive Video Network

The Interactive Video Network (IVN) offers statewide videoconferencing providing distance education opportunities throughout North Dakota.

IVN utilizes Internet-based videoconferencing technology (H. 323) over the state network (STAGEnet) to significantly enhance communication and learning opportunities. Videoconferencing services extend beyond higher education and tribal colleges to include K-12 schools, NDSU Extension and Research Centers, and state government agencies. Of all distance education technologies IVN most closely replicates traditional classroom instruction. Two or more sites can be connected for each IVN event. There are over 400 sites in the state with over 65 sites in the higher education environment.

Minot State University has several video classrooms. Three large classrooms are located in the Administration Building and two rooms in Memorial Hall.

Minot State University has the capability of both sending and receiving courses, workshops and meetings. Students from this area can enroll in a wide range of degree programs offered by a number of North Dakota University System institutions. A variety of programs are available in either two year, four year, masters or doctoral degrees.

For a complete list of classes and degree programs being offered, or for general information about IVN videoconferencing contact the Center for Extended Learning office at 1 (800) 777-0750 or the Minot State University IVN office at (701) 858-3984. Information about classes and meetings can be found on the IVN website at North Dakota IVN (<http://alt.ndus.edu/ALTWEBSITE/QuickLinks/DailySchedule/Forms/ByRoomSchedule.aspx?&id=1/>) site.

Learn more about classes and meetings at Minot State University by accessing <http://www.misu.nodak.edu/cel/ivn.shtml> (<http://www.misu.nodak.edu/cel/ivn.shtml/>).

## **Minot Symphony Orchestra**

The Minot Symphony, a university and community orchestra, aims to enrich lives by providing opportunities for musicians and inspiration to patrons through education and the performance of diverse orchestral repertoire.

## **North Dakota Geographic Alliance**

The North Dakota Geographic Alliance is a statewide organization of teachers, professional geographers, and other persons interested in promoting geography education within the state of North Dakota. The Alliance administrative office is located in the Mt. Vernon, 500 University Ave, Minot. The Alliance holds an annual meeting, summer institute, and offers other types of geography-related programs.

## **Communication Disorders Clinic**

Each year children and adults with disabilities come to the clinic for diagnostic services and to take advantage of sophisticated equipment and expert faculty. A unique team of professionals provides assessment and designs individual habilitative programs which are carried out at home, in the public schools through cooperative planning with teachers and parents, or in the clinic itself. Undergraduate and graduate students, under the close supervision of faculty members, work with clients. Services are free of charge to full-time MSU students and their immediate family and are reduced for part-time students. Call (701) 858-3030 for additional information.

## **Western Plains Opera Company**

Western Plains Opera Company's mission as an organization is to blend the best of professional, community, and Minot State University resources to produce outstanding opera in the north central plains and to foster in local youths the love of good singing and good singing practices.

# **Student Life and Activities**

## **Student Government**

All registered university students automatically belong to the Student Government Association. Governmental matters which pertain to student affairs are regularly handled by the Student Senate, which elects its officers and senators in the spring. An election is held in the fall to elect two first-year student (freshman) senators. Participating students have the opportunity to view democracy in action. Student Government Association meetings are open to the public.

## **Student Activities**

The purpose of the committee is to provide a well-rounded entertainment and educational program. It offers an excellent opportunity for university students to educate and entertain their peers. Student Activities are free with your MSU ID unless otherwise specified. Student Activity programs are under the direction of the Student Activities Committee (SAC) which consists of the Director of Entertainment, Student Senate officers and senators and any student interested in helping with SAC. Interviews are held for the Director of Entertainment in the spring.

## **Athletics**

Minot State University men's and women's athletic programs are NCAA Division II. The men's competition includes football, basketball, track and field, golf, baseball, cross-country and wrestling. The women's competition includes basketball, cross-country, track and field, volleyball, softball, soccer and golf. MSU also has club hockey programs for men and women.

## **Intramural Programs**

A variety of sport activities are offered for both men and women throughout the school year. This program is sponsored by the Student Government Association and the Wellness Center. Interviews are held for the Intramural Directors in the spring.

## **Homecoming**

The annual homecoming has become a tradition in Minot. Each year, in the fall, the University sets aside a week for the entertainment of graduates, current, and former students. The celebration includes a parade, a football game, and many other features conducive to the renewal of old acquaintances.

## **Music**

The University's Division of Music is an accredited member of the National Association of Schools of Music and provides exciting opportunities for the study and performance of all disciplines within music. Concert and lecture offerings are listed on the Music Division website. Performance opportunities available to all university students include choir, women's chorus, band, orchestra, and jazz ensemble.



## Publications

There are two student publications on campus. The Red & Green, the student newspaper, is published weekly during the regular school year. The Coup, the student literary magazine, is published annually. Student editors receive salaries paid from student activity fees. Students may earn one hour of journalism credit for working on the Red & Green. The publications are advised by faculty members and governed by policy developed by the Board of Student Media.

## Radio Station (KMSU)

KMSU, the campus radio station, operates over the local access television channel. Students who live in the dorms may listen by tuning their television to channel 19. The signal is also broadcast over the local cable access channel (KMSU TV) to over 15,000 homes in the local area.

Students who wish may work with KMSU as a disc jockey doing on air shows or working in one or more of the behind the scenes jobs connected with the radio station by registering for radio activities. This one-credit class is available to all MSU students.

The Media Ink Club is open to all students interested in the media, be it electronic print, advertising, or public relations.

## Native American Cultural Center

The Native American Cultural Center provides counseling, advising, and academic student transitional assistance to Native American/American Indian students at Minot State University. Student personal, social, financial, and career concerns are also addressed at this “home away from home” rest and relaxation student center.

Coordination and correspondence with area tribal councils, offices and colleges is also maintained to benefit and support our students.

Campus and community events are developed and presented to promote public awareness, understanding and appreciation of Native American people and their culture. A portion of the MSU Native American Collection of cultural artifacts is also on display for public viewing. The Native American Cultural Center is open Mon.–Fri., 8 a.m. to 4:30 p.m.

## Theatre Arts

The Campus Players is the student organization open to all university students. It sponsors several major productions each year. Theatre facilities include the Harold G. Aleshire Theater, the Black Box for less formal and locally-written shows, and the Amphitheatre located on the north side of the campus. The Theatre Arts Program also hosts workshops, guest lectures, and touring professional companies.

## Student Safety

Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity.

Any student, employee, or applicant for employment or admission to the University who believes that they have been discriminated against on the basis of sex may pursue a University investigation and file a complaint with the Title IX Coordinator.

Sexual harassment, which includes sexual violence, is a form of sex discrimination. There are many forms of sexual harassment:

- Sexual misconduct
- Non-consensual sexual intercourse
- Non-consensual sexual contact
- Sexual coercion
- Gender discrimination or bullying

For a complete description of Minot State's policies and procedures regarding sexual misconduct, visit: [MinotStateU.edu/title9/keepusafe.shtml](https://www.minotstateu.edu/title9/keepusafe.shtml) (<https://www.minotstateu.edu/title9/index.shtml/>).

### Title IX Coordinator - Lisa Dooley

Memorial Hall, 4th floor, Room 412

701-858-3447 | [Lisa.Dooley@MinotStateU.edu](mailto:Lisa.Dooley@MinotStateU.edu)

In case of an emergency, or to file a report and pursue a criminal investigation, contact:

**Minot Police Department:** 911 (Emergency) or 701-852-0111

**Campus Security:** 701-858-HELP (4357)

### Confidential Resources

Students who wish to talk about sexual discrimination issues confidentially and without initiating a report or investigation can contact the following resources:

### Minot State University Counseling Services

24-hour crisis counseling: 701-858-3371

In-person crisis counseling: 8:00 a.m. – 4:30 p.m., M – F

**Campus Chaplain:** 701-858-4170

**Domestic Violence Crisis Center**

24-hr Crisis Line: 701-857-2200

24-hr Rape Crisis Line: 701-857-2500

### **Equal Opportunity and Non-Discrimination Statement**

Minot State University (MSU) is committed to the principle of equal opportunity in education and employment. MSU does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity/expression, genetic information (GINA), marital or parental status, veteran's status, citizenship status, public assistance status, participation in lawful off-campus activity, spousal relationship to current employee, or other protected status under federal, state, or local law. MSU complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including complying with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

This policy on equal opportunity and non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access, participation and treatment in all University programs and activities.

MSU prohibits retaliation against any individual or group who exercises rights or responsibilities protected under the provisions of federal, state and/or local law, including MSU policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who engage in discrimination and/or harassment may have their relationship with the University terminated and/or their University privileges withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment should be directed to the Title IX Office. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

Marc M. Wachtfogel, Ph.D.

Director, Human Resources/EEAA/ Deputy Title IX Coordinator

500 University Ave W, Minot, ND 58707

marc.wachtfogel@ndus.edu

Title IX Office - Lisa Dooley, Ed.D.

Title IX Coordinator (sexual harassment/sexual discrimination)

Memorial Hall, 4th Floor, Room 412

500 University Ave W, Minot, ND 58707

701-858-3447 | Lisa.Dooley@MinotStateU.edu

Kevin Harmon (student inquiries) Vice President of Student Affairs

500 University Ave W, Minot, ND 58707

Kevin.Harmon@MinotStateU.edu

Office for Civil Rights – Chicago Office

U.S. Department of Education, Citigroup Center

500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544

Phone: 312-730-1560, FAX: 312-730-1576, TDD: 800-877-8339 OCR.

Chicago@ed.gov

## **Graduate Faculty Status**

Graduate Faculty status at Minot State University is based on academic qualifications and/or professional expertise. Three categories of graduate faculty status are available.

### **Graduate Faculty**

MSU Graduate Faculty are full-time faculty with an earned doctorate or terminal degree in the field of study or related field. Graduate Faculty may teach graduate courses and serve on graduate students' committees. Only graduate faculty with an earned doctorate or terminal degree may chair graduate students' committees.

### **Professional Graduate Faculty**

MSU Professional Graduate Faculty are full-time faculty *without* a doctorate or terminal degree in the field of study or related field. Professional Graduate Faculty may teach graduate courses and serve on graduate students' committees.

## Visiting Graduate Faculty

Visiting Graduate Faculty are part-time or one-year special contract faculty who are academically qualified in the field of study or related field. Visiting Graduate Faculty may teach graduate courses or serve on graduate students' committees. Only Visiting Graduate Faculty with an earned doctorate or terminal degree may chair graduate students' committees.

### Definition of Academically Qualified

Faculty members are considered academically qualified for graduate teaching positions and serve on students' committees by meeting either of the following requirements:

1. Have an earned doctorate or terminal degree from a regionally accredited institution.
2. Have a master's degree from a regionally accredited institution and extraordinary teaching and/or scholarly skills that qualify the faculty member to teach and advise in a specific area of expertise. The faculty may also serve on graduate committees.

Additionally, faculty must provide support to illustrate currency in teaching and scholarship. Currency is defined by each academic unit and these definitions are reviewed and endorsed by the Graduate Council.

## Application Process

### Graduate Faculty

MSU faculty holding a doctorate or terminal degree should submit a completed new or renewal application along with a current vitae to the Graduate School. Graduate Faculty must renew their application every three years.

## PROFESSIONAL GRADUATE FACULTY

- **MSU tenured Professional Graduate Faculty:** without a doctorate or terminal degree in the field of study or related field who have relevant extensive professional experience and expertise should submit a completed new or renewal application along with a current vitae to the Graduate School and must renew their application every three years.
- **Non-tenured MSU Professional Graduate Faculty:** without a doctorate or terminal degree in the field of study or related field who have relevant extensive professional experience and expertise should submit a completed new or renewal application along with a current vitae to the Graduate School and must renew their application annually.

## Visiting Graduate Faculty

**Visiting Graduate Faculty who teach** must renew their status annually. Accompanying the application should be a letter of support signed by the Program Director and Department Chairperson. The support letter will indicate the graduate teaching assignment(s) for which the candidate is qualified and specific details regarding the candidate's extraordinary teaching or research skills which support this candidate's appointment to Graduate Faculty.

**Visiting Graduate Faculty who serve on graduate students' committees** are limited to a specific student's committee and must renew with each new committee assignment.

## Application Deadlines

### Graduate Faculty and Tenured professional graduate faculty

April 1 (following annual evaluations) three-year, renewable appointment.

### Non-tenured Professional Graduate Faculty and visiting graduate faculty

April 1 (following annual evaluations) annually, renewable appointment.

### Visiting Graduate Faculty who only serve on graduate students' committees

Two weeks prior to the beginning of first day of the graduate course or first meeting of the student's graduate committee; one year, renewable appointment.

## Appointment Process

Completed applications are reviewed and approved by the head of the Graduate School. At his/her discretion, the head of the Graduate School may request additional information or support, or a consultation with the Program Director regarding an applicant. In the event the head of the Graduate School and the Program Director are unable to reach agreement, exceptions to the policy or process will be determined by the Graduate Council. Should the need arise for exceptions between terms in the absence of Graduate Council availability, the head of the Graduate School is authorized to provide a faculty member temporary status for up to one semester.

## Graduate School Calendar Dates

### Fall 2020 (2110)

Description	Full 16 Weeks	First 8 Weeks	Second 8 Weeks
Classes begin after 4 p.m.	Mon, Aug. 24	Mon, Aug. 24	
Classes begin	Tues, Aug. 25	Mon, Aug. 24	Mon, Oct. 19
Last day for collaborative request	Fri, Aug. 28		
Labor Day, University closed	Mon, Sept. 7	Mon, Sept. 7	Mon, Sept. 7
Last day to add	Wed, Sept. 2	Thurs, Aug. 27	Thurs, Oct. 22
Last day to drop a class or withdraw from all classes and receive a 100% refund	Wed, Sept. 2	Thurs, Aug. 27	Thurs, Oct. 22
Last day to withdraw from all classes and receive a 75% refund	Fri, Oct. 2	Thurs, Sept. 10	Thurs, Nov. 5
Last day to withdraw from all classes and receive a 50% refund	Sun, Nov. 1	Wed, Sept. 23	Wed, Nov. 18
Graduation application due to Program Director for December conferral	Fri, Nov. 6	Fri, Nov. 6	Fri, Nov. 6
Last day for Thesis/Project Defense for December conferral	Fri, Nov. 13	Fri, Nov. 13	Fri, Nov. 13
Last day to submit thesis to Graduate School for final review for December conferral	Fri, Nov. 13	Fri, Nov. 13	Fri, Nov. 13
Veterans Day, University closed	Wed, Nov. 11	Wed, Nov. 11	Wed, Nov. 11
Last day to drop	Fri, Nov. 13	Fri, Oct 2	Fri, Nov. 27
Thanksgiving vacation (University closed Thursday)	Nov. 25-27	Nov. 25-27	Nov. 25-27
Graduation applications for December conferral due to the Graduate School	Tues, Dec. 1	Tues, Dec. 1	Tues, Dec. 1
Last day to submit approved thesis to MSU's Graduate School for December conferral	Wed, Dec. 9	Wed, Dec. 9	Wed, Dec. 9
Final exams	Dec. 14-18	Oct. 14-15	Dec. 9-10
Course Completion Agreements due in the Graduate School	Wed, Dec. 16	Wed, Oct. 14	Wed, Dec. 8
Grades due from faculty to the Registrar's Office at NOON CST	Mon, Dec. 21	Tues, Oct. 20	Tues, Dec. 15
Official grades available	Mon, Dec. 28	Mon, Oct. 26	Mon, Dec. 28

### Spring 2021 (2130)

Description	Full 16 Weeks	First 8 Weeks	Second 8 Weeks
Recommendation for Awarding of Degree forms for December conferral due to Graduate School	Mon, Jan. 11	Mon, Jan. 11	Mon, Jan. 11
Classes begin after 4 p.m.	Mon, Jan. 11	Mon, Jan. 11	
Classes begin	Tues, Jan. 12	Mon, Jan. 11	Mon, Mar. 8
Graduate students may begin registration for May Hooding & Commencement Ceremonies	Wed, Jan. 13	Wed, Jan. 13	Wed, Jan. 13
Last day for collaborative request	Fri, June 15		
Martin Luther King Day, University closed	Mon, Jan. 18	Mon, Jan. 18	Mon, Jan. 18
Last Day to Add	Thurs, Jan. 21	Thurs, Jan 14	Thurs, Mar. 11

Last day to drop a class or withdraw from all classes and receive a 100% refund	Thurs, Jan. 21	Thurs, Jan. 14	Fri, Mar. 12
President's Day, University closed	Mon, Feb. 15	Mon, Feb. 15	Mon, Feb. 15
Last day to withdraw from all classes and receive a 75% refund	Mon, Feb. 22	Thurs, Jan. 28	Sat, Mar. 27
Graduation application due to Program Director for May conferral	Mon, Mar. 1	Mon, Mar. 1	Mon, Mar. 1
Spring Break	March 15-19	March 15-19	March 15-19
Last day to submit reservation for May hooding & commencement ceremonies	Mon, Mar. 15	Mon, Mar. 15	Mon, Mar. 15
Last day to withdraw from all classes and receive a 50% refund	Thurs, Mar. 25	Wed, Feb. 10	Sun, Apr. 11
Last day to submit order for graduation regalia for May hooding and commencement ceremonies	Mon, Mar. 29	Mon, Mar. 29	Mon, Mar. 29
Graduation Applications for May conferral due to Graduate School	Thurs, Apr. 1	Thurs, Apr. 1	Thurs, Apr. 1
Last day to drop	Fri, Apr. 9	Fri, Feb. 19	Fri, Apr. 23
Easter Break (University closed Friday only)	April 2-5	April 2-5	April 2-5
Last day for Thesis/Project Defense for May conferral	Mon, Apr. 5	Mon, Apr. 5	Mon, Apr. 5
Last day to submit thesis to Graduate School for final review for May conferral	Mon, Apr. 5	Mon, Apr. 5	Mon, Apr. 5
Last day to submit approved thesis to MSU's Graduate School for May conferral	Tues, May 4	Tues, May 4	Tues, May 4
Final Exams	May 10-14	March 3-4	May 5-6
Course Completion Agreements due in the Graduate School	Wed, May 12	Wed, Mar. 3	Wed, May 5
Graduate School Hooding Ceremony in Ann Nicole Nelson Hall 8:00 a.m.	Fri, May 14	Fri, May 14	Fri, May 14
Commencement at MSU Dome at 10:00 a.m.	Fri, May 14	Fri, May 14	Fri, May 14
Grades due from faculty to the Registrar's Office at NOON CST	Mon, May 17	Tues, Mar. 9	Tues, May 10
Official grades available	Mon, May 24	Mon, Mar. 15	Mon, May 24

## Summer 2021 (2140)

Description	Date
Recommendation for Awarding of Degree forms for May conferral due to Graduate School	Tues, June 1
Standard 8 week term classes begin	Tues, June 1
Graduation application due to Program Director and Graduate School for August conferral	Tues, June 1
Last day for collaborative request	Fri, June 4
Last day to drop a class or withdraw from all classes and receive a 100% refund	Sat, June 5
Last day to add	Sat, June 5
Last day for Thesis/Project Defense for August conferral	Mon, June 28
Last day to withdraw from all classes and receive a 75% refund	Sun, June 20
Last day to withdraw from all classes and receive a 50% refund	Mon, July 5

Independence Day (Observed), University closed	Mon, July 5
Last day to drop	Wed, July 7
Last day to submit thesis to Graduate School for final review for August conferral	Fri, July 9
Last day of classes	Tues, July 27
Final exams	July 28-29
Last day to submit approved thesis to MSU's Graduate School for August conferral	Fri, July 26
Course Completion Agreements due in the Graduate School	Wed, July 28
Grades due from faculty to the Registrar's Office at NOON CST	Mon, Aug. 2
Official grades available	Mon, Aug. 9
Recommendation for Awarding Degree forms due to Graduate School for August conferral	Fri, Aug. 13

## Graduate School Degree Offerings

### Education Specialist in School Psychology

(701) 858-3145/1 (800) 777-0750 ext.3145

Department of Addiction Studies, Psychology and Social Work Graduate Faculty

Department Chairperson: Dr. Paul Markel

#### Overview

The Education Specialist in School Psychology prepares students for certification as a School Psychologist. Graduate students participate in a rigorous three year program. The program emphasizes hands-on experiences culminating in a one year, 1200 hour internship. The program also emphasizes rural school psychology in the coursework.

The program provides students with the theoretical and practical skills to be an effective school psychologist. The curriculum emphasizes assessment skills, intervention techniques, and consultative strategies through numerous practicum, clinic, and rural outreach opportunities. The program trains practitioners who are culturally competent service providers.

The School Psychology graduate program is Fully Approved by the National Association of School Psychologists (NASP).

#### Program Philosophy

The theme of Preparing Leaders who are Reflective Decision Makers is a guide to the mission of the School Psychology Program at Minot State University. This theme prepares students to become competent leaders in the field of school psychology with the knowledge, skills, and dispositions to make effective professional decisions via reflective decision making.

The conceptual framework that supports the theme of "Reflective Decision Making + Leadership" includes the following thematic strands:

- Professional and Content Standards
- Diversity
- Technology Integration
- Partnerships
- Learning Environments

Underlying the conceptual framework is the belief that preparation for all professional educators must be aligned with state, national and professional standards. This includes the following: a strong emphasis on the development of the student's knowledge, skills, and dispositions, inclusion of all learning environments, relevance to diversity and technology integration, and the development and enhancement of partnerships.

Decision making is viewed as an ongoing interactive process in which a myriad of factors must be understood and balanced in making sound professional decisions. Using the scientist/practitioner approach, students are trained to consider input from a variety of sources, synthesize the information after reflection, and make data based decisions, which result in positive changes for children and their learning environments. Also inherent in the theme are teamwork efforts and promoting collaboration with other individuals; this prepares students to become professional leaders who are "Reflective Decision-Makers" following the three major aspects of the Action Reflection Knowledge (ARK) model.



## Program Goals and Objectives

The goals of the School Psychology Program at Minot State University are to prepare competent school psychologists who possess the knowledge base, necessary clinical skills and dispositions to serve the educational and mental health needs of children of diverse backgrounds and to function as leaders within the educational context who promote problem solving through team work and collaboration. This is accomplished with particular focus on Response-to-Intervention (RTI) service delivery models.

Graduates of the school psychology program are prepared to provide direct and indirect school psychological services for children, parents, teachers, related personnel, administrators, and community agencies. Continuing professional development is also offered annually to area professionals in education and mental health fields (e.g. School Psychology Symposium; NDASP Conferences).

Anchored in the mission, philosophy, and goals stated above, the program subscribes to the following objective for students enrolled in the Minot State University School Psychology Program:

1. To provide students with knowledge of school organization and operations, which promotes their understanding of educational settings as systems.
2. To familiarize students with the roles and functions of school psychologists as well as current professional standards and issues.
3. To acquire data-based reflective decision making skills that facilitate outcome-based service delivery.
4. To acquire knowledge of human learning and development of cognitive, academic, social, behavioral, affective, and adaptive skills of children.
5. To develop clinical skills in the assessment of human learning and developmental processes pertinent to serving the educational and mental health needs of children, using various models and techniques.
6. To prepare professional who are familiar with techniques to evaluate academic and behavioral interventions.
7. To develop communication, collaboration, and consultation skills and the ability to positively engage in teamwork efforts.
8. To acquire the ability to work effectively with families, educator, and others in the community and to promote partnerships in providing comprehensive service to children and their families.
9. To prepare students with awareness and sensitivity to human diversity and to acquire skills to work with children from diverse backgrounds.
10. To develop awareness of and adherence to laws, ethical standards, and professional dispositions.
11. To acquire knowledge of research, statistics, and evaluation methods and enable students to integrate theoretical knowledge, empirical research, and professional experience in practice.
12. Ability to incorporate technology throughout school psychology practices.
13. To prepare students for continuing professional growth through membership in professional organizations, participation in state and national conventions, and attendance at workshops and seminars, and service learning opportunities.

## Student Learning Outcomes

Minot State University adheres to NASP's model of comprehensive and integrated school psychological services. Therefore, students graduating from the School Psychology Program shall demonstrate an understanding of the following:

### Practices That Permeate All Aspects of Service Delivery

- Interventions/problem-solving
- Assessment
- Alternative models for the delivery of school psychological services
- Emergent technologies

### Direct and Indirect Services For Children, Families, and Schools

- Instructional Design
- Organization and operation of schools
- Direct intervention, both individual and group
- Indirect intervention

### Foundations of School Psychologists' Service Delivery

- Biological bases of behavior
- Human learning
- Social and cultural bases of behavior
- Child and adolescent development
- Individual differences
- Research and evaluation methods
- Statistics

- Measurement
- History and foundations of school psychology
- Legal and ethical issues
- Professional issues and standards
- Roles and functions of school psychologist

## Departmental Admission Standards

The School Psychology program is committed to broadening diversity within the program. Students of all ethnic backgrounds are strongly encouraged to apply. Prospective students must have/consider the following:

1. Completion of a bachelor's degree with a minimum GPA of 3.0.
2. Completion of all admission requirements of the Graduate School at Minot State University. Students who have applied for admission by January 15th, for the next academic year, will be given priority consideration. Students may also apply for a secondary deadline of March 15th, pending availability of spots within the program.
3. Completion of Graduate Record Exam (GRE).
4. Students with permanent residence in North Dakota will receive priority consideration.
5. Students who apply to the School Psychology program should have a strong background either in education or psychology and preferably in both.

## Academic Honesty

Academic honesty is at the core of any graduate program. Any behavior deemed as academically dishonest by the department will result in dismissal from the program. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but, in fact, is not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

## Academic Honesty Appeal Policy

Dismissal for academic dishonesty can be appealed. A student who wishes to appeal his/her dismissal should follow the appeal process established by the Graduate School and listed in this catalog under Graduate School Policies and Regulations.

## Grading Policy

Students are advised that a grade of "C" in a required course for the Education Specialist in School Psychology degree is considered a failing grade.

## Grade Appeal Policy

The process and conditions for a grade appeal follow the definitions and schedules of the Graduate School. All requests for review of a grade must be submitted according to the timelines established by the Graduate School for this process.

## Written Qualifying Comprehensive Exams

Students will demonstrate their knowledge of school psychology through written qualifying and comprehensive exams. These exams will be taken in the fall of the student's first year of graduate work and in the spring of the students second year.

## Required Courses (70 SH Minimum)

ED 540	Reading: Advance Diag & Remed	2
ED 541	Clinical Practice Remedial Read	2
SPED 561	Classroom Management and Positive Behavior Support	3
SPED 572	-Methods Of Teaching the Learning Disabled	3
PSY 503	Statistics I	3
PSY 511	Human Growth and Development	3
PSY 512	Research Design and Measurement	4

PSY 514	Individual Cognitive Assessment	4
PSY 515	Academic Assessment	4
PSY 518	Psychopathology Of Children	3
PSY 525	Role and Function Of School Psychologist	3
PSY 533	Social and Behavioral Interventions In School	3
PSY 584	School Psychology Practicum I	3
PSY 585	School Psychology Practicum II	3
PSY 586	Clinical Experience	3
PSY 590	Counseling Skills	3
PSY 592	Special Topics (Diversity in the Schools)	3
PSY 593	School Safety, Crisis Preparation, and Crisis Response	3
PSY 594	Consultation and Collaboration	3
PSY 597	Thesis (optional)	3
PSY 598	Internship	6
PSY 599	Internship	6
Total Hours		70

## Master of Education

(701) 858-3028/1 (800) 777-0750 ext. 3028

**Department of Teacher Education and Human Performance**

**Department Chairperson: Dr. Terry Eckmann**

**M. Ed. Graduate Program Director: Dr. Daniel Conn**

### Overview

Minot State University's Master of Education degree focuses on improving knowledge and skills relative to teaching and learning. The program concentrates on:

1. examining current trends in curriculum and instruction,
2. developing breadth and depth in knowledge and understanding of the teaching and learning process,
3. developing skills necessary to do action research, and
4. enhancing the knowledge base in the content area of choice.

This degree is set up to allow any discipline within the Teacher Education Unit at Minot State to offer a concentration, or to allow education related vocations to access graduate studies. Each student will be required to set up a program of study with the director of the M.Ed. program in consultation with the coordinator of the concentration.

The program consists of a minimum of 30 semester hours of graduate credit with a common core of 18 semester hours that all M.Ed. candidates must take. The elective component may reflect a particular concentration or it may be a self-designed concentration which is a combination of graduate course work acceptable to the director of the M.Ed. program--in which case there will be no mention of a particular discipline on the degree.

### Mission and Goals of the M.Ed. Program

The objectives of this program are: to develop skills of scholarship and research; to increase professional competence in instructional strategies and curriculum development; and to develop perceptions of the characteristics and unique needs of the students in P-12 schools.

The Master of Education degree seeks to prepare candidates who effectively enhance student learning and demonstrate the high level of knowledge, skills, abilities and commitments reflected in the following National Board of Professional Teaching Standards (NBPTS)/North Dakota Program Approval Standards Outcomes.

### Master of Education Program

The Master of Education degree is designed around the Teacher Education Unit's ARK Conceptual Framework, including Action, Reflection and Knowledge and reflects the TEU's focus on current cognitive science research. The program outcomes for the M.Ed. are aligned with the National Board for Professional Teaching Standards, 2012 InTASC Standards and North Dakota Program Approval Standards for Advanced Programs for Teachers. Expectations of candidates in the program include:

**Student Learning Goals (SLG) and Student Learning Outcomes (SLP):**

Student Learning Goals	Student Learning Outcomes
SLG 1: Instructional Strategies: M. Ed. candidates will demonstrate the ability to use multiple instructional strategies and match instructional strategies to student needs.	SLO 1.1: Candidates will demonstrate the ability to match instructional strategies to student needs.
SLG 2: Pedagogy and Content: M. Ed. candidates will demonstrate mastery of disciplinary subjects and appropriate pedagogy for the discipline(s) they teach.	SLO 1.2: Candidates will use multiple instructional strategies. SLO 2.1: Candidates will demonstrate appropriate pedagogy for the discipline/s they teach.
SLG 3: Assessment and Monitoring: M. Ed. candidates will describe and be able to use a range of assessment approaches; and will compare and contrast a variety of management models.	SLO 2.2: Candidates will demonstrate mastery of disciplinary subjects. SLO 3.1: Candidates develop appropriate informal and formal assessment techniques.
SLG 4: Reflective Practice/Research: M. Ed. candidates will critique their professional practice, formulate research-based plans for changes in professional practice, and will apply their study to educational questions and issues in a program capstone.	SLO 3.2: Candidates will describe a range of assessment approaches. SLO 3.3: Candidates will compare and contrast a variety of management models. SLO 4.1: Candidates will critique their professional practice.
	SLO 4.2: Candidates will formulate plans for changes in professional practice, based on experience, professional literature and research, and then reflect on and evaluate those changes in relation to student learning.
	SLO 4.3: Candidates will collaborate with professionals to design a relevant thesis or culminating project in the field.
	SLO 4.4: Candidates will apply appropriate research methodologies to educational questions and issues.
SLG 5: Collaboration: M. Ed. candidates will collaborate with professionals in the field, analyze the relationships between schools and society, and describe processes by which positive relationships may be developed.	SLO 5.1: Candidates collaborate with professionals in the field.
	SLO 5.2: Candidates will analyze the relationships between schools and society.
	SLO 5.3: Candidates will describe processes by which positive relationships may be developed with families and with the larger community.
SLG 6: Technology Incorporation: M. Ed. candidates will use current, appropriate technologies, and will analyze best practice in using technology to benefit student learning.	SLO 6.1: Candidates will use current, appropriate technologies.
	SLO 6.2: Candidates will analyze best practice in relation to technology use as related to student learning.

### Admission Standards

Candidates seeking admission to the Master of Education program must complete the admission requirements of the Graduate School and have:

- an overall GPA of 2.75 or 3.0 G.P.A in the last 60 hours of coursework,
- a completed bachelor's degree in education or a related area
- Present position in educational institution or minimum of two years experience in education or a related area.

Admission applications are recommended to the Graduate School by the Master of Education Program Director in consultation with M.Ed. Core faculty and, for those seeking approved concentrations or licensure endorsements, the departments/divisions in which those specializations reside. M.Ed. Core class enrollment size is capped to assure quality interaction with faculty and the best possible experience for our students.

### Admission Packet Deadlines:

**Summer:** Domestic Only Applications Accepted-May 15

**Fall:** Domestic-July 15, International-May 30

**Spring:** Domestic-November 15; International-September 30

## Retention Policy

Students must maintain a 3.0 grade point average to remain in the M.Ed. program.

## Academic Honesty

Cheating at the graduate level will result in disciplinary action. A committee of education faculty will meet to review each case on an individual basis. Students may be required to repeat work, accept a lower grade for the course, or be dropped from the program.

## Overview

The Master of Education Degree consists of a Core of 18 credits in learning and teaching, which all candidates take, a specialization (full concentration or electives--minimum 10 credits) and a capstone Project and Report or Thesis (minimum 2 credits), for a minimum total of 30 credits. Some concentrations leading to additional licensure areas require more than the minimum 12 credits.

### M.Ed. Core (18 credits)

ED 501	Designing and Interpreting Education Research/Quantitative	2
ED 502	Designing & Interpreting Ed Research/Qualitative	2
ED 519	Diversity in a Global Perspective	3
ED 521	Integrating Technology into Teaching and Learning	3
ED 522	Curriculum Design and Assessment	3
ED 535	Models Of Teaching & Learning	3
ED 550	Dynamics Of Managing Learning	2
ED 595	Capstone Project	2-3
598/599 Project and Report or Thesis		2
Total Hours		22-23

### M.Ed. Core Secondary Mathematics (13 credits)

ED 502	Designing & Interpreting Ed Research/Qualitative	2
ED 519	Diversity in a Global Perspective	3
ED 522	Curriculum Design and Assessment	3
ED 535	Models Of Teaching & Learning	3
ED 550	Dynamics Of Managing Learning	2
Total Hours		13

## Concentrations or Electives (minimum 10 credits)

Information on full concentrations or specialization electives can be viewed under the Concentrations tab. All options require completion of either a Project and Report or a Thesis, as the capstone assessment for the M.Ed. degree and a minimum of 12 SH in a specialization.

## Capstone: Thesis and Project Research Options (minimum 2 credits)

The M. Ed. requires a minimum of 2 SH and maximum of 3 SH in either a ED 598 Project And Report or ED 599 Thesis, as the capstone assessment for the M.Ed. degree. The research sequence begins with ED 501 Designing and Interpreting Education Research/Quantitative and ED 502 Designing & Interpreting Ed Research/Qualitative taken in the first year, continues in the M.Ed. Seminars and work with the Graduate Committee, and finishes with 598/599. Graduate students in the M.Ed. program may elect to complete either a thesis or a project. Those choosing the thesis option (599) must satisfy the general requirements for a thesis outlined in the Minot State University Graduate Catalog. Graduate students wishing to pursue the project option must register for ED 598 or the appropriate 598 course within their concentration area. The graduate students will learn the techniques of action research and will apply those skills in an action research project. A written report completes the requirement. Project reports have a seven-chapter format; available from the Director of the M.Ed. Program. Both theses and projects will be guided by, and eventually approved by, a graduate committee consisting of one faculty member from the chosen concentration, one faculty member from the M. Ed. Core faculty and one member outside of the Department of Teacher Education and Human Performance.

All candidates are required to attend the M.Ed. seminars for orientation and project/thesis parameters. Two additional seminar meetings are required in conjunction with the research courses for advising and orientation to graduate study.

### Continuing Enrollment

Students who have completed all required M. Ed. coursework, but still continue work on the Project/Thesis, must enroll in ED 589 Continuing Enrollment each subsequent semester, to maintain access to faculty advisors, library, email, and other student support services. Students must be enrolled in the semester in which they intend to graduate. **Effective fall 2016 (1710,) a fee of \$200 will be accessed for Continuing Enrollment.**

### Specialized Electives

In addition to the Core requirements, all M.Ed. degree candidates must complete a minimum of 14 SH in specialized electives, for a total minimum of 30 SH in the overall M.Ed. degree. Electives may exceed the minimum 14 credits.\* Elective course options are chosen by the student with their advisor; depending on whether they wish to study in early childhood, elementary, middle level, high school content areas, or specializations such as special education, reading or cognitive science. Elective courses are drawn from other letter-graded graduate course offerings either in Teacher Education and Human Performance, or in the departments/divisions offering those specializations.

\* M.Ed. candidates seeking specific types of licensure endorsements along with graduate study may have substantially more electives to meet those licensure requirements. Electives comprising an approved concentration of at least 14 credits (including the capstone) may be listed along with the degree on the transcript.

### Community Engagement and Diversity Experiences

All M.Ed. candidates are expected to complete a Community Engagement Experience, which may involve dissemination of the project/thesis results, or a separate experience approved by their advisor and the M.Ed. Program Director; and a Diversity Experience, which takes place in ED 519.

### Concentration Options

A list of Concentration Coordinators and their contact information is available from the M.Ed. Program Director. Please verify the current availability of concentration courses with the Concentration Coordinators when preparing your Program of Study, as some courses are subject to adequate enrollment. Some concentrations are available within the Department of Teacher Education and Human Performance and some reside in other MSU departments/divisions. Information on coursework and schedules for courses outside of TEHP can be obtained from the respective Concentration Coordinator.

## Art Concentration (Minimum 15 SH total)

### Coordinator: Linda Olson

Select 6 to 10 credits from the following:

6-10

ART 510	Drawing
ART 511	Painting
ART 512	Ceramics
ART 513	Sculpture
ART 514	Graphic Design
ART 515	Metalsmithing: Jewelry and Small Sculpture
ART 516	Crafts
ART 517	Photography
ART 518	Printmaking
ART 519	Computer Graphics
ART 520	Mixed Media
ART 521	Multi-Media
ART 570	Workshop
ART 590	Individual Research

Select 4 to 7 credits from the following:

7-10

ART 525	Research In Art Education
ART 540	Art History: Contemporary Trends & Theory
ART 550	Issues In Art: Graduate Seminar
ART 598 or ART 599	Professional Exhibition Thesis

Total Hours

15

## Business Concentration (15 SH)

### Coordinator: Dr. Lori Willoughby

BIT 510	Managerial Communication	3
BIT 562	Management Information Systems	3



BIT 581	Contemporary Methods Teaching Business	3
BIT 592	Special Topics	3
BIT 598	Project	3
or ED 599	Thesis	
Total Hours		15

## Cognitive Science Concentration (14-16 SH)

### Coordinator: Dr. Deb Jensen

Since this multi-disciplinary concentration draws from many program areas, candidates are advised to frame their program of study as early as possible, as some courses may be offered on a three-year rotation rather than the typical M.Ed. rotation. Individuals who are interested in this concentration, but are not professional educators, may be admitted with the permission of the M.Ed. Program Director and Cognitive Science Concentration Coordinator.

*Required mind/brain/education anchor courses:*

Candidates for the Cognitive Science Concentration will take the section of ED 535 Models Of Teaching & Learning in the M.Ed. Core which has been designated for mind/brain study, and the following Cognitive Science Concentration courses:

#### Required

ED 557	Readings in Cognitive Science	1-3
ED 558	Trauma Informed Practice for Teachers	3

#### Electives

SPED 502	-Studies in Autism Spectrum Disorders	
SPED 509	Infant/Toddler Development	
SPED 531	Psychoeducational Aspects of Exceptional Children	
SPED 561	Classroom Management and Positive Behavior Support	
SPED 572	-Methods Of Teaching the Learning Disabled	
ED 530	Development and Strategies for Educators	
ED 540	Reading: Advance Diag & Remed	
ED 541	Clinical Practice Remedial Read	
ED 544	Neurobiology Of Communication	
ED 554	Teaching Reading in the Content Areas	
ED 572	Data Driven Instruction	
ED 573	Educational Leadership	

Total Hours		4-6
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## Curriculum and Instruction (12SH)

ED 570	Curriculum Theory	3
ED 571	Assessment Theory	3
ED 572	Data Driven Instruction	3
ED 573	Educational Leadership	3

Total Hours		12
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## English Concentration (14-15 SH)

#### Core

ENGL 516	Research In Teaching Writing	3
ENGL 536	Enrich Reading In Content Area	3
ENGL 599	Thesis	2-3
or ED 598	Project And Report	

#### Electives

Select from the following:		6
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ENGL 525	Topics In Language Arts Pedagogy	
ENGL 535	Topics In Teaching Literature	
ENGL 540	Prof Issues & Methods In English	
ENGL 543	Pract. Approach To Teach Writing	

ENGL 545	Topics In Teaching Writing	
ENGL 592	Special Topics	
ENGL 597	Independent Study	
Total Hours		14-15

## Gifted and Talented Concentration (17 SH)

**Coordinator: Dr. Deb Jensen**

*15 SH of Coursework in Gifted Education*

*2 SH of Student Teaching in Gifted Education*

ED 509	Historical Perspectives, Public Policy, & Programming Gifted Education	3
ED 510	Characteristics Of Gifted Children and Teaching Strategies	3
ED 511	Curriculum Models	3
ED 512	Student Teaching	2
SPED 531	Psychoeducational Aspects of Exceptional Children	3
ED 592	Special Topics	3
Total Hours		17

## Middle School Concentration (14 SH)

**Coordinator: Dr. Deb Jensen**

ED 554	Teaching Reading in the Content Areas	2
ED 555	Middle School: Philosophy and Curriculum	2
ED 556	Middle School: Teaching Strategies	3
ED 590	Seminar In Education	1-2
Additional related graduate level electives to total 14 SH in the concentration. Electives may include either additional middle level pedagogy or coursework to help students work toward content area specializations aligned with middle level curriculum.		3-4
ED 598	Project And Report	2
or ED 599	Thesis	
Total Hours		14

## Reading Concentration (14 SH)

**Coordinator: Dr. Lisa Borden-King**

ED 554	Teaching Reading in the Content Areas	2
ED 540	Reading: Advance Diag & Remed	2
ED 541	Clinical Practice Remedial Read	2
Additional related graduate level electives approved by the student's advisor. Students are advised to take ELED 528 (Current Trends in Language Arts and Reading) as three of their elective credits.		6
ED 598	Project And Report	2
or ED 599	Thesis	
Total Hours		14

## Secondary Mathematics Concentration (18 SH)

**Coordinator: Dr. Laurie Geller**

### Secondary Mathematics Concentration

MATH 507	History Of Mathematics	3
MATH 511	Trends in Math Education	3
MATH 523	Probability and Statistics for Teachers	3
MATH 545	Advanced Mathematics for Teachers	3
MATH 565	Calculus for Teachers	3
MATH 595	Capstone Project	3
or MATH 598	Action Research Project	

or MATH 599

Thesis

Total Hours

18

## Special Education Concentration (17 SH)

**Coordinator: Dr. Holly Pedersen**

### Required

SPED 510	Law & Policy in Special Education	3
SPED 531	Psychoeducational Aspects of Exceptional Children	3
Select a minimum of 6 credits from the following:		
SPED 543	Methods of Teaching ECSE	3
SPED 505	Consultation and Supervision in SPED	2
SPED 504	Introduction to Services for Young Exceptional Children	3
SPED 530	Physical and Medical Needs of Persons with Severe Disabilities	3
SPED 561	Classroom Management and Positive Behavior Support	3
SPED 563	Family and Community Systems in Early Intervention	3
SPED 517	Methods for Mild Disabilities	3

## Master of Science in Information Systems

Phone: (701) 858-4157 or 1 (800) 777-0750, ext. 4157

THIS DEGREE IS OFFERED VIA DISTANCE EDUCATION

**Department of Business Information Technology Graduate Faculty:**

**Business Information Technology Department Chairperson:** Dr. Lori Willoughby

**MSIS Graduate Program Director:** Dr. Lori Willoughby

## Mission of the College of Business

The MSU College of Business educates, challenges, inspires, and mentors students in their pursuit of a high-quality business education through interactive and engaged learning experiences for their professional and personal betterment.

## Mission and Goals of the Information Systems Program

The Master of Science in Information Systems graduate is a technologically sophisticated business executive who forecasts information systems needs, develops information systems infrastructures, maintains existing systems, and communicates interdepartmentally. This professional may be an independent contractor consulting in various information systems applications.

## MSIS Program Intended Student Learning Outcomes (ISLO's)

Student Learning Goals	Student Learning Outcomes
SLG 1: Graduates will be able to forecast information system needs.	SLO 1: Students will be able to project a strategic information system.
	SLO 2: Students will be able to analyze an information system.
SLG 2: Graduates will be able to develop information systems infrastructures.	SLO 1: Students will be able to design an information system.
	SLO 2: Students will be able to recommend a network environment among organizational levels.
SLG 3: Graduates will be able to communicate a global information systems strategy.	SLO 1: Students will be able to coordinate systems strategy among organizational levels.
	SLO 2: Students will be able to coordinate knowledge management strategies among organizational levels.
SLG 4: Graduates will be able to provide information systems consulting services.	SLO 1: Students will be able to consult with a business to develop a strategic information systems solution.

## MSIS Admissions Standards

Admission requirements in addition to those of the Graduate School and College of Business:

- Undergraduate degree in CIS or MIS or
- Undergraduate degree in business, plus additional undergraduate MIS courses or
- Undergraduate degree, plus additional undergraduate business and MIS courses or
- Undergraduate degree, experience in MIS, plus additional undergraduate courses depending upon undergraduate degree

## MSIS Admission Requirements and Instructions

1. A completed MSU Graduate School application submitted online is required; paper applications are not accepted. To access the online application, please visit: <https://app.applyyourself.com/?id=ndusmingr> (<https://app.applyyourself.com/?id=ndusmingr/>). Detailed admissions requirements and instructions are also available on the Graduate School website. The exception to this application is for readmission (available on the Graduate School website under Forms).
2. Requirements and Instructions. Detailed admission requirements and instructions can be found at [http://www.minotstateu.edu/graduate/future\\_students/admission\\_requirements.shtml](http://www.minotstateu.edu/graduate/future_students/admission_requirements.shtml). ([http://www.minotstateu.edu/graduate/future\\_students/admission\\_requirements.shtml/](http://www.minotstateu.edu/graduate/future_students/admission_requirements.shtml/))
3. In order for a student to pursue a graduate degree at MSU, the student must complete the formal online application for admission to the Graduate School and receive an official letter granting admission. Students are required to have a minimum undergraduate grade point average (GPA) of at least 2.75 (on a 4.0 scale) for admission consideration. A GPA of 3.00 or above for the last 60 hours of coursework will be considered if a student does not meet the 2.75 requirements. Students who do not meet either GPA requirement may appeal to the department chairperson for consideration.
4. Statement of Purpose. An applicant must submit a concise (500-1500 words) essay describing his/her primary interest in the MSIS program, experiences related to the area of study, and objectives in pursuing the MSIS degree at MSU. In particular, the essay should be as specific as possible in describing the student's interests, and relevant educational, research, commercial, government, or teaching experiences. If applying for more than one program, submit a separate Statement of Purpose for each program.
5. Applicants must earn an admission score of at least 400 to be considered. This score is calculated as follows:  
Statement of Purpose score (total possible = 100 points) plus undergraduate GPA multiplied by 100 plus the number of years of professional level work experiences multiplied by 10 up to a maximum of 100 points). A resume must be submitted with evidence to support the number of years of professional experience.
6. The applicant must receive a recommendation for acceptance from the College of Business Graduate Faculty.

### Required Courses

BIT 557	Foundations of Information Assurance and Security	3
BIT 559	Systems Analysis	3
BIT 560	Manage/Integrate IS Function	3
BIT 561	IS Project Management	3
BIT 563	Database Systems & Application	3
BIT 565	Systems Design	3
BIT 566	Knowledge Management	3
BIT 570	E-Business Strategy	3
BIT 575	Business Network Systems Management	3
BIT 595	Professional Consulting In IS	3
Total Hours		30

## Master of Science in Management

Phone: (701) 858-4157 or 1 (800) 777-0750, ext. 4157

**THIS DEGREE IS OFFERED ON CAMPUS OR VIA DISTANCE EDUCATION**

**Master of Science in Management Program Director:** Ms. Jeanne MacDonald

### Mission of the College of Business

The MSU College of Business educates, challenges, inspires, and mentors students in their pursuit of a high-quality business education through interactive and engaged learning experiences for their professional and personal betterment.

### Mission and Goals of the MS in Management Program

The goal of the graduate management program is to prepare executives who are capable of leadership in today's business world and who can function effectively in a challenging and changing economic technological environment. The program emphasizes the development of analytical skills, teamwork,

leadership, and an ability to manage in an environment of change. MSM graduates are effective leaders who draw on the integration and application of management theory, knowledge, and skills.

## MSM Program Intended Student Learning Outcomes (ISLO's)

Student Learning Goals	Student Learning Outcomes
SLG 1: Graduates of the MSM program will be able to identify and solve global business problems.	<p>SLO 1: Students will be able to employ rational decision-making theories, models, and tools to solve management problems.</p> <p>SLO 2: Students will be able to strategically leverage information systems to enhance and accelerate management decisions and outcomes, thereby creating and adding value.</p> <p>SLO 3: Students will be able to employ the appropriate quantitative model to solve a variety of business problems.</p> <p>SLO 4: Students will be able to use the financial tools for analyzing a business and develop the financial decision-making skills to increase the value of the firm.</p> <p>SLO 5: Students will be able to analyze the supply chain and articulate an organization's position relative to the value added (e.g., land, labor, capital, knowledge, innovations) to upstream and downstream interests.</p>
SLG 2: Graduates of the MSM program will be able to work effectively with diverse people.	<p>SLO 1: Students will be able to interpret employment law concepts appropriately and indicate how concepts should be applied in management of diverse human resources.</p> <p>SLO 2: Students will be able to articulate ethical issues and stakeholder perspectives in the contexts of corporate social responsibility and global environments.</p> <p>SLO 3: Students will be able to evaluate sources of leader power. Motivational methods and organizational effectiveness within current and future trends in management, sports administration and leadership.</p>
SLG 3: Graduates will be able to communicate effectively in oral and written messages.	<p>SLO 1: Students will be able to plan and articulate messages applying a communication strategy that is clear, concise, correct, coherent, and complete.</p> <p>SLO 2: Students will be able to understand the processes as well as dynamics that interpret human relations in management at the individual, group, and organizational levels.</p>
SLG 4: Graduates will be able to synthesize business knowledge, practices, and theories.	<p>SLO 1: Students will be able to synthesize quantitative and qualitative analysis to draw effective conclusions and develop action plans.</p>

## Department Admission Standards

### Application Deadlines

- Fall applications due **May 30** for international students and **July 30** for domestic, Canadian, and online international students.
- Spring applications due **September 30** for international students and **November 30** for domestic, Canadian, and online international students.

## MSM Admission Requirements and Instructions

1. A completed MSU Graduate School application submitted online is required; paper applications are not accepted. Access the online application at [www.minotstateu.edu/graduate](http://www.minotstateu.edu/graduate) (<http://www.minotstateu.edu/graduate/>) and select Apply Now. Detailed admissions requirements and instructions are also available on the Graduate School website. The exception to this application is for readmission (available on the Graduate School website under Forms).
2. Requirements and Instructions. Detailed admission requirements and instructions can be found at [http://www.minotstateu.edu/graduate/future\\_students](http://www.minotstateu.edu/graduate/future_students) ([http://www.minotstateu.edu/graduate/future\\_students/](http://www.minotstateu.edu/graduate/future_students/)).
3. In order for a student to pursue a graduate degree at MSU, the student must complete the formal online application for admission to the Graduate School and receive an official letter granting admission. Students are required to have a minimum undergraduate grade point average (GPA) of at least 2.75 (on a 4.0 scale) for admission consideration. A GPA of 3.00 or above for the last 60 hours of coursework will be considered if a student does not meet the 2.75 requirements. Students who do not meet either GPA requirement may appeal to the department chairperson for consideration.
4. Required Test Score: If the cumulative GPA is 3.00 or higher OR if your most recent semesters contributing to 60 semester hours is a 3.00, the scores for GRE/GMAT are not required. Acceptable GRE/GMAT scores need be at or above the 50th percentile.
  - a. GMAT information is available at: <http://www.gmac.com/gmat.aspx>. Free test information can be found at the GMAC website.
  - b. GRE information is available at: [www.ets.org](http://www.ets.org) (<http://www.ets.org>). You may download free GRE test preparation materials at the following website: [www.ets.org/gre/stupubs](http://www.ets.org/gre/stupubs) (<http://www.ets.org/gre/stupubs/>).

- c. In addition, international students must give evidence of proficiency in English. Such students should arrange to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A passing score on the TOEFL is 550 on the paper-based test (PBT) and 79 on the Internet-based test (IBT). A passing score on the IELTS examination is 6.0 overall band score.
5. Applicants are required to submit a current resume or curriculum vita.
6. Statement of Purpose. An applicant must submit a concise (500 words) essay describing his/her primary interest in the MSM program, experiences related to the area of study, and objectives in pursuing the MSM degree at MSU. In particular, the essay should be as specific as possible in describing the student's interests, and relevant educational, research, commercial, government, or teaching experiences. If applying for more than one program, submit a separate Statement of Purpose for each program.
7. International Applicants ONLY: Submit a declaration of finances. See Graduate School Admissions information (above) for more details.
8. Students who have not completed previous courses in accounting, finance, and statistics, will be required to complete and submit Peregrine Academic certification of such for the Business Ready modules in Accounting and Finance prior to registering for FIN 545 and the Statistics module prior to registering for BADM 550. It is highly recommended that students who have had these courses but are not current in their knowledge in these topics also complete these modules, as appropriate, although Peregrine Academic certification is not required. These modules can be purchased as a package at a greatly reduced rate. Purchase information can be found at <https://micro.peregrineacademics.com/minotstate/login.php>; the registrations password is MSU-ALC.

## Required Courses

BADM 535	Management Principles and Practices	3
BIT 510	Managerial Communication	3
BADM 550	Statistical and Quantitative Applications/A Managerial Approach	3
FIN 545	Financial Management and Accounting	3
BADM 525	Strategic Marketing	3
BADM 565	Strategic Management	3
BIT 562	Management Information Systems	3
BADM 537	Human Resource Management	3
BADM 555	International Management	3
BADM 595	Capstone Course	3
or BADM 598	Project	
or BADM 599	Thesis	
Total Hours		30

## Master of Science in Special Education

(701) 858-3050 / (800) 777-0750 ext. 3050

### Department Chair & Graduate Program Director

Dr. Holly Pedersen

### Special Education Department Motto

PURPOSE FUELED BY PASSION: *Inclusive Schools, Inclusive Communities, Inclusive Communication*

### Special Education Department Vision

We believe human diversity strengthens us all. We strive for a world where people of all abilities are valued for their contributions and meaningfully included in all aspects of society.

### Special Education Department Mission

To achieve our vision by preparing high quality professionals, at both initial and advanced levels, who are equipped with the knowledge and skills to be leaders in their respective disciplines. Our mission is accomplished through current and innovative teaching and learning experiences, impactful community service, and practical research and assessment. Our daily practice focuses on engagement, collaboration, and problem-solving to advance this mission.

### Overview

The Master of Science in Special Education degree consists of a set of core classes, including a capstone thesis, and a program concentration area. These program concentration areas listed below are also available as stand alone graduate certificates. All Special Education graduate programs are available online and designed for the varied needs of students who may also be working professionals.



## Program Concentration Areas

- Deaf or Hard of Hearing Education
- Specific Learning Disabilities
- Early Childhood Special Education
- Special Education Strategist (Generalist for students with learning disabilities, intellectual disabilities and autism, and emotional behavioral disabilities)

Our graduate programs are designed to prepare leaders in the field of Special Education. The learning goals and outcomes are aligned to the advanced standards for educator preparation of the Council for Exceptional Children (CEC):

Student Learning Goals	Student Learning Outcomes
1. Special education specialists use valid and reliable assessment practices to minimize bias.	Minimize bias in assessment.
	Design and implement assessments to evaluate the effectiveness of practices and programs.
2. Special education specialists use their knowledge of general and specialized curricula to improve programs, supports, and services at classroom, school, community, and system levels.	Align educational standards to provide access to challenging curriculum to meet the needs of individuals with exceptionalities.
	Continuously broaden and deepen their professional knowledge and expand their expertise with instructional technologies, curriculum standards, effective teaching strategies, and assistive technologies to support access to and learning of challenging content.
	Apply understanding of diversity and individual learning differences to inform the selection, development, and implementation of comprehensive curricula for individuals with exceptionalities.
3. Special education specialists facilitate the continuous improvement of general and special education programs, supports, and services at the classroom, school, and system levels for individuals with exceptionalities.	Design and implement evaluation activities to improve programs, supports, and services for individuals with exceptionalities.
	Apply understanding of cultural, social, and economic diversity and individual learner differences to inform the development and improvement of programs, supports, and services for individuals with exceptionalities.
	Apply knowledge of theories, evidence-based practices, and relevant laws to advocate for programs, supports, and services for individuals with exceptionalities.
	Implement instructional and assistive technologies to improve programs, supports, and services for individuals with exceptionalities.
	Evaluate progress toward achieving the vision, mission, and goals of programs, services, and supports for individuals with exceptionalities.
4. Special education specialists conduct, evaluate, and use inquiry to guide professional practice.	Evaluate research and inquiry to identify effective practices.
	Apply their knowledge of the professional literature to improve practices with individuals with exceptionalities and their families.
	Create an environment that is supportive of continuous instructional improvement and engage in the design and implementation of research and inquiry.
5. Special education specialists provide leadership to formulate goals, set and meet high professional expectations, advocate for effective policies and evidence-based practices and create positive and productive work environments.	Model respect and ethical practice for all individuals and encourage challenging expectations for individuals with exceptionalities.
	Demonstrate linguistically and culturally responsive practices.
	Create and maintain collegial and productive work environments that respect and safeguard the rights of individuals with exceptionalities and their families.
	Advocate for policies and practices that improve programs, services, and outcomes for individuals with exceptionalities.
	Advocate for the allocation of appropriate resources for the preparation and professional development of all personnel who serve individuals with exceptionalities.

6. Special education specialists use foundational knowledge of the field and professional Ethical Principles and Practice Standards to inform special education practice, engage in lifelong learning, advance the profession, and perform leadership responsibilities to promote the success of professional colleagues and individuals with exceptionalities.

Demonstrate a comprehensive understanding of the history of special education, legal policies, ethical standards, and emerging issues informs special education specialist leadership.

Model high professional expectations and ethical practice, and create supportive environments that safeguard the legal rights and improve outcomes for individuals with exceptionalities and their families.

Model and promote respect for all individuals and facilitate ethical professional practice.

Participate in professional development and professional learning communities to increase professional knowledge and expertise.

Plan, present, and evaluate professional development focusing on effective and ethical practice at all organizational levels.

Participate in the preparation and induction of prospective special educators.

Promote the advancement of the profession.

7. Special education specialists collaborate with stakeholders to improve programs, services, and outcomes for individuals with exceptionalities and their families.

Demonstrate culturally responsive practices to enhance collaboration.

Use collaborative skills to improve programs, services, and outcomes for individuals with exceptionalities.

Collaborate to promote understanding, resolve conflicts, and build consensus for improving programs, services, and outcomes for individuals with exceptionalities.

### Admission Standards

Candidates seeking admission to the Master of Science in Special Education program must complete the admission requirements of the Graduate School and have:

- an overall GPA of 2.75 or 3.0 in the last 60 hours of coursework
- a completed bachelor's degree in special education, education, or a related field. Depending on the student's background, some co-requisites may apply.

Admission applications are recommended to the Graduate School by the Special Education program director in consultation with program core faculty. Application due dates are posted on the Graduate School webpage.

## Retention Policy

Students must maintain a 3.0 grade point average to remain in any Special Education program.

## ACADEMIC HONESTY

Academic honesty, including professional dispositions and ethics, is at the core of any professional program. Any behavior deemed as academically dishonest or not reflective of professional dispositions and ethical behavior by the Department of Special Education will result in disciplinary action including, but not limited to, a failing grade for the assignment and/or course, and/or dismissal from the program. Violations include, but are not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collected data but, in fact, are not.
7. Failure to respect the confidentiality of students/persons served or studied.
8. Failure to uphold the professional standards for ethical conduct as set forth by the MSU Teacher Education Unit and the Council for Exceptional Children.

## Special Education Degree Core Requirements

ED 573	Educational Leadership	3
SPED 501	Intro To Graduate Studies	3
SPED 503	Research Design and Methodology	3
SPED 505	Consultation and Supervision in SPED	2
SPED 510	Law & Policy in Special Education	3
SPED 515	Practicum	4
SPED 531	Psychoeducational Aspects of Exceptional Children	3
SPED 533	Clinical Practice	1
SPED 550	Special Education Assessment	2
SPED 599	Thesis	1-3
Total Hours		25-27

### Exit Requirements

Exit requirements for all candidates seeking the Master of Science in Special Education include a capstone Thesis project and the Praxis II content exam for their program concentration area. Candidates seeking initial licensure in North Dakota will also need to take the Core Academic Skills for Educators (CASE) exam.

## Early Childhood Special Education (ECSE)

Students earning a Master of Science in Special Education with an Early Childhood Special Education (ECSE) emphasis learn to work with young children, and the families of children, with or at risk for developmental delays. Successful ECSE students learn to assess young children with suspected developmental delays, develop appropriate intervention programs, and coordinate a variety of services in educational and community settings.

Special Education Core Requirements		22-26
SPED 504	Introduction to Services for Young Exceptional Children	3
SPED 509	Infant/Toddler Development	3
SPED 530	Physical and Medical Needs of Persons with Severe Disabilities	3
SPED 543	Methods of Teaching ECSE	3
SPED 563	Family and Community Systems in Early Intervention	3
Total Hours		37-41

## Specific Learning Disabilities (SLD)

Students earning a Master of Science in Special Education with an emphasis in Specific Learning Disabilities (SLD) learn to provide effective instructional services in educational settings. The coursework focuses on the theoretical and practical aspects of learning disabilities and effective support methods for this population.

Special Education Core Requirements		22-26
SPED 561	Classroom Management and Positive Behavior Support	3
SPED 572	-Methods Of Teaching the Learning Disabled	3
ED 540	Reading: Advance Diag & Remed	2
ED 541	Clinical Practice Remedial Read	2
Total Hours		32-36

## Special Education Strategist (SES)

The Special Education Strategist (SES) emphasis area is designed to prepare teachers as special education generalists. The SES program focuses on supports for students who have learning disabilities, intellectual disabilities and autism, and emotional/behavioral disabilities.

Special Education Core Requirements		22-26
SPED 517	Methods for Mild Disabilities	3
SPED 524	High-Intensity Support Methods	3
SPED 529	Assistive Technology	2
SPED 543	Methods of Teaching ECSE	3

SPED 561	Classroom Management and Positive Behavior Support	3
Total Hours		36-40

## Deaf/Hard of Hearing (DHH) Education

The Deaf/Hard of Hearing Education emphasis area prepares educators to effectively teach students who are deaf or hard of hearing in a variety of educational settings. The emphasis is on appropriately meeting the individual needs of children and youth, rather than promoting a specific communication philosophy. Depending on their backgrounds, candidates may need to meet certain pre-requisite coursework such as sign language, introduction to deaf education, and audiology.

Special Education Core Requirements		22-26
SPED 513	Deaf Studies	3
SPED 565	Early Intervention: Deaf/HH	3
SPED 583	Strategies to Support Listening & Spoken Language	3
SPED 584	Teaching Language to Deaf/HH	3
SPED 585	Advanced Audiology for Educators of the Deaf/Hard of Hearing	3
SPED 586	Teaching Reading/Academics to DHH	4
Total Hours		41-45

## Master of Science in Disability Human Services

Department website: <https://www.minotstateu.edu/sped/>

**(701) 858-3050 / (800) 777-0750 ext. 3050**

### Department Chair & Graduate Program Director

Dr. Holly Pedersen

### Special Education Department Motto

PURPOSE FUELED BY PASSION: *Inclusive Schools, Inclusive Communities, Inclusive Communication*

### Special Education Department Vision

We believe human diversity strengthens us all. We strive for a world where people of all abilities are valued for their contributions and meaningfully included in all aspects of society.

### Special Education Department Mission

To achieve our vision by preparing high quality professionals, at both initial and advanced levels, who are equipped with the knowledge and skills to be leaders in their respective disciplines. Our mission is accomplished through current and innovative teaching and learning experiences, impactful community service, and practical research and assessment. Our daily practice focuses on engagement, collaboration, and problem-solving to advance this mission.

### Overview

The Master of Science in Disability Human Services degree is designed to prepare leaders to serve in disability human services organizations. Candidates receive advanced preparation in research and experiential learning; human resource and fiscal management; disabilities knowledge; law, policy and regulation; assessment and evaluation; instruction and training; and program development and implementation. This degree focuses on supporting individuals with disabilities across the lifespan and is intended for personnel who work or will work in disability human services programs at a local, regional or state agency. Candidates with diverse educational and experiential backgrounds can be accommodated. All Special Education graduate programs are available online to meet the varied needs of students who may also be working professionals.

Student Learning Goals	Student Learning Outcomes
1. Disability Human Service professionals attain the knowledge and skills necessary to strategically create and nurture the environment and culture of learning in a human services agency.	Explain the concepts of learning organizations, learning practice, organizational capacity building, and organizational sustainability.
	Describe the various features of change theory as it applies to disability human services agencies.
	Discuss the process and procedures for deciding on, and then planning one or more new services for a community services program.

2. Human Service professionals use their understanding of substantive civil and criminal law in major areas affecting the lives of individuals with disabilities to enhance individual's human rights and promote advocacy and personal well-being.	Analyze program policies and procedures that reflect the law and disability.
	Monitor the implementation of law and policies that safeguard the rights of individuals with disabilities within the organization.
	Participate in professional activities that advocate for effective legislation relative to disability topics.
	Engage and support individuals with disabilities in the advocacy process.
3. Human Service professionals use valid and reliable assessment practices to increase positive outcomes for people with disabilities.	Design and implement assessment protocols that incorporate appropriate tools and procedures for program assessment.
	Evaluate Person-Centered Practices at all levels of an organization and develop plans for promoting a culture of person-centeredness and person-directed supports.
	Critically analyze assessment data to make recommendations for program improvement and convey results to all stakeholders effectively.
4. Human Service professionals use their knowledge of evidence-based policies and practices to improve programs for people with disabilities and promote inclusive communities.	Use progress monitoring of individual and group outcomes of persons with disabilities served by the agency.
	Use a variety of strategies and approaches to ensure the well-being and active habilitation of people with disabilities in community settings.
	Demonstrate an understanding of how to design, implement, and evaluate positive behavior supports within an organization.
5. Human Service professionals use effective management and human resource strategies to ensure sustainability of an organization and effective outcomes for individuals with disabilities.	Apply knowledge of human and fiscal management theories to solve operational and ethical organizational challenges.
	Develop policies and procedures to recruit, retain and develop quality personnel.
	Demonstrate knowledge of how to connect organizational goals to budgetary planning to promote growth of an organization.

## Admission Standards

Candidates seeking admission to the Master of Science in Disability Human Services program must complete the admission requirements of the Graduate School and have:

- A completed bachelor's degree, preferably in a human services related field. Depending on the student's educational and vocational background, some co-requisites may apply.
- An overall GPA of 2.75 or 3.0 in the last 60 hours of coursework.

Admission applications are recommended to the Graduate School by the Special Education program director in consultation with program core faculty. Application due dates are posted on the Graduate School webpage.

## RETENTION POLICY

Students must maintain a 3.0 grade point average to remain in any Special Education graduate program.

## ACADEMIC HONESTY

Academic honesty, including professional dispositions and ethics, is at the core of any professional program. Any behavior deemed as academically dishonest or not reflective of professional dispositions and ethical behavior by the Department of Special Education will result in disciplinary action including, but not limited to, a failing grade for the assignment and/or course, and/or dismissal from the program. Violations include, but are not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.

4. Submitting the same paper to more than one class.
5. Use of any material not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collected data but, in fact, are not.
7. Failure to respect the confidentiality of students/persons served or studied.
8. Failure to uphold the professional standards for ethical conduct as set forth by the National Alliance for Direct Support Professionals (NADSP).

This graduate degree program is designed to prepare leaders to serve in disability human services organizations. Candidates receive advanced preparation in Research and Experiential learning; Human Resource and Fiscal Management; Disabilities Knowledge; Law, Policy and Regulation; Assessment and Evaluation; Instruction & Training; and Program Development and Implementation.

SPED 501	Intro To Graduate Studies	3
SPED 503	Research Design and Methodology	3
SPED 508	Law, Regulation & Policy in Disability Services	3
SPED 515	Practicum	4
SPED 525	Intro To Severe Disabilities	3
SPED 533	Clinical Practice	3
SPED 564	Strategic Leadership in Learning Organizations	3
BADM 535	Management Principles and Practices	3
<b>Choose from the following</b>		<b>3-6</b>
BADM 537 or BADM 565 & FIN 545	Human Resource Management Strategic Management and Financial Management and Accounting	
SPED 599 or SPED 598	Thesis Research Project	3
Total Hours		31-34

## Master of Science in Speech Language Pathology

(701) 858-3031 (800) 777-0750 ext. 3031

Department Chairperson and Graduate Program Director: Dr. Ann Beste-Guldborg

### Overview

Minot State University's Master of Science in Speech-Language Pathology program produces graduates who are eligible for ASHA certification and North Dakota licensure. In addition students from across the country and Canada acquire state and provincial licensure through the curriculum offered in this program.

This degree provides theoretical knowledge as well as clinical, and research experiences to prepare graduates for the diverse field of speech-language pathology. Academic course work along with practicum experiences on campus, in schools, hospitals, and various other clinical environments are integral part of the learning experience at Minot State University.

The program consists of a minimum of 62 semester hours of graduate credit for a total of five semesters; the final of which is an externship in a placement of the students choice. In addition students must take and pass oral and written comprehensive examinations or write and successfully defend a thesis.

The Master of Science in Speech-Language Pathology program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

All faculty hold the ASHA Certificate for Clinical Competence for their prospective area and are licensed by the North Dakota State Board of Examiners in Audiology and Speech-Language Pathology.

### Mission of the Department of Communication Disorders

The mission of the Department of Communication Sciences and Disorders at Minot State University is to provide entry level speech language professionals who meet the needs of the state and region by:

1. Providing students with high quality educational and clinical experiences
2. Encouraging active engagement through a variety of community service and clinical experiences



3. Delivering integrated experiences that allow students the opportunity to connect theory with practice, work in teams, respect the diversity of today's world, and understand connections between research, evidence-based practice, and the therapeutic environment

### Goals and Outcomes of the Graduate Program in Speech-Language Pathology:

Student Learning Goals	Student Learning Outcomes
SLG 1: Use evidence-based information to plan, conduct, and interpret assessments that identify and assist people with communication, literacy, and swallowing differences and disorders across the discipline and lifespan.	SLO 1: Students will identify environmental, genetic, and acquired conditions that affect communication, literacy, and swallowing/feeding. SLO 2: Students will apply appropriate methods of assessment. SLO 3: Students will integrate and synthesize information to correctly diagnose the absence or presence of communication, literacy, and swallowing/feeding disorders and make appropriate recommendations. SLO 4: Students will identify and refer clients for services as appropriate.
SLG 2: Apply evidence-based information to develop and implement intervention plans for diverse clinical populations with communication, literacy, and swallowing disorders across the discipline and lifespan.	SLO 1: Students will develop setting appropriate intervention plans with measurable and achievable goals. SLO 2: Students will select appropriate materials and instrumentation for intervention. SLO 3: Students will provide appropriately sequenced treatment using evidenced-based techniques and strategies, giving clear instruction, and using appropriate models, prompts, and cues. SLO 4: Students will measure and evaluate client's performance and progress. SLO 5: Students will modify intervention plans, strategies, materials, or instrumentation as appropriate.
SLG 3: Communicate effectively and professionally both orally and in writing.	SLO 1: Students will complete written administrative and reporting functions necessary for assessment and intervention. SLO 2: Students will establish rapport, show care, compassion, and appropriate empathy during interactions. SLO 3: Students will use appropriate paralinguistic skills when communicating with others. SLO 4: Students will communicate effectively; recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of individuals.
SLG 4: Respect the needs of diverse clientele and provide culturally sensitive services.	SLO 1: Students will identify specific ways in which their own cultural background and experiences influence their perspectives, and how other people's behaviors are determined by their culture and experience. SLO 2: Students will become aware of their values and biases, recognizing how these intersect with those of others. SLO 3: Students will acquire knowledge of other cultures through a variety of means including authentic intercultural experiences. SLO 4: Students will work effectively across cultures.
SLG 5: Provide effective counseling to clients and their families.	SLO 1: Students will provide information to clients, families, and others to help them understand and cope with communication, literacy, and swallowing/feeding difficulties and disorders. SLO 2: Students will assist client/families in understanding their strengths and challenges related to communication, literacy, and swallowing/feeding, helping them to build upon strengths and minimize weaknesses. SLO 3: Students will educate and aid clients to problem-solve, advocate, self-realize, and accept responsibility for acquiring and using skills and strategies related to their ability to communicate, become literate, and swallow or feed. SLO 4: Students will support clients/family/others to reduce barriers and enhance facilitators of successful communication/literacy/swallowing/feeding.
SLG 6: Collaborate with others and work as an effective team member.	SLO 1: Students will display parity in collaboration; recognizing that each participant is equal. SLO 2: Students will jointly share in problem-solving on interprofessional teams. SLO 3: Students will share responsibility, problem-solving, and decision-making while collaborating. SLO 4: Students will have equal accountability for outcomes of collaborative endeavors.
SLG 7: Adhere to the ASHA Code of Ethics and demonstrate professional behavior.	SLO 1: Students will abide by the ASHA Code of Ethics at all times. SLO 2: Students will always exhibit professional behavior while engaging in the practice of speech-language pathology.

## Graduation Requirements

Prior to being awarded the Master of Science in Speech-Language Pathology degree, students must meet all the following university and program requirements:

- Complete required coursework with a cumulative GPA of 3.00 or higher;
- Complete 400 hours of clinical practicum, including 25 observation hours;
- Complete a minimum of one semester of clinical externship in an off-campus setting following completion of all academic and campus clinic requirements earning a grade of "B" or better;
- Complete the national Praxis examination in speech language pathology; and
- Complete all requirements for the thesis OR comprehensive examination option:

- a. Comprehensive Examination Option: This option requires the student to pass a four-hour written and a one- to two-hour oral comprehensive examination.
- b. Thesis Option: This option requires the student to complete and successfully defend a master's thesis. Students who plan to pursue advanced graduate study are strongly encouraged to choose the thesis option. Graduate thesis advisor approval is required for this option.

## Retention Requirements and Clinical Practicum Policy

All graduate school policies regarding academic probation and retention apply. Students must meet the academic retention requirements specified by the MiSU Graduate School, maintaining a GPA of 3.00 or better. Students in the graduate SLP program will be allowed only one semester of academic probation at any time throughout their program of study.

In addition, the CSD department holds the following clinical practicum retention policies.

1. Students admitted with a "C" grade in an undergraduate practicum course will be placed on probation and must receive at least a "B" in their first clinical practicum course in the graduate program to be retained within the program.
2. Students must repeat, the following semester, any graduate level clinical practicum course in which a "C" was earned. Deficiencies must be remediated prior to enrollment in additional clinical practicum experiences.
3. Any grade of "C" in subsequent practicum experiences will result in dismissal from the program.
4. Students earning a grade of "D" or "F" in any clinical practicum experience will be dismissed from the program.

## Department Application and Acceptance Policy

Acceptance as a candidate for the Master of Science Degree in Speech-Language Pathology at Minot State University requires an earned bachelor's degree in communication sciences and disorders or completion of post baccalaureate coursework in communication sciences and disorders from an accredited college or university with an academic grade point average as specified in the criteria below.

Students who don't meet these coursework requirements have the following option:

- Apply to the Post-Baccalaureate Program in Communication Sciences and Disorders at MiSU. This is a two-semester leveling program which provides students with prerequisite information necessary for graduate study in the field of speech-language pathology. Additional information about the Post-Baccalaureate program can be found at this website: <https://www.minotstateu.edu/cd/majors-and-programs.shtml> (<https://www.minotstateu.edu/cd/majors-and-programs.shtml>)

**To be considered for admission to the graduate program, applicants must have:**

- A minimum 3.25 grade point average for the last four years or in the last 60 semester hours of study
- Written the Graduate Record Exam (GRE) with a minimum score of 3.5 on the writing portion
- Three letters of recommendation from academic instructors and/or supervisors (two from within the communication disorders major and one external evaluator) who can attest to the individual's ability, skill, inter-personal relationships, and characteristics that lead to success in a graduate program.
- Written responses to required critical-thinking and problem-solving questions.

**Potential students are advised of the following:**

1. Applications received by January 12<sup>th</sup> will receive priority consideration although applications will be taken through February 15<sup>th</sup>.
2. Applications received after January 12th will be considered only if student seats remain available.

Qualified applicants will be rank ordered based on GPA, GRE scores, letters of recommendation, and responses to the critical thinking/problem-solving questions.

When two or more students receive the same ranking, priority consideration will be given to students with North Dakota residency. In addition, students who have completed an undergraduate degree or post-baccalaureate program at Minot State will receive additional priority consideration as will all students afforded the Freshman Guarantee.

The first round of seats will be let out January 20<sup>th</sup> and acceptance will be required by January 31<sup>st</sup>.

Students who accept seats in the program will be charged a non-refundable \$100.00 fee to hold the seat. This money will be applied to first semester tuition for students attending the MiSU graduate program in speech-language pathology.

1. Under rare circumstances, with substantial evidence that a person's undergraduate record does not appropriately and accurately represent a student's abilities and promise for graduate study, the Faculty may recommend and the Department Chairperson may approve the acceptance of persons who do not meet the stated minimum requirements for acceptance.

**Please note:** These students will be admitted on a probational status and the initial semester of study will serve as the only instance of probation. Any student, admitted under probational terms, not meeting program requirements at the end of the first semester will be dismissed from the program.

1. If a student enters the program on a full-time basis and has met ASHA requirements for the biological sciences, basic chemistry or physics, statistics, and the social/behavioral sciences, then it is possible to complete the degree in five semesters. Students will be on campus for four semesters and will complete an external practicum in their fifth semester.

## **Academic Honesty and Clinical Ethics Policy**

The Department of Communication Sciences & Disorders follows Minot State University policies regarding academic honesty. When there is supported evidence of cheating on examinations or other coursework, or a serious violation of privacy laws or the ASHA Code of Ethics, the student will receive a failing grade for the course or practicum and will face disciplinary action up to and including dismissal from the graduate program.

## **Academic Honesty and Clinic Ethics Appeal Policy**

Dismissal for academic dishonesty or serious clinical violation can be appealed. A student who wishes to appeal his/her dismissal should follow the appeal process established by the Graduate School.

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## **Grading Scale**

94-100 A, 87-93 B, 80-86 C

Anything lower than a "C" grade is considered failure of the course. Any student achieving a grade lower than "C" will be required to re-take and pass the course prior to graduation. Instructors have the right to modify the grading scale lower depending on class achievement. Graduate school policies pertaining to "F" grades apply.

## **Grade Appeal Policy**

The process and conditions for a grade appeal follow the definitions and schedules of the Graduate School. All requests for a grade review must be submitted according to the timelines established by the Graduate School.

## **Master of Science in Communication Disorders: Speech Language Pathology (62SH Minimum)**

### **Required Courses**

CD 501	Introduction to Graduate Studies	3
CD 502	Early Inter-Interdisciplinary Study	3
CD 511	Clinical Practicum: Therapy	3
CD 511	Clinical Practicum: Therapy	3
CD 511	Clinical Practicum: Therapy	3
CD 513	Assessment Practicum	3
CD 520	Fluency Disorders	3
CD 522	Neurogenic Communication Disorders	3
CD 516 or CD 517	Public School Practicum: Speech-Language-Pathology Adv External Practicum: Speech-Language-Pathology	1-12
CD 530	Cleft Palate	1
CD 524	Motor Speech Disorders	2
CD 526	Applied Phonology	3
CD 528	Assessment in SLP	3
CD 532	Voice Disorders	3
CD 534	Adolescent Language Disorders	2
CD 535	Dysphagia	3
CD 536	AAC: Multiple Disabilities	3

CD 538	Language and Literacy	3
CD 539	Audiology for the SLP	2
CD 540	Professional Issues	2
CD 545	Public School Methods in SLP	2

**Optional Courses**

CD 503	Grad Seminar In Research
CD 521	Speech-Language-Pathology Development and Disorders
CD 592	Special Topics
CD 597	Independent Study
CD 589	Continuing Enrollment
CD 599	Thesis

Total Hours

54-65

## Master of Science in Sports Management (MSSM)

[http://www.minotstateu.edu/business/grad\\_program.shtml](http://www.minotstateu.edu/business/grad_program.shtml) ([http://www.minotstateu.edu/business/grad\\_program.shtml/](http://www.minotstateu.edu/business/grad_program.shtml/))

**Phone: (701) 858-4157 or 1 (800) 777-0750, ext. 4157**

This degree is administered by the College of Business in collaboration with the College of Education and Health Sciences.

**Master of Science in Sport Management Program Director:** Dr. Linda Cresap

**Department of Teacher Education and Kinesiology Chair:** Dr. Terry Eckmann

**Overview**

The Master of Science in Sport Management (MSSM), is the only degree of its kind offered in the North Dakota University System. This flexible and affordable graduate program emphasizes leading-edge management principles and strategies applied to sports law, sports administration, and sports psychology. Students will gain expertise about issues and opportunities facing the sports industry. The MSSM degree is ideal for individuals pursuing careers in high school and collegiate coaching and athletic administration, sports agencies, and athletic performance and training. The MSSM degree is offered through online delivery; business courses are also available on campus.

**MSSM Goals and Student Learning Outcomes**

Student Learning Goals	Student Learning Outcomes
SLG 1: Graduates will be able to design and produce applied research projects.	SLO 1: Students will be able to employ appropriate research design to solve business or sport problems.
	SLO 2: Students will be able to analyze and synthesize literature.
SLG 2: Graduates will be able to communicate effectively in oral and written messages.	SLO 1: Students will be able to compose clear, consistent, and effective forms of communication.
	SLO 2: Students will be able to produce effective oral presentations.
SLG 3: Graduates will be able to analyze and solve management situations.	SLO 1: Students will be able to employ rational decision-making theories, models, and tools to solve management problems.
	SLO 2: Students will be able to assess ethical issues and stakeholder perspectives in the contexts of corporate social responsibility and global environment.
	SLO 3: Students will be able to apply employment law concepts appropriately in management or sport leadership.
	SLO 4: Students will be able to apply fundamental marketing concepts in business or the sport industry.
SLG 4: Graduates will be able to analyze and solve sport leadership situations.	SLO 1: Students will be able to evaluate current and future trends in sport administration and leadership.
	SLO 2: Students will be able to evaluate the role of sport governing bodies, including their authority, organizational structure, and functions.
	SLO 3: Students will be able to evaluate and extend sport media's role in political, social, and technological climates.
	SLO 4: Students will be able to apply legal concepts within sport workplaces.

SLO 5: Students will be able to apply sport psychology concepts to improve sport performances, leadership, and team cohesiveness.

## Program Admission Standards

### Application Deadlines

- Fall applications due **May 30** for international students and **July 30** for domestic, Canadian, and online international students.
- Spring applications due **November 30** for domestic, Canadian, and online international students.

## MSSM Admission Requirements and Instructions

1. **Completed MSU Graduate School Application.** Applications must be submitted online. The Graduate School at Minot State University does not accept paper applications. To access the online application, please visit: <https://app.applyyourself.com/?id=ndusmingr> (<https://app.applyyourself.com/?id=ndusmingr/>). The exception to this is applications for re-admission (available on the Graduate School website ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml/](http://www.minotstateu.edu/graduate/current_students/index.shtml/))).
2. **Requirements and Instructions.** Detailed admission requirements and instructions can be found at [http://www.minotstateu.edu/graduate/future\\_students/](http://www.minotstateu.edu/graduate/future_students/) ([http://www.minotstateu.edu/graduate/future\\_students/](http://www.minotstateu.edu/graduate/future_students/)).
3. **Required Test Scores.** International students must give evidence of proficiency in English. Such students should arrange to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A passing score on the TOEFL is 550 on the paper-based test (PBT) and 79 on the Internet-based test (IBT). A passing score on the IELTS examination is 6.0 overall band score.
4. Applicants are required to submit a current resume or curriculum vita.
5. Applicants are also required to submit a concise (500 words) Statement of Purpose describing their primary interest in the MSSM program, experiences related to the area of study, and objectives in pursuing the MSSM degree at MSU. In particular, the essay should be as specific as possible in describing the student's interests, and relevant educational, research, commercial, government, or teaching experiences. If applying for more than one program, submit a separate Statement of Purpose for each program.
6. International Applicants ONLY: Submit a declaration of finances. See Graduate School Admissions information (above) for more details.

BIT 510	Managerial Communication	3
BADM 525	Strategic Marketing	3
BADM 535	Management Principles and Practices	3
BADM 537	Human Resource Management	3
ED 501	Designing and Interpreting Education Research/Quantitative	2
KIN 510	Sports Leadership and Administration	3
KIN 540	Foundations of Sports and Exercise Psychology	3
KIN 555	Sports Law	3
KIN 560	Sports Media and Event Planning	3
KIN 595	Capstone Experience	3-4

## Graduate Certificate Programs at Minot State University

The Graduate School offers Certificate Programs in Management and Special Education (see below). These certificates are concentrated programs of study with required graduate credits. Once a student finishes the required slate of courses, a student is required to apply for graduation in order for the certificate to be posted on the transcript.

Certificate of Completion Programs requires 7 or less graduate credits and will not be posted to a transcript.

In order for a prospective student to engage in a certificate program, they are required to submit an application to the certificate of choice. Their file will be sent to the department to be reviewed for acceptance into a MSU graduate certificate program.

### Certificate in Cyber Security Management

BIT 560	Manage/Integrate IS Function	3
BIT 557	Foundations of Information Assurance and Security	3
BIT 575	Business Network Systems Management	3

**Certificate Program: Cybersecurity Certificate:** (12 Credits) This certificate in Cybersecurity is delivered cooperatively among Minot State University, North Dakota State University, and University of North Dakota.

**Core Courses: (9 credits)**

CSCI 568 Applied Cryptography (Minot State University)	
CSCI 773 Foundations of Digital Enterprise (North Dakota State University)	3
EE 590 Emerging Threats and Defenses (University of North Dakota)	3

**Electives: (3 Credits)**

CSCI 513 Advanced Databast Systems (University of North Dakota)	3
CSCI 594 Directed Research in Cyber Security (Minot State University)	3
CSCI 771 Topics of the Digital Enterprise (North Dakota State University)	3
EE 590 Information Security and Security Practices (University of North Dakota)	3
EE 590 Cyber Research Project (University of North Dakota)	

**Certificate Program: Management Concepts**

The Certificate in Management Concepts provides foundations in management at a graduate level. The three courses, BADM 535 Management Principals and Practices, BADM 525 Strategic Marketing, and BIT 562 Management Information Systems, are part of the Master of Science in Management program. Students who successfully earn the certificate may be eligible to continue on into the master's degree.

BADM 525	Strategic Marketing	3
BADM 535	Management Principles and Practices	3
BIT 562	Management Information Systems (BIT 560 substitutes for BIT 562 if in the MSIS)	3
Total Hours		9

## Certificate Program: Knowledge Management

Designed for students who are eager to learn about creating and exchanging organizational knowledge as well as explore graduate education. All courses are offered online and the certificate may be completed in two semesters. Two courses may be applied toward either the Master of Science in Management or the Master of Science in Information Systems.

BADM 535	Management Principles and Practices	3
BIT 562	Management Information Systems (BIT 560 substitutes for BIT 562 if in the MSIS)	3
BIT 566	Knowledge Management	3
BIT 570	E-Business Strategy	3
Total Hours		12

## Certificate Programs: the Deaf/Hard of Hearing Education (D/HH), Early Childhood Special Education (ECSE), Special Education Strategist (SES), and Learning Disabilities (LD)

These certificate programs have been developed to assist ND teachers to become qualified to work with children and students with disabilities from birth through age 21 by offering a set of coursework at the graduate level that meets the National Council for Exceptional Children's certification standards for each individual special education discipline. These certificate programs will be identified on the university transcript thus demonstrating completion of the approved certificate program.

### Curriculum for Deaf/Hard of Hearing Education

**Pre-requisites**

SPED 510	Law & Policy in Special Education	3
SPED 513	Deaf Studies	3
SPED 565	Early Intervention: Deaf/HH	3
SPED 583	Strategies to Support Listening & Spoken Language	3
SPED 584	Teaching Language to Deaf/HH	3
SPED 585	Advanced Audiology for Educators of the Deaf/Hard of Hearing	3
SPED 586	Teaching Reading/Academics to DHH	4
SPED 515	Practicum	4
Total Hours		26



## Curriculum for Early Childhood Special Education

SPED 504	Introduction to Services for Young Exceptional Children	3
SPED 509	Infant/Toddler Development	3
SPED 510	Law & Policy in Special Education	3
SPED 530	Physical and Medical Needs of Persons with Severe Disabilities	3
SPED 533	Clinical Practice	1
SPED 550	Special Education Assessment	2
SPED 543	Methods of Teaching ECSE	3
SPED 563	Family and Community Systems in Early Intervention	3
SPED 515	Practicum	4
Total Hours		25

## Curriculum for Special Education Strategist

SPED 505	Consultation and Supervision in SPED	2
SPED 510	Law & Policy in Special Education	3
SPED 515	Practicum	4
SPED 517	Methods for Mild Disabilities	3
SPED 524	High-Intensity Support Methods	3
SPED 531	Psychoeducational Aspects of Exceptional Children	3
SPED 533	Clinical Practice	1
SPED 543	Methods of Teaching ECSE	3
SPED 550	Special Education Assessment	2
SPED 561	Classroom Management and Positive Behavior Support	3
Total Hours		27

## Curriculum for Learning Disabilities

SPED 505	Consultation and Supervision in SPED	2
SPED 510	Law & Policy in Special Education	3
SPED 515	Practicum	4
SPED 517	Methods for Mild Disabilities	3
SPED 531	Psychoeducational Aspects of Exceptional Children	3
SPED 533	Clinical Practice	2
SPED 550	Special Education Assessment	2
ED 540	Reading: Advance Diag & Remed	2
ED 541	Clinical Practice Remedial Read	2
Total Hours		23

# Graduate School Policies and Regulations

Graduate students are responsible for becoming familiar with the various requirements of graduate study that are applicable and to satisfy them accordingly. The University reserves the right to change the requirements regarding admission and to drop, add, or change the arrangement of courses, curricula, requirements for retention, graduation, degrees, and other regulations of the Graduate School. Such regulations shall be effective whenever determined by the appropriate faculty and administrative bodies. See website addenda at [www.minotstateu.edu/graduate/](http://www.minotstateu.edu/graduate/) (<http://www.minotstateu.edu/graduate/>). They may govern both current and new students. In addition, fees, expenses, and other items may change dependent upon departmental, University, or system regulations or policy. Contact the MSU Graduate School for the most current updates.

**The following policies constitute minimum requirements of the Graduate School. Additional department or program requirements may apply.**

### Credits

The University is on a semester system. The semester hour is the unit of credit used at MSU. The credit hour definition is available in the Undergraduate Catalog (<http://catalog.minotstateu.edu/undergraduate/academicinformation/generalinformation/#text>). For graduate enrollment, full-time load is nine (9) semester hours in a 16 week session and five (5) semester hours in an 8 week session in fall and spring semesters and six (6) semester hours in summer semester.

### Unofficial Transcript

Current students and students enrolled at MSU since fall 2005 can acquire unofficial transcripts online, at **no charge**, using Campus Connection.

## Official Transcripts

Students can request an official transcript online. Transcripts cannot be released without the student's written signature unless requested online through Campus Connection. Transcripts cannot be requested by email or telephone. A service charge does apply per transcript copy, with additional charges for special ordering options. For additional information please visit [www.minotstateu.edu/records/transcripts.shtml](http://www.minotstateu.edu/records/transcripts.shtml) (<http://www.minotstateu.edu/records/transcripts.shtml>).

All transcripts contain a student's entire academic record including undergraduate, graduate, and continuing education coursework.

## Changes of Name/Address/Phone Number

Students are required to advise the University in writing of any changes of name, address or phone number. Contact information (address and phone number) should be updated using Campus Connection under Personal Information. Changes of name are processed in the Registrar's Office via a completed Name Change form with supporting documentation. Concerns about release of directory information should be directed to the Registrar's Office.

Students are required to update their mailing and home addresses within 30 days of moving. If a student's address is determined to no longer be valid, a hold will be placed on the student's account until he/she updates his/her address.

## Email Policy

Electronic mail (email), postal, and campus mail are official means by which the University may communicate with students. MSU exercises the right to send emails to students via the students' Minot State University email account and expects that the received emails be read at least weekly.

## Directory Information

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to you as "Directory Information." Students may request to prevent the release of directory information to third party individuals by notifying the MSU Registrar's Office by completing the Student Rights to Privacy form found on the Registrar's Office website. Failure to notify the Registrar's Office as outlined above indicates implied consent to release directory information. All or a portion of directory information may be released publicly in printed, electronic, or other forms at the discretion of Minot State University on a case-by-case basis. Directory information includes the following data elements:

- Student name\*
- Hometown (city, state)
- Campus email address\*\*
- Height, weight, and photos of athletic team members
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment Status (withdrawn, half-time, or full-time)
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Directory photos, photographs and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information).

\*If a student provides a preferred name, the college or university tries to use it when communicating directly with the student. Preferred name is a supported business practice, unless there is a documented business or legal reason to use a student's legal name. When communicating with outside third parties, including parents, the college or university generally uses a student's legal name.

\*\*Campus email addresses are only disclosed to requestors who agree to not use them for solicitation.

## Student Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.  
*Students should submit to the Registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.*
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.  
*Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
*One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. School officials are those members of an institution who act in the student's educational interest within the limitations of their "need to know." These may include faculty, administration, clerical and professional employees, other persons who manage student education record information including student employees or agents, and employees of the North Dakota Attorney General's Office providing support or representation to Minot State University. Examples of a school official may include:*
  - a. a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff);
  - b. a person or company with whom the University has contracted, eg. attorney, auditor, collection agency;
  - c. a person serving on an institutional governing board;
  - d. a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.*Other disclosures allowable without written consent are:*
  - a. to institutions in which the student seeks to enroll or is enrolled so long as the disclosure is for purposes relating to the student's enrollment or transfer;
  - b. to authorized representatives of federal, state, or local educational authorities;
  - c. to accrediting agencies;
  - d. in connection with a health or safety emergency;
  - e. to comply with a judicial order or lawfully issued subpoena;
  - f. concerning information considered "Directory Information."
4. The right to refuse to permit the designation of all of the aforementioned categories of personally identifiable information as "Directory Information."
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minot State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations:

Library	Director of Residence Life
Career Services	V.P. of Student Affairs
Academic School Offices	Student Government Association
Registrar's Office	Access Services

## Course Numbering System

Courses numbered 501 and greater are restricted to students who hold a baccalaureate degree or undergraduate seniors based on the non-degree policy.

Any course numbered 2000, regardless of prefix, is designed for a workshop and is offered for satisfactory/unsatisfactory credit. This type of credit may not be applied to an advanced degree at Minot State University.

The following course numbers are reserved:

589	Continuing Enrollment
590	Seminar

592	Special Topics
595	Capstone Course
597	Independent Study
598	Project
599	Thesis

These course numbers permit courses which may better fit the needs and desires of students without having to offer them on a yearly basis.

## Grading

Grades are reported in letter symbols, each of which carries a value in honor points per credit hour attempted. The honor points are used to evaluate a student's scholarship record. MSU graduate programs do not allow for the awarding of the letter "D" as a grade.

Grade	Significance	Honor Points
A	Above Average	4
B	Average	3
C	Below Average	2
F	Failure (no credit)	0

## Other Symbols

W	Withdrew
AU	Audit
X	In Progress
P	Pass
I	Incomplete
NC	No Credit
S	Satisfactory
NR	No Report
U	Unsatisfactory
#	Course Repeated

Grades are processed at the end of each term. Students may access their grades through Campus Connection approximately one week following the close of the term. Discrepancies on transcripts must be brought to the attention of the Registrar's Office within one year of the term in question.

## Grade Changes

Faculty may submit a grade change within one year of the original posting of a grade. After one year, any grade change will need to be approved by the chair, head of the Graduate School, and the Vice President of Academic Affairs. These requests must be accompanied by a written explanation.

## Incompletes

An incomplete may be requested by the student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory to the instructor. The Graduate School Course Completion Agreement detailing the work to be completed and expected completion date must be signed and dated by both the student and instructor. The original copy of the agreement must be submitted to the Graduate School before the grade submission deadline. The Graduate School will provide photocopies of the agreement to the student and the instructor, will maintain a copy for our records, and will submit the original to the Registrar's Office.

If a grade change is not received by the Registrar's Office prior to the 60th calendar day following the date the original grade was due, the "I" grade will automatically be changed to the official grade as assigned on the agreement. Extensions will only be considered due to extenuating circumstances. A full explanation in writing from the student AND faculty member involved, approved by the program director and department chairperson, must be approved by the head of the Graduate School one week prior to the completion date deadline for consideration. A new course completion agreement must accompany the extension request.

- The grade of Incomplete (I) is an administrative grade that may only be entered by the Registrar's Office. A grade of "X" (In Progress) is available for 595, 598, and 599 courses.
- The instructor will submit the grade earned at the time of grade positing if he/she chooses not to sign a Course Completion Agreement or the student does not request one.

- The instructor may complete the agreement on behalf of the student if the student is unable to do so; however, the Agreement must be accompanied by some support from the student (an email, voice mail transcript, etc.) indicating he/she has authorized the faculty member to sign on his/her behalf.

## Active Status

In order to maintain active status, graduate students must register in the Graduate School every consecutive semester (fall, spring, summer). Maintaining active status is critical and is required in order to participate in the university community as a graduate student.

## Leave of Absence

### Leave of Absence

Students who are completing course work (excluding thesis, project, and capstone courses) and plan to be inactive for a period of time not to exceed a full calendar year are encouraged to file a Leave of Absence in the Graduate School. Submission of this form provides a means for the Graduate School to track students' progress and term activate students after the period of absence so they may register for the upcoming semester. Students who have begun their final requirement and have an in-progress grade (X) may only apply for a Leave of Absence in the case of extenuating circumstances. In such cases, the Leave of Absence must be accompanied by a letter to the head of the Graduate School explaining the circumstances; this type of Leave will be approved for one semester at a time.

## Request for Term Activation

Students who are inactive in graduate course work for one or two consecutive semesters and have not filed a Leave of Absence are eligible to request for term activation by emailing the respective Program Director. If the Program Director approves, he/she will notify the Graduate School. This option is not available for students who have registered for their final requirement (thesis, project, capstone course).

## Application for Re-Admission

Admitted students who wish to return to graduate study after having been inactive for three or more consecutive semesters (without filing a Leave of Absence) should submit an Application for Readmission in the Graduate School. Accompanying the Application for Readmission should be official transcripts showing additional graduate courses taken from other institutions of higher education while inactive at MSU and an updated Statement of Purpose describing their plans for completing the degree if readmitted. Readmission must be approved by both the program director and head of the Graduate School. This application is found online, [http://www.minotstateu.edu/graduate/current\\_students/application-for-readmission\\_deferment\\_fillable\\_12617.pdf](http://www.minotstateu.edu/graduate/current_students/application-for-readmission_deferment_fillable_12617.pdf). ([https://www.minotstateu.edu/graduate/\\_documents/forms/readmission.pdf](https://www.minotstateu.edu/graduate/_documents/forms/readmission.pdf))

## Continuing Enrollment Policy

Students who have completed all necessary course work for their degree and who have registered for their thesis, project, or capstone course but have not completed this final requirement during the semester of registration must register for 589, Continuing Enrollment, each additional and consecutive semester, including summer, while they are completing their final requirement. Continuing Enrollment allows students to continue their active status and maintain access to university faculty, library, and facilities as they complete their work.

A fee of **\$200** will be assessed each semester (including summer) for registration in 589, Continuing Enrollment. Students who fail to register for Continuing Enrollment as required will be considered non-retained in their graduate program. Non-retained students may appeal their status by following the Status Appeals Process.

## Cumulative Grade Point Average and Course Failures

In order to be retained in the Graduate School, an admitted graduate student must maintain a cumulative grade point average of 3.00 in all 500 level coursework that applies toward the degree. The academic standing of all graduate students will be reviewed at the end of each session. A session is defined by the standard length of the course in the program.

A student who has attempted fewer than 12 credits and has a cumulative GPA below 3.00 will be placed on *academic probation* until **either**: a.) 12 graduate credits have been attempted or b.) the cumulative GPA is raised to 3.00, whichever comes first. The student will be dismissed from the Graduate School if 12 credits have been attempted, and the session GPA is not 3.00 or higher.

A student who has attempted 12 credits, and has a cumulative GPA below 3.00 will be placed on *academic probation* through the end of the next enrolled session. If at the end of the next enrolled session, the session GPA is not 3.00 or above, the student will be dismissed from the Graduate School.

A student with a failing grade (F) in a graduate class within his/her program of study will be placed on *academic probation* until the failed class is repeated and/or a new grade is assigned as long as the student maintains the required 3.00 session GPA. The course must be repeated the next

semester it is offered. Exceptions to this schedule must be approved by the Program Director and the head of the Graduate School. If a failed grade is not changed by the end of two calendar years from the date the grade is assigned, the student will be dismissed from the Graduate School.

A student with a failing grade (F) in a graduate class within his/her program of study and a cumulative GPA of less than 3.00 will be placed on *academic probation* through the end of the next enrolled session. If the session GPA is not 3.00 or higher by the end of the next enrolled session, the student will be dismissed.

At no time will a graduate student be allowed to carry two failed courses on his/her transcript. A student with two failed courses on his/her transcript will be dismissed from the Graduate School immediately.

See specific academic programs for additional or more stringent retention requirements.

A notation of *Academic Probation* will be recorded on a student's unofficial transcript only.

## Repeating Courses

No courses with a grade less than a "C" may count toward a graduate degree requirement. If a student receives a grade of "C", that course may be repeated. Both enrollments will be recorded on the student's official transcript with the second final grade used in calculating the grade point average. Graduate courses may only be repeated once.

## Time Requirement

The maximum limit for completion of a graduate degree program is seven (7) years. This is calculated from the date the student first enrolls in course work that is required for the graduate degree. Should any of the course work (resident or transfer) exceed the time limit, the classes must be re-validated or repeated in order to be counted toward the degree.

Extensions beyond the seven-year limit may be granted in extreme instances. The reason for the extension must be presented in writing to the Graduate School. The student's Graduate Committee, Department Chairperson, and head of the Graduate School must approve the extension.

## Change in Registration

### Program Change

Each student is responsible for the program of study that has been approved by the advisor and submitted to the Graduate School no later than the completion of their first **nine semester hours**. A change in a student's program is made only with the approval of their advisor, department chair, and on proper forms filed with the Graduate School.

### Adding and Dropping a Graduate Class

The dates for adding and dropping graduate classes are printed in the calendar portion of this catalog and are consistent with the dates for adding and dropping undergraduate classes.

### Hardship Withdrawal from a Class

After the drop period, special consideration may be given to hardship cases if recommended as such by the instructor, department/division chairperson, and head of the Graduate School.

### Withdrawal from the University

A student who finds it necessary to withdraw from the University before the end of the term must complete a withdrawal form with the Financial Aid Office. A letter must also be addressed to the Graduate School and the adviser stating the reason for withdrawal. Failure to follow the regular procedure will result in the student receiving an "F" in the courses for which he/she was registered. A student is not permitted to withdraw from the University during the last three weeks of a semester or the last two weeks of a summer session except in the case of an extreme emergency.

### Auditor

An auditor is one who attends class as a listener without the privilege of participating in the regular class work. An auditor may participate in class activities at the discretion of the instructor. No credit is awarded for an audited class and an auditor may not later establish credit in the class by taking a special examination. A student may change his/her status in a course from "credit" to "audit" up through the final drop date of the term. This must be done on the proper form available at the Registrar's Office. An auditor must meet admission requirements for the Graduate School. The student must pay one-half of the normal tuition to audit the course.

## Institutional Review Board (IRB)

Minot State University's IRB policy requires that all research involving human subjects, whether funded by an external organization or not, must comply with regulations for human subject research established by the U.S. Department of Health and Human Services as described in the Code of Federal Regulations 45 CFR 46 and by Minot State University IRB policies. This means that projects involving human subjects must have IRB approval prior to



project initiation. For complete information, including forms, templates, and procedures please visit the IRB website at <http://www.minotstateu.edu/IRB/> (<https://www.minotstateu.edu/IRB/>) or contact the IRB Chair at [irbchair@minotstateu.edu](mailto:irbchair@minotstateu.edu).

A graduate student should seek IRB approval after gaining the committee's approval of his/her research proposal. When approval is obtained and prior to the beginning of the research, the Chair of the IRB will send the approval letter to the researcher electronically.

#### Human Subjects Research in Minot Public

Researchers studying personnel or students in the Minot School District must complete the Request to Conduct Research in Minot Public Schools form, available on the Home Page of the IRB website. Approval from building principal(s) and the Assistant Superintendent must be obtained prior to seeking IRB approval.

## Graduate Grade Appeal Process

The evaluation of student performance is recorded on the student's University transcript as part of the student's permanent record. The grade is determined by the faculty member responsible for the course and is based upon factors related to achievement of the course objectives. The course grade is considered final unless an appropriate appeal is filed by the student. For the student who is dissatisfied with a grade and has a reason to believe the grade issued is incorrect, the following appeal procedure is provided by the Graduate School and the University.

**Level 1:** Within the following term, the student shall confer with the instructor who issued the grade and outline the reasons why he or she believes the grade is incorrect. (If the faculty member is unavailable, the student is expected to contact the Program Director, Department Chairperson, or the head of the Graduate School within this same time period.) Following the student-faculty conference, the instructor shall advise the student of the outcome of the course grade review within 14 days in writing and shall process a grade change if appropriate.

**Level 2:** If the student still considers the grade to be incorrect, the student may formally appeal the grade within two weeks after receiving the faculty response letter from Level 1. The student may request in writing that the Program Director and Department Chairperson review all the data from Level 1 and any additional information deemed pertinent by the student and/or faculty member and make a decision regarding the appeal. The Program Director and Department Chairperson must respond in writing to the student involved, the faculty member, and the head of the Graduate School within two weeks regarding the chair's decision on the appeal.

**Level 3:** The student may continue the appeals process by requesting in writing that the head of the Graduate School review all data from Levels 1 and 2 and any additional information received from the student, faculty member, Program Director, and Department Chairperson and make a decision on the appeal. This level of appeal must be initiated by the student in writing within two weeks from receiving the chair's written decision from Level 2. Within two weeks from the initiation of Level 3, the head of the Graduate School must inform the student, faculty member, Program Director, and Department Chairperson of the decision regarding the appeal by letter.

**Level 4:** If the student is still dissatisfied, he or she may continue the appeal process from Level 3 within 14 days of receiving the decision from the head of the Graduate School by requesting in writing that the Graduate Student Rights Committee hear the appeal. The Graduate Student Rights Committee must call a hearing of issues within 30 days of receiving the written request from the student. The student, faculty member, Program Director, Department Chairperson, and the head of the Graduate School will be informed by letter within five school days of the decision of the Graduate Student Rights Committee. The decision of the Graduate Student Rights Committee shall be considered final.

- \* The above policy applies to grade appeals only for students who have attended class and who have issues with the grades they earned, not for students who do not withdraw from Graduate School or who do not drop a course prior to the first day of finals. In each of those cases, the student must appeal to the Graduate Student Rights Committee for review. Appeals are granted for extenuating circumstances that are related to the term or terms being appealed. Requests to the Graduate Student Rights Committee must be in writing. The student must provide evidence supporting his or her request. The request and supporting materials should be provided to the Graduate School and students should allow two weeks for a decision by the Graduate Student Rights Committee. The decision of the Graduate Student Rights Committee is considered final.

## Graduate Policy on Academic Honesty

Minot State University's overall policy on Academic Honesty is listed in the Student Handbook (available online at [www.minotstateu.edu/student\\_handbook.pdf](http://www.minotstateu.edu/student_handbook.pdf) ([http://www.minotstateu.edu/student\\_handbook.pdf](http://www.minotstateu.edu/student_handbook.pdf))). Additionally, each academic department may have established policies on academic honesty more specific than those for the university. Students should refer to both the MSU policy and the department policy (if one exists) for initial information on academic honesty issues.

Should a student become involved in circumstances which allegedly breach a department's policy, that policy will be adhered to in resolving the honesty issue. The Department Chairperson, in consultation with the Program Director, will inform the head of the Graduate School and the student in writing of any changes in the student's standing in the department as a result of the academic honesty policy and of the specific honesty infraction. Student disciplinary action may result in accordance with the Student Conduct Policy where appropriate. The head of the Graduate School will officially inform the student by letter of any changes in his/her graduate student status.

## Appeal Policy for Academic Honesty

Graduate student academic honesty appeal process will follow the same steps and the same time frame as stated in the grade appeal process. The department policy will dictate the student's standing. Appeals on honesty will be related to the honesty issue, and not the grade or other restrictions placed on the student by the policy.

**Level 1:** The first level of appeal is to the involved faculty member. This appeal must be in writing and should include any information the student feels is important in clarifying the issue in question. The appeal must be initiated 14 days from the time of the student's official notification by the graduate office of the department's action. A copy of the department's policy should be included to clarify procedures and decisions made by the departments. The faculty member must respond within two weeks in writing to the student, the Department Chair, and the head of the Graduate School, regarding her/his decision on the appeal.

**Level 2:** Within two weeks after receiving the faculty response letter from level one, the student may continue the appeal process by requesting in writing that the department review all the data from level one and any additional information deemed pertinent by the student and/or faculty member and make a decision regarding the appeal. The department chairperson must respond by letter to the student involved, faculty, and the head of the Graduate School within two weeks regarding the chair's decision on the appeal.

**Level 3:** The student may continue the appeals process by requesting in writing that the head of the Graduate School review all data from level one and two and any additional information received from the student, faculty, and department chairperson and make a decision on the appeal. This level of appeal must be initiated by the student in writing within two weeks from receiving the chairperson's written decision from level two. Within two weeks from the initiation of level three, the head of the Graduate School must inform the student, faculty member, and department chairperson of the decision regarding the appeal by letter.

**Level 4:** Within 14 days from receiving the decision from the head of the Graduate School, the student may continue the appeal process from level three to level four by requesting in writing that the Graduate Student Rights Committee hear the approval.

The Graduate Student Rights Committee must call a hearing of issues within 30 days of receiving the written request from the student. The student, faculty, department chairperson, and the head of the Graduate School will be informed by letter within five school days of the decision of the Graduate Student Rights Committee. This decision is the final decision made within the academic appeal process.

## Graduate Policy on Status Appeal and Re-admission of Dismissed Students

### Status Appeal Process

A student may appeal a non-retained or dismissed status in the Graduate School to the program director of his/her program of study. The appeal must be in writing accompanied by appropriate documentation to support the student's position. Appeals will be handled by the program director, in consultation with the student's adviser, and the head of the Graduate School, as needed. The Graduate School office will notify the student of the outcome of the appeal.

### Readmission of Students Dismissed from the Graduate School

Dismissed students who seek readmission to the Graduate School must wait one calendar year following the semester of dismissal. During the final semester of the dismissal, the student may petition the department/program for readmission. The petition (a written request for consideration for readmission) will be reviewed by the academic department/program. If approved by the department/program, the recommendation for readmission, including the course of action to be taken by the student to remedy the reason for the dismissal, must be approved by the head of the Graduate School.

## Governance and Advisory Boards

### Graduate Council

The Graduate Council is the policy and governance body dealing with all graduate education issues according to the duties outlined in the Graduate Council Charter. As the representative governance unit of the Graduate faculty at Minot State University, the Graduate Council considers policy recommendations that govern graduate programs. It supports programs developed in accordance with the vision statement for Graduate Education.

### Composition of the Graduate Council

The Graduate Council consists of the head of the Graduate School, one elected graduate faculty member from each graduate program (not including separate tracks within programs), two graduate faculty members appointed by the head of the Graduate School, and three graduate students who are enrolled and in good standing. Faculty are elected by the graduate faculty from their own programs, and both they and faculty appointed by the head of the Graduate School serve for three-year terms. Student members are nominated by the program directors, selected by the head of the Graduate School, and serve one-year terms.

## Graduate Student Rights Committee

The Graduate Student Rights Committee examines issues of academic honesty, grade appeals, and other student rights matters as deemed appropriate. The Graduate Student Rights Committee members include the Vice President for Academic Affairs as chairperson (a non-voting member of the committee), the three student members of the Graduate Council, three Graduate Council members elected by the Council, and the head of the Graduate School. A member of the Registrar's Office is a non-voting, ex-officio member of the committee.

## Student Senate Members

The Minot State University Student Senate contains representatives from the primary campus constituents, including the Graduate School. The Student Senate deals with issues of student governance on the university campus. Graduate students who are interested in serving on the Student Senate should contact the Graduate School and the Student Association offices for further information.

## Charter of the Graduate Council of Minot State University

### Preamble

The graduate faculty and the Graduate Council of Minot State University, in an effort to promote high quality student learning at the graduate level and to provide an opportunity whereby graduate faculty and graduate students shall participate in determining the direction of graduate education in the University, hereby adopts this Charter.

### Article I

#### Authority

**Section 1.** The official name of the policy and governance body for graduate education is the Minot State University (MiSU) Graduate Council.

**Section 2.** This Charter becomes effective upon written authorization of the MiSU President. It replaces all previous references to the Graduate Council established prior to November 25, 2019, in any MiSU documents.

**Section 3.** The Graduate Council is advisory to the President and reports directly to the Vice President for Academic Affairs.

### Article II

#### Composition

**Section 1.** The Graduate Council consists of the head of the Graduate School who serves as Chair of Graduate Council, one elected graduate faculty member from each graduate program (not including separate tracks within programs), two graduate faculty members appointed by the Chair of the Graduate School, three graduate students who are enrolled and in good standing, and a Parliamentarian appointed by the Chair of the Graduate Council. At a date to coincide with the annual faculty election as defined by the Faculty Senate bylaws of MiSU, faculty are elected by the graduate faculty from their own programs, and both they and faculty appointed by the Chair of the Graduate Council, serve a three-year term. Student members are nominated by Program Directors, selected by the Chair of the Graduate Council, and each serves a one-year term. The Vice-President for Academic Affairs and Parliamentarian are ex-officio non-voting members.

**Section 2.** To be eligible to serve on the Graduate Council or vote on graduate issues faculty must hold the status of Graduate Faculty. Graduate Faculty members are elected to serve staggered, 3-year terms with one-third (1/3) of the members elected each year. Terms of office for Graduate Council shall be limited to two consecutive three-year terms with one year off before being eligible to serve on Graduate Council again.

### Article III

#### Function

**Section 1.** Acting within the policies of the Graduate Council Charter, Minot State University, and the State Board of Higher Education, the Graduate Council is the policy and governance body dealing with matters that affect graduate students and graduate programs for Minot State University.

**Section 2.** The Graduate Council cooperates with the Faculty Senate in all matters that lie within the province of both bodies. All graduate curricular issues are approved by the Graduate Council and proceed to the Curriculum Committee and then to the Faculty Senate for final approval.

### Article IV

#### Chair and Secretary

**Section 1.** The head of the Graduate School chairs the Graduate Council. The chair convenes and presides over all Graduate Council meetings. As the Chair, the head of the Graduate School votes only in the case of a tie. In the absence of the head of the Graduate School, the Vice President for Academic Affairs presides over the meeting. The Vice President of Academic Affairs does not vote on Graduate Council matters.

**Section 2.** The head of the Graduate School appoints a staff person to serve as Secretary of the Graduate Council.

### Article V

#### Meetings and Procedures

**Section 1.** Meetings of the Graduate Council are open to any MiSU student or faculty except when the Chair determines student or faculty privacy may be compromised.

**Section 2.** The Graduate Council follows Robert's Rules of Order in the conduct of meetings.

**Section 3.** The Graduate Council holds meetings monthly during the academic year. Additional meetings may be called if needed, including during the summer. Meetings of the Graduate Council are called by the Chair of the Graduate Council. The Chair of the Graduate Council shall call a meeting if he/she receives a petition requesting a meeting. The petition must bear the signatures of a least one-fifth (1/5) of the Graduate Faculty members.

**Section 4:** Meeting attendance can take place in person or synchronously using virtual technology.

**Section 5:** Voting on Graduate Council business is conducted by the Graduate Council members. Members may vote in person, by proxy, or synchronously using virtual technology. In unusual cases, when an urgent vote is required for immediate action as decreed by the Chair of the Graduate School, all voting members may cast their vote through email. Voting through email does not replace attendance at monthly meetings.

## Article VI

### Program Authority

**Section 1.** The university departments formulate requirements for graduate degrees within the framework of the Graduate Council, Minot State University policy, and policies of the State Board of Higher Education. These policies include admittance, retention, and degree completion requirements.

**Section 2.** Each department is responsible for annual evaluation and/or improvement of existing graduate programs and the development of new graduate programs. Programs directors, representing their respective programs, may bring forward to the Graduate Council proposals for new curricula and programs. These proposals will be considered by the Graduate Council. When approved by the Graduate Council, the proposal will proceed through the MiSU curriculum approval process.

## Article VII

### Committees

**Section 1.** The Graduate Student Rights Committee is formed each year no later than October 1. Members include the three (3) student representatives on the Graduate Council, three (3) Graduate Council members elected by the Council, and the head of the Graduate School. The Vice President for Academic Affairs is the chairperson and non-voting member of the Committee. A representative of the Registrar's Office is a non-voting, ex-officio member of the committee. In the event a student rights issue arises from the department of one of the committee members, an alternate member will be chosen by the head of the Graduate School.

**Section 2.** The Graduate Council will establish other standing or ad hoc committees as needed.

## Article VIII

### Amendments

**Section 1.** Proposed amendments to the Graduate Charter may be initiated by a two-thirds (2/3) vote of the Graduate Council or by petition of one-third (1/3) of the current graduate faculty holding the status of Graduate Faculty.

**Section 2.** Proposed amendments are distributed by the Secretary of the Graduate Council to the graduate faculty at least seven (7) days prior to a meeting of the graduate faculty. An amendment is approved by a two-thirds (2/3) vote of approval of those graduate faculty members voting. The amendment takes effect when it is approved by the President of the University.

## Article IX

### Bylaws

**Section 1.** By-laws to this charter become effective when they are approved by two-thirds (2/3) of the Graduate Faculty and Professional Graduate Faculty members and approved by the President of the University. Graduate faculty status at Minot State University is based on academic qualifications and/or professional expertise. Three categories of graduate faculty status are available; however, Visiting Graduate Faculty are not eligible to vote or serve on Graduate Council.

# Introduction

## History

Minot State University is a comprehensive public university whose purpose is to foster the intellectual, personal, and social development of its students, and to promote the public good through excellence in teaching, research, scholarly activity, and public service. Minot State is an integral part of the

state and region it serves, and its mission and purposes are linked inextricably to the needs, aspirations, and the commonwealth of the people of North Dakota.

Since its founding in 1913, Minot State University has evolved steadily in fulfilling its commitment to serving North Dakota and creating opportunities for its citizens. Today the University offers a wide array of undergraduate programs in the liberal arts and the professions, and graduate education in eight master's programs and one specialist program.

Originally established as a two-year normal school devoted to preparing teachers for service in the prairie schools of northwestern North Dakota, the institution soon expanded its offerings in response to the needs of the region, a pattern that has been repeated many times in Minot State's subsequent history. Those who governed the institution recognized the need to add teacher preparation programs in the fine arts, liberal arts and sciences, and professional fields.

In 1924 the institution was given authority to offer the baccalaureate degree, and programs in the liberal arts began at Minot State. Programs in the sciences, humanities, fine arts, and social sciences were developed. Later, programs in special education, speech language pathology, business, and nursing were added. In 1964 the school's name was changed to Minot State College, and its mission expanded to include graduate education at the master's level. In 1987 the institution's name was changed to Minot State University, and today the University offers master's degrees in communication disorders, education, management, management information systems, music, special education and sports management.

## Mission and Vision

### Mission

Minot State University is a public university dedicated to excellence in education, scholarship, and community engagement achieved through rigorous academic experiences, active learning environments, commitment to public service, and a vibrant campus life.

### Vision

Minot State University will:

- Deliver high-quality education where, when, and how it is needed to a diverse, multi-generational student population.
- Prepare students and the institution for the evolving social and technological challenges of the world.
- Inspire scholarship and creative activity among students, faculty, and staff.
- Empower graduates with a distinctive combination of professional expertise and broad-based education to support varied careers and productive lives.

## Campus and Region

The University's tree-lined campus provides students a friendly and personal atmosphere. The campus includes five residence halls, seven classroom buildings, the Student Center, library, domed athletic facility, stadium press box, new wellness center, a concert hall, two theaters, and an art gallery.

The University is located in Minot, North Dakota, a city that serves as the cultural, educational, and commercial center of a region which includes western North Dakota, eastern Montana, and southern Saskatchewan and Manitoba. Minot is known for its beautiful residential areas, spacious parks, and busy commercial districts. Here students find many of the cultural advantages usually associated with larger cities, including a symphony orchestra, an opera company, two theatre companies, three art galleries, a fine arts center, numerous choral groups, and a city band. Minot International Airport is served by Delta Airlines, United Airlines, and Allegiant Air. The city is also served by Amtrak. Minot is situated in one of the finest agricultural, industrial, and commercial areas in the state. The city is near the Bakken energy region and the great Garrison Dam on the Missouri River which offers world-class outdoor recreational opportunities in fishing, boating, sailing, hunting and camping.

## Minot State University - Graduate School

### History

In 1964, the first Master of Science degrees were offered at Minot State University in the areas of Education and Speech and Hearing. In 1973, the State Board of Higher Education authorized graduate programs in Learning Disabilities and Mental Retardation. The Board also separated the singular area of Speech and Hearing into two programs, Speech Pathology and Audiology. The Special Education graduate program with an emphasis in Severely Multi-Handicapped was added in 1977. In 1983, the graduate program in Elementary Education began and in 1985 an Infant/Toddler emphasis was created in the Special Education master's program.

In 1986, the scope of graduate education at Minot State University was enlarged by the State Board of Higher Education with the approval of a Master of Arts in Teaching degree with a major in Mathematics. The Board further expanded with the graduate offerings to include a Master of Science degree in Criminal Justice in the Fall of 1990. A Master of Arts in Teaching Science and a Master of Music Education degrees were added in the Summer of 1991. A Master of Science in School Psychology was authorized in May of 1993 which was upgraded to an Education Specialist degree Fall of 1995. A Master of Science in Management degree was approved in September of 1995. A Master of Education degree was approved in 2001, replacing the Master of Science in Elementary Education degree. Concentrations for the Master of Education degree are added each year. In 2002, MSU entered into a cooperative doctoral program in criminal justice with the University of North Dakota. A Master of Science in Information Systems degree was

added in 2004. A Master of Science in Sports Management degree was approved In 2016. Graduate certificates currently being offered are: Knowledge Management, Deaf/Hard of Hearing, Early Childhood Special Education, Special Education Strategist, and Learning Disabilities, Managerial Concepts and Cybersecurity Mangement.

## Purpose

The Graduate School was developed to administer, support, and evaluate the graduate programs at Minot State University. This process includes assisting potential and enrolled graduate students as they pursue their degrees. Support is also provided to departmental faculty who develop and run their graduate programs.

## Mission and Vision Statement

The mission of the Minot State University's Graduate School is to provide a scholarly environment that promotes professional growth characterized by critical inquiry, creativity, discovery, and leadership.

## Contact Information

The Graduate School office is located in the Administration Building, Room 352. Mailing address: MSU Graduate School, 500 University Avenue West, Minot State University, Minot, ND 58707. The University's toll-free number is 1-800-777-0750, ext. 3413 or 701-858-3413. For more information, please visit our website at [www.minotstateu.edu/graduate](http://www.minotstateu.edu/graduate) (<http://www.minotstateu.edu/graduate/>) or email us at: [graduate@minotstateu.edu](mailto:graduate@minotstateu.edu). ([graduate@minotstateu.edu](mailto:graduate@minotstateu.edu))

## Obtaining a Graduate Degree

### General Requirements for Obtaining a Graduate Degree

The student is responsible for becoming familiar with and completing the requirements for the degree being sought. The student may expect guidance from his/her advisor, committee, and assistance from the Graduate School. Students are also encouraged to consult the Graduate School Catalog (the year they were admitted) and Graduate School website for the most current information.

The responsibility for the following requirements rests fully with the student. The graduate degree will not be awarded until the head of the Graduate School is satisfied that all requirements have been completed. Required forms can be found on the Graduate School Website: [http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml). ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml.html](http://www.minotstateu.edu/graduate/current_students/index.shtml.html)).

## Admission Status

### Admitted—Approved Status

A student who has met all minimum requirements of the graduate school for admission and all program requirements for admission, has been recommended by the Program Director for admission, and has been approved by the head of the Graduate School for admission will be granted Admission—Approved Status.

### Admitted—Provisional Status

A student who has not met one or more of the graduate school and/or program requirements (i.e., low GPA, low test scores, lack of test scores) may be granted Admission—Provisional Status with the recommendation of the Program Director and the approval of the head of the Graduate School. Students who are Admitted—Provisional Status due to low GPA will be eligible for advancement to Approved Status after accumulating nine (9) semester hours if their cumulative GPA is 3.00. Students with low or missing test scores will be given a specific deadline in their admission letter for submitting the minimum required score. Students who are Admitted--Provisional Status who do not meet the condition(s) specified in the letter of admission by the deadline will be dismissed from the Graduate School at the end of the semester when the condition(s) should have been met. Students who have Admitted—Provisional Status may not be appointed as Graduate Assistants through the Graduate School and are ineligible for Graduate School scholarships.

## Graduate School Policy on Deferred Enrollment

Admitted students may request their initial enrollment be deferred for up to one year from the semester they originally intended to matriculate. After one year, the student will be required to complete the Application for Deferral/Re-Admission found online at [http://www.minotstateu.edu/graduate/\\_documents/forms/readmission.pdf](http://www.minotstateu.edu/graduate/_documents/forms/readmission.pdf).

## Program of Study

The Program of Study is a written plan for completing a degree. Admitted students are required to file an approved "Program of Study" in the Graduate School **no later** than the completion of their first **nine semester hours**. Completion of the Program of Study should involve consultation with the student's Program Director and/or Advisor. Because the Program of Study will be the basis of the graduation audit, any deviations that are made must



have written approval from the student's Program Director and Department Chairperson with course substitutions submitted to the Registrar's Office. An amended Program of Study must be submitted to the Graduate School.

A Program of Study form for each degree program is available on the Graduate School website: [http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml). ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml.html](http://www.minotstateu.edu/graduate/current_students/index.shtml.html))

## Credit Transfer

A student may request to transfer a maximum of nine (9) semester hours of graduate credit into a program of study, provided that an "A" or "B" was recorded for each course. The hours must have been earned at a regionally accredited institution. Transfer credits will not be accepted if the work was earned more than seven years prior to the date the student expects to complete the graduate degree. Workshop courses are not accepted into graduate degree programs.

A student must complete a "Request to Transfer Credit to a Degree Program ([http://www.minotstateu.edu/graduate/\\_documents/forms/transfer\\_credit.pdf](http://www.minotstateu.edu/graduate/_documents/forms/transfer_credit.pdf))" form.

The transfer of credit must be recommended by the student's advisor/Program Director and chairperson with final approval by the head of the Graduate School. Transfer work is not used in the calculation of cumulative grade point average. Transfer credit should be submitted for approval at the beginning of each semester.

## Graduate Committee

During the first year of graduate study, students should become acquainted with faculty in their department. From this faculty, the student will choose a committee chairperson to oversee his/her final thesis, project, or capstone course (if applicable). The student should consult with his/her committee chairperson in selecting additional committee members. This committee possesses both advisorial responsibilities and judgmental abilities regarding the thesis, options to a thesis, and the written and/or oral examinations. All faculty must have current approval status as Graduate Faculty, Visiting Faculty, and in some instances be considered Professional Faculty.

For thesis, projects, and major papers, the graduate committee consists of the chairperson (usually the student's advisor) and 2, 3, or 4 other members. The majority of the committee members must hold terminal degrees. No more than one professional graduate faculty member may serve on a student's committee. All committees, regardless of size, must include one faculty member outside the student's program. This member may be from the same department but should represent a different discipline or focus of study. Each program has specific committee membership requirements; students should review departmental information and/or consult with their program director for additional information. The program director, department chair, and the head of the Graduate School must approve all persons on the Graduate Committee. The Graduate Committee form with all faculty signatures must be filed in the Graduate School.

## Comprehensive Examinations

(only pertinent to those programs that require written or oral comprehensive exams)

### A. Written Comprehensive Examination

The written comprehensive examination represents one of the milestones in a graduate program. The student is challenged to focus all his/her knowledge, ability, skill, analytic, and interpretive techniques on problems, difficulties, and questions of academic and practical concern. The student should be prepared to demonstrate in writing that he/she understands specific knowledge and its application within the discipline.

No later than four (4) weeks before the student intends to take the written comprehensive examination, the student must inform the appropriate divisional/departmental chairperson in writing of his/her intent to write the comprehensive examinations. The chairperson then notifies the student's Graduate Committee which, in coordination with the chairperson, is responsible for writing and evaluating the examinations. The student must file a "Permit to take the Written Comprehensive Examination" in the Graduate School no later than 12 noon, two weeks prior to the exam. Examination dates are determined by each program.

In preparation for the examination the student should expect:

1. To be tested on all required course work, all related areas, all prerequisite materials and communication skills,
2. To take the test that is structured by faculty with whom the student has studied and/or faculty who have expertise in the given areas,
3. To be graded by the professors of record or faculty members with the necessary competence in the discipline,
4. To review a delineation of expectations, grading, and guidelines for passing found in the appropriate department.

A student who does not pass the written comprehensive examination will be permitted a second (final) attempt on the regularly scheduled date in any subsequent semester within the prescribed time limit. The student must file a second permit in the Graduate School office no later than 12 noon, two (2) weeks prior to the exam.

## B. Oral Comprehensive Examination

An oral comprehensive examination is designed to simulate the circumstances of debate or professional discussion among colleagues. The oral examination should present a lively interplay of ideas, thoughts, and reasoned opinions between the candidate and committee. When scheduling an oral comprehensive examination, the student will contact the members of the Graduate Committee to determine an agreeable place, date and time for everyone involved. The student is to file the "Oral Comprehensive Examination Notification" in the Graduate School no later than one (1) week prior to the exam.

The oral comprehensive examination must meet the minimal time allowance of approximately one hour in length. The individual can expect questions from the committee which address the following:

1. The breadth, depth, and integration of the student's knowledge in the area of specialization.
2. The ability of the student to react and communicate in an oral situation.

A student who does not pass the oral comprehensive examination will be permitted a second (final) attempt during any subsequent semester within the prescribed time limit. The student should schedule the second attempt in consultation with the Graduate Committee and file another notification in the Graduate School no later than one (1) week prior to the exam.

## Thesis

Each student using a thesis option must submit a thesis to the Graduate School as partial fulfillment of the requirements for the degree. A thesis represents the student's capacity for detailed, in-depth research or advanced scholarship. The design of a thesis may be varied to fit the specialized needs of the discipline; however, no multiple authorships are accepted. A thesis must demonstrate the student's ability to clearly define a worthwhile problem, conduct a thorough investigation, organize and logically present the information, and draw defensible conclusions.

Credit is given for the writing of the thesis and for the research which was completed and incorporated into the thesis. The amount of credit varies and shall be determined by the department's concerned but usually is 1 to 6 semester credits. Students must enroll in Continuing Enrollment (p. 86) each semester until the student completes his/her thesis requirement.

When writing a thesis it is the student's responsibility to consult frequently with the Graduate Committee Chairperson during all phases of the thesis process including planning and preliminary activities, meet with the Graduate Committee members and solicit input from them, prepare the thesis in a scholarly manner as shown in the *Guidelines for the Preparation of Thesis and Major Papers* available on the Graduate School website, and meet the thesis deadlines as listed on the Graduate School calendar, also on the website. This link will take you to the following items: [http://www.minotstateu.edu/graduate/current\\_students/theses-guide.shtml](http://www.minotstateu.edu/graduate/current_students/theses-guide.shtml). ([http://www.minotstateu.edu/graduate/current\\_students/theses-guide.shtml/](http://www.minotstateu.edu/graduate/current_students/theses-guide.shtml/))

1. Guide and Preparation of Theses or Project
2. Thesis Checklist
3. Final Submission Cover Sheet
4. Thesis Process After Defense
5. CD Option

**Please note: Editing services are not available in the Graduate School.**

## Thesis Proposal

One of the first steps when writing a thesis is devising the thesis proposal. The thesis proposal is a detailed outline of the proposed research and includes an introduction, review of the literature, problem description, statement of objectives or hypotheses, listing of possible tests or measures to be used in the study, descriptions of the proposed sample, research design, chronological description of the procedures to be used in carrying out the project, and plans for analyzing the data.

When the student and the Committee Chairperson agree that the Thesis Proposal is ready for committee review, the student schedules a thesis proposal meeting at a place, date, and time agreeable with the members of the Graduate Committee. At least seven (7) days prior to the proposal meeting, the proposal is presented individually to the Graduate Committee members for their consideration. At the proposal meeting the student seeks approval of the thesis concept and suggested methodology. Questions from the committee members will vary and appropriate questions may include examining the following: general purpose and rationale for the study; review of the literature; organization of the proposal, methods, techniques, and research design to be employed; and chronological description of the proposed techniques.

At the conclusion of the thesis proposal meeting, the Graduate Committee members evaluate the proposal in the absence of the student. The committee may approve or reject the proposal. The student is notified immediately by the committee of its decision. The committee will discuss the rationale for the decision with the student. If the committee approves the thesis proposal, members should sign the student-prepared "Thesis Major Paper/ Project Proposal" form. The program director also will sign this form and then submit the form to the Graduate School.

## Thesis Defense

At the conclusion of the thesis research and writing process, the student schedules a thesis defense, in compliance with the dates given in this catalog. It is the student's responsibility to schedule the defense with the Graduate Committee at an agreeable place, time, and date.

At least seven (7) days prior to the defense, the student presents the thesis individually to the Graduate Committee members for their review. The student must file the "Thesis Defense" notification form in the Graduate School at this time. This form includes the defense place, time, and date. Thesis defense meetings are open to the MSU community.

Although questions from the committee members will vary, the defense shall not be concerned with mechanical problems. Typographical problems and grammar shall be dealt with prior to the defense. Appropriate questions are typically directed at the following: major discoveries or interpretations, potential for future research, strengths and weaknesses of the study, implementations of research tools and methodology used, publication potential, and contributions to the field of knowledge.

At the conclusion of the thesis defense, the Graduate Committee members evaluate the defense in the absence of the student. The committee may approve or reject the thesis. One member of the committee may have a dissenting vote, and the thesis will be considered approved. The student is notified immediately by the committee chairperson of the committee's decision. If the thesis is approved, members should also sign the student prepared "Thesis or Project Defense" form. A committee member who has a dissenting vote must indicate this on the "Thesis Project Defense" form. The program director will also sign the form and he/she should then submit it to the Graduate School.

See *"Archiving"* for instructions for final printing and publication of the Thesis.

## Thesis Grading

The chairperson of the Graduate Committee grades the thesis at the end of the term. If the student has not successfully completed the thesis, including the defense, the committee chairperson shall award an "X" (in progress) grade. The chairperson will replace the "X" with the appropriate grade upon completion of the project. These grades are submitted to the Registrar's Office. A student receiving an in progress grade is expected to register for Continuing Enrollment each consecutive semester including summer until the thesis is complete.

## Options to a Thesis

Some degree programs offer students the option of completing a final project or major paper(s). Students completing projects or papers will follow procedures similar to those outlined for completing the thesis. Students completing projects or papers should consult the section in the catalog pertinent to their specific degree. Credit is awarded for these options. The amount of credit varies and shall be determined by the departments concerned, but usually is 1 to 4 semester credits.

## Capstone Course

The Master of Science in Management, the Master of Science in Information Systems, and the Master of Science in Sports Management require capstone courses that are taken at the end of each program. The instructor of the capstone course, following departmental guidelines, establishes the requirements of the course and the grading mechanisms. Capstone courses are typically designed to address significant program learning outcomes and usually involve some type of project or other deliverable.

## Archiving

Theses and master's projects have value as records of scholarship at MSU. Therefore, the University preserves and makes available theses and project reports to scholars and the public by completing a search with ProQuest. All approved theses or projects completed by an MSU student is permanently archived through submission to ProQuest.

Please refer to the document "Thesis Final Review Process After Defense" on the Graduate School website which will assist in submitting a thesis for the final review in the Graduate School: [http://www.minotstateu.edu/graduate/current\\_students/theses-guide.shtml](http://www.minotstateu.edu/graduate/current_students/theses-guide.shtml). ([http://www.minotstateu.edu/graduate/current\\_students/theses-guide.shtml](http://www.minotstateu.edu/graduate/current_students/theses-guide.shtml))

## Application for Graduation

### Application for Graduation

A student must file the current Application for Graduation with their advisor/Program Director in the semester they plan to complete their degree. Deadlines are as follows: Fall conferral: November 1; Spring conferral: March 1, Summer conferral: June 1. The graduation application can be obtained on the following page: [http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml) ([http://www.minotstateu.edu/graduate/current\\_students/index.shtml](http://www.minotstateu.edu/graduate/current_students/index.shtml))

## Posting and Conferring of Graduate Degrees

The Program Director files the Recommendation for Awarding of the Degree to the Graduate School. The Graduate School will complete a graduation audit and forward on to the Registrar's Office for a final audit. Official degree completion ("conferring" of the degree) occurs when all degree

requirements are met including a cumulative grade point average of at least 3.00; the committee chairperson's changing of any "in progress (X)" grade to the earned grade; and the graduate student thesis (if required) is approved.

The Registrar's Office is responsible for posting degrees. Students will receive a congratulatory letter from the Registrar's Office 4 to 6 weeks from the start of the new semester stating that their degree has been posted.

**Graduate Degrees are conferred in May, August, & December of each year.**

## Commencement

Students are eligible to participate in the commencement ceremonies after they have enrolled in their capstone course, presented their project or thesis proposal, or defended their thesis or project paper. The Graduate School Hooding and Minot State University's Commencement Ceremonies are held each year in May. Eligible students who are completing their studies in summer or fall may elect to participate in either the prior or the following May ceremony.

All graduating students are encouraged to participate in hooding and commencement ceremonies. Those students participating in the ceremony are required to wear appropriate academic regalia. Cap, master's gown, tassel and hood purchase is available through the MSU Bookstore. (High school and undergraduate gowns are not approved regalia.)

## Graduate School Citation for Excellence

The Citation for Excellence is awarded by the Graduate School in recognition of outstanding achievements by students completing graduate programs at MSU. Students selected for this honor will exemplify excellence in areas consistent with the mission of the MSU Graduate School including critical inquiry, creativity, discovery, and leadership.

Graduate program directors may submit nominations for the Citation for Excellence in the form of a letter to the head of the Graduate School. Supporting documentation and other evidence describing achievements beyond typical expectations should accompany the letter of nomination. This information should be filed in the Graduate School Office by March 15.

Nominees will be reviewed by a committee of the Graduate Council who will award the Citations for Excellence based on the criteria specified below. The number of Citations awarded each year will be at the discretion of the committee and will reflect the qualifications of the pool of nominees.

The Graduate School will release the names of recipients of this award to the graduate programs by April 15.

## Enrollment Criteria

Those students nominated for the award must meet ONE of the following enrollment criteria.

1. Currently enrolled in a graduate program
2. Applied for graduation, or
3. Completed the degree within two semesters of the semester in which they were nominated.

## Nomination Criteria

Nominees must have a continuous cumulative GPA of at least 3.75 for required courses in their major. Nominations should include documented evidence of superior accomplishments during the student's program of study at MSU which "extend beyond the usual expectations" of the respective graduate programs.

Examples of superior accomplishments which exceed the usual expectations of the graduate program may include, but are not limited to:

- an exemplary thesis or original research project—nominator should be specific in defining why or how thesis work is exemplary;
- exemplary field applications (experiences) appropriate to the domain;
- professional presentations, publications or similar contributions which stem from work completed in the master's degree at a state, regional or national level;
- exemplary leadership in the profession at a state, regional or national level;
- exemplary service demonstrating critical inquiry, creativity, discovery, or leadership at the university, state, regional or national level;
- other documented achievements which extend beyond the typical expectations of the student's graduate program.

Examples of accomplishments within the usual expectations of a student's graduate program and therefore do not constitute reasons for nomination include:

- completion of a good thesis or research project;
- satisfactory completion of assigned GTA duties;
- GPA over 3.75 without other achievements, etc.

Students selected for this award will receive a plaque from the Graduate School and will be recognized during the Graduate School hooding ceremony which is held prior to commencement on each year.

- \* The Citation for Excellence Committee will consist of five members selected from and approved by the Graduate Council. Membership will include the head of the Graduate School and when possible, a student representative to the Graduate Council. The remaining committee members will be selected from the Graduate Council at large.

## University Policies

### Equal Opportunity and Non-Discrimination Statement

Minot State University (MSU) is committed to the principle of equal opportunity in education and employment. MSU does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity and expression, genetic information (GINA), marital or parental status, veteran's status, citizenship status, public assistance status, participation in lawful off-campus activity, spousal relationship to current employee, or other protected status under federal, state, or local law. MSU complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including complying with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

MSU prohibits retaliation against any individual or group who exercises rights or responsibilities protected under the provisions of federal, state and/or local law, including MSU policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who engage in discrimination and/or harassment may have their relationship with the University terminated and/or their University privileges withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment should be directed to the Title IX Office (<https://www.minotstateu.edu/title9/index.shtml>). Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights (<https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm?contactstate=IL>).

The following people have been designated to handle inquiries regarding non-discrimination policies:

Marc M. Wachtfogel, Ph.D.  
Director, Human Resources / EEO/AA / Deputy Title IX Coordinator  
500 University Ave W  
Minot, ND 58707  
[marc.wachtfogel@ndus.edu](mailto:marc.wachtfogel@ndus.edu)

Title IX Office (sexual harassment / sexual discrimination)

Lisa Dooley, Ed.D.,  
Title IX Coordinator  
Memorial Hall, 4th Floor, Room 412  
500 University Ave W.  
Minot, ND 58707  
701-858-3447  
[lisa.dooley@minotstateu.edu](mailto:lisa.dooley@minotstateu.edu)

Kevin Harmon (student inquiries)  
Vice President of Student Affairs  
500 University Ave W  
Minot, ND 58707  
[kevin.harmno@minotstateu.edu](mailto:kevin.harmno@minotstateu.edu)

Office for Civil Rights – Chicago Office (<https://www2.ed.gov/about/offices/list/ocr/addresses.html>)  
U.S. Department of Education, Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560,  
FAX: 312-730-1576, TDD: 800-877-8339,  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

EEO and Non-Discrimination Policy ([https://www.minotstateu.edu/hr/\\_documents/policies/equal-opportunity-and-nondiscrimination.pdf](https://www.minotstateu.edu/hr/_documents/policies/equal-opportunity-and-nondiscrimination.pdf))

Report an Incident (<https://www.minotstateu.edu/title9/keep-u-safe/forms.shtml>)

EEO is the Law ([https://www.minotstateu.edu/hr/\\_documents/policies/equal-opportunity-is-the-law.pdf](https://www.minotstateu.edu/hr/_documents/policies/equal-opportunity-is-the-law.pdf))

# Student Conduct Policy

\*Information on this section taken from the current Student Handbook. The complete handbook is available online at [www.minotstateu.edu/student\\_handbook.pdf](http://www.minotstateu.edu/student_handbook.pdf) ([http://www.minotstateu.edu/student\\_handbook.pdf](http://www.minotstateu.edu/student_handbook.pdf)).

## I. Scope of Regulations

General Note:

When a student fails to maintain a reasonable standard of conduct whether on or off campus, he or she becomes subject to disciplinary action. All penalties provided for misconduct on the campus may be applied for similar misconduct off the campus.

### 1. Introduction:

As is the case with any other community, Minot State University has regulations reflecting the values to which the university is committed and which are designed to help ensure order in the university community. Students enrolled at Minot State University will be expected to conform to the ordinary rules of polite society; to be truthful; to respect the rights of others; to maintain integrity in scholastic work; and to have regard for the preservation of state property as well as the private property of others. A student is expected to be responsible for his/her actions whether acting individually or in a group. This judicial system has been established to deal with students who are accused of violating university policies and is comprised of students, faculty, and staff. The members of this system are committed to conducting fair hearings and following due process as well as being concerned with both the education of individual students and upholding the values to which Minot State University is committed.

In all disciplinary proceedings it shall be recognized that Minot State University is an educational institution and not a court of law. The concept of fair treatment shall be the norm for all settings and the guiding disciplinary philosophy shall be educational in nature. Every attempt will be made to resolve disciplinary incidents in an informal setting with the following goals in mind:

- a. To assist the student/student organization in understanding why his/her/their behavior was inappropriate.
- b. To assist the student/student organization in confronting the value questions involved in the behavior.
- c. To encourage the student/student organization to understand the importance of considering in advance the consequences of his/her/their behavior so he/she/they might make better decisions in the future.

### 2. When the University Rules and Regulations Govern:

Students who are enrolled in the university are subject to the rules and regulations of the institution. In addition, persons who are not enrolled but are occupying university housing are subject to the rules and regulations of the institution.

Students are expected to conduct themselves in accordance with the laws of the federal government and the state of North Dakota, Board of Higher Education policies, Minot city ordinances, and university regulations. Students may be disciplined by the university for violating these standards of conduct even though the students may be punished by federal, state or city authorities for the same act. However, institutional disciplinary action shall not be used merely to duplicate penalties by civil authorities.

## II. Standards of Conduct

### 1. Financial Transactions with the university:

The Business Office is responsible for matters relating to student financial transactions. Students who owe debts to the university may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid.

### 2. Other Offenses:

Notwithstanding actions taken by civil authorities, the Vice President for Student Affairs or his/her designate may initiate disciplinary proceedings as outlined in Section IV against a student who:

- a. Violates either singly or in concert with others the laws of the state of North Dakota or the United States, whether or not the violation occurs on university property or in connection with any university-oriented activity.
- b. Possesses or uses firearms or fireworks on university property without written permission from the Physical Plant Director.
- c. Conducts himself/herself in a manner that significantly interferes with the operation of the university.
- d. Conducts himself/herself in a manner that significantly endangers the mental or physical health or safety of members of the university or visitors on the campus.
- e. Damages, defaces or destroys university property.
- f. Engages in hazing. Hazing by university groups is prohibited on or off campus. Hazing is defined by North Dakota Century Code 12.1-17-10. A person is guilty of an offense when, in the course of another person's initiation into or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk of physical injury to that person or a third person. As used in this section, "conduct" means any treatment or forced physical activity that is likely to adversely affect the physical health or safety of that other person or a third person, or which subjects that other person or a third person to extreme mental stress, and may include extended deprivation of sleep or rest or extended isolation, whipping, beating, branding, forced calisthenics, overexposure to the weather, and forced consumption of any food, liquor, beverage, drug, or other substance. The offense is a class A misdemeanor if the actor's conduct causes physical injury, otherwise the offense is a class B misdemeanor.
- g. Possesses or uses intoxicating beverages in a university classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall, or any other public campus area. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages.



- h. Misuses, alters or forges a student identification card.
- i. Falsifies, defaces, alters or mutilates any university document —ID card, receipt, transcript, etc.—or withholds or falsifies information on an admissions or financial aid application.
- j. Possesses unauthorized keys to university buildings. The duplication of a key issued to a student is prohibited.
- k. Illegally uses, possesses and/or sells a drug or narcotic. Students are expected to abide by local ordinances, State Board of Higher Education policy and state and federal laws regarding the consumption or possession of drugs.
- l. Engages in disruptive activity such as disorderly conduct which is defined by North Dakota Century Code 12.1-31-01.
  - i. 1. An individual is guilty of a class B misdemeanor if, with intent to harass, annoy or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed or alarmed by the individual's behavior, the individual:
    - 1. a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
    - 2. b. Makes unreasonable noise;
    - 3. c. In a public place, uses abusive or obscene language, or makes an obscene gesture.
    - 4. d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
    - 5. e. Persistently follows a person in or about a public place or places;
    - 6. f. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
    - 7. g. Creates a hazardous physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
    - 8. h. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.
    - 9. i. Uses a fixed optical device that enhances or records a visual occurrence to view through any window of another person's property; or uses a surveillance camera to capture an image from the dwelling or accessory structure of another person; however, an individual using a surveillance camera has seven days from notice by a law enforcement officer to direct or shield the camera so as to not capture an image from another person's dwelling or accessory structure before there is an offense.
  - ii. 2. This section does not apply to constitutionally protected activity. If an individual claims to have been engaged in a constitutionally protected activity, the court shall determine the validity of the claim as a matter of law and, if found valid, shall exclude evidence of the activity.
- m. Maliciously and/or negligently tampers with fire equipment on the MSU campus.
- n. Violates the campus tobacco policy.
- o. Engages in any form of academic dishonesty including but not limited to the misrepresentation of another's work as one's own.

### **III. Establishment of Judicial Bodies**

1. Student Welfare and University Affairs Committee:  
The committee consists of 4 faculty and/or staff members, appointed by the President, and 4 student members appointed by the Student Senate.
2. Students Rights Committee: The committee consists of six faculty or staff members appointed by the Faculty Senate and three student members, appointed by the Student Senate.
3. Inter-residence Hall Council: This committee consists of one staff member and one student from each hall plus a chairman. Committee membership is rotated among the housing staff  
(Applies to residence hall violations only; see Residence Hall Handbook for Specific Process.)

### **IV. Handling of Complaints or Violations of Disciplinary Rules and Regulations**

1. Any student, university faculty or staff member, or administrator may file a report of a university policy violation. The report should provide the name of the accused student, the specific details of the violation, and the signature of the person filing the report. The report form is available from residence hall staff, campus police, the Student Affairs Office, or online at [http://www.minotstateu.edu/pdf/incident\\_report\\_form.pdf](http://www.minotstateu.edu/pdf/incident_report_form.pdf).
2. Allegations of violations of disciplinary rules or regulations shall be referred to the Vice President for Student Affairs or his/her designate.
3. Upon receipt of allegations of violations of disciplinary rules or regulations, the Vice President for Student Affairs or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation.
4. After the initial investigation is complete, the Vice President for Student Affairs or his/her designate may:
  - a. Take no action.
  - b. Take administrative action to counsel, advise or admonish the student.
  - c. Initiate hearing procedures.
5. Pending action on any charges, the status of a student may not be altered, or the right to be present on the campus to attend classes suspended, except when necessary for the student's physical or emotional safety and well being, or for reasons relating to safety and well being of other students, faculty or university property.
6. When hearing procedures are initiated the Vice President for Student Affairs or his/her designate may:

- a. Hear and make a decision concerning the case (Administrative Hearing).
  - b. Refer the case to the Student Welfare and University Affairs Committee. The accused may indicate a preference for an Administrative or Committee hearing but final determination shall rest with the Vice President for Student Affairs or his/her designate.
7. The Vice President for Student Affairs or his/her designate shall schedule hearings on allegations or violations of Disciplinary Rules or Regulations, and shall notify all parties of the matter of concern. The hearing shall not be scheduled less than seventy-two (72) hours after issuance of the notice of hearing.
8. The notice of hearing shall include the following:
  - a. A statement of the time, place, and nature of the hearing;
  - b. A reference to the particular sections of the rules or regulations involved;
  - c. A short and plain statement of the matters asserted;
  - d. A statement of the student's rights under these regulations.
9. Hearing Procedures:
  - a. Hearings on allegations of violations of disciplinary rules or regulations shall be conducted informally.
  - b. Opportunity shall be afforded all parties to respond to the allegations and to present evidence and argument on all issues involved.
  - c. The burden of proof will rest upon the party attempting to prove the violation of a University regulation.
  - d. Unless precluded by law, informal disposition may be made of any individual proceedings by mutual agreement of all concerned parties.
  - e. A party may bring to a hearing an advisor of his/her choice. This advisor may address the hearing body only at the pleasure of the chairman.
  - f. Upon conclusion of the hearing, the person conducting the hearing shall issue written findings of act and, if a violation is found, shall impose sanctions in accordance with paragraph (IV) (K) of these regulations.
10. The Appeals Procedure:
  - a. The Student Welfare and University Affairs Committee shall hear all appeals from decisions rendered by the Vice President for Student Affairs or his/her designate with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspension, expulsion, or the imposition of specified restrictions on a student's activities. The Student Rights Committee shall hear all appeals from the Student Welfare and University Affairs Committee with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspensions, expulsion, or the imposition of specified restrictions on a student's activities. Students shall have the right to one appeal before the appropriate committee.
  - b. Any student adversely affected by a decision of the Vice President for Student Affairs or his/her designate or a committee relating to a violation of disciplinary regulations may appeal such decision to the appropriate body. The appeal shall be instituted by filing a written notice of appeal with the appropriate committee within 96 hours after the decision was rendered. For the purposes of this subparagraph, a notice of appeal shall be deemed to have been filed if delivered to the Student Affairs Office within 96 hours after the decision was rendered. The period of 96 hours will not include Saturdays, Sundays, holidays, or any day when the Office of Student Affairs is not open for at least four hours.
  - c. Upon receipt of notice of appeal, the Chairman of the committee, or in his or her absence the Vice Chairman, shall schedule a hearing on such appeal as soon as practical, after consultation with the student and the university officials concerned with the hearing.
  - d. Stay of Sanctions Pending Appeal: The filing of a notice of appeal shall stay the imposition of any sanction imposed as result of a hearing except that such stay shall not apply to removal of a student from the campus and from campus housing to ensure the safety of other members of the University community or to prevent damage to University property.
11. Disciplinary Sanctions:
  - a. A FINE is the imposition of monetary penalty. Besides its use as a disciplinary sanction, it may also be used to compensate the University for a monetary loss resulting from a student's misconduct.
  - b. PARENTAL NOTIFICATION will occur after second offense involving alcohol and a student who is under age 21. (See Parental Notification Policy.)
  - c. A WARNING is a discussion of misconduct which becomes a matter of at least temporary record (in the Student Affairs Office only).
  - d. PROBATION indicates that continued enrollment is conditional upon good behavior during a specific period. It is a matter of office record and may include specific restriction of activity.
  - e. EVICTION is the formal removal of a student from University housing.
  - f. SUSPENSION is a temporary withdrawal of the privilege of enrolling in the University for a specific period. Suspension may be deferred to allow completion of an academic term, after which it is automatically invoked unless a provision for review was made at the time of the original decision. During a period of deferment, the suspension will be enacted immediately by administrative staff decision if additional misconduct occurs.
  - g. EXPULSION is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year. Suspension and expulsion are the only actions reflected in the official transcript. In each case, the words "may not register" appear without explanation. Reinstatement after suspension follows an interview with a staff member in the Student Affairs Office, who will inform the Registrar that the student may enroll again. Reinstatement after expulsion depends upon a recommendation to the President from both the Student Affairs Office and the academic college.
  - h. WITHHOLDING TRANSCRIPTS AND GRADES is a refusal by the University to provide transcripts and grades to the student, to other institutions, to employers and to other agencies.
12. Student Rights:

A student against whom an allegation charging violation of the university disciplinary rules and regulations has been lodged shall have the following rights:

- a. To be given written notice of the charges in sufficient time to ensure an adequate opportunity to prepare for the hearing.
- b. To present information on their own behalf, including written and oral statements and physical exhibits when appropriate.
- c. To hear all information presented and to question all who present it.
- d. To be advised by an advisor or attorney for consultation during questioning.
- e. To receive a timely written decision.
- f. To appeal decisions involving the imposition of specified restrictions, probation, suspension, or expulsion.

#### **V. EMERGENCY SUSPENSION AND CONDITIONS**

The University is committed to providing an optimal educational environment for all of its students. Any person who has information that indicates the continued presence of a student on the University campus poses a substantial threat should provide the information to the vice president of student affairs. The VPSA or designee will convene the Behavioral Intervention Team (BIT) to review information that indicates:

1. A student's behavior poses a significant threat of danger and/or injury to self or others,
2. A student's behavior poses a threat of disruption to the educational process for others, and/or
3. A student's behavior poses a threat of destruction of property.

Upon review, the BIT will provide a recommendation to the VPSA or designee. The BIT has the authority to recommend an emergency suspension and/or other conditions. The VPSA or designee has the authority to impose an emergency suspension and/or other conditions.

An emergency suspension is the immediate suspension, pending action on charges, of a student's right to be present on campus and/or to attend classes (including on-campus, on-site, practicum, or on-line environments). Unless otherwise noted, the student will be able to communicate with members of the University community at a distance during the emergency suspension period.

Other conditions that may be imposed include but are not limited to:

1. Restricting a student from physically being on campus or specific campus locations. If permitted, a student may request from their faculty member(s) consideration in adjustments of course timelines or methods of teaching or testing. Faculty member(s) are under no obligation to agree to such requested accommodations,
2. Requiring further evaluation of the student through appropriate experts. In such a case, the VPSA or designee may postpone a final decision until after further evaluation results are received.

Emergency suspension and/or other conditions are effective immediately following the notification of the student. The VPSA or designee may initially notify the student verbally of an emergency suspension and/or other conditions. The VPSA or designee will notify the student in writing within three business days.

Emergency suspension and/or other conditions remain in effect until the conclusion of the student conduct process or until lifted by the VPSA or designee.

A student may request, in writing to the VPSA, a review of an emergency suspension and/or other conditions that have been imposed. After receiving such a request, the VPSA or designee will meet with the student within five business days. At this time, the student may present and/or provide additional information for consideration by the VPSA or designee. The student may have a personal advocate during the emergency suspension review process. A process advisor will be assigned to the student upon the student requesting a review of the emergency suspension and/or conditions or upon the initiating of a student conduct process, whichever initiates first.

Upon review of the information, the VPSA or designee will determine if the emergency suspension and/or other conditions should remain in effect until the matter is resolved. The student will be notified in writing of the review decision within three business days. The VPSA or designee may notify the student of the decision verbally prior to the student receiving the written notification. July 2019

## **Tobacco Free Campus Policy**

Effective January 1, 2009.

**Tobacco-Free Campus** Source: SBHE Policy Manual, Section 917

North Dakota Century Code 50-11.1-02.2 and 23-12-10

Minot State University is a tobacco-free campus. This policy is established to protect the health and promote the wellness and safety of all students, employees and visitors. The use of tobacco or any plant product is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university-owned property.

1. Definitions:

For the purpose of this policy, "tobacco use" is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette, which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

2. All administrators, directors, department chairs, and supervisors will communicate the policy to everyone within their areas of responsibility.
3. The Human Resources Office will determine policy applicability and will answer policy related questions.
4. It is the responsibility of the Minot State University Wellness Center, Student Services and the Human Resources Office to provide information regarding tobacco prevention and cessation.
5. The policy will be communicated to all members of the campus community. Education regarding the University's tobacco-free policy and smoking cessation will be included in formal orientation for all incoming students and employees and via information distributed through announcements, postings and special events throughout the year.
6. Sufficient signage will be posted to inform members of the campus community and its visitors, including contractors and vendors, of the policy.
7. Compliance with this policy is the shared responsibility and the right of all Minot State staff, students, and faculty members. The success of this policy will depend upon the courtesy, respect, and cooperation of users and non-users of tobacco products.
8. Ceremonial Use Exception - The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Minot State University or designee.

## Additional Policy Statements

Minot State University (MSU) is committed to the principle of equal opportunity in education and employment. MSU does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity and expression, genetic information (GINA), marital or parental status, veteran's status, citizenship status, public assistance status, participation in lawful off-campus activity, spousal relationship to current employee, or other protected status under federal, state, or local law. MSU complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including complying with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

MSU prohibits retaliation against any individual or group who exercises rights or responsibilities protected under the provisions of federal, state and/or local law, including MSU policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who engage in discrimination and/or harassment may have their relationship with the University terminated and/or their University privileges withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment should be directed to the Title IX Office (<https://www.minotstateu.edu/title9/index.shtml>). Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights (<https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm?contactstate=IL>).

The following people have been designated to handle inquiries regarding non-discrimination policies:

Marc M. Wachtfogel, Ph.D.  
Director, Human Resources / Diversity/Equity/InclusionAA/EO / Deputy Title IX Coordinator  
500 University Ave W  
Minot, ND 58707  
[marc.wachtfogel@ndus.edu](mailto:marc.wachtfogel@ndus.edu)

Title IX Office (sexual harassment / sexual discrimination)

Lisa Dooley, Ed.D.,  
Title IX Coordinator  
Memorial Hall, 4th Floor, Room 412  
500 University Ave W.  
Minot, ND 58707  
701-858-3447  
[lisa.dooley@minotstateu.edu](mailto:lisa.dooley@minotstateu.edu)

Kevin Harmon (student inquiries)  
Vice President of Student Affairs  
500 University Ave W  
Minot, ND 58707

kevin.harmno@minotstateu.edu

Office for Civil Rights – Chicago Office (<https://www2.ed.gov/about/offices/list/ocr/addresses.html>)

U.S. Department of Education, Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560,

FAX: 312-730-1576, TDD: 800-877-8339,

OCR.Chicago@ed.gov

EEO and Non-Discrimination Policy ([https://www.minotstateu.edu/hr/\\_documents/policies/equal-opportunity-and-nondiscrimination.pdf](https://www.minotstateu.edu/hr/_documents/policies/equal-opportunity-and-nondiscrimination.pdf))

Report an Incident (<https://www.minotstateu.edu/sa/report-a-concern.shtml/>)

EEO is the Law ([https://www.minotstateu.edu/hr/\\_documents/policies/equal-opportunity-is-the-law.pdf](https://www.minotstateu.edu/hr/_documents/policies/equal-opportunity-is-the-law.pdf))

# Index

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## A

Academic Support Center .....	37
Active Status .....	86
Administration and Faculty .....	3
Administrative Staff .....	5
Admission Requirements .....	12
Application for Graduation .....	96
Application for Re-Admission .....	86

## C

Campus Buildings .....	47
Center for Extended Learning (CEL) .....	16
Change in Registration .....	87
Continuing Enrollment .....	86
Course Descriptions .....	17
Course Numbering System .....	84
Credit Transfer .....	94
Cumulative Grade Point Average and Course Failures .....	86

## E

Education Specialist in School Psychology .....	57
Enrollment in Graduate Courses by Non-Degree Students .....	16

## F

Financial Aid .....	37
Financial Information and Student Services .....	35

## G

Governance and Advisory Boards .....	89
Graduate .....	3
Graduate Assistantships .....	40
Graduate Certificate Programs .....	80
Graduate Committee .....	94
Graduate Faculty .....	8
Graduate Faculty Status .....	53
Graduate Grade Appeal Process .....	88
Graduate Policy on Academic Honesty .....	88
Graduate Policy on Status Appeal and Re-admission of Dismissed Students .....	89
Graduate School Calendar Dates .....	55
Graduate School Degree Offerings .....	57
Graduate School Policies and Regulations .....	82



**I**

Institutional Review Board (IRB) .....	87
International Students/Non-immigrant Admissions .....	13
Introduction to Minot State University .....	91

**L**

Leave of Absence .....	86
------------------------	----

**M**

Master of Education .....	60
Master of Science in Disability Human Services .....	73
Master of Science in Information Systems .....	66
Master of Science in Management .....	67
Master of Science in Special Education .....	69
Master of Science in Speech Language Pathology .....	75
Master of Science in Sports Management .....	79
Minot State University Graduate School .....	92

**N**

Name/Address/Phone Number Changes & FERPA Info .....	83
--	----

**O**

Obtaining a Graduate Degree .....	93
-----------------------------------	----

**P**

Program of Study .....	93
------------------------	----

**R**

Request for Term Activation .....	86
-----------------------------------	----

**S**

Services to Region .....	49
Services to Students .....	42
Student Center .....	44
Student Conduct Policy .....	99
Student Health and Development Center .....	45
Student Life and Activities .....	51
Student Safety .....	52
Student Services .....	44

**U**

University Policies .....	98
---------------------------	----

**V**

Veteran Educational Benefits .....	46
Vocational Rehabilitation .....	47

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