



Welcome

to the world of education. It is exciting. It is demanding. It is satisfying. And it is likely to pay significant dividends to those who accept its challenge and master its requirements.

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

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

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

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

We are delighted that you are a part of Northern Kentucky University's graduate community. As you will discover, your graduate education is a wonderful investment in yourself and in your future.

Best wishes for a wonderful learning experience.

Sincerely,

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

Carole A. Beere, Ph.D.

Associate Provost for Outreach and Dean of Graduate Studies

University Calendar

FALL SEMESTER 2003 (Sixteen Week Term August 25 – December 13)

August 25	Classes Begin
August 25	Fall Tuition and Fees Due
August 30	Last day to register or enter a full-term course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
September 1	Labor Day – University Closed/No Classes
September 13	Last day to drop a full-term course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
October 15	Deadline for filing application for degree candidacy for Spring 2004 graduation with the Office of the Registrar
October 20-21	Fall Break-University Open/No Classes
November 1	Last day to drop a full-term course with a grade of W; last day to remove or complete grades for Spring and Summer 2003
November 26	University Open/No Classes
November 27 - 29	Thanksgiving Holiday – University Closed/No Classes
December 13	Last day of classes
December 15 - 20	Final Examinations
December 20	Commencement

FALL 1st EIGHT WEEK SESSION 2003 (August 25 – October 21)

August 25	Classes Begin
August 25	Fall Tuition and Fees Due
August 27	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
September 1	Labor Day – University Closed/No Classes
September 3	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
September 26	Last day to drop a course with a grade of W
October 15	Deadline for filing application for degree candidacy for Spring 2004 graduation with the Office of the Registrar
October 18	Last regular class meeting; final examination during last class meeting

FALL 2nd EIGHT WEEK SESSION 2003 (October 22 – December 13)

August 25	Tuition and Fees Due
October 15	Deadline for filing application for degree candidacy for Spring 2004 graduation with the Office of the Registrar
October 22	Classes Begin
October 24	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
October 31	Last day to drop a course without a grade appearing on a student's transcript; last day to drop a course with 50% adjustment of tuition
November 24	Last day to drop a course with a grade of W
November 26	University Open/No Classes
November 27-29	Thanksgiving Holiday – University Closed/No Classes
December 13	Last day of classes
December 15-20	Final Examinations

NORTHERN KENTUCKY UNIVERSITY

SPRING SEMESTER 2004 (Sixteen Week Term January 12 – May 3)

January 12	Classes Begin
January 12	Spring Tuition and Fees Due
January 17	Last day to register or enter a full-term course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
January 19	Martin Luther King, Jr. Day – University Closed/No Classes
February 1	Last day to drop a course without a grade appearing on student’s transcript; last day to drop a course with 50% adjustment of tuition
February 16	President’s Day – University Closed/No Classes
March 8 - 13	Spring Break – University Open/No Classes
March 27	Last day to drop a full-term course with a grade of W
April 15	Deadline for filing application for degree candidacy for Summer and Fall 2004 graduation with the Office of the Registrar
May 4	Study Day/No Classes; final examinations begin at 4:30 p.m.
May 4-11	Final Examinations
May 15	Commencement

SPRING 1st EIGHT WEEK SESSION 2004 (January 12 – March 6)

January 12	Classes Begin
January 12	Tuition and Fees Due
January 14	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
January 19	Martin Luther King, Jr. Day – University Closed/No Classes
January 21	Last day to drop a course without a grade appearing on student’s transcript; last day to drop a course with 50% adjustment of tuition
February 16	President’s Day – University Closed/No Classes
February 17	Last day to drop a course with a grade of W
March 6	Last day of classes
March 8 – 13	Spring Break – University Open/No Classes
April 15	Deadline for filing application for degree candidacy for Summer and Fall 2004 graduation with the Office of the Registrar
May 15	Commencement

SPRING 2nd EIGHT WEEK SESSION 2004 (March 15 – May 3)

January 12	Spring Tuition and Fees Due
March 15	Classes Begin
March 17	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
March 24	Last day to drop a course without a grade appearing on a student’s transcript; last day to drop a course with 50% adjustment of tuition
April 15	Deadline for filing application for degree candidacy for Summer and Fall 2004 graduation with the Office of the Registrar
April 20	Last day to drop a course with a grade of W
May 4	Study Day/No Classes
May 4 – 11	Final Examinations
May 15	Commencement

INTERSESSION 2004 (May 17 – June 4)

May 17	Classes Begin; Tuition Due
May 18	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
May 31	Memorial Day – University Closed/No Classes
May 19	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
May 28	Last day to drop a course with a grade of W
June 4	Last day of classes; final examinations (during last regularly scheduled class meeting)

SUMMER 2004 FULL TERM (May 17 – August 13)

May 17	Classes Begin; Tuition Due
May 21	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
May 31	Memorial Day – University Closed/No Classes
June 4	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
July 5	University Closed/No Classes
July 23	Last day to drop a course with a grade of W
August 13	Last day of classes; final examinations (during last regularly scheduled class meeting)

SUMMER 1st FIVE WEEK SESSION 2004 (June 7 – July 9)

May 17	Tuition Due
June 7	Classes Begin
June 9	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 11	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
June 25	Last day to drop a course with a grade of W
July 5	University Closed/No Classes
July 9	Last day of classes; final examinations (during last regularly scheduled class meeting)

SUMMER EIGHT WEEK SESSION 2004 (June 7 – July 30)

May 17	Tuition Due
June 7	Classes Begin
June 9	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 16	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
July 5	University Closed/No Classes
July 14	Last day to drop a course with a grade of W
July 30	Last day of classes; final examinations (during regularly scheduled class meeting)

NORTHERN KENTUCKY UNIVERSITY

SUMMER SIX WEEK SESSION 2004 (June 14 – July 23)

May 17	Tuition Due
June 14	Classes Begin
June 16	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
June 22	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
July 5	University Closed/No Classes
July 9	Last day to drop a course with a grade of W
July 23	Last day of classes; final examinations (during last regularly scheduled class meeting)

SUMMER 2nd FIVE WEEK SESSION 2004 (July 12 – August 13)

May 17	Tuition Due
July 12	Classes Begin
July 14	Last day to register or enter a course; last day to withdraw with 100% adjustment of tuition; last day to change grading option (letter grade, pass-fail, audit)
July 16	Last day to drop a course without a grade appearing on student's transcript; last day to drop a course with 50% adjustment of tuition
August 6	Last day to drop a course with a grade of W
August 13	Last day of classes; final examinations (during last regularly scheduled class meeting)

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General Information

HISTORY

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

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

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

Graduate programs in education were initiated in 1975; in business administration in 1979; in public administration in 1989; in nursing in 1992; in technology in 1997; in accountancy in 1998; in computer science in 1999; in information systems and in teaching in 2001. The Graduate Center was established on the NKU campus in 1977 to administer graduate programs offered on the NKU campus by other universities. Currently, programs in social work, library science, higher education, and guidance counseling are available through the center. New graduate programs are planned to meet the demands of our growing population.

NKU continues to thrive as evidenced by the new state-of-the-art science building that opened fall 2002 and the 100 smart classrooms to be completed by 2003. Our total enrollment is nearly 13,000 and growing. Currently, we have about 1,100 graduate students. We are pleased that campus wide African-American enrollments are growing significantly.

Our location seven miles south of downtown Cincinnati allows the serenity of a suburban setting with the activities of a metropolitan area. It also helps attract a number of alliances with major corporations such as Fifth-Third Bank, Ashland Oil, the Bank of Kentucky and Proctor & Gamble.

MISSION STATEMENT

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

VISION

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

CORE VALUES

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

Learner-Centered Education

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

Excellence

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

Access with Opportunity to Succeed

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

Public Engagement

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

Intellectual and Creative Freedom

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

Multiculturalism

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

Innovation and Creativity

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

Collegiality and Collaboration

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

OUR STRATEGIC PRIORITIES

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

- Broaden access
- Enhance academic quality
- Enrich the student experience
- Strengthen public engagement
- Improve campus facilities and environment
- Advance the full mission of a metropolitan university
- Insure institutional effectiveness

ACADEMIC STRATEGIC DIRECTION

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

Programming

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

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

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

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

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

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

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

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

Learner-Centered Delivery

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

Outreach to Our Community

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

Improving Quality

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

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

ACCREDITATION

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

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

DEGREES CONFERRED

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

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

Graduate Programs

ADMINISTRATION

GRADUATE COUNCIL

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

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

OFFICE OF GRADUATE PROGRAMS

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

The Office of Graduate Programs is currently located in Old Science Building 333. To contact us please call (859) 572-1555 or visit the office's website at <http://gradschool.nku.edu>.

ADMISSION AND ACADEMIC REQUIREMENTS

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

Admission Requirements

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

Guidelines for Admission

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

Transcripts You must submit official transcripts for all work taken (undergraduate and graduate) before being awarded full admission into the university. An unofficial transcript showing that a bachelor's degree has been awarded may be used for admission for one semester only. Once your official transcripts have been received, and presuming they have been evaluated favorably in relation to the university's standards, you will be allowed to enroll for additional semesters. If you are not able to produce an official transcript, you will need to apply to the program director for a waiver by the Office of Graduate Programs.

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

Admission Categories

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

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

Unclassified/Non-degree Seeking Not everyone applies to a university with a degree goal in mind. Unclassified status is appropriate if you want to take courses without obtaining a degree, or if you want to demonstrate your academic abilities before applying to a degree program. In order to be admitted as a non-degree or unclassified student, you must hold a bachelor's degree from a regionally accredited institution with an overall minimum undergraduate GPA of 2.5 and at least 3.0 on all graduate work previously taken. You may take as many courses as you like as an unclassified student. If you decide later to pursue a degree, however, be aware that a maximum of nine hours of course work taken as an unclassified student may be counted toward the degree, only six hours for the MBA.

Conditional Admission This status is reserved for those applicants who have submitted all admission documents but fail to meet one or more of the requirements for regular admission and who in the judgment of the graduate program director hold promise of successfully completing the graduate degree. If you have not met the published admissions standards, the program director may recommend to the Office of Graduate Programs that you be awarded conditional admission. In return for our offer of conditional admission, you will be required to satisfy particular criteria, specified at the time of admission, before being granted regular admission. At the time of admission, you will be told the length of time you have to fulfill the conditions for regular admission. In all cases, students must have regular admission status prior to graduating. Unfortunately, you will be dismissed from the program if the criteria for regular admission are not satisfied within the specified time limit. Conditional admission is not available in all graduate programs. See your specific graduate program section for more information.

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

Undergraduates Taking Graduate Credit If you are an undergraduate student who has no more than six credits remaining to complete a bachelor's degree, you may be dually enrolled as a graduate student, provided you have the approval of your undergraduate academic adviser and the relevant graduate program director. As a dually enrolled student, you may take a maximum of 12 credits, graduate and undergraduate combined, in a single semester. Graduate credit for these courses will not be granted unless all work for the undergraduate degree is completed in the semester in which you are enrolled for graduate credit. Credits earned in a graduate course cannot apply toward both a bachelor's and a graduate program.

Application for Readmission

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

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

International Graduate Students

When to apply The deadline for application to the Fall semester is June 1 and the deadline for application to the Spring semester is October 1. We suggest, however, that applications be sent nine months in advance of the start of a semester in order to make certain the university will have time to receive all required documentation, make an admission decision, and issue an I-20. The Office of International Student Affairs will not issue an I-20 until they have received documentation that you have: acceptable academic credentials; competency in English; and, access to funds sufficient to meet the costs of completing your studies (see specific financial documentation requirements below). If a tuition deposit is required, you will be so advised by the university.

International Transcripts If you have international transcripts, an evaluation by a foreign education evaluation service is required before sending them to the university. Many programs require a course by course analysis, so be certain to check the requirements of your program. A list of the acceptable agencies where you can send your transcripts may be obtained from the Office of International Student Affairs (University Center 366 or <http://www.nku.edu/~isa> or (859) 572-6517).

TOEFL It is important to us that our international students have the English skills to read at the graduate level and to understand the oral communication that takes place in classes. Therefore, to be accepted as an international student, you must have a minimum score of 550 on the paper version of the TOEFL or 213 on the computer based version. Official test results should be sent to the Office of Graduate Programs at the time of application. (Exception: International students whose native language is English or who have graduated from an American university in which the language of instruction is English are not required to demonstrate language proficiency.) International students may substitute the Michigan Test only if it is taken at NKU. You must score at least an 80. Contact the International Student Affairs office for complete information.

A program director may require you to take additional English remediation such as a course in English as a Second Language (ESL 100) if in his/her judgment you need to improve your English language skills. This decision will be based upon admission materials and an interview with the program director. You will be notified by the program director if the course will be necessary.

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

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

Students Over Age 65

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

Residency for Tuition Purposes

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

Metropolitan Rate Eligibility

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

K-12 Teachers

All people teaching in the K-12 system in Kentucky will be allowed to pay in-state tuition regardless of their official place of residence. Letter from principal is required as proof.

MASTER'S DEGREE PROGRAM REQUIREMENTS

Credit Hours

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

Culminating Experiences and Capstone Courses

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

THESIS/FINAL PROJECT REQUIREMENTS

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

Membership of Committee

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

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

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

Defense of Thesis/Project When you have completed your thesis/project, you will present it formally to your committee through an oral examination and in some cases a presentation to the university community. This process gives you the opportunity to answer questions posed by your committee about your research. There is no oral examination required for the project option on the Master of Science in Nursing; however, there is for the thesis option. All oral examinations and presentations are to be announced by the program director and open to the university community.

Time Limit for Completion One of the hallmarks of graduate education is that you will have exposure to the most recent research in your field. To make certain that you have maintained that currency at the time you complete your degree requirements, the university has set an age limit of 6 years on the courses applicable to your degree. This time limit in turn sets the maximum number of years you will have to complete a degree. From the time you register for the thesis/project credits, you are allowed one year to complete the thesis/project. If it is not completed, you are allowed to register for the thesis/project course during the next succeeding semester. You must complete the thesis/project during this semester. Failing to do so will result in dismissal from the program.

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

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

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

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

Proprietary Information The tradition and culture of graduate education requires that theses/projects be treated as public documents, and as a result, they will be placed in the library for public access. If you are using proprietary information supplied by your employer or sponsor for your thesis/project, please be certain to reconcile proprietary issues with your employer or sponsor before you do the work on the thesis/project.

In rare instances a waiver from public access for a **limited time** (no longer than one year) may be granted. To protect your own investment of time and energy, you should be sure to have the waiver request, signed by the appropriate program director and approved by the Office of Graduate Programs, on file in the graduate office prior to the start of work on the thesis/project. Without this waiver the university will be unable to accept your project/thesis.

Deadlines for Turning In Thesis/Project

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

Fall	No later than December 1
Spring	No later than May 1
Summer	No later than August 1

Web Link to Theses/Projects

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

GRADING POLICY

Types of Grading and Academic Probation

Grades Grades that can be assigned for graduate courses are: *A, B, C, F, P, I, and I+*. An *F* is considered an unacceptable grade for graduate students.

Incompletes There may be an occasion when you cannot complete your course requirements by the end of the semester. You may be assigned an Incomplete (*I* and *I+*) at your request and where your instructor judges there is a reasonable possibility that a passing grade will result from completion of the work. In return for being given this extra time, you will need to submit to the instructor all work necessary for completion of an Incomplete (*I*) grade no later than the sixth week of the semester immediately following the semester in which the Incomplete was earned. (Incompletes earned in the spring semester must be cleared by the sixth week of the fall term.) All Incompletes (*I*) will convert to *F*'s if a grade change has not been submitted to the Office of the Registrar prior to the eighth week of the semester. Grades of *I+* are reserved for continuing work on theses/projects. They remain unchanged on the your transcript until the thesis/project has been completed.

Pass/fail Courses may not be taken as pass/fail unless so designated by the individual programs.

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

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

You may be considered for readmission after one semester has elapsed if you were dismissed from

a program for academic reasons. When you apply for readmission, you will need to document your preparedness for re-entry into the program.

Course Repeat Option

Only courses in which a *C* or *F* was received may be repeated. The original course in which the *C* or *F* was earned remains on your graduate transcript even though the grade is not part of the cumulative GPA. The original *C* grade is counted toward the total number of *C*s allowed to be earned before dismissal from a program. A specific course may be repeated only once. Only two separate courses may be repeated. All courses taken for the repeat option must be taken from NKU. They cannot be taken from another university and transferred to NKU.

Academic Bankruptcy

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

DEGREE TIME LIMITS

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

CHANGES IN RULES

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

WAIVER OF GRADUATE POLICIES

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

There are two regulations where no exception will be made: (1) no one will receive a master's degree with fewer than 30 hours of course work; and (2) no one will be awarded a graduate degree or certificate with a cumulative graduate GPA below 3.0.

CATALOG APPLICABILITY FOR GRADUATE STUDENTS

Your catalog of record is the one in effect during the semester for which you are admitted into a graduate program. The policies and procedures published in this catalog are the ones you will follow during your graduate career. If your progress toward a degree is interrupted for four or more academic

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years from the last time you were regularly enrolled, all curricular requirements (the rules and regulations), both institutional and programmatic, of the catalog in effect upon re-entry to the university must be followed.

If you apply for a different degree program, your catalog of record will be the one in effect for that program when you enrolled in the new program.

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

STUDENT APPEALS

Appeal of an Academic Grade

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

Appeal of a Regulation Governing Graduate Study

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

Appeal of Non-Academic Matters

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

COURSE PREREQUISITES AND COREQUISITES

Prerequisites

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

Corequisites

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

COURSE SUBSTITUTION, ADVANCE STANDING AND AUDITS

Substitution for Course Requirement

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

Credit by Examination (Master of Science in Nursing students only)

If you are enrolled in the Master of Science in Nursing program and believe you should be exempt from taking a required course because of prior experience or knowledge, you may request permission from the program director to attempt credit for the course by means of a special exam. You must register for the test by completing a form in the Office of the Registrar and then paying 25% of the in-state tuition. A grade of “ASE” will be entered for the course on the student’s transcript upon successful completion of the test. Course substitution through this method may be used for no more than nine hours of course work.

Audits

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

CREDIT APPLIED TO DEGREE

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

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

There is no limit on the number of hours you may take as an unclassified graduate student; however, only 9 hours of NKU course work taken in the graduate unclassified status may be applied to a graduate degree program at NKU. Some graduate programs may allow fewer; please check the guidelines of your specific program.

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

Transfer Work

A maximum of 40% of your program may consist of transfer work. All such work must be from a regionally accredited institution; taken for graduate credit and posted to a graduate transcript; and, completed with a *B* or better. The program director approves all courses to be allowed as transfer credit. The limit on transfer credit does not include any hours taken through the Greater Cincinnati Consortium of Colleges and Universities which will be considered NKU courses.

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

From a Previously Earned Graduate Degree

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

MAXIMUM HOURS ALLOWED PER SEMESTER (Course Load)

Fall and Spring

You may take up to 12 graduate hours of course work during each of the Fall and Spring semesters. To enroll in more than 12 credits, you should seek the approval of your program director.

Summer

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

ADD/DROP AND WITHDRAWALS

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

Student Initiated

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

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

Course Withdrawal Grade Policy

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

Withdrawing from School

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

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

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

Military Service

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

You should present your orders at the Registrar Service Center to be given the Late Withdrawal form to complete. If you do not yet have written orders, you will have 60 days in which to present the

orders. A family member or friend may bring a copy of the orders in your absence. If this deadline is not met, your grades will revert to *F* and you will not be eligible to receive a refund.

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

Initiated by Program Director

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

GRADUATION REQUIREMENTS

General Guidelines

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

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

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

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

CLASS ATTENDANCE

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

ACADEMIC HONESTY

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

We want you to know how plagiarism is defined. In general it means using someone else's thoughts and/or words and allowing other people to believe they are your own. It does not matter whether this is done intentionally or unintentionally. One is plagiarizing if one uses specific words, phrasing, or ideas without using quotation marks and/or citations. Even when paraphrasing an idea or sentence, the original source of that material must be cited.

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

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

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NKU takes academic dishonesty very seriously. A student guilty of cheating or plagiarism may be given a failing grade for the assignment or course by the instructor who can recommend suspension or expulsion from the university. The university's goal is to foster an intellectual atmosphere that produces educated people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. Refer to the University policy printed in the *Student Rights and Responsibility* handbook.

REQUEST FOR ACADEMIC TRANSCRIPTS

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

COURSE NUMBERING

Courses numbered 499 and below are considered undergraduate-level courses and should not be taken by students who want to take a course for graduate credit. Courses numbered 500 to 599 may be taken by juniors and seniors for undergraduate credit and by graduate students for graduate credit. Only graduate students are allowed to take courses numbered 600 and above.

GENERAL UNIVERSITY POLICIES

ADA STATEMENT

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

COMMITMENT TO EQUAL OPPORTUNITY

It is the policy of NKU not to discriminate in employment, educational programs, admissions policies, financial aid, or other school administered programs on the basis of race, sex, color, age, religion, national origin, sexual orientation, physical, and/or mental disability, or status as a disabled veteran or veteran of the Vietnam Era.

The university takes affirmative action to fulfill its policy against illegal discrimination. Sexual harassment is a form of sex discrimination and is, therefore, a violation of NKU's Affirmative Action Policy, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical, or non-physical conduct of a sexual nature that unreasonably interferes with an individual's academic or employment performance.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

NKU abides by the Family Educational Rights and Privacy Act of 1974. The purpose of the Act is to ensure that each student has the right to keep certain academic information from being made public. Please read the following paragraphs so that you will know what your rights are under this federal law.

Public Information

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

Right to Privacy

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

Right of Review

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

FINANCIAL ASSISTANCE

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

Graduate Assistantships

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

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

Other University Programs

Student Worker Program The Office of Financial Assistance (Administrative Center 416) has listings of on-campus jobs available to all students. NKU participates in a variety of programs designed to assist students in need of financial aid to meet tuition and living expenses. The Office of Student Financial Assistance is responsible for administering and coordinating these assistance programs. For additional information, phone (859) 572-5143; toll free, 1-800-225-4499; e-mail, ofa@nku.edu; and website home page, <http://www.nku.edu/~ofa>.

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

GREATER CINCINNATI CONSORTIUM OF COLLEGES AND UNIVERSITIES (GCCCU)

General Information

Through an agreement with the Greater Cincinnati Consortium of Colleges and Universities, students at NKU may register for courses offered by other Consortium institutions at NKU tuition rates. Course credit and/or grades will be posted on the NKU transcript and treated as though earned at NKU. Quarter hours are converted into semester hours on a two-thirds basis. Complete information may be obtained at <http://www.gcccu.org>.

Cautionary Note

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

Guidelines

To participate in the consortium during the Fall and Spring, you must be enrolled in at least one NKU course during the semester in which a consortium course is taken. During the summer, graduate students may enroll in a consortium class without being enrolled in an NKU course. You must be degree-seeking and may enroll for no more than two courses at the host institution in one semester. The course(s) requested must not be offered at NKU for one academic year, unless you have officially applied for graduation with the Office of the Registrar. You cannot have registration holds on your record. You are asked to observe all regulations of the host institution. You must obtain written permission in advance from your program director before registering for courses through the consortium at other colleges or universities.

Forms

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

Tuition and Fees

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

Member Institutions Offering Graduate Credit

Art Academy of Cincinnati
Athenaeum of Ohio
Cincinnati Bible College and Seminary
College of Mt. St. Joseph
Hebrew Union College/Jewish Institute of Religion
Miami University
Northern Kentucky University
Thomas More College
University of Cincinnati
Xavier University

Southwestern Ohio Council for Higher Education

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

Member Institutions Offering Graduate Credit

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

University Services

OFFICE OF THE REGISTRAR

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

Registrar's Service Center

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

Registrar's Processing Center

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

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

Norse Express

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

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

Schedule of Classes

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

Residency Status

The Office of the Registrar is also responsible for reviewing residency status. Changing an address to Kentucky is not sufficient to change residency for tuition purposes. See the residency information in Appendix A of this catalog. The residency review affidavit is submitted to and reviewed in the Office of the Registrar.

Voter Registration

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

STUDENT SERVICES

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

NKU All-Card

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

African-American Student Affairs and Ethnic Services

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

Adult Learners, Evening/Weekend Services

The Office of Adult Learners, Evening/Weekend Services provides a one-stop resource for current NKU students, 21 years old and older. The office is available to adult learners who need information regarding any campus-related services or program. It works to improve the service/program offerings for students who attend classes at night and on weekends and provides placement tests for students during the evening or weekends. The Adult Learner, Evening/Weekend Services office is located in University Center 118. For additional information call (859) 572-6497 or visit <http://www.nku.edu/~adultlearner>.

Campus Recreation

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

Career Development Center

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

Dean of Students

The Student Development unit represents the core student service areas that promote the learning and personal development of students through an array of supportive services, programs, activities, and facilities designed to promote active student involvement in the life of the institution, and responsible citizenship in the campus and surrounding community. The Dean of Students Office provides leadership and supervision of Campus Recreation, Career Development Center, Educational Talent Search, Health, Counseling and Prevention, Student Life, Student Organizations, Student Media, Student Support Services, Testing and Disability Services, University Center, University Housing, and Upward Bound.

In addition, the Dean of Students Office coordinates the resolution of issues that arise between or among faculty, staff and students through the administration of the student discipline system and student grievance processes. This office is an Ombudsman Service contact point for students who have problems, issues, or concerns that have not been addressed through other avenues. For information concerning the Code of Students Rights and Responsibilities, please check the Dean of Students website.

Disability Services

Disability Services provides a wide variety of support programs to students with special needs: consultation for disability issues for faculty, staff, and students; disability verification; certification of the need for reasonable academic/physical accommodation by the university; individual counseling and advising; advance priority registration; disability education; interpreters service; liaison and referral with outside agencies; referral for adaptive technology; and test proctoring. The university also provides free tutorial service, developmental classes, writing center, math center, speech lab and many computer labs. Disability Services are located in University Center 320. For additional information call the disabilities intake counselor at (859) 572-5751 or 6373 or visit <http://www.nku.edu/~disability/>. Students who need handicap parking permits should see the University Nurse.

E-Mail Accounts

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

Health, Counseling and Prevention Services

Health and Counseling, and Prevention Services provides a variety of preventive and acute care services to promote the physical and mental health of students. Registered nurses and nurse practitioners provide treatment for acute illnesses or injuries during regular office hours. Non-prescription medications are available, as well as free testing for hearing, vision, diabetes, blood pressure, and pregnancy. Reproductive health clinics, staffed through the Northern Kentucky District Health Department, are regularly scheduled. Mental health professionals provide assessment, diagnosis and short-term treatment for a variety of crisis, adjustment, relationship, and general mental health issues. Health and Counseling Services staff are also available for educational programming addressing mental and physical health needs of students. Faculty and staff are encouraged to consult with the Health and Counseling Services office regarding specific student needs. The Health Office is located in Uni-

versity Center 300. The Counseling Office is located in University Center 320. For additional information call (859) 572-5650 or visit <http://www.nku.edu/~hcp>.

Housing

University Housing provides housing services for single students who decide to live on-campus during the school year. The facilities contain traditional residence hall rooms as well as apartment-style living, lobby areas, information desks, computer lab, televisions, vending areas, loft/study areas, and space for student recreation. The Residential Housing Association (RHA) represents resident students to the Office of University Housing and to the Student Government Association. RHA serves as a sponsor of Residential Village events and reviews and recommends University Housing policy change. The Housing Office is located in Norse Commons 101. For additional information call (859) 572-5448 or visit <http://access.nku.edu/housing/>.

International Student Affairs

The Office of International Student Affairs (ISA) serves all non-immigrant and permanent resident students attending the university. In addition to recruitment and admissions for non-immigrant foreign applicants, the office staff assists international students with their general welfare and social adjustment, and guides them in their relations within and outside the university community so that they can successfully achieve their academic goals. The ISA office is also the responsible office for F-1 related immigration advice and procedures. The office is located in University Center 366. For additional information call (859) 572-6517 or visit <http://www.nku.edu/~isa>.

Latino Student Affairs

The Office of Latino Student Affairs coordinates cultural and social activities with the NKU Student Group "Amigos," Latin America Awareness Group, Affirmative Action and Multicultural Affairs, International Student Affairs and other organizations. The office is also developing a mentor program for students and partnerships with Latino organizations in Kentucky and Ohio. The Office of Latino Student Affairs serves as a consultant to businesses, K-12 educators and public service agencies, as bi-lingual resource for NKU, and coordinates the Latino Community Outreach Advisory Council. The office is located in University Center 352. For additional information call (859) 572-5821 or 6684 or visit <http://www.nku.edu/~latinoaffairs/>.

Parking

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

Public Safety

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

Testing Services

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

LIBRARY SERVICES

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

Steely Library

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

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

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

Kentucky Virtual University Library

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

Expenses

Tuition Policy

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

NKU Installment Plan

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

Fees 2003-2004

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

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

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

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

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

College of Business In addition to the appropriate tuition charge, a fee of \$34 per credit hour is assessed for all College of Business courses.

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

TUITION AND FEES PAYMENTS

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

Registration and Payment Due Dates

Full payment of tuition and fees is due during the first week of classes of each term. Your registration will be cancelled if you do not pay in full by the due date. Deferments of tuition payments are granted to students receiving certain types of financial assistance such as grants, loans, and scholarships. All amounts owed the university will be deducted at the time financial aid checks are distributed. If an account remains unpaid and is referred for collection, you are liable for all attorney's fees and related costs and charges incurred by NKU for collection of the obligation.

Financial Audit

From time to time the Bursar's Office runs an "audit" of all student tuition accounts. This means they check to see that all tuition and fees were assessed at the correct rate and have been paid. You will be given a refund for any amount you have overpaid. If they find that an underpayment error occurred in your account (such as you were originally assessed at in-state rates, but you should have been

assessed at the Metropolitan Rate), an additional bill will be issued. If you do not pay the additional sum assessed after you have been notified of these additional charges, you will not be able to obtain transcripts or other services until your account is paid. If your account remains unpaid and is referred for collection, you will be liable for all attorney's fees and related costs and charges incurred by the university for collection of the obligation.

Financial Aid Recipients

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

Pro-Rata Refund Policy

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

Refunds Policy (Federal Policy)

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

Refunds (University Policy)

- A. Students who officially withdraw from all classes or drop a class(es) on or before the last day to register, as published in the academic calendar, are eligible for a 100% adjustment of the total tuition and fees assessed.
- B. Students who officially withdraw from all classes or drop a class(es) after the last day to register but before the last day to drop a course without a grade appearing on the student's record, as published in the academic calendar, are eligible for a 50% adjustment of the total tuition and fees assessed.
- C. Refund appeals, based on extraordinary circumstances, must be made in writing to the Director of Bursar Operations no later than midpoint of the session.

UK/NKU GRADUATE CENTER

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

Graduate Programs

College of Arts and Sciences

Gail Wells, Ph.D

Dean

Computer Science (MSCS)

Public Administration (MPA)

Certification in Non-profit Management

College of Business

Michael Carrell, Ph.D

Dean

Accountancy (MAcc)

Business Administration (MBA)

Information Systems (MSIS)

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

College of Education

Rachelle Bruno, Ed.D.

Acting Dean

Education (MAEd, Fifth-Year, Rank I)

Alternative Certification for Special Education (SPED)

Master of Arts in Teaching (MAT)

College of Professional Studies

Patrick Moynahan

Dean

Nursing (MSN, Post-MSN Certificate,

Nurse Practitioner Advancement)

Technology (MST)

Salmon P. Chase College of Law

Gerard St. Amand

Dean

UK/NKU Graduate Center

Master of Science in Computer Science

Kirsten Fleming, Ph.D., Chair

Kevin G. Kirby, Ph.D., Program Director

I. INTRODUCTION

Purpose

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

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

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

Office of the MSCS Program

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

II. ADMISSION

Regular Admission

Applicants are eligible for regular admission if they have completed

1. a bachelor's degree at a regionally accredited institution with a grade-point average (GPA) of at least 3.0 on a 4.0 scale in computer science and mathematics courses;
2. the general portion of the Graduate Record Examination (GRE) General Test;
3. at least four semesters of undergraduate coursework in computer science, including intermediate computer programming and data structures; and,
4. one year of calculus and a course in discrete mathematics.

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

Conditional Admission

Applicants with a bachelor's degree who have a GPA below 3.0 but above 2.6, or whose previous coursework in computer science requires updating, may be admitted in conditional status. These students will be required to complete the Intermediate Programming Workshop (CSC 501) in their first semester.

Application Process

Submit application and direct all transcripts and GRE score reports to Office of Graduate Programs, Nunn Drive, Highland Heights, KY 41099. Deadlines for receipt of materials are: August 1 for Fall semester, December 1 for Spring semester, and May 1 for Summer session. All applicants with transcripts from outside the U.S. must have those transcripts evaluated course by course by an approved Foreign Education Evaluation Service. These must be submitted along with original or certified copies of the transcripts.

III. ACADEMIC REQUIREMENTS

Overview

To earn the Master of Science in Computer Science, students are required to complete

1. an intermediate core consisting of five courses (if equivalent courses have not already been completed at the undergraduate level);
2. an advanced core consisting of four courses;
3. five elective courses, at least three of which are at the advanced (600) level.
4. These courses will include two or three that typically involve semester-long team projects, and at least one that is offered in a workshop format. Graduate courses are graded *A*, *B*, *C* and *F*.

Intermediate Core Courses

The following four courses are required. However, usually part or all of this requirement will have been already satisfied by those with an undergraduate degree in computer science.

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

Advanced Core Courses

The following four courses are all required.

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

Elective Courses

A student must take five CSC electives numbered 507 and above, including at least three courses at the 600 level in addition to the core courses listed above. Courses counted toward a Bachelor of Science degree do not apply.

CSC 507	Concepts of Programming Languages	3
CSC 510	Compiler Construction	3
CSC 525	Artificial Intelligence	3
CSC 533	Computer Networks	3
CSC 544	Object-Oriented Software Development	3
CSC 550	Database Management Systems	3
CSC 562	Computer Architecture	3
CSC 580	Computer Graphics	3
CSC 594	Topics: Computer Science	3
CSC 620	Applied Discrete Structures	3
CSC 633	Network & Client/Server Programming	3
CSC 645	Software Interfaces and Human Factors	3
CSC 650	Advanced Database Systems	3
CSC 670	Social Implications of Computing	3
CSC 680	Advanced Computer Graphics	3
CSC 682	Cryptography and Computer Security	3
CSC 694	Graduate Topics: Computer Science	3

Transfer Credit

Students may transfer up to 9 semester hours of appropriate, acceptable graduate coursework from other regionally accredited institutions. A student must have earned a minimum grade of *B* in such courses. These courses must be deemed appropriate to the student's program of study at the time of

admission into the program by the department chair on the advice of the director. Transfer of graduate credit must be completed before students earn 12 semester hours at NKU.

Academic Standing

A GPA of at least 3.0 must be maintained for all courses taken in the program. At most two C grades can be counted toward the degree. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of C or below can be repeated; only the repeat grade is used in GPA determination. Students whose GPA falls below 3.0 will be placed on probation; those remaining on probation for more than 9 semester hours of coursework will be dropped from the program.

Course Load

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

Master of Public Administration

J. Michael Thomson, Ph.D., Interim Chair

Dean Minix, Ph.D., Program Director

INTRODUCTION

The Master of Public Administration (MPA) is an applied 36-semester hour degree designed to prepare students for careers in public management. The MPA program has six core courses, five elective courses, and a capstone class. Classes are small, permitting faculty to personalize instruction and allow students to develop interpersonal, technical, and quantitative skills necessary for competitive employment in the public and related sectors.

The program takes two years with students normally enrolling in 6 class hours per semester in fall, spring and summer semesters. You can accelerate this pace by attending full-time (9 hours per semester), or you can slow that pace to three years by not enrolling in summer sessions. Note that all courses counting towards the MPA degree must be taken within six years of graduating from the program.

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

In addition to the MPA degree, the department also offers a non-profit management (NPM) certificate program. The program is 12 semester hours consisting of three core classes and a selection of three one-credit workshops. For more current information about the NPM certificate consult our website at <http://npm.nku.edu>.

Program Mission

The MPA is a 36 credit hour professional program that provides managerial, communication, and human-relations skills in preparation for or advancement in a variety of public or related careers. The NKU MPA program includes both in-career students who work in the Cincinnati metropolitan area and pre-career students from a variety of backgrounds and disciplines. We specialize in professional preparation for local government, criminal justice, and non-profit management careers. The NKU MPA features a balanced approach to theory and application as expressed in our program and course objectives, and is the sole program in the Cincinnati metropolitan area.

Program Objectives

The MPA Program's core objectives flow from the MPA mission and concern basic management, communications and human relations knowledge and skills. The MPA program objectives are:

1. **Basic Management practical, applied skills including but not limited to—**
 - a. Creating, managing, and developing human resource systems;
 - b. Designing organizational structures and practices suited to internal and external forces;
 - c. Developing and evaluating policy;
 - d. Understanding administrative law;
 - e. Creating and maintaining public information systems;
 - f. Nurturing an ethical work environment.

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

d. Developing and maintaining computer skills relevant to public sector communications.

3. Human Relations

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

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

The MPA elective experiences focus on more narrow learning objectives such as the management of specific entities (non-profit, local government, criminal justice) or the development of specialized skills (information systems, GIS, planning). Electives may also provide more in-depth treatment of broader themes (executive management, ethics, historical foundations) or offer classes in non-traditional formats (travel, Internet, independent study). MPA elective learning objectives are distributed in course syllabi.

Program Administration

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

ADMISSION

Program Admission Process

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

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

AND

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

- 5. A current resume documenting five years work experience in the public or related sector;
- 6. A portfolio of two to three work products (singular or team efforts) which demonstrate professional activities.

OR

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

- 5. Official scores of the Graduate Record Examination general test. The GMAT or Miller Analogy can substitute for the GRE exams. The LSAT is not a suitable substitute;

6. A writing sample of 10 to 12 pages (either a work product or an academic paper) or official scores on the GRE writing test.

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

1. Possess a bachelor's degree from a regionally accredited college or university;
2. Hold a cumulative undergraduate GPA of 2.5 or higher (on a scale of 4.0) for all college work;
3. Demonstrate good potential for success in graduate professional study and public service.

An MPA alumni profile of admission materials demonstrated the average student possessed a strong, well written essay with clearly defined career goals, two quality letters of reference, and undergraduate GPA and GRE scores which demonstrated the capability of strong graduate work. Applicants with strong potential who lack one admission item may be admitted provisionally for one semester only. Applicants demonstrating good potential, but falling short of the MPA alumni profile may be admitted conditionally, but typically must earn a GPA of 3.5 over the first 12 hours of course work in the MPA program.

Transfer Credit

Successful applicants to the MPA program may transfer up to 9 semester hours of appropriate, acceptable graduate course work from other programs and/or institutions in which you must have earned a minimum grade of *B*. These courses must be deemed appropriate to your program of study at the time of admission into the program by the MPA program director.

Dual MPA Degree and NPM Certificate

Students completing the MPA program may also receive the Certificate in Nonprofit Management. To do so, students must complete a minimum of 39 hours of coursework. Students seeking both the MPA and NPM shall take three NPM core classes and use them as electives in the MPA program. However, to receive both the degree and the certificate, students must complete an additional three hours of NPM electives that will not count towards the MPA degree, raising the total for both to 39 hours. A separate application for the certificate program must be submitted to the Office of Graduate Programs.

Academic Standing

A GPA of at least 3.0 must be maintained for all 600-level coursework. A student with a GPA below 3.0 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to at least 3.0 by repeating courses. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of *C* or below can be repeated; the repeat grade is used in the GPA determination. Students falling below 3.0 will be placed on probation; those failing to remove the probation by 9 additional semester hours of coursework will be dropped from the program.

PROGRAM CURRICULUM

Prerequisites

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

survey research, experience with research design or grant writing, and experience with univariate/bivariate statistics.

The MPA director will assess if students possess the prerequisite knowledge and skills through examination of application materials and, if deemed necessary, through interviews and / or examinations. If you meet the general program requirements but are deemed deficient in one or more knowledge / skill area, you will be placed in appropriate undergraduate courses or in PAD 594, Seminar in Public Affairs, which is taught in three 1 semester- hour modules. PAD 594 is a 1-3 semester-hour graduate course that does not count toward the required 36 semester hours for the master's degree. Modules of PAD 694 may be offered as a seminar or on a reading basis, depending on enrollment. Students will be assigned specific modules according to the type of deficiency: (a) background in public administration/writing skills, (b) research/statistics, and (c) computer skills.

Core Courses (18 semester hours)

Core courses are designed to provide the substantive background of the basic management, communication and human relations skills stated in the MPA program objectives. These core courses are rotated every year, and are typically taught three times every two years. All core courses are three semester hours, and typically taught by MPA faculty.

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

Electives (15 semester hours)

Students choose any five electives in the MPA program. These courses are taught by a mix of full-time faculty and experienced practitioners. Some of these courses are offered in non-traditional formats including laboratory, fieldwork and practical project settings. A one-year schedule of electives with the specific topics is maintained at all times. Students may also use courses in business, communication, technology, nursing, law, and education as electives with the prior approval of the director. For pre-career students, an Internship is strongly recommended. Students may repeat a topical or varying format elective as topics and formats vary, and PAD 699 is available for specified self-directed assignments; all require prior approval of the MPA director. All courses are 3 semester hours unless otherwise noted.

- PAD 620 Managing the Non-Profit Organizations
- PAD 621 Resource Acquisition & Management
- PAD 622 Volunteer Management
- PAD 623 Grants Writing (1 credit hour)
- PAD 624 Nonprofit Strategic Planning (1 credit hour)
- PAD 626 Nonprofit Program Evaluation (1 credit hour)
- PAD 627 Nonprofit Information Management (1 credit hour)
- PAD 628 Nonprofit Laws (1 credit hour)
- PAD 630 Administrative Ethics
- PAD 632 Executive Management
- PAD 635 Criminal Justice Administration (taught as seminar or travel course)
- PAD 640 Management of Public Information Systems
- PAD 650 Geographic Information System Skills
- PAD 651 Geographic Information System Applications (requires PAD 650)
- PAD 660 Planning and Community Development
- PAD 675 Local Government Management (taught as seminar or travel course)
- PAD 680 National and International Administration (taught as seminar or travel course)
- PAD 685 Administrative Law II
- PAD 688 Historical Foundations of Public Admin (taught as full Internet as well as traditional

format)

PAD 694 Topics in Public Administration (topics vary, 1-3 credits)

PAD 696 Public Administration Internship (hours vary, strongly recommend for pre-career students)

PAD 699 Readings and Practica (requires director approval and hours may vary)

MPA Graduation Requirements (3 semester hours)

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

PAD 697 Public Administration Capstone

Non-Profit Management Certificate

J. Michael Thomson, Ph.D., Interim Chair
Shamima Ahmed, Ph.D., NPM Program Director

INTRODUCTION

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

The NPM certificate is 12 semester hours and normally takes one year with students enrolling in a three hour core class and a one-credit elective in each the fall, spring and summer semesters. Offered at night and on Saturdays, the program is suited for mature, career-oriented persons. The core courses are typically taught in three-hour blocks and include a mix of lecture, seminar, small group, laboratory or field work. The one credit electives are usually taught in intensive weekend formats over two Saturdays. For more current information about the NPM certificate consult our website at <http://npm.nku.edu>.

Program Mission

NKU's Graduate Certificate in Nonprofit Management (NPM) provides students and practitioners with the knowledge, skills, and competencies to manage and lead nonprofit organizations. A 12-credit program, this Graduate Certificate includes three required courses (3 credits each) plus three 1-credit workshops to be selected by the student from a variety of offerings. The NPM certificate includes both in-career students who work in the Cincinnati metropolitan area and pre-career students, and is the sole program in the Cincinnati metropolitan area.

Program Objectives

Current staff and leaders of nonprofit organizations as well as students and others wishing to explore a future in this field can benefit from this program. Students who complete this certificate will:

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

Program Administration

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

ADMISSION

Program Admission Process

To qualify for admission to the Graduate Certificate in Nonprofit Management, an applicant must:

- A. possess a bachelor's degree from a regionally accredited college or university;
- B. have a cumulative undergraduate GPA of 2.5 or higher (on a scale of 4.0) for all college work or a 3.0 for all graduate work;
- C. submit a narrative essay of 200-300 words stating their career and academic goals and how the Graduate Certificate Program will help them attain those goals.

Transfer Credit

Successful applicants to the NPM certificate may transfer up to 3 semester hours of appropriate, acceptable graduate course work from other programs and/or institutions in which you must have earned a minimum grade of *B*. These courses must be deemed appropriate to your program of study at the time of admission into the program by the MPA program or NPM certificate director.

Relationship between NFP Certificate and the MPA Program

Students completing the Graduate Certificate in Nonprofit Management may apply for admission to the MPA program. If admitted, you may receive up to nine semester hours of credit towards the MPA degree. For academic questions about the MPA program or NFP courses and schedule, contact the **MPA office at (859) 572-5326**.

Academic Standing

A GPA of at least 3.0 must be maintained for all 600-level coursework. A student cannot receive the NPM certificate without a GPA of 3.0 or above. Students falling below 3.0 will be placed on probation. A course may be repeated only once, and only two courses may be repeated. Only courses with a grade of *C* or below can be repeated; the repeat grade is used in the GPA determination.

PROGRAM CURRICULUM

Core Courses (9 semester hours)

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

- PAD 620 Managing Nonprofit Organizations
- PAD 621 Resource Acquisition and Management
- PAD 622 Volunteer Management

Electives (3 semester hours)

Students choose any three one-credit electives in the NPM certificate. These courses are taught by a mix of full-time faculty and experienced practitioners. These courses are typically offered in week-end intensive formats, notably two Saturdays. The courses may also be offered in non-traditional formats including laboratory, fieldwork and practical project settings. A one-year schedule of electives is maintained at all times. All elective courses are one semester hour (15 academic contact hours). Normally, one three-credit course and two workshops are offered each fall, spring and summer semester, which allows a student to complete the certificate in one year. However, students may complete the Non-Profit Certificate at their own pace.

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

College of Business

INTRODUCTION

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

Accreditation

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

Office of the MBA Program

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

ADMISSION

Admission Process

Students applying to a graduate program in the College of Business must submit

1. an application for graduate admission and the application fee;
 2. an official copy of the Graduate Management Admission Test (GMAT) score report and, if applicable, an official copy of the Test of English as a Foreign Language (TOEFL) score report. Occasionally, upon recommendation of the MBA Director, alternative credentials may be submitted for the GMAT score. Alternative credentials include, but are not limited to, a corresponding percentile score on the GRE, completed within the last five years, and presented on an official score report by the testing agency; or a terminal degree successfully demonstrating both verbal and quantitative aptitude for graduate work, (e.g., M.D. and Ph.D.);
 3. official copies of transcripts of all undergraduate and graduate work.
- Submit completed applications to the Office of Graduate Programs, Northern Kentucky University, Nunn Drive, Highland Heights, KY 41099 by the following deadlines:

For domestic students:

Fall semester entry	1 August
Spring semester entry	1 December
Summer semester entry	1 May

For international students:

Fall semester entry	1 June
Spring semester entry	1 October
Summer semester entry	1 April

Applicants are eligible for admission if they have

1. a bachelor's degree from a regionally accredited institution and an undergraduate GPA of at least 2.5 on a 4.0 scale;
2. a score of at least 450 on the GMAT (taken within the last five years) and a score of at least 550 on the TOEFL (if applicable); and
3. a total of at least 1000 points based on the formula $200 \times \text{the undergraduate GPA (4.0 scale)} + \text{GMAT score}$ or a total of at least 1050 points based on the formula $200 \times \text{the undergraduate GPA (4.0 scale)} + \text{the last 60 semester hours} + \text{GMAT score}$.

4. In addition, two years of work experience are strongly recommended. Requests for consideration of exceptions to these minimum standards must be made in writing to the Graduate Programs Director.

Graduate Unclassified Status (students not working toward a degree)

Enrollment in 600-level College of Business courses is normally restricted to students admitted to graduate business degree programs. However, students in the graduate unclassified status may enroll in MBA Level 1 or Cohort courses providing (1) the Office of Admissions has on file official copies of all their undergraduate and graduate transcripts; (2) they meet all stated prerequisites for the course(s) for which they wish to enroll; and (3) they have received written permission from the appropriate graduate director (MBA, MAcc, or MSIS director).

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

Visiting Students

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

ACADEMIC REQUIREMENTS

Transfer Credit

Transfer credit may be granted for up to 9 semester hours. The credit must have been earned at a regionally accredited institution within the last five years, with a grade of at least a *B*. The Director of Graduate Programs in the College of Business must evaluate the courses as equivalent to NKU courses. Courses rejected by the Director of Graduate Programs in the College of Business will not be transferred into the program. Credit earned by correspondence will not apply toward 600-level requirements in the program. No credit can be earned through work experience. Applications for transfer must be submitted to the Director of Graduate Programs in the College of Business and must include title and edition of the texts used and detailed course descriptions or course syllabi.

Students or graduates wishing to transfer coursework from the Master of Accountancy degree program at NKU may be granted credit for up to 15 semester hours. These courses may include up to 9 semester hours of MBA cohort courses and up to 6 semester hours of MBA core courses or MAcc accounting courses, at the discretion of the assistant dean/MBA director.

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

Refer to Academic Requirements in the Graduate Studies section of this catalog, for NKU transfer policies.

Academic Standing

A GPA of at least 3.0 must be maintained for all 600-level coursework. A student with a GPA below 3.0 will not be permitted to advance beyond 18 semester hours in the program until the GPA is raised to 3.0 by repeating courses. A course may be repeated only once and only two courses may be repeated. Only courses in which a less than satisfactory grade was earned (i.e., *C* or *F*) may be repeated; the repeat grade will be used to compute the GPA. Students must file an Option to Repeat form in the Registration Service Center for any repeated courses. If a student's graduate GPA falls below 3.0, he/she will be placed on probation. Any student whose graduate GPA has remained below 3.0 for three consecutive semesters will be dropped from the program.

MASTER OF ACCOUNTANCY (MAcc)

Linda Marquis, Ph.D., Chair

Leslie Turner, Ph.D., Program Director

PURPOSE

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

PROGRAM REQUIREMENTS

Additional Admission Requirements

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

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

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

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

All academic requirements of the College of Business program related to transfer credit and academic standing (see above under College of Business Main Section of the Graduate Section of this catalog) are enforced for the MAcc program. Students who are enrolled in or have completed the MBA at NKU and choose to pursue a MAcc may transfer up to 12 semester hours completed under the MBA to degree requirements of the MAcc. The following MBA courses may be transferred toward the MAcc:

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

Program Requirements

The MAcc program is a 30-semester-hour program composed of 21 semester hours of required courses and 9 semester hours of electives. The required courses are:

- | | |
|---------|-----------------------------------|
| ACC 602 | Advanced Financial Accounting |
| ACC 603 | Consolidations and Partnerships |
| ACC 610 | Advanced Accounting Theory |
| ACC 620 | Tax Research and Practice |
| ACC 640 | Advanced Auditing |
| MBA 612 | Managing People and Organizations |

ENG/SPE 603 Business Communications

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

MASTER OF BUSINESS ADMINISTRATION (MBA)

Bob Salyer, Program Director

PURPOSE

The Master of Business Administration (MBA) is a general degree designed to equip its graduates for managerial success in all types of organizations. Class sizes are small, so the program is able to emphasize communication and interpersonal skills as well as conceptual and technical skills critical to managerial careers. The MBA is intended primarily to meet the needs of people living and working in the northern Kentucky-greater Cincinnati region wishing to pursue the degree on a part-time basis. Approximately 15 percent of MBA students pursue full-time study. The program's courses are offered at night and occasionally on Saturdays.

PROGRAM REQUIREMENTS

Level 1 Courses Many students entering the MBA program do not have the necessary undergraduate background for advanced coursework in business. Courses that prepare students for graduate level coursework are referred to as "Level 1" courses. Considering undergraduate transcripts and consulting with the student, the MBA director will determine the Level 1 courses needed to be taken. To facilitate speedy evaluation of Level 1 equivalencies, students may be asked to submit undergraduate catalog course descriptions and/or course syllabi in addition to their undergraduate transcripts. Requirements that are not satisfied may be fulfilled by taking Level 1 courses. Level 1 courses are specifically designed graduate courses that, in general, combine the contents of two or more undergraduate business courses. The MBA director may require completion of Level 1 courses if the undergraduate equivalents are older than eight years or if grades of less than *C* were earned.

Level 1 Courses

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

MBA Program Overview

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

1. *Cohort Courses (9 semester hours)*
 - MBA 610 Business and the Changing Global Environment
 - MBA 612 Managing People and Organizations
 - ENG/SPE 603 Business Communications
2. *Core Courses (18 semester hours)*
 - ACC 625 Accounting for Management
 - ECO 625 Managerial Economics
 - FIN 625 Financial Management
 - IFS 625 Information Systems in Organizations
 - MGT 625 Operations Management and Decision Analysis
 - MKT 625 Marketing Management
3. *Capstone Course (3 semester hours)*
 - BAD 685 Business Strategy, Implementation, and Control

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

The following areas of specialization are available:

a. *Business Administration*

Completion of any *three* graduate business electives.

b. *Entrepreneurship*

Completion of *three* courses selected from the following:

ENTP 640 Entrepreneurship and Innovation (3) - Required

and

ENTP 670 Managing Growth and Entrepreneurship in Organizations (3)

ENTP 680 Corporate Entrepreneurship (3)

ENTP 696 Entrepreneurial Field Studies (3)

c. *Finance*

Completion of the following *three* courses:

FIN 630 Investments and Security Analysis (3)

FIN 640 Derivative Securities (3)

FIN 660 International Finance (3)

d. *Information Systems*

This specialization may be completed by taking any 3 of the MSIS core or elective courses.

e. *International Business*

Completion of *three* courses selected from the following:

FIN 660 International Finance (3)

MGT 660 International Management (3)

MKT 660 International Marketing (3)

LAW 934 International Law (Chase College of Law) (3)

LAW 971 International Business Transactions (Chase College of Law) (3)

f. *Marketing*

Completion of *three* courses selected from the following:

MKT 630 Customer Behavior and Marketing Communication (3)

Required

MKT 640 Services Marketing (3)

MKT 650 Marketing Strategy and Planning (3)

MKT 660 International Marketing (3)

g. *Project Management*

Completion of the following *three* courses:

MGT 630 Essentials of Project Management (3)

MGT 640 Total Quality Management (3)

MGT 690 Project Management Implementation (3)

MASTER OF SCIENCE IN INFORMATION SYSTEMS (MSIS)

Jasbir Dhaliwal, Ph.D., Chair
Frank Braun, Program Director

PURPOSE

The Master of Science in Information Systems (MSIS) offers a challenging, state-of-the-art education to prepare those who participate or intend to participate in the dynamic and growing field of Information Technology at a managerial level. The program offers practical, hands-on experience and theoretical discussions of current and future trends in developing applications and managing corporate information systems. The program is built on the premise that an information systems manager must be able to:

1. understand the current Information Technologies
2. evaluate and adapt new technologies

3. comprehend the organizational setting in which these technologies must be implemented, and,
4. manage information systems as an organizational resource by making critical IS-related decisions, and by recruiting and retaining quality information systems personnel.

The innovative curriculum is based on five 8-week terms per calendar year and permits full-time students to complete the accelerated program in one year.

REQUIREMENTS

Additional Admission Requirements

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

Program Requirements

Foundation Courses

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

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

MSIS Program Overview

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

Core Courses

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

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

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

Topics may include:

- Information Security and Controls;
- Decision Support Systems;
- Intelligent and Expert Systems;
- and Work-flow Processes.

Juris Doctor/Master of Business Administration

I. INTRODUCTION

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

II. ADMISSION

A. Admission Process and Requirements

1. New Students

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

The College of Law accepts an entering class only in Fall semester. The College of Law operates a dual division program, which accommodates both full-time and part-time students. The College of Business accepts students in Summer, Fall and Spring terms. Applicants may apply for admission as either full-time students or part-time students in both sections of the program.

The Law School application form must be obtained from and submitted to: Admissions Office, Salmon P. Chase College of Law, Northern Kentucky University, Highland Heights, Kentucky 41099. The number for the Chase Admissions Office is (859) 572-6476. Applications must be received by the College of Law no later than March 1 of the year in which the applicant hopes to enter. A separate application form must be submitted to the College of Business.

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

To be considered for admission to the MBA program, an applicant must have (1) a bachelor's degree from a regionally accredited institution and an undergraduate GPA of at least 2.50 (4.00 scale); (2) a score of at least 450 on the Graduate Management Admission Test (taken within the last five years) and a score of at least 550 on the Test of English as a Foreign Language (if applicable). Applicants must also satisfy the admission formula (see MBA above). Two years of work experience are strongly encouraged. For application deadline dates and a more complete description of the MBA admission materials and criteria, see the separate information on the MBA program at mba.nku.edu.

For a more complete description of the law school admission process, see the College of Law catalog. Additional information is available from: Chase Admissions Office (859) 572-6476, and the Law School Admissions Council (215) 968-1001.

2. Currently Enrolled Students

Students currently enrolled in either the MBA or J.D. program may elect to pursue the joint degree if they comply with the admission requirements of each program. Students enrolled in the joint program will be eligible for membership in student or-

ganizations and fraternities of each college as well as for law review, moot court, and clinical programs offered by each.

B. Transfer Credit

Normally no more than 30 semester hours of law courses may be transferable toward the J.D. degree; no credit will be transferred for any course where a grade of less than C (2.00 on a 4.00) was received. Students wishing to transfer credit must have been in good standing at an American Bar Association approved law school. All credit transferred will be with the grade of “credit”. For guidelines regarding MBA transfer credit, refer to separate information on the MBA program. For university transfer policies, refer to the graduate catalog.

C. Academic Standing

The following requirements apply to students entering Chase beginning in the Fall Semester, 2001. These program requirements do not apply to students already enrolled in the joint degree program.

A student entering the joint J.D./MBA program is required to complete 108 semester credit hours, consisting of 78 hours in the College of Law and at least 30 hours in the College of Business. If the same student were to complete each degree separately, he or she would be required to take 90 credit hours in law and at least 39 in business. Thus, at least theoretically, the joint degree program allows the student to take 12 fewer law credit hours and 9 fewer business credit hours, and to complete the joint degree program as much as a year earlier.

Students failing in one college but meeting passing requirements in the other college and desiring to complete their degree there, will be allowed to do so as long as they continue to maintain a passing average. Students who do not complete the joint program, however, will be required to meet the regular degree requirements that were in effect when they entered the joint program.

III. CURRICULUM

A. Business

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

1. *Level 1 Courses (12 hours)*

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

2. *Cohort Courses (9 hours)*

MBA 610	Business and the Changing Global Environment
MBA 612	Managing People and Organizations
ENG/SPE 603	Business Communications

3. *Core Courses (18 hours)*

ACC 625	Accounting for Management
ECO 625	Managerial Economics
FIN 625	Financial Management
IFS 625	Information Systems in Organizations
MGT 625	Operations Management and Decision Analysis

- MKT 625 Marketing Management
- 4. *Capstone Course (3 hours)*
BAD 685 Business Strategy, Implementation and Control
- 5. *Elective Courses*
The law courses fulfill the 9 semester hours of business electives.

B. Law

- 1. *Required Courses for Joint Degree (62 hours)*
LAW 801 Basic Legal Skills II (3)
LAW 803 Civil Procedure I (3)
LAW 805 Civil Procedure II (3)
LAW 809 Constitutional Law I (3)
LAW 811 Constitutional Law II (3)
LAW 813 Contracts I (3)
LAW 815 Contracts II (3)
LAW 817 Corporations (4)
LAW 819 Criminal Law (3)
LAW 823 Evidence (4)
LAW 825 Federal Taxation 1A (3)
LAW 827 Introduction to Legal Studies (1)
LAW 829 Basic Legal Skills I (2)
LAW 833 Professional Responsibility (3)
LAW 835 Property I (3)
LAW 837 Property II (3)
LAW 838 Sales and Secured Transactions (3) OR
LAW 840 Payment Systems (3)
LAW 841 Torts I (3)
LAW 843 Torts II (3)
LAW 905 Agency, Partnerships and LLC's (3)
LAW 928 Federal Taxation II (3)

- 2. *Elective Courses (16 hours)*

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

Note: The Core Curriculum will not apply to students in the joint degree program.

- 3. *Advanced Writing Requirements*

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

Additional Information

Students enrolled in the joint degree program are advised to take these courses, as they are available: Anti-Trust Law, Close Corporations, Securities Regulation and White Collar Crime. While not always offered, these courses are important courses.

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

No more than 6 hours of credit from courses listed in the "12 Hour Rule" will apply to the 78 hours needed to fulfill the law hours in the joint degree program.

Students in the joint degree program shall maintain at least a 2.5 cumulative grade point average after their first 30 hours of law study and thereafter. Students who do not achieve this GPA would be dealt with in the usual Academic Standing procedures, modified only for the 2.5 GPA requirements. If a student ultimately fails to meet the GPA requirement but is otherwise in good standing in the

College of Law, that student could continue in the regular JD program and be required to meet all of its GPA and other requirements, including the Structured Curriculum and Core Curriculum requirements. That student could also remain in the regular MBA program provided that the student otherwise met the MBA requirements; the decision of whether the student remained in the MBA program would be made in the College of Business.

COURSE DESCRIPTIONS

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

College of Education

Lynne A. Smith, Ed.D.

**Interim Associate Dean and Director of Graduate Studies
Business, Education, and Psychology 203**

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

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

All graduate candidates must demonstrate progress toward meeting the Kentucky Experienced Teacher Standards for Preparation, the Interdisciplinary Early Childhood Education Standards or the Interstate School Leaders Licensure Consortium (ISLLC) Standards. The Experienced Teacher Standards identify what effective experienced teachers know and do, while the ISLLC Standards identify additional competencies for instructional leaders. Teacher candidates in the graduate programs must demonstrate professional leadership knowledge of content, ability to design and plan instruction, ability to create and maintain effective learning climates, ability to implement and manage instruction, ability to assess and communicate learning results, ability to reflect and evaluation teaching/learning, collaboration with colleagues, parents, and others, engagement in professional development, and the ability to implement technology. Graduate candidates seeking initial certification must demonstrate progress toward meeting Kentucky New Teacher Standards. Candidates in these programs demonstrate their ability on all of the above with the exception of demonstrating professional leadership.

Accreditation and Membership

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

The Teacher Education Committee

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

The Office of Graduate Studies in Education

Graduate Studies in Education is established as a unit of NKU's College of Education. The director of Graduate Studies in Education works closely with the dean of Education. In consultation with the associate provost, the director is responsible for administering and insuring compliance with regulations of the Graduate Council. The office of Graduate Studies in Education is responsible for assigning academic advisers, for informing candidates of academic requirements, for monitoring candidates' progress throughout their course of studies to program completion, for developing and evaluating curriculum in conjunction with the Graduate Council, and for coordinating course scheduling (including off-campus classes). This office receives candidate appeals and presents them to the Graduate Council. The office is located in BEP 203: (859) 572-5237; Fax (859) 572-6623.

All candidates enrolled in graduate programs in Education should check their email on a regular basis to obtain updated information regarding the teacher education program.

ACADEMIC REQUIREMENTS

Program Offerings

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

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

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

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

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

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

Visiting/Transient Students

Candidates enrolled in a graduate program at another regionally accredited institution may be admitted to NKU as transient graduate students. The graduate dean of that institution must, however, first submit a statement of approval to the NKU Office of Graduate Programs in lieu of the usual admissions documentation. This statement is to be made on a Transient Student form, available from the Office of Graduate Studies in Education.

Course Numbering

Courses numbered 500-599 are open to upper division undergraduates who have completed at least 54 undergraduate semester hours and to graduate students. Courses numbered 600-699 are open to graduate students only.

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

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

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

1. Graduate credit earned at another institution to achieve initial certification as a teacher will not apply toward a graduate program at NKU.
2. The minimum GPA requirement for graduate work in the same or related discipline is a 3.0 on a 4.0 scale.
3. Candidates who wish to take a course at another institution after applying to NKU must obtain written permission from their adviser. This is documented on a Transient Student form available in the Office of Graduate Studies in Education.

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

Academic Advising

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

Candidates should be advised to follow their prescribed course of study and to check with the Office of Graduate Studies in Education or their advisers before they schedule classes not listed on the appropriate course of study.

Teacher Certification

Teachers holding regular teaching certificates who have an approved four-year college degree or the equivalent are classified as Rank III by the Education Professional Standards Board. Applicants for admission to graduate education programs at NKU must be certified at the Rank III level or above or have a statement of eligibility to be admitted to the program. Teaching certificates from out of state must be equivalent to those required for admission to the graduate studies programs.

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

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

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

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

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

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

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

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

Additional policies related to certification:

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

Completion of a Graduate Program**1. Application for Graduation**

Candidates enrolled in the Masters of Arts in Teaching and the Master of Arts in Education must complete an application for Master's Degree Candidacy form and file it in the Office of the Registrar on or before the deadlines below:

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

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

2. Application for Change in Teacher Certification

Candidates enrolled in a master's, fifth-year, Rank I or Alternative Certification in Special Education program should file the appropriate application form with the Office of Graduate Studies in Education on or before the following deadlines:

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

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

ACADEMIC PROGRAMS**MASTER OF ARTS IN EDUCATION****Purpose**

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

Admission Requirements

a. Regular Admission

You are eligible for regular admission if you have:

- (1) Completed a bachelor's degree at a regionally accredited institution and achieved and undergraduate grade point average (GPA) of at least 2.5 on a 4.0 scale or a GPA of at least 2.5 over the last 60 semester hours of undergraduate study. Official transcripts must be sent directly to the Office of Graduate Programs by the college or university attended.
- (2) Completed the verbal and quantitative parts of the general portion of the Graduate Record Exam (GRE). Information on the GRE may be obtained from the Health, Counseling, and Testing Center, University Center 300: (859) 572-6373.
- (3) Achieved a score of at least 1300 when the GPA (the higher of the two mentioned above) and the verbal and quantitative scores of the GRE are computed in the following formula: $(\text{GPA} \times 200) + \text{GRE} = 1300$. (Note: The Master of Arts in Instructional Leadership requires a minimum score of 900 on the Verbal and Quantitative Sections of the GRE - see the special section on this option for other specific requirements.)
- (4) Earned a Kentucky Teaching Certificate (or the out-of-state equivalent) or hold a letter of eligibility from the Kentucky Department of Education. A copy of the teaching certificate must be submitted to the Office of Graduate Programs at the time of application. If you have been issued a letter by the Kentucky Department of Education to update the status of the teaching certificate, this documentation must be included with the certificate.
- (5) Submitted three letters of recommendation from professionals in education attesting to your potential for success.

b. Transference to Master of Arts Program

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

General Program Requirements

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

Elementary Education Curriculum—30 semester hours

A. Professional Core—15 semester hours

- (1) EDG 600 Applied Research in Education (required, must be taken in first 9 semester hours of graduate study) - 3 hours
- (2) EDG 601 Cultural and Learning Diversity - 3 hours
- (3) EDG 618 Advanced Curriculum Studies - 3 hours
- (4) EDG 619 Advanced Curriculum Field Experience - 1 hour
- (5) EDG 630 Language and Literacy Across the Curriculum - 3 hours
- (6) EDG 604 Orientation to Graduate Programs - 0 credit hours (required within the first 6 semester hours)
- (7) EDG 694 Graduate Seminar - 2 hours (must be taken with the last 6 hours)

B. Content Area—12 semester hours

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

(1) General curriculum—12 semester hours

Candidates choosing the general curriculum content area must complete 12 hours of coursework outside the EDU or EDG prefix. The courses must contain less than 20% pedagogy. Candidates unsure whether a course fits this description should verify the appropriateness of the course with the Office of Graduate Studies in Education before enrolling.

(2) Gifted Education—12 semester hours

(a) Required courses

- EDG 621 Introduction to Gifted Education
- EDG 623 Teaching Creative and Higher Level Thinking
- EDG 625 School Programs for Gifted Students
- EDG 627 Seminar and Field Experiences in Gifted Education

(b) Other requirements for certification

1. Master's degree or completion of an approved program of preparation at the graduate level
2. One year of successful teaching experience

(3) Reading and Writing endorsement—12 semester hours

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

(a) Required Courses

- EDG 632 Language and Literacy
- EDG 637 Analysis of Reading and Related Disorders
- EDG 639 Remediation of Reading and Related Disorders

One of the following courses;

- EDG 634 Reading in the Primary Grades
- EDG 636 Reading in the Middle Grades
- EDG 638 Research and the Improvement of Classroom Instruction in Reading

(b) Other requirements for certification:

1. Nine semester hours of reading completed at NKU within eight years prior to certification
2. Master's degree or completion of an approved program of preparation at the graduate level
3. Three years of successful full time teaching experience

(4) Special education

(a) For those not certified in LBD: 12 semester hours (with adviser's written approval) selected from the following:

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

(b) For those certified in LBD:

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

(5) Interdisciplinary Early Childhood Education

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

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

Required courses

- EDU 564 Collaboration in Early Childhood Education

EDU 566 Assessment in Early Childhood Education

EDU 568 Administration and Supervision in Early Childhood Education

EDG 652 Early Childhood Development and Education

(6) Mathematics and/or Science Education

12 semester hours selected from the following:

EDU 599 Selected Problems in Education (Mathematics or Science)

EDG 640 Elementary School Science

EDG 646 Teaching Environmental Education

EDG 658 Assessment Techniques in P-12 Mathematics

EDG 659 Selected Topics in Mathematics Education

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

C. Elective—3 semester hours

Middle and Secondary Education Curriculum—30 Semester Hours

A. Professional Core - 15 semester hours

- (1) EDG 600 Applied Research in Education (required, must be taken in first 9 semester hours of graduate study) - 3 hours
- (2) EDG 601 Cultural and Learning Diversity - 3 hours
- (3) EDG 618 Advanced Curriculum Studies - 3 hours
- (4) EDG 619 Advanced Curriculum Field Experience - 1 hour
- (5) EDG 630 Language and Literacy Across the Curriculum - 3 hours
- (6) EDG 604 Orientation to Graduate Programs - 0 credit hours (required within the first 6 semester hours)
- (7) EDG 694 Graduate Seminar - 2 hours (must be taken with the last 6 hours)

B. Content Area - 12 semester hours

- (1) Twelve hours of coursework in the area(s) of candidate's initial area of certification
- (2) Twelve semester hours of coursework chosen in an area of initial certification of specialization, such as gifted education, reading and writing, or special education (See above)
- (3) Mathematics/Science

MASTERS OF ARTS IN INSTRUCTIONAL LEADERSHIP

1. Admission Requirements

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

2. Course Requirements

Level One Course Sequence 21 semester hours

EDG 604 Orientation to Graduate Programs (0 credit hrs) (Required within 6 hrs)

EDA 601 Introduction to School Leadership and Administration (3)

EDA 628 School Law and Ethics (3)

EDA 624 Technology and Best Practices for School Improvement (3)

EDA 631 Leadership for School Program Collaboration (3)

EDA 669 Leadership for School Problem Solving (3)

EDA 610 School Leadership Practicum (3)

EDG 618 Advanced Curriculum Studies (3)

Level Two Course Sequence —12 semester hours

EDA 634 Leadership for Human Resources Development in Schools (3)

EDA 627 School Finance and Support Services (3)

EDA 650 Leadership for School Improvement (3)

EDA 646 Leadership for School Community Relations (3)

3. Exit Requirements

- a. Satisfy general degree requirements.
- b. Complete all coursework listed above.
- c. Submit a satisfactory professional portfolio that meets the ISLLC Standards
- d. Complete appropriate testing as required by the Kentucky Department of Education. This includes completing the School Leaders Licensure Assessment with a minimum score of 155 and the Kentucky Specialty Test with a minimum score of 85% before Level One certification for Principal is awarded.

FIFTH-YEAR PROGRAM

Purpose

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

1. Admission Requirements

a. Regular Admission

- (1) Official transcripts documenting a bachelor's degree at a regionally accredited institution
- (2) A copy of a provisional (initial) teaching certificate or a letter of eligibility
- (3) Three letters of recommendation from professionals in education attesting to the candidate's potential for success in the graduate program

b. Transference to Fifth-Year Program

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

2. General Program Requirements

- a. A minimum of 32 semester hours completed with a grade point average (GPA) of 3.0 on a 4-point scale

Under certain circumstances, professional development credit may be accepted in lieu of up to 12 semester hours of university graduate credit. See the Director of Graduate Studies for information.

- b. No more than 9 semester hours taken in independent study and special courses
- c. Submission of a satisfactory professional portfolio documenting the Kentucky Experienced Teacher Standards

3. Curriculum

a. Professional Core – 12 semester hours

- EDG 604 Orientation to Graduate Programs (0 hours)
(must be taken within first 6 hrs.)

EDG 618 Advanced Curriculum Studies (3 hours)

EDG 619 Advanced Curriculum Field Implementation (1 hour)

Social/Psychological/Historical Foundations (3 credit hours)

EDG 620 or EDG 660

Development of Literacy (3 credit hours)

EDG 630 or EDG 634

EDG 694 Graduate Seminar (2 credit hours (must be taken within the last 6 hrs.))

b. Content Area - 12 semester hours

See the options listed for the Master of Arts in Education

c. Electives – 8 semester hours

RANK I PROGRAM

Admission Requirements

1. Documentation of completion of a master's or fifth-year program or approved equivalent preparation at a regionally accredited institution with a minimum GPA of 3.0 Official transcripts must be sent to the Office of Graduate Programs by the college or university attended.
2. Copy of earned Rank II Kentucky Teaching Certificate or out-of-state equivalent If Rank II is not specified on the certificate, the candidate should submit copies of any letters from the Kentucky Department of Education involving the change in rank. All certificates and letters should be submitted to the Office of Graduate Programs.
3. Submission of three letters of recommendation from professionals in education attesting to the candidate's performance as an educator

General Program Requirements

Candidates enrolled in the Rank I program must complete at least 30 semester hours of graduate work beyond a master's degree or fifth-year program with at GPA of at least 3.0 on a 4 point scale. At least 15 hours must be taken in courses numbered 600 or above (courses open only to graduate students). No more that 9 semester hours may be taken in independent study or special courses. In addition, unless a portfolio in their Rank II programs was submitted, candidates must submit a successful professional portfolio documenting the Kentucky Experienced Teacher Standards in order to complete the program.

Curriculum

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

A Professional Core —12 hours

(1) Curriculum and Teaching

a. Required Courses

EDG 604 Orientation to Graduate Programs

EDG 618 Advanced Curriculum Studies (or equivalent replacement

EDG 624 Pupil Assessment and Evaluation

b. Additional courses for a total of 12 semester hours chosen from the following four courses and approved by the candidate's adviser

EDG 601 Cultural Learning and Diversity

EDG 622 Affective and Moral Education in Schools

EDG 626 Classroom Management and Discipline

EDG 660 Learning and Behavior Disorders

(2) Gifted Education Endorsement

EDG 621 Introduction to Gifted Education

EDG 623 Teaching Creative and Higher Level Thinking

EDG 625 School Programs for Gifted Students

EDG 627 Seminar and Field Experiences in Gifted Education

Other requirements for certification

1. Master's degree or completion of an approved program of preparation at the graduate level

2. One year of successful teaching experience

(3) Reading and Writing Endorsement—2 semester hours

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

(a) Required Courses

EDG 632 Language and Literacy

EDG 637 Analysis of Reading and Related Disorders

EDG 639 Remediation of Reading and Related Disorders

One of the following courses;

EDG 634 Reading in the Primary Grades

EDG 636 Reading in the Middle Grades

EDG 638 Research and the Improvement of Classroom Instruction in Reading

(b) Other requirements for certification:

1. Nine semester hours of reading completed at NKU within eight years prior to certification

2. Master's degree or completion of an approved program of preparation at the graduate level

3. Three years of successful full time teaching experience

(4) Special Education

(a) For those not certified in LBD: 12 semester hours (with adviser's written approval) selected from the following:

EDU 561 Mental and Orthopedic Handicaps

EDU 562 Early Childhood Special Education Programs

EDU 570 Working with Parents of Handicapped Students

EDU 572 Secondary Special Education Programs

EDU 588 Professional Lab Experience

EDG 660 Learning and Behavior Disorders

EDG 662 Educational Assessment of Mildly Handicapped Students

EDG 663 Behavior Analysis of Handicapped Students

EDG 664 Procedures and Materials for Remediating Learning and Behavior Disorders

EDG 667 Implementation of Mainstreaming Legislation

(b) For those certified in LBD:

EDG 621 Introduction to Gifted Education

EDG 637 Analysis of Reading Problems and Related Problems

EDG 658 Assessment Techniques in P-12 Mathematics

EDG 699 Selected Problems in Education (with approval)

Courses from the above (4a) list that do not duplicate prior coursework

(5) Interdisciplinary Early Childhood Education

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

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

Required courses

EDU 564 Collaboration in Early Childhood Education

EDU 566 Assessment in Early Childhood Education

EDU 568 Administration and Supervision in Early Childhood Education

EDG 652 Early Childhood Development and Education

(6) Mathematics and/or Science Education 12 semester hours selected from the following and/or courses in Mathematics, biology, Chemistry, Physics, Astronomy, and/or Geology with approval of adviser: (Note: Candidates who are certified in middle grades or secondary education must complete the Professional Core Area with courses in their area of certification or with prior approval of their adviser.)

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

B. Content Core - 9 semester hours

Candidates select one of the following content areas and take 9 semester hours of coursework from the disciplines offered:

(1) Communications, Arts and Humanities

- Art
- English
- Foreign Language
- Journalism
- Literature
- Music
- Philosophy
- Speech
- Theater Arts

(2) Natural Science, Mathematics, and Technology

- Astronomy
- Biology
- Chemistry
- Computer Science
- Geology
- Mathematics
- Physical Sciences
- Physics
- Technology

(3) Social and Behavioral Sciences

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

C. Elective - 9 hours

Nine hours of appropriate coursework taken with approval of adviser

Rank I in Instructional Leadership

1. Admission Requirements

- A. Documentation of completion of a master's or fifth-year program or approved equivalent preparation at a regionally accredited institution with a minimum GPA of 3.0. Official transcripts must be sent to the Office of Graduate Programs by the college or university attended.
- B. Copy of earned Rank II Kentucky Teaching Certificate or out-of-state equivalent. If Rank II is not specified on the certificate, the candidate should submit copies of any letters from the Kentucky Department of Education involving the change in rank. All certificates and letters should be submitted to the Office of Graduate Programs. (Note: A Statement of Eligibility is NOT sufficient for this program.)
- C. Submission of three letters of recommendation from professionals in education attesting to the candidate's potential as a school leader. **ONE OF THESE LETTERS MUST BE FROM THE CANDIDATE'S CURRENT BUILDING ADMINISTRATOR.**
- D. One year of full-time teaching must be completed before candidates enroll in this program. Three years of teaching must be completed before a recommendation for Level One certification will be made to the Kentucky Department of Education. (A letter of validation must be received from the superintendent of the candidate's school district.)

2. Course Requirements

Level One Course Sequence - 21 semester hours

- EDG 604 Orientation to Graduate Programs (0 credit hrs) (Required within first 6 hrs)
- EDA 601 Introduction to School Leadership and Administration (3)

- EDA 628 School Law and Ethics (3)
- EDA 624 Technology and Best Practices for School Improvement (3)
- EDA 631 Leadership for School Program Collaboration (3)
- EDA 669 Leadership for School Problem Solving (3)
- EDA 610 School Leadership Practicum (3)
- EDG 618 Advanced Curriculum Studies (3)

Level Two Course Sequence - 12 semester hours

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

3. Exit Requirements

- a. Satisfy general degree requirements.
- b. Complete all coursework listed above.
- c. Submit a satisfactory professional portfolio that meets the ISLLC Standards
- d. Complete appropriate testing as required by the Kentucky Department of Education. This includes completing the School Leaders Licensure Assessment with a minimum score of 155 and the Kentucky Specialty Test with a minimum score of 85% before Level One certification for Principal is awarded.

MASTER OF ARTS IN TEACHING (MAT)

Ron Gardella, Ed.D.

Purpose

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

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

If a candidate has not met the content requirements for a certification area, the candidate must take the necessary undergraduate coursework as required by that certification area. All content requirements must be completed prior to admission to the program. Candidates may be admitted provisionally for one semester only if they are unable to provide one of the required admissions documents prior to the start of classes.

Upon successful completion of the program, candidates will earn a Master of Arts in Teaching degree and a recommendation for Kentucky certification in one of the following certification areas:

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

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

Admission Requirements

1. Completion of a bachelor's degree at a regionally accredited institution with a grade point average (GPA) of at least 2.5 on a 4.0 scale or a GPA of at least 2.5 over the last 60 hours of undergraduate study. Official transcripts must be sent directly from the undergraduate institution to the Graduate Education Office.
2. Completion of all required content coursework with a minimum GPA of at least 2.5 at the undergraduate level or 3.0 at the graduate level.
3. Completion of appropriate Praxis II content exams with the minimum score prescribed by the state
4. Completion of the verbal and quantitative parts of the Graduate Record Exam (GRE)
5. Achievement of a score of at least 1300 when the GPA (the higher of the two mentioned above) and the verbal and quantitative scores of the GRE are computed in the following formula: $(\text{GPA} \times 200) + \text{GRE} = 1300$
6. Submission of a NKU graduate application
7. Submission of an entry level portfolio that includes the following:
 - a. An application to the MAT program
 - b. A letter to the reviewer that includes a brief autobiography, a description of life experiences related to the planned certification area, teach, and other experiences with children outside the formal educational community
 - c. Resumé
 - d. Three letters of recommendation from individuals who can attest to the candidate's potential for teaching
 - e. Criminal Records check (state and federal)
 - f. If applying for the Alternative Certification portion of the program under SB 77, a letter from the superintendent of the district planning to employ the applicant
 - g. Applicants must successfully complete an initial interview with a panel of educators to ensure the candidate's qualifications and professional dispositions to become a preservice teacher.
8. Signed Code of Ethics for Kentucky teachers and signed Code of Ethics for the NKU College of Education
9. Receive admission approval from the Teacher Education Committee

General Program Requirements

1. Completion of 33-36 semester hours and field experience with a GPA of at least 3.0 on a 4.0 scale (art, music, English, foreign languages, physical education, and the middle grades require 36 hours. All other disciplines require 33 hours.)
2. Completion of four semesters of course work followed by a semester of student teaching
3. Submission of a satisfactory professional portfolio that demonstrates mastery of the Kentucky New Teacher Standards
4. Completion of curriculum, by term, as outlined below using the example a cohort beginning in the fall would follow:

Fall Semester I

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

Spring Semester I

- EDMT 621 Students with Exceptionalities in the Regular Middle/Secondary Classroom
- EDMT 622 Cultural Identity and School Methodology/Pedagogy in the Disciplines

Summer Session I

- EDMT 631 Special Education Adaptation in the Regular Middle/Secondary Classroom

EDMT 632 Curriculum Design and Assessment
EDMT 696 Middle Grades/Secondary Practicum II

Fall Semester II

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

Spring Semester II

EDMT 696 Student Teaching

5. Completion of Praxis PLT Exam with the minimum score prescribed by the Kentucky Education Professional Standards Board

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

Purpose

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

Program Description

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

Admission Requirements

1. NKU Graduate Application
2. Complete and submit a graduate application for admission to NKU (on section 14 under Education, check or write in that you are applying for Special Education (certificate only)).
3. Submit all undergraduate (and graduate if appropriate) transcripts from all institutions attended for bachelors or graduate degree work (These must be official and carry the seal of the registrar.).
4. An undergraduate grade point average of at least 2.5 on a 4.0 scale
5. Official scores from the Graduate Record Examination (GRE). The total of the verbal and quantitative scores must equal 1300 when added to the undergraduate GPA multiplied by 200 $((GPA \times 200) + GRE = 1300)$
6. Three letters of recommendation, specifically addressing your qualifications for entering the alternative certification program in special education, from past employers, supervisors, clergy, or anyone who can attest to your character and intellectual ability (not employability). These letters must be typed and signed with return addresses.
7. Submit an entry portfolio that contains:
 - a. A letter to the reviewer in which the candidate introduces herself/himself and explains the reasons for wishing to become a special education teacher
 - b. A resume

- c. Copies of transcripts that present evidence of completion of at least one college level mathematics course with a grade of “C” or better and a 2.5 or better undergraduate GPA
- d. If applying for alternative certification under Senate Bill 77, a letter of recommendation from a local school superintendent that verifies employment in a special education teaching position
- e. A criminal records check (state and federal)
- f. A signed Code of Ethics statement for Kentucky Teachers
- g. A signed Code of Ethics statement for the College of Education
- h. A signed Code of Ethics statement for the Council for Exceptional Children
8. Complete and submit the application to the Special Education Alternative Certification Program.
9. Complete a satisfactory interview with the Alternative Certification Admission Committee.
10. Receive approval for admission from the Teacher Education Committee

Program Completion Requirements

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

Summer Session I

- EDG 666 Introduction to Special Education
- EDG 696 Problems and Issues in Special Education
- EDG 630 Language and Literacy Across the Curriculum

Fall Session I

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

Spring Session I

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

Summer Session II

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

Fall Session II

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

Spring Session II

- EDU 588 Professional Laboratory Experience in Special Education

Nursing

Margaret Anderson, Ed.D, R.N., Chair
Denise Robinson, Ph.D., R.N., F.N.P., Program Director

MASTER OF SCIENCE IN NURSING

INTRODUCTION

The Master of Science in Nursing (MSN) program curriculum provides students with an opportunity to acquire the knowledge and skills that support advanced nursing practice and role development.

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

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

Graduates are awarded the Master of Science in Nursing.

Online Program

The online MSN program will be available beginning Fall 2003. All nursing courses for the degree will be offered as both web enhanced (regular class meeting) and web based (no class meeting). BIO 668 and MAT 614 statistics will not be offered in web based format. These courses can be taken at a university near you and transferred into NKU, as long as you earn *B* or higher. If you live close to NKU, you can take these classes on campus. For more information on distance education go to <http://dl.nku.edu>.

See Nursing web page for a schedule of when courses are offered www.nku.edu/~nursing.

Student Advising

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

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

Application Deadline

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

Admission to the primary care nurse practitioner track is selective and competitive. We strongly suggest you apply as early as possible.

Admission Requirements

Each applicant will

1. Complete graduate application for admission to Northern Kentucky University, indicating the area of desired specialization;
2. Submit the following documents to the Office of Admissions:
 - a. Official transcripts from all colleges/ universities attended.
 - b. GRE (Graduate Record Examination) including verbal, quantitative, and analytical scores (or writing sample if taking GRE after October, 2002).
3. Meet the following criteria:
 - a. Be a graduate of a National League for Nursing accredited BSN programs and have 2000 hours clinical experience as a registered nurse;
 - b. Have a college course in each of the following: (1) elementary statistics, (2) basic nursing research, (3) physical assessment, and (4) nursing theory;
 - c. Achieve a cumulative value index of at least 1800 when the GPA and GRE scores are computed in the following formula: $(GPA \times 200 + GRE) = 1800$. Scores from all three-test areas (verbal, quantitative, and analytical, or writing when it supplants the analytical in October 2002) of the GRE exam will be used when the GPA and GRE score are computed *(to calculate analytical writing in the formula, multiply the score by 133);
 - d. Submit proof of current nursing license and be eligible for licensure in Kentucky and Ohio.
4. Students who are RNs from accredited associate degree or diploma schools of nursing who have a bachelor’s degree in a subject other than nursing may be eligible for admission. Please contact the director of the MSN program to discuss specific details of requirements.
5. Conditional Acceptance
 Students who have a GPA/GRE cumulative value index (CVI) of 1600 to 1799 may be admitted conditionally. The status will be reviewed after completion of 9 graduate semester hours in nursing. Conditional status will be changed to regular if the student achieves a *B* or higher in 9 semester hours of nursing courses. Students who do not meet this GPA will not progress in the program.
6. Applicants who have not earned college credit in elementary statistics, nursing research, physical assessment, or nursing theory may obtain provisional admission. However, these deficiencies must be made up within two semesters after admission. Students admitted to graduate status who take undergraduate courses must pay graduate tuition for these courses. Students admitted to the program are subject to Northern Kentucky University’s requirements, including that of residency. Students must meet the program requirements in effect at the time of admission as listed in the catalog. Bachelor’s-level nursing courses cannot be applied toward the graduate program.

Additional Requirements

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

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

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

Core Courses Required

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

Elective (choose one) 2

Nursing Education Focus

 NRP 509 Curriculum Development in Nursing (2)

 NRP 510 Educational Foundations in Nursing (2)

 NRP 511 Nursing Care Management I (2)

 NRP 512 Nursing Care Management II (2)

Long-Term Care Administration Focus

 NRP 513 Long Term Care Regulations (2)

 NRP 514 Issues in Gerontology (2)

Acute Care Administration Focus

 Choose any one course

Advanced Practice

 NRP 603 Role Development (2)

Total core semester hours 19

Choose specialty track:

Nursing Administration Track

NRP 621 Management of Human Resources 2

NRP 623 Theories and Models for Nursing Service Administration 2

NRP 623L Nursing Administration Practicum I (Clinical practica consist of nine laboratory hours per week in a clinical setting) 3

NRP 624 Management of Finance in Nursing Service Administration 3

NRP 626 Foundations of Strategic Management for the Nurse Administrator 2

NRP 626L Nursing Administration Practicum II (Clinical practica consist of nine laboratory hours per week in a clinical setting) 3

 Elective (choose one) 2

 NRP 509 Curriculum Development in Nursing (2)

 NRP 510 Educational Foundations in Nursing (2)

 NRP 511 Nursing Case Management I (2)

 NRP 512 Nursing Case Management II (2)

 NRP 513 Long Term Care Regulations (2)

 NRP 514 Issues in Gerontology (2)

 Nursing administration courses 17

 MSN core courses 19

Total semester hours 36

Primary Care Nurse Practitioner Track

Graduates of the Primary Care Nursing Practitioner track will be eligible to take the appropriate certification examination for their specialty.

Advanced Practice Core

NRP 606 Diagnostic Reasoning and Advanced Physical Assessment 2

NRP 608 Clinical Pharmacology and Intervention 2

Clinical Residencies - Residency will consist of clinical experience of 13 laboratory hours each week for three semesters or 20 hours each week for two semesters. Total of 600 residency hours is required.

 NRP 633L Primary Care Residency I 2

 NRP 634L Primary Care Residency II 2

 NRP 635L Primary Care Residency III 2

Family Nurse Practitioner Specialty Courses

NRP 609 Pediatric Pharmacology 1

NRP 610 Geriatric Pharmacology 1

NRP 613	Primary Health Care of Infants and Children	2
NRP 614	Primary Care of Obstetric Patient.....	1
NRP 615	Primary Care of Gynecologic Patient	1
NRP 616	Primary Care of Aged	2
NRP 617	Wellness Care of Infant, Child, and Adolescent	1
NRP 618	Common Health Problem Across the Lifespan	3
NRP 620	Primary Care of Adults	2
Total semester hours: family and MSN core		47

Adult Nurse Practitioner Specialty Courses

NRP 610	Geriatric Pharmacology	1
NRP 615	Primary Care of Gynecologic Patient	1
NRP 616	Primary Care of Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescent	2
Total semester hours: adult and MSN core		44

Pediatric Nurse Practitioner Specialty Courses

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

Geriatric Nurse Practitioner Specialty Courses

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

POST-MASTER OF SCIENCE IN NURSING PROGRAM

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

Online Program

The online Post MSN program will be available Fall 2003. All nursing courses for this certificate will be offered as both web enhanced (regular class meetings with web content) and web based (no class meetings). See <http://dl.nku.edu> for more information and technical requirements. BIO 668 Adv Physiology is not available online currently. This class must be taken at a university near you, earning a B or higher to be transferred in. BIO 668 can also be taken at NKU.

Admission requirements

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

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

Progression - Post-Master's

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

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

Students must achieve a grade of *B* or higher in all nursing courses. Students must take a minimum of 15 semester hours at NKU to receive a certificate. Applicants who have taken equivalent coursework may have certain course requirements waived. Each request for such waiver will be considered individually.

Post-Master's Primary Care Nurse Practitioner Courses

Advanced Practice Core

NRP 606	Diagnostic Reasoning and Advanced Physical Assessment	2
NRP 607	Issues in Advanced Practice	1
NRP 608	Clinical Pharmacology and Intervention	2
BIO 668	Advanced Human Physiology	4

Clinical Residencies

Residency will consist of clinical experience of 13 laboratory hours each week for three semesters or 20 hours each week for two semesters.

A total of 600 residency hours is required.

NRP 633L	Primary Care Residency I	2
NRP 634L	Primary Care Residency II	2
NRP 635L	Primary Care Residency III	2

Family, Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 610	Geriatric Pharmacology	1
NRP 613	Primary Health Care of Infants and Children	2
NRP 614	Primary Care of Obstetric Patient	1
NRP 615	Primary Care of Gynecologic Patient	1
NRP 616	Primary Care of Aged	2
NRP 617	Wellness Care of Infant, Child, and Adolescent	1
NRP 618	Common Health Problem Across the Lifespan	3
NRP 620	Primary Care of Adults	2
Total semester hours: family (plus core and clinical)		29

Adult Nurse Practitioner Specialty Courses

NRP 610	Geriatric Pharmacology	1
NRP 615	Primary Care of Gynecologic Patient	1
NRP 616	Primary Care of Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescents	2
NRP 620	Primary Care of Adults	2
Total semester hours: adult (plus core and clinical)		26

Pediatric Nurse Practitioner Specialty Courses

NRP 609	Pediatric Pharmacology	1
NRP 613	Primary Health Care of Infants and Children	2
NRP 617	Wellness Care of Infant, Child, and Adolescent	1
NRP 618	Common Health Problems Across the Lifespan	3
NRP 619	Primary Care of Adolescents	2
Total semester hours: pediatric (plus core and clinical)		24

Geriatric Nurse Practitioner Specialty Courses

NRP 514	Issues in Geriatric Pharmacology	1
NRP 610	Geriatric Pharmacology	1
NRP 615	Primary Care of Gynecologic Patient	1
NRP 616	Primary Care of Aged	2
NRP 618	Common Health Problems Across the Lifespan	3
NRP 620	Primary Care of Adults	2
Total semester hours: geriatric (plus core and clinical)		26

Post-Master’s Nursing Administration Courses

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

Focus areas: choose one area (4 semester hours)

Nursing Education

NRP 509	Curriculum Development in Nursing	2
NRP 510	Educational Foundations in Nursing	2

Case Management

NRP 511	Nursing Case Management	2
NRP 512	Nursing Case Management II	2

Long Term Care Administration

NRP 513	Long-Term Care Regulations	2
NRP 514	Issues in Gerontology	2

Acute Care Administration

Two electives of students choice	4
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Total semester hours:	22
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NURSE PRACTITIONER ADVANCEMENT PROGRAM

Nurse practitioner advancement options are offered. These allow opportunities for nurse practitioners to gain an additional specialty focus such as Adult to Family Nurse Practitioner, or Women’s Health to Adult Practitioner.

These courses are available on the internet. Please see <http://dl.nku.edu> for more information concerning tuition and technical requirements for distance learning.

ADULT TO FAMILY NURSE PRACTITIONER

[Required Courses for FNP exam eligibility]

- NRP 609 Pediatric Pharmacology (1 cr. hr.)
- NRP 613 Primary Health Care of Infants and Children (2 cr. hrs.)
- NRP 614 Primary Care of the Obstetric Patient (1 cr. hr.)
- NRP 615 Primary Care of the Gynecologic Patient (1 cr. hr.)
- NRP 617 Wellness Care of Infant, Child, and Adolescent (1 cr. hr.)
- NRP 619 Primary Care of adolescents (2 cr. hrs.)
- NRP 635L Primary Care Residency III (2 cr. hrs.)

Clinical residency requirements: Pediatric Clinical = 200 hrs.

TOTAL HOURS: 10 cr. hrs.

ADULT OR FAMILY TO GERIATRIC NURSE PRACTITIONER

- NRP 514 Issues in Gerontology (2 cr. hr.)
- NRP 610 Geriatric Pharmacology (1 cr. hr.)
- NRP 616 Primary Care of Gerontology (2 cr. hrs.)
- NRP 622 Frail Elders and Old Old (2 cr. hr.)
- NRP 635L Clinical Residency (2 cr. hrs.)

Clinical residency requirements: Geriatric Clinical = 200 hrs.

TOTAL HOURS: 9 cr. hrs.

WOMEN'S HEALTH TO FAMILY NURSE PRACTITIONER

[Required Courses for FNP exam eligibility]

- NRP 609 Pediatric Pharmacology (1 cr. hr.)
- NRP 610 Geriatric Pharmacology (1 cr. hr.)
- NRP 618 Common Health Problems (3 cr. hrs.)
- NRP 620 Primary Care of Adults (2 cr. hrs.)
- NRP 613 Primary Care of Children (2 cr. hrs.)
- NRP 616 Primary Gero (2 cr. hrs.)
- NRP 617 Well Child (1 cr. hr.)
- NRP 619 Primary Care of Adolescents (2 cr. hrs.)
- NRP 633L Clinical Residency (2 cr. hrs.)
- NRP 634L Clinical Residency (2 cr. hrs.)
- NRP 635L Clinical Residency (2 cr. hrs.)

Clinical residency requirements: Pediatric Clinical = 200 hrs.;

Adult Clinical = 200 hrs.; Geriatric Clinical = 100 hrs.

TOTAL HOURS: 20 cr. hrs

PEDIATRIC TO FAMILY NURSE PRACTITIONER

[Required classed for FNP exam eligibility]

- NRP 610 Geriatric Pharmacology (1 cr. hr.)
- NRP 614 Primary Care of the Obstetric Patient (1 cr. hr.)
- NRP 615 Primary Care of the Gynecologic Patient (1 cr. hr.)
- NRP 616 Primary Care of the Aged (2 cr. hrs.)
- NRP 618 Common Health Problems Across the Lifespan (3 cr. hrs.)
- NRP 620 Primary Care of Adults (2 cr. hrs.)
- NRP 634L Clinical Residency (2 cr. hrs.)
- NRP 635L Clinical Residency (2 cr. hrs.)

Clinical residency requirements: Adult Clinical = 200 hrs;

Geriatric Clinical = 100 hrs.

TOTAL HOURS: 14 cr. hrs.

WOMEN'S HEALTH TO ADULT NURSE PRACTITIONER

[Courses for ANP exam eligibility]

- NRP 610 Geriatric Pharmacology (1 cr. hr.)
- NRP 618 Common Health Problems Across the Lifespan (3 cr. hrs.)
- NRP 620 Primary Care of Adults (2 cr. hrs.)
- NRP 616 Primary Care of the Aged (2 cr. hrs.)
- NRP 619 Primary Care of Adolescent (2 cr. hrs.)
- NRP 634L Clinical Residency I (2 cr. hrs.)
- NRP 635L Clinical Residency II (2 cr. hrs.)

Clinical residency requirement: Adult Clinical = 200 hrs.;

Geriatric Clinical = 100 hrs.

GERIATRIC TO FAMILY NURSE PRACTITIONER

[Required Courses for FNP exam eligibility]

- NRP 609 Pediatric Pharmacology (1 cr. hr.)
- NRP 618 Common Health Problems Across the Lifespan (3 cr. hrs.)
- NRP 613 Primary Health Care of Infants and Children (2 cr. hrs.)
- NRP 617 Wellness Care of Infant, Child, and Adolescent (1 cr. hr.)
- NRP 614 Primary Care of the Obstetric Patient (1 cr. hr.)
- NRP 615 Primary Care of the Gynecologic Patient (1 cr. hr.)

Clinical residency requirements; Pediatric Clinical = 200 hrs.;

Depending on adult experience/background, hours may be needed in this area

TOTAL HOURS: 9 cr, hrs.

Nurse Practitioners Without a Master's Degree in Nursing

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

Master of Science in Technology

James Gray, Ph.D., Acting Chair and Program Director

INTRODUCTION

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

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

ADMISSION

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

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

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

Candidates for admission must

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

Conditional Admission

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

Transfer Credit

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

PROGRAM CURRICULUM

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

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

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

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

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

1. Technological Innovation Systems

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

- MST 621 Technological Innovation
- MST 623 Advanced Project Management for Technological Innovations
- MST 625 Product & Process Development
- MST 604 Quality Planning & Design
- MST 693 Problems in Industrial and Engineering Systems

2. Technology Management

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

- MST 640 Technical Training and Development 3
- MST 642 Human Resources Management In Technology 3
- MST 644 Technical Communications in a Global Economy 3
- MST 665 Seminar in Technology Management 3
- MST 693 Problems in Technology Management 3

3. Quality Assurance

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

- MST 604 Quality Planning and Design 3
- MST 624 Quality System Appraisal 3
- MST 634 Design of Experiments 3
- MST 644 Quality Engineering 3
- MST 693 Problems in Industrial and Engineering Systems 3

Graduation Options (3-6 semester hours)

Project Option (3 semester hours) The project option requires students to enroll in MST 683. Students work directly under a program faculty member and earn 3 semester hours. Students must complete a project and pass an oral defense. All projects must be approved by the director of the MST program.

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

Salmon P. Chase College of Law

Gerard A. St. Amand, Dean

Sharlene W. Lassiter, Associate Dean for Academics

Kelly J. Beers, Associate Dean for Enrollment Management

Salmon P. Chase offers full-time and part-time, day and evening programs. The curriculum consists of required courses, core courses and elective courses. Ninety credit hours are required to graduate. Fifty-two hours are in required courses. Full-time students may complete the program in three years, while part-time students may complete the program in four years. Chase has a number of academic support and development programs designed to enhance the law school experience. Chase also offers a Juris Doctor/Master of Business Administration (J.D./M.B.A.) degree program in conjunction with the College of Business.

Applicants are required to receive a baccalaureate degree from a regionally accredited college or university prior to enrollment. Applicants are required to take the Law School Admission Test (LSAT). Chase seeks to admit those applicants who have the best prospect of high-quality academic work, thus the Admission Committee relies heavily on the applicant's undergraduate grades and performance on the LSAT during the application review process. Additional factors considered include upward trend of undergraduate grades; time between college graduation and application to Chase; college grading and course selection patterns; outside work while in college; letters of recommendation; graduate study; cultural, educational or sociological deprivation; employment background; leadership ability; speaking or linguistic ability; and demonstrated competence in another profession or vocation. Chase seeks diversity in the student body by considering in no particular order sex, age, cultural or geographic background and minority status. Applications must be made before March 1 of the year in which admission is sought. First-year students enter in the fall semester. Students in good academic standing at another ABA-accredited school may apply for admission as transfer students.

Chase is accredited by the American Bar Association and a member of the Association of American Law Schools.

Please contact the Chase Office of Admissions for more information: (859) 572-6476 or (888) 465-7316.

UK/NKU Graduate Center

The Graduate Center acts as a liaison office for students taking classes from UK and EKU on the NKU Campus. Currently at the Master's level the following graduate programs are available: Social Work (MSW); Library Science (MSLS); Higher Education; Guidance Counseling; Rehabilitation Counseling.

Some residents of Ohio may receive a special tuition rate for degree programs offered by the University of Kentucky on the NKU campus.

For complete information contact the Office of Graduate Programs at (859) 572-1555.

Appendix A

RESIDENCY POLICY (excerpts)

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

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

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

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

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

Course Descriptions

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

Accounting ACC

undergraduate course(s) in individual and business taxation.

ACC 601 Management Control Systems (3,0,3)

Overall design of control systems and the behavioral and motivational impact on managers and employees of such systems; development of a management information system; design of compensation/incentive schemes, divisional control, work measurement vs. discretionary cost approach to cost control, budgetary control, internal control, and performance reporting. PREREQ: ACC 600.

ACC 602 Advanced Financial Accounting (3,0,3)

Financial accounting topics for external reporting; international accounting; financial statement analysis. PREREQ: admission to graduate program; 21 semester hours of undergraduate accounting courses.

ACC 603 Consolidations and Partnerships (3,0,3)

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

ACC 610 Advanced Accounting Theory (3,0,3)

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

ACC 620 Tax Research and Practice (3,0,3)

Methodology and sources of tax research; tax analysis research, policy implications, behavioral aspects, and use of quantitative analysis. Open only to students admitted to graduate program. PREREQ: completion of

ACC 625 Accounting for Management (3,0,3)

Communication, interpretation, analysis, and use of accounting information for the benefit of management; financial statement analysis, cost analysis, budgetary control, standard cost systems, and capital budgeting. Open only to students in MBA program. PREREQ: MBA 602 or equivalent, MBA 610, MBA 612, and ENG/SPE 603.

ACC 630 Fundamentals of Fund Accounting (3,0,3)

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

ACC 640 Advanced Auditing (3,0,3)

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

ACC 694 Topics: Accounting (3,0,3)

Specialized topics of faculty and student interest. Topics will vary and may include taxation, financial accounting, auditing, and international accounting. Repeatable for a maximum of 6 semester hours if topic differs. Open only to MBA students. PREREQ: ACC 600.

Anthropology ANT

ANT 640 Ethnographic Methods for Educational Research (3,0,3)

Basic issues and problems in the design and conduct of eth-

nographic and other qualitative research methods as applied to education; proposal writing, ethics, entree, gathering field data, data management and analysis, and final writing and presentation of results.

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

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

Art ART

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

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

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

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

ART 640 Ceramics: The Electric Kiln (3,3,3) Technical aspects of cone 6 production using the electric kiln; development of glazing and firing techniques while practicing skills in hand building and/or throwing. Designed for art teachers or for students with completed course work in ceramics. PREREQ: ceramics course work or consent of instructor.

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

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

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

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

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

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

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

ART 683 Evenings for Educators (3,0,3) This two semester course is based upon the Cincinnati Art Museum's "Evenings for Educa-

tors" program and will provide educators with the tools to design and reinforce the curriculum through arts and humanities, using the museum as a base. Class held at the Cincinnati Art Museum.

ART 684 AAAE: Arts Connections (3,0,3)

Sponsored by the Association for the Advancement of Arts Education, this arts-based program offers training in the Multiple Intelligences, integrated curriculum, assessment design/development, and experience with professional artists in dance, drama, visual art, and music. Repeatable up to 6 semester hours.

ART 690 Graduate Studio in Photography

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

ART 693 Graduate Studio in Digital Image-making (3,0,3)

Advanced development of computer graphics for fine artists; development of professional body of work. Repeatable to 12 semester hours. PREREQ: consent of instructor.

ART 699 Independent Study (3,0,3)

Projects, directed by members of the faculty, must be selected before registration. PREREQ: consent of instructor.

Astronomy AST

AST 694 Topics: Astronomy (1-4 sem. hrs.)

Various topics in astronomy. Specific topics are determined in consultation with the instructor, the student's advisor and the Chair of Physics and Geology. Repeatable for a maximum of 12 semester hours. PREREQ: consent of instructor.

Business Administration BAD

BAD 685 Business Strategy, Implementation, and Control (3,0,3)

Strategic planning in the business environment; social, political, economic, and ethical forces to which manag-

ers must respond; implementation of strategy and control process; use of cases and computers to develop and analyze strategic decisions. May not be waived, transferred from another school, or substituted. PREREQ: ACC 625, ECO 625, FIN 625, MBA 610, MBA 612, MKT 625, SPE/ENG 603; students must either be within 12 graduate semester hours of completing MBA program or obtain consent of MBA director.

BAD 694 Topics: Business (1-3 sem. hrs.)

Study of a selected contemporary area in business; topics vary and may include international business, studies of the business environment, and legal issues in business. Repeatable for a maximum of 6 semester hours if topics differ. Open only to students in the MBA program. PREREQ: consent of instructor and MBA program director.

BAD 699 Independent Study: Business (1-3 sem. hrs.)

Specialized aspect or topic in business chosen by a student and an appropriate faculty member. Repeatable for a maximum of 6 semester hours. Open only to MBA students. PREREQ: consent of instructor and MBA program director.

Biological Sciences BIO

BIO 600 Field Ecology for Elementary Teachers (3,0,3)

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

BIO 606 General Microbiology for Teachers

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

BIO 606L General Microbiology for Teachers: Laboratory (0,4,0)

Laboratory to accompany BIO 606. COREQ: BIO 606.

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

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

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

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

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

BIO 614 Algae (2 sem. hrs.) Commonly occurring freshwater algae of the tri-state area; field and laboratory techniques for collecting and preserving specimens; taxonomy, evolution, life cycles, and ecological significance. Field trips. Offered summer. Open only to high school science/biology teachers.

BIO 660 Biology of Aquatic Life (3 sem. hrs.) Study of life in the ocean and fresh water environments: observation, identification, distribution, and conservation. PREREQ: one year of college biology and consent of instructor.

BIO 668 Advanced Human Physiology (4,0,4) Rigorous study of human body function pri-

marily at the organ system level. PREREQ: BIO 208-209 and CHE 115, or consent of instructor.

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

BIO 699 Techniques: Biological Sciences (1-4 sem. hrs.) Individual student experience with selected biological techniques in media preparation; in herbarium, museum, and field techniques; in use of laboratory equipment; and in other practical facets of biology. Topic decided upon in consultation between student and instructor. Up to 4 semester hours may be earned in this course. Offered fall, spring, summer. PREREQ: consent of instructor prior to registration.

Business BUS

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

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

Chemistry CHE

CHE 511 Advanced Organic Synthesis (3,0,3) Analysis and design of complex syntheses, including total synthesis of natural products; stereochemical aspects of synthesis; asymmetric synthesis; spectroscopy in structure elucidation. PREREQ: CHE 311.

CHE 512 Physical Organic Chemistry (3,0,3) Current topics in spectroscopy, reaction

mechanisms, and structure function correlations. PREREQ: CHE 311 and CHE 360.

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

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

CHE 594 Topics in Chemistry (1-3 sem. hrs.) Discussion of topics in analytical, environmental, inorganic, nuclear, organic, and physical chemistry; chemistry related topics: laboratory experience with operation and application of instruments and the computer. May be repeated as topics vary. PREREQ: consent of instructor.

CHE 694 Selected Topics in Chemistry (1-4 sem. hrs.) Topics illustrating principles of chemistry and applications of analytical, inorganic, organic, and physical chemistry and biochemistry. Specific topics are determined in consultation with the student's adviser and the chair of chemistry. May be repeated as topics vary. PREREQ: consent of instructor.

Computer Science CSC

CSC 501 Intermediate Programming Workshop (3,0,3) Intensive review of programming and data structures from an object-oriented perspective using the C++ language. Intended for students whose computer programming skills need refreshing or updating. PREREQ: graduate standing; background in computer programming and data structures.

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

CSC 507 Concepts of Programming Languages (3,0,3) History of high-level languages; grammars and the compilation process; axiomatic semantics; language design and implementation issues; procedural, object-oriented, functional, and logic programming paradigms; case studies in important contemporary languages. PREREQ: regular admission to MSCS program.

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

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

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

CSC 540 Software Engineering (3,0,3) Techniques in computer software specification, design, implementation, testing, documentation, and maintenance; development of large-scale project by students working in teams. PREREQ: regular admission to MSCS program.

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

CSC 560 Operating Systems (3,0,3) Internal structures and algorithms for file systems. I/O memory management and process scheduling; examples drawn from contemporary operating systems such as Unix and Windows. PREREQ: regular admission to MSCS program.

CSC 562 Computer Architecture (3,0,3) Combinatorial and sequential circuits, arithmetic

through logic, implementation of control unit and arithmetic-logic unit, microprocessor organization and design, main memory and cache organizations. I/O subsystem, RISC vs. CISC instruction sets, pipelining, parallel processing and mechanisms for evaluating computer architectures and microprocessor performance. PREREQ: regular admission to MSCS program.

CSC 564 Design and Analysis of Algorithms

(3, 0, 3) Proofs of time and space bounds on important algorithms; advanced algorithms on graphs, sequences and sets; divide-and-conquer and dynamic programming; randomized algorithms; parallel algorithms. PREREQ: regular admission to MSCS program.

CSC 580 Computer Graphics

(3,0,3) Basic concepts of two- and three dimensional graphics including incremental methods, geometric transformations, windowing and clipping, hidden line and surface algorithms, and animations. PREREQ: regular admission to MSCS program and MAT 225.

CSC 585 Theory of Computation

(3, 0, 3) Regular and context-free grammars; Turing machines; recursive and recursively enumerable languages; uncomputability; the Chomsky hierarchy; complexity classes such as P, NP, and NP-complete. PREREQ: regular admission to MSCS program.

CSC 594 Intermediate Graduate Topics in Computer Science

(3,0,3) Various advanced topics. PREREQ: consent of instructor.

CSC 601 Advanced Programming Workshop

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

CSC 620 Applied Discrete Structures

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

CSC 633 Network and Client/Server Programming

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

CSC 640 Advanced Software Engineering

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

CSC 645 Software Interface Design and Human Factors

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

CSC 650 Advanced Database Systems

(3,0,3) Continuation of CSC 450; advanced database programming and data modeling; object-based systems; parallel systems; data warehousing and other advanced topics. PREREQ: CSC 450 and CSC 601.

CSC 660 Advanced Operating Systems

(3,0,3) Advanced operating system capabilities such as concurrency, networking, distributed file systems, clustering, and multiprocessing; case studies in design and internal organization of contemporary operating systems. PREREQ: CSC 460 and CSC 601.

CSC 670 Social Implications of Computing

(3,0,3) Social Implications of Computing (3,0,3) Social, ethical, and legal issues arising in development and dissemination of computer software and its associated technologies; critical thinking and written expression. Assumes experience in professional software development. PREREQ: CSC 440.

CSC 680 Advanced Computer Graphics

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

CSC 682 Cryptography and Computer Security (3, 0, 3) Host and network security, exploits, tools, policies, security models; theory and implementation of cryptographic algorithms and methods. PREREQ: CSC 564.

CSC 685 Logic and Computation (3,0,3) Introduction to formal reasoning applied to computer science; propositional and predicate logic; algebraic specification of abstract data types; program correctness; survey of computability theory. PREREQ: CSC 485 and CSC 601.

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

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

Economics ECO

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

ECO 594 Topics: Teaching Economics (1-3 sem. hrs.) Strategies and activities for teaching economics and selected economic topics at the elementary and secondary levels; instructional resources and their effective use in the classroom; sample curriculum guides; curriculum development activities. May be repeated for credit when topics vary. Open only to students majoring in education. PREREQ: consent of instructor.

ECO 625 Managerial Economics (3,0,3) Application of economic methodology to business administration procedure; advanced optimization techniques as applied to cost analysis, pricing practices, industry forecast-

ing, and production within the context of regulated and non-regulated market structures. Open only to MBA students. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

ECO 694 Selected Topics in Economics (3,0,3) Study of a selected contemporary area in economics; Topic listed in Schedule of Classes. Repeatable for a maximum of 6 semester hours if topics differ. Open only to MBA students. PREREQ: ECO 625.

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

Education Administration EDA

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

EDA 610 School Leadership Practicum (3,0,3) Role of the school principal in practice with emphasis on changes in society and in the schools. This course requires that students spend time interacting with practicing school administrators in schools. PREREQ: EDA 601 and EDA 631.

EDA 624 Technology and Best Practices for School Improvement (3,0,3) Identifying the best practices of school improvement documented by research; application of these practices to diverse school contextual setting; practice and application in researching worldwide school improvement activities and research through internet searches and library databases. PREREQ: Admission to Instructional Leadership program.

EDA 627 School Finance and Support Services (3,0,3) Concepts in school finance and school business management; national, state, and local issues; school support services including transportation, facility planning and maintenance, food service, and risk management. PREREQ: EDA 601, EDA 624, EDA 628, and EDA 631.

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

EDA 631 Leadership for School Program Collaboration (3,0,3) Preparation of school leaders to administer integrated instructional support programs in schools and districts; leadership requirements needed to facilitate collaboration among school and community-based programs that provide and support student learning. PREREQ: Admission to program.

EDA 634 Leadership for Human Resources Development in Schools (3,0,3) Encouraging participation in an analytic process of examining problems and issues grounded in major conceptual, theoretical, and empirical literature on human resource development/human systems learning; people in school organizations and their learning. PREREQ: EDA 601 and EDA 631.

EDA 646 Leadership for School Community Relations (3,0,3) Assisting school personnel to communicate effectively with the many publics represented in a school attendance area and/or school district; internal and external communications, program development, and implementation and interpretation of the total school program; assessment and evaluation, professional communities, and diversity. PREREQ: EDA 601 and EDA 631.

EDA 650 Leadership for School Program Improvement (3,0,3) Preparing school leaders to guide, facilitate, and support curriculum, instruction, and assessment and to create a learn-

ing environment that promotes student achievement. PREREQ: EDA 601 and EDA 631.

EDA 669 Leadership for School Problem Solving (3,0,3) Principles and methods of systematic site-based problem identification, diagnosis, and solution for the improvement of practice in school settings. This course requires that students spend time interacting with practicing school administrators in schools. PREREQ: EDA 601 and EDA 631.

Graduate Education EDG

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

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

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

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

EDG 604 Orientation to the MA in Education Program (0,0,0) This mandatory course will provide an orientation to the Master of Arts in Education and to the non-degree fifth-year programs. PREREQ: Admissions into the Master of Arts in Education or the non-degree fifth-year program.

EDG 618 Advanced Curriculum Studies (3,0,3) Basic elements of educational policy development and analysis; concepts regarding curriculum theory, design, and instructional systems; influence of social forces on curriculum.

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

EDG 621 Introduction to Gifted Education (3,0,3) Historical, philosophical, and psychological foundations of special educational provisions for high-ability students; characteristics, identification, and typical school programs.

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

EDG 623 Teaching Creative and Higher-Level Thinking (3,0,3) Theories of creativity and problem solving; identifying creative potential; classroom strategies and curriculum materials related to creativity and higher-level thinking.

EDG 624 Pupil Assessment and Evaluation (3,0,3) Various types of pupil assessment and the use and interpretation of each; mastery learning; criterion referenced tests; competency based instruction and evaluation; selection and use of standardized tests; construction of classroom tests.

EDG 625 School Programs for Gifted Students (3,0,3) Theoretical bases and model school programs for high-ability students; procedures for planning and implementing special educational provisions for gifted students; curriculum design and teaching strategies. PREREQ: EDG 621 and EDG 623, or consent of coordinator of graduate studies in education.

EDG 626 Classroom Management and Discipline (3,0,3) Practical and theoretical problems associated with classroom discipline; application of alternative strategies for preventive and remedial discipline.

EDG 627 Seminar and Field Experiences in Gifted Education (2,2,3) Research and discussion of critical problems in gifted education; application of knowledge and skills in gifted education in one or more settings with gifted students; planning, supervised teaching, and advocacy techniques. PREREQ: EDG 621, EDG 623, and EDG 625, or consent of coordinator of graduate studies in education.

EDG 630 Foundations of Literacy (3,0,3) Current views of literacy; theories of literacy; approaches, methods, and materials of reading assessment, planning, and instruction. Required for standard elementary certification.

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

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

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

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

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

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

EDG 640 Elementary School Science (3,0,3) Nature and dimensions of elementary school science; research base, traditional and current trends, and practical perspectives; discussion and direct involvement in the laboratory.

EDG 646 Teaching Environmental Education (3,0,3) Practical applications for teaching P-12 students; standards-based teaching strategies and instructional resources; local community resources, state initiatives, national environmental education standards, current learning theory, and research. For teachers and non formal educators.

EDG 648 Developing Writing Programs for Elementary and Secondary Schools I (3,0,3) Theories of writing and planning of developmental writing programs for specific grade levels and for school-wide programs across disciplines. May be taken concurrently with EDG 649. Same as ENG 648.

EDG 649 Developing Writing Programs for Elementary and Secondary Schools II (3,0,3) Includes workshop experience in peer teaching and preparation of manuscripts. May be taken concurrently with EDG 648. Same as ENG 649. PREREQ or COREQ: EDG 648.

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

EDG 652 Early Childhood Development and Education (3,0,3) Physical, social, psychological, and intellectual development of the

child under eight; role of the classroom teacher.

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

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

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

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

EDG 663 Behavior Analysis Procedures for Students with Exceptionalities (3,0,3) Principles of behavior analysis applied to curriculum, methodology, and management of students with disabilities; behavioral teaching methods contrasted with alternative management techniques. PREREQ: EDG 660 or EDS 561.

EDG 664 Procedures and Materials for Remediating Learning and Behavior Disorders (3,0,3) Variables, procedures, and materials for developing, conducting, and evaluating remedial education programs. PREREQ: EDG 662.

EDG 666 Introduction to Education of Students with Exceptionalities (3,0,3) Characteristics of and special programs for children with disabilities or who are gifted and talented. For regular classroom teachers.

EDG 667 Implementation of Mainstreaming Legislation (3,0,3) Federal and state legislation relating to education of exceptional students; locating, adapting, and developing

materials and methods for mainstreaming exceptional students in general elementary and secondary classrooms.

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

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

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

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

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

EDG 686 Utilizing Media Resources (K-12) (3,0,3) Instructional technology as a systematic approach to teaching and learning; operation and application of media equipment; evaluation of instructional materials and presentation of mediated lessons.

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

EDG 693 Selected Topics in Education (1-3 sem. hrs.) Specific topics in education based on the Experienced Teacher Standards as well as current trends and issues. May be repeated for credit when topic varies.

EDG 694 Master's Seminar (1,2,2) The purpose of this seminar is to provide a forum in which students can synthesize and share the knowledge, skills, experiences, and attitudes gained through the graduate program.

EDG 695 Master's Thesis or Project (3,0,3) Required for those who elect to write a thesis or project. PREREQ: EDG 683 and consent of instructor.

EDG 696 Topics in Special Education (1-6 sem. hrs.) In-depth study of a current topic in special education. May be repeated for credit when topics vary. PREREQ: EDG 660 or equivalent.

EDG 697 Thesis/Project Continuing Credit (1,0,1) Continuing enrollment for students needing more than one semester to complete EDG 683 Research Seminar in Education or EDG 695 Master's Thesis or Project. This course must be repeated each semester until the project or thesis is completed. Limit of six semesters exclusive of summers. Graded pass/fail. Credit from this course may not be used to fulfill requirements for any graduate program. PREREQ: EDU 683 or EDG 695.

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

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

Master of Arts in Teaching EDMT

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

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

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

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

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

EDMT 610 Foundations of American Schooling (2,0,2) Examination of teaching as a profession and of schooling as it currently functions in the U.S.; inquiry into contemporary educational theory and practice.

EDMT 611 Studies of the Learners (2,0,2) Life-span development: physical, cognitive, social and personal development, especially as these relate to children in school and to adults who influence them; individual study focusing on student development at specific levels of instruction.

EDMT 612 Classroom Management (2,0,2) Recent research and theory related to planning, organizing and managing student learning and behavior in the classroom.

EDMT 621 Students with Exceptionalities in Regular Middle/Secondary Classrooms (3,0,3) The course will focus on characteristics of students with exceptional learning needs, and legal issues.

EDMT 622 Cultural Identity and Schooling (2,0,2) Role cultural identity plays in students' experiences in schools; how theories of prejudice assimilation, feminism and cultural re-

production explain patterns of behavior in schools; curricular changes to address the inclusion of all students in today's schools.

EDMT 631 Special Education Adaptations in Regular Middle/Secondary Classrooms (1,0,1) The course will focus on adaptations to the general curriculum adaptive teaching strategies, behavior management and collaboration skills.

EDMT 632 Curriculum Design and Assessment (3,0,3) Principles and strategies for effective middle/secondary teaching; teaming for faculty and students, curriculum planning, general teaching methods, assessment strategies, and classroom management.

EDMT 641 Technology in Middle/Secondary Classrooms (2,0,2) Introduction to the utilization of computers in the educational process; focus on technological solutions necessary for a professional career as a teacher.

EDMT 692 Middle/Secondary Practicum I (0,1,0) Application of instructional theory to middle/secondary grade classroom settings.

EDMT 693 Middle/Secondary Practicum II (0,2,0) Practice in planning and implementing instructional strategies with middle/secondary grade school students.

EDMT 694 Middle/Secondary Practicum III (0,2,0) Practice in planning and implementing instructional strategies with middle/secondary grade students.

EDMT 696 Middle/Secondary Student Teaching/Student Teaching/Internship (0,9,0) Classroom experiences through observation, planning, teaching, and assessing under supervision of an experienced teacher.

Educational Specialties EDS

EDS 561 Mental and Orthopedic Disabilities (3,0,3) Characteristics and educational programs for students who have mental retardation or orthopedic and/or other health impairments. PREREQ: EDG 666 or EDS 360 or equivalent.

EDS 562 Early Childhood Special Education Programs (3,0,3) Special needs of handi-capped preschool children; adapting pre-school programs to accommodate handi-capped children. PREREQ: EDS 360 or equivalent.

EDS 570 Working with Families of Students with Disabilities (3,0,3) Information, skills, and resources for effective interaction with parents and families of children with disabilities. PREREQ: EDS 362 and EDS 364, or equivalent.

EDS 572 Secondary Special Education Programs (3,0,3) Characteristics of adolescents with learning and behavior disorders; educational programming for secondary students with mild disabilities. PREREQ: EDS 360 or EDG 660 and EDS 561.

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

Education EDU

EDU 530 Reading in Junior and Senior High School (3,0,3) Principles and procedures related to reading in grades 12; basic reading skills, study skills, content fields, and reading programs. For teachers of all subjects. Required of students seeking certification to teach English.

EDU 550 Current Trends in Early Childhood Education (2,0,2) Review of research in early childhood education; types of early childhood programs; parent education; working with disadvantaged children; significant issues in early childhood education. COREQ: EDU 551 (for graduate credit).

EDU 551 Classroom Activities in Early Childhood Education (0,2,1) Activities and instructional resources appropriate for pre-school children. COREQ: EDU 550 (for graduate credit).

EDU 564 Collaboration In Early Childhood Education (3,0,3) Multidisciplinary and transdisciplinary teaming; communication skills necessary for collaboration; cultural differences, assistive technology, curriculum, and environmental designs with regard to collaborative early childhood programs. PREREQ: EDS 562 or equivalent.

EDU 566 Assessment In Early Childhood Education (3,0,3) Relation of best practices in traditional and dynamic assessment to child development; determination of eligibility for services; participation in a collaborative, supervised assessment of one child; writing an assessment report, IEP, and ISFP using assessment data. PREREQ: EDS 562 or equivalent.

EDU 568 Administration and Supervision In Early Childhood Education (3,0,3) Development of policies and procedures for administration and supervision in diverse early childhood programs; identification of funding sources; inquiry into ethical behavior and development of personal code of ethics and supervisory skills; program model design. PREREQ: EDS 562 or equivalent.

EDU 594 Professional Laboratory Experiences (12 sem. hrs.) Student participation in peer teaching experiences on campus and in field-based situations; materials, methods, innovative programs, and curricula; completion of a 12-week experience in the classroom; inquiry into teaching and the role of schools in American society.

EDU 595 Special Topical Seminars (3-6 sem. hrs.) Student participation in professional development seminars; trends, program dimensions, current issues in education and in the profession, and other culminating experiences.

EDU 598 Orientation (1-6 sem. hrs.) Student participation in orientation experiences in alternative teacher certification program; procedures, policies, standards, and resources; certification and program requirements; administration of CTBS and NTE batteries of tests to course participants; development of portfolios, KTIP procedures, and KERA requirements.

EDU 599 Selected Problems in Education (1-3 sem. hrs.) Individual or group in-depth study. PREREQ: consent of education chair.

English ENG

ENG 530 Readings in the English Language (3,0,3) Topics about the language and its use: specialized readerships, applications, and theories. May be repeated for credit when topics vary. PREREQ: 6 semester hours of literature at the undergraduate level.

ENG 540 Problems in English (3,0,3) Pedagogical topics such as rhetoric, literary analysis, and evaluation of student work; topics suitable for elementary and secondary teachers. May be repeated for credit when topics vary. PREREQ: 6 semester hours of literature at the undergraduate level.

ENG 580 Studies in Literature (3,0,3) Special topics in literature; genres, interdisciplinary subjects, individual authors. May be repeated for credit when topics vary. PREREQ: 6 semester hours of literature at the undergraduate level.

ENG 603 Business Communications (3,0,3) Principles and practices of methods of written and oral communications at the management level. Same as SPE 603.

ENG 610 The Teaching of Composition (3,0,3) Activities, materials, objectives, and curricula for secondary school writing instruction. May be repeated to a maximum of 6 semester hours as topics vary.

ENG 620 The Teaching of Literature (3,0,3) Activities, materials, objectives, and curricula for secondary literature instruction. May be repeated to a maximum of 6 semester hours as topics vary.

ENG 648 Developing Writing Programs for Elementary and Secondary Schools I (3,0,3) Theories of writing and planning of developmental writing programs for specific grade levels and for school-wide programs

across disciplines. May be taken concurrently with ENG 649. Same as EDU 648.

ENG 649 Developing Writing Programs for Elementary and Secondary Schools II (3,0,3) Includes workshop experience in peer teaching and preparation of manuscripts. May be taken concurrently with ENG 648. Same as EDU 649.

ENG 655 Studies in British Literature Before 1750 (3,0,3) Authors, genres, themes, and traditions from earlier periods of British literature (Anglo-Saxon through 18th century) May be repeated once for credit with different topic.

ENG 657 Studies in British Literature Since 1750 (3,0,3) Authors, genres, themes, and traditions related to British literature from the late 18th century to recent times. May be repeated once for credit with different topic.

ENG 665 Studies in American Literature Before 1865 (3,0,3) Authors, genres, themes, and traditions related to American literature from colonial period to end of Civil War. May be repeated once for credit with different topic.

ENG 667 Studies in American Literature Since 1865 (3,0,3) Authors, genres, themes, and traditions related to American literature since end of Civil War. May be repeated once for credit with different topic.

ENG 670 Studies in Continental European Literature (3,0,3) Authors, genres, themes, and traditions related to cultures and literatures of continental Europe. May be repeated once for credit with different topic.

ENG 680 Studies in Literary Criticism and Theory (3,0,3) Issues in the history of literary criticism and recent literary theory. May be repeated once for credit with different topic.

ENG 685 Studies in Comparative Literary Forms and Themes (3,0,3) Issues in form and meaning of literatures from various cultures and languages. May be repeated once for credit with different topic.

Entrepreneurship ENTP

ENTP 640 Entrepreneurship and Innovation (3,0,3) Creating value through innovation; understanding Entrepreneurs; seeking and evaluating opportunities; gathering resources to convert these opportunities into valuable outcomes; and writing a business plan. PREREQ: ACC 625, FIN 625, and MKT 625 or consent of MBA director.

ENTP 670 Managing Growth and Entrepreneurship in Organizations (3,0,3) Managing growing firms and innovation within organizations; advanced study of factors making an organization effective at each stage of growth and the key management systems that are primary tools in managing an entrepreneurial organization: strategic planning, organizational design, organizational development, control systems, and leadership. PREREQ: ENTP 640 or consent of MBA director.

ENTP 680 Corporate Entrepreneurship (3,0,3) Concepts of change, innovation, and corporate venturing; entrepreneurial behavior and the development and implementation of programs to encourage entrepreneurship (creating value through innovation) in mid-size and large firms. PREREQ: ACC 625, FIN 625, and MKT 625 or consent of MBA director.

ENTP 696 Field Experience: Entrepreneurial Studies (3,0,3) Practicum course offering insight into the entrepreneurial process of managing and growing a business where students, with a faculty member, work in large or small entrepreneurial organizations with problems related to entrepreneurial management issues. Guest speakers from regional business community. Students may seek to obtain approval to repeat this course for 3 additional hours credit. PREREQ: ENTP 640 or consent of MBA director.

Finance FIN

FIN 625 Financial Management (3,0,3) Financial management and decision making for the corporate financial manager; valuation principles, financing and investment policies, cost of capital, capital structure, and dividend issues. Open only to students in MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

FIN 630 Investments and Security Analysis (3,0,3) Capital and securities market theory; structure and regulation; analysis and valuation of fixed and variable return securities including basic derivatives; portfolio selection and management; empirical studies of portfolios and individual stock price movements. Open only to MBA students. PREREQ: FIN 625.

FIN 640 Derivative Securities (3,0,3) Study, analysis, and valuation of various forms of derivatives markets; use of derivatives and strategies for hedging risk or for speculation. Open only to MBA students. PREREQ: FIN 625.

FIN 660 International Finance (3,0,3) Financial decision-making and analysis in a multinational environment; currency valuation and exchange rates; effects of expectations and economic variables such as interest rates and inflation on exchange rates; types of risks and use of derivatives to hedge international exposure. Open only to MBA students. PREREQ: FIN 625.

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

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

French FRE

FRE 520 Readings in French (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary. PREREQ: 300-level French course.

Geography GEO

GEO 502 Geography of Kentucky (3,0,3) Cultural, physical, economic, and population characteristics of Kentucky; Kentucky's regional and national importance.

GEO 507 The Local Community: A Geographic Analysis (3,0,3) Geography of Northern Kentucky and Greater Cincinnati; social and economic characteristics of the urban community; regional planning process. PREREQ: GEO 100.

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

GEO 594 Topics: Geography (3,0,1-3) Study of selected topics. Subfields will be chosen in keeping with interest of the instructor and will be listed in Schedule of Classes. May be repeated for credit when topics vary. PREREQ: 3 semester hours of geography or consent of instructor.

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

German GER

GER 520 Readings in German (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit when topics vary. PREREQ: 300-level German course.

Geology GLY

GLY 694 Topics: Geology (1-4 sem. hrs.) May include topics illustrating the principles of geology forms, fossils, and geologic processes. Specific topics are determined in consultation with the student's adviser. May be repeated for a maximum of 12 semester hours. PREREQ: consent of instructor.

Health Education HEA

HEA 525 Methods and Materials in Health Education (3,0,3) Principles, methods, and techniques for developing, implementing, and evaluating health education in P-12 and other appropriate settings; theoretical foundations, teaching methodology and strategies, curriculum designs, and resource materials. PREREQ (undergraduates): admission to teacher education and 9 semester hours in health education or consent of instructor.

HEA 599 Special Topics in Health Education (1-3 sem. hrs.) Individual or group study of a topic of current interest in health education. Topic selected by student with approval of instructor.

HEA 620 Teaching Sexuality Education (3,0,3) Methods of teaching sexuality education; current issues; curriculum, creating an appropriate classroom atmosphere.

HEA 699 Selected Topics in Health Education (1-3 semester hrs.) Independent study of topics selected from current issues in health education. PREREQ: consent of adviser.

History HIS

HIS 513 The French Revolution (3,0,3) Political, economic, and cultural background of the French Revolution, emphasizing the changing character of the Revolution as it moved in phases from moderate and middle class to radical and violent.

HIS 533 Expansion and Conflict (3,0,3) Conflicts that developed with the physical growth of the U.S. during the period 1828 to 1861 involving Mexico, slavery, and Indians.

HIS 535 Civil War and Reconstruction (3,0,3) Causes of the U.S. Civil War; the war itself; slavery, emancipation, reconstruction; economic, military, and social aspects.

HIS 538 Modern United States History, 1900-1939 (3,0,3) Rise of the U.S. to the status of a major world power; the "Progressive Era" and World War I; the 1920s and the 1930s.

HIS 539 Modern United States History Since 1939 (3,0,3) Social and political developments from 1939 to contemporary society including the civil rights movement.

HIS 541 History of Kentucky (3,0,3) History of Kentucky from 1750 to the present; political, economic, and social issues; how developments in the Commonwealth related to trends in U.S. history.

HIS 543 History of the American Frontier (3,0,3) The westward movement and its effect on national character; expansionism; Indian and land policies; cattle and mining frontiers.

HIS 546 History of the American Family (3,0,3) This discussion-oriented course is a history of the American family from the colonial era to the present. We will examine how and why courtship, marriage, sexuality, divorce, and parent/child relationships have changed over time while paying particular attention to racial, class, and gender differences.

HIS 548 Diplomacy and Foreign Policy of the United States (3,0,3) Historical evolution of U.S. foreign policy from the Revolutionary War to the present; growth of the U.S. from a minor state to a global power.

HIS 552 History of the Old South (3,0,3) The Southern U.S. to 1865; cultural, political economic, and literary trends; African American experience in the South.

HIS 553 History of the New South (3,0,3) The Southern U.S. since 1865; cultural, political, economic, and literary trends; roles of blacks from Reconstruction to present, including the rise of Jim Crowism, legal segregation in the 20th century, desegregation, and civil rights movements in the 1950s, 60s, and 70s.

HIS 556 African Americans in U.S. Culture, Education, and Politics (3,0,3) African Americans and their interactions within and their contributions to cultural, educational, and political development of the U.S.

HIS 557 History of the Indians of the United States (3,0,3) Native cultural and historical experiences from the 15th to 20th century.

HIS 561 Modernization in the Non-Western World (3,0,3) Rise of self-assertion of Third World nations; political, economic, social, and cultural problems of national development.

HIS 565 The Vietnam War (3,0,3) Roots of Indo-Chinese war in traditional Vietnamese culture as affected by colonialism, nationalism, and Marxism; causes of U. S. military intervention, stalemate, and consequent American political crisis; impact of war on Vietnamese and American societies; debate over lessons of the war.

HIS 589 Anglo-American Legal History (3,0,3) Origin and development of the Common Law from Norman beginnings to the present; emphasis on the U.S.

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

HIS 636 Industrial America, 1865-1900 (3,0,3) Pre-World War I America; economic, social, and political problems caused by the accelerating industrial and urban changes that marked the country in the transformation from a rural to an urban society.

HIS 644 History of Women in the United States to 1900 (3,0,3) Women's role in U.S. economic, social, political, and cultural develop-

ment until 1900; participation of women in historical eras from earliest societies through industrialization as experienced in diverse ways depending on racial, ethnic, class, and regional differences. PREREQ: HIS 102.

HIS 645 History of Women in the United States since 1900 (3,0,3) Women's role in U.S. economic, social, political, and cultural development since 1900; participation of women in recent history as experienced in diverse ways depending on racial, ethnic, class, and regional differences. PREREQ: HIS 103.

HIS 654 Early American Frontier (3,0,3) Westward movement and its effects on national character to 1840; colonial wars, war for independence, land policy, Indian relations, exploration, fur trade, war of 1812.

HIS 655 Later American Frontier (3,0,3) Westward movement and its effects on national character since 1840; manifest destiny, great plains, Mormons, mining boom, cattle industry, civil war, relations with Indians, conservation, end of the frontier.

HIS 656 New Viewpoints in American History (3,0,3) Comparative and revisionist viewpoints of the individual and collective problems of the modern era.

HIS 686 The Second World War (3,0,3) Origins and prosecution of World War II; its military and diplomatic aspects from an international perspective.

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

Human Services/Mental Health HSR

HSR 500 Multicultural Family Work: Principles and Practices (3,0,3) Best practices

of in service delivery to families of young children at risk; importance of parent worker partnerships and shared decision making in assessment, communication/intervention, and evaluation; participation in collaborative supervised assessment of one family; family centered services plan. PREREQ: HSR 105 or EDU 570, or equivalent.

HSR 502 Positive Guidance Strategies for Early Childhood Practitioners (3,0,3) Positive strategies for effectively handling many behavioral concerns that arise while working with young children with and without disabilities; observation and supervised participation in child development settings. PREREQ: EDU 300 or PSY 220, or equivalent.

Information Systems IFS

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

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

IFS 640 System Development Methodologies and Project Management (3,0,3) Introduction to methods, tools and techniques for information system analysis, design, and implementation; managerial issues relating to development of information systems in

organizations. Open only to MBA students. PREREQ: IFA 625.

IFS 650 Corporate IS Management (3,0,3)

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

IFS 670 Database Management Systems (3,0,3)

In-depth investigation of intelligent database management systems in support of business decision making; investigation of all aspects of data modeling, database design, and implementation of relational, object-oriented and semantic databases; data warehouse and data mining and issues surrounding choice, design, and use of such technologies. Open only to MBA students. PREREQ: IFS 625.

IFS 694 Selected Topics in Information Systems (3,0,3)

Topics may vary and may include MIS, database management systems, artificial intelligence, expert systems, decision support systems, office automation, simulation modeling, fourth-generation languages, application generators, and others. Repeatable for a maximum of 6 semester hours when topics vary. Open only to MBA students. PREREQ: IFS 625.

IFS 699 Independent Study in Information Systems (3,0,3)

Specialized aspect or topic in information systems chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in MBA catalog. Open only to MBA students. PREREQ: IFS 625.

Journalism JOU

JOU 510 Advising High School Publications (3,0,3)

Acquainting high school publication advisers with all facets of producing a school newspaper; teaching of newswriting, feature writing, copy editing, makeup, typography, and the art of motivating student participa-

tion; legal responsibilities of the adviser and the student journalist.

Mathematics MAT

MAT 614 Statistics for Researchers (3,0,3)

Review of descriptive statistics and hypothesis testing; analysis of variance; experimental design; factorial experiments; regression and correlation; nonparametric statistics; use of programmed routines; critique of published research. PREREQ: C or better in MAT 205.

MAT 630 Applied Statistics in Technology (3,0,3)

Theory, methods, and applications of statistical models in technology; probability theory, random variables, probability distribution, estimation, hypothesis tests; sampling theory. PREREQ: graduate standing.

MAT 694 Topics in Mathematics for Teachers (1-3 semester hours)

Various topics. May be repeated for credit when topics vary. PREREQ: consent of instructor.

MAT 699 Directed Readings/Independent Study (1-3 semester hours)

PREREQ: consent of instructor.

Master of Business Administration MBA

MBA 602 Fundamentals of Accounting and Finance (3,0,3)

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

MBA 604 Fundamentals of Economics (3,0,3)

Introduction to basic tools and terminology of economics; mathematical economics and statistics; analysis of the four basic objectives of efficiency, equity, stability, and growth; elements of macroeconomics and

microeconomics included. PREREQ: admission to MBA program or permission of MBA director.

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

MBA 610 Business and the Changing Global Environment (3,0,3) Nature of the business organization; broad, integrated view of contemporary issues and environments in which businesses operate; themes to be carried forward throughout the MBA program, including global nature of business, total quality management, and legal and social responsibilities of business. PREREQ: admission to the MBA program and at least 9 semester hours of Level I courses or equivalents or permission of MBA director.

MBA 612 Managing People and Organizations (3,0,3) Organizational, situational, and human factors defining the context of managerial work in complex organizations; interactive business cases and readings from organizational and human behavior literatures are used to facilitate student interaction and group development for future MBA coursework. PREREQ: admission to MBA program and all Level I courses or equivalents or permission of MBA director.

Management MGT

MGT 625 Operations Management and Decision Analysis (3,0,3) Structure and behavior of productive systems in organizations that produce goods and services; managerial viewpoint, using quantitative analysis to enhance quality of decisions; operations planning, productivity, quality improvement,

production information systems, use of computer programs, and case simulations. Open only to students in the MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 630 Essentials of Project Management (3,0,3) Qualitative and quantitative approaches to structuring projects in multi-functional organizational settings; planning, team development, software, quality improvement, completion; case analysis, internships, and/or term projects to blend theory with practice. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 640 Total Quality Management (3,0,3) Managerial focus on quality in diverse organizations, encompassing customer focus, employee involvement, measurement, continuous improvement, and performance management within a Baldrige Award framework. Case analysis and/or term projects blend theory with practice. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 650 Project Management Implementation (3,0,3) Approaches to applying project management; behavioral/organizational management, cost analysis, or project control techniques. Repeatable for a maximum of 6 semester hours if topics differ. Case analysis and/or term projects possible. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 660 International Management (3,0,3) Management concepts in international settings; strategic and operational planning, organization design, motivation, leadership, quality, management systems, and control; case analysis, projects, and/or study tours abroad to blend theory with practice. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 694 Topics: Management (3,0,3) Topics and issues in entrepreneurship, organization behavior, organization theory, operations, or international management. Repeatable for a maximum of 6 semester hours if topics differ. Open only to students in MBA

program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MGT 699 Independent Study: Management (3,0,3) Specialized aspect or topic in management chosen by student and appropriate faculty member. Subject to academic regulations pertaining to independent study as given in the MBA catalog. Open only to students in the MBA program. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

Marketing MKT

MKT 625 Marketing Management (3,0,3) Problems faced by mid- and top-level marketing decision makers and the consequences of their decisions; case study and/or simulation. A variety of marketing areas will be considered in depth. Open only to MBA students. PREREQ: MBA 610, MBA 612, SPE/ENG 603, or consent of MBA director.

MKT 630 Customer Behavior and Marketing Communications (3,0,3) Household and business customers; customer decision-making processes and the cultural, socio-economic, environmental, and inter- and intra-personal factors that influence it; principles of marketing communications planning and of conventional and emerging media and their interface with diverse customer response behaviors. PREREQ: MKT 625.

MKT 640 Services Marketing (3,0,3) Service marketing processes and service delivery systems; managing the seven P's of services — product, price, place, promotion, people, processes, and physical facilities; role of technology in service delivery; managing service quality and recovery from service failures. PREREQ: MKT 625.

MKT 650 Marketing Strategy and Planning (3,0,3) Factors and concepts in decisions about a firm's long-term strategy to build, maintain, and grow its market position; skills and hands-on experience (through project work) in developing a long-term strategy, and a five-year annualized marketing plan imple-

menting that strategy. PREREQ: MKT 625.

MKT 660 International Marketing (3,0,3) Concepts, perspectives, and analytical tools to assess opportunity and prepare marketing plans for a firm's multi-country operations; researching cultures and customer behaviors in markets around the world; market analysis and planning in mature, growth, and emerging markets of the world; global marketing strategy and programs. PREREQ: MKT 625.

MKT 694 Topics: Marketing (3,0,3) Specialized topics of faculty and student interest. Topics vary and may include entrepreneurial marketing, services marketing, product planning and development, behavioral sciences in marketing, and marketing research. Repeatable for a maximum of 6 semester hours if topics differ. Open only to MBA students. PREREQ: MKT 625.

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

Master of Science in Information Systems MSIS

MSIS 605 Information Systems Development Software (3,0,3) Computer software design and programming in an applications development environment, systems design, programming techniques and languages for developing computer-based business systems; programming systems methodologies.

MSIS 625 Information Systems in Organizations (3,0,3) Introduction to the core concepts and fundamental principles of information systems in the context of business decision making. This will include a survey of the information systems discipline and an explanation of its importance in modern organizations. The key objective of the course is to give the student a good understanding of how managers can manage and exploit the

potential of information technology for their own career and for the strategic benefit of their organization.

MSIS 630 Systems Analysis and Design (3,0,3)

Develops an understanding of tools, techniques and methods for analysis, design and implementation of information systems. Uses theory and applied projects to build effective interpersonal and communication skills that are essential to interact with clients, users and other team members involved with development, operation and maintenance of information systems. Approaches to systems development such as Rapid Application, Development (RAD), Joint Application Development (JAD) and other techniques to create quality systems are explored. PREREQ: MSIS 625

MSIS 635 Database Management Systems (3,0,3)

In depth investigation of intelligent database management systems in support of business decision making. Investigation of all aspects of data modeling, database design and implementation of relational, object-oriented and semantic databases. PREREQ: MSIS 625

MSIS 640 Data Communication (3,0,3)

To provide students with an understanding of the key technical and managerial issues of the effective development and use of telecommunications by organizations. Discussion of technology will be set in the context of applications, particularly those emphasizing inter-organizational coordination and service delivery. PREREQ: MSIS 625

MSIS 645 Electronic Commerce (3,0,3)

Commercial transactions in an electronic age, technology underpinnings, transactions marketing and exchange, business, managerial and technical implementations of electronic commerce.

MSIS 650 Managing Software Development Projects ((3,0,3)

An overview of software development project management practices, context and processes of software development projects, project risks and failures, managing technical personnel, and issues relating to project outsourcing. PREREQ: MSIS 635

MSIS 655 Advanced Business Application Programming (3,0,3)

Modern techniques for business application design, object-orientation in business application systems, interfacing with web-enabled technologies and databases, introduction to component programming and transaction servers. PREREQ: MSIS 605, MSIS 625.

MSIS 660 Data Warehousing and Data Mining (3,0,3)

Introduction to data warehousing multidimensional database; and survey of data mining methods that extract useful information from data warehousing, e.g., visualization and decision tree, business applications of data warehouses. PREREQ: MSIS 635.

MSIS 665 Computer Supported Collaborative Work (3,0,3)

Through theory and applied projects this course aims to provide an exposure to how various types of extant and future GroupWare technologies may be applied in different forms of computer supported cooperative work (CSCW). PREREQ: MSIS 640.

MSIS 670 Object-Oriented Software Engineering (3,0,3)

This course surveys current object-oriented analysis and design methodologies and focuses on developing a detailed understanding and application of standardized notational schemes such as UML. PREREQ: MSIS 630.

MSIS 675 Enterprise Resource Planning (3,0,3)

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

MSIS 680 Global Information Technology and Systems (3,0,3)

Issues relating to information systems that will serve global markets and facilitate expansion and entry of business into global markets; using IS resources across national boundaries as in off-shore development of IS and outsourcing IS across countries. PREREQ: MSIS 625.

MSIS 685 Corporate IS Management (3,0,3)

An overview of contemporary information technology (IT)-computer, telecommunications, and office systems-management issues and principles with specific emphasis on setting the direction of IT resources and managing IT policy and strategy. PREREQ: MSIS 630, MSIS 635, MSIS 640, MSIS 645, MSIS 650, MSIS 655.

MSIS 694 Topics on Information Systems (3,0,3)

Topics may vary and may include advanced and evolving technologies in information systems and methodologies for information systems development. Repeatable for a maximum of 6 semester hours when topics vary. PREREQ: MSIS 625.

Master of Science in Technology MST

MST 602 Project Management and Technology (3,0,3)

Complexities involving project management, time cost analysis, project scheduling, and use of computer software in supporting project management. PREREQ: senior standing.

MST 604 Quality Planning and Design (3,0,3)

Procedures for organizing and implementing quality function including planning, budgeting, information analysis, and test procedures, customer complaints, and quality function deployment. PREREQ: MST 610.

MST 610 Research Methods in Technology (3,0,3)

Strategies and procedures for conducting research in technical study; developing a mentor relationship with a technology faculty member or technical research associate. Must be taken in first 9 semester hours of a student's program.

MST 612 Technical Management in a Global Economy (3,0,3)

Role of the manager in a technical organization; principal functions, processes, and problems involved in development of an effective organization in a global economy; extensive use of case studies.

MST 614 Computer Applications in Technology (1,2,3)

Software and hardware for innovative applications within technology fields;

computer-assisted process simulation; data acquisition and analysis.

MST 621 TECHNOLOGICAL INNOVATION (3, 0, 3)

Focuses on the technologically based innovation process. Examines how industries are transformed by new technologies and how organizational action shapes product class evolution. Integrates content from strategy and policy, organizational behavior, engineering operations, marketing and Research & Development. PREREQ: MST 610

MST 623 ADVANCED PROJECT MANAGEMENT FOR TECHNOLOGICAL INNOVATION (3, 0, 3)

Focuses on advanced project management skills needed to administer a technologically innovative project. Emphasis is placed on advanced engineering project elements such as: time cost analysis, project scheduling, and the use of computer software in supporting a technologically innovative project for operations management. PREREQ: MST 621

MST 625 PRODUCT DESIGN AND DEVELOPMENT (3, 0, 3)

Product Design and Development is the integration of the marketing, design, and manufacturing functions of the firm in creating a new product or process. Intended to provide students with: (1) Competence with a set of tools and methodologies for product design and development, (2) Confidence in own abilities to create a new product and/or process, (3) Awareness of the role of multiple functions in creating a new product (e. g. marketing, finance, industrial design, engineering, production), (4) Ability to coordinate multiple, interdisciplinary tasks in order to achieve a common objective, and (5) Reinforcement of specific knowledge from other courses through practice and reflection in an action oriented setting. PREREQ: MST 623

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

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

MST 634 Design of Experiment (3,0,3) Design and analysis of experiments to improve product quality; models for improvement, testing changes, principles for designing analytic studies, experiments with one factor and with more than one factor, and evaluating source variation. PREREQ: MST 604 and MAT 630.

MST 640 Technical Training and Development (3,0,3) Strategies for conducting training needs assessment; learning and motivational theory and applications; selecting, designing, and evaluating training programs in technical environments; relationship of training to multinational work environment. PREREQ: MST 612 and MST 614.

MST 642 Human Resources Management in Technology (3,0,3) Analysis of principal functions, processes, and problems involved in development of human resources; evaluation of personnel systems; implications of personnel policy and practice in a technical environment; extensive use of case studies. PREREQ: MST 612.

MST 644 Technical Communication in a Global Economy (3,0,3) Skills for effective communication with technical and/or non-technical listeners when communicating complex technical concepts; managing in a diverse workforce; communicating across cultures in an international business setting. PREREQ: MST 612 and MST 614.

MST 645 Quality Engineering (3,0,3) Advanced statistical process control, sampling methods, metrology, robust design, failure mode effect analysis; special purpose control charts and procedures, analysis of runs, trends, and cycles; process and gauge capability, underlying distribution analysis, and sampling techniques. PREREQ: MST 604.

MST 660 Industrial and Engineering Systems (6,0,3) Selected readings and topics in industrial and engineering systems. Subtopics will be chosen in keeping with interests of professor and students enrolled. PREREQ: completion of MST core courses.

MST 665 Technology Management (3,0,3) Selected readings and topics in technology

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

MST 691 Master's Thesis (1-6 sem. hrs.) Guided study in development and implementation of a research study. PREREQ: MST 610; consent of instructor and MST program director. May be repeated to a maximum of 6 semester hours.

MST 693 Special Problems (3,0,3) Individual in-depth study of a specialized problem chosen in consultation with proposed supervising professor and approved by MST director of graduate studies. PREREQ: completion of MST core courses; signed Problem in Industrial and Engineering Systems or Problems in Technology Management contract.

MST 694 Topics: MST (3,0,3) Individual in-depth study of a specialized topic chosen in consultation with proposed supervising professor and approved by MST director of graduate studies. PREREQ: completion of MST core courses; signed Topic in Industrial and Engineering Systems or Topic in Technology Management contract.

MST 697 Master's Project (3,0,3) Guided study in development and implementation of a project. PREREQ: MST 610; consent of instructor and MST program director.

Music MUS

MUS 613 Seminar in Music Technology (2,1,3) Computer applications unique to musicians and their art; basic concepts of electronic music, computer music publishing and part writing, and desktop publishing for musical programs; basics of MIDI (musical instrument digital interface); realization of music through computer playback of digitized sampled sound.

MUS 668-689 Applied Music (3 sem. hrs. each) Private instruction in harpsichord, harp, voice, piano, organ, guitar, and band and orchestral instruments. May be repeated for

credit. Applied credits are available only to students working for the Master of Education, as follows: 1 hr. contact = 3 semester hours. Fees assessed according to contact hours. PREREQ: audition.

MUS 699 Independent Study: Music (1-3 sem. hrs.) Individual creative or research projects; projects, directed by members of the faculty, must be approved before registration.

Nursing Registered Professional NRP

NRP 509 Curriculum Development in Nursing (2,0,2) Overview of the process of curriculum development and evaluation; principles of assessment, design, planning, implementation, and evaluation; program development and outcome evaluation in various nursing education settings; differences in patient, community, continuing, and professional education. Open to Registered Nurses only.

NRP 510 Educational Foundations in Nursing (2,0,2) Principles of teaching, learning, and adult education; various nursing education setting — classroom, clinical, staff development, and community — and teaching methods associated with those settings; small and large group techniques described. Open to Registered Nurses only.

NRP 511 Nursing Case Management I (2,0,2) Historical development of nursing case management; relationship of nursing case management to health care system; differentiation of models of case management, and cost-effectiveness of nursing case management.

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

NRP 513 Long-Term Care Regulations (2,0,2) Federal and state regulation of long-term and extended care facilities; residents' rights; li-

censure and reimbursement; government and non-government oversight; liability for and quality in agency operations. Open to Registered Nurses only.

NRP 514 Issues in Gerontology (2,0,2) Issues of significance to nurses and health professionals responsible for care of older adults; aging theories; legal/ethical issues, administration, evaluating learning theories, care and service delivery, environment, and common health problems of older adults. Open to Registered Nurses only.

NRP 533 Integrative Health Therapies (3,0,3) Theory, research, and risks and benefits of integrative health therapies.

NRP 600 Nursing Research Methods II (3,0,3) Advanced knowledge in design and analysis of qualitative and quantitative research; strategies for appropriate data analysis of various research designs; development of a research proposal for a clinically based nursing research problem; strategies for appropriate data analysis of various research designs. PREREQ or COREQ: MAT 614.

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

NRP 602 Health Issues and Policies (3,0,3) Health care issues and policies influenced by technological, social, economic, and political factors; availability of and access to health care; social distribution of health care; actions for dealing with health care dilemmas. PREREQ: admission to graduate nursing studies.

NRP 603 Role Development for Advanced Nursing Practice (2,0,2) History and overview of the advanced nurse practitioner as direct care provider, consultant, educator, researcher, collaborator, leader, and administrator. PREREQ: admission to graduate nursing program.

NRP 604 Leading and Managing Change

(3,0,3) Understanding the current health care system from a change theory viewpoint; issues and principles of leading and managing change from a theoretical, cost containment, and cultural view; issues related to quality management, care management, and the decision-making process.

NRP 605 Health Care Informatics

(1,0,1) Development of a beginning understanding of computers and the role of informatics in the health care arena. PREREQ: admission to MSN program or consent of instructor.

NRP 606 Diagnostic Reasoning and Advanced Physical Assessment

(2,1,2) Development of advanced skills in assessment of physical, cognitive, nutritional, and functional domains; integration of appropriate test data and diagnostic reasoning. PREREQ: BIO 668.

NRP 607 Issues in Advanced Practice

(1,0,1) Selected issues affecting advanced practice; reimbursement, political strategies, liability issues, evaluation of state nurse practice acts, and development of independent practice. Open to post MSN students only.

NRP 608 Clinical Pharmacology and Intervention

(2,0,2) Review of pharmacological physiology of selected therapeutic agents; pharmacological management of clients, including drug selection, client/family education, and monitoring and evaluating pharmacological interventions. PREREQ: BIO 668.

NRP 609 Pediatric Pharmacology

(1,0,1) Major categories of pharmacological agents used in primary and acute care environments for care of infants and children; physiological action of selected OTC and prescription drugs, unexpected client responses, and major untoward effects encountered in infants and pediatric diseases. Clinical judgment in management and evaluation of therapeutic strategies for individual children. PREREQ: BIO 668.

NRP 610 Geriatric Pharmacology

(1,0,1) Major categories of pharmacological agents used in primary and acute care environments with the elderly; physiological action of selected

OTC and prescription drugs, unexpected client responses, and major untoward effects encountered in geriatric therapeutic strategies for individual elderly. PREREQ: BIO 668.

NRP 612 Foundations of Health and Illness Care II

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

NRP 612L Health/Illness Practicum II

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

NRP 613 Primary Health Care of Infants and Children

(2,0,2) Conditions unique to advanced nursing practice with infants and children; pathophysiology and sociocultural considerations related to assessment, diagnosis, and therapeutic management of common health problems. PREREQ: NRP 606 and BIO 668. PREREQ or COREQ: NRP 609.

NRP 614 Primary Care of Obstetric Patient

(1,0,1) Changes experienced by women during pregnancy and childbearing; assessment of the obstetric patient and fetus; interpretation of laboratory findings; development and evaluation of the plan of care for the obstetric patient. PREREQ: NRP 606 and BIO 668.

NRP 615 Primary Care of Gynecologic Patient

(1,0,1) Gynecologic conditions experienced by women across the life span approached through integration of physiological and pathophysiological concepts and the humanities. PREREQ: NRP 514, NRP 606, and BIO 668.

NRP 616 Primary Care of the Aged (2,0,2)

Role of nurse practitioner in management of acute and chronic illnesses commonly affecting the elderly; health promotion, disease prevention, pathophysiology, assessment, and therapeutic management of common health problems of elderly. PREREQ: NRP 618 and NRP 620.

NRP 617 Wellness Care of Infant, Child and Adolescent (1,0,1)

Well-child primary care and parenting during the first 18 years of life; growth and developmental issues, nutrition, feeding, immunizations; safety, infant, child, and teen behavior; common parental concerns; normal variations as well as minor disruptions in aspects of child care.

NRP 618 Common Health Problems Across the Lifespan (3,0,3)

Information necessary for the practice of primary care; pathophysiology, assessment, diagnosis, and therapeutic management of common health problems across the life span; lecture, case study analysis, and focused seminar. PREREQ: BIO 668, NRP 606, NRP 608, and BIO 668; completion of 6 core semester hours.

NRP 619 Primary Care of Adolescents (2,0,2)

Role of the nurse practitioner in management of unique needs of adolescents; principles of health promotion, disease prevention, and management of common health problems in adolescents.

NRP 620 Primary Care of Adults (2,0,2)

Information necessary for the practice of primary care of adults; pathophysiology; principles of health promotion, disease prevention, and assessment, diagnosis, and therapeutic management of common health problems in adults; lecture, case study analysis, and focused seminar. PREREQ: NRP 618.

NRP 621 Management of Human Resources (2,0,2)

Theoretical and practical knowledge needed to manage human resources in the health care setting; development and implementation of personnel policies and practices that assist staff to work effectively toward individual and organizational goals; leadership skills, employee motivation, and evaluation strategies. PREREQ: NRP 602 or con-

sent of instructor prior to registration.

NRP 623 Theories and Models for Nursing Service Administration (3,0,3)

Integration of research from nursing and management science relative to the inquiry and practice of nursing administration; analysis of nursing models and theoretical perspectives in management science; analysis of perspectives in public and business administration for their usefulness to nursing administration. PREREQ or COREQ: NRP 621 and NRP 624.

NRP 623L Nursing Administration Practicum I (0,9,3)

Integration of concepts and theories presented in NRP 621 and NRP 623; advanced nursing administration skills in the management of human resources; analysis of models for organization of nursing services. Students will be assigned to work with a practicing nursing administrator. COREQ: NRP 623.

NRP 624 Management of Finance in Nursing Service Administration (3,0,3)

Principles of financial management in healthcare settings; components of planning, developing, and implementing budgets; elements of the total fiscal process relative to rising cost of health care; planning for financial management; analysis of budget variance, forecasting, and rate setting. PREREQ or COREQ: NRP 601 or NRP 602 or NRP 604.

NRP 626 Foundations of Strategic Management for the Nurse (2,0,2)

Mission, organizational growth, strategy development, and change processes needed to implement factors influencing strategic planning and considerations of the past, present, and future. PREREQ: NRP 601, NRP 602, NRP 604, NRP 623, and NRP 623L. COREQ: NRP 626L

NRP 626L Nursing Administration Practicum II (0,9,3)

Practicum synthesizing content from all previous courses in the nursing administration major; incorporation of nursing and organizational theories; quality assurance; development of a strategic plan for a selected clinical site. PREREQ or COREQ: NRP 624. COREQ: NRP 626.

NRP 633L Primary Care Residency I (0,12,2)

Supervised residency as a primary care practitioner; problem identification and management of common acute illnesses; integrating advanced assessment skills and pharmacological management; clinical residency in a variety of settings. PREREQ: NRP 606 and NRP 608. PREREQ or COREQ: NRP 611.

NRP 634L Primary Care Residency II

(0,12,2) A clinical residency providing concentrated clinical opportunities in primary care; management of chronic illnesses; health promotion; client and family counseling; clinical residency in a variety of settings. PREREQ or COREQ: NRP 611 and NRP 633L.

NRP 635L Primary Care Residency III

(0,12,2) Culminating clinical residency as primary care practitioner; independent clinical decision making, monitoring quality care, interdisciplinary collaboration, and organizational and role competencies; clinical residency in a variety of settings. PREREQ or COREQ: NRP 612 and NRP 634L.

NRP 655 Health Care Economics (1,0,1)

Issues of competition and resource use in the health care system; market forces and price and non-price competition as they relate to quality in health care; economic issues in care of specific populations; insurance strategies to cover health care needs; strategic economic planning for health care organizations.

NRP 690 Investigative Project (3,0,3)

Guided study in development and implementation of a research study related to a specific clinical nursing problem. Submission of a bound thesis manuscript will be required. PREREQ: NRP 600; MAT 614 or EDU 600; and consent of instructor prior to registration.

NRP 691 Thesis Preparation (1,0,1)

Continuing enrollment for students needing more than one semester to complete NRP 690 Investigative Project. Graded pass/fail. This course must be repeated each semester until the project or thesis is completed. Limit of six semesters (exclusive of summers). PREREQ: NRP 690.

NRP 694 Topics: Nursing (1-3 sem. hrs.)

Group in depth study; use of theory and research to examine selected topics and issues in nursing. Written agreement describing activity to be pursued, and evaluation thereof, between supervising faculty member and student(s). PREREQ: current enrollment in MSN program; consent of instructor and program director.

NRP 697 Investigative Project (3,0,3)

Research project related to a specific clinical nursing problem culminating with a publishable paper. Required for degree candidates electing the non-thesis option. PREREQ: NRP 600, MAT 614, and consent of instructor prior to registration.

NRP 699 Independent Study (1-3 sem. hrs.)

Individual readings, research, and/or projects relating to professional nursing practice and developed by students in consultation with faculty prior to registration; written agreement to include purpose, objectives, instructional activities, time frame, and evaluation method. Not intended to substitute for any course offered on a regular basis. PREREQ: current enrollment in MSN program; consent of instructor and program director.

Public Administration PAD

Note: Courses under 600 do not count towards the MPA degree or NPM certificate.

PAD 594 Seminar: Public Affairs (1-3 sem

hrs) Systematic analysis and overview of the administrative processes, public sector management, research methodology, and public information systems. For students with no undergraduate public administration background. May be repeated.

Note: Courses numbered from PAD 600 through PAD 619 are required core classes of the MPA program.

PAD 601 Human Resource Management

(3,0,3) Principles and problems of recruitment, examination procedures, rating, classification, and assignment to the job; philosophies of pay, promotion, employee motiva-

tion, and discipline analyzed; formulating and administering public personnel policies, concepts, and principles utilized in selecting governmental personnel systems; focus on American national, state, and local personnel systems as well as on non-profit agencies. Open only to students in the MPA program.

PAD 602 Organizational Behavior and Theory (3,0,3) Principal conceptual and theoretical bases for understanding the structure, environment, and internal processes or organizations; human behavior, attitudes, and performance within organizational settings. Open only to students in the MPA program.

PAD 603 Public Policy Analysis (3,0,3) Approaches, methods, and techniques of public program analysis; problems in use of quantitative analysis by and for management; impact of political considerations on program analysis; introduction to use of computers for statistical analysis. Open only to students in the MPA program.

PAD 611 Budgeting Techniques and Applications (3,0,3) Advanced treatment of budgetary techniques and applications; program budgeting, zero-base budgeting; financial planning and revenue estimation techniques; tax and expenditure types; debt financing; financial reporting. Open only to students in the MPA program.

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

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

Note: Courses from PAD 620 through PAD 629 are part of the non-profit management certificate program. Courses numbered PAD 620 through PAD 699 are electives in the MPA program except for PAD

697, the MPA graduation requirement course.

PAD 620 Managing the Non-Profit Organizations (3,0,3). Development and characteristics of non-profit organizations; managerial challenges; application of relevant theories to the non-profit organization; organizing, staffing, planning, programming, evaluating; board-staff relations; managing volunteers.

PAD 621 Resource Acquisition & Management (3,0,3). Concepts and practices of fundraising (direct mailing, annual, capital campaign, special events, planned giving, major gifts) and resource management (budgeting, financial reporting).

PAD 622 Volunteer Management (3,0,3). History & philosophical underpinnings of volunteerism; role of volunteers in nonprofit organizations; volunteer development program including volunteer recruitment, training, performance appraisal, motivation & reward; risk management; and trends in volunteering.

PAD 623 Grants Writing (1,0,1). Practical hands-on approach to grant writing and knowledge of the grant systems. Topics include identifying potential funding sources; applications for funding assistance; requests for proposals from government agencies, application for funding from corporate and foundation sources.

PAD 624 Nonprofit Strategic Planning (1,0,1). Practice of strategic planning in the nonprofit sector including policy direction, internal and external assessments, identifying stakeholders and key issues, development of strategies, decision making, implementation and monitoring.

PAD 626 Nonprofit Program Evaluation (1,0,1). Introduction to the concepts and practices of program evaluation in the nonprofit sector, evaluation and planning, program design and implementation.

PAD 627 Nonprofit Information Management (1,0,1). Practical tools for adopting and

implementing information technology in non-profit organizations. Topics include web page development and maintenance; fundraising and mailing list management; network and database integration and maintenance.

PAD 628 Nonprofit Laws (1,0,1). Advanced level of understanding of laws pertaining to the nonprofit sector. In-depth overview of laws pertaining to nonprofit tax exempt status, corporate governance, conflicts of interest, staff and financial operations.

PAD 630 Administrative Ethics (3,0,3) Ethical foundation for a professional public administrator operating in the ethos of a republic; situational analysis of conflicts with elected legislative, executive, and judicial officials; professional policy and career goals. Open only to students in the MPA program.

PAD 632 Executive Management (3,0,3) The theoretical and practical development of executive and leadership skills including but not limited to visioning, planning, strategic decisioning, organizational change, accountability, ethics, communications, delegation, external environments, and new concepts in management. PREREQ: admission to MPA program or consent of MPA Director.

PAD 635 Criminal Justice Administration (3,0,3) Management of criminal justice organizations; development and characteristics of corrections and police agencies; problems of administration of justice; management trends and innovation. Taught as seminar or travel course. May be repeated if offered in different format. Open only to students in the MPA program.

PAD 640 Management of Public Information Systems (3,0,3) Issues and techniques of managing information in the public sector, e.g., procurement, document processing, quantitative analysis, public data bases, connectivity, and technology planning. PREREQ: departmental consent after admission to MPA program.

PAD 650 Geographic Information System Skills (3,1,4) Fundamental GIS concepts

such as creating, editing, and georeferencing spatial data; Basic GIS applications including manipulating tabular data, querying a GIS database, and presenting data using maps and graphs. PREREQ: PAD 615 or consent of MPA Director.

PAD 651 Geographic Information System Applications (3,0,3) The use of GIS as an administrative or decisioning tool in the public and related sector activities. GIS applications include but are not limited to planning and community development, safety, health, environment, public finance, education and not-for-profit organizations. PREREQ: GIS 650.

PAD 660 Planning and Community Development (3,0,3) Statutory and structural framework for urban planning and development; technical, social, political, and economic elements in the governmental planning process; planning theories and regulatory techniques; growth management; urban redevelopment. PREREQ: admission to MPA program or consent of MPA Director.

PAD 675 Local Government Management (3,0,3) Seminar on politics and administration of local government, especially in Kentucky and Ohio. Topics include but are not limited to urban government, urban administration, executive management, public works, personnel, finance, planning, and community development. Taught as seminar or travel course. May be repeated if offered in different format. Open only to students in the MPA program.

PAD 680 National and International Administration (3,0,3) Seminar in politics and administration of national governments. Topics include but are not limited to American national politics, national budgetary processes, national public policies, comparative public administration, and international organizations. Taught as seminar or travel course. May be repeated if offered in different format. Open only to students in the MPA program.

PAD 685 Administrative Law II (3,0,3) Seminar in legal aspects of public administration.

Topics include but are not limited to public sector labor relations, zoning, land use planning, personnel, and risk management. Open only to students in the MPA program

PAD 688 Historical Foundations of Public Administration (3,0,3) An historical review of salient works and their impact on the development of public administration as a discipline and practice. Current and future trends in public administration. Taught as Web or seminar as well as different foci. May be repeated as focus changes. Open only to students in the MPA program.

PAD 694 Topics: Public Administration (3,0,3) Specialized topics in public administration; intensive reading, cases, and simulation. May be repeated once as topic varies. Open only to students in the MPA program.

PAD 696 Internship: Public Administration (3,0,3) Students work under supervision in an office or with an official of a public or not-for-profit agency; reading and written assignments. Open only to students in the MPA program.

PAD 697 Public Administration Capstone (3,0,3) Students develop an employment portfolio with resume and sample work products. Students execute a specific live research project(s), or update an older project in conjunction with the MPA faculty. Finally, students make a public presentation of a portfolio project. Can also be taught as seminar for experienced in-career students. Open only to students in the MPA program with significant degree progress who plan to graduate in within a year of taking this course.

PAD 699 Readings and Practica in Public Administration (1-3 sem hrs) Specialized topics in public administration covered through intensive readings and/or field projects; at the direction of a specific instructor. May be repeated once as projects vary. PREREQ: department consent after admission to MPA program.

Physical Education PHE

PHE 500 Physical Activity for Special Population (3,0,3) Adaptation of physical education programs for temporarily or permanently handicapped persons.

PHE 545 Sport in Modern America (3,0,3) Trends and problems in organized athletic competition in the context of contemporary society.

PHE 595 Scientific Foundations of Coaching (3,0,3) Scientifically based principles applied to effective athletic coaching; exercise physiology, biomechanics, kinesiology, and sport psychology.

PHE 599 Selected Problems in Physical Education (1-3 sem. hrs.) Individual or group study of a topic of current interest in physical education. Topic selected by student with approval of instructor.

PHE 600 Scientific Foundations of Physical Education (3,0,3) Scientific foundation areas of physical education; sport psychology, motor learning, motor performance, and exercise physiology; integration of conceptual and research findings as applied to classroom practice.

PHE 610 Current Trends in Elementary School Physical Education (3,0,3) Application of findings in current journals and research publications to a specific school or area situation; current literature. Open to all graduate students with limited physical education backgrounds.

PHE 630 Curriculum in Physical Education (3,0,3) Current trends in physical education curriculum; curriculum construction and revision; development of course guides and syllabi; critical evaluation of typical courses of study at various grade levels.

PHE 699 Selected Topics in Physical Education (1-3 sem. hrs.) Independent study of topics selected from current issues in physical education. PREREQ: consent of advisor.

Physics PHY

PHY 694 Topics: Physics (1-4 sem. hrs.) May include topics illustrating the principles of physics and their applications to astronomy, mechanics, heat, sound, light, electricity, magnetism, and modern physics. Specific topics are determined in consultation with the student's adviser and the chair of physics and geology. Repeatable for a maximum of 12 semester hours. PREREQ: consent of instructor.

Psychology PSY

PSY 603 Behavior Modification in Education (3,0,3) Application of behavioral principles to classroom situations; study of techniques used to improve academic performance and to eliminate inappropriate and disruptive behaviors.

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

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

PSY 650 Children's Behavior Disorders (3,0,3) Serious personality maladjustment in childhood; understanding diagnosis and treatment of infantile and childhood autism, psycho physiological reactions, speech disorders, tics and motor habits, and neurological and neurotic dysfunctions.

PSY 699 Independent Study: Psychology (1-3 sem. hrs.) Supervised group study projects in selected problem areas, or individually supervised areas of study involving readings, experimental research, and/or applied problems in educational psychology. Up to 3 se-

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

Sociology SOC

SOC 520 Sociology of Education (3,0,3) Connection of education to the external social system; education as a web of organizations and associations and as a subsystem of other institutions. PREREQ: SOC 100 or consent of instructor.

Speech SPE

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

Spanish SPI

SPI 520 Readings in Spanish (3,0,3) Various literary, linguistic, cultural, and pedagogical topics. May be repeated for credit as topics vary. PREREQ: 300-level Spanish course.

Social Work SWK

SWK 510 Child Abuse (3,0,3) Historical and contemporary perspectives; etiology, assessment, and intervention; differential and complementary roles of professions; approaches to prevention and treatment.

SWK 520 Services to Women (3,0,3) Impact of the feminist movement on the delivery of services and the development of assertiveness training, peer counseling, and self-help.

SWK 525 Substance Use and Abuse (3,0,3) Various categories of drugs; treatment and rehabilitation programs; ways of developing and implementing drug education programs.

SWK 594 Topics: Issues in Social Welfare (1-3 sem. hrs.) A specific aspect of social welfare practice or social welfare concern. See Schedule of Classes for current offerings and prerequisites.

Theatre TAR

TAR 610 Coaching of Acting for Teachers (3,0,3) Teaching, coaching, and directing of classroom activities in drama, public performance, and forensic competitions.

TAR 662 Technical Theatre for Teachers (3,0,3) Stagecraft and costuming (including makeup) for the teacher; elements of construction, design, and history.

TAR 670 Directing for Teachers (3,0,3) Techniques involved in the preparation of dramatic productions in schools; play selection, script sources, production problems, and rehearsal techniques.

TAR 699 Individual Studies in Theatre (3-6,0,3-6) Advanced individual creative projects or research in one or more of these areas: playwriting, directing, acting, stagecraft, dance, lighting, and scene design. Criticism and theory projects may also be approved. Projects, directed by member of the TAR faculty, must be selected before registration. A maximum of 6 semester hours permitted.

Technology Teacher Education TTE

TTE 620 Instructional Technology (3,0,3) Development and application of advanced techniques and strategies for technical teachers and trainers; development of technology and materials for classroom, laboratory, and seminar settings; development of computer based and televised instructional materials and learning systems. Repeatable for a maximum of 6 semester hours.

TTE 630 Improvement of Instruction in Technology (3,0,3) Critical appraisal of current research concerning instruction in technology; refinement of development, delivery, and assessment of designs for improving instruction in technology.

TTE 641 Distance Learning Design and Methodology (3,0,3) Critical appraisal of current research concerning distance learning. Design, development, and methodology for delivery of distance learning courses, including web-enhanced, web-based, and other e-learning designs. Course taught in a web-based format.

TTE 650 Contemporary Training and Technical Education (3,0,3) Selected contemporary topics in training and technical education. Topics vary; see listing in Schedule of Classes. Repeatable for a maximum of 6 semester hours.

TTE 692 Independent Research: Technology Teaching (3,0,3) Directed readings or independent research. Written agreement between member of graduate faculty and student must be submitted to department chair prior to registration for course. PREREQ: Consent of instructor.

Organization of the University

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Gail W. Wells	Dean, College of Arts and Sciences

Graduate Faculty

Ahmed, Shamima, Associate Professor of Political Science (1995). B.S.S., 1980, M.S.S., 1983, University of Dhaka; M.A., 1986, University of Akron; Ph.D., 1991, Virginia Polytechnic Institute and State University.

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

Amburgey, Valeria, Associate Professor of Education, Coordinator for Technology and TLT Project Director (1990). B.S. Ed., 1972, Stephen F. Austin State University; M.Ed., 1979, Ed.D., 1984, University of Houston.

Andersen, Barry, Professor of Art/Photography (1975). B.A., 1973, California State University, Northridge; M.F.A., 1975, University of Florida.

Anderson, Margaret M., Associate Professor of Nursing & Health Professions, Chair (1994). B.S.N., 1967, Indiana University at Indianapolis; M.Ed., 1972, University of Cincinnati; M.S.N., 1980, Wright State University; Ed.D., 1990, University of Cincinnati.

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

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

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

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

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

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

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

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

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

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

- Duggal, Sudesh M.**, Professor of Information Systems (1979). B.S., 1959, M.A., 1961, Punjab University; M.S., 1969, Michigan State University; M.S., 1975, University of Tennessee; Ed.D., 1986, University of Cincinnati.
- Foletta, Gina**, Associate Professor of Mathematics (1994). B.A., 1967, California State College, Stanislaus; M.S., 1986, University of Oregon; Ph.D., 1994, University of Iowa.
- Fox, Richard K.**, Associate Professor of Computer Science (2001). B.S., 1986, University of Missouri-Rolla; M.S., 1998, Ph.D., 1992, The Ohio State University.
- Frank, Charles E.**, Professor of Mathematics and Computer Science (1979). B.A., 1969, Valparaiso University; M.A., 1970, Ph.D., 1975, University of Virginia; M.S., 1979, Carnegie-Mellon University.
- Giesmann, Larry A.**, Professor of Botany (1972). B.A., 1966, Susquehanna University; Ph.D., 1972, University of Kentucky.
- Goddard, Perilou**, Professor of Psychology (1990). B.S., 1981, Texas A&M University; Ph.D., 1987, Indiana University.
- Gores, Steven J.**, Associate Professor of English (1991). B.S., 1985, M.A., 1986, Ph.D., 1991, University of Wisconsin.
- Gray, James R.**, Professor of Technology (1978). B.S., 1971, M.A., 1973, Western Kentucky University; Ed.D., 1976, West Virginia University.
- Gray, Michael**, Professor of Physical Education (1977). B.S., 1974, University of North Alabama; M.S., 1975, Ed.D., 1977, University of Southern Mississippi.
- Gresham, W. Jonathan**, Professor of Music (1983). B.A., 1965, Maryville College; M.Mus., 1966, University of Tennessee; D.M.A., 1986, Cincinnati Conservatory of Music University of Cincinnati.
- Hastings, Jon M.**, Professor of Biology (1987). B.A., 1971, Kent State University; M.S., 1975, Ph.D., 1985, University of New Mexico.
- Hicks, W. Vernon, Jr.**, Professor of Chemistry (1972). B.S., 1965, Emory and Henry College; Ph.D., 1974, Vanderbilt University.
- Holt, H. Randolph**, Associate Professor of Engineering Technology (1988). B.S.E.E., 1965, University of Cincinnati; M.S.E., 1967, Arizona State University.
- Hopkins, MaryCarol**, Associate Professor of Anthropology (1969). B.A., 1968, M.A., 1969, Ed.D., 1991, University of Cincinnati.
- Houghton, Barbara**, Professor of Art (1992). B.A., 1971, University of Illinois, Chicago; M.F.A., 1973, School of the Art Institute of Chicago.
- Jacobsen, Sally A.**, Professor of English (1980). B.A., 1961, Whitman College; M.A., 1965; Ph.D., 1978, Purdue University.
- Jameson, Lisa**, Assistant Professor of Art/Art Education (1997). B.F.A., 1977, Webster College; M.F.A., 1980, M.A. Art Education, 1996, University of Cincinnati.

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

- Minix, Dean A.**, Professor of Political Science and Chair, Political Science (2000). B.A., 1973, Georgetown College; Ph.D., 1979, University of Cincinnati.
- Moon, Melissa**, Assistant Professor of Criminal Justice (2000). B.S., 1991, University of Cincinnati; M.S., 1992, University of Cincinnati; Ph.D., 1996, University of Cincinnati.
- Moore, Peter E.**, Associate Professor of Mathematics (1973). B.A., 1965, M.S., 1967, Rutgers University; Ph.D., 1973, University of Kentucky
- O'Callaghan, Tamara F.**, Assistant Professor of English and Latin (1999). B.A. (Hons.), 1986, M.A., 1988, Ph.D., 1995, University of Toronto.
- Osborne, L. MacKenzie**, Associate Professor of English (1971). B.A., 1958, M.A., 1968, University of Kentucky; Ph.D., 1972, University of North Carolina.
- Ragsdale, James Gaut**, Professor of Speech and Chair of Communications (1987). B.S., 1972, M.A., 1979, University of Tennessee; Ph.D., 1982, Indiana University; Certified Professional Parliamentarian, 1991.
- Recker, William A.**, Assistant Professor of Technology (1982). B.B.A., 1970, Eastern Kentucky University; M.B.A., 1979, Xavier University; Ed.D., 1984, University of Cincinnati.
- Rhee, Kenneth S.**, Assistant Professor of Management (1999). B.A., 1982, Johns Hopkins University; M.S., 1984, Rensselaer Polytechnic Institute; M.B.A., 1989, Boston University; Ph.D., 1997, Case Western Reserve University.
- Richmond, Raymond E.**, Professor of Biology (1975). A.B., 1968, University of California, Los Angeles; Ph.D., 1972, University of California, Davis.
- Robinson, Denise**, Professor of Nursing & Health Professions and Director, Graduate Nursing Program (1985). B.S.N., 1976, M.S.N., 1977, University of South Carolina; Ph.D., 1991, University of Texas at Austin; F.N.P., 1995, University of Kentucky.
- Roszmann-Millican, Michele**, Associate Professor, College of Education (1996). B.A., 1976, Northern Kentucky University; M.Ed., 1985, Ph.D., 1994, University of Cincinnati.
- Sadat-Hossieny, Morteza**, Associate Professor of Engineering Technology (1999). B.S., 1983, Oklahoma State University; M.S., 1985 Murray State University; Ph.D., 1989, Iowa State University.
- Sakaguchi, Toru**, Assistant Professor of Information Systems (1999). B.Sc., 1984, the University of Tsukuba; M.B.A., 1992, Oklahoma City University; Ph.D., 1999, University of Memphis.
- Schiff, Peter**, Associate Professor of English (1979). B.A., 1970, M.A., 1974, M.Ed., 1975, M.Phil., 1976, Ph.D., 1977, Columbia University.
- Schmidt-Luggan, Ann**, Professor of Nursing & Health Professions (1990). B.S.N., 1980, M.S.N., 1982, Ph.D., 1985, University of Cincinnati.
- Shank, Matthew D.**, Professor of Marketing and Chair, Management and Marketing (1991). B.S., 1983, University of Wyoming; M.A., 1985, Ph.D., 1988, University of Missouri, St. Louis.

- Sheffield, Linda J.**, Professor of Education and Mathematics (1983) and Regents Professor (1995). B.S., 1970, Iowa State University; M.Ed., 1971, Ph.D., 1973, University of Texas.
- Smith, Jennifer**, Associate Professor of Library Services (1983). B.M., 1980, University of Cincinnati, M.S.L.S., 1981, Case Western Reserve University; M.Ed., 1993, Wright State University; Ph.D., 2002, Ohio State University.
- Smith, Lynne A.**, Professor of Education (1988). B.S., 1973, M.S., 1979, University of Tennessee; Ed.D., 1988, University of Kentucky.
- Stiegler, Christine B.**, Director, Faculty Development Center (2001); Professor of Technology (1978). B.S., 1962, M.A., 1963, Appalachian State University; Ed.D., 1969, University of Northern Colorado.
- Swami, Rajeev**, Assistant Professor of Education (2000). B.S., 1988, University of Cincinnati; M.Ed., 1992, University of Cincinnati.
- Thomson, J. Michael**, Associate Professor of Political Science (1986). B.A., 1975, Pennsylvania State University; M.A., 1979, Ph.D. 1984, University of Kentucky.
- Theuri, Peter M.**, Assistant Professor of Accounting (1999). B.S., 1986, Oakwood College; M.B.A., 1974, University of Central Oklahoma; Ph.D., 1999, Mississippi State University.
- Verma, Shailendra**, Associate Professor of Finance and Chair Finance (1995). M.B.A., 1984, University of Delhi; M.B.A., 1991, Northern Kentucky University; M.A., 1993, Ph.D., 1995, University of New Orleans.
- Walker, Stephen C.**, Professor of Education (1988). B.S., 1973, Ball State University; M.A., 1980, University of Evansville; Ed.D., 1987, Ball State University.
- Weaver, Rosa C.**, Assistant Professor of Education and NCATE Coordinator (2000). B.S., 1969, University of Cincinnati; M.Ed., 1972, Xavier University; Ed.D., 1997, University of Kentucky.
- White, Rebecca**, Associate Professor of Management and Director, Entrepreneurship Institute (1993). B.B.A., 1978, Concord College; M.B.A., 1980, Ph.D., 1994, Virginia Polytechnic Institute and State University.
- Williams, Jeffrey C.**, Professor of History and Chair, History & Geography (1972). B.A., 1966, University of California; Ph.D., 1972, University of Edinburgh.
- Workman, Lewis E.**, Associate Professor of Technology (1990). B.S., 1972, M.S., 1981, Eastern Kentucky University; Ed.D., 1997, University of Cincinnati.
- Yohe, Kristine A.**, Assistant Professor of English (1997) B.A., 1984, Emory University; M.A. 1988, Ph.D., 1997, University of North Carolina.
- Zachary Samuel J.**, Associate Professor of Theatre (1990). B.S., 1971, Bloomsburg University; M.A., 1973, Ph.D., 1984, Bowling Green State University.
- Zepf-Hagner, Carolyn Z.**, Professor of Music (1979). B.M., 1964, Oberlin College; Diploma, 1965, The Julliard School; M.M., 1969, Manhattan School of Music.

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