Accreditations/Association Memberships
Ashland University is accredited by the North Central Association of Colleges and Schools (30 North LaSalle St., Suite 2400, Chicago, IL 60602; phone 312-263-0456). In addition, individual programs are accredited by the American Association of Theological Schools; Association of Collegiate Business Schools and Programs (ACBSP); American Chemical Society; National Association of Schools of Music (NASM); The National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, D.C. 20036, (202) 466-7496, which covers the B.S.Ed., M.Ed., and Ed.D. programs; the Council on Social Work Education (at the baccalaureate level); and The Commission on Collegiate Nursing Education (CCNE). Authorization to grant bachelor, master and doctor degrees comes from the Ohio Board of Regents.

The Ohio Department of Education has granted approval for teacher education licensure in early childhood, middle grades, grades 7-12 content areas, pre K-12 specialist areas; intervention specialist areas and school nurse programs. Ashland University is accredited by the National Council for the Accreditation of Teacher Education. NCATE currently has partnerships with 50 states and units, providing assistance with moving from one state to another. Graduates of Ashland University benefit from Ohio’s participation in the Interstate Agreement on Qualifications of Educational Personnel. This agreement provides assistance from the National Association of State Directors of Teacher Education and Certification (NASDTEC) and the Interstate Reciprocity Agreement which facilitates teacher licensure throughout the country.

Ashland University holds membership in the American Association of Colleges, the American Council on Education, American Assembly of Collegiate Schools of Business, Association of Collegiate Business Schools and Programs, American Association of Colleges of Nursing, National Collegiate Honors Council, National League for Nursing, American Association of University Women, the American Association of Colleges for Teacher Education, Institute of International Education, NASFA: Association of International Educators, the National Collegiate Athletic Association, and Association of Independent Liberal Arts Colleges for Teacher Education.

Ashland University also is a member of the Ohio College and Association, the Ohio Foundation of Independent Colleges, the Association of Independent Colleges and Universities of Ohio, and the Ohio Association of Private Colleges for Teacher Education.

Departments hold memberships in America-MidEast Educational and Training Services (AMIDEAST); American Alliance for Health, Physical Education, Recreation and Dance; American Association of Family and Consumer Sciences; American Association of Intensive English Programs; American Council on the Teaching of Foreign Languages; Ashland Foreign Language Alliance; Association of Departments of English; Association of Departments of Foreign Languages; Council on Hotel, Restaurant and Institutional Education; Broadcast Education Association; Foundation in Art: Theory and Education; International Federation of Home Economics (collective memberships); Midwest Alliance in Nursing; National Communication Association; Ohio Association for Health, Physical Education, Recreation and Dance; Ohio Association of Broadcasters; Ohio Biological Survey; University and College Intensive English Programs; and University Film & Video Association.

Ashland University has membership in Alpha Gamma Omega Nu, National Honor Society in Physical Education; Alpha Phi Sigma, National Honor Society in Criminal Justice; Alpha Psi Omega, National Honor Society in Theatre; Beta Beta Beta, National Honor Society in Biology; Delta Mu Delta, National Honor Society in Business; Kappa Delta Pi, National Honor Society in Education; Kappa Omicron Nu, National Family and Consumer Sciences Honor Society; Omicron Delta Epsilon, National Honorary in Economics; Phi Alpha, National Social Work Honor Society; Phi Alpha Theta, International Honor Society in History; Phi Sigma Iota, Gamma Tau chapter, International Foreign Language Honor Society; Phi Sigma Tau, National Honor in Philosophy; Pi Mu Epsilon, national honorary in mathematics; Pi Sigma Alpha, National Honorary in Political Science; Psi Chi, National Honorary in Psychology; Sigma Gamma Epsilon, National Honor Society in Geology; Sigma Tau Delta, National Honorary in English; Sigma Theta Tau, Rho Nu Chapter, International Honor Society of Nursing; and Upsilon Pi Epsilon, honor society for the computing sciences.

Ashland University Rights
The provisions of this catalog are to be considered directive in nature and are not to be regarded as an irrevocable contract between the student and Ashland University. The university reserves the right to make, at any time, the changes it deems advisable in the offerings, regulations and fees stated in this catalog. Because these rules and regulations are intended to guide the student’s progress through the university, each student has the obligation to become familiar with the contents of this catalog and follow the directives as stated.

Individual Rights
Ashland University is an Equal Opportunity Institution and reasonable efforts will be made to accommodate all students regardless of disabilities, sex, age, race, color, religion, and national or ethnic origin, as per Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the American Disabilities Act of 1991. Each applicant for admission to Ashland University is considered on individual merit. Each applicant’s record is reviewed for academic achievement, aptitude and interest in order to admit those students who possess the ability and motivation to benefit from their enrollment at Ashland University.

The Family Educational Rights and Privacy Act
The purpose of the Act is to require educational institutions and agencies to conform to fair information practices. Ashland University will not release personally identifiable student records on file without prior student consent. Exceptions to this are (1) Ashland University school officials or teachers who have a legitimate educational interest in the student; (2) another school to which the student has applied and intends to enroll; (3) authorized federal and state officials; (4) persons dealing with a student’s application for financial aid; and/or (5) parents. It is Ashland University policy that no data from student records be provided to non-university agencies for mailing purposes. At the end of a semester, a student’s grades will be mailed to the student’s home address, in the student’s name, unless otherwise indicated by the student. Access to information regarding a student’s personal file will not be permitted to any other party, except those indicated above, without written consent of the student. Inquiries regarding compliance may be directed to the Registrar, Ashland University, 401 College Ave., Ashland, Ohio 44805.
Beginning our one hundred and thirtieth year
devoted to the development of each student’s personal potential.

THE GRADUATE SCHOOL
ASHLAND UNIVERSITY
2008-2009 CATALOG

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## COLLEGE OF ARTS & SCIENCES

### Master of Fine Arts

**Fall 2008**
- Classes Begin: August 25
- Graduation App. Deadline: September 1
- Thanksgiving Break: November 26-30
- Classes Resume: December 1
- Classes End: December 11
- Commencement: December 14

**Spring 2009**
- Classes Begin: January 12
- Graduation App. Deadline: February 1
- Spring Break: March 9-15
- Classes Resume: March 16
- Classes End: May 7
- Commencement: May 9

**Summer 2009**
- Summer Session: July 12-25

### Master of American History & Government

**Summer 2009**
- Session One: June 21-26
- Session Two: June 28-July 3
- Session Three: July 5-10
- Session Four: July 19-24
- Session Five: July 26-31

## DAVUCH COLLEGE OF BUSINESS & ECONOMICS

### Master of Business Administration

**Fall 2008**
- Classes Begin: September 8
- Graduation App. Deadline: September 1
- Thanksgiving Break: November 23-30
- Classes Resume: December 1
- Classes End: December 6
- Commencement: December 14

**Spring 2009**
- Classes Begin: January 20
- Graduation App. Deadline: February 1
- Spring Break: March 9-15
- Classes Resume: March 16
- Classes End: April 18
- Commencement: May 9

**Summer 2009**
- MBA 12-Week Session: May 11-August 1

**Fall 2009**
- Classes Begin: September 14
- Classes End: December 12

## DWIGHT SCHAR COLLEGE OF EDUCATION

### Ed.D., M.Ed., Bachelor's Plus, Licensure

**Fall 2008**
- Classes Begin: August 25
- Graduation App. Deadline: September 1
- Thanksgiving Break: November 26-30
- Classes Resume: December 1
- Classes End: December 11
- Commencement: December 14

**Spring 2009**
- Classes Begin: January 12
- Graduation App. Deadline: February 1
- Spring Break: March 9-15
- Classes Resume: March 16
- Classes End: May 7
- Commencement: May 9

**Summer 2009**
- Ed.D. Summer Session: May 6-August 7
- M.Ed. Summer Term X: May 11-June 12
- M.Ed. Summer Term Y: June 15-July 10
- M.Ed. Summer Term Z: July 13-August 7

**Fall 2009**
- Classes Begin: August 24
- Classes End: December 10

## ASHLAND THEOLOGICAL SEMINARY

- September Term 2008: Sept. 8-27
- Fall Quarter 2008: Sept. 29-Dec. 13
- Winter Quarter 2009: Jan. 5-March 16
- Spring Quarter 2009: March 26-June 8
- Summer Quarter 2009: June 15-Aug. 29
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Message from the President

Welcome to the world of Ashland University. Through these pages you will be introduced to the distinguishing characteristics that make Ashland University the unique institution that it has become. As with any catalog you will find the typical information that you will need to navigate higher education. You will discover mission, academic programs, tuition and fees, facilities and faculty resources and much more. But I hope you will also gain a sense of who we are and experience the people that make up Ashland University.

The mission of Ashland University includes a 130-year history of serving humankind. This rich tradition combines respect for persons through a commitment to Judeo-Christian values with a focus on intellectual, spiritual, cultural, physical and social development. The educational mission emphasizes a solid foundation in the liberal arts and the development of professional competencies and skills.

The academic programs of Ashland University are extensive. Ashland offers both an undergraduate as well as graduate curricula. With nearly 6,500 students, the resources available are almost limitless. Great care is taken to instill a commitment to excellence in this educational experience. The faculty is comprised of highly qualified and dedicated men and women who take their teaching seriously. The faculty, staff and administration of Ashland University are committed to a philosophy of respect and nurture that has characterized this institution for over a hundred years. “Accent on the Individual” is more than a slogan – it is a way of life.

The facilities that support campus life are some of the best you will find on any campus. The newest buildings include: The Dauch College of Business and Economics, The Schar College of Education, the Kettering Science Center, The Rybolt Sport Sciences Center and the new recreational facility. They are second to none. They combine beauty with technology and provide an excellent learning environment.

Explore the campus of Ashland University through these pages, but don’t miss the opportunity to look beyond the printed words and experience the community of learning that is the real heart and soul of Ashland.

Frederick J. Finks
President, Ashland University
ASHLAND UNIVERSITY
Ashland University is a private, comprehensive institution committed to challenging and supporting students intellectually, spiritually, socially, culturally and physically.

Located midway between Cleveland and Columbus off Interstate 71, Ashland University is home to 2,150 full-time, undergraduate students. The University’s total enrollment, which includes graduate programs in business, education, arts and sciences, and theology and 13 degree-granting off-campus program centers throughout the state and Detroit, is 6,500.

These graduate programs include master’s degrees through the College of Business and Economics and the College of Arts and Sciences, and master’s and doctoral degrees through the College of Education and through Ashland Theological Seminary.

Ashland’s graduate programs are offered in a challenging and supportive environment which so many have come to know as characteristic of Ashland University. This environment, which features a philosophy of “Accent on the Individual,” means:

• faculty integrate theory and research with practical application.
• students can approach faculty about issues related to a course, curriculum or personal need.
• students are expected to meet rigorous demands to fully achieve their career potential.
• scheduling flexibility that meets the needs of the working adult population.
• a respect for uniqueness of the individual.
• an opportunity to network with students who bring a wealth of career knowledge and experience.

Ashland University’s graduate programs are known for many things, including:

• an impressive computer technology infrastructure which features more than 1,000 computers on campus and at off-campus centers in Columbus, Massillon/Stark County, Elyria and Cleveland.
• professors who possess excellent academic credentials and who are experienced professionals.
• programs which require rigorous capstone experiences which integrate theoretical and philosophical course content with professional circumstances.
• high student satisfaction with the curricula, faculty and administrative services.
• convenient, safe campuses with adequate parking readily available.

OUR MISSION
Ashland University was founded in 1878 by the Brethren Church to offer courses in the arts and sciences and in the professions to “all those who would educate either themselves or their children for usefulness and contentment therewith.” This commitment to a useful and satisfying education has continued from that time. The spirit of the founders was summed up in the 1884-85 catalog which said that the courses “would develop students intellectually, but not at the expense of the heart;” “that rich and poor meet on the grounds of equality; that worth, not dress is valued and respected; that economy, not extravagance, is fostered; and that a desire for usefulness, not show, is promoted.”

It is in this context that the present Mission Statement of Ashland University was developed:

MISSION STATEMENT FOR ASHLAND UNIVERSITY
Ashland University educates and challenges students to develop intellectually and ethically, to seek wisdom and justice, and to prepare for the rigors of living and working as citizens aware of their global responsibilities.

Approved by the Board of Trustees May 2007
Ashland University aspires to a goal of academic excellence. The Graduate School sets this standard for intellectual excellence, which encompasses all considerations concerning faculty, students, curriculum, and research direction. The Graduate School establishes, through the faculty, policies which define good practice in graduate programs, high quality in curriculum, excellence in student selection, and rigor in faculty appointments. The Graduate School is responsible for all aspects of graduate education and defines the minimum standards acceptable for post-baccalaureate work. By establishing minimum admission, credit hour, grade point, and completion requirements, the Graduate School ensures equity in the standards for all master’s and doctoral degrees.

The graduate dean represents the interests of the University as a whole and views departments from an institution-wide perspective. The dean articulates this vision for all post-baccalaureate endeavors. The Graduate School serves as an advocate for the intellectual development of the graduate student, promotes the collective academic involvement of graduate students and faculty, and ensures that faculty are serving their appropriate role as academic and professional mentors. The role of the Graduate School is to reinforce the importance of research, which contributes to the student’s academic program.

GRADUATE DEGREE PROGRAMS

The Graduate School administers all graduate degree programs offered by the University. The various graduate degree programs are housed in the academic colleges (Arts and Sciences, Business and Economics, and Education), which provide faculty, curriculum and policies specific to the unique status of each program. The Graduate School administers the following degree programs:

- Doctor of Education (Ed.D.)
- Master of Education (M.Ed.)
- Master of Business Administration (MBA)
- Master of American History and Government (MAHG)
- Master of Fine Arts in Creative Writing (MFA)

The Graduate Council is a faculty body assigned authority to endorse policy recommendations on matters concerning graduate education. In addition, the Graduate Council approves additions and changes to graduate curriculum and, in general, advises the dean of the Graduate School.

Ashland University, which is accredited by The North Central Association of Colleges and Schools, offers master’s degrees in the College of Education, the College of Business and Economics, the Ashland Theological Seminary, and the College of Arts and Sciences, and doctoral degrees in the College of Education and the Ashland Theological Seminary. Ashland University is a member of the Council of Graduate Schools.

The Master of Education (M.Ed.) degree program was introduced in 1976 and the Master of Business Administration (MBA) degree program was initially offered in 1978. The Master of American History and Government (MAHG) began in 2005. The M.Ed. program is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the MBA program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

In 1997, The Ohio Board of Regents authorized Ashland University to offer a Doctor of Education (Ed.D.) degree in Educational Leadership and, in 1998, The North Central Association granted accreditation for the Ed.D. program. Permanent authorization for the Ed.D. degree was granted by The Ohio Board of Regents in 2001. Ashland is one of only two independent universities in Ohio authorized to offer this degree in the area of educational leadership.

Graduate programs are offered in a challenging and supportive environment which many have come to know as characteristic of Ashland University. Programs are designed to meet the needs of today’s professionals and, therefore, reflect the latest in theory and practice. Graduates should expect a level of preparation that can assist them in becoming more successful in their respective fields.

In the graduate programs, course work provides students with a broad understanding of the theoretical bases and practices in their fields. Courses contain clearly defined knowledge, skills, and practices that graduate students are expected to master. Related experiences help students apply what they have learned.

GRADUATE FACULTY

Faculty who teach graduate courses are not only graduates of a wide range of universities but they also bring with them many years of non-university workplace experience. As a result, students are exposed to teacher-scholars who are also aware of the expectations of the workplace. Because of the nature of Ashland University, professors are not only expected to be experienced and continuously engaged in scholarly activity, but also they are also required to be effective teachers.

Ashland faculty are committed to preparing students to be competent and confident professionals. Faculty are involved in their students’ programs and are, therefore, available to help students gain valuable insights into the influences that shape their fields.

Ashland offers master degree programs both on the main campus and at approved off-campus centers. Regardless of the location in which the student takes course work, the student will experience the same curriculum and many of the same professors.

It is our hope that students will easily discover that Ashland’s motto "Accent on the Individual" applies equally to graduate and to undergraduate programs.

In the pages which follow, the reader will find more specific information about such things as admissions, graduation, curriculum, and program locations.
ADMISSION TO THE GRADUATE SCHOOL

Admission to the Graduate School and admission to specific degree programs at Ashland University is a single, continuous, two-part process. Students wishing to take graduate courses at Ashland University, for any reason, must follow this admission process and complete the appropriate application. Students are referred to the Graduate School Home Page (www.ashland.edu/academics/graduate/) and then to the link at the left of the page: “Online Application.”

Minimum standards for admission to the Graduate School are outlined below. Individual degree programs may have additional requirements.

Graduate Admission Policy
The following are required for admission to the Graduate School:

A. Students seeking a graduate degree:

1. A completed Ashland University Graduate School Admission Form with application fee;

2. Official academic transcript(s) from accredited institutions of higher education documenting all undergraduate and graduate degrees awarded. Additional transcripts, if applicable, may be requested at the discretion of the Program Chairs.

3. A minimum undergraduate grade point average of 2.75 on a 4.0 scale, or a minimum graduate grade point average of 3.0 on a 4.0 scale (a minimum of 12 graduate semester hours are required). Please note: individual graduate degree programs may require additional criteria.

  Provisional Admission to the Graduate School
  A student may be admitted provisionally with an undergraduate grade point average of 2.25 - 2.75, or a graduate grade point average of 2.50 - 3.0 (a minimum of 12 graduate semester hours are required). It is the responsibility of the Graduate Program into which the student is accepted to monitor the student’s progress over a period of the first 12 semester hours of course work.

Program Chairs may appeal admission decisions to the dean of the Graduate School.

B. Non-degree students; Bachelor’s Plus Program; Licensure; Audits:

1. A completed Ashland University Graduate School Admission Form (Part I);

2. Application fee;

3. Evidence of undergraduate degree
   Examples:
   a) official undergraduate transcript
   b) unofficial undergraduate transcript
   c) diploma
   d) letter from undergraduate institution

Please note: individual graduate programs/colleges may require additional criteria.
MAINTAINING QUALITY INSTRUCTION
Graduate instruction at Ashland University may be provided by full-time faculty or by carefully selected adjunct faculty. To ensure the quality of instruction at all Ashland University locations, all instructors are expected to utilize master syllabi designed to specify content and standards for each course, and all instructors are evaluated by students at the end of each course. Part-time faculty are not rehired if they are ineffective. The part-time faculty used have practical and often concurrent experience in their fields of expertise. These people often work full time in schools, businesses and corporations, or they are retirees.

To assure competency in the quality of graduate instruction at all Ashland University locations, part-time faculty engage in several quality assurance measures. Each year, faculty members receive an orientation and are evaluated by center directors, department chairs and/or coordinators assigned these responsibilities at each of the five major centers. A handbook provides each with an easy reference regarding the Ashland University rule, regulations, policies and procedures.

Part-time instructors are recommended by program teams or by full-time faculty responsible for program delivery on the main campus. This process helps guarantee that all instructors have the appropriate credentials and experience.

Some adjunct faculty members are designated as “professional fellows” in recognition of a long record of effective teaching and continued scholarship. Many of these individuals have been teaching at Ashland University for more than a decade—sometimes longer than the average full-time faculty member. These individuals are expected to be well-versed in the mission of the University and the overall goals of the program in which they teach. They generally have extensive practical experience in addition to appropriate academic backgrounds and are vital to the continued success of the Ashland University graduate programs. Some of them have yearly contracts.

All of these safeguards work together to assure high quality teaching. Professional development opportunities are also provided as appropriate to further improve the teaching effectiveness and content currency of part-time faculty.

Approved by Graduate Council on May 9, 2002

REGISTRATION DEADLINES
Registration for courses that meet in a standard classroom format in a regularly scheduled semester or summer term or in a specially scheduled term not corresponding to a regular term must occur during the open registration dates for the term in which the course is to be offered. This policy applies regardless of location or program.

Registrations for course-by-conference, independent study, internship, service learning, capstone or any other course requiring a special contract should be completed during the open registration dates for the designated course. In all circumstances, registrations for these kinds of courses must be recorded in the registrar’s system before the midpoint of the term in which the course is offered.

It is a violation of this policy to permit unregistered students to attend a class for any reason.

Approved by Academic Council February 27, 2002
COMPLETION OF COURSE WORK
Students planning to complete course work by the end of fall semester should apply for the December date. That deadline is September 1.

Students planning to complete course work by the end of spring semester should apply for the May date. That deadline is February 1.

Students planning to complete their course work by the end of the summer should apply for the August date. That deadline is May 1.

In all cases, there are two commencement ceremonies for the academic year (fall through summer). Those dates are May and December. Students are required to complete all course work before walking in either ceremony. The deadline for May commencement application is February 1 and the deadline for December commencement application is September 1. Questions about the graduation process should be directed to the Registrar’s Office at 419-289-5029.

POLICY FOR DETERMINING GRADUATE CREDIT
The Graduate School of Ashland University ascribes to the general policy of granting credit equal to the number of hours per week the student attends class. It is in furtherance of this policy that consideration must be made to the different programs within the Graduate School, as well as changes in the presentation of classes through technology or recognition of learning activity other than in the traditional classroom setting. The following is the policy of the Ashland University Graduate School for determining graduate credit:

DEFINITIONS
1. Contact Hour
A contact hour is the time scheduled for a class to meet each week during an academic semester. One contact hour consists of fifty minutes.

2. Class
A class is the scheduled meeting of students with the assigned instructor organized for the pursuit of knowledge according to the description of the course. A distance learning method of presentation is considered a class for the purpose of granting credit.

3. Academic Semester
An academic semester is the length of time, measured in calendar weeks, a class shall meet for the purpose of determining graduate credit.

4. Academic Program
An academic program is a graduate program, consisting of approved courses, contained within the Graduate School of Ashland University.

5. Flexible Learning Environment
A flexible learning environment is any learning arrangement whereby the student engages in a planned course of study outside the physical presence of the instructor or without an expectation of the exchange of the knowledge acquired at the time. Homework assignments are not a part of a flexible learning environment.

GRADUATE CREDIT
Subject to any variation approved or required by an accrediting agency, graduate credit shall be based on the number of contact hours the class meets during an academic semester. One graduate credit, measured in hours, is equivalent to each contact hour the class meets per week. Fractions of a graduate credit shall not be computed. Classes meeting on an accelerated schedule, e.g. seminars or workshops, shall be converted to an equivalency based on the total number of hours the class meets compared to the total number of hours required for satisfaction of contact hours during the semester.

FLEXIBLE GRADUATE CREDIT
The goal of a flexible learning environment is the enhancement of the quality and concentration of student involvement with their own education. In creating a legitimate balance between faculty guidance and independent student activity, the instructor must maintain a commitment to the learning process commensurate with that ordinarily taking place in a scheduled class meeting. Any flexible learning environment shall be structured in such a manner that the time involved reflects contact hours with the student.

In those courses offered in a manner not involving actual contact hours, i.e., outside the "usual" classroom context, graduate credit may be determined, so long as the instructor, pursuant to the prior approval of the academic program director, maintains an approved monitoring process and resultant assessment of such activity. There shall be no distinction between credit given based on contact hours and those arising out of a flexible learning environment.

Passed by the Graduate Council on April 14, 2005.

Special group (SG) studies are courses developed by faculty to meet special needs and interests. These courses are not included in the University catalog, but are listed in the semester schedules.

Approved for inclusion in the Policy for Determining Graduate Credit by the Graduate Council on February 14, 2008.
ACADEMIC INTEGRITY POLICY

The Ashland University community strives to model leadership which is based upon Judeo-Christian beliefs and virtues which will encourage, develop and sustain men and women of character to serve their professions, their communities, and the world (AU Statement on Ethical Leadership). As members of Ashland University, students hold themselves to the highest standards of academic, personal and social integrity (Ashland University Campus Creed). In keeping with the Ashland University commitment to the highest standards of academic, personal and social integrity, students are expected to abide by the academic integrity standards outlined in this policy.

The Ashland Theological Seminary has its own Academic Honesty and Plagiarism policy stated on pages 19-20 of its Student Handbook.

SECTION 1. PURPOSE

Academic integrity is as important to our mission today as it was at the University’s founding. The founders declared that Ashland “would develop students intellectually,” and our current mission speaks to “the purpose of leading meaningful lives in the world community.” Since the educational and social environment is built upon a long-standing commitment to Judeo-Christian values, it is clear that academic integrity is an essential part of students’ personal and intellectual growth.

At Ashland University, academic integrity is to be revered, honored and upheld. Therefore, an academic integrity infraction is considered a very serious matter, as it corrupts the educational process and undermines the foundation of our community.

SECTION 2. CONDUCT WHICH VIOLATES ACADEMIC INTEGRITY-ACADEMIC DISHONESTY

Ashland University expects each student to advance the University’s mission by furthering an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be his/her own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use his/her own capabilities to achieve his/her fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty.

SECTION 3. FORMS OF ACADEMIC DISHONESTY

Proper acknowledgment of ideas and sources is central to academic honesty. To insure academic honesty, it is important to examine that which constitutes academic dishonesty. Academic dishonesty includes:

Plagiarism
Plagiarism is the intentional or unintentional presentation of someone else’s words, ideas or data as one’s own work. In the event the faculty member deems the plagiarism is unintentional, he/she shall typically require the student to rewrite the assignment. In the event the faculty member believes the plagiarism is willful, the sanctions in this document will apply. If the work of another is used, acknowledgment of the original source must be made through a recognized reference practice, and, if verbatim statements are included, through quotation marks as well. To assure proper crediting, a student will acknowledge the work of others,

1. Whenever one quotes another person’s actual words.
2. Whenever one uses another person’s idea, opinion or theory, even if it is completely paraphrased in one’s own words.
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

Fabrication
Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include:

1. Citing information not taken from the source indicated.
2. Including in a reference list sources which have not been consulted.
3. Inventing or altering data or source information for research or other academic exercise.
4. Submitting as his/her own any academic assignment (e.g. written work, painting, sculpture, etc.) prepared totally or in part by another.
5. Using a portion of a piece of work previously submitted for another course or program to meet the requirement of the present course or program without the approval of the instructor involved.
6. Permitting one’s work to be submitted by another person as if it were his or hers.
7. Taking a test (or other evaluation) for someone else or permitting someone else to take a test for oneself.
8. Other offenses of this form which incorporate dishonesty for academic gain.

Cheating
Cheating is an act of deception in which a student represents mastery of information that he/she has not mastered. Cheating may be suspected if an assignment that calls for independent work results in two or more solutions, sequences, or language so similar as to merit the charge. Cheating may be suspected if there is a statistical inconsistency in the student’s performance and the student cannot explain or reproduce both the intricacies of the solution and the techniques used to generate the solution; or in the case of
The Graduate School

an essay examination, the student cannot explain or reproduce the thought-processes used to generate the writing. Examples include:
1. Copying from another student’s test paper.
2. Allowing another student to copy from a test paper.
3. Using notes, textbooks or other information in homework, examinations, tests or quizzes, except as expressly permitted.
4. Securing, giving or exchanging information during examinations without authority to do so.
5. Other offenses of this form which incorporate dishonesty for academic gain.

Other Forms of Academic Misconduct
Examples include:
1. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor.
2. Stealing, buying, or otherwise obtaining all or part of an unadministered test in which the origins of the materials are suspect.
3. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
4. Inducing any other person to obtain an unadministered test or any information about the test.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, computer file, on a test, a “change of grade” form, or other official academic record of the University which relate to grades.
6. Cooperating with another person in academic dishonesty, either directly or knowingly, as an accessory.
7. Using computing resources in a manner which violates University academic integrity policies.
8. Other offenses of this form which incorporate dishonesty for academic gain.

These examples are not meant to be exhaustive. Further, they refer only to academic areas; appropriate action may also be undertaken by other agencies.

Section 4. Procedures Following an Allegation of Academic Dishonesty at the Graduate Level
A. When a faculty member has observed a student violating any of the policies stated herein, an allegation of academic dishonesty, with supporting documentation, shall be filed with the appropriate administrator.
B. When a proctor has observed a student violating any of the policies stated herein, the faculty member, under whose authority the proctor oversaw the academic activity, shall file an allegation of academic dishonesty, with supporting documentation, with the appropriate administrator.
C. When a faculty member has not observed a student violating any of the policies stated herein, but has a firm conviction of academic dishonesty, based on probative evidence, the faculty member shall file an allegation of academic dishonesty, with supporting documentation, with the appropriate administrator.
D. Upon the filing of an allegation of academic dishonesty, the faculty member, or the appropriate administrator shall inform the student of the nature of the allegation and supply the student with documentation.
E. Within ten business days of receiving an allegation of academic dishonesty, the appropriate administrator shall notify the student of the procedures for refuting such allegation and for appealing any resulting penalty, and shall forward the allegation of academic dishonesty, with supporting documentation, to the appropriate committee.
F. Within ten business days of receiving an allegation of academic dishonesty, the appropriate committee shall schedule a hearing and inform the student of his or her right to refute the allegation at the hearing.
G. Time frames for taking actions may be extended upon agreement of the parties.

Section 5. Penalties and Penalty Determination
A. In addition to submitting the allegation of academic dishonesty to the appropriate administrator, the faculty member may assign a grade of zero for the assignment or test involved and/or assign an F for the course. Any grade appeal in process will be suspended until any integrity violation is resolved.
B. The appropriate committee shall determine the penalty, adhering to the stated policies of the program, up to and including permanent dismissal from the graduate program, without opportunity to reapply. Within ten business days of the hearing, the committee shall notify the student of its decision, and report its decision to the College dean. In determining the penalty, the committee shall take into consideration the seriousness of the offense, including:
1. the willfulness of the incident; e.g., an error in the form of a citation is less serious than no attempt to credit the work of another;
2. the extent to which the student had been previously instructed or warned about the academic integrity policy;
3. previous violations of academic integrity.
C. The action taken pursuant to paragraph B. above does not prevent any additional action taken pursuant to stated policies of individual colleges, departments or programs.

Section 6. Student Appeal Procedure
A. The student shall have an opportunity to attend the appropriate committee’s hearing and refute the allegation of academic dishonesty.
B. Within ten business days of receiving notice of the com-
mittee's decision, the student may appeal the decision to the College dean. The dean shall review the information presented, make such inquiries as necessary and render judgment. If dissatisfied, the student may appeal to the dean of the Graduate School within ten business days of receiving notification of the College dean’s decision.

C. The dean of the Graduate School shall review the information presented, make such inquiries as necessary and render judgment, which shall affirm, modify or overturn the decision of the College dean. If the decision of the College dean is overturned, the dean of the Graduate School shall remand the matter to the College dean for action not inconsistent with the decision of the dean of the Graduate School.

D. Students may appeal a decision of the dean of the Graduate School to permanently dismiss a student from the program to the president by submitting an appeal to the President’s Office within ten calendar days of notification of the decision.

Notes
Section 4. Definitions
A. In sections 4, 5, and 6 “appropriate administrator” means
1. the director of the Master of Education Program, in the case of an M.Ed. student;
2. the graduate chair of the M.B.A. Program, in the case of an M.B.A. student;
3. the director of Doctoral Studies, in the case of an Ed.D. student;

B. In sections 4, 5, and 6 “appropriate committee” means
1. a committee of three full-time faculty members, in the case of an M.Ed. student;
2. an Academic Integrity Board comprised of three full-time faculty who teach in the graduate business program, in the case of an M.B.A. student;
3. the Doctoral Admission and Retention Committee, in the case of an Ed.D. student.

Graduate Student Judicial Code

I. Statement of Purpose
Ashland University subscribes and strongly supports the right of each student to study and work in a quiet, peaceful and respectful atmosphere which is conducive to the pursuit and acquisition of knowledge. Students who enroll in Ashland University are assumed to be adults who understand the obligation to conduct themselves in a manner that is compatible with the University’s function as an educational institution. Each student is expected to be fully acquainted with all published policies, rules and regulations of the University and will be held fully responsible for compliance with them.

The Board of Trustees of Ashland University and its designates reserve the right to establish and enforce rules and regulations and to modify or amend existing rules and regulations which create and enhance an environment conducive to learning, and which it deems necessary to preserve the educational mission of Ashland University. The rules and regulations of the University community have been established to help ensure a positive educational experience for every student. These rules and regulations are based on the University’s commitment to developing personal integrity and self-respect, respect for the rights of others, and respect for the functioning and property of the University. It remains the student’s responsibility to be aware of and comply with all federal, state, and local laws and to abide by the Ashland University rules and regulations.

II. Authority and Jurisdiction of the University
Ashland University possesses the authority to regulate the conduct of any visitor, whether enrolled as a student or otherwise, to its main campus, or to any location at which it provides classes. Ashland University also possesses the authority to regulate the conduct of any person engaged in an activity sponsored in whole or in part, whether on or off University property.

The University may assert jurisdiction over a graduate student while on property owned or occupied by the University, as well as graduate students engaging in University activity, whether on property owned or occupied by the University or elsewhere. The University reserves the right to take action for behavior of a graduate student not occurring on property owned or occupied by the University, or not engaging in a University activity, when such behavior has, or reasonably may have, an adverse impact on Ashland University. Any graduate student involved in an activity which may give rise to civil or criminal culpability may also be subject to disciplinary action by the University when, in the sole discretion of the University, such action has, or reasonably may have, an adverse impact on Ashland University. The University reserves the right to determine the timing of implementing disciplinary action against the graduate student.

III. Definitions
A. Student: Any person registered in one or more courses in any school, college, or special program offered by the Ashland University Graduate School. Teaching or research assistants, if also registered as students, are classified as students for the purpose of this Code.

B. Campus: All property owned or leased by Ashland University.

C. Member of the University Community: Any
Ashland University faculty member, student, employee or Trustee, as well as any person on campus who is an employee of an entity with an ongoing relationship, whether contractual or otherwise, with Ashland University.

D. Incident Report: The initial document setting forth facts suggesting the violation of a rule or regulation of Ashland University by a graduate student.

E. Complaint: The formal document alleging the violation of a rule or regulation of Ashland University by a graduate student for which a sanction may be imposed.

F. Appropriate Administrator: The Center Director at Regional Centers. If a Regional Center has no resident Center Director, the Appropriate Administrator shall be the Program Director. At the main campus, the appropriate administrator shall be the Program Director.

IV. REGULATIONS AND POLICIES

Most regulations follow. However, others are published elsewhere, either in this catalog or in other University publications. To the extent they apply, a graduate student is obligated to comply with the regulations/policies also set forth in the Student Handbook, a copy of which is located at www.ashland.edu/staff/handbook. Therefore, the following is not all-inclusive.

As applicable to graduate students, the following activities are hereby prohibited:

A. Safety


2. Harassment: Threatening to harm, intentionally harassing, hazing, stalking, coercing, intimidating or seriously embarrassing any person through conduct which would offend a reasonable person. Any harassment because of the status of a victim as being a member of a protected class shall also be prohibited.

3. Dangerous Weapons: Possession, use, sale or distribution anywhere on any campus or at any activity sponsored, either in whole or in part by Ashland University, of a dangerous weapon is prohibited. “Dangerous weapons” include but shall not be limited to all firearms, BB and pellet guns, knives, ammunition, explosives, fireworks and firecrackers of any type, and all other illegal weapons. No person shall carry a concealed weapon, whether under proper license or otherwise, on any campus or other property occupied by Ashland University.

4. Sexual Imposition: Engaging in sexual contact with another person when a) the sexual contact is offensive to the victim; b) the victim’s ability to appraise the nature of or control the offender’s conduct is substantially impaired, or c) the victim is unaware of the sexual contact.

5. Drugs: Possession, use, cultivation or manufacture, sale or distribution on any campus of any drug, or drug paraphernalia, except under the direction of a licensed physician or as expressly permitted by law. Conviction of any federal, state, or local law of any drug offense is a violation of this policy.

6. Alcohol: Use and/or possession of alcohol beverages and/or containers anywhere on any campus.

B. Property

1. Unauthorized possession, use or removal: Unauthorized possession, use or removal from a designated area of property belonging to Ashland University, any member of the University community, or any guest or vendor.

2. Destruction/Damage to Property: Destruction, damage or defacement, including damage to technological equipment or network services belonging to Ashland University, any member of the University community, or any guest or vendor.

C. Integrity

1. Failure to meet financial obligations: Failure to meet financial obligations to Ashland University or giving the University a worthless check.

2. Failure to comply with requests/sanctions: Failure to follow the oral or written instructions regarding University policies or federal, state or local laws by a properly identified University official whom the Board of Trustees or the president of the University has vested authority to give such instruction, or knowingly interfering with or obstructing students, faculty, or staff acting in the performance of their assigned duties. Cooperation with staff in their assigned duties is expected. Failure to comply with a judicial sanction may result in suspension or dismissal.

3. Deception, Fraud and/or Misuse of Documents/Technology: Furnishing false information to Ashland University, including, but not limited to representing oneself as another (in writing or in person), knowingly supplying false or misleading information to University officials, unauthorized possession of an ID or false ID or falsifying, tampering, altering, forging, or misusing any University record, computer, technology or official document.

4. Dishonesty in Judicial Matters: Dishonesty before University judicial bodies, knowingly misrepresenting verbally or in writing the
nature of events or identification of persons or failing to appear before an appropriate judicial body by a complainant or witness when requested by an official member of the Judicial System.

5. **Inappropriate Behavior: Disorderly conduct or an act which is morally shameful or which jeopardizes the integrity of Ashland University, any member of the University community, or any guest, or vendor. As a representative of Ashland University, inappropriate behavior violations can include activities which occur off campus. Conviction of any federal, state or local criminal statute is a violation of this policy.**

6. **Classroom Disruption: Activity or behavior which interferes with an instructor or faculty member’s ability to teach or a student’s ability to learn. The instructor or faculty member retains latitude in determining whether activity or behavior is disruptive.**

D. **Accessory Responsibility**

Aiding, abetting, inciting or cooperating with another person in the commission of a violation of regulations. All members of the University community have the responsibility for enforcing rules and reporting violations. Any individual, when University policies are being violated, is subject to the same disciplinary action as the violating party. Students are responsible for the behavior of their guests.

E. **Traffic, Parking and Vehicle Operation**

Any person operating a motor vehicle on Ashland University property, or any campus, will be responsible for complying with University vehicle and parking regulations. Persons found to be in violation of such regulations may be ticketed and/or subject to judicial action in accordance with the severity of the offense.

F. **Academic Integrity**

Please see the Academic Integrity Policy in this catalog.

V. **STUDENT RIGHTS**


VI. **COMPLAINANT’S/VICTIM’S RIGHTS**


VII. **JUDICIAL PROCESS**

A. **Initiation of Incident Report**

When the conduct of a graduate student reasonably appears to constitute a violation of any rule or regulation of Ashland University, any member of the University Community may file an Incident Report with the appropriate administrator. Such Incident Report shall contain facts upon which the person filing the document believes constitute the violation of a rule or regulation of Ashland University.

B. **Reasonable Grounds Determination**

If, in the opinion of the appropriate administrator, there exists grounds to believe a graduate student has violated a rule or regulation of Ashland University, such appropriate administrator shall prepare and file a complaint, setting forth the conduct alleged to be a violation of a rule or regulation of Ashland University, the place or places and the date or dates on which such conduct occurred and shall state the specific rule or regulation alleged to have been violated. The appropriate administrator shall sign such complaint.

C. **Notice to the Graduate Student**

A copy of the complaint shall be delivered to the graduate student, along with a notice of the date and place a judicial conference hearing shall take place. Such notice shall include an indication of the penalties capable of being imposed. Where suspension or dismissal is a possible penalty, the notice shall specifically state that fact. The notice shall be delivered in person, or by certified mail, return receipt requested.

D. **Judicial Conference Hearing**

No sooner than three (3) nor later than twenty (20) business days after the filing of a complaint, a judicial conference hearing shall be held. For good cause, this hearing may be continued for a reasonable period. The administrator filing the complaint shall be the hearing officer at such hearing. At the beginning of the hearing, the hearings officer shall indicate the nature of the offense, the rule or rules alleged to have been violated and the possible penalty or penalties capable of being imposed. The graduate student shall admit or deny the allegations contained in the complaint. In the event of an admission by the graduate student, the hearings officer may reach an agreed disposition with the graduate student. In such event, a document stating the conduct, the rule or regulation which has been admitted to have been violated, and the disposition because of such admission shall be prepared and signed by the hearing officer and the graduate student. Such document shall be a final decision for the purposes of imposing a penalty as well as an appeal.
In the event an agreed disposition cannot be reached or the complaint is denied by the graduate student, the hearing officer shall refer the matter to a Judicial Committee.

E. Judicial Committee Hearing

1. Members of the Committee.
   In the event it becomes necessary to convene a Judicial Committee, at least three (3) University faculty and/or staff employees shall be selected by the Graduate dean, or in his or her absence, the provost, to serve on the Committee. The graduate student may challenge the selection of any member of the Committee for cause. The members so chosen shall not be familiar with the graduate student nor have a direct interest in the matter constituting the grounds for the complaint. Mere employment by Ashland University of any faculty member or staff employee shall not constitute cause of recusal.

2. Time for Hearing
   Within fifteen (15) business days after the matter has been referred to a Judicial Committee, a hearing shall be held. For good cause, this hearing may be continued for a reasonable period. The purpose of such hearing shall be to resolve any defects in the procedure to date as well as to identify any defenses presented by the graduate student. Any affirmative defenses shall be asserted at this hearing. Both the appropriate administrator and the graduate student shall identify the names of any party who may be called to give testimony in the matter. The Committee shall set a date certain for an adjudication of the complaint.

3. Representation
   At the adjudicatory hearing, the graduate student shall have, but is not required to have, a resource person who may be an attorney. In the event the graduate student may be subject to suspension or expulsion, the resource person may act on behalf of the graduate student. In the event the graduate student is not subject to suspension or expulsion, the resource person shall not participate in the proceedings but may advise the graduate student in his or her defense. In the event the graduate student does have an attorney as his or her resource person, the graduate student shall notify the Committee and the appropriate administrator at least seven (7) business days prior to the date of the adjudicatory hearing.

4. Procedure
   At the adjudicatory hearing, the charge shall again be read to the graduate student. The appropriate administrator shall then present to the Committee all information relevant to such complaint. The graduate student shall have the right to confront and cross-examine all witnesses. The graduate student shall then present to the Committee all information relevant to the defense asserted. Formal rules of evidence shall not apply, however, the chair of the committee shall limit testimony when appropriate. The chair of the Committee shall rule on any objections to the admissibility of evidence.

   Upon conclusion of the presentation of evidence by both the appropriate administrator and the graduate student, both parties shall be entitled to make a closing argument.

5. Deliberations and Decision of the Committee
   Deliberations of the Committee shall not be public. In cases not involving suspension or dismissal, at least two thirds (2/3) of the members of the Committee must agree upon a decision. In cases involving suspension or dismissal, a decision to suspend or dismiss must be unanimous. The standard of proof is a preponderance of the evidence. The Committee shall present its decision in written form, and shall make findings of fact and conclusions based on the application of the facts found to the rule or regulation involved. A recording of the hearing, but not the Committee’s deliberation, may take place, but any recording made by the University shall be the property of the University. In the event the graduate student desires a copy of a transcript of such recording, it shall be at the expense of the graduate student. Any decision by the Committee shall be a final decision.

VIII. SANCTIONS

A. Disciplinary Probation
   A sanction which defines a student’s status for a specific amount of time; future infractions will result in either suspension or dismissal.

B. Suspension
   Exclusion from the University campus, classes, and other University activities for a specified amount of time, which may range from several days or weeks to the remaining portion of a semester or to a period of up to two years. During this time period the student is not allowed on campus or at University activities. A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the remainder of the semester. The student shall be withdrawn from classes at the request of the appropriate administrator or the dean of the Graduate School. If the suspension occurs after the third week of a semester, any classes in which the student is enrolled must be
graded as “withdraw passing (WP),” or “withdraw failing (WF).” If the suspension occurs after the second week before the end of the semester, a “withdraw failing (WF)” must be recorded.

C. Dismissal
Termination of student status either permanently or for a period of no less than two years after which the student may apply for readmission. During this time period the student is not permitted on campus or at University activities. A student dismissed prior to two weeks before the end of a semester will be assigned a “withdraw (W)” grade, while a student dismissed after two weeks before the end of a semester will be assigned a “withdraw failing (WF)” grade in all classes. Readmission following suspension or dismissal may be conditional requiring the continuation or issuance of sanctions (i.e. probation, disciplinary probation, etc.).

D. Restitution
Reimbursement for damage, destruction or misappropriation of property. This shall not be considered a punitive fine, but a charge to repair, replace, or compensate for the damage, destruction or misappropriation of the property involved.

E. Notification to Others
Providing notice to those deemed necessary or appropriate to further support the student, or to whom such notice may be necessary or required. Persons or institutions who may supervise the licensing of a student or other persons or institutions who may have a direct interest in the conduct of a student may be notified, absent any overriding privacy issue.

F. Education/Judicial Assignment
An assignment to be completed by a specified time in a satisfactory manner. It can include drug and/or alcohol education or assessment; meeting with University officials, accompanying or assisting staff with responsibilities, or writing letters of apology. Any cost associated with this sanction shall be the responsibility of the student.

G. Loss of Privilege
The temporary or permanent loss of the privileges associated with the use of services or goods provided by Ashland University or affiliated entities.

H. Removal of Property
Requiring the student to remove any property owned or possessed by the student and situated on campus property.

I. Restriction
Restriction and/or revocation of campus privileges for a specified period of time. Such restriction shall exclude the student from a designated area and/or a designated activity.

J. Withholding of Degree
In order for a student to be approved for graduation, the student must resolve any outstanding judicial charges and must comply with all sanctions issued. A degree shall be withheld should there remain any further activity on the part of a student subject to judicial sanctions.

IX. INTERIM SUSPENSION
In the event the conduct of a graduate student poses a risk to the health, welfare, or security of members of the University community, or to the property of Ashland University, the University may, during the pendency of any matter, either before or after a complaint has been filed, suspend the graduate student. In such event, the appropriate administrator shall notify the dean of the Graduate School, setting forth facts which state that the conduct of the graduate student poses or could reasonably pose a threat to: a) the stability and continuance of normal University functions; b) University property, and/or c) the emotional/physical welfare of the graduate student in question, or to other persons.

In such event the dean of the Graduate School imposes an interim suspension without a hearing, the graduate student will immediately be notified and shall have the right to a hearing on such suspension within 10 business days from receiving notice of such suspension. Any hearing requested by the graduate student shall be limited to a determination as to whether grounds exist for the imposition of the interim suspension. The standard of proof shall also be a preponderance of the evidence.

X. APPEALS
In the event the graduate student disagrees with the decision of the Committee, he or she may appeal such decision to the graduate dean. The graduate student shall give notice of appeal no later than fifteen business days from the date of the decision. The graduate student shall also indicate the grounds for and evidence in support of such appeal and indicate what relief he or she seeks. Any appeal is limited to proof of: 1) prejudicial errors in the procedure of the hearing of the Judicial Committee, 2) the penalty is excessive, 3) the decision of the Judicial Committee is arbitrary and/or capricious, and 4) evidence unavailable for presentation at the hearing of the Judicial Committee, which was unavailable for reasons not caused by the graduate student, is now available (This claim may only be brought within sixty (60) days from the date of the decision of the Judicial Committee.). The graduate student shall serve on the
appropriate administrator a copy of his or her appeal. The appropriate administrator may, but is not required to, respond to such appeal. The decision of the dean to any appeal must be in writing and signed.

The dean of the Graduate School may: 1) affirm the findings and conclusions of the Judicial Committee, and affirm the imposition of the sanction involved, or affirm the findings and conclusions of the Judicial Committee, but modify the imposition of any sanction or sanctions, 2) reverse the findings and/or conclusions of the Judicial Committee, and convene another Judicial Committee to hear the matter not inconsistent with the terms of the decision of the appeal, or 3) reverse the findings and/or conclusions of the Judicial Committee, and dismiss the matter.

XI. EXCLUSIONS
This Code shall not apply to matters involving Academic Integrity. Such matters are covered by the Academic Integrity Policy.

XII. AMENDMENTS
The University reserves the right to amend this Code from time to time.

Adopted: November 11, 2004, by the Graduate Council.
LIBRARY
The University Library provides a quiet place to study individually or in groups. Students have easy access to the library catalog, research databases, and the Internet from computers near the Circulation Desk. Other computers throughout the library can be used for writing papers or running network applications. Library resources are available to off-campus users at www.ashland.edu/library.

Listed in the library catalog are more than 300,000 books, periodicals, government publications, microforms, videos, CDs, and teaching materials. Materials from colleges and universities across the state can be ordered at no charge through the OhioLINK catalog. Library materials are checked out using the AU student ID card.

More than 100 research databases provide access to articles from scholarly journals, magazines, and newspapers, over 20,000 of which are available in full text through the databases. Articles from periodicals not held here or available online can be ordered through interlibrary loan. Located beside the periodical collection is the Reserves Desk and microforms area, with copiers, fax machine, and laser printer.

Reference librarians are on duty daily to assist students in using library materials and services. Instruction in library research is given to classes in the Library Instruction Classroom. Librarians are also happy to meet individually with students to help them plan their research. Off-campus students can call Reference at 800-882-1548 (weekday daytimes) or 419-289-5402; ext. 5402 on campus. Reference e-mail address is library@ashland.edu.

Included in the Library are the Instructional Resource Center and the University Archives, along with the John M. Ashbrook Center for Public Affairs, International Students Office, Study Abroad Office, and Numismatic Center. Affiliated with the Library and included in its catalog is the Ashland Theological Seminary Library.

INSTRUCTIONAL RESOURCE CENTER
The IRC, located on the second floor of the library, provides curriculum materials and equipment used by teacher education students during their course of study. Items in the circulating collection include:

- Library of congress classification “L” – Education
- Juvenile literature collection and big books
- K – 12 curriculum textbooks and activity books
- Educational Software
- Manipulative kits, audio books, book kits, flannel boards, and big book stands

Also available for use in the IRC:

- Computers, both PC and iMac
- Scanners and color printing (10¢)
- Digital cameras and video cameras
- Ellison machine, binding machine, and paper cutters
- Laminating machines
- Venda Card copy machine

Ashland University Library’s IRC is staffed by a faculty librarian and student workers. The librarian works in close contact with the professional instructor for educational technology and college of education faculty and staff.

For more information, including hours of operation, visit the IRC web site @ http://www.ashland.edu/library/irc

OFFICE OF DISABILITY SERVICES
In order to receive accommodations for courses taken from Ashland University, students must have current documentation on file with the Office of Disability Services. The documentation must be current and from a medical doctor, psychologist, and or psychiatrist and clearly state the nature of the disability and support the need for accommodations based on the testing and/or medical documentation. The Office of Disability Services reserves the right to ask students to update documentation at the student’s expense.

Accommodations are on an individual basis and may include relocation of courses for classroom accessibility, sign language interpreters, taped books, note takers, and test accommodations.

The Office of Disability Services is located at 105 Amstutz Hall. Office hours are 8 - 5, Monday through Friday. For further information contact Suzanne Salvo, Director, at 419-289-5953.
The Master of Fine Arts degree in Creative Writing is a low-residency program in poetry and creative nonfiction, with intensive 14-day summer residencies and course delivery via the internet during fall and spring semesters.

MISSION STATEMENT: The low-residency Ashland University MFA in Creative Writing will enhance talent in the areas of creative nonfiction and poetry in order to provide students with the aesthetic tools to embody, in writing, a deep understanding of human experience, both within the context of the personal self and within the broader cultural and spiritual contexts that define the self. The program will also guide student writers as they pursue publication, and potential employment, as active members of the American literary community. Student writers will develop their practical and artistic pursuits through the program’s emphasis on a sustained and committed devotion to writing, through deep and wide reading, through mentorship with established writers who are also devoted teachers, and through participation in workshops, seminars, lectures and readings, all of which will enhance the students’ shared sense of belonging to a community of writers.

DEAN
Dawn Weber, Dean, College of Arts and Sciences

FACULTY
Core Faculty
Steven Harvey, Dean of the Humanities, Young Harris College; On Leave
Stephen Haven, Professor of English, Ashland University
Joe Mackall, Professor of English, Ashland University
Ruth L. Schwartz, freelance writer, former Associate Professor of Creative Writing, Goddard College
Kathryn Winograd, Assistant Professor of English, Arapahoe Community College

Visiting Adjunct Faculty
Peter Campion, Assistant Professor of English, Auburn University
Jill Christman, Associate Professor of English, Ball State University
Bob Cowser, Jr., Associate Professor of English, St. Lawrence University
Angie Estes, Auxiliary Professor of English, The Ohio State University
Sonya Huber, Assistant Professor of Creative Writing, Georgia Southern University
Bob Root, Emeritus Professor of English, Central Michigan University

ADMINISTRATORS
Stephen Haven, Director
Sarah Wells, Administrative Director

ADMISSION
Admission is open to all qualified persons regardless of handicaps, religion, race, creed, sex or national origin.

ADMISSION PROCEDURES
Degree-seeking students seeking admission to the Master of Fine Arts Program must:
• complete an online application, which consists of an application to the Graduate School as well as to the Master of Fine Arts Program
• submit official transcripts documenting all undergraduate and graduate degrees awarded
• submit support materials by mail to the MFA Director (10-15 pages of poetry or 20-25 pages of creative nonfiction)
• submit two letters of recommendation
• submit a $30 application fee

Admission is based on the following:
• completed application
• completed bachelor’s degree from an accredited college or university (See also Graduate School GPA requirements found in Graduate School Admission Policy.)
• two letters of recommendation
• 10-15 pages of poetry or 20-25 pages of creative nonfiction deemed by the MFA faculty to be of sufficient quality for admittance to the program.

Non-degree seeking students, including those who wish to audit a class, must complete Part I of the application, submit the $30 application fee, and provide proof of an undergraduate degree.

Students will be admitted beginning March 1. Applications may be submitted at any time prior to May 1. Applicants will receive a response on completed applications during this admissions period within three weeks. As long as space is available, new applications will be accepted until May 1. Applications will be considered for spring enrollment if submitted prior to November 1.
The online application is available on the Admissions page of the MFA Program website: www.ashland.edu/mfa.

**ACADEMIC POLICIES**

**Transfer Credits**
No more than 9 credit hours of graduate creative writing classes can be transferred into the program.

**Time Limits**
The minimum length to complete the Program is two years and two weeks. The maximum length to complete the Program is four years and six months. Once the maximum allotted time has passed, students must reapply for admission. Any credits earned prior to readmission cannot be used toward the fulfillment of the degree.

**Waivers of Degree Requirements**
Waivers of degree requirements will be granted rarely. Any such waivers must be approved by the MFA Faculty Committee. Requests for waivers must be submitted in writing to the MFA Director.

**Course Repeat Policy**
Students may elect to take any course in the program a second time. Both first and second grades will appear on the student’s transcript. Any student receiving U- Unsatisfactory for a course will be required to retake the course. Both first and second grades will appear on the student’s transcript.

**Auditing Courses**
People who do not wish to receive college credit or who do not meet minimal admission requirements may register as auditors for English 501, 502, and 503, upon payment of the audit fee and completion of all requirements for non-degree seeking students. Auditors may attend but may not directly participate in class sessions.

**Grades**
Courses will be graded:
S — Satisfactory: applies to performance equivalent of B- or higher
U — Unsatisfactory: applies to performance equivalent of C+ or lower
SR — Satisfactory with Revision: a grade option available only for English 701: MFA Thesis. Students receiving the SR grade for English 701: MFA Thesis will have two months to complete revisions to thesis. Upon completion of satisfactory revisions, the SR grade will revert to S- Satisfactory. If satisfactory revisions are not completed within two months, the SR grade will revert to U-Unsatisfactory.

Other grades are:
I — Incomplete: May be given only by permission of the instructor when students are not able to complete the course work due to illness, accidents, or other emergencies. This grade applies to work of acceptable quality when the full amount is not completed. It is never applied to unsatisfactory work. The required work in non-residential mentorship classes must be completed within three months of the completion of the course. In Residency I, II, & III courses (English 501, 502, 503), students receiving an Incomplete must repeat the course.

K — Transfer—Credit accepted in transfer. Courses are recorded on the student’s permanent academic record.

W — Withdrawn: Assigned for official withdrawals during the first week of non-residential classes (English 631, 632, 633 & 701), and within the first 48 hours of residential classes (English 501, 502, 503).

W/S — Withdrawn Satisfactory: Cannot be given after the 7th week of non-residential classes (English 631, 632, 633, & 701). Cannot be given in residential classes (English 501, 502, 503).

W/U — Withdrawn Unsatisfactory: The grade is the equivalent of a “U”.

**Academic Good Standing**
To remain in good standing in the Program, students must receive a grade of “S” for each course previously taken. Students who receive the grade “U” for a course will be placed on academic probation. Students placed on academic probation will be required to re-take the course for which they have been assigned a “U”. Upon receiving a grade of “S” for the retaken course, such students will return to their state of being in good standing in the Program.

Students who receive the grade “U” for two courses will be subject to a dismissal review by the MFA Faculty Committee. Such students will appear before the MFA Faculty Committee to plead their cases. The MFA Faculty Committee may grant such students the opportunity to retake both courses for which they have been assigned the grade “U”. The Committee will determine by vote whether or not to dismiss.

Students who receive the grade “U” for three courses will be
The College of Arts and Sciences dismissed automatically from the Program without possibility of review or reinstatement.

**Non-Residential Courses**
Non-Residential Courses in the MFA Program are designed as mentorships: students will work individually with one faculty mentor per semester and will work collectively with other students assigned to the same mentor. Throughout each of the four non-residential semesters (English 631, 632, 633, and 701), students will interact with their mentors via e-mail and online forums. Students will work individually with faculty mentors, and collectively with other students, in enhancing their ability to write and effectively edit poems and creative nonfiction, and in developing the ability to read and write critically in response to canonized and contemporary authors in their chosen genre. Each faculty mentor will work with no more than five students during the four non-residential semesters required by the program.

**Summer Residencies**
During 14-day summer residencies (English 501, 502, 503), students will work at Ashland University with MFA faculty and with visiting writers by attending workshops, lectures, seminars, readings, discussion groups and individual conferences. Students will also attend technical support workshops.

### COURSE OF STUDY

#### Traditional Course Sequence (Beginning in Summer)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>English 501: Residency I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Fall</td>
<td>English 631: Mentorship I (non-residential semester)</td>
<td>9</td>
<td>English 501</td>
</tr>
<tr>
<td>Spring</td>
<td>English 632: Mentorship II (non-residential semester)</td>
<td>9</td>
<td>English 631</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>English 502: Residency II</td>
<td>3</td>
<td>English 632</td>
</tr>
<tr>
<td>Fall</td>
<td>English 633: Mentorship III (non-residential semester)</td>
<td>9</td>
<td>English 502</td>
</tr>
<tr>
<td>Spring</td>
<td>English 701: Mentorship IV: MFA Thesis (non-residential semester)</td>
<td>9</td>
<td>English 633</td>
</tr>
<tr>
<td>Summer</td>
<td>English 503: Residency III</td>
<td>3</td>
<td>English 701</td>
</tr>
<tr>
<td><strong>Total Number of Credits</strong></td>
<td></td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

#### Non-Traditional Course Sequence (Beginning in Spring)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Course Number and Title</th>
<th>Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>English 631: Mentorship I (non-residential semester)</td>
<td>9</td>
<td>None</td>
</tr>
<tr>
<td>Summer</td>
<td>English 501: Residency I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Fall</td>
<td>English 632: Mentorship II (non-residential semester)</td>
<td>9</td>
<td>English 631</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>English 633: Mentorship III (non-residential semester)</td>
<td>9</td>
<td>English 632</td>
</tr>
<tr>
<td>Summer</td>
<td>English 502: Residency II</td>
<td>3</td>
<td>English 633</td>
</tr>
<tr>
<td>Fall</td>
<td>English 701: Mentorship IV: MFA Thesis (non-residential semester)</td>
<td>9</td>
<td>English 502</td>
</tr>
<tr>
<td>Spring</td>
<td>Semester off; continue work on thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>English 503: Residency III</td>
<td>3</td>
<td>English 701</td>
</tr>
<tr>
<td><strong>Total Number of Credits</strong></td>
<td></td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>
During summer residencies, each visiting writer will present one reading and lead one Craft and Publishing Seminar.

**COURSE DESCRIPTIONS**

**English 501: Summer Residency I:** This gateway residency will be taught over 14 days. There will be three major components to the course:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style, and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Students will attend 10 two-hour-and-forty-five minute Writers’ Workshop/Mentor Tutorial sessions and 10 hour-and-a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs. In addition, students will meet individually with their mentors to define a writing/reading project for the non-residential courses. There will also be academic advising sessions and computer support sessions.

**English 631: Mentorship I:** This course represents the first step in a program-long process of working toward the completion of a book of poems or nonfiction (culminating in the MFA Thesis). Via the internet, each student will work individually with his or her faculty mentor, and collectively with student peers, to develop the craft of drafting the body of a book. Students will also develop skills in judiciously applying constructive criticism to improve the quality of their writing and skills in articulating constructive criticism of both published and student work. While students will actively engage in the revision process, the emphasis of the course will be on the generation of new material.

**English 632: Mentorship II:** This course represents the second step in a program-long process of working toward the completion of a book of poems or nonfiction (culminating in the MFA Thesis). Via the internet, each student will continue to develop the craft of drafting new poems or pieces of nonfiction by working individually with a faculty mentor and collectively with student peers. In addition, students will work toward the completion of a group of poems or pieces of nonfiction worthy of serving as the core of a book. While students will continually create new work, there will be an emphasis on the revision process and on the ability of students to articulate the nature and degree of aesthetic coherence in their own developing manuscripts, as well as in existing works of literature.

**English 502: Summer Residency II:** This mid-program residency will be taught over 14 days. There will be three major components to the course:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Students will attend 10 two-hour-and-forty-five minute Writers’ Workshop/Mentor Tutorial sessions and 10 hour-and-a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs. In addition, students will meet individually with their mentors to define a writing/reading project for the non-residential courses. There will also be academic advising sessions and computer support sessions.

**English 633: Mentorship III:** This course represents the third step in a program-long process of working toward the completion of a book of poems or nonfiction via the internet, students will continue to develop new writing by working individually with a faculty mentor and collectively with student peers. Students will also sharpen the ability to articulate traits, on the level of theme, form and/or style, that characterize the well-crafted books encountered in assigned reading and that characterize their own developing manuscripts. While students will actively work toward the creation of new essays or poems and will continue to revise individual works, there will be an emphasis on the ability to articulate key formal and thematic characteristics that contribute to the resonance and aesthetic integrity of a body of writing.

**English 701: MFA Thesis:** This course represents the fourth and culminating step in a program-long process of working toward the completion of a book of poems or essays. Via the internet, students will develop further the craft of shaping a book-length collection of poems or nonfiction by working individually with a faculty mentor and collectively with student peers. Though each student will actively work toward the creation of new poems or new pieces of nonfiction and toward the revision of individual works, the primary emphasis of the course will be on developing the student’s ability to shape a book-length collection of writing into an aesthetic construct that is at once informed by and larger than the sum of its parts.

**English 503: Summer Residency III:** This exit residency will emphasize post-thesis concerns. Each student will defend his or her thesis before a faculty committee, participate in a thesis reading, and develop a deepening awareness of the publication industry through advisement from faculty, visiting writers, agents and editors. There will be individual meetings with editors and agents, in addition to the regular three components of the summer residency:

1) Writers’ Workshop/Mentor Tutorial Sessions
2) Craft, Style, and Publishing Seminars
3) Evening/Weekend Readings and Discussions

Emphases in the Writers’ Workshop/Mentor Tutorial Sessions will vary but might typically involve a focus on new writing unrelated to the thesis, on outtakes from the thesis that might form the nucleus of a new book, or on the further
development of the completed thesis into a publishable manuscript. Students will attend 10 two-hour-and-forty-five-minute Writers’ Workshop/Mentor Tutorial sessions and 10 hour-and-a-half Craft, Style, and Publishing Seminars. Students are encouraged to attend all Evening/Weekend programs.

**THESIS**

At the end of English 701: MFA Thesis, faculty mentors will recommend to the MFA Director those theses they feel are ready for a thesis defense. Each thesis defense will take place during English 503: Summer Residency III. A faculty committee will read each student thesis, and respond orally during the defense. Students who successfully defend their theses will present their work to the entire MFA community in the form of a thesis reading.
MASTER OF AMERICAN HISTORY AND GOVERNMENT (MAHG)
DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

The Master's Degree in American History and Government is a summer program of intensive one-week courses built around the reading and discussion of primary documents.

MISSION STATEMENT: The Master of American History and Government at Ashland University will provide teachers of American history and government and others an integrated program built around the reading and discussion of original documents. In doing so, the degree program aims to give teachers the subject mastery and interpretive skills they need to be confident in their preparation to teach history and government.

DEAN
Dawn Weber, Dean, College of Arts and Sciences

FACULTY
William J. Atto, Assistant Professor of History, University of Dallas
Jeremy D. Bailey, Assistant Professor of Political Science, Duquesne University
Jonathan Bean, Professor of History, Southern Illinois University
David Beito, Associate Professor of History, University of Alabama
Christopher Burkett, Assistant Professor of Political Science, Ashland University
Andrew E. Busch, Professor of Government, Claremont McKenna College
Paul O. Carrese, Professor of Political Science, United States Air Force Academy
Mickey Craig, Dean of Social Sciences, William and Bernice Grewcock Professor of Politics and Associate Professor of Political Science, Hillsdale College
Todd Estes, Associate Professor of History, Oakland University
Christopher Flannery, Professor of Political Science, Azusa Pacific University and Louaine S. Taylor Professor of American History and Government, Ashland University
David Foster, Chair and Associate Professor of Political Science, Ashland University
Steven Hayward, F.K. Weyerhaeuser Fellow, American Enterprise Institute
Stephen Knott, Associate Professor of Political Science, U.S. Naval War College
Thomas L. Krannawitter, Assistant Professor of Political Science, Hillsdale College
David F. Krugler, Associate Professor of History, University of Wisconsin-Platteville
Marc K. Landy, Professor of Political Science, Boston College
Brian Linn, Professor of History, Texas A & M University
Gordon Lloyd, Professor of Public Policy, Pepperdine University
Melanie Marlowe, Assistant Professor of Political Science, Miami University
John Marini, Professor of Political Science, University of Nevada-Reno
Robert M.S. McDonald, Associate Professor of History, United States Military Academy
Sidney M. Milkis, Professor of Political Science, University of Virginia
Dan Monroe, Assistant Professor of History, Millikin University
Lucas E. Morel, Associate Professor of Politics, Washington and Lee University
Paul Moreno, Professor of History, Hillsdale College
John Moser, Associate Professor of History, Ashland University
Matthew Norman, Visiting Assistant Professor of Civil War Era Studies, Gettysburg College
Robert Norrell, Bernadotte Schmitt Chair of Excellence, Professor of History, University of Tennessee
Mackubin T. Owens, Jr., Professor of National Security Affairs, United States Naval War College
Anthony Peacock, Associate Professor of Political Science, Utah State University
Ronald J. Pestritto, Associate Professor of Political Science, Hillsdale College
David A. Raney, Assistant Professor of History, Hillsdale College
Diana J. Schaub, Associate Professor of Political Science, Loyola College
Peter W. Schramm, Professor of Political Science, Ashland University
Colleen Sheehan, Associate Professor of Political Science, Villanova University
Jeffrey Sikkenga, Associate Professor of Political Science, Ashland University
Jean Edward Smith, John Marshall Professor of Political Science, Marshall University
Jeremi A. Suri, Associate Professor of History, University of Wisconsin-Madison
Natalie Taylor, Assistant Professor of Government, Skidmore College
David Tucker, Associate Professor of Defense Analysis, United States Naval Postgraduate School

ADMINISTRATORS
Peter W. Schramm, Chair
Roger L. Beckett, Director
John Moser, Associate Director
Christopher Burkett, Associate Director
STRUCTURE
Each course is a two semester credit hour course. There are five one-week sessions each summer. Students may choose to participate in one, two, three, four, or all five sessions in any given summer.

Students may complete the degree program in as few as three summers; if credit hours are transferred from other universities, in as few as two. Students may take up to ten years to complete the program.

ADMISSION
Admission is open to all qualified persons regardless of handicaps, religion, race, creed, sex or national origin.

ADMISSION PROCEDURES
The following are required for admission to the Graduate School:

- A completed Ashland University Graduate School Admission Form with application fee;
- Official academic transcript(s) from accredited institutions of higher education documenting all undergraduate and graduate degrees awarded. Additional transcripts, if applicable, may be requested at the discretion of the Program Chair.
- A minimum undergraduate grade point average of 2.75 on a 4.0 scale, or a minimum graduate grade point average of 3.0 on a 4.0 scale (a minimum of 12 graduate semester hours are required).

Provisional Admission to the Graduate School
A student may be admitted provisionally with an undergraduate grade point average of 2.25 - 2.75, or a graduate grade point average of 2.50 - 3.0 (a minimum of 12 graduate semester hours are required). A student accepted provisionally will be monitored over a period of the first 12 semester hours of course work.

Non-Degree/Continuing Education Admission
Non-Degree/Continuing Education Admission may be granted to applicants who wish to take Master’s course work but who do not want to pursue the Master’s degree.

Subsequent election to become a Master’s degree student should be made before the student has completed 12 credit hours of coursework in the program. Students having more than 12 credit hours before gaining admission to graduate degree status jeopardize full use of their credits.

Undergraduate Students
Exceptionally able undergraduates with strong backgrounds in American history and government may be permitted to take graduate course work in a non-degree capacity after the completion of three years toward their bachelor’s degree. At this point, the student is required to apply for admission to the Graduate School as a non-degree seeking student, but the non-degree admission requirement that the student show proof of an undergraduate degree is waived in these circumstances.

Ashland University undergraduate students wishing to take MAHG courses must complete the Senior Student Admission to MAHG Courses form available on-line at http://mahg.ashland.edu. This form must be signed by your undergraduate advisor, the MAHG Chair (Dr. Peter W. Schramm), and the Chair of the Department of History and Political Science (Dr. David Foster). Return the completed form to the Ashbrook Center.

HOW TO APPLY
Non-Degree/Continuing Education Admission
Students seeking Non-Degree/Continuing Education Admission must:

- complete the on-line application available at http://mahg.ashland.edu,
- submit evidence of bachelor’s degree (for example, by submitting a college transcript or a copy of a teaching license), and
- submit a $30 application fee.

Admission to the Degree Program
Students seeking admission to the Master’s degree program must:

- complete the on-line application available at http://mahg.ashland.edu,
- submit official transcripts from each postsecondary school from which a degree was awarded, and
- submit a $30 application fee. (Students pursuing their second Master’s degree from Ashland University or Non-Degree students who were formerly AU graduate students do not need to submit the application fee.)

ACADEMIC POLICIES
Transfer Credit
Up to eight (8) semester credit hours may be transferred from other institutions to satisfy the degree requirements in the Master’s program. This is the equivalent of four courses in the MAHG program. To transfer credit hours, the following conditions must apply:

- Credit hours transferred cannot have been used for another degree.
- A student must have earned the credit hours no longer than six years prior to acceptance into the Master’s program.
- A student must have earned the credit hours at an accredited institution.
- The credit hours must be graduate level credit hours from a course in which the student received at least a B.
- Typically, the student should have earned the credit hours in a History or Government or Political Science department. Exceptions are possible.
- Quarter hours transferred into the University will be converted into semester hours, and all conversions will be rounded down to the nearest semester hour.

The student’s Academic Advisor approves credit transfers.
Any exceptions to this policy, which are granted rarely, must be approved by the Master’s Program Faculty Committee.

To transfer credit, a student should ask the registrar of the institution where the credit was earned to send an official (embossed) copy of his or her transcript to Ashland University. The transcript should make clear that the credit hours are graduate credits. Transcripts should be sent to:

Master of American History and Government
Ashland University
401 College Avenue
Ashland, Ohio 44805

For prior approval of credit hours to be transferred, the student must submit a letter to the student’s Academic Advisor along with a copy of the other institution’s syllabus for the course. No other guarantees exist that credit hours will be transferable. Prior assurances given verbally by faculty or staff at Ashland University must be regarded as estimates or opinions; they do not commit the University to a course of action.

Time Limits
Students must complete all requirements for the Master’s Degree within ten (10) years. This period begins with the date of the earliest Master’s course and ends with the last hours applied toward the degree. In extraordinary circumstances, a time extension may be granted through approval of the Program Director.

Waivers of Degree Requirements
Waivers of degree requirements, which will be granted rarely, must be approved by the Master of American History and Government Faculty Committee and the dean of the College of Arts and Sciences. Requests for waivers must be submitted in writing to the Program Director.

Course Repeat Policy
Any student receiving a B- or lower grade in a course may choose to retake that course in an attempt to raise his grade-point average. Both grades appear on the student’s transcript. However, upon written request of the student, only the second grade will be used in calculating the GPA.

Auditing Courses
Persons who do not wish to receive college credit or who do not meet minimal admission requirements may register as auditors upon payment of the audit fee and completion of all requirements for non-degree-seeking students. Official records and grades are maintained for auditors and audit classes cannot later be changed to a credit standing. Students will receive a grade report reflecting audit status.

Grade Point System
The following system of grading and point values applies to all courses in the Master’s program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Other grades are:

AU (Audit) — No grade or credit assigned.
I (Incomplete) — May be given when students are not able to complete the course work due to illness, accidents, or other emergencies. This grade applies to work of acceptable quality when the full amount is not completed. It is never applied to unsatisfactory work. The required work must be completed within three months of the completion of the course. The professor has the option of extending the time period for completing the required work an additional semester. The "I" grade becomes "F" if not removed by the date specified.

IP (In-Progress) — Given for thesis, capstone project, or directed study courses that are in progress. There are no time limits for completing the requirements for such courses except those imposed in the program.

K (Transfer) — Credit accepted in transfer. Courses are recorded on the student’s permanent academic record but not included in the cumulative point hour ratio.

W (Withdrawn) — Assigned for official withdrawals within 24 hours of the beginning of the course. Not used in grade point average computation.

WP (Withdrawn Passing) — Not used in grade point average computation and cannot be given after the third day of the course.

WF (Withdrawn Failing) — This grade is weighed as an "F" in the computation of grade point average.

Academic Probation
To remain in good standing, students must maintain a cumulative 3.0 grade point average in the Master’s program. Any time a student’s cumulative grade point average falls below 3.0, the student may be placed on academic probation and is subject to dismissal. Academic probation is recorded as a permanent entry on the student’s official record. The student has four courses (8 hours) in which to raise the grade point average to at least 3.0. Failure to meet this requirement may result in academic dismissal. If probation occurs or continues during the last semester, the Master of American History and Government Faculty Committee will determine what additional work, if any, the student must accomplish to continue, graduate, or be involuntarily withdrawn. The College of Arts and Sciences and Ashland University reserve the right to dismiss any student at any time for good cause.

Enrollment in Two Master’s Programs at AU
It is possible to pursue two master’s degrees simultaneously at Ashland University. Graduate students must have an advi-
sor in each graduate degree program and plan with them an integrated course of study that satisfies the requirements of both degree programs. A program plan for the dual degree programs must be completed and submitted to the dean of the Graduate School within the first semester of enrollment at Ashland University. The student must qualify for admission to each program and the Program Directors for both programs must sign the program plan. No more than 12 semester hours may be counted in both degree programs and this must be specified in the proposal.

Students who have been admitted to graduate study at Ashland University may take courses in any graduate program provided that the prerequisites have been met and providing that they have approval of the instructor or program director. Students applying for a dual master’s degree or a second master’s degree may have the second application fee waived.

Students may pursue a second master’s degree following completion of a master’s degree providing that they meet the requirements for admission to the second master’s degree. No more than 12 semester hours from the first master’s program may be counted in the second masters program. The student must have earned a B or better in the courses. The transfer of these hours must be approved by the advisor in the second program and recorded in the Registrar’s Office.

Students changing from one master’s degree program to another must record that change and notify both program directors. They must meet the entrance requirements for admission to the new graduate program. The acceptance of course work from the original masters program must be approved by the advisor in the new program.

Student Appeal Process

Students who have complaints or questions about instructional faculty performance or conduct should follow the procedure listed below. Any appeals must be initiated no later than the end of the semester following that in which the issue arose:

1. The student should consult the faculty member in question; it is only after this approach has been attempted that further recourse is appropriate. No appeal will be heard until this initial step has been taken. However, if the complaint involves conduct which the student does not feel comfortable raising with the faculty member, the student may file the complaint in writing with the director of the Master of American History and Government program. The written complaint must specify the details and circumstances which justify the complaint and the action or decision sought by the student.

2. If consultation with the faculty member in question and the director of the Master of American History and Government program does not produce satisfactory results, the student should submit his or her appeal in writing to the Chair of the Department of History and Political Science specifying the details and circumstances which justify the appeal and the action or decision sought by the student.

3. If the Chair of the Department of History and Political Science, after having consulted with the individual who is the subject of the complaint, denies the student’s appeal or complaint, the student may submit a copy of the appeal to the dean of the College of Arts and Sciences.

4. The dean will review the information presented, make such inquiries as necessary and render judgment. If the student is dissatisfied, the final appeal is to the provost.

5. A Review Committee hearing will be scheduled by the provost involving the student, the director of the Master of American History and Government program, the Chair of the Department of History and Political Science, and the faculty member in question, and the dean. The committee will issue a ruling that disposes of the question or complaint including what action, if any, is required by the student, faculty member, or University.

COURSE OF STUDY

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>AHG 501: American Revolution</td>
<td>2</td>
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</tr>
<tr>
<td>AHG 502: The American Founding</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>AHG 503: Sectionalism and Civil War</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>AHG 504: Civil War and Reconstruction</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>AHG 505: The Progressive Era</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>AHG 510: Great American Texts</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>AHG 690: Research Methods</td>
<td>2</td>
<td>Completed 20 Hrs.</td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
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<tr>
<td>AHG 691: Thesis</td>
<td>4</td>
<td>(4) AHG 690</td>
</tr>
<tr>
<td>AHG 692: Capstone Project</td>
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<tr>
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COURSE DESCRIPTIONS

AHG 501  THE AMERICAN REVOLUTION
This course focuses on three topics: political developments in North America and the British empire and the arguments for and against independence, culminating in the Declaration of Independence; the Revolutionary War as a military, social and cultural event in the development of the American nation and state; and the United States under the articles of confederation.

AHG 502  THE AMERICAN FOUNDING
This course is an intensive study of the constitutional convention, the struggle over ratification of the Constitution, and the creation of the Bill of Rights. It will include a close examination of the Federalist Papers and the anti-federalist papers.

AHG 503  SECTIONALISM AND CIVIL WAR
A study of the sectional conflict beginning with the nullification crisis. The course will not only examine the political, social and economic developments in the period leading to the Civil War, but will emphasize the political thought of Abraham Lincoln, Stephen Douglas, and John C. Calhoun.
AHG 504  CIVIL WAR AND RECONSTRUCTION
This course will examine military aspects of the war, as well as political developments during it, including the political history of the Emancipation Proclamation, the Gettysburg Address and the Second Inaugural. The course also examines the post-war Amendments and the Reconstruction era.

AHG 505  THE PROGRESSIVE ERA
The transition to an industrial economy posed many problems for the United States. This course examines those problems and the responses to them that came to be known as progressivism. The course includes the study of World War I as a manifestation of progressive principles. The course emphasizes the political thought of Theodore Roosevelt, Woodrow Wilson, and their political expression of progressive principles.

AHG 510  GREAT AMERICAN TEXTS
This course is an intensive study of one important text in American history, politics or literature. Examples might include The Federalist Papers, Franklin’s Autobiography, Tocqueville’s Democracy in America or Twain’s Huckleberry Finn. The text may change from course to course, and the course may be repeated up to two times with the permission of the associate director.

AHG 601  SOURCES OF THE AMERICAN REGIME
This course examines the European heritage of ideas and arguments upon which the American Founders drew as they devised a new government for the United States.

AHG 602  EUROPEAN DISCOVERY AND SETTLEMENT
An examination of the motives behind and the consequences of the expansion of European power beginning in the 16th Century. The course focuses on the European settlement of North America and the interactions between Europeans and indigenous peoples.

AHG 603  COLONIAL AMERICA
This course focuses on the development of an indigenous political culture in the British colonies. It pays special attention to the development of representative political institutions and how these emerged through the confrontation between colonists and King and proprietors. The course also considers imperial politics through a study of the Albany Plan of Union.

AHG 604  THE EARLY REPUBLIC
Having adopted a form of government, the Americans had to make it work. This course examines their efforts to do so, as the Republic took shape amidst foreign dangers, political conflict, westward expansion and religious revivals.

AHG 605  THE AGE OF ENTERPRISE
In the last decades of the 19th Century, the United States took decisive steps away from its rural, agrarian past toward its industrial future, assuming its place among world powers.

This course examines that movement, covering such topics as business-labor relations, political corruption, immigration, imperialism, the New South, and segregation and racism.

AHG 606  AMERICA BETWEEN WORLD WARS
In the 1920s, changes in America that had been underway for several decades came fully into view. This is the period when cultural wars first appeared (e.g., The Scopes Trial) and the transformative effects of industrial capitalism touched every part of American life. In the 1930s, an economic crisis challenged received views of the proper relationship of the government to the economy. The course examines various political and economic changes that occurred in this period, with a special emphasis on the New Deal.

AHG 607  AMERICA DURING THE COLD WAR
The simmering conflict between the United States and the Soviet Union from 1945 to 1989 was the defining phenomenon of the age, affecting not only the country’s foreign policy but its politics, society, economy, and culture as well. In this course students will examine the most important events, ideas, and personalities of the 44 years from the end of World War II to the end of the Reagan administration.

AHG 610  AMERICAN FOREIGN POLICY
Students examine events and issues in the foreign policy of the American republic. Topics include the major schools of thought and approaches, the connection between domestic and foreign politics, and the connection between the principles of the American regime and its foreign policy. With the permission of the associate director, a student may take this course twice.

AHG 611  THE AMERICAN WAY OF WAR
Prerequisite: AHG 610 or permission.
The course examines how Americans have used military force, focusing on the relationship between civilian and military leaders, characteristic strategic approaches, and the connection between our political principles and our military practices.

AHG 620  THE REFORM TRADITION IN AMERICA
Prerequisite: AHG 503 or AHG 505 or AHG 607 or permission. America has lived through three periods of sustained interest in reforming its political and social life, the first in the decades preceding the Civil War, the second in the decades preceding the First World War and the third in the decade or two following World War II. The course examines aspects of these reform movements, particularly their connection to religion and Protestant theology.

AHG 621  RACE AND EQUALITY IN AMERICA
This course explores the history of black Americans as they strove to secure their dignity as human beings, and rights as American citizens, in the face of racial prejudice. Students will examine the writings of leading black intellectuals and activists about human equality, slavery, self-government, the rule of law, emancipation, colonization, and citizenship. The
course will also review laws, constitutional amendments, court cases, and social criticism addressing civil and political rights in America.

AHG 622 RELIGION IN AMERICAN HISTORY AND POLITICS
From the time that the first Europeans arrived in America, religion has been an important part of American life. This course examines the various ways in which religion has played a role in American history, with particular emphasis on the role of religion in American politics.

AHG 623 GENDER AND EQUALITY IN AMERICA
This course explores the history of women in America from the early 19th century to the present, especially the political struggle to gain increased civil and political rights. Using primary source material from leading female intellectuals and activists, this course will consider the myriad ways that women have helped to shape the course of United States history.

AHG 630 AMERICAN STATESMEN
Even though the powers of the American Executive are controlled and limited, extraordinary acts of statesmanship are possible. This seminar examines those presidents who have demonstrated extraordinary political leadership. We will examine such statesmen and the political circumstances in which their prudence revealed itself. Among those examined will be Washington, Jefferson, Jackson, Lincoln, and Franklin Roosevelt. With the permission of the associate director, this course may be taken more than once.

AHG 631 AMERICAN POLITICAL RHETORIC
Prerequisite: AHG 630 or AHG 632 or AHG 633 or permission.
This course examines the principles and practice of American political rhetoric through the careful reading of the speeches of its leading statesmen.

AHG 632 THE AMERICAN PRESIDENCY I, WASHINGTON TO LINCOLN
This course is an examination of the political and constitutional development of the office of president from the Founding era through the Civil War. It focuses on how the presidency shaped American political life as the country grew and struggled with rising sectional tensions.

AHG 633 THE AMERICAN PRESIDENCY II, JOHNSON TO THE PRESENT
Prerequisites: AHG 632: The American Presidency I or permission.
This course is an examination of the political and constitutional development of the office of president from Reconstruction to the present. It focuses on how changing conceptions of the presidency have shaped American political life in the 19th and 20th centuries, especially as America has become a global power.

AHG 640 THE CONGRESS
This course focuses on the legislative branch of the U.S. government. It examines topics such as the constitutional powers of Congress, the relations between Congress and the other branches of the federal government and the states, and the changing structure and internal politics of Congress.

AHG 641 THE SUPREME COURT
This course is an intensive study of the highest court in the federal judiciary, focusing on the place of the Supreme Court in the American constitutional order. Areas of study may include the relationship between the Court and the other branches of the federal government as well as the states; the Court’s power of judicial review; and judicial politics and statesmanship. We will examine these kinds of issues by investigating how the Court has interpreted the Constitution in some of its most historic decisions.

AHG 642 POLITICAL PARTIES
This course examines the development of American political parties, focusing on the meaning of parties and historic moments in the rise and fall of political parties from the Founding era to the present. Topics may include re-aligning elections, changing coalitions within American parties, and the contemporary Democratic and Republican parties.

AHG 660 TOPICS IN AMERICAN HISTORY AND GOVERNMENT
Topics courses allow faculty to meet the needs of small groups of students by offering a course specifically designed to meet their needs. Faculty may also use topics courses to develop and test a course for possible inclusion in the standard curriculum.

AHG 670 DIRECTED STUDY
Prerequisites: Permission of the associate director and instructor.
Students wishing to develop expertise requiring study beyond what is offered in other courses may arrange with a professor to work individually on a topic. The program associate director must approve all directed studies.

AHG 690 RESEARCH METHODS
Prerequisites: Completion of 20 course credits toward the degree or permission.
This course equips students with the research and analytical skills they need to complete a thesis or capstone project. The course includes instruction in bibliographic skills but emphasizes practice in analyzing historical documents, stressing logic and clarity in argument and writing. During the course, students will also gain proficiency with an on-line archive of primary documents so that they will be able to use these after they leave the program.

AHG 691 THESIS
Prerequisites: AHG 690: Research Methods and approval of thesis proposal by student’s faculty committee.
In order to complete requirements for the degree, each student must complete a thesis or a capstone project. The purpose of either is to show mastery of both subject matter and analytical and interpretive skills.
AHG 692  CAPSTONE PROJECT
Prerequisites: AHG 690: Research Methods and approval of capstone project proposal by student’s faculty committee.
In order to complete requirements for the degree, each student must complete a thesis or a capstone project. The purpose of either is to show mastery of both subject matter and analytical and interpretive skills.

THESIS AND CAPSTONE PROJECTS
The thesis and capstone project serve the same purpose. They allow a student to demonstrate his or her mastery of subject matter, as well as analytical and interpretive skills. They differ in the way they serve this purpose. A thesis is a written work stating a claim or interpretation and supporting it with data and argument. For example, a thesis might claim that a certain type of protestant theology is responsible for political reform movements in the United States and support that claim by examining, in one of a number of different ways, the civil rights movement of the 1960s. A capstone project combines different kinds of practical experience (e.g., as a docent or historical re-enactor) or other written work (e.g., lesson plans or historical fiction) with analytical and interpretive writing in the form of one or more essays.
Capstone projects might include:

- Selection of materials (e.g., primary documents) to enhance a curriculum, with essays providing justification of the selections and analysis and interpretation to assist in their use. (N.B. The Master’s program would not assess the merits of the curricular proposal but of the analysis and interpretation supporting the selection of the primary documents.)
- Participation in a Civil War battle reenactment, with interpretive essays explaining the significance of the battle in the military and political outcome of the Civil War.
- Development of an exhibition at a school or library, along with analytical and interpretive essays explaining the significance of the exhibition.

Both the thesis topic and the capstone project must be such that by completing them a student will be able to demonstrate mastery of both a specific significant topic and the relation of this topic to the broader subject of American history and government. The thesis topic or capstone project must also be such that by completing them a student will be able to display well developed analytical and interpretive skills.

Both the thesis and the capstone project require approval of the program’s faculty committee, which will review proposals to make sure that they meet substantive and methodological requirements of a Master’s program.
Each student will have a thesis/capstone advisor to help him or her complete the thesis or capstone project.
ADDITIONAL APPROVED COURSES FOR GRADUATE CREDIT

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF ART

ART 552  TOPICS IN AMERICAN ART: ART AND CULTURE OF THE SIXTIES  3-9
This course explores major ideas expressed in American painting, sculpture, literature, film and music primarily from popular culture in the 60s. These ideas are related to the social and political settings in which they occurred.

ART 652  ART OF THE RENAISSANCE  3
A survey of 15th and 16th century paintings, sculpture in Italy, France, Flanders and Germany.

ART 653  BAROQUE/ROCCOCO ART HISTORY  3
A survey of 17th and 18th century painting, sculpture and the decorative arts in Italy, France, Flanders, Spain and Holland.

ART 654  NINETEENTH CENTURY ART HISTORY I  3
A study of movements in the second half of the century including Impressionism, post impressionism and Van Gogh, Gauguin, Cezanne and Seurat. Emphasis on painting.

BIOLOGY/TOXICOLOGY DEPARTMENT

BIO 525  ADV. HUMAN PHYSIOLOGY  4
This course examines the human being from the physiological perspective. Emphasis is placed on understanding the biological, chemical and physical aspects of the major organ systems of the body: nervous, muscle, cardiovascular, respiratory, renal, digestive, endocrine and reproductive. Each system is studied from the perspective of how that system functions independently within the human body and how it contributes to the overall functioning of the human being. The course meets for three hours of lecture and two hours of laboratory per week. It is offered each spring semester.

BIO 610  BIOLOGY FIELD STUDY: THE ECOLOGY OF THE GREAT SMOKY MOUNTAINS  4
The purpose of this course is to study unique characteristics of The Great Smoky Mountains. To develop an appreciation of the complex interactions that have shaped this unique area and how The Smokies have influenced even the Ashland area. Fee required to cover cost of travel expenses to Great Smokey Mts.

BIO 640  SPECIAL TOPICS  1-5
Individual or group studies of coursework in biology. Graduate standing, permission of the professor of record and the approval of the director of graduate studies in education.

DEPARTMENT OF ENGLISH

ENG 601  LITERATURE OF EARLY ENGLAND  3
A study of the literature of England from the Anglo-Saxon period and the time of Chaucer. Particular emphasis on the rhetorical features of Old and Middle English. Reading and analysis of representative works, including Beowulf and the Canterbury Tales.

ENG 604  THE ENGLISH RENAISSANCE  3
A survey of the literature of England during the Elizabethan period. Particular attention to the emergence of literary genre and to the development of literary theory and philosophy. Reading and analysis of representative writers, including Spenser, Marlowe and Shakespeare.

ENG 605  CREATIVE WRITING WORKSHOP POETRY NONFICTION/FICTION  1-3
A seminar course in the writing of fiction, creative nonfiction, drama or poetry. Emphasis on developing various writing projects. The workshop is conducted by professors with extensive publication experience.

ENG 606  THE LITERATURE OF THE BAROQUE  3
A study of the Baroque literature in England during the 17th century, with particular emphasis on parallel developments of form and expression in art and music. Reading and analysis of representative writers including Donne and Jonson and their schools.

ENG 608  THE LITERATURE OF THE ENLIGHTENMENT  3
A study of the neoclassical literature of England during the 18th century. Particular emphasis on the emergence of scientific and philosophical expression and upon the parallel developments of form and pattern in art and music. Reading and analysis of representative writers including Pope, Swift and Johnson.

ENG 610  ROMANTIC MOVEMENT & VICTORIAN PERIOD  3
A survey of literary expression in 19th-century England, beginning with the emergence of the Romantic poets and continuing through the social and political writings of the Victorian period. Reading and analysis of representative writers including Wordsworth, Keats, Tennyson and Browning.

ENG 625  MAJOR WRITERS SEMINAR  3
A course designed to provide a comprehensive understanding of one or more major writers. Class assignments will include extensive reading of the works of the particular writers, supplemented by critical, biographical and historical materials. Emphasis on the particular artistic and moral qualities of the writer as revealed in his art. Selection of writers is indicated in the class schedule for each semester.
DEPARTMENT OF FOREIGN LANGUAGES

FL 670 SEMINAR IN FRANCOPHONE STUDIES   3
Prerequisite: Graduate standing, advanced-level proficiency in French; previous undergraduate study of civilization and literature.

A seminar on topics pertinent to the field of Francophone studies in language, culture, civilization, or literature. The content will vary depending upon the interest and needs of students. The course may be repeated under a different topic for a total of 6 credit hours. Taught in French. Offered alternate years.

FL 671 SEMINAR IN HISPANIC STUDIES   3
Prerequisite: Graduate standing, advanced-level proficiency in Spanish; previous undergraduate study of civilization and literature.

A seminar on topics pertinent to the field of Hispanic studies in language, culture, civilization, or literature. The content will vary depending upon the interest and needs of students. The course may be repeated under a different topic for a total of 6 credit hours. Taught in Spanish. Offered annually.

FL 678 SPANISH PHONETICS   3
A study of pronunciation aided by the use of the International Phonetic Association Symbols, with a survey and practice of Latin American and Iberian variations of speech.

DEPARTMENT OF HISTORY

HIST 640 SPECIAL TOPICS   3
Individual or group studies of coursework in history. Graduate standing, permission of the professor of record and the approval of the director of graduate studies in education.

DEPARTMENT OF MATHEMATICS/COMPUTER SCIENCE

MATH 511 MODERN GEOMETRY   3
A study of fundamental geometric properties such as straightness, symmetry, congruency, and parallelism as they exist in planes and other surfaces.

MATH 514 NUMERICAL ANALYSIS   3

MATH 517 PROBABILITY   3
A study of the fundamental concepts of probability theory, discrete and continuous probability functions, independence, conditional probability, Bayes’ theorem, joint densities and mathematical expectations.

MATH 518 MATHEMATICAL STATISTICS   3
Introduction to the theory and applications of mathematical statistics, moment generating functions, central limit theorem, estimation and hypothesis testing.

MATH 615 INTRO TO MODERN ALGEBRA   3
An introduction to abstract algebraic systems through the study of groups, rings and fields.

MATH 640 SPECIAL TOPICS   1-5
The faculty member proposing the course must complete all the data for this course syllabus. Successful courses will be reviewed by the Graduate Education Department for permanent status.

DEPARTMENT OF MUSIC

MUSIC 540 APPLIED MUSIC, SECONDARY INSTRUMENT   1
The private applied study of the performance of an instrument or voice, limited to students demonstrating the equivalent skills to an undergraduate degree in music. May be repeated for additional credit.

MUSIC 640 APPLIED MUSIC, PRIMARY INSTRUMENT   2
The private applied study of the performance of an instrument or voice, limited to students demonstrating the equivalent skills to an undergraduate degree in music. May be repeated for additional credit.

DEPARTMENT OF POLITICAL SCIENCE

POLSC 640 SPECIAL TOPICS   1-5
Individual or group studies of coursework in political science. Graduate standing, permission of the professor of record and the approval of the director of graduate studies in education.

DEPARTMENT OF PSYCHOLOGY

PSYC 640 SPECIAL TOPICS   1-5
Individual or group studies of coursework in psychology. Graduate standing, permission of the professor of record and the approval of the director of graduate studies in education.

DEPARTMENT OF RELIGION

REL 607 RELIGIONS OF INDIA AND THE FAR EAST   3
A study of Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Taoism and Shinto. Emphasis is placed upon the major concepts of these religious traditions for an understanding of the contemporary cultures of India and the Far East.

REL 608 HISTORY OF RELIGIONS OF PRIMITIVE MAN AND THE NEAR EAST   3
A study of primitive and ancient religions in the Near East leading up to the development of Zoroastrianism, Judaism,
Christianity and Islam Emphasis is placed upon development and major concepts of the religions studied and their effect on contemporary cultures.

**REL 650 ** DEATH AND DYING 3

The study of death and dying will be divided into three parts:
1) The awareness of the concept of death in culture and personal experience. 2) Practical considerations in dealing with death and dying such as grief, care of the dying person, mourning and funeral practices. 3) Theological and philosophical perspectives on death.

**DEPARTMENT OF SOCIOLOGY**

**SOC 640 ** SPECIAL TOPICS 1-5

Individual or group studies of coursework in sociology. Graduate standing, permission of the professor or record and the approval of the director of graduate studies in education.
Dauch College of Business and Economics
Graduate Program

MASTER OF BUSINESS ADMINISTRATION (MBA)

Ashland University offers a Master of Business Administration degree through the Richard E. and Sandra J. Dauch College of Business and Economics. The MBA program, initiated in 1978, is designed to provide mid-level professionals with a top-management perspective on organizational effectiveness by equipping them with the conceptual frameworks necessary to run a business or business segment. It also helps them develop their ability to lead people and manage resources to achieve organizational effectiveness by developing key managerial competencies. Finally, it guides students toward more fruitful ways of integrating their individual efforts with those of their colleagues by employing a team-based, integrated, cross-disciplinary approach to understanding organizational management.

The Master of Business Administration Program seeks to provide a solid theoretical understanding within the broad spectrum of management problems. The program emphasizes the perspective of top management and the executive's view of the organization – how to interact and react to external pressures so the organization can survive and meet its goals and objectives.

MISSION STATEMENT: The mission of the Ashland University College of Business and Economics is to help our students achieve those competencies most prized by organizations wishing to hire or promote individuals into positions of increasing responsibility.

DEAN
James R. Maxwell, Dean, College of Business and Economics, and Professor of Business Administration

FACULTY
John W. Fraas, Professor of Business Administration; Trustees’ Professor
Beverly A. Heimann, Professor of Business Administration; Graduate Chair
Raymond A. Jacobs, Professor of Business Administration, Associate Dean
Gary L. Margot, Professor of Business Administration
Khushwant K. Sidhu Pittenger, Professor of Business Administration
Steven W. Pool, Professor of Business Administration
Paul G. Schloemer, Professor of Business Administration
Richard T. Symons, Professor of Business Administration
Javier F. Garcia, Associate Professor of Economics
J. David Lifer, Associate Professor of Business Administration
Mark A. Nadler, Associate Professor of Economics
Kristine Parsons, Associate Professor of Business Administration
Ronald Paugh, Associate Professor of Business Administration
Robert P. Rogers, Associate Professor of Economics
Constance M. Savage, Associate Professor of Business Administration
Sharon A. Valente, Associate Professor of Business Administration
Sivakumar Venkataramany, Associate Professor of Business Administration
Charles E. Bryant, Assistant Professor of Business Administration
Daniel Fox, Assistant Professor of Business Administration
Victoria L. Kaskey, Assistant Professor of Business Administration
Robert E. Miller, Assistant Professor of Business Administration
Jeffrey E. Russell, Assistant Professor of Economics
Debra Westerfelt, Assistant Professor of Business Administration

Michael J. Colburn, Visiting Assistant Professor of Business Administration

ADMINISTRATORS
Stephen W. Krispinsky, Executive Director, MBA Program
Carol L. Pietrasz, Associate Director, MBA Program
Katherine M. Rivera, Administrative Assistant, MBA Program
Peg M. Hickey, Project Coordinator, MBA Program

VISION STATEMENT
The vision of Ashland University’s College of Business and Economics is to be the provider of choice of managerial resources to organizations in the geographical areas we serve.

PROGRAM OBJECTIVES
1. To provide for the needs of future and practicing executives by offering an education integrating relevant theory with practical application.
2. To offer a curriculum that provides the necessary tools for decision making and problem solving while exposing the student to the functional areas of business that are appropriate in today’s business environment.
3. To meet the needs of diverse groups of students by integrating international students into our American business culture in order to develop a global awareness.
4. To provide fundamental business courses and skills for non-business degree holders and for international students by offering a foundation program to prepare them for graduate studies in business.

CORE VALUES
Ashland University’s MBA program values:
1. Competency-based education
2. Student-centered, experiential learning
3. Systematic stakeholder involvement and outcomes assessment
4. Continual program review and improvement
5. Partnership with current and potential employers
6. Scholarly activities in research, application, integration, teaching and service
CURRICULUM
Students must complete a minimum of 36 credit hours above the MBA 500 level to meet their curriculum requirements. Effective January 1, 2006, all incoming students must complete Continuous Learning I & II as part of their coursework, in addition to the Phase II required courses. A maximum of nine credit hours may be comprised of elective courses such as other seminars, special topics/specialization courses, or an independent research project. Complete information and guidelines for these options are found under “Phase III” and “Independent Research Project Option” below. A Phase IV capstone course (MBA 517) is also required.

STRUCTURE
Ashland University offers students the Master of Business Administration course work in five program centers across the state. MBA semesters commence each September, January and May and classes meet for 12 weeks. Classes meet in the evenings or on Saturdays, which permits students to learn without interrupting their normal working schedules. By completing two courses each semester, students may earn their degree after two years of study.

ACCREDITATION
The Ashland University Master of Business Administration Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and the North Central Association of Colleges and Schools.

FACILITIES
INSTRUCTIONAL
Classes are held on the main campus in the Richard E. and Sandra J. Dauch College of Business and Economics and at four off-campus centers:
- Columbus Center
  1900 E. Dublin-Granville Road
  Columbus, OH 43229
- Massillon/Stark County Center
  2550 University Drive SE
  Massillon, OH 44646
- Medina Center
  Sharon Commons
  2498 Medina Road
  Medina, OH 44646
- Corporate College
  25425 Center Ridge Road
  Westlake, OH 44145

RESOURCES
The nine-story Ashland University Library houses over 300,000 items. This includes the special theological collection, the reference department materials, bound volumes of periodicals and government documents, microtext collections, The Harold E. Andrews Collection of Special and Rare Books, the Lulu Wood Library of Children’s Literature, The Numismatic Center Collection and The University Archives. The Library is also a depository for federal and state documents. Electronic databases and resources are available through CD-Rom networks and the Internet.

Computer labs in the Dauch College of Business and Economics, the Hawkins-Conard Student Center and Patterson Instructional Technology Center on the main campus are available for use by graduate and undergraduate business students. These labs are equipped with IBM compatible computers and software. Computer labs are also available at the Columbus, Massillon/Stark and Medina Program Centers.

All students registered for classes are automatically registered for access to the AU Internet. For information, please call the library reference desk at 1-800-882-1548, ext. 5402 or 419-289-5402. There are also Internet help sessions available. Call the Library for times and locations.

ADMISSION
A student possessing a bachelor’s degree from an accredited institution, with a cumulative undergraduate grade point average of at least 2.75 on a 4.00 scale, with a recognized business undergraduate major and a minimum of two years full-time work experience may be accepted for admission to Ashland University’s MBA program on an unrestricted basis. A student without these requirements may be admitted on a conditional or provisional basis, depending on his or her situation. Such a student may be required to show greater work experience, enroll in MBA Foundation course work, limit the number of courses taken, and/or maintain a minimum cumulative grade point average of 3.00.

A conditional admission occurs as a result of an applicant’s baccalaureate history failing to reflect sufficient course work in business to assure an understanding of the concepts contained in the Phase II courses. Also, this conditional admission status is used when the applicant fails to meet the two-year full-time work experience in an organizational setting.

Provisional admission occurs when the applicant’s cumulative grade point average at the undergraduate level does not meet the standard 2.75.

HOW TO APPLY
The following materials must be submitted to finalize the application process:
- A complete MBA admission application with the $30 application fee (checks must be payable to “Ashland University”). The application fee will be waived for applicants who are returning for a second master’s degree from Ashland University.
- Official transcripts from all undergraduate and graduate institutions from which a degree was awarded.
Acceptable transcripts are only those sent directly from the issuing institution, not those issued to the individual student. Additional transcripts may be requested if necessary.

- A Personal Competency Assessment (PCA) to be completed by the applicant’s manager.
- Recommendation letters (optional).
- An updated resume or vita.

An admission application is available from the MBA Program Office by calling 1-888-MBA-CLAS or online at www.ashland.edu/mba. All materials should be mailed to:

MBA Office
Ashland University
401 College Ave.
Ashland, Ohio 44805

PERSONAL COMPETENCY ASSESSMENT (PCA)
The MBA faculty have adopted a competency model which emphasizes leadership, communication skills, logic, integrity and conceptual skills. AU’s MBA program requires all incoming students to have their manager complete a Personal Competency Assessment (PCA) in lieu of the Graduate Management Admission Test (GMAT).

This assessment enables MBA advisers to assist students in developing their competencies to become more effective business leaders. This PCA may be completed by the student’s manager or someone with whom he or she is closely associated in the workplace.

TRANSFER STUDENT POLICY
Ashland University will accept up to 12 hours of graduate transfer credit into the Master of Business Administration Program. Several factors should be noted when transferring credit:

1. The course work should have been completed within five years prior to application at Ashland University.
2. Course work must be comparable with the Ashland University MBA Program course work.
3. The grades in the courses to be transferred must be “B” or better.
4. Transfer credit does not affect the cumulative grade-point average established with Ashland University.

TRANSIENT STUDENT ADMISSION
A student in a graduate degree program at another accredited college/university may be admitted as a transient student in the Ashland University MBA Program. Permission to do so must be submitted in writing to the student by the home institution. The transient student must apply to the Graduate School and meet all requirements for non-degree seeking students. Transient applicants will be accepted on a space available basis.

FOUNDATIONS PROGRAM
Applicants holding non-business baccalaureate degrees may be required to complete MBA Foundations course work. The MBA Foundations Program offers accelerated, intensified learning, providing the necessary foundation upon which the MBA is built.

The MBA Foundation courses include economics, finance, management, accounting, information technology, marketing, and quantitative and statistical methods. Students earn graduate credit for each MBA Foundation course. However, this credit does not apply toward the 36 semester hours of credit necessary to earn the MBA degree.

Performance in these courses is evaluated by a letter grade, and all students enrolled in MBA Foundations courses must meet the academic standards of the MBA program (see “Academic Probation/Dismissal” section of catalog).

MBA Foundation courses may be taken concurrently with MBA core courses as long as the core prerequisites are met. However, students considering this option must obtain approval from one of the program directors. All Foundation courses qualify for graduate student loans. Students taking six hours per semester are considered full-time students. Those taking less than six hours per semester are considered part time.

INTERNATIONAL STUDENTS IN THE MBA
The International Student Services office exists to provide admissions, orientation, immigration and academic support to international applicants. The Ashland University Center for English Studies (ACCESS) provides an intensive English program for international students, and offers conditional admission to academic studies.

ADMISSION
In addition to the standard admission guidelines for the MBA, an international student needs to submit proof of English proficiency: Internet-based TOEFL (iBT): 75; Computer based TOEFL (CBT): 213; Paper-based TOEFL (PBT): 550, or IELTS: 6.5. Students will also take a one-semester course in university writing if their writing scores are below 18 on the iBT, 5 on the CBT or PBT, or 6.5 on the IELTS. Students eligible for admission but who have not attained the minimum scores on the tests above will be admitted to ACCESS. Upon successful completion of the program, students will be admitted to the University for full-time academic study.

HOW TO APPLY
Please visit the website at www.ashland.edu/iss for an online application and more information. Applicants will be required to submit:

1. A $50 non-refundable application fee.
2. Transcripts of all university course work in the original language and with an English translation.
3. TOEFL or IELTS test scores if not intending to begin in ACCESS.
4. A recent copy of applicant’s resume.
6. Copy of applicant’s passport page.
Note: The academic credentials of applicants educated outside of the United States will be evaluated by the International Student Services office and evidence of English proficiency may be requested, regardless of the applicant’s current immigration status in the United States.

**TUITION, FEES AND FINANCIAL AID**

**TUITION AND FEES**

All tuition, fees and other charges are set by the University and are subject to change without prior notice. The schedule of tuition and fees which follows is approved by the Ashland University Board of Trustees for the 2008-2009 academic year.

- **MBA Application Fee** .................. $ 30
- **MBA Tuition Foundations and Core**
  - (per semester credit hour) .................... 544
  - MBA Seminar (credit) .......................... 700
  - (non-credit) .................................... 350
- **Audit Fee (per credit hour)** .............. 272
- **Graduation Fee (paid last semester prior to graduation)** . 100
- **Transcript Fee (official transcript)** ........ 4
- **Corporate Reimbursement Participation Fee (per course)** 20

Note: All tuition and fee payments are processed in the Business Office. Students may visit this office in Founders Hall, and off-campus students may mail payments to: Student Accounts, Ashland University, 401 College Ave., Ashland, Ohio 44805. The toll-free number is 1-800-882-1548 (ask for Student Accounts).

Applicable tuition and fee charges for graduate courses must be paid with registration or registration will be denied unless students qualify for corporate reimbursement (see “Corporate Reimbursement” section below).

**CHANGE OF ENROLLMENT STATUS**

Students who drop a course during the first three weeks of the semester should be aware that their enrollment status may change. Before changing your enrollment status, you should carefully consider the impact such changes will have on your tuition charges and your eligibility for financial aid if you are receiving aid.

**Course Drop:** Occurs when a student is enrolled at the beginning of a term and then drops a course but is still enrolled for one or more courses in the term.

**Schedule changes/drops:**

- **Fall:** No refund after September 29, 2008
- **Spring:** No refund after February 9, 2009
- **Summer:** No refund after June 1, 2009

**Withdrawal:** Occurs when a student is enrolled at the beginning of a term withdraws from all courses for the term. Refunds on tuition will be prorated from all courses for the term. There are no refunds after the 60% point in time.

**FINANCIAL AID**

The Dauch College of Business and Economics currently has no scholarships for graduate students although graduate assistantships are available to selected MBA students each academic year. Additional financial aid information may be obtained through such agencies as the Veteran’s Administration. Students enrolled at least half-time in the MBA Program are eligible to participate in the Federal Stafford Loan Program or may wish to apply for private education loans. Information regarding the Federal Stafford Loan Program and private education loans is available from the AU Financial Aid Office at 419-289-5002 or www.ashland.edu/finaid.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require that an institution develop and enforce a policy for standards of satisfactory academic progress for students who receive financial aid. These standards must be the same or stricter than the standards the institution has for students not receiving aid. This policy is applied to graduate students receiving federal assistance at Ashland University. It should be noted that this policy is separate from the academic policy administered by the Academic Standards and Graduation Committee. Students may be allowed to enroll at AU but may not be eligible to receive financial aid due to academic deficiencies.

The criteria for Satisfactory Academic Progress for graduate students are as follows:

**Interpretation and Enforcement**

The director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for consultation.

**Definition of Terms**

1. **Academic Year:** the fall and spring terms of a given year.
2. **Credit hours taken in a regular term is as follows:**
   - **Credit Hours**
   - 6 or more  full-time
   - 3-5  half-time
   - 1-2  less-than-half-time
3. **Satisfactory Course Completion** is a final grade of “C-” or higher, “S” (Satisfactory) or “CR” (Credit).
4. **Repeated course** is one taken again which could affect a student’s cumulative grade point average. Repeated courses will count toward the minimum number of credit hours per term, but will not affect the cumulative credit hours completed.
5. **A student on financial aid probation** is eligible to receive financial aid, but must demonstrate satisfactory academic progress.
6. **Transfer hours which are creditable to an Ashland University degree** will be rounded down to the nearest multiple of 6 to determine the corresponding terms the student has already used in financial aid eligibility.
QUALITATIVE REQUIREMENTS
Graduate students must achieve a GPA of 2.5 as of the end of their second term of attendance at AU. The graduate student who does not meet this requirement will immediately lose eligibility for federal financial aid. Reinstatement of financial aid eligibility will occur after the student attains the required cumulative GPA at AU at his/her own expense. Also, students who receive a grade of “F,” “WF,” or “WP” in all courses during any term will immediately lose eligibility for financial aid.

QUANTITATIVE REQUIREMENTS
Graduate students who attend full-time must complete their graduate degree within seven terms. Students must satisfactorily complete six hours each term if enrolled full time. The student who fails to achieve this standard once during the academic program shall be placed on Financial Aid Probation. The student who fails to meet this standard twice shall be ineligible for financial aid until that student makes up, at his/her own expense, the total number of hours for which s/he is deficient.

APPEALS
A student who is ineligible for financial aid due to not meeting the requirements of this policy may submit a written letter of appeal to the Financial Aid Committee via the director of Financial Aid. The committee will review the student’s appeal and make a final determination as to whether the student will be offered financial aid for another term considering any unusual or extenuating circumstances which may include, but are not limited to, the following:

A. Illness
B. Injury
C. Severe mental or emotional stress
D. Physical or mental hardship

In the event of unusual and/or extenuating circumstances, the Financial Aid Committee may approve another term of financial aid for the student. If another term of aid is approved, the student’s academic progress will be reevaluated at the end of the term to determine if the student is eligible for additional term(s) of financial aid.

Financial aid policies and programs are subject to change under the direction of the Board of Trustees.

CORPORATE REIMBURSEMENT
Students eligible for tuition reimbursement from their employers may request payment deferral until the payment date at the end of the semester. A $20.00 per class corporate reimbursement fee will be assessed. Interest, at a rate of 1.5% per month, will be assessed to all outstanding balances that remain after the final payment date.

Payment dates for the 2008-2009 school year are:
  Fall 2008: January 9, 2009
  Spring 2009: June 5, 2009
  Summer 2009: September 11, 2009

During the final semester of classes prior to graduation, all fees and charges must be paid in full prior to taking final exams. Students with outstanding account balances will not be eligible to take final exams or participate in commencement exercises.

To secure corporate reimbursement deferment, students must complete the requested information appearing on the registration form each semester. Students must indicate the amount of eligible reimbursement and obtain corporate authorization. Those students eligible for partial reimbursement which is not contingent on final grades, are required to pay their percentage, or portion of the fees and charges at the time of registration.

ACADEMIC POLICIES AND REGULATIONS

ACADEMIC ADVISER
One of the program directors will be the student’s adviser throughout the MBA program. However, students may wish to select a graduate faculty member who will assist in defining their personal and professional objectives. The faculty advisers are not necessarily the research advisers if the student decides to pursue an independent research project.

ACADEMIC PROBATION/DISMISSAL
The academic records of all MBA students are reviewed at the end of each semester. Students whose cumulative grade point averages fall below 3.00 are automatically placed on probation and are subject to dismissal. Student status is determined by the number of hours of MBA coursework completed and the cumulative grade point average (GPA), as shown in the following table.

<table>
<thead>
<tr>
<th>Hours of MBA Coursework Completed</th>
<th>GPA Range for Student to be Placed on Academic Probation</th>
<th>GPA Range for Student to be Dismissed, Eligible for Conditional Reinstatement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>2.00-2.99</td>
<td>&lt;2.00</td>
</tr>
<tr>
<td>9-17</td>
<td>2.33-2.99</td>
<td>&lt;2.33</td>
</tr>
<tr>
<td>18-26</td>
<td>2.67-2.99</td>
<td>&lt;2.67</td>
</tr>
<tr>
<td>27-35</td>
<td>2.91-2.99</td>
<td>&lt;2.91</td>
</tr>
</tbody>
</table>

A student who is placed on academic probation is normally permitted to register for a maximum of four hours per semester until his or her cumulative grade point average reaches 3.00 or higher and he or she is removed from probation. International students may register for a maximum of six hours. Exceptions to this must be requested in writing by the student and must be approved by the MBA academic probation committee.

Students who are dismissed from the program should carefully consider their options, as there is no guarantee that
they will be able to successfully complete the program, even if permitted to continue. If a dismissed student would like to continue in the MBA program, he or she must make a written request for permission for conditional reinstatement in the program from the MBA academic probation committee. If permitted to continue, the student must retake one or more courses in which he or she received a grade of “C+” or lower. The grade for the repeated course will affect the student’s grade point average as described in the “Course Repeat Policy.” A dismissed and conditionally reinstated student may not take any new courses until the cumulative grade point average has increased to at least the academic probation range.

If the student is placed under academic probation during his or her last semester in the program, the MBA academic probation committee will determine what additional work, if any, must be completed for the student to continue and graduate. This additional work may include a requirement to retake one or more courses in order to increase the student’s grade point average.

The MBA academic probation committee and Ashland University reserve the right to dismiss any student at any time for good cause.

**Course Repeat Policy**

Any student receiving a “B-” or lower grade in a course may choose to retake the course in an attempt to raise his or her grade point average. Both grades appear on the student’s transcript. However, only the second grade will be used in calculating the grade point average.

**Appeal Process**

Students who have complaints or questions about the MBA program, including instructional faculty performance or grade issues, should follow the procedure listed below. Any complaints must be initiated no later than the end of the semester following that in which the issue arose. For example, for a course taken during the fall semester, any appeal must be initiated prior to the end of the following spring semester.

1. The student should consult the faculty member in question. It is only after this approach has been attempted that further recourse is appropriate. No appeal will be heard until this initial step has been taken, unless the complaint involved conduct that the student does not feel comfortable raising with the faculty member. In this case, the student may initiate the complaint by writing directly to the chair of the graduate program as described in step 2 of this process.

2. If consultation with the faculty member in question does not produce satisfactory results, the student should submit his or her appeal in writing to the chair of the graduate program. The written appeal should specify the details and circumstances that justify the appeal and state the action or decision sought by the student.

3. If the chair of the graduate program, after having consulted with the individual who is the subject of the complaint, denies the student’s appeal or complaint, the student may submit a copy of the appeal to the dean of the College of Business and Economics.

4. The dean will review the information presented, make such inquiries as necessary, and render a judgment. If the student is dissatisfied with the dean’s decision, the student may make final appeal to the provost.

5. If a written appeal is made to the provost, the provost will schedule a meeting including the student, the faculty member in question, and a Review Committee, consisting of the executive director of the MBA program, the graduate chair, and the dean. The provost, in consultation with the Review Committee, will make a final decision on the appeal or complaint and will specify what action, if any, is required by the student, the faculty member and/or the University.

**Credit Hour Limitation**

A graduate student with full-time employment should not consider registering for more than two courses per semester. A student wishing to deviate from the normal credit-hour limitation must secure permission from the MBA executive director. This limitation does not apply to MBA Seminars.

**Residency Requirements/Full-Time Students**

Students are in residence at Ashland University when registered as graduate students in the MBA program. An MBA student is considered full time when registered for at least six credit hours in a given semester and is considered part time when registered for three credit hours.

**Time Limits**

Students must complete all requirements for the MBA degree within five years, but this time span does not include MBA Foundations coursework or MBA seminars. This period begins with the date of the earliest MBA course and ends with the last hours applied toward the degree. In extraordinary circumstances, a time extension may be granted through approval of the MBA executive director. Students must contact the MBA executive director to initiate a time-extension appeal.

A student’s file will be removed from the active program file if he or she fails to take courses for a period of two semesters. The student will then be required to apply for reactivation of the records. Although the five-year time limit should be observed, no loss of credit results.

**Graduation Eligibility and Application**

To be awarded the Master of Business Administration degree, a student must complete a total of 36 semester hours of coursework with a minimum cumulative 3.00 grade point average. Periodic review and final approval by the MBA committee is also required for graduation. MBA Foundation courses do not count in total credit hours, nor do they count in grade point average for graduation eligibility.

There are two commencement ceremonies for the academic year (fall through summer). Those dates are May and December. Students are required to complete all course work...
before walking in either ceremony. The deadline for May commencement application is February 1. The deadline for August graduation is May 1, and the deadline for December commencement application is September 1. Questions about the graduation process should be directed to the Registrar’s Office at 419-289-5029.

Students are responsible for complying with annual timeline schedules maintained by the MBA program committee and Ashland University. If degree requirements are not completed at the specified time, a new application that voids any previously submitted must be filed.

**GRADING SYSTEM**
The following system of grading and point values applies to all graduate courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
</tbody>
</table>

I – Incomplete. This grade applies to work of acceptable quality when the full amount is not completed because of illness or other emergencies. It is never applied to unsatisfactory work. “I” becomes “F” if not removed by the end of the following semester. An extension of one semester is permitted if approved by the professor.

W – Withdrawn. Assigned for official withdrawals during the first four weeks of a semester. Not used in grade-point average computation.

WP – Withdrawn Passing. Not used in grade-point average computation and is given in weeks five through ten, inclusive. A WP cannot be given after the tenth week of the semester.

WF – Withdrawn Failing. This grade is weighted as an “F” in the computation of the grade-point average and is given in weeks five through ten, inclusive. Students withdrawing after the tenth week automatically receive this grade.

IP – In Progress. This grade applies when the student fails to complete the research project during the term in which he or she registers for MBA 601 or 602. It is not computed in the grade point average.

**AUDITING COURSES**
Persons who do not wish to receive college credit or who do not meet minimum admission requirements may register as auditors upon payment of the audit fee (see schedule of fees) and completion of all requirements for non-degree seeking students. Official records and grades are maintained for auditors and audit classes cannot later be changed to a credit standing. Students will receive a grade report reflecting audit status.

**PLAGIARISM**
The student who presents ideas, or writings of another person as his/her own work for full or partial academic credit will be subject to disciplinary action. This action may include dismissal from the Graduate Business Administration Program. MBA term papers may not be used for more than one MBA class. Please refer to the Academic Integrity Policy on page 10 of this catalog.

**HOW TO REGISTER**

**CLASS SCHEDULES**
Registration materials are available to students well in advance of each semester. Class schedules include registration dates and semester meeting dates; tentative offerings for two semesters are also included with each schedule. All registration materials are mailed to students or may be obtained during registration sessions at the various program centers.

**TO REGISTER**
Students may register by returning the form in the mail, by faxing their registration to 419-289-5910, or by personally enrolling during a registration session. Returning students may also register online. New students are encouraged to attend registration sessions to meet with the advisers about course sequencing and selection.

**REGISTRATION CHANGES**
Students wishing to add a course to their registration should immediately contact the MBA Office. If the enrollment in the class has not reached capacity, the course may be added upon the professor’s approval and only if the proper prerequisites are met. A registration form must then be submitted by fax, mail or online. Students are responsible for obtaining and completing withdrawal forms in the Registrar’s or MBA office. However, those students attending an off-campus branch and living out of the Ashland area must mail, email (mba@ashland.edu), or fax (419-289-5910) a note to the MBA office stating:

1. the course to be dropped;
2. the section of the course;
3. a brief but complete reason for withdrawal from the course; and
4. future plans for re-enrolling in the same course.

A copy of the note must be sent to the course instructor. Upon receipt of this notification by the MBA office and approval of the request, a registration change (drop slip) will be completed.

**PROGRAM OF STUDY**
Ashland University’s MBA degree requires the completion of a minimum of 36 credit hours, excluding Foundation courses which may be required for students not meeting the unrestricted admission criteria. Effective January 1, 2006, all incoming students must successfully complete MBA 520 Continuous Learning I as part of the 36 credit hour requirement.

A maximum of nine credit hours may be taken as electives from Phase III offerings. These electives are intended to
offer students a broader range of options, so each student’s course of study may be tailored to his or her specific interests. A nine credit hour sequence of related electives may be labeled as a “specialization.” Courses are held during three 12-week sessions in spring, summer and fall. Many students take two 3-credit-hour courses each session and complete their degree within two years. Others choose to extend the length of their program in order to accommodate personal and professional demands. The program is flexible and allows students to progress at their own pace.

MASTER OF BUSINESS ADMINISTRATION
FOUNDATION COURSES & DESCRIPTIONS
PHASE I (0-19 HOURS)
Applicants holding non-business baccalaureate degrees may be required to complete MBA Foundations coursework or to take a proficiency exam for each foundation course that will enable them to meet admission requirements. The MBA Foundations Program offers accelerated, intensified learning, providing the necessary foundation upon which the MBA is built.

MBA 500A BUSINESS ORGANIZATION 2
As an introduction to contemporary fundamentals of management from a problem-solving perspective, this course reviews the range of theories from the classical to the current and scientific management, human relations, quantitative and behavioral theories. It also studies the application of basic management functions.

MBA 500B ACCOUNTING 3
Introduction to financial accounting for graduate students who do not have an accounting background. Communicates basic accounting principles and methods used in published financial reports. Prepares managers to interpret and utilize financial information to make investment and credit decisions.

MBA 500C ECONOMICS 3
Reviewing basic supply and demand equations, this course views the economy from the micro- and macroeconomic standpoints. Several topics include basic market structures, income distribution, business cycles, monetary and fiscal policies, and international trade.

MBA 500E MARKETING 2
This course is the integration of product, distribution, communication and price policies into a comprehensive marketing plan. An emphasis will be on strategic planning and tactical execution of key marketing mix variables as they relate to establishing and maintaining a differential advantage in an era of global competition and a fragmenting marketplace.

MBA 500F FINANCE 2
Prerequisite: MBA 500B
This course introduces the student to finance terminology, types of financial instruments and the role of financial planning in the corporate setting.

MBA 500G INFORMATION TECHNOLOGY 2
This course is designed to develop the student’s basic skills in the use of information technology, including spreadsheets, presentation graphics and the Internet.

MBA 500H QUANTITATIVE AND STATISTICAL METHODS 3
This course is designed to develop the student’s quantitative and statistical knowledge to a level required to perform the mathematical and statistical operations contained in MBA 503 Operations Management, and MBA 504 Business Statistics.

MBA 500I PROFESSIONAL INTERNSHIP
Prerequisites: Minimum two years of work experience and full-time student status for nine months
This course is designed to provide internship opportunities for international students. These internships are highly recommended to those students who wish to enhance their knowledge of American business practices and procedures. Internships are competitive and not guaranteed, and the student holding a visa classified as F-1 must be in status in the MABF/MBA program for at least nine months to be eligible.

MASTER OF BUSINESS ADMINISTRATION
CORE COURSES AND DESCRIPTIONS
PHASE II: BUSINESS CORE (25-34 HOURS)
All students must complete MBA 501, MBA 504 and MBA 506 as part of the first nineteen (19) hours of coursework. This requirement ensures that all students understand basic managerial principles regarding how organizations function, including the ethical, moral and legal responsibilities of managers, and also are capable of analyzing statistical data.

Effective January 1, 2006, all students must successfully complete MBA 520/521 “Continuous Learning I & II.” All students must enroll in MBA 520 in the first semester of their entry in the program. Students must then complete MBA 521 in the last semester of their program.

MBA 501 ORGANIZATIONAL DESIGN, DEVELOPMENT AND CHANGE MANAGEMENT 3
This course explores the theories and concepts managers can apply, on their own or in collaboration with an OD consultant, to drive effective change management initiatives within their departments or organizations. The course examines how to create and enact positive change in business at the systems level by understanding the elements of organizational design as well as theories and models pertinent to organizational change. The course focuses on large-scale OD interventions as well as strategies and tactics managers can employ to plan, enact and monitor change within their spheres of influence. Topics covered in this course include: understanding the fundamentals of organizational design; systems thinking and its impact on the change process; defining OD and the dynamics of change in relationship to organizational culture; exploring core OD values in the context of globaliza-
tion; various OD interventions used at the individual, group and organizational levels; and key issues managers should weigh to initiate and successfully manage change processes within their organizations.

**MBA 502  MANAGERIAL ECONOMICS  3**  
Prerequisites: MBA 500C Economics or equivalent and MBA 504 Business Statistics  
Managerial economics instructs managers on the economic approach to management. This course stresses three areas of management decision making: allocative, controlling behavior, and profit analysis. Central to any organization’s functioning is the allocation of resources to competing ends for the purpose of accomplishing a final goal. Managerial economics teaches the logic of this process using the classical optimization vocabulary of resource, constraint, competing ends, accounting prices, economic prices, final goal, and choice. Humans, being a highly social species with a high-level consciousness, want to describe, explain, control, and predict behavior. Any human organization, if it is to be successful, requires behavioral technologies to deal with its own members and outsiders. Managerial economics teaches the rational actor’s approach to describing, explaining, controlling, and predicting behavior. Finally, the sine qua non of a capitalistic business is profit. Yet few managers appreciate the constellation of variables that determine it. Managerial economics employs a profit model that allows managers to see the connections between demand, resource prices, technology, quantities of fixed input, a product’s price, a firm’s capacity utilization rate, and profit. Emphasized throughout this course are reasoning and problem solving skills as opposed to memorization.

**MBA 503  OPERATIONS MANAGEMENT  3**  
Prerequisites: MBA 500H Quantitative and Statistical Methods or equivalent  
The study of concepts relating to the operations function in both manufacturing and service organizations which is responsible for planning, organizing and controlling resources in order to efficiently and effectively produce goods and provide services and meet the goals of the organization. Quantitative tools of analysis used to support decision making in the various operations management activities will be surveyed, and case analysis will be employed to relate theory to practice.

**MBA 504  BUSINESS STATISTICS  3**  
Prerequisite: MBA 500H Quantitative and Statistical Methods or undergraduate statistics course.  
Included in this course are the topics of descriptive statistics, sampling procedures, hypotheses testing, statistical quality control charting, confidence limits, analysis of variance, chi-square tests and simple and multiple regression. These concepts are related to business decisions and form the basis for data analysis and model building encountered in other MBA courses.

**MBA 505  FINANCIAL MANAGEMENT  3**  
Prerequisites: MBA 500B Accounting and MBA 500F Finance or equivalents.  
Financial planning and control for the financial and the non-financial executive, including decisions of investment, growth and expansion strategies, dividend policy and capital structure. Analysis of principles leading to decisions in management of current assets, fixed assets, debt, equity and capital. Emphasis is on decision making based on quantitative analysis.

**MBA 506  BUSINESS AND SOCIETY  3**  
A study of the ethical, moral and legal responsibilities of the manager in the business world. Ethical theory as applied to situations will be presented for discussion. General government regulation, whether federal, state or local laws will be stressed as they relate to the business enterprise. The relationship of the manager and the rights of various stakeholders are identified, with legal theory serving as the basis of such study. As a Phase II required course, the student should enroll in this course early on in their MBA career.

**MBA 507  MARKETING MANAGEMENT  3**  
Prerequisite: MBA 500E Marketing or equivalent.  
This course deals with proactive marketing topics—strategic market planning, interactive marketing, innovation and creativity, customer satisfaction and research—as well as the more traditional “4Ps” of marketing: product, place, price and promotion. Attention is given to the development of conceptual and analytical thinking, oral and written communications, and interpersonal and team management skills.

**MBA 509  INTERNATIONAL BUSINESS MANAGEMENT  3**  
Prerequisite: MBA 502 Managerial Economics.  
This course deals with international/global business as an element of operational, functional, and environmental variables and patterns of behavior of the corporation. Intra-corporate research and analysis dealing within the corporation to determine the ability to successfully compete in a foreign market will also be examined. The firm’s competitive advantages, anatomy, goals and objectives, internal resources, priorities, and a general framework will be studied. This segment will also examine the techniques of the industry and competitive analysis. Additionally, the course will deal with inter-corporate research and analysis of those variables and conditions outside the control of the firm.

**MBA 510  ORGANIZATIONAL BEHAVIOR  3**  
Prerequisite: MBA 500A Business Organization or equivalent.  
A conceptual understanding of the complexities of human behavior is essential for the success of any manager. This course seeks to enhance student knowledge concerning the behavior of individuals and groups in an organizational setting through the use of research perspective, and to guide the application of conceptual organizational behavior knowledge to managerial problems. The topics covered in the course include learning, perception, job attitudes, work motivation, leadership, decision making and various group dynamics and processes.
MBA 511  MANAGERIAL ACCOUNTING  3  
*Prerequisite: MBA 500B Accounting or equivalent.*
The study and evaluation of accounting information relevant to internal management decisions. Topics include cost behavior concepts, product costing, cost-volume-profit analysis, budgeting, variance analysis and performance measurement.

MBA 513  MANAGEMENT INFORMATION SYSTEMS  3  
A Management Information System (MIS) is a set of systems and activities used to provide managers with information needed to support planning and decision making. Effective and efficient use of a firm’s information resources are facilitated by computer-based storage, manipulation, retrieval, analysis, and presentation of relevant information in a timely fashion. This course provides a basic perspective on the design, development, implementation, utilization, and administration of computer-based information systems. Topics covered include systems analysis and design; decision support systems; artificial intelligence including expert systems, fuzzy logic and neural networks; end-user computing; telecommunications including the internet; and the application of information systems to a firm’s competitive strategy.

MBA 520  CONTINUOUS LEARNING I  1  
This course introduces the student into the MBA program and explains the competency-based education they will receive during their academic career. This course is to be taken by all students during the first semester they are enrolled in the graduate program. In the initial meeting, the students will acquaint themselves with expectations and opportunities provided in the MBA program, engage in an assessment of their competencies, and develop an individualized “Learning Agenda,” which will track their progress made in the program.

MBA 521  CONTINUOUS LEARNING II  0  
All students enrolling in the MBA program on or after January 1, 2006, must register for this course and complete it before graduating from the program. This course includes a re-assessment of the competencies emphasized throughout the program. Because there is no credit for this course, there is no tuition cost to the student. Completion of this course will be recorded on the student’s transcript as Satisfactory/Unsatisfactory; no letter grade will be issued. This course meets electronically.

PHASE III: ELECTIVES WITH OPTIONAL SPECIALIZATIONS (0-9 HOURS)
*In addition to the broad coverage provided by the courses in the core, students may select from a wide range of elective offerings. Each student may choose up to nine hours of elective courses or complete the three core courses not taken during Phase II. Elective offerings include: MBA Seminars, Special Topics Courses, Specializations, and an Independent Research Project. A variety of seminars and special topics courses are offered, thus students may take several electives (up to a maximum of nine credits). Electives may be taken in any order, once any prerequisites have been satisfied. As elective courses are developed, sequences of courses totaling nine hours can be labeled as “specializations” with the approval of the executive director and Graduate Business chair.*

MBA 514  SPECIAL TOPICS IN BUSINESS  3  
This course will explore an area of interest to the student that is current and builds upon an existing course in the program. Topics of offerings may include, but are not limited to, leadership, emerging markets in the global arena, human resource issues, information management, e-commerce, entrepreneurship, project management, investments and global finance.

MBA 516  MBA SEMINARS  1  
The purpose of these seminars is to provide MBA graduates, active students and prospective students the opportunity to broaden their knowledge of current issues in business. These courses will be presented in seminar format, such as all day Friday and Saturday morning sessions, taught by educators as well as business professionals. Some seminars may feature a keynote speaker at either a luncheon or dinner included in the seminar. The prerequisites required for a specified seminar would depend upon the detail and rigor of the topic. Students may apply credit from a maximum of three of these seminars as a substitution for only one MBA course.

MBA 530-599  SPECIALIZATION COURSES  
3 CREDIT HOURS EACH  
Students may select three credit specialization courses within a designated numerical range to earn a specialization.

SPECIALIZATION IN PROJECT MANAGEMENT
MBA 530  FOUNDATIONS OF PROJECT MANAGEMENT  3  
This course provides an overview of the methods and processes of modern project management. Topics covered include project scope, time, cost, risk, communications, quality, human resource, integration, and procurement management. It will also cover common project management tools like precedence diagramming, developing a work breakdown structure, risk analysis, and earned value analysis.

MBA 531  INCREASING ORGANIZATION CAPACITY IN PROJECT MANAGEMENT  3  
This course provides an overview of the strategies and tools necessary for the development of effective, long-lasting organizational capacity in project management. Topics covered include project management skill development, related skills, organizational arrangements for effective project management, organizational learning, project management communities of practice, effective processes and tools for project management, and building the business case for project management initiatives.
### MBA 533 ADVANCED TOPICS IN COMMUNICATIONS FOR PROJECT MANAGERS 3
This course introduces students to advanced communications methods and techniques of use to project managers. It explores the challenges of communications, including requirements definition and conflict management, in the project context and allows students to develop skills that they can use as they manage their projects. Topics covered include communications models, conflict models, positional versus interest-based conflict management methods, and the application of conflict management tools and techniques.

### SPECIALIZATION IN ENTREPRENEURSHIP
**MBA 540 ENTREPRENEURSHIP AND INTRAPRENEURSHIP 3**
A study in creating and/or expanding your own business as an entrepreneur. To succeed as an entrepreneur, the student will investigate the basic elements of entrepreneurship including: the foundations of entrepreneurship, sources for funding the business, acquisition practices in purchasing an existing business and understanding the essential components of a business plan. Intrapreneurship foundations will examine how corporate managers may capture the initiative in trying new ideas and developing internal markets for their business organization.

**MBA 541 BUSINESS INFORMATION SYSTEMS FOR THE SMALL BUSINESS 3**
This course will examine business information systems as they relate to small businesses. It will examine the various cycles of a small business—revenue cycle, purchase cycle, human resources, financial statement preparation and the information which needs to be obtained to accurately report on these cycles. This course will identify the core concepts of small business information systems and the information requirements which should be included in those systems.

**MBA 542 BUSINESS TAX PLANNING 3**
A study of federal income tax law applied to various business entities, including sole proprietorships, C corporations, S corporations and partnerships, as well as income tax law to individual business owners.

**MBA 544 SMALL BUSINESS MANAGEMENT 3**
Management theory generally considers the application of organizational strategies and tactics from a macro point of view. Complications arise in applying many theories to the small venture, where capital, labor, marketing, and many other traits of a smaller business present different perspectives. With limited resources, the small business manager/owner must be able to sustain performance, grow and broaden its mix of goods and services and develop management and leadership styles commensurate with the pace of the opportunity.

### SPECIALIZATION IN HUMAN RESOURCE MANAGEMENT
**MBA 550 FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT 3**
This course is designed to provide an in-depth examination of the issues facing the manager and his or her employees. Through text readings, case studies, experiential exercises, internet activities and research, MBA students will learn to integrate theory and application in managing Human Resources effectively in their organization.

**MBA 551 LABOR RELATIONS AND COLLECTIVE BARGAINING 3**
This course surveys the current field of employee-employer relations, with particular attention to union-management relations. It provides a historical perspective of the social, economic and legal factors influencing the development of unions and union-management relationships. The primary focus is the current legal framework and organizational collective bargaining in the United States. The bargaining process and negotiations are explored in the private and the public sector. The course examines many aspects of unions and the process of certifying and decertifying unions.

**MBA 552 TRAINING AND DEVELOPMENT 3**
This course is designed to familiarize you with the roles and practices of training and development in organizations. The overarching objective is to enable each student to learn how to assess, develop, execute and evaluate a training program. To reach this objective, we will review academic and practitioner oriented research in the filed of training and development. This would include some basic concepts of training such as motivation and learning theory, needs assessment and evaluation of training programs. Different types of training programs will be examined including orientation, skills training, team building, management development, organizational development, multi-cultural and diversity training.

**MBA 553 COMPENSATION AND BENEFITS 3**
This course surveys both the theories behind employee reward, including basic compensation and the basis therefore as well as additional employee benefits provided by the company. Developing an effective and efficient system of compensation for labor and benefits created should be a principal goal of the cost-conscious organization. Consideration is made for discriminatory pay practices which may significantly play into the manager's response to wage concerns. The course examines both processes of employee performance appraisal and administration of benefits.

### SPECIALIZATION IN FINANCE
**MBA 560 INVESTMENTS 3**
This course is designed to improve students understanding of the fundamentals of money and capital markets and how it relates to personal investing. During this course we will discuss stocks, bonds, and mutual funds. Students will gain a
better understanding of equity and income security pricing models. Construction of an investment portfolio will also be developed. This course will require students to develop their own investment strategies through the management of a group of investments.

**MBA 561 EMERGING FINANCIAL MARKETS** 3
This course focuses on the characteristics of financial markets, instruments, and practices in transition economies where economic liberalization and financial deregulation have recently been implemented as a strategic response to globalization.

**MBA 562 GLOBAL FINANCE** 3
This course focuses on the risks involved in financial operations in a global setting and identifies the techniques required in measuring and minimizing those risks. Topics in multinational finance, foreign exchange, risk management and financing the foreign operations are emphasized.

**MBA 564 FINANCIAL MARKETS TOUR**  (CHICAGO OR NEW YORK CITY)
This course is to help the MBA student understand the different vehicles and instruments available for the investor and how they are traded, purchased and sold, in the market place. It is designed to emphasize the institutions that create markets for investment purposes.

**SPECIALIZATION IN GLOBAL MANAGEMENT**

**MBA 567 MULTINATIONAL MANAGEMENT** 3
This course focuses on management tasks confronting managers operating in a transnational environment presented from an operational perspective, alternatives for overall corporate policy and development of a global strategy.

**MBA 561 EMERGING FINANCIAL MARKETS** 3
This course focuses on the characteristics of financial markets, instruments, and practices in transition economies where economic liberalization and financial deregulation have recently been implemented as a strategic response to globalization.

**MBA 562 GLOBAL FINANCE** 3
This course focuses on the risks involved in financial operations in a global setting and identifies the techniques required in measuring and minimizing those risks. Topics in multinational finance, foreign exchange, risk management and financing the foreign operations are emphasized.

**MBA 568 INTERNATIONAL BUSINESS STUDY TOUR** 3
This course integrates class theory with practical observation of the global market activity today’s manager may experience. Each year students will have an opportunity to visit and interact with foreign business managers, financial markets, government representatives and other cultural events which will provide the student with a better understanding of the intricacies when working in an international setting.

**MBA CORE COURSES**
Three-hour core courses may be selected from the three courses not taken as part of Phase III.

Students have the option of receiving a certification in a specialized area of study by successfully completing work in the areas listed below. These courses are designed to allow students to place an emphasis in an area which may be of benefit in their MBA program. These courses may only be taken after completion of nine hours in the Phase II portion of the program. Students may only receive credit for a course taken below in the specialization listed, unless noted otherwise. In addition, students may design a specialization, with the approval of their adviser and the Academic Chair of the MBA program.

**PROJECT MANAGEMENT**
*Required course: MBA 530 Foundations of Project Management*
Choose two from the following:
- MBA 531 Increasing Organization Capacity in Project Management
- MBA 533 Advanced Topics in Communications for Project Managers

**ENTREPRENEURSHIP**
*Required course: MBA 540 Entrepreneurship and Intrapreneurship: Essentials in Building a Competitive Edge for Success*
Choose two from the following:
- MBA 541 Business Information Systems for the Small Business
- MBA 542 Business Tax Planning
- MBA 543 Entrepreneurial Law
- MBA 544 Small Business Management

**HUMAN RESOURCE MANAGEMENT**
*Recommended prerequisite: MBA 510 Organizational Behavior*
*Required Course: MBA 550 Fundamentals of Human Resource Management*
Choose two from the following:
- MBA 551 Labor Relations and Collective Bargaining
- MBA 552 Training and Development
- MBA 553 Compensation and Benefits

**FINANCE**
*Recommended prerequisite: MBA 505 Financial Management*
*Required Course: MBA 560 Investments*
Choose two from the following:
- MBA 561 Emerging Financial Markets
- MBA 562 Global Finance
- MBA 564 MBA Market Tour

**GLOBAL MANAGEMENT**
(Student must take MBA 509 before seeking this specialization)
*Required Course (Must be taken before electives) MBA 567 Multinational Management*
Choose two from the following:
- MBA 568 International Business Study Tour
- MBA 561 Emerging Financial Markets
- MBA 562 Global Finance
MBA 601/602 INDEPENDENT RESEARCH PROJECT  

The primary intention of this project is to integrate the student’s educational experience with a practical issue worthy of examination. Thus, the student is encouraged to research matters relating to his or her own business or employment area. The first and foremost purpose is one of learning; any resulting benefit, economic or otherwise, will be secondary.

PHASE IV: CAPSTONE
(3 HOURS PLUS THE CAPSTONE SEMINAR)

The capstone course and seminar must be taken by all students. The capstone course may be taken at any time upon completion of the 24 hours of coursework in the Business Core (Phase II). The capstone course provides a semester-long integrated experience requiring the student to synthesize the knowledge and skills acquired earlier in the MBA program. The capstone seminar allows the student to reflect on the improvement of competencies emphasized in the MBA program.

MBA 517 STRATEGIC PLANNING AND POLICY ANALYSIS  

Prerequisite: Twenty four (24) semester hours of business core courses.

The capstone course stresses how to implement contemporary tools and techniques successfully in developing strategic initiatives for an organization. The student will learn the importance of the strategic management process and its value in creating competitive advantage. The course will demonstrate how high-performing enterprises often initiate and lead trailblazing strategies in their industry. Also, the capstone course employs the functional areas students learned from previous courses in the MBA program. There is a strong emphasis on utilizing business cases which will help the student to develop strategic offensive and defensive initiatives during their case presentation.

MBA 521 CONTINUOUS LEARNING II 

All students enrolling in the MBA program on or after January 1, 2006, must attend and complete this seminar before graduation from the program. This seminar is the culmination of the experiences by the student in the program and includes an assessment of the success they have achieved in enhancing in the competencies emphasized throughout the program. Because there is no credit for this seminar, there is no tuition cost to the student. However, since this is a requirement of the program, the completion of this seminar will appear on the student’s transcript and is necessary for graduation.

INDEPENDENT RESEARCH PROJECT OPTION

MBA students have two options for completing their curriculum: 1) They may complete the required number of courses for a total of 36 semester hours (which includes MBA 520 and 521). 2) They may choose to complete MBA 601 or MBA 601/602 Independent Research Project, for up to six semester hours and other courses (including all required courses) which total 36 semester hours. However, each student electing the project must take the four required core courses: MBA 501, MBA 504, MBA 506 and MBA 517. The remaining courses will be chosen to tailor a program to meet the student’s needs.

ELIGIBILITY

The Independent Research Project (IRP) is chosen by the candidate and approved by the IRP project review committee with the consent of the primary and secondary faculty advisers who will direct the candidate’s research project. To enroll in MBA 601/602, students must have a 3.50 grade-point average when the project application is submitted for approval to the MBA executive director (forms available from the MBA office). Before beginning work on the project, students must have completed 15 semester hours of core subjects including MBA 501, MBA 504 and MBA 506.

PROPOSAL APPROVAL

A committee of three MBA professors, comprising the Independent Research Project Committee, will review the project proposal and approve or disapprove it based on relevance to the learning experience of the student. In most cases, the MBA executive director will assign two faculty members as primary and secondary advisers to work with the student throughout completion of the project.

STYLE AND TYPING OF PROJECT REPORT

Guidelines given in the standard style manuals [by Turabian or by the American Psychological Association (APA)] should be followed. Students are also responsible for the typing and copying of the research project.

ORAL DEFENSE

The project process will culminate with the oral examination of the candidate by a faculty committee. This group consists of the student’s research advisers, the MBA executive director, two readers and others invited to the oral review.

MBA 601/602 REGISTRATION AND COMPLETION

The student should register for MBA 601 in the semester during which he or she expects to begin the project. Failure to complete the assignment for MBA 601 during that term will result in an “IP” (In Progress) grade for the course. This grade will not adversely affect the grade point average of the student for that particular term. The completion or failure to complete the MBA project during a later term will then result in a change of the previous IP grade.

Students are reminded that the MBA project, as part of the MBA curriculum, must be completed within the five-year time limit. Also, completion of the project will rarely take less than a year.
Once the final thesis is completed and changes or corrections made, the MBA program office submits the text for binding. A student should submit at least three copies to be bound for himself, the MBA program office and the Ashland University Library. The student pays only for his or her personal copies; however, the student’s first bound book is available at no charge, and additional student copies are available at $11.00 each.

**Tuition**

Tuition for MBA 601 must be remitted when the student registers for the course. Tuition for MBA 602 must be remitted upon completion of the project.

**ADDITIONAL INFORMATION**

For additional information regarding the Master of Business Administration Program, contact Executive Director Stephen W. Krispinsky or Associate Director Carol Pietrasz:

- Call 1-888-MBA-CLAS
- Write MBA Office
  Ashland University
  401 College Avenue
  Ashland, OH 44805
- Email mba@ashland.edu
- Log on to www.ashland.edu/mba

**ADDITIONAL APPROVED COURSES FOR GRADUATE CREDIT**

**COLLEGE OF BUSINESS AND ECONOMICS**

**ECED 580 MICROECONOMIC ANALYSIS AND ITS APPLICATION TO THE CURRICULUM 2**

For elementary and secondary teachers. Designed to emphasize methods of inquiry employed by economists and their applications to the theory of instruction.

**ECED 581 MACROECONOMIC ANALYSIS AND ITS APPLICATION TO THE CURRICULUM 2**

For elementary and secondary teachers. Designed to emphasize methods of inquiry employed by economists and their applications to the theory of instruction.

**ECED 582 ECONOMIC POLICY AND ITS APPLICATION TO THE CURRICULUM 2**

*Prerequisites: ECED 580, 581, 584*

For elementary and secondary teachers. Designed to provide application of an economic analysis to economic policy and courses of study.

**ECED 583 CORPORATE BUSINESS IN THE UNITED STATES 2**

*Prerequisites: ECED 580 or 581*

The course provides an opportunity to learn how the market system operates by bringing a number of business executives to serve as classroom instructors. This partnership between business and education reinforces mutual interest and fosters a sharing of valuable resources.

**ECED 584 ECONOMICS IN THE CURRICULUM 1-8**

Preparing or revising curriculum or curriculum guidelines, i.e., an economics curriculum guide for any or all grade levels, or a sequence for developing economic principles within the existing curriculum; or curriculum for a particular subject area; or curriculum related to special bases such as multimedia based, activities-based, community or cultural-based.
GRADUATE PROGRAMS

Programs offered through the Doctor of Educational Leadership and the Departments of Curriculum/Instruction, Early Childhood, Educational Foundations, Educational Administration, and Sport Sciences.

MISSION STATEMENT: The mission of the Dwight Schar College of Education at Ashland University is to prepare pre-service and practicing teachers, administrators and human service professionals to positively impact students, schools and society. We advocate the six principles of vision, knowledge, collaboration, ethics, accent on the individual and reflection.

Dean, Dwight Schar College of Education
   Jim Van Keuren, Professor of Education

Associate Dean, Dwight Schar College of Education
   Linda K. Billman, Associate Professor of Education

Director of Doctoral Studies
   Judy A. Alston, Associate Professor of Education

Director of Ashland M.Ed. Program
   Steve Brown

Director of Columbus M.Ed. Program
   Mary Lavin Crerand

Director of Elyria M.Ed. Program
   Ed Branham

Director of Stark M.Ed. Program
   John Haschak

Director of Cleveland M.Ed. Program
   Malcolm Driver

Director of Ashland Bachelor's Plus Program
   Ron Stevens

Director of Columbus Bachelor's Plus Program
   John Nicholson

Director of Elyria Bachelor's Plus Program
   Bud Albright

Director of Testing and Licensure
   Steve Willeke

Director of Field/Clinical Experiences
   Joe Hendershott

EARLY CHILDHOOD

Chair: James Schnug, Associate Professor
   Jacalyn Wood-Morton, Professor
   Maria Sargent, Professor
   Mary Rycik, Associate Professor
   Deborah Cochran, Assistant Professor
   Brenda Rosler, Assistant Professor
   Jan Rinehart, Professional Instructor
   Tanzeah Sharpe, Instructor

EDUCATIONAL FOUNDATIONS

Chair: Howard Walters, Associate Professor
   Kathleen Flanagan Hudson, Professor
   Louise Fleming, Professor
   James Lifer, Professor
   Ann Shelly, Professor
   Carl Walley, Professor
   Rachel Wlodarsky, Associate Professor
   Penny Arnold, Associate Professor
   Linda Billman, Associate Professor
   Amy Brady, Assistant Professor
   Fredrick Burton, Assistant Professor
   Cathryn Ann Chappell, Assistant Professor
   Rosaire Ifedi, Assistant Professor
   Jill Lynch, Assistant Professor
   Nathan Myers, Assistant Professor
   Kathleen Scott, Assistant Professor
   Jeffry White, Assistant Professor

EDUCATIONAL ADMINISTRATION

Chair: Larry Cook, Associate Professor
   Carla Edlefon, Professor
   Greg Gerrick, Professor
   Jim Van Keuren, Professor
   Harold Wilson, Professor
   Judy Alston, Associate Professor
   Carol Engler, Associate Professor
   Janet Kearney, Associate Professor
   Muhammed Khalifa, Assistant Professor
   Amy Klinger, Assistant Professor
   Tucker Self, Assistant Professor
   Bob Thiede, Assistant Professor
   Jerry Klenke, Clinical Instructor
   Richard Maxwell, Clinical Instructor

FACULTY BY DEPARTMENT

CURRICULUM AND INSTRUCTION

Chair: David Kommer, Professor
   Joan Knickerbocker, Professor
   Jane Piirto, Trustees Professor
   James Rycik, Professor
   Bonnie Adams, Associate Professor
   Cynthia Bowman, Associate Professor
   Herbert Broda, Associate Professor
   Patricia Edwards, Associate Professor
   Allison Dickey, Assistant Professor
   Carla Abreu-Ellis, Assistant Professor
   Deborah Arrowsmith, Assistant Professor
   Stephen Denney, Assistant Professor
   Jason Ellis, Assistant Professor
   Deanna Romano, Assistant Professor
   David Silverberg, Assistant Professor
   Joann Campanelli, Professional Instructor
   James Chapple, Professional Instructor
   Connie Ericson, Professional Instructor
   David Kowalka, Professional Instructor
SPORT SCIENCES
Chair: Glen Fincher, Associate Professor
Donna Messerly, Professor
Randall Gearhart, Associate Professor
Jennifer Gorecki, Associate Professor
Simon Attle, Assistant Professor
Dennis Gruber, Assistant Professor
Paul Milton, Assistant Professor

Beth Patton, Assistant Professor
James Strode, Assistant Professor
Lance Kaltenbaugh, Professional Instructor
Brenda Reeves, Wellness Coordinator
Jeremy Hancock, Athletic Trainer
Andrew Palko, Athletic Trainer
Nikki Sefcik, Athletic Trainer
DOCTORAL PROGRAM
MISSION STATEMENT
The mission of Ashland University’s Doctoral Program in Leadership Studies is to prepare ethical and competent professionals who are able to provide effective leadership in a variety of educational settings. The Ed.D. is a professional terminal degree program, which is designed to engage individuals in a highly rigorous process of research, inquiry and site-specific practice. The doctoral program conceives of leadership within the context of organizational renewal. The goal of the program is leadership which focuses on common values among professionals within an organization, a vision of what education can be, and the pursuit of higher order institutional and personal goals.

ACCREDITATION
Ashland University holds accreditation in the North Central Association of Colleges and Universities and in the National Council for Accreditation of Teacher Education at the baccalaureate and graduate degree levels. Authorization to offer the Doctor of Education degree was granted by the Ohio Board of Regents in 1997, and permanent degree authority for the Doctor of Education in Leadership Studies degree program (Ed.D) was granted in 2001.

ADMISSION TO THE DOCTORAL PROGRAM
The admission procedures for the doctor of educational leadership degree are designed to recruit the highest quality professional educators, representative of a culturally diverse population. A comprehensive system, including both qualitative and quantitative measures, will be used to assess personal characteristics, academic skills, communications, and leadership. Acceptance into the doctoral program is by cohort (15 or fewer students per year), and is based upon a competitive evaluation of applications.

The Doctoral Admission and Retention Committee will review the credentials of each candidate, focusing on the following requirements:

Applicants for the Doctor of Education degree must:
A. Possess a master’s degree from an accredited institution
B. Have a cumulative post-baccalaureate grade point average of at least 3.3 on a 4.0 scale.
C. Complete a Graduate School application and submit a $30 application fee. See: www.ashland.edu/graduate/apply.php

The Admission portfolio for each candidate consists of seven items:

• Documentation/description of a record of successful administrative experience in education and/or documented evidence of educational leadership activities. Examples of leadership competencies include:
  • peer leadership roles/positions
  • leadership in writing curriculum
  • leadership in supervising instruction
  • specific administrative assignments/positions/committees/chair role
  • leadership in professional organizations
  • grant writing
  • program administration and/or administration of extracurricular programs
  • development of new programs;
• Scores from the General Test of the Graduate Record Examination (GRE) taken within the past five years;
• Four letters of reference, two from persons familiar with the applicant’s academic ability and two which describe professional performance citing specific examples of leadership ability;
• An approximately two page personal statement describing career goals and reasons for wishing to undertake a doctoral program of study;
• A complete resume which includes work experience, educational background, professional experience, professional activities, honors, professional publications or presentations, and other relevant information relating to the applicant’s leadership background;
• A sample of professional writing ability, approximately five pages in length.
• Official transcripts from all undergraduate and graduate study.

Finalists will be invited for an interview with members of the Admission and Retention Committee.

The deadline for receipt of the application portfolio is March 1 each year. Applicants are encouraged to begin to prepare materials four to six months prior to the March 1 deadline. We recommend that applicants register for the GRE as early as possible.

REGISTRATION, TUITION, AND FEES
The Ashland University Board of Trustees approves the tuition rate for the Doctor of Education (Ed.D.) Program. All tuition, fees and other charges are set by the university and are subject to change without prior notice. Applicable tuition and fee charges for doctoral courses must be paid at the time of registration at least one week prior to the first day of class each semester, including summer semester. Charges not paid by these dates will result in cancellation of registration.

REGISTRATION
Students need to register for classes at least one week prior to the beginning of the term. For the first class meeting, faculty members will be furnished with a list of names of all students who have pre-registered. No registrations will be accepted after the first class meeting without the consent of the director of Doctoral Studies.
Registration for any course (including the cognate), mentorship component, dissertation hours, or any other faculty supervised student activity should be completed at the Doctoral Studies Office one week prior to beginning the activity. Students must make payment for the desired credit at the time of registration. After the second class meeting, the Doctoral Studies Office will send official class lists to instructors for verification with their signatures. Instructors must return a verified class list to the Doctoral Studies Office no later than the third week of classes. During the summer period, faculty need to verify class lists by the end of the first week of classes.

NOTE: In any given semester, students who wish to register for more than 3 semester hours beyond the required course work, must first obtain approval of their adviser.

TUITION AND FEES
Students must pay applicable tuition and fee charges for doctoral courses at the time of registration at least one week prior to the first day of class each semester, including the summer semester. If students desire other arrangements, they must work out an approved program of payments with the Business Office before registering. If not actually on campus at the time of registration, students should send tuition, and related fees, with the proper form, to the Business Office, 201 Founders Hall, Ashland University, Ashland, OH 44805.

ADD/DROP
Students may add courses in the cognate area provided the additions are made by the second class session of the semester. The accelerated nature of the summer-term courses requires the permission of the instructor before the addition can be made. During the summer semester, additions must be completed before the third class meeting.

A student may withdraw from any course up to the fifth class session of the semester with no mark entered on the student’s official permanent record. Between the sixth and tenth class sessions of the semester a student may withdraw and a “W” is entered on the student’s record.

After the tenth class session of the semester the student must file a petition with the Doctoral Studies Office. Reasons such as the following are not acceptable for withdrawal: poor performance, lack of preparation, or dissatisfaction with the subject matter offered. If a petition is accepted, however, a “W” is marked on the permanent record of the student. If the petition is denied, the student continues to be enrolled in the course and the final grade is reported by the instructor.

A student who merely stops attending, while failing to withdraw officially from the course, will have the final grade as reported by the instructor entered on the official record.

FEE REIMBURSEMENT
Fees in general are non-refundable. Tuition is non-refundable in the instance of an unofficial withdrawal. Students who make official withdrawals or reduce their course loads should consult the Business Office for schedule of refunds.

RESIDENCY
Residency is essential for doctoral students to become as thoroughly integrated in the process of scholarly endeavor as possible. Residency provides students the opportunity to work closely with faculty mentors in scholarly research and building “community.” Furthermore, residency enhances the development of mutual support among the members of the student cohort.

Ashland University’s Ed.D. Program requires that the student maintain his/her employment in an organizational setting.

Residency is accomplished in several ways. Each student is required to attend 12-week summer semesters during which 9 semester hours are earned the first summer of the program, and 6 semester hours each of the next two summers.

During the first summer, students will live on campus for approximately one week for an intensive foundations course in creative leadership. Over the first 15 months of the program, students will work in a partnership with a doctoral faculty mentor and their own employer as the student utilizes research gained from the program to propose and implement an actual design or redesign of a facet of the student’s organization which is suboptimizing. Throughout the program, students attend classes and related activities during consecutive semesters with other members of the cohort. Ashland’s approach to residency builds relationships among members of the cohort, faculty, and other professionals while, at the same time offering options to accommodate the work schedules of students.

ADMINISTRATION AND FACULTY
The following administrators and faculty serve the Doctor of Education Program. Names of those dedicated full time to the doctoral program are preceded by an asterisk (*).

ADMINISTRATION
Dean of the Graduate School
Wm. Gregory Gerrick, Ph.D., Professor of Education (The University of Toledo)
Research Area of Interest: Organizational Behavior; Organizational Redesign and Renewal

Director of Doctoral Studies
*Judy A. Alston, Ph.D., Associate Professor, Education (The Pennsylvania State University)
Research area of Interest: Leadership Theory; Urban Education; Diversity and Social Justice Issues

FACULTY
*Carla Edlefsen, Ph.D., Professor of Education (Stanford University)
Research Area of Interest: Policy, Organizational Change; Economics of Education
The formal course work supporting the tenets and goals of the Ed.D. program is organized around the components of an interdisciplinary foundations core, research, organizational leadership, and a cognate area of study selected by the student designed to complement the major area of organizational leadership and, at the same time, satisfy the individual needs of the student. Following is a brief description of each area and a listing of course requirements.

**INTEGRATIVE FOUNDATIONS CORE**
Students in the Doctor of Education program begin their program of studies as a cohort group during the summer semester following their admission into the program. During this time, students will complete the six (6) semester hours of initial foundations core requirements.

**Course work**
- Integrative Leadership Seminar (3 hours)
- Ethics of Leadership (3 hours)

**RESEARCH**
The research component encompasses both qualitative and quantitative research methods and design in order to establish the central importance of research and measurement as underlying threads connecting each facet of the doctoral experience. The interpretation and evaluation of literature in the field of educational leadership are inherent in all course work as well as essential to the completion of the dissertation requirement. Students will ultimately structure/design a study representative of a particular problem in actual practice and evaluate information collected from the study.

**Course work**
- Quantitative Research Design (4 hours)
- Qualitative Research Design (4 hours)
- Dissertation Research Design (3 hours)

**ORGANIZATIONAL LEADERSHIP**
The organizational leadership component focuses on the role of the leader as professional educator in the human organization. The leadership core requirement consists of four courses in Organizational Dynamics, two courses in Policy Analysis, and the Mentorship Component. Emphasis is placed on the importance of organizational culture and the development of support for a shared institutional vision among professionals.

**Course work**
- “Organizational Dynamics:”
  - Leadership Theory (3 hours)
  - Organizational Behavior (3 hours)
  - Change Processes (3 hours)
  - Organization Development (3 hours)
- “Policy Analysis:”
  - Institutional Law and Policy (3 hours)
  - The Economy of Education (3 hours)
- “Mentorship Component” (4 hours)

**COGNATE AREA**
All students are required to complete a cognate area of study consisting of 15 semester hours in such areas as, but not limited to, educational administration (the superintendency), business management, curriculum, theology, leadership technology and professional development. Selection of this individualized specialty area is reviewed with the student’s adviser and program committee.

Often, courses applied to licensure in educational administration may be taken as part of the cognate. The educational administration licensure programs are described in this catalog within the section “Master of Education (M.Ed.).” Doctoral students must meet with their adviser and the director of Doctoral Studies to formulate the cognate portion of their program.

Ashland University has designed a plan for the ongoing development of graduate level courses and seminars in the rapidly changing area of instructional technology. Students in the doctoral program may devote all or part of the 15 hours...
in the cognate area to this discipline. Students are encouraged to elect course work focusing on the uses of technology in organizational management beyond the required courses in Quantitative and Qualitative Research (in which computer technology will be utilized on a regular basis).

OVERVIEW AND TRANSFER OF CREDIT
Basic competence in the areas of educational research and concepts of leadership is developed during the initial summer of course work which comprises the integrative foundations core described above. Understandings achieved through these courses subsequently are applied to further course work in qualitative and quantitative analysis as well as in the leadership core. Upon admittance to the doctoral program, a student’s transcripts are evaluated on an individual basis. Up to nine (9) semester credits from a recognized accredited institution may be accepted for post-master’s level courses not used toward another degree, but only in the cognate area and only for courses taken within five (5) years of admission to the program.

Seventy-five (75) semester hours of course offerings are newly developed courses or experiences; none of the courses in the program is open to upper level undergraduate students.

A total of 64 semester hours beyond the master’s degree are required for the doctoral degree. The areas in which course work must be completed and the minimum number of hours by area are as follow:
A. Integrative Foundations Core 6 semester hours
B. Research 11 semester hours
C. Organizational Leadership
  1. Organizational Dynamics 12 semester hours
  2. Policy analysis 6 semester hours
  3. Mentorship 4 semester hours
Cognate Area 15 semester hours
Dissertation 10 semester hours
Total 64 semester hours

GRADING SYSTEM
The following system of grading and point values applies to all doctoral education courses:
A . . . 4.00 quality points  B- . . . 2.67 quality points
A- . . . 3.67 quality points  C+ . . . 2.33 quality points
B+ . . . 3.33 quality points  C . . . 2.00 quality points
B . . . 3.00 quality points  C- . . . 1.67 quality points
F . . . 0.00 quality points

I — Incomplete: May be given when students are not able to complete the course work due to illness, accidents, or other emergencies. This grade applies to work of acceptable quality when the full amount is not completed. It is never applied to unsatisfactory work. The required work must be completed during the next academic semester. The professor has the option of extending the time period for completing the required work an additional semester. The “I” grade becomes “F” if not removed by the date specified.

IP— In-Progress: Given for dissertation studies, and group studies that are in progress. There are no time limits for completing the requirements for such courses except those imposed in the program. The IP applies only to the Doctoral Mentorship (EDLS 9830) and the Dissertation (EDLS 9899).

W—Withdrawn: Assigned for official withdrawals during the first three weeks of a semester. Not used in grade point average computation.

WP—Withdrawn Passing: Not used in grade point average computation and cannot be given after the twelfth week of the semester.

WF—Withdrawn Failing: This grade is weighed as an “F” in the computation of grade point average.

GPA REQUIREMENT
In order to remain in good standing and to graduate, a student must demonstrate satisfactory progress toward completion of the degree. Students must maintain a 3.5 GPA in the Leadership Core courses and an overall 3.2 GPA in all course work completed. Students who fail to improve their GPA will be placed on academic probation for up to two semesters.

After two semesters if there has been no improvement, the adviser and director of Doctoral Studies will meet with the student. At this point, the adviser and director, in consultation with the Doctoral Admission and Retention Committee, may determine that the student should not be allowed to continue in the Program.

AUDITING COURSES
Persons who do not wish to receive university credit or who do not meet minimal admissions requirements may register as auditors upon payment of the audit fee (equal to one-half of the tuition rate, per semester credit hour) and completion of all requirements for non-degree seeking students. In either instance, official records are not maintained and audit grades cannot be changed to credit status.

APPLICATION FOR DEGREE
Students completing program requirements and expecting to graduate must make formal application for the Doctor of Education degree prior to the deadline published by the Registrar’s office during each semester. All applications and/or inquiries should be directed to the Doctoral Studies office.

DATE OF GRADUATION
The graduation date is the last day of the final semester of registration provided all requirements for the Doctor of Education degree are completed. Students will not be graduated earlier than the last day of any semester for which they are registered. If degree requirements are not met by the end of the last semester of registration, the date of graduation is the day the requirements are completed.
STUDENT APPEAL PROCESS
Students who have complaints or questions about instructional faculty performance or conduct should follow the procedure listed below:

- The student should consult the faculty member in question; it is only after this approach has been attempted that further recourse is appropriate. No appeal will be heard until this initial step has been taken. However, if the complaint involves conduct which the student does not feel comfortable raising with the faculty member, the student may file the complaint in writing with the director of Doctoral Studies. The written complaint must specify the details and circumstances which justify the complaint and the action or decision sought by the student.
- If consultation with the faculty member in question does not produce satisfactory results, the student should submit his or her appeal in writing to the director of Doctoral Studies specifying the details and circumstances which justify the appeal and the action or decision sought by the student.
- If the director of Doctoral Studies after having consulted with the individual who is the subject of the complaint, denies the student’s appeal or complaint, the student may submit a copy of the appeal to the dean of the College of Education.
- The dean will review the information presented, make such inquiries as necessary and render his/her judgment. If the student is dissatisfied, the final appeal is to the provost.
- A Review Committee hearing will be scheduled by the provost involving the student, the director of Doctoral Studies, faculty member in question, and the dean. The committee will issue a ruling that disposes of the question or complaint including what action, if any, is required by the student, faculty member, or University.

MENTORSHIP
The doctoral mentorship experience is a logical step in Ashland University’s commitment to enhance the relevance of leadership preparation programs by orienting the curriculum more explicitly toward problems of practice. Ashland’s philosophy at all levels of the study of leadership and administration emphasizes organizing subject matter around problems rather than presenting information in unconnected course segments. Learning is focused on an actual problem the student faces as an organizational leader. The various facets and dimensions involved in coming to understand the problem, identifying appropriate alternatives, and discovering solutions, require students to draw upon the knowledge bases included in courses that form the leadership core of the doctoral curriculum. Thus, theory, research, and practice are united in an experience generated from the point of view of the professional practitioner. Collective problem solving is emphasized rather than competition for grades. Part of the uniqueness of Ashland’s doctoral mentorship is that through this approach, the program provides a viable mechanism for linking full-time clinical experiences with academic work.

University faculty assume responsibility for assisting, advising, and guiding students as field-based problems are addressed. Coaching and observing at the work site are central to this concept. The mentoring relationship is designed to extend beyond graduation in both formal and informal ways.

EMPLOYER/STUDENT COMMITMENT
The doctoral program calls for the formation of a collaborative partnership among the doctoral student, a mentor from the University’s doctoral faculty, and the employer of the doctoral student. The purpose of this partnership is to utilize the resources of the doctoral student and the University in addressing a specific dimension of the school building or district organization, and to redesign that piece of the organization to enhance the overall system function of the building/district. Throughout the mentorship process, regular, ongoing communication among the three members of the partnership will assure continuity in the various stages of program development. This process should take between 12 and 15 months.

ACTION RESEARCH DESIGN
The research component of the mentorship experience takes the form of a typical program evaluation model. Essentially, the doctoral student focuses on one specific dimension of the organizational structure at his/her work site. This organizational dimension represents a particular process within the system functioning below peak-performance level or will involve elements of the system working at cross-purposes. In this instance, the entire system is said to be suboptimized.

The action research practicum serves to reveal the nature of the particular organizational system, what it is capable of doing, and the reasons and ways suboptimization is taking place.

Throughout this time frame, the student, the student’s employer and the University doctoral mentor work together to integrate problem-based learning with site specific research and organizational redesign and renewal on behalf of the school building, district or organization under study.

THE LEADERSHIP EXAMINATION
As the mentorship experience draws to a close and following completion of the leadership core courses, doctoral students will prepare for the Leadership Examination. This examination seeks to link the leadership core courses from the program with the actual on-site research and experience from the mentorship component. The Leadership Examination includes an assessment of the doctoral student’s knowledge of leadership and organizational skills; the ability to integrate theory, research and practice; and the ability to respond to case studies involving the application of organizational and leadership principles. Finally, a mentor’s report accompanies the Leadership Examination. This serves more fully to assess the student’s progress toward overall program goals.
THE COMPREHENSIVE EXAMINATION
Students are required to successfully complete a comprehensive written examination covering all course work. The examination is taken at the conclusion of the student’s individualized course of study. The examination is constructed, administered, and assessed by the student’s program committee.

The student discusses the components of the Comprehensive Examination in greater detail with the program committee. This oral portion of the examination concentrates on areas of perceived weaknesses and strengths. A student who satisfactorily completes the examination is perceived to be ready to move on to the dissertation project. Student strengths are detailed both orally and in a written report from the committee specifying areas of leadership excellence.

THE DISSERTATION
The purpose of the dissertation is to assure that the student will be capable of engaging in scholarly research and inquiry for the purpose of improving the practice of leadership. The dissertation:

- is a comprehensive study incorporating several components of the doctoral program;
- demonstrates the utilization of skills and knowledge from the candidate’s individualized program to address a specific educational problem;
- demonstrates the candidate’s knowledge of research design and the ability to interpret findings orally, in writing, and in application.

The dissertation is a project that demonstrates the application of knowledge in an educational setting in such a way that other educators can benefit from the project. It involves a written document demonstrating doctoral level composition and format, inquiry methods and analysis, state of the art knowledge, and the application of leadership strategies in an educational setting.

Candidates are expected to demonstrate knowledge of the project, educational setting and research design. They are expected to be able to interpret those findings orally as well as in writing. When a candidate’s dissertation committee judges that a dissertation is acceptable, a final oral presentation is arranged.

FINANCIAL AID
Information concerning financial aid may be obtained by consulting the Ashland University financial aid director at (419) 289-5002.

Federal regulations require that an institution develop and enforce a policy for standards of satisfactory academic progress for students who receive financial aid. These standards must be the same or stricter than the standards the institution has for students not receiving aid. This policy is applied to graduate students receiving federal assistance at Ashland University. It should be noted that this policy is separate from the academic policy administered by the Academic Standards and Graduation Committee. Students may be allowed to enroll at Ashland University but may not be eligible to receive financial aid due to academic deficiencies.

The director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for consultation.
DOCTOR OF EDUCATION COURSES AND DESCRIPTIONS

EDLS 9800 INTEGRATIVE LEADERSHIP SEMINAR 3
The Integrative Leadership Seminar is designed to introduce students to multiple facets of leadership from an interdisciplinary perspective. The seminar provides a framework for the doctoral student to develop knowledge, skills, and values of leadership for 21st century organizations. This course is designed to encourage students to investigate their leadership behaviors, to be reflective in their response and make plans to improve their effectiveness. This seminar is an integral part of the residency experience.

EDLS 9802 ETHICS OF LEADERSHIP 3
Ethics of Leadership provides doctoral level students the opportunity to study the foundations of ethics as a discipline, the relationship between ethics and character formation, and historical perspectives on ethical decision making. The course also explores the pressing moral, social, political, and ethical issues of contemporary American society, particularly as these issues impact the policies, programs, and practices of schools and related organizations in the United States. The course is designed to expose organizational leaders to the breadth and complexity of ethical issues and their impact on educational and organizational decision making. In addition, this course encourages the moral, social, and spiritual development of the students.

EDLS 9820 QUANTITATIVE RESEARCH DESIGN 4
This course is designed to provide students with the concepts and tools needed to read, understand, interpret, analyze, and evaluate quantitative literature in the field of educational leadership. In addition, students learn to apply various quantitative techniques to problems and research questions encountered in the field of education and educational leadership. This course is taught from an application framework. Students will identify the appropriate quantitative technique and research design for a given educational problem or research question; organize data in the appropriate form for use by the SPSS/WINDOWS computer software; design and execute the appropriate statistical analysis; and interpret the findings.

EDLS 9821 QUALITATIVE RESEARCH DESIGN 4
This is a course designed to acquaint students with qualitative research methodology and qualitative research design. Students are introduced to the philosophical underpinnings of qualitative research, with a focus on anthropological and sociological antecedents of such inquiry. The assumptions of qualitative research, as well as ethical concerns are discussed. Document analysis, content analysis, interviewing, observation, unobtrusive data collection, site selection, building rapport, collecting field notes, data management, and techniques of writing narrative case studies are themes of the course. A pilot study is conducted utilizing data collection, preparing a case study narrative, receiving feedback, and doing subsequent revision.

EDLS 9822; 9824 - 9829 SEMINARS IN EDUCATIONAL RESEARCH 2
In this seminar students learn how to determine which research techniques are appropriate to use with the research questions posed in their initial dissertation topics. Students undertake an intensive study of the quantitative and/or qualitative tools required to conduct their study as they prepare their dissertation proposal.

EDLS 9823 DISSERTATION RESEARCH DESIGN 3
In this course, doctoral students will learn the appropriate methods and techniques to use with the research questions presented in their proposed dissertation topics. They will learn how to conduct an advanced database search and undertake an intensive review of the literature. Students will gain knowledge in the quantitative and mixed method approaches to conducting educational research. The course will discuss and review qualitative methods that may be used in applied research. They will also acquire skills in the dissertation style of writing.

EDLS 9830 DOCTORAL MENTORSHIP 4
The doctoral Mentorship is designed to link full-time clinical experiences with academic work. The student, the school district or agency and the University will form a partnership which will address a specific dimension of the school or agency and design or redesign that piece of the organization to enhance the overall systemic function of the building, agency or district. The Leadership Examination provides the student with the opportunity to integrate learning from the mentorship experience with other core work. (The Mentorship and the Leadership Examination are described in the Doctoral Student Handbook.)

Credit: Four credit hours earned over three semesters: fall and spring of the first year and fall of the second year. (A grade of "IP" will be awarded for the first fall and spring semesters. The final grade will be awarded at the end of the second fall semester.)

EDLS 9841 ISSUES AND TRENDS IN COMPUTER MEDIATED LEARNING AND TEACHING 3
This course represents an overview of the influence of computer and other instructional technology on formal learning and teaching. Attention will be given to historical, social, and psychological perspectives on media and technology, followed by current research affecting learning and instruction. Students will identify a specific area of interest related to instructional technology and pursue an independent project. The projects will relate to continuous improvement planning as addressed in EDLS 9843 of this cognate core.
### EDLS 9842 Evaluating the Effectiveness of Instructional Technology 3
This course will provide an understanding of the processes and activities essential for designing, implementing, and appraising the utility of educational programs mediated by instructional technology. The graduate student will research systemic reform and other change theory. The student will apply that understanding through case study to the development of a needs assessment and an evaluation plan. The work in this course establishes the tools to begin EDLS 9843.

### EDLS 9843 Continuous Improvement for Instructional Technology 3
This course will enable students to use a continuous improvement planning model to conduct a research and evaluation project in the graduate student’s school district. The student will build on the needs assessment and evaluation plan completed in EDLS 9842. They will develop an appropriate plan, with pilot study, to evaluate the effectiveness of instructional technology on student learning in their district. The course will also serve as a starting point for those interested in pursuing dissertation topics in the continuous improvement process and instructional technology.

### EDLS 9846 Advanced Studies in Professional Development 3
This course is designed to assist professional development practitioners in gaining knowledge and tools necessary to design, implement and evaluate programs for professional growth in an educational context. The course will center on major themes, each to be examined in relationship to implications for professional development practice. The themes currently include school culture, school reform, schools as learning organizations, and the design of professional growth experiences.

### EDLS 9847 Change Processes and Professional Development 3
A course designed to provide an understanding of the theories and practices related to change as it impacts decisions about professional development in formal organizations such as educational settings. The student will use his/her professional assignment to develop case studies of change as it has impacted on professional development decisions for him/herself and as change has impacted the organization and its professional development needs.

### EDLS 9848 Adult Development: Continuity and Change 3
A course designed to provide leaders of professional enterprises with a foundation of knowledge and experience that will enable them to develop programs of development and renewal based on the principles and theories of human lifespan development and learning.

### EDLS 9849 Directed Research and Evaluation in Professional Development 3
This course is intended to provide leaders of professional development the opportunity to design an action research project or program evaluation, to carry out the actual research/evaluation project in an appropriate professional education setting, to analyze data, and to prepare the results of the research/evaluation for presentation or publication.

### EDLS 660/9860 Institutional Effectiveness 3
Institutional effectiveness represents the second generation of organizational development theories and considers multiple aspects of organizational health. High performance organizations are concerned about improving all facets of their work. Topics such as continuous quality improvement, assessment outcomes, data gathering and analysis, program evaluation, and strategic planning are covered. The course also examines organizational culture and transformational leadership as underlying themes in implementing planned change.

### EDLS 9880 Leadership Theory 3
This course will provide an essential theoretical understanding of leadership, authority and group dynamics in a format designed to generate personal insights into one’s own patterns of response to social forces, as well as to develop practical skills for exercising authority and leadership within groups and organizations. The history of the development of leadership will be discussed as will traditional views of leadership. An ongoing theme of the course is “leadership as service.” This course has a strong experiential component that continually provides participants with opportunities to test and integrate their learning with experience (i.e., the mentorship experience).

### EDLS 9881 Organizational Behavior 3
This course examines the interaction of people and the institutional environment. Organizational structure, management models, the history of administration, climate, organizational culture, motivation theory, power and authority, systems theory, contingency theory, conflict, organizational change and renewal, and organizational leadership are considered in detail. These notions are discussed in relation to the restructuring of American education in the 2000s and beyond. In addition, the course focuses on how leaders can link theory and research with actual practice; this course is taken concurrently with the student's mentorship experience.

### EDLS 9882 Professional Development and Renewal 3
Professional Development and Renewal is intended to provide leaders of professional enterprises with experience and understanding which will enable them to encourage and facilitate career-long growth. Dimensions of professional development to be examined include historical perspectives, social contexts, psychological factors, learning and development theories, established models, and effective practices.
Individual and organizational development are viewed as inseparable parts of a whole. The completion of a personal, long-range professional development plan is used as a vehicle to frame planning for the professional development of others.

**EDLS 9887 INSTITUTIONAL LAW AND POLICY**  
This course blends the study of law and policy. Policy is manifested in the statutes, regulations, guidelines and codifications that define the purposes and parameters of specific actions, establish individual and institutional responsibilities, outline rules to be followed, and identify resources to be allocated. Policies are formulated and enacted at many levels, but policy decisions made at an organizational level may be circumscribed by those made at higher levels (state and federal policies). Therefore, the course will include a study of federal and state constitutional provisions, statutory standards and regulatory applications as they apply to the management and control of educational and organizational specific content that will be used to study and develop organization-wide policies. The impact of local policies on the organization’s constituents will be studied.

**EDLS 9888 THE ECONOMY OF EDUCATION**  
This course is designed to develop an understanding of current school funding theory and practices, and how these practices have fallen short of providing an equitable education for all students. Local, state, national and international economic trends that impact on educational practices are examined. Alternative education funding and support theories are considered. The budgeting process is studied. The concept of using resources to realize educational goals is the unifying theme for this course.

**EDLS 9889 ORGANIZATION DEVELOPMENT**  
Organization Development is designed to ensure understanding of the quality imperative. For organizational viability, now and in the future, quality of product, process and service is not an option. With an emphasis on quality assurance systems, organizational design, staffing, productivity, total planning integration, leadership and employee involvement, the student is exposed to quality organizational concepts. Quality Function Deployment (QFD) demonstrates the necessity of integrating both internal and external customer voices with process requirements and competitive benchmarking.

**EDLS 9898 SEMINAR/TOPICS IN ORGANIZATIONAL LEADERSHIP**  
Individual and group study of specific aspects of leadership and organizational dynamics.

**EDLS 9899 DISSERTATION**  
1-10
GUIDELINES FOR THE MASTER OF EDUCATION DEGREE, BACHELOR’S PLUS, AND GRADUATE LICENSURE AND ENDORSEMENT PROGRAMS

Ashland University offers a variety of graduate education programs at its centers located in Ashland, Columbus, Stark County, Elyria and Cleveland. These programs include the Master of Education (M.Ed.), Bachelor’s Plus licensure, and other licensure and endorsement programs. Not all centers include all of the above programs. See the program director of a given center and/or program for information regarding a specific program. Note that the Ed.D. program is offered only at the Ashland Center (see Ed.D. section for details regarding this program).

All courses are taught within the parameters of master syllabi, which have been developed, reviewed and approved, by the faculty and Graduate Council prior to adoption. Program quality and continuity are also insured by having full-time resident directors of graduate studies at each center. The resident directors are available for consultation and support to students as they progress through the program. Convenience, personalized attention and quality programs contribute to the attractiveness of Ashland University programs at all five centers.

Graduate Education at Ashland University was reaccredited in 2003 by the National Council for Accreditation of Teacher Education (NCATE). This accreditation includes the advanced level of professional education programs offered at Ashland University.

Admission to a graduate education program may be sought at the center where most of the course work will be completed. Course registration must be at the center where the course is to be taught, or in some cases, the site where the course is to be taught. Please correspond with the program director of the center nearest you if you have admission or registration questions. See additional information at www.ashland.edu/academics/education/med/.

LOCATIONS OF THE GRADUATE EDUCATION PROGRAMS

THE ASHLAND CENTER

Instructional facilities for the Ashland M.Ed. Program are located in the Dwight Schar College of Education. The Schar College of Education houses the offices for education, with well-equipped classrooms, tutoring rooms, conference rooms and the Becker Memorial Reading Center. The nine-story campus library is located in the center of campus and contains an instructional media center with special listening and viewing areas, computers and curriculum materials. Recent figures indicate the current library holdings exceed 280,000 items. Online database search services are available. The library is also a depository for federal and state documents. Mr. Steve Brown is the resident director of Graduate Studies at the Ashland Center, 117 Dwight Schar College of Education, located at 340 Samaritan Avenue, Ashland. His e-mail address is sbrown11@ashland.edu. The address and telephone numbers for the Ashland M.Ed. Program are: Ashland University, 401 College Avenue, Ashland, Ohio 44805, (419) 289-5386 (Graduate Studies).

Mr. Ron Stevens, resident director for the Bachelor’s Plus program at the Ashland Center, is located at 123 Dwight Schar College of Education. He can be contacted at (419) 289-5679 or rsteven1@ashland.edu.

THE COLUMBUS CENTER

The Columbus Center houses the Master of Education and the Master of Business Administration programs in the central Ohio area. Recently remodeled, this facility accommodates 26 education and meeting rooms, 3 computer labs and office spaces.

Students have access to Ashland University and OhioLink databases and many modern libraries, including the State Library in Columbus, are available to the students. Students may also use a toll free number to request library materials from the main campus of Ashland University.

Dr. Mary Lavin Crerand is the resident director of Graduate Studies in Education at the Ashland University Center in Columbus. Dr. Crerand’s e-mail address is: mcrerand@ashland.edu. The center is located five blocks east of Interstate 71 on State Route 161. The address and telephone numbers are: Ashland University Center, 1900 East Dublin-Granville Road, Columbus, Ohio 43229, (614) 794-0803.

Mr. John Nicholson is the director of the Bachelor’s Plus program at the Columbus Center. He can be reached at (614) 794-0803, ext. 1105 or jniche1@ashland.edu.

THE ELYRIA CENTER

The Ashland University Program in Elyria is located at the Lorain County Community College (LCCC). This location is convenient for many persons in northern Ohio. Along with classrooms, LCCC provides library, media space and bookstore facilities for the Ashland University programs. The OhioLink database and many modern libraries are available to students in this area. Students may use a toll free number to request library materials from the main campus of Ashland University.

Dr. Ed Branham is the resident director of Graduate Studies in Education at the Ashland University Center in Elyria. The address and telephone number are: Ashland University Program in Elyria, Suite 105University Center, 1005 N. Abbe Road, Elyria, Ohio 44035; (440) 366-7505.

Mr. Bud Albright is the director of the Bachelor’s Plus program at the Elyria Center. He can be contacted at (440) 366-7495.

THE MASSILLON/STARK COUNTY CENTER

The Ashland University Program in Massillon/Stark County is located in a new modern facility at 2550 University Dr., S.E., Massillon, Ohio 44646. The building is located near U.S. 30. This center provides programs for students in the east central
Dr. John Haschak is the resident director of Graduate Studies in Education at the Center in Massillon/Stark County. The address and telephone number are: Ashland University Center in Massillon/Stark County, 2550 University Dr., S.E., Massillon, Ohio 44646; (330) 837-5244, (800) 723-7655.

THE CLEVELAND CENTER
Ashland University Cleveland offers courses leading to a master’s degree (M.Ed.) in school administration and/or licensure in school administration. A master’s degree in curriculum and instruction is also available. The Cleveland Center’s offices are located at 4645 Richmond Road, Suite #103, Warrensville Heights, OH 44128, (216) 292-1100. This location is convenient for those living or working in the Greater Cleveland Area. Mr. Malcolm Driver is the resident director of Graduate Studies at the Cleveland Center.

GRADUATE EDUCATION PROGRAM
OBJECTIVES
The graduate programs offered by the Dwight Schar College of Education are designed to provide functionally integrated academic, experimental and field-based study necessary to the personal and professional growth of educators. Toward this end the M.Ed. and licensure programs each include three distinct components: (1) a common core of studies focusing on the foundations of education; (2) professional studies emphasizing the integration and application of functional knowledge; and (3) a field practicum or alternate options designed to deepen the student’s understanding of self through problem-solving and decision-making techniques.

Graduate education programs are developed on the premise that improvement requires change and that effective programs must be responsive to the needs of the educational community.

The programs are based on foundations of education, current research, effective practice, and dynamic collaborative relationships among educators at all levels. The program is implemented through diverse classroom, field, and clinical experiences. The faculty believe that a professional educator is a reflective practitioner who merges theory and practice. A major objective of the programs is to develop individual skills for solving particular educational problems, whether in teaching, supervision, or administration, while keeping such solutions in balance with institutional, community, or school system needs and expectations. A second objective is the acquisition of sound principles and techniques essential to working effectively in a wide range of instructional or organizational settings.

A basic assumption of all graduate programs is that educational policies and procedures are constantly changing, and that the practices of tomorrow may have little similarity to current models. Thus, Ashland University’s programs emphasize the development of the individual’s professional capacity as a self-perpetuating facet of present and future personal development.
HISTORY
Ashland University’s Graduate Programs in Education were established in response to needs expressed by teachers and administrators of the area. Feasibility studies conducted by (at that time) Ashland College’s Department of Education, as well as other institutions, provided quantitative data supporting the need to develop a master’s degree program which could reasonably be facilitated within existing institutional guidelines.

In August 1975, the Master of Education degree (M.Ed.) with major program areas in curriculum and instruction, supervision and reading supervision, was approved by the Ashland College Board of Trustees. Initial approval by the Board of Regents was given on October 17, 1975. The Ohio Board of Education provided their initial approval on January 12, 1976.

Subsequent visitations and approvals have occurred by both the Ohio Board of Regents and the North Central Association of Colleges and Schools. The breadth of the Master of Education (M.Ed.) program now includes 6 major program areas with licensure or endorsements available in 22 areas. Program support and planning assistance is also received from non-institutional personnel and agencies through advisory committee memberships.

ACCREDITATION
Ashland University currently holds accreditation by the North Central Association of Colleges and Schools at the baccalaureate and graduate degree levels. Approval to offer the Master of Education degree was granted by the Ohio Board of Regents in 1975. Approval for offering certification for the Master of Education degree was granted by the Ohio Department of Education in 1976. The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE) at the basic and advanced levels.

POLICIES AND PROCEDURES FOR STUDENTS ENROLLED IN THE MASTER OF EDUCATION, BACHELOR’S PLUS AND GRADUATE LICENSURE/ENDORSEMENT PROGRAMS
Unless otherwise stated, the following policies and procedures apply to all students enrolled in the College of Education’s M.Ed., Bachelor’s Plus, graduate licensure, and endorsement programs. Additionally, where appropriate, these also apply to transient and non-degree students.

GENERAL ADMISSION INFORMATION
All students seeking a graduate licensure, Bachelor’s Plus enrollment and/or Master’s Degrees must be admitted to the Graduate School. Additionally, all transient and non-degree students must be approved by the Graduate School. Admission is open to all qualified persons of good character regardless of disabilities, religion, race, creed, gender, or national origin. Students must be admitted to the Graduate School before taking courses. See individual programs for additional information.
ADVISER
Each student admitted to a graduate program in education will be assigned an adviser in his/her major or program or licensure area who will assist in defining personal and professional objectives. The first priority is to contact the adviser to formulate a projected program of study. The adviser’s responsibilities include monitoring course or program changes and departmental/institutional requirements. For M.Ed. students, the academic adviser does not have to be the capstone adviser, but will help in establishing a capstone and obtaining a capstone adviser.

ACADEMIC POLICIES AND REGULATIONS
The Graduate Programs in Education consist of a mutually arranged agreement between the student and Ashland University in which the Master of Education degree is awarded when the required studies are completed by the student. Completion of degree or licensure requirements necessitates careful planning. Care must be taken in the proper development and sequencing of courses to allow a natural progression of instructional activities and time schedules. Although most major program areas follow an orderly development, the student should understand that some modifications may become necessary because of state, institutional or student expectations.

TRANSFER OF CREDIT
The policy of the Dwight Schar College of Education specifies that graduate students may take courses for personal or professional development offered or sponsored by another institution. Course credit may be transferred providing:

1. The course (s) is given or offered by an accredited college or university. Documentation is required for all courses if acceptance of them for degree credit is requested. Minimally, the course must be listed and described in the catalog or other official publication of the institution. The content of the course must satisfy a requirement in a degree program at the offering institution and be able to satisfy a degree requirement at Ashland University.

2. For prior approval of credit to be transferred, the student must have the transfer approved by either a program center director or the associate dean of the Dwight Schar College of Education. Prior assurances given verbally by faculty members or staff at Ashland University must be regarded as estimates or opinions. They do not commit the University to a course of action. Transfer credits which have not been approved in advance, will be considered at the discretion of the program center director and or associate dean of the Dwight Schar College of Education using the guidelines used to accept any previously completed and acceptable graduate credits.

3. Written requests for acceptance of special courses, i.e., “tour” or “travel” type courses, must be fully documented so that their academic integrity can be judged.

INTERNATIONAL STUDENTS AND STUDENTS WHO COMPLETED PREVIOUS COURSE WORK OUTSIDE OF THE UNITED STATES
Ashland University makes a special commitment to serving the needs of international students and those who have been educated outside of the United States. The International Student Services office (ISS) exists to provide admissions, orientation, immigration and academic support to these applicants. The Ashland University Center for English Studies (ACCESS) provides an intensive English program for international students, and offers conditional admission to academic studies.

ADMISSION
It is essential that all candidates meet the academic requirements for admission to the M.Ed. programs and have at least two years of educational work experience as a teacher, administrator or school employee providing direct services to students.

In addition to the standard admission guidelines, an international student needs to submit proof of English proficiency: Internet-based TOEFL (iBT): 75; Computer based TOEFL (CBT): 213; Paper-based TOEFL (PBT): 550, or IELTS: 6.5. Students will also take a one-semester course in university writing if their writing scores are below 18 on the iBT, 5 on the CBT or PBT, or 6.5 on the IELTS. Students eligible for admission but who have not attained the minimum scores on the tests above will be admitted to ACCESS. Upon successful completion of the program, students will be admitted to the University for full-time academic study.
HOW TO APPLY
International students must apply for admission to the Graduate School well in advance of their proposed entry date. Please visit the ISS website at www.ashland.edu/iss for an online application and more information. Applicants will be required to submit:
1. A $50 non-refundable application fee.
2. Transcripts of all university course work in the original language and with an English translation.
3. TOEFL or IELTS test scores if not intending to begin in ACCESS.
4. A recent copy of applicant’s resume.
6. Copy of applicant’s passport page.

Note: The academic credentials of applicants educated outside of the United States will be evaluated by the International Student Services office and evidence of English proficiency may be requested, regardless of the applicant’s current immigration status in the United States.

FINANCIAL INFORMATION

TUITION AND FEES
All tuition, fees and other charges are set by the school and subject to change without prior notice. Applicable tuition and fee charges for graduate courses must be paid at the time of registration in the office of the center where the course is scheduled prior to the first day of class each semester or summer session. Charges not paid by these dates may result in cancellation of registration.

Fees in general are non-refundable. Tuition is non-refundable in the instance of unofficial withdrawal. Students who make official withdrawals or reduce their course loads should consult the business office for schedule of refunds. It is the responsibility of the student to obtain and complete withdrawal forms and procedures from the education center where they are enrolled.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
Federal regulations require that this institution develop and enforce a policy for standards of satisfactory academic progress for students who receive financial aid. These standards must be the same or stricter than the standards the institution has for students not receiving aid. This policy is applied to graduate students receiving federal assistance at Ashland University. It should be noted that this policy is separate from the academic policy administered by the Academic Standards and Graduation Committee. Students may be allowed to enroll at AU but may not be eligible to receive financial aid due to academic deficiencies.

Interpretation and Enforcement
The director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for consultation.

Definition of Terms
1. Academic Year: the fall and spring terms of a given year
2. The status of a graduate student according to the credit hours taken in a regular term is as follows:

<table>
<thead>
<tr>
<th>Credit Hours Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 or more semester hours</td>
<td>full-time</td>
</tr>
<tr>
<td>3-5 semester hours</td>
<td>half-time</td>
</tr>
<tr>
<td>1-2 semester hours</td>
<td>less than half-time</td>
</tr>
</tbody>
</table>

3. Satisfactory Course Completion is a final grade of “C” or higher, “S” (Satisfactory) or “CR” (Credit).

4. A Repeated Course is one taken again, which could affect a student’s cumulative grade point average. Repeated courses will count toward the minimum number of credit hours per term, but will not affect the cumulative credit hours completed.

5. A student on Financial Aid Probation is eligible to receive financial aid.

6. Transfer Hours which are creditable to an Ashland University degree will be rounded down to the nearest multiple of six to determine the corresponding terms the student has already used in financial aid eligibility.

QUALITATIVE REQUIREMENTS
Graduate students must achieve a GPA of 2.5 as of the end of their second term of attendance at AU (see exception for Bachelor’s Plus students in Bachelor’s Plus section). The graduate student who does not meet this requirement will immediately lose eligibility for federal financial aid. Reinstatement of financial aid eligibility will occur after the student attains the required cumulative GPA at AU at his/her own expense. Also, students who receive a grade of “F,” “WF,” or “WP” in all courses during any term will immediately lose eligibility for financial aid.

QUANTITATIVE REQUIREMENTS
M.Ed. students who attend full time must complete their graduate degree within seven terms. Students must satisfactorily complete six hours each term if enrolled full time. The student who fails to achieve this standard once during the academic program shall be placed on Financial Aid Probation. The student who fails to meet this standard twice shall be ineligible for financial aid until the student makes up, at his/her own expense, the total number of hours for which she/he is deficient.

APPEALS OF FINANCIAL AID DECISION
A student who is ineligible for financial aid due to not meeting the requirements of this policy may submit a written letter of appeal to the Financial Aid Committee via the director of Financial Aid. The committee will review the student’s appeal and make a final determination as to whether the student will be offered financial aid for another term considering any unusual or extenuating circumstances, which may
include, but are not limited to, the following:
A. Illness
B. Injury
C. Severe mental or emotional stress
D. Physical or mental hardship

In the event of unusual and/or extenuating circumstances, the Financial Aid Committee may approve another term of financial aid for the student. If another term of aid is approved, the student’s academic progress will be reevaluated at the end of the term to determine if the student is eligible for additional term(s) of financial aid. Financial aid policies and programs are subject to change under the direction of the Board of Trustees.

**REGISTRATION**

All students registering for a course must be officially admitted into the Graduate School and a graduate program before the registration can be processed. Registration should be completed through the center at which the course is offered. Payment must accompany the registration for class(es). Registration that is submitted without acceptable payment will be returned to the student. Acceptable payment includes check, credit balance on the student’s account or credit card. A student may apply for a Federal Stafford Loan to obtain reimbursement for their upfront payment. A student may request, through the Business Office, that a refund be issued on the first day of the term provided that all processes have been completed and the loan has been disbursed to the account.

**CREDIT HOUR LIMITATIONS**

Six semester hours is considered full time. A graduate student with full time employment should normally register for no more than seven semester hours per semester. A student wishing to deviate from the normal credit limitation must have the approval of his/her faculty adviser and the director of Master of Education Programs. Petition for overload may be made through the associate dean.

**COURSE CHANGES**

Changes in the student’s schedule will be made with the consent of the faculty adviser within the time specifications set forth in the school calendar. Each change of class schedule involves the filing of an add/drop form available at each graduate program center and could reflect on any financial aid the student receives.

**COURSES FOR DUAL UNDERGRADUATE AND GRADUATE CREDIT**

Courses offered for undergraduate and graduate credit must require graduate students to complete additional work that is reflective of their status as practitioners.

**GRADING SYSTEM**

The following system of grading and point values applies to all graduate education courses:

- A = 4.00 quality points
- A- = 3.67 quality points
- B+ = 3.33 quality points
- B = 3.00 quality points
- B- = 2.67 quality points
- C+ = 2.33 quality points
- C = 2.00 quality points
- C- = 1.67 quality points
- F = 0.00 quality points

**AU - Audit:** No grade or credit assigned.

**I - Incomplete:** May be given when a student is not able to complete the coursework due to illness, accidents, or other emergencies. This grade applies to work of acceptable quality when the full amount is not completed. It is never applied to unsatisfactory work. The required work must be completed during the next academic semester. The professor has the option of extending the time period for completing the required work an additional semester. The "I" grade becomes "F" if not removed by the date specified. *It is the student’s responsibility to follow up with professors regarding courses given a grade of incomplete.*

**IP - In-Progress:** Given for capstones that are in progress. There are no time limits for completing the requirements for such courses except those imposed in the program.

**K - Transfer:** Credits accepted in transfer. Courses are recorded on the student’s permanent academic record but not included in the grade point average computation. See individual program information for guidelines regarding transfer credit.

**W - Withdrawn:** Assigned for official withdrawals during the first three weeks of a semester. Not used in grade point average computation.

**WP - Withdrawn Passing:** Not used in grade point average computation and cannot be given after the twelfth week of the semester.

**WF - Withdrawn, Failing:** This grade is weighed as an “F” in the computation of grade point average.

**REPEAT POLICY**

Any student receiving a "B-" or lower grade in a course may choose to retake that course in an attempt to raise his/her grade point average. Both grades appear on the transcript, but only the second grade will be used in calculating the GPA.

**AUDITING COURSES**

Official records are not maintained and audit grades cannot be changed to credit status. Students are required to attend class and complete all assignments directed by faculty for audit status. Students auditing courses must apply and be approved by the Graduate School. See the current course schedule for audit fees.

**ACADEMIC PROBATION/DISMISSAL**
Any time a student’s cumulative grade point average falls below 3.0, the student may be placed on academic probation and is subject to dismissal. Academic probation is recorded as a permanent entry on the student’s official record. The student has one semester in which to raise the grade point average to at least 3.0. Failure to meet this requirement may result in academic dismissal. If probation occurs or continues during the last semester, a committee of the student’s instructors, the associate dean of the College of Education and, if appropriate, the center program director, will determine what additional work, if any, the student must accomplish to continue, graduate or be involuntarily withdrawn. The College of Education and Ashland University reserve the right to dismiss any student at any time for good cause. Notification of dismissal originates with the dean of the College of Education. Appeals should be in writing and follow the procedure listed below under due process.

STUDENT APPEAL PROCESS
Students who have complaints or questions about instructional faculty performance or conduct should follow the procedure listed below:

1. The student should consult the faculty member in question; it is only after this approach has been attempted that further recourse is appropriate. No appeal will be heard until this initial step has been taken. However, if the complaint involves conduct which the student does not feel comfortable raising with the faculty member, the student may file the complaint in writing with the chair of the appropriate department. The written complaint must specify the details and circumstances, which justify the complaint and the action or decision sought by the student.

2. If consultation with the faculty member in question and chair of appropriate department does not produce satisfactory results, the student should submit his or her appeal in writing to the associate dean of the Dwight Schar College of Education Programs specifying the details and circumstances which justify the appeal and the action or decision sought by the student.

3. If the associate dean of Dwight Schar College of Education Programs, after having consulted with the individual who is the subject of the complaint, denies the student’s appeal or complaint, the student may submit a copy of the appeal to the dean of the Dwight Schar College of Education.

4. The dean will review the information presented, make such inquiries as necessary, and render judgment. If the student is dissatisfied, the final appeal is to the provost.

5. A Review Committee hearing will be scheduled by the provost involving the student, the associate dean of the Dwight Schar College of Education, the chair of the appropriate department, and the faculty member in question, and the dean. The committee will issue a ruling that disposes of the question or complaint including what action, if any, is required by the student, faculty member, or University.

CAREER DEVELOPMENT CENTER
Provides consultation, planning, programs and resources to students and alumni. The Center assists students in planning for their careers; developing resumes; researching career fields, internships, graduate schools and employers; and job search preparation. A computer lab for career-related usage is also a part of the center. See www.ashland.edu/career.

INFORMATION SPECIFIC TO THE MASTER OF EDUCATION (M.ED.) PROGRAM

ADMISSION PROCEDURES TO THE M.ED. PROGRAM
Admission to the Master of Education Program is open to candidates who give evidence of intellectual ability, appropriate academic and/or teaching experiences and personal suitability for pursuing graduate study.

Regular admissions procedures are based on evidence of the following:

1. a completed application to the Graduate School, available online or at one of the five program centers previously listed.
2. $30.00 application fee;
3. an official transcript showing a bachelor’s degree from an accredited college or university;
4. cumulative grade point average of 2.75 or above (4.0 system);
5. a copy of the State of Ohio teaching license/certificate or its equivalent;
6. a letter stating teaching experience from superintendent or principal of school. For a non-certified and/or non-teaching experienced student having a GPA of 2.75; two letters of recommendation are required;
7. a personal interview with the Program Center director.

Provisional admissions procedures are based on evidence of the following:

1. a completed application to the Graduate School, available online or at one of the five program centers previously listed.
2. $30.00 application fee;
3. an official transcript showing a bachelor’s degree from an accredited college or university;
4. cumulative grade point average of 2.25 to 2.75;
5. appropriate scores on aptitude tests, i.e. GRE and/or Miller Analogies
6. two letters of recommendation;
7. a personal interview with the Program Center director.

Final determination of admissibility of M.Ed. degree candidates rests with the associate dean in consultation with the appropriate center director. Candidates denied admission may appeal the decision to an ad hoc Graduate Studies in Education Review Committee.

It is advised that each candidate for admission collect all
above data and submit it to the director of the center at the
time of the interview.

A student may enter the master’s degree program at the
beginning of the fall, spring or the summer term.
Applications may be submitted at any time during the year.
Minimal course enrollments (six or more students) may be
required for all courses and some courses may not be avail-
able each semester. Inquiries regarding such matters, as well
as program development and requirements, should be direct-
ed to the Program Center director.

WORKSHOP CREDIT
In order to merit one semester hour of credit, the workshop
must have required the equivalent of 15 class hours of partici-
pation, the content must have been of appropriate magnitude,
the student must have met successfully all workshop require-
ments, and it must be recorded as graduate credit on a tran-
script from a regionally accredited program. The three pro-
grams, which allow workshops to count toward elective credits,
are (a) Curriculum and Instruction: Classroom Instruction 6
semester hours; (b) Curriculum and Instruction: Literacy, 6
semester hours; and (c) Curriculum and Instruction: Talent
Development, 3 semester hours. The Program Center director
must approve workshop credits. For information regarding
Ashland University’s Professional Development Service’s work-
shops, refer to its entry in this catalog.

TIME LIMIT
The student must complete all requirements for the M.Ed.
degree within 5 years. The time limit normally is from the
beginning date of the formal admission to the M.Ed. program
to the last hours applied toward the degree. Special consider-
ation will be given for leaves of absence for adequate cause.
The student who fails to take courses or otherwise continue
to pursue the degree for a period of two years will be termi-
nated from the program’s active file and will be required to
re-apply for reactivation of his or her records. There is no loss
of credit, though the five-year time limit will be observed.
The center director will re-evaluate the student’s courses and
recommend any course work for audit. PLEASE NOTE - all
academic student files are shredded after 10 years of inactivi-
ty and all official records (class lists, course outlines) are
shredded after 6 years.

RESIDENCE REQUIREMENTS
A student is considered to be in residence when he or she is
registered on campus as a graduate student. Two semesters of
full-time or part-time graduate study toward the Master of
Education degree must be completed with or through
Ashland University, and at least 50% of credits earned must
be taken at one of the five program centers.

GRADUATION
The University has three graduation dates: December, May
and August, with two ceremonies, one in May and one in
December. In order to have the degree (M.Ed.) status listed
on a transcript, students must apply for graduation
(December, May, or August) by the appropriate deadline.
Graduation applications are available in the Graduate
Education Offices at Ashland, Columbus, Elyria, Stark, and
Cleveland, or on line. All applications are to be returned to
the Registrar’s Office, 200 Founders Hall. If they are received
in a timely fashion, the Registrar’s Office will then send a list
to the Centers. The Centers will audit each applicant and
when everything is completed, grant approval for graduation.

COMMENCEMENT
In order to attend May or December commencement, stu-
dents must complete the robe/hood section of the
Graduation and Commencement Application and submit it,
with fee, no later than February 1 or September 1. Students
must submit the robe/hood portion of the application form
with fee by the deadline or they will not be permitted to par-
ticipate in the commencement ceremony.

DEGREE APPLICATION DEADLINES
December Graduates: September 1
Graduation application fee is $100.
This deadline allows for verification of degree require-
ments of December graduates by the Registrar. The list
of December graduates is sent to the Academic
Standards & Graduation Committee for approval by the
end of September. Any application received after
September 1 will be charged a $25 late fee.

May Graduates: February 1
Graduation application fee is $100.
This deadline allows for verification of degree require-
ments of May graduates by the Registrar. The list of
May graduates is sent to the Academic Standards &
Graduation Committee for approval by the end of
March. Any application received after February 1 will
be charged a $25 late fee.

August Graduates Attending Commencement: May 1
Graduation application fee is $100.
Students completing course work during the summer
will be graduated in August but will participate in the
December commencement ceremony. Diplomas will not
be available until December. Official transcripts, reflect-
ing graduation, will be available once the degree is post-
ed. The list of August graduates is sent to the Academic
Standards and Graduation Committee for approval by
the first of May. Any application received after May 1
will be charged a $25 late fee.

COMPLETION OF COURSE WORK
Students planning to complete course work by the end of fall
semester should apply for the December date. That deadline
is September 1.

Students planning to complete course work by the end
of spring semester should apply for the May date. That dead-
line is February 1.

Students planning to complete their course work by the
end of the summer should apply for the August date. That deadline is May 1.

In all cases, there are two commencement ceremonies for the academic year (fall through summer). Those dates are May and December. Students are required to complete all course work before walking in either ceremony. The deadline for May commencement application is February 1 and the deadline for December commencement application is September 1. Questions about the graduation process should be directed to the Registrar's Office at 419-289-5029.

SECOND M.ED. FROM ASHLAND UNIVERSITY
Second M.Ed. Degrees are awarded to students who complete all requirements for the second degree. Core courses completed for the first master’s degree may be counted if that degree was completed within five years prior to the student beginning the second degree. The second degree will be granted only in an area of concentration different from that pursued for the first degree. (For example, a student can receive degrees with concentration in intervention specialist and in talent development education or educational administration.) Students pursuing a second M.Ed. Degree must complete a current graduate application form. However, the application fee is waived.

M.ED. MAJOR PROGRAM AREAS
Courses are available for this degree in the following major program areas:
Curriculum and Instruction with areas of concentration in:
• Classroom Instruction
• Intervention Specialist - Mild/Moderate
• Intervention Specialist - Moderate/Intensive
• Talent Development Education
• Literacy
• Teacher Leader

Educational Administration
School Treasurer/Business Manager
Adapted Physical Education Pre K-12

Sport Education
Sport Sciences with areas of concentration in:
• Applied Exercise Science
• Sport Management

CURRICULA
The Master of Education degree makes extensive use of integrated theoretical and field-related experiences in the major program areas of curriculum and instruction (with areas of concentration in classroom instruction, intervention specialist-mild/moderate, intervention specialist - moderate/intensive, talent development education, teacher leader, or literacy), educational administration, school treasurer/business manager, sport education, adapted physical education pre k-12 and sport sciences (with areas of concentration in applied exercise science or sport management).

This approach helps the classroom teacher incorporate the works of knowledgeable practitioners and theoreticians into already existing classroom structures and instructional practices.

All programs require successful completion of 12 semester hours credits of basic core subjects, an APA seminar, and an appropriate culminating experience (see Options for Capstone Experience). Graduate classes are scheduled for evening hours during the fall and spring semesters. Summer classes normally meet during morning and/or early afternoon hours. Separate course and time schedules are published for distribution each semester and summer term.

OPTIONS FOR CAPSTONE EXPERIENCE
Students in certain degree programs may elect one of the five options in which to complete their degree.

Option A: Requires a practicum project with a written report and a minimum of 35 semester hours of credit. These include:
EDUC 738 Practicum in Curriculum & Instruction,
EDCI 768 Practicum in Literacy
EDSS 778 Practicum in Sport Science
EDAD 758 Practicum in School Treasurer/Business Manager

Prereq.: Students should have completed the CORE requirements and approximately 21 semester hours in order to begin the capstone.

The practicum is a fully documented and procedurally defensible report of a specially formulated field practicum experience. The topic of this practicum paper should arise through personal exploration and application of major and elective course work and field experiences. The topic must be approved by the practicum adviser prior to the initiation or the practicum project.

The original and appropriate copies of practicum reports or thesis, with grades, must be submitted prior to the time the degree is granted. The original will be retained for the archives and one copy will be bound for general reference purposes. A bindery fee is paid by the graduate student for the Ashland University Library’s circulation copy and any bound copies wanted by the student.

Option B: The inquiry seminar provides opportunities for students to collaborate and explore an area of interest identified by the professor. The choices for this option are as follows:
EDUC 728 Inquiry Seminar
EDCI 727 Inquiry Seminar in Literacy

Prereq.: Students should have completed the CORE requirements and approximately 21 semester hours in order to begin the capstone.

The inquiry seminar is a 5-hour capstone experience, conducted by full-time faculty. The class is limited to 15 stu-
students and may exceed one semester. The course has a broad theme (for like-minded students to enroll); the students will normally research more specific topics within the theme. Themes might include such topics as finance, curriculum, school improvement, etc. Requirements for the seminar include readings, focused discussions, a major paper following APA style, and a public presentation. Students must apply in advance to the professor in charge. The professor determines who is included in the seminar.

Option C: An internship fulfills the specific needs of Education Administration and School Treasurer (those seeking licensure or degree). Other major areas may elect this option.

EDUC 747 Master’s of Education Internship Capstone
EDUC 748 Master’s of Education Internship Capstone I
EDUC 749 Master’s of Education Internship Capstone II
EDAD 733 Internship – School Treasurer/Business Manager
EDAD 735 Educational Administration Internship I
EDAD 736 Building Principal Internship
EDAD 737 Curriculum, Instruction, and Professional Development Internship
EDAD 739 Pupil Services Administration Internship

Prereq: Students should have completed the CORE requirements and approximately 21 semester hours in order to begin the capstone.

The internship is a 5-hour culminating field experience, taught and supervised by full-time faculty. Its focus is in two parts: (1) A seminar in preparation for experience with the outcome a written proposal stating professional development needs, goals set, review of related literature, techniques and procedures to be used; and (2) the internship, which involves the implementation of the proposal in a field experience setting. The students are placed with practicing educators, and are supervised by fulltime faculty. The internship students will also document their experience through the preparation of a portfolio, which includes a written paper and evaluations from practicing educators and university faculty. The portfolio may also include field notes, journals, video tapes, audio tapes, etc. The Educational Administration Internship is a year long, two semester, six (6) semester hour field-based experience. The two three (3) semester hour courses must be taken consecutively. This internship is a field-based experience and will allow students to work with a cooperating administrator to observe the functions of the position, assume leadership in planning, implementing, and evaluating selected internship experiences based on theoretical knowledge and gain practical experience.

Because matching needs of school treasurer majors with specific, technical courses is required, they may choose to fulfill the capstone experience by taking six elective credit hours plus a comprehensive exam (which meets NCATE standards). The 6 hours elected for partial fulfillment of this option must be approved by the Chair of the Educational Administration Department.

Option D: Requires a thesis with a minimum of 35 semester hours of credit. The EDUC 791, Thesis is only available in limited situations in the major program areas of:

- Curriculum and Instruction with area of concentration in Classroom Instruction
- Sport Education

Prereq.: Students should have completed the CORE requirements and approximately 21 semester hours in order to begin the capstone.

The thesis is a scholarly paper prepared on a topic that embodies results from original research of a specific nature. The student must submit and defend a proposal acceptable to a committee. Upon proposal acceptance, the student develops and defends the thesis around extensive and thorough research. The thesis option is only available in limited situations in the three major program areas listed.

Option E: The mentorship capstone is a 5 hour supervised research project that divides the total hours into segments allowing the candidate and mentor (professor) to work collaboratively for an extended period of time.

EDUC 757 Master’s of Education Mentorship Capstone I
EDUC 758 Master’s of Education Mentorship Capstone II
EDUC 759 Master’s of Education Mentorship Capstone III

Prereq: Students should have completed the CORE requirements and approximately 21 semester hours in order to begin the capstone.

The mentorship is designed so that candidates will begin working initially with a mentor to determine a long term project that can be a focus of study during the candidate’s progress through the program coursework. During the coursework, the candidate will take another portion of the credit hours to complete the majority of the research for the project. At the culmination of coursework the candidate will work with the mentor to complete the project.

M.ED. DEGREE REQUIREMENTS

CORE COURSES

It is the belief that a common core of knowledge is needed by all who seek the Master of Education degree. To fulfill this objective the following courses are required regardless of major program area or concentration.

NOTE: No “CORE” course (EDFN 500, 501, 506, 508, 521) may be taken by conference.
M.ED. PROGRAMS

PREPARING TEACHING PROFESSIONALS

The Ashland University Dwight Schar College of Education programs are based on foundations of education, current research, effective practice and collaborative relationships with various members of the learning community. The programs are implemented in diverse classroom, field and clinical settings through a blending of theoretical and practical experiences with an accent on the individual. The Ashland University Education faculty believe that teachers are reflective decision makers who merge theory and practice; possess ethical character; value the individual and unity; embrace tradition and change; and acknowledge the service nature of educating in the following ways:

1. Promotes collegiality and works cooperatively and collaboratively with all stakeholders of our learning community (faculty members, students, school personnel, human service professionals, and members of the global community) to improve the condition of the local and larger community.
2. Listens, interprets and communicates effectively.
3. Demonstrates global understandings of how individual development, cultural diversity, socio-economic conditions and individual differences influence the opportunities of all individuals to learn and contribute to their full potential.
4. Uses and participates ethically in research and leadership studies.
5. Uses a variety of appropriate and ethical assessment techniques to enhance learning and teaching.
6. Masters appropriate disciplines so as to engage students in meaningful learning experiences.
7. Integrates educational technology in teaching and learning processes.
8. Demonstrates reflection on professional strengths and needs and plans for professional development to improve future performance.
9. Assumes the responsibility to be active in the profession.
10. Understands the relationship between schools and the larger culture and school as culture.
11. Identifies and justifies standards of professional behavior.

*When the major program area is that of school treasurer or business manager, MBA 504 may be substituted.

M.ED. CURRICULUM AND INSTRUCTION: CLASSROOM INSTRUCTION

A program for educators who desire theoretical and philosophical understandings to inform their curricular decisions. Educators are exposed to a variety of knowledge bases, instructional practices, and curricular paradigms. The Classroom Instruction program challenges educators to become reflective, enthusiastic, and socially committed in their work.

Course Number and Title   Hrs.   Prerequisites

Core Courses 12 None
EDFN 645 Educ. Psychology & Human Dev. 3 None
EDFN 632 Improv. Classroom Instr. 3 None
EDFN 646 Educational Assessment 3 None
Electives 9
Capstone Experience 5
Student must select an appropriate capstone experience from options, unless otherwise stated on checklist

TOTAL HOURS: 35

M.ED. CURRICULUM AND INSTRUCTION: INTERVENTION SPECIALIST MODERATE/INTENSIVE

A program for students seeking to teach students in grades K-12 with moderate/intensive educational needs in a variety of settings. Coursework may be applied to licensure in this area.

Course number and Title   Hrs.   Prerequisites

Program prerequisite courses for M.Ed. and Licensure (students with appropriate previous coursework may substitute these courses):
EDCI 507 Lang./Communication Disorders in Children and Intervention
EDEC 564 Curr. & Meth. of Early Childhood Math
12 addl. hrs. of reading incl. 3 hrs. phonics

REQUIRED COURSES:

Core Courses 12 None
EDCI 535 Curr./Meth. for Career/Daily Living 3 EDCI 546
EDCI 579 Special Educ. Law, Policies, and Procedures 3 EDCI 546
EDCI 541 Creating Effective Learning Environ. 3 EDCI 546
EDCI 542 Comm./Consult/Teaming 3 None
EDCI 546 Intro. to Education Intervention 3 None
EDCI 547 Admin. Pol. & Prac. for IS 3 None
EDCI 584 Comm. Interv. Spec. Mod./Inten. 3 EDCI 507 concurrent w/585
EDCI 585 Field Exp. Comm.: Interv. Spec. Mod./Inten. 1 EDCI 507 concurrent w/584
EDCI 582 Adv. Sensory Motor Interventions 3 EDCI 546 concurrent w/583
EDCI 583 Field Exp. Adv. Sensory Motor Interv. 1 EDCI 546 concurrent w/582

Capstone Experience 5
Student must select an appropriate capstone experience from options, unless otherwise stated on checklist

TOTAL HOURS: 43

A current certificate in first aid and CPR is required at time of program completion.
**M.ED. CURRICULUM AND INSTRUCTION: INTERVENTION SPECIALIST - MILD/MODERATE**

A program for students seeking to teach students in grades K-12 with mild/moderate educational needs in a variety of settings. Course work may be applied to licensure in this area.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program prerequisite courses for M.Ed. and Licensure (students with appropriate previous coursework may waive these courses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDEC 564 Math Methods</td>
<td>12</td>
<td>addl. hrs. reading incl. 3 hrs. phonics</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>12</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 546 Intro. to Educational Intervention</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 535 Curr./Meth. for Career/Daily Living</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 541 Creating Effective Learning Environ.</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 542 Comm./Consultation/Teaming Skills</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 548 Assess. &amp; Teaching Children with Mild/Mod. Educ. Needs</td>
<td>3</td>
<td>EDCI 546; Concurrent w/570</td>
</tr>
</tbody>
</table>

| EDCI 507 Lang./Comm. Disorders in Children | 3   | EDCI 546 |
| EDCI 579 Special Educ. Law, Policies, and Procedures | 3   | EDCI 546 |

<table>
<thead>
<tr>
<th>Capstone Experience</th>
<th>5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student must select an appropriate capstone experience from options, unless otherwise stated on checksheet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS:** 38

A current certificate in first aid and CPR is required at time of program completion.

**M.ED. CURRICULUM AND INSTRUCTION: TALENT DEVELOPMENT EDUCATION**

The Ashland University Talent Development Education program includes an endorsement and/or the Master’s of Education in Curriculum and Instruction with emphasis in Talent Development Education. For the endorsement as a stand-alone, 20 semester hours are required. This program prepares teachers to teach gifted and talented students K-12 in Ohio.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 650 Nature/Needs Talented</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 651 Curr. Dev. Talented</td>
<td>3</td>
<td>EDCI 650 or permission</td>
</tr>
<tr>
<td>EDCI 652 Dev./Super./Talented</td>
<td>3</td>
<td>EDCI 650 or 651 or permission</td>
</tr>
<tr>
<td>EDCI 653 Guidance/Counselling for the Talented</td>
<td>3</td>
<td>EDCI 650, 651, 652</td>
</tr>
<tr>
<td>EDCI 654 Creativity for Teaching the Talented</td>
<td>3</td>
<td>EDCI 650, 651, 652, 653</td>
</tr>
</tbody>
</table>

| Electives                                              | 3    |                                      |
| EDCI 640 Problems in Talent Development                | (3)  | EDCI 560 or 563                      |
| OR any appropriate grad. ed. course                    | (3)  |                                      |

| Capstone Experience                                    | 5    |                                      |
| Student must select an appropriate capstone experience from options, unless otherwise stated on checksheet |     |                                      |

**TOTAL HOURS:** 36

**M.ED. CURRICULUM AND INSTRUCTION: TEACHER LEADER**

The Teacher Leader program provides an opportunity for classroom teachers to expand their skills and knowledge of teaching and leadership. They gain professional skills to create and sustain curricular and instructional change, while also learning strategies for educational change at the grade and building levels.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 632 Improving Classroom Instruction</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 683 Educational Leadership</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 684 Professional Development</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 552 School Law and Ethics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 646 Educational Assessment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDFN 645 Issues in Educational Psychology</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**OR**

| EDFN 555 Human Behavior in Administration              | (3)  | None                                 |
| Capstone Experience                                    | 5    |                                      |
| Student must select an appropriate capstone experience from options, unless otherwise stated on checksheet |     |                                      |

**TOTAL HOURS:** 35

*Students electing to complete the practicum, thesis or inquiry seminar may be able to substitute that for Leadership Internship in Education as one of the two required “field experiences” for licensure as an administrator, depending on the nature of the topic studies. To protect students who may wish to apply their capstone experience to licensure later, any practicum, inquiry seminar or thesis must be pre-approved by the chair of the EDAD Department or a designee.*

**M.ED. CURRICULUM AND INSTRUCTION: LITERACY**

The Master of Education in Curriculum and Instruction with an emphasis in literacy enables the student to obtain advanced study in all areas of literacy. This professional development is appropriate for both the classroom teacher seeking additional expertise in the instruction and assessment of literacy and the reading specialist preparing for specialized teaching situations. There is a 5-year limit on literacy course work that can be transferred into this program.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 560 Literacy Theory and Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 563 Adv. Studies Lang. Arts</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 564 Literature for Adolescents</td>
<td>3</td>
<td>EDCI 560 or 563</td>
</tr>
</tbody>
</table>

**OR**

| EDCI 566 Adv. Studies in Literature for Young Children | (3)  | EDCI 560 or 563                      |
| EDCI 567 Adv. Studies in Literacy in the Elementary Classroom | 3    | EDCI 560 or 563                      |

**OR**

| EDCI 561 Content Area Literacy in Middle and Secondary Grades | (3)  | EDCI 560 or 563                      |
| Electives                                                 | 6    |                                      |
| Any of the courses listed above and/or:                  |      |                                      |
| EDCI 565 Adv. Studies of Adolescent Literacy           | (3)  | EDCI 560 or 563                      |
| EDCI 663 Intervention in Literacy Learning              | (3)  | EDCI 560 or 563                      |
PREPARING EDUCATIONAL LEADERSHIP PROFESSIONALS

Ashland University Dwight Schar College of Education programs are based on the foundations of education, current research, effective practice and collaborative relationships with various members of the learning community. Programs are implemented in diverse classroom, field and clinical settings, blending theoretical and practical experiences with an accent on the individual. The Ashland University Education faculty believe that education and human service professionals are reflective decision makers who merge theory and practice; model ethical behavior; value the individual and unity; embrace tradition and change; and implement the service nature of educating in the following ways:

1. Promotes collegiality and works cooperatively and collaboratively with all stakeholders of the learning community (faculty members, students, school personnel, human services professionals, and members of the global community) to improve the condition of the local and larger community.
2. Listens, interprets and communicates effectively.
3. Understands how human development, cultural diversity, socio-economic conditions and individual differences affect the opportunities of all individuals to learn and contribute to their full potential.
4. Uses and participates ethically in research and leadership studies.
5. Employs a variety of appropriate and ethical assessment techniques to enhance learning and teaching.
6. Exhibits leadership in the integration of technology in teaching, the learning process and assessment.
7. Commits to the lifelong responsibility of academic, ethical, professional, spiritual growth and reflection, and to be engaged in and contribute to the professional and global community.
8. Demonstrates a commitment to service which articulates the school’s mission and builds community support for school programs and student welfare.
9. Understands the relationship between schools and community which facilitates effective communications.
10. Provides professional and ethical leadership to ensure compliance with legal, statutory and regulatory standards.
11. Values and promotes individual character and ethical development.
12. Understands the principles of organizational and fiscal management and resource allocation.
M.ED. EDUCATIONAL ADMINISTRATION

The program leading to a Master of Education Degree in Educational Administration prepares leaders for school building and central office responsibilities. Courses from this program may be applied toward a license issued by the Ohio Department of Education in one of three school administration areas: (1) Building Principal, (2) Administrative Specialist in Curriculum, Instruction, and Professional Development, or (3) Administrative Specialist in Pupil Services.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 550 Intro. to School Admin.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 555 Human Behavior in Admin.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 683 Educational Leadership</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 686 Admin. Prog. for Students w/Disabilities</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Electives (from list below)</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 552 School Law &amp; Ethics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 632 Imp. Class. Instr.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 681 Res. Mgt. in Admin.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 682 Educational Politics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 684 Professional Develop.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 688 Technology in Admin</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 645 Iss. In Educ. Psy.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 551 Admin. of Pupil Pers. Serv.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 735 Education Admin.*</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 736 Building Princ. Internship*</td>
<td>3</td>
<td>EDAD 735</td>
</tr>
<tr>
<td>EDAD 737 Cum. Inst. &amp; Prog. Dev.Intern*</td>
<td>3</td>
<td>EDAD 735</td>
</tr>
<tr>
<td>EDAD 739 Pupil Serv. Admin. Intern*</td>
<td>3</td>
<td>EDAD 735</td>
</tr>
</tbody>
</table>

**TOTAL HOURS:** 36

*All Educational Administration internships are year-long experience

M.ED. SCHOOL TREASURER OR BUSINESS MANAGER

A program for persons seeking advanced training as a school treasurer or school business manager. Course work may be applied to licensure in this area.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses*</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>MBA 504 Business Statistics instead of EDFN 508</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 552 School Law &amp; Ethics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 693 School Finance &amp; Economics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 682 Educational Politics, Policies</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 554 Collective Bargaining</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 559 Building, Grounds</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Electives: (from list below)</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>MBA 506 Business &amp; Society</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 571 Special Topics (1-6)</td>
<td></td>
<td>Approval</td>
</tr>
<tr>
<td>EDAD 574 Inventory Management</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 575 School Food Service</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 576 School Purchasing Proc.</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 578 Student Activity Accts.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 579 Mgt. Pupil Transp. Serv.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>ECON EDUC 583 Corporate Business</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 684 Professional Development</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**EDAD 733** Internship

**TOTAL HOURS:** 35

*EDAD 733 is only for those who do not hold a license.

PREPARING HUMAN SERVICE PROFESSIONALS

The Ashland University College of Education Human Service programs are based on foundations of education, current research, effective practice, and collaborative relationships with various members of the learning community. The programs are implemented in diverse classroom, field, and clinical settings through a blending of theoretical and practical experiences with an accent on the individual. The Ashland University Education faculty believes that human service professionals are reflective decision makers who merge theory and practice; possess ethical character; value the individual and unity; embrace tradition and change; and acknowledge the service nature of educating in the following ways:

1. Promotes collegiality and works cooperatively with all members of the human service and global community.
2. Listens, interprets, and communicates effectively.
3. Globally understands how individual development, cultural diversity, socio-economic conditions, and individual differences affect the opportunities of all individuals to develop and to realize their own potential.
4. Engages in the application of scholarship related to the human service profession.
5. Utilizes a variety of appropriate delivery techniques and ethical assessment tools to provide service to the community.
6. Integrates appropriate technology in the human service profession.
7. Commits to the responsibility of academic, professional, and ethical growth and self-reflection in contributing to the to the human service profession.
8. Participates in leadership development for the human service professional.
9. Engages in meaningful, active academic study and facilitates theory into practice transference by utilizing human services’ content knowledge effectively in diverse clinical and/or field based settings.

10. Engages in service to students and members of the community.

11. Demonstrates standards of ethical professional behavior.

The graduate programs in the Department of Sport Sciences at Ashland University provide quality educational experiences, advance knowledge, and promote professional development. Through instruction, scholarly activity, and University and professional service, the interrelated academic disciplines of Sport Education, Adapted Physical Education, Sport Management, and Applied Exercise Science contribute to the physical, cognitive, social, and affective development of individuals across the lifespan. The Sport Sciences Department generates new knowledge, nurtures attitudes, and presents information related to pedagogy, human movement, coaching, leisure, management, and human performance related activities. The graduate programs in the Department of Sport Sciences are for both educators and non-educators who desire advanced training in the domains of sport education, physical education, sport management, or applied exercise science.

M.ED. ADAPTED PHYSICAL EDUCATION
PRE K-12
The program in Adapted Physical Education is designed to prepare physical education teachers PreK-12 to instruct students with disabilities in both regular and special education settings and to coach Special Olympics. It provides students with leadership experiences supported by coursework in the Sport Sciences and Special Education, as well as research experience with special populations. Embedded within this program is an Adapted Physical Education endorsement, which is applicable only to a Physical Education P-12 license or certificate.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>Intervention Specialist Requirements:</td>
<td>(19)</td>
<td></td>
</tr>
<tr>
<td>EDCI 546 Intro. to Educational Intervention</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 507 Language/Comm. Disorders</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 541 Creating Effective Learning Environment</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 542 Communication, Consult., Teaming Skills</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 582 Sensory Motor-IS Mod./Intensive</td>
<td>3</td>
<td>EDCI 546;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>concurrent w/ 583</td>
</tr>
<tr>
<td>EDCI 583 Sensory Motor - IS Mod./Intensive Field Exp.</td>
<td>1</td>
<td>concurrent w/582</td>
</tr>
<tr>
<td>EDEC 593 Bio-Medical Issues</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

Adapted Physical Education Requirements: (5 hrs.)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPE 506 Adapted Physical Educ. for Special Populations</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDPE 594 Field Study for Adapted Physical Educ. for Special Populations</td>
<td>2</td>
<td>EDPE 506</td>
</tr>
<tr>
<td>Capstone (Choose ONE, must be in Adapted PE)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Student must select an appropriate capstone experience from options, unless otherwise stated on checklist

TOTAL HOURS: 41

M.ED. SPORT EDUCATION
The Sport Education program is designed to prepare educators or non-educators for careers in the domain of sport and coaching. This program is appropriate for individuals who desire advanced training in coaching and/or physical education, or for anyone interested in the sport sciences. This program is very flexible in that students can address career goals and emphasize individual areas of interest through appropriate selection of elective coursework.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CORE courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>(substitute EDSS 674 (3) for EDFN 500*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(substitute EDSS 672 (3) for EDFN 521*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Professional Courses:</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>EDSS 671 Scientific Basis of Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 676 Psychology of Coaching</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 672 Sport Management</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Elective</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Choose from the following:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 655 Introduction to School Administration</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDA 552 School Law and Ethics*</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDA 555 Human Behavior in Administration</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDA 683 Educational Leadership</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 670 Sport Medicine Principles for Sport Professionals</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 673 Analysis of Sport Instruction</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 674 Ethical and Social Issues in Sport</td>
<td>(3)</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 675 Scientific Foundation of Nutrition in Sport</td>
<td>(3)</td>
<td>None</td>
</tr>
</tbody>
</table>
EDSS 677 The Physiological Basis for Exercise and Sport (3) None
EDSS 678 Fitness Assessment and Exercise Prescription (3) None
EDSS 679 Principles of Strength Training and Conditioning (3) None
EDSS 680 Sport Marketing Promotions (3) None
EDSS 681 Legal Aspects in Sport (3) None
EDSS 682 Sport Industry (3) None
Capstone Experience 5
Student must select an appropriate capstone experience from options, unless otherwise stated on checksheet

TOTAL HOURS: 35

* Denotes course option appropriate for educators with interest in a given degree concentration

M.ED. SPORT SCIENCES:
APPLIED EXERCISE SCIENCE
The concentration in Applied Exercise Science is designed to prepare educators and non-educators for careers in the field of Strength and Conditioning. This program is appropriate for individuals interested in coaching, personal training, corporate wellness, and clinical exercise science. The applied Exercise Science program provides learning experiences by combining exercise science theory with practical application. Students will gain the requisite knowledge, skills and dispositions to attain the National Strength and Conditioning Specialist (CSCS) certification and/or the American College of Sports Medicine (ACSM) Health/Fitness Instructor certification.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CORE courses:</td>
<td>12 hrs.</td>
<td></td>
</tr>
<tr>
<td>EDFN 500 Contemporary Education: Issues and Practices (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDFN 501 APA Seminar (0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDFN 506 Qualitative Research (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDFN 508 Educational Statistics, Research &amp; Evaluation Procedures (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDFN 521 Principles and Procedures of Curriculum Development (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Substitute EDSS 674 (3) for EDFN 500*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Substitute EDSS 672 (3) for EDFN 521*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Major Professional courses:</td>
<td>15 hrs.</td>
<td></td>
</tr>
<tr>
<td>EDSS 671 The Scientific Basis of Sport</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDSS 675 Scientific Foundation of Nutrition in Sport</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDSS 677 The Physiological Basis for Exercise and Sport</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDSS 678 Fitness Assessment and Exercise Prescription</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDSS 679 Principles of Strength Training and Conditioning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective Choose from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 550 Introduction to School Admin.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAD 552 School Law and Ethics (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 555 Human Behavior in Administration (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 683 Educational Leadership (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 670 Sport Medicine Principles for Sport Professionals (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 673 Analysis of Sport Instruction (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 674 Ethical and Social Issues in Sport (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 680 Sport Marketing Promotions (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 681 Legal Aspects in Sport (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 682 Sport Industry (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capstone Experience</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
M.ED. SPORT SCIENCES: SPORT MANAGEMENT

The concentration in Sport Management is designed to prepare educators or non-educators for careers in the sport industry or as athletic directors. The program provides students with leadership experiences supported by coursework in the Sport Sciences, as well as research experience in the sport industry.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CORE courses</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>(substitute EDSS 674 (3) for EDFN 500*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(substitute EDSS 672 (3) for EDFN 521*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Professional Courses</td>
<td>18</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 683 Educational Leadership*</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDSS 676 Psychology of Coaching</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 680 Sport Marketing and Promotions</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 681 Legal Aspects in Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDAD 552 School Law and Ethics*</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 682 Sport Industry</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

Elective (must be selected from list below) (6) hours

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 550 Introduction to School Administration</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 552 School Law and Ethics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 555 Human Behavior in Administration</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDAD 683 Educational Leadership</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 670 Sport Medicine Principles for Sport Professionals</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 673 Analysis of Sport Instruction</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 674 Ethical and Social Issues in Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 675 Scientific Foundation of Nutrition in Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 671 The Scientific Basis of Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 677 The Physiological Basis for Exercise and Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 678 Fitness Assessment and Exercise Prescription</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 679 Principles of Strength Training and Conditioning</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDSS 681 Legal Aspects in Sport</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Capstone Experience</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Student must select an appropriate capstone experience
from options, unless otherwise stated on checksheet

**TOTAL HOURS:** 35

*Denotes course option appropriate for educators with interest in a given degree concentration.
BACHELOR’S PLUS, GRADUATE LICENSURE AND ENDORSEMENT PROGRAMS
In addition to the Ed.D. and M.Ed. programs, the Dwight Schar College of Education offers a number of licensure and endorsement programs for individuals who would like to earn an initial teaching license or add additional licenses and endorsements to existing licenses or certificates.

NATIONAL REPORT CARD
Pursuant to Federal Law, the AU education departments are required to report their pass rates for the Praxis II, Principles of Teaching and Learning, state exam. Ninety-seven percent (97%) of those completing the AU Teacher Education program passed this exam. Praxis III assessment, completed after employment, had a pass rate of ninety-nine percent (99%).

THE BACHELOR’S PLUS INITIAL LICENSURE PROGRAM AT THE GRADUATE LEVEL
The Bachelor’s Plus Program is a graduate program designed to provide initial teacher licensure to people who hold bachelor’s degrees from accredited colleges or universities in fields other than education. Ashland University has 17 different options in the Bachelor’s Plus Program that lead to licensure to teach in Ohio Schools. Each program contains both graduate and undergraduate courses. Licensure may be at the following levels:

Early Childhood
Pre K-3

Vocational (4-12)
Integrated Business Education
Family & Consumer Science
(3 Programs)

Middle Grades
4-9: Two Concentration Areas are required.
Select two concentrations from Language Arts, Mathematics, Science or Social Studies.

Grades 7-12
Integrated Language Arts/English
Integrated Mathematics
Integrated Science
Integrated Social Studies
Chemistry
Earth Science
Life Science
Physical Science:
Chemistry & Physics

Multi-Age
Art
Foreign Languages:
French & Spanish
Intervention Specialist
Mild/Moderate
Music
Physical Education

The Bachelor’s Plus Program is fully state approved. It leads to teacher licensure by the Ohio Department of Education.

Ashland University is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation includes the basic and advanced levels of professional Education programs offered by the institution.

Graduate courses are generally taught in late afternoon, early evenings or at night so that candidates may hold full- or part-time jobs while doing the course work. Courses are taught by qualified faculty from the various colleges/ departments and are designed to provide the candidate with the necessary background in the College of Education tenets, planning, teaching styles, classroom management and area content. Classroom field experiences are included and scheduled early in the program to provide actual classroom experience. Student teaching is taken near the end of the program. The length of time needed to complete the program is dependent upon the number of courses to be taken by individuals based on their pre-admittance evaluations.

STATE LICENSURE REQUIREMENTS
The Ohio Department of Education has approved all of the Ashland University Bachelor’s Plus licensure programs. Applications are submitted to and reviewed by the licensure officer of Ashland University who, upon approval, forwards them to the State. The Ohio Department of Education is ultimately responsible for issuing the earned license. An initial, two-year, provisional teaching license is issued by the Division of Licensure, Ohio Department of Education, to persons completing the Bachelor’s Plus program. The candidate must have completed the courses in their content field, education methods courses, classroom field experiences, student teaching, required PRAXIS tests, an exit assessment and a Bureau of Criminal (BCI)/FBI background check to be eligible for licensure. This initial teaching license is the same license that is issued to the four-year teacher education undergraduate candidate.

NOTE:
• Course credits obtained from accredited colleges or universities may apply to this program, if they match Ashland University course content. A grade of C- or higher is required to be accepted for credit. No course work taken pass/fail will be accepted for credit.
• Prior to beginning the first field experience, students must complete a BCI/FBI background check.
• Some experience may apply to field experience requirements if appropriate. No requested field experience credit will be granted until the person has been admitted to the Bachelor’s Plus Program and has passed the PRAXIS I tests and any required conditional admittance tests.
• Students MUST be accepted into the Bachelor’s Plus Program before enrolling in course work and before any financial aid can be started. Contact the Bachelor’s Plus Program office at the appropriate Ashland University center.
REQUIREMENTS FOR ADMISSION TO THE BACHELOR’S PLUS PROGRAM

1. Bachelor’s degree or higher from an accredited college or university.
2. Grade point average (GPA) of 2.75 or higher on a 4 point grading scale. Applicant with less than a 2.75 may apply for provisional admittance.
3. Completion of all Pre-Admittance Program Application forms (may apply online).
4. A completed application to the Graduate School, available on line or at one of the five program centers previously listed and a $30.00 application fee;
5. An acceptable, completed Good Moral Character Form.
6. Official bachelor’s degree transcripts from accredited colleges or universities must be submitted for review.
7. Two letters of recommendation. Each recommendation should be on the writer’s stationery and addressed to the identified person at the appropriate Ashland University center.
8. Personal interview with the director, assistant director, or Coordinator of the Bachelor’s Plus Program at the appropriate Ashland University Center.
9. Attendance at the required Bachelor’s Plus Orientation meeting for all new students. The student should make appointments to meet with his/her adviser, as needed.
10. Demonstrated proficiency of oral, interpersonal, and written communication skills on a continuing basis.
11. Demonstrated keyboarding skills by all applicants for the Vocational Integrated Business Education program.
12. Take and receive a passing score of 172 or higher on all three PRAXIS I tests (Reading, Writing & Math) during the first semester in the program and before doing the first field experience. The PRAXIS I requirements may be met by having a high enough score on the ACT, GRE or SAT, based on documentation.
13. Students working toward licensure in foreign language (French or Spanish) are required to take the Oral Proficiency Interview (OPI). See the Bachelor’s Plus director at an appropriate Ashland University Center for specific details.
14. Formal admission into the Graduate Teacher Education Program at an appropriate Ashland University center and payment of admission fee is required.
15. Bachelor’s Plus students admitted with or without provisional status, must maintain a GPA of 3.0 in all coursework recorded on their official Ashland University transcript in order to continue in the program. This includes Field Experiences and Student Teaching. Refer to the Academic Probation/Dismissal requirements listed for graduate education programs in this catalog.
16. No course (UG or Grad) taken from other accredited colleges and universities and used as an equivalent course for credit, is used in the calculation of the student’s GPA.

ADMISSION TO THE M.ED. PROGRAM FROM THE BACHELOR’S PLUS PROGRAM

Bachelor’s Plus students interested in the Master of Education Degree Program should contact the Program Center director for an appointment during the latter part of their licensure program. A student cannot be formally admitted to the Masters Program until he/she has completed his/her licensure program, nor can any courses count as masters credit until student is officially admitted into masters program. Some graduate courses may count as credit toward a Master of Education Degree.

BACHELOR’S PLUS PROGRAM: EARLY CHILDHOOD EDUCATION (PRE K-3) LICENSURE

Course Number and Title Hrs. Prerequisites

**COURSE REQUIREMENTS: GRADUATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFN 500 Contemporary Educ.: Issues &amp; Topics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 504 Instruct. Technology Lab</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>(Concurrent with EDFN 586)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 505 Intro. to the Principles of Instruct. Tech.</td>
<td>3</td>
<td>EDCI 504</td>
</tr>
<tr>
<td>EDEC 515 Foundations of Literacy*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDEC 523 Curr. and Methods for Early Childhood Social Studies</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 563 Advanced Studies in Language Arts*</td>
<td>3</td>
<td>EDCI 546,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDFN 586</td>
</tr>
<tr>
<td>EDCI 566 Advanced Literature for Young Children Preschool-Grade 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDEC 540 Phonics and the English Language*</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 564 Curr. and Meth. for Early Child. Math.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 588 Curr. and Meth. for Early Child. Science</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 586 Effect. Inst. (Concurrent with EDUC 504)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>FCS 594 Adv. Study of Child Devpt. in the Cont. of the Life Span</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 603 Early Interv. &amp; Integ. for at Risk &amp; Hand.Young Children</td>
<td>3</td>
<td>FCS 594,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDEC 669</td>
</tr>
<tr>
<td>EDEC 631 Foundations of Early Childhood Education for New Educators</td>
<td>3</td>
<td>EDFN 500,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FCS 594</td>
</tr>
<tr>
<td>EDEC 638 Advanced Classroom &amp; Individual Mgt.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 689 Assessment of At-Risk</td>
<td>3</td>
<td>FCS 594</td>
</tr>
<tr>
<td>EDFN 587 Multicultural Field Experience</td>
<td>3</td>
<td>PRAXIS I Tests</td>
</tr>
<tr>
<td>EDFN 588 Assess., Inst., Eval. &amp; Interv. Field Exp.</td>
<td>3</td>
<td>EDFN 587</td>
</tr>
<tr>
<td>EDFN 589 Teaching Skills Field Experience</td>
<td>3</td>
<td>EDFN 587,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDFN 588,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>589</td>
</tr>
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</table>

**COURSE REQUIREMENTS: UNDERGRADUATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 211 Math. for Early Childhood Teachers</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>HED 324 Health, Safety &amp; Nutrition During Child.</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**METHODS COURSE REQUIREMENT**

Student selects one of the following:

**ART 222 (3) Art Education: Methods for Early Childhood Teachers**

**MUSIC 150 (3) Principles of Music Making (Prerequisite For Music 232) and MUSIC 232 (2) Teaching Music In Early Childhood**
**BACHELOR’S PLUS PROGRAM: MIDDLE GRADES EDUCATION (4-9) LICENSURE**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>

**COURSE REQUIREMENTS: GRADUATE**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFN 500 Contemporary Educ.: Issues &amp; Topics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 504 Instructional Technology Lab</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>(Concurrent with EDFN 586)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 505 Intro. to Principles of Instruct. Tech.</td>
<td>3</td>
<td>EDCI 504</td>
</tr>
<tr>
<td>EDFN 521 Curriculum Theory and Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 546 Intro. to Education Intervention</td>
<td>3</td>
<td>EDFN 586</td>
</tr>
<tr>
<td>EDEC 540 Phonics and the English Language*</td>
<td>3</td>
<td>EDCI 546, EDFN 586</td>
</tr>
<tr>
<td>EDCI 561 Content Area Literacy in Middle and Secondary Grades*</td>
<td>3</td>
<td>EDCI 546, EDFN 586</td>
</tr>
<tr>
<td>EDCI 563 Advanced Studies in the Language Arts*</td>
<td>3</td>
<td>EDCI 546, EDFN 586</td>
</tr>
<tr>
<td>EDCI 564 Adv. Studies of Lit. for Adolescents</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 586 Effect. Inst. (Concurrent with EDCI 504)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 596 Middle Grades Methods</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 597 Middle Grades Philosophy, Org. &amp; Climate</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 587 Multicultural Field Experiences</td>
<td>3</td>
<td>PRAXIS I Tests</td>
</tr>
<tr>
<td>EDFN 588 Assess., Eval., &amp; Interv. Field Exp.</td>
<td>3</td>
<td>EDFN 587</td>
</tr>
<tr>
<td>EDFN 589 Teaching Skills Field Experience</td>
<td>3</td>
<td>EDFN 587 &amp; 588</td>
</tr>
<tr>
<td>EDCI 601 Internship</td>
<td>5 or 10</td>
<td>EDFN 587, 588 &amp; 589</td>
</tr>
</tbody>
</table>

**COURSE REQUIREMENTS: UNDERGRADUATE**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 218 Adolescent Psychology</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 306 Middle/Secondary School Read Inst.*</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**TOTAL HOURS:**

53-58

*Plus the content of the two concentrations.

*Refers to the State of Ohio required reading courses (12 sem. hrs).

**BACHELOR’S PLUS PROGRAM: ADOLESCENT TO YOUNG ADULT (7-12) LICENSURE**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>

**COURSE REQUIREMENTS: GRADUATE**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFN 500 Contemporary Educ.: Issues &amp; Topics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 504 Instructional Technology Lab</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>(Concurrent with EDFN 586)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 505 Intro. to Principles of Instruct. Tech.</td>
<td>3</td>
<td>EDCI 504</td>
</tr>
<tr>
<td>EDFN 521 Curriculum Theory and Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 546 Intro. to Education Intervention</td>
<td>3</td>
<td>EDFN 586</td>
</tr>
<tr>
<td>EDCI 561 Content Area Literacy in Middle and Secondary Grades</td>
<td>3</td>
<td>EDCI 546, EDFN 586</td>
</tr>
<tr>
<td>EDFN 586 Effect. Inst. (Concurrent w/EDUC 504)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDFN 587 Multicultural Field Experience</td>
<td>3</td>
<td>PRAXIS I Tests</td>
</tr>
<tr>
<td>EDFN 588 Assess., Inst., Eval. &amp; Interv. Field Exp.</td>
<td>3</td>
<td>EDFN 587</td>
</tr>
<tr>
<td>EDFN 589 Teaching Skills Field Experience</td>
<td>3</td>
<td>EDFN 587 &amp; 588</td>
</tr>
<tr>
<td>EDCI 602 Internship</td>
<td>5 or 10</td>
<td>EDFN 587, 588 &amp; 589</td>
</tr>
</tbody>
</table>

**COURSE REQUIREMENTS: UNDERGRADUATE**

Select one of the following courses: 3

| PSYC 209 Psychology Of Growth & Dev. | (3) | None |
| PSYC 218 Psychology Of Adolescence | (3) | None |
| FCS 270 Lifespan Human Development | (3) | None |

**METHODS COURSE REQUIREMENT**

For designated content area. Select appropriate course(s):

| EDCI 383Teaching Voc. Int. Business | (3) | EDFN 586 & |
### BACHELOR’S PLUS PROGRAM SPECIAL FIELD (PRE K-12) MULT-AGE LICENSURE

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 504 Instructional Technology Lab</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 505 Intro. to the Principles of Instructional Technology</td>
<td>3</td>
<td>EDCI 504</td>
</tr>
<tr>
<td>EDCI 507 Communication Disorders in Children</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 535 Meth. for Career &amp; Daily Living Skills</td>
<td>3</td>
<td>EDFN 586</td>
</tr>
<tr>
<td>EDCI 546 Phonics and the English Language</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 541 Great. Effect. Learn. Environ.</td>
<td>3</td>
<td>EDCI 504</td>
</tr>
<tr>
<td>EDCI 542 Communication, Consultation &amp; Teaming Skills</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 546 Intro. to Educational Intervention</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 548 Assess. &amp; Teach. Child. w/Mild/Mod Ed Needs</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 540 Literacy Theory &amp; Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 560 Literacy Theory &amp; Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 561 Content Area Literacy in Middle and Secondary Grades**</td>
<td>3</td>
<td>EDCI 546, EDFN 586</td>
</tr>
<tr>
<td>EDCI 562 Content Area Literacy in Middle and Secondary Grades</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 563 Advanced Studies in the Language Arts</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 564 Effect. Instruction (concurrent w/EDCI 504)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 567 Teaching Skills Elem Field Exp.</td>
<td>3</td>
<td>Praxis 1 Tests</td>
</tr>
<tr>
<td>EDCI 588 Multicultural Middle School Field Exp.</td>
<td>3</td>
<td>EDCI 587</td>
</tr>
<tr>
<td>EDCI 588 Multicultural Middle School Field Exp.</td>
<td>3</td>
<td>EDCI 587, EDCI 504</td>
</tr>
<tr>
<td>EDCI 589 Assess. Instruct., Evaluate &amp; Interv. High School Field Exp.</td>
<td>3</td>
<td>EDCI 587 &amp; 588</td>
</tr>
<tr>
<td>EDCI 596 Middle Grades Methods &amp; Assessment</td>
<td>3</td>
<td>EDCI 546, EDCI 586</td>
</tr>
<tr>
<td>EDCI 606 Internship Intervention Specialist Mild Moderate</td>
<td>10</td>
<td>None</td>
</tr>
</tbody>
</table>

### TOTAL HOURS: 58

Plus the content of the teaching field.

**Foreign language licensure programs do not require EDCI 561 (3).**

The content of the programs is covered in their course work.

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### OTHER GRADUATE LICENSURE AND ENDORSEMENT PROGRAMS

In addition to the initial licenses offered through the Bachelor’s Plus program, the Dwight Schar College of Education offers a variety of licensure and endorsement programs that are approved by the Ohio Department of Education. Depending upon the program, students may need to have a current teaching certificate or license. Additionally, students may be required to complete a BCI/FBI background check before beginning field experiences. See individual licensure and endorsement programs for these details.

### ADMISSION TO TEACHER LICENSURE AND ENDORSEMENT PROGRAMS

The Office of Teacher Testing and Licensure is dedicated to assisting teacher candidates in reaching the goal of receiving an Ohio Teacher’s License. A graduate student can achieve license through Ashland University by completing the following...
ing requirements.

1. A completed application to the Graduate School, available on line or at one of the five program centers previously listed, and a $30.00 application fee. The licensure areas of interest should be indicated on the form. The candidate will also need to submit an official transcript indicating a bachelor’s degree in education from an accredited college or university.

2. A prospective student is to contact a center program director or Mr. Steve Willeke, director of Teacher Testing and Licensure, to request an official evaluation of his/her transcripts to be completed on the Ashland University program check sheets. Mr. Willeke can reached at (419) 289-5373.

3. After receiving the official evaluation, the appropriate center director is contacted by the student for admission and interview purposes. If required, copies of any licenses held must be on file at Ashland University. Additionally, a signed copy of the Good Moral Character form is to be included in the above materials.

4. The student must complete all UNIVERSITY AND STATE REQUIREMENTS for the state issued teacher license. The requirements may include but are not limited to course work, teaching experience, field experiences, state testing, a Bureau of Criminal Investigation (BCI)/FBI background check, and other university and state requirements that may be legislated. It is the student’s responsibility to contact the Office of Teacher Testing and Licensure to keep knowledgeable about the requirements.

5. The student shall than apply for new licenses and/or endorsements of the Ohio teacher license through the Office of Teacher Testing and Licensure and pay all of the required fees. (Renewing and upgrading existing certificates or licenses are the responsibility of employed teachers with their superintendents, or if not employed, by the teacher and the state division of teacher licensure directly.

Licensure programs include:

- Early Childhood Intervention Specialist License
- Intervention Specialist: Mild/Moderate License
- Intervention Specialist: Moderate/Intensive License
- Building Principal’s License
- Administrative Specialist License in Curriculum, Instruction, and Professional Development
- Administrative Specialist License in Pupil Services
- School Superintendent’s License
- School Treasurer/Business Manager License

Endorsement programs include:

- Talent Development Endorsement
- Prekindergarten Special Needs Endorsement
- Literacy Specialist Endorsement
- Adapted Physical Education PreK-12 Endorsement

EARLY CHILDHOOD INTERVENTION SPECIALIST LICENSE

A program for students seeking to qualify for State of Ohio Licensure to teach young children ages 3 through 8 (PreK through grade 3) with mild/moderate/intensive education needs. Students must fulfill prerequisites and concurrent coursework. Praxis and Specialty exams will be required.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 581 Assistive and Instructional Tech.</td>
<td>3</td>
<td>EDEC 580</td>
</tr>
<tr>
<td>EDCI 582 Sensory/ Motor</td>
<td>3</td>
<td>EDEC 580</td>
</tr>
<tr>
<td>EDCI 583 Field Sensory/Motor (concurrent w/EDCI 582)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 580 Early Childhood Intervention Foundations</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 593 Biomedical Aspects</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 603 Early Int. &amp; Integ.</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 638 Advanced Classroom and Individual Management</td>
<td>3</td>
<td>EDEC 580</td>
</tr>
<tr>
<td>EDEC 669 Assess. &amp; Eva. Young Child</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 507 Language/Communication Disorders</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 592 Internship</td>
<td>5-10</td>
<td>Complete all other courses before registering</td>
</tr>
</tbody>
</table>

A current certificate in first aid and CPR is required at the time of program.

INTERVENTION SPECIALIST: MILD/MODERATE LICENSE

A program for students seeking to qualify for State of Ohio Licensure to teach students in grades K-12 with mild/moderate educational needs in a variety of settings. Specialty area test required.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEC 564 Math Methods</td>
<td>9</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 546 Intro to Educational Intervention</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 535 Curr./Meth. for Career/Daily Living</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 542 Comm./Consultation/Teaming Skills</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 548 Assess. &amp; Teaching Children with Mild/Moderate Ed. Needs</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 507 Lang./Comm. Disorders in Children and Intervention</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 579 Special Educ. Law, Policies and Procedures</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 592 Internship</td>
<td>5-10</td>
<td>Complete all other courses before registering</td>
</tr>
</tbody>
</table>

Prerequisite courses (students with appropriate previous coursework may waive these courses):

- EDEC 564 Math Methods
- EDCI 546 Intro to Educational Intervention
- EDCI 535 Curr./Meth. for Career/Daily Living
- EDCI 542 Comm./Consultation/Teaming Skills
- EDCI 548 Assess. & Teaching Children with Mild/Moderate Ed. Needs
- EDCI 507 Lang./Comm. Disorders in Children and Intervention
- EDCI 579 Special Educ. Law, Policies and Procedures
- EDCI 592 Internship

A current certificate in first aid and CPR is required at the time of program.
INTERVENTION SPECIALIST: MODERATE/INTENSIVE LICENSE

A program for students seeking to qualify for State of Ohio Licensure to teach students in grades K-12 with moderate/intensive education needs in a variety of settings. Specialty area test required.

PREREQUISITES: BEFORE BEGINNING PROGRAM
Required for persons holding license in other than Early or Middle Childhood, Spec. Educ. or Elem. Educ.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEC 564 Math Methods</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

PREREQUISITE COURSES FOR M.ED. & LICENSURE STUDENTS
(Students with appropriate previous course work may substitute these courses)

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 581 Assistive &amp; Inst. Technology for Inter. Spec.</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 507 Lang./Communication Disorders in Children</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>and Intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 addnl. hrs. of reading include 3 hrs. of phonics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 535 Curr./Meth. for Career/Daily Living</td>
<td>3</td>
<td>EDCI 546 w/569</td>
</tr>
<tr>
<td>EDCI 546 Intro. to Education Intervention</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 541 Creating Effective Learning Environment</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 542 Comm./Consult./Teaming</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 547 Admin. Pol. &amp; Proc. for IS</td>
<td>3</td>
<td>EDCI 546, 535, 541</td>
</tr>
<tr>
<td>EDCI 579 Special Educ. Law, Policies, and Procedures</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>for Intervention Specialists</td>
<td></td>
<td>EDCI 546, 507, w/585</td>
</tr>
<tr>
<td>EDCI 584 Comm.: Interven. Spec. Mod./Inten.</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>(Concurrent with EDCI 583)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 585 Field Exp. Conn: Interven. Spec.Mod./Inten.</td>
<td>1</td>
<td>EDCI 546 w/583</td>
</tr>
<tr>
<td>(Concurrent w/ EDCI 584)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 582 Adv. Sensory Motor Interventions</td>
<td>3</td>
<td>EDCI 546 w/583</td>
</tr>
<tr>
<td>EDCI 583 Field Exp. Adv. Sensory Motor Interven.</td>
<td>1</td>
<td>EDCI 546 w/583</td>
</tr>
<tr>
<td>(Concurrent with EDCI 582)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDCI 592 Internship</td>
<td>5-10</td>
<td>Complete all other courses before registering</td>
</tr>
</tbody>
</table>

A current certificate in first aid and CPR is required at the time of program completion. Previous undergraduate or graduate course work may be accepted for licensure.
BUILDING PRINCIPAL’S LICENSE
A program of preparation for building and district administrators. Three years of satisfactory teaching experience is required of which at least two years shall be at the level of licensure sought. The principal license covers ages 3-14 and 8-21.

Course Number and Title Hrs. Prerequisites
Core Courses 12 None
EDAD 550 Intro. to School Admin. 3 None
EDAD 555 Human Behavior in Admin. 3 None
EDAD 683 Educational Leadership 3 None
EDAD 686 Admin. of Prog. for Students w/Disabilities 3 None
Choose 15 s.h. of the following:
EDAD 552 School Law & Ethics 3 None
EDFN 632 Improving Classroom Instruction 3 None
EDAD 681 Resource Mgt. in Admin. 3 None
EDAD 682 Educational Politics 3 None
EDAD 684 Professional Develop. 3 None
OR EDAD 688 Technology in Admin. 3 None
EDAD 735 Education Admin. I* 3
EDAD 736 Building Princ. Internship* 3 EDAD 735
TOTAL HOURS: 45

NOTE:
1. *EDUC 735 and 736 must be scheduled together as a year-long experience.
2. Master Degree and successful completion of the Praxis II Specialty area test in Education Leadership.
3. Candidates must have 2 years of successful teaching experience under a professional license.

ADMINISTRATIVE SPECIALIST LICENSE
IN CURRICULUM, INSTRUCTION,
AND PROFESSIONAL DEVELOPMENT
A program for persons seeking licensure as a central office administrator supervising or administering educational programs dealing with curriculum, instruction, and/or staff professional development. In addition, the program is appropriate for teachers desiring a graduate level program specializing in school and classroom improvement experiences with the opportunity to gain an additional license.

Course Number and Title Hrs. Prerequisites
Core Courses 12 None
EDAD 550 Introduction to School Administration 3
EDAD 555 Human Behavior in Administration 3
EDAD 683 Leadership Skills in Supv./Admin. 3
EDAD 686 Admin. of Prog. for Students with Disabilities 3
Choose 15 s.h. of the following:
EDAD 551 Admin. of Pupil Pers. Serv 3
EDAD 552 School Law 3
EDAD 681 Resource Mgt. in Admin. 3
EDAD 684 Professional Dev. for Admin. 3
OR EDAD 688 Technology in Administration 3
EDAD 735 Educational Administration Internship I 3
EDAD 739 Pupil Services Administration Internship 3 EDAD 735
TOTAL HOURS: 45

NOTE:
1. EDAD 735 and EDAD 739 must be scheduled as a year-long experience.
2. Students must have experience under two (2) years of a pupil services license.
3. Successful completion of the Praxis II Specialty area test in Education Leadership
4. Successful completion of the Praxis II Specialty area test

SCHOOL SUPERINTENDENT’S LICENSE
Candidates must have a teaching licensure. To be eligible to receive the superintendent’s license, the applicant must have worked for three (3) years as a school administrator under a principal or administrative specialist license. Student must successfully complete 60 semester hours to qualify for superintendent’s license.

ADDITIONAL POST MASTERS DEGREE COURSES FOR LICENSURE AS A SCHOOL SUPERINTENDENT:

Course Number and Title Hrs. Prerequisites
EDAD 559 Bldg., Grounds, Facilities 3 None
EDAD 690 Staff Personnel Serv. 3 None
EDAD 691 The Superintendency 3 None
EDAD 693 School Finance 3 None
EDAD 694 Org. Mgt. Sem. & Intern.for Superintendents 3 None
TOTAL HOURS: 15
SCHOOL TREASURER/BUSINESS MANAGER LICENSE

A program for persons seeking licensure as a school treasurer or school business manager.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 552 School Law and Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAD 693 School Finance and Economics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAD 758 Practicum for School Treasurer/ Business Manager</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>OR EDAD 733 Internship School Treasurer/ Business Manager</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>OR Comprehensive Examination</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>OR 2 years applicable experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Must have undergraduate degree in business or taken 9 semester hours of undergraduate accounting.

READING ENDORSEMENT

The Reading Endorsement Program is a five-course, 15-hour sequence that can be attached to any existing Ohio teaching certificate or licensure. The courses will help students better meet the literacy needs of their pupils. The content for the courses emphasizes developmental and corrective reading procedures for classroom instruction as well as remedial instruction, which can be implemented in classroom, small group, or clinical situations.

This endorsement program is offered at both the graduate and undergraduate levels. This program is available to graduate students majoring in other areas of education. There is a 5-year limit on literacy course work that can be transferred into this program. The courses in the graduate program are:

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 560 Literacy Theory and Practice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 561 Content Area Literacy in Middle and Secondary Grades</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 562 Literacy for Children/Young Adults</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 563 Adv. Studies Lang. Arts</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 663 Intervention in Literacy Learning</td>
<td>3</td>
<td>EDCI 560</td>
</tr>
</tbody>
</table>

TALENT DEVELOPMENT ENDORSEMENT

The Talent Development endorsement prepares teachers to teach gifted and talented students K-12 in Ohio. It can also be obtained through the Master’s of Education in Talent Development, with modifications in EDCI 728 or 738.

**PRELEQUISITES: 12 HRS. READING W/3 HRS. PHONICS**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 650 Nature/Needs Talented</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 651 Curr. Dev.-Talented</td>
<td>3</td>
<td>EDCI 650 or permission</td>
</tr>
<tr>
<td>EDCI 652 Dev./Super.-Talented</td>
<td>3</td>
<td>EDCI 650 or 651 or permission</td>
</tr>
<tr>
<td>EDCI 653 Guidance/Counseling for the Talented</td>
<td>3</td>
<td>EDCI 650, 651, 652</td>
</tr>
<tr>
<td>EDCI 654 Creativity for teaching the Talented</td>
<td>3</td>
<td>EDCI 650, 651, 652, 653</td>
</tr>
<tr>
<td>EDCI 591 Student Teaching for Talented Programs</td>
<td>5</td>
<td>*Approval of director of Talent Development</td>
</tr>
<tr>
<td>OR EDCI 796 Internship in Talent Development Educ.</td>
<td>5</td>
<td>*Approval of director of Talent Development</td>
</tr>
</tbody>
</table>

**TOTAL HOURS: 20**

PREKINDERGARTEN SPECIAL NEEDS ENDORSEMENT

The following program will provide the student with an endorsement in Prekindergarten Special Needs. The program meets the state approved course requirements and has a minimum total of 21 semester hours as required by state standards.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 507 Language &amp; Communication Disorders</td>
<td>3</td>
<td>EDEC 580</td>
</tr>
<tr>
<td>EDEC 603 Early Intervention &amp; Integration for Young Children with Special Needs</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 580 Early Childhood Intervention Foundations</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 638 Advanced Classroom &amp; Individual Management</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 593 Bio-Medical Issues for Childhood Professionals</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 669 Assessment &amp; Evaluation of Young Children with Special Needs</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>EDEC 793 Advanced Clinical Teaching Early Education of Children with Special Needs</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>OR EDEC 794 Education of Young Children w/Diverse Abilities</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**TOTAL HOURS: 21**

**NOTE – The validation must be attached to one of the following: Pre Kindergarten, Pre K-, Education of the Handicapped Certificate, or Intervention Specialist License. Students must fulfill prerequisites and concurrent coursework.**
LITERACY SPECIALIST ENDORSEMENT
The Literacy Specialist is intended as part of a “career ladder” in literacy, and the knowledge base for the endorsement is built on the reading foundation established by the reading endorsement. Literacy Specialists provide assistance and coaching directly to teachers rather than to students.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAGE ONE: REQUIRED PREREQUISITES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohio Reading Endorsement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nine hours in Graduate Level Literacy Coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three years of successful teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A commitment to completing the Literacy Specialist Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STAGE TWO: STARTING THE SUMMER TERM:
Choice of 3 credit hours within the professional development cluster
EDAD 682 Educational Politics, Policies and
School/Community Relations (3) None
EDAD 683 Educational Leadership 3 None
EDAD 684 Professional Development 3 None
EDAD 555 Human Behavior in Educational Administration 3 None
EDLS 9882 Professional Development and Renewal 3 None
Choice of 3 credit hours within the student learning cluster:
EDCI 507 Language Communication Disabilities in Children (3) EDCI 546
EDCI 546 Introduction to Education Intervention 3 None
EDCI 542 Communication/Consultation/Teaming Skills w/Special Needs 3 EDCI 546
EDCI 651 Curriculum Development and Education of the Talented 3 suggested EDCI 650
EDCI 652 Programs for the Talented 3 EDCI 650 and 651
EDCI 653 Guidance and Counseling for the Talented 3 EDCI 650 and 651

STAGE THREE: DURING THE FALL TERM:
Enroll in both building level internships
EDCI 666 Literacy Leadership I (3)
EDCI 667 Literacy Practicum I (3)

STAGE FOUR: DURING THE SPRING TERM:
Enroll in both district level internships
EDCI 668 Literacy Leadership II (3)
EDCI 669 Literacy Practicum II (3)

TOTAL HOURS: 18
*Students must fulfill prerequisites and concurrent coursework.

ADAPTED PHYSICAL EDUCATION PREK-12 ENDORSEMENT
The Adapted Physical Education Endorsement may only be added to preK-12 Physical Education licensure. It is not available to other students. Students must fulfill prerequisites and concurrent coursework.

APPROVED REPLACEMENT COURSES REQUIRED TO TOTAL 14 CREDIT HOURS
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 507 Lang./Comm. Disorders in Children &amp; Intervention</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 541 Creating Effective Learning Environments</td>
<td>3</td>
<td>EDCI 546</td>
</tr>
<tr>
<td>EDCI 542 Communication, Consultation, Teaming Skills</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 546 Introduction to Educational Intervention</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 582 Sensory Motor – IS Mod./Intensive</td>
<td>3</td>
<td>EDCI 546/583</td>
</tr>
<tr>
<td>EDCI 583 Sensory Motor – IS Mod./Intensive Field Experience</td>
<td>3</td>
<td>EDCI 546/582</td>
</tr>
<tr>
<td>EDEC 593 Bio Medical Issues</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ADAPTED PHYSICAL EDUCATION REQUIREMENTS
EDPE 506 Adapted Physical Educ for Special Populations 3
EDPE 594 Field Study in Adapted PE 2 EDCPE 506

TOTAL HOURS: 24

TRANSIENT/NON-DEGREE STUDENT ADMISSIONS
A student in a graduate degree program at another accredited college or university may be admitted as a transient student upon submitting an application plus the $30 application fee to the Graduate School and a transient student form signed by a representative of the graduate school to which credits are to be transferred.

The non-degree student is not planning to pursue a master degree program but wishes to enroll for selected graduate courses. A non-degree student must apply to the Graduate School, submit an official bachelor degree transcript, a copy of his/her teaching certificate; and the application form with the $30.00 application fee. Subsequent election to become a graduate degree-seeking student at this institution by transient or nondegree-seeking students requires meeting all regular admission criteria. Again, students having more than 12 hours before gaining admission to graduate degree status jeopardize full use of their credits.

SENIOR STUDENT ADMISSION TO GRADUATE EDUCATION COURSES
Education students who are seniors at Ashland University who have completed a minimum of 112 semester credits toward the baccalaureate degree and have a cumulative grade point average of 3.0 or above may apply for permission to elect specified graduate courses for graduate credit. Students must have approval of their undergraduate adviser and the associate dean of the College of Education. Students will be required to apply for admission to the Graduate School as non-degree students, but the non-degree admission requirement that proof be shown of an undergraduate degree is waived in these circumstances. Credits and grades earned in such graduate courses are not applicable to fulfilling requirements for the baccalaureate degree.
MASTER OF EDUCATION
COURSES AND DESCRIPTIONS

THE COLLEGE OF EDUCATION

EDUC 565/566 READING RECOVERY I & II: RECOVERY TEACHER TRAINING 3/3
Certification or licensure as a first grade, kdg or reading teacher. Willingness to make a three-year commitment to the Reading Recovery Program. Recommendations by the principal and another teacher as an effective teacher in the primary grades.

The purpose of these courses is to prepare and assist the teacher in implementing a Reading Recovery intervention program for first-grade children who are at-risk of failing to learn to read. Participants will learn to 1) systematically observe, record and reflect on students’ reading and writing behavior over time; 2) apply Reading Recovery theory and procedures for effective one-to-one intervention; 3) assist first-grade teachers in creating supportive learning-to-read environments for Reading Recovery children; and 4) develop, in conjunction with teacher leaders and classmates, a theory of how at-risk children learn to read.

EDUC 567 TOPICS IN READING RECOVERY LEARNING TO LOOK AT PRINT FOR THE LOW PROGRESS READER 2
Participants should have completed EDUC 565 and 566 Reading Recovery I and II

The purpose of this course is to support trained teachers who are implementing the full Reading Recovery Program with first grade students. Course sessions will meet over the academic year. Topics will be selected each academic year. Teachers will also be updated on the progress and revision of program policy. School and university site teaching demonstrations will be utilized to generate discussions and review of Reading Recovery procedures. Teacher leader supervision of school site programs will be conducted along with individual teacher research into aspects of at-risk readers’ progress. (Participants will be limited to six hours of credit. Enrollment opened to trained Reading Recovery teachers.)

EDUC 598 INDEPENDENT STUDY 1-5
A planned study designed to extend student knowledge in any field related to major graduate areas through independently developed project work. Enrollment limited to students with graduate standing and permission of professor and director of graduate studies.

EDUC 599 GROUP STUDIES 1-5
A planned study designed to extend group knowledge in any field related to major graduate areas through cooperatively developed project work. Graduate standing.

EDUC 640 SEMINAR: PROBLEMS IN CURRICULUM AND INSTRUCTION 1-5
Specific subtitles added based on seminar content. Individual and group study of problems related to teaching areas in elementary, middle or high school instructional programs.

EDUC 728 INQUIRY SEMINAR 5
Prerequisites: EDFN 501, 506, 508, faculty approval, completion of majority of coursework, signed intent form
The inquiry seminar is organized around broad themes relating to school improvement, integrating instructor and student interest. Students will participate in extensive readings and in-depth discussions. Students will conduct, write, and present their own research on a specific topic connected to the overall theme. The seminar may occur over 1-2 semesters. Fee required to cover cost of APA seminar adviser, misc. expenses.

EDUC 738 PRACTICUM IN CURRICULUM AND INSTRUCTION 5
Prerequisites: EDFN 501, 506, 508, faculty approval, completion of majority of coursework, signed intent form
A coordinated field-based experience in which the student will design, develop, implement, document and write an acceptable report pertaining to a school improvement project. Fee required to cover cost of technical reader, APA seminar adviser, misc. expenses.

EDUC 747 MASTER’S OF EDUCATION INTERNSHIP CAPSTONE 5
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form
The capstone internship is a planned, supervised and evaluated field-based experience lasting one semester. It is designed as the culminating field experience for the Master of Education program. The internship requires students to work in a setting appropriate to their field and with a cooperating educator appropriate for the program or the licensure sought. The internship allows students to engage in a major project which involves problem identification, analysis of related research, development of a process or procedure to address the problem, development of an evaluation process and preparation of a project product. The internship will allow students to observe the functions of like professionals, assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in their field of study.

EDUC 748 MASTER’S OF EDUCATION INTERNSHIP CAPSTONE I 3
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form. Concurrently with EDUC 749
The capstone internship is a planned, supervised and evaluated field-based experience lasting two semesters. It is designed as the culminating field experience for the Master of Education program. The internship requires students to work in a setting appropriate to their field and with a cooperating educator appropriate for the program or the licensure sought. The internship allows students to engage in a major project which involves problem identification, analysis of related research, development of a process or procedure to address the problem, development of an evaluation process and preparation of a proj-
The internship will allow students to observe the functions of like professionals, assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in their field of study. EDUC 748 must be taken in conjunction with EDUC 749 unless special permission is granted due to unique circumstances.

EDUC 749 MASTER'S OF EDUCATION INTERNSHIP CAPSTONE II 3
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form. Concurrently with EDUC 748
The capstone internship is a planned, supervised and evaluated field-based experience lasting two semesters. It is designed as the culminating field experience for the Master of Education program. The internship requires students to work in a setting appropriate to their field and with a cooperating educator appropriate for the program or the licensure sought.

The internship allows students to engage in a major project which involves problem identification, analysis of related research, development of a process or procedure to address the problem, development of an evaluation process and preparation of a project product. The internship will allow students to observe the functions of like professionals, assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in their field of study. Education 749 must be taken in conjunction with Education 748 unless special permission is granted due to unique circumstances.

EDUC 757 MASTER'S OF EDUCATION MENTORSHIP CAPSTONE I 1
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form. Concurrently with EDUC 758, 759
The mentorship capstone is designed to provide an ongoing research and mentorship experience during the Masters of Education graduate program. Candidates will take their initial mentorship when they begin their program. During this one hour experience, candidates will work with a mentor/professor to determine an ongoing research agenda which will be developed during the entire program. A Basic research proposal will result from this class. The Mentorship capstone will be taken in three stages by each candidate during their progress through the program (1 s.h. – 3 s.h. – 1 s.h. for a total of 5 semester hours).

EDUC 758 MASTER'S OF EDUCATION MENTORSHIP CAPSTONE II 3
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form. Concurrently with EDUC 757, 758
The mentorship capstone is designed to provide an ongoing research and mentorship experience during the Masters of Education graduate program. Candidates will take the second mentorship component during their work with the Graduate Program. These hours will represent the bulk of the research continued under the supervision of the mentor.

The Mentorship Capstone will be taken in three stages by each candidate during his or her progress through the program. (1 s.h. – 3 s.h. – 1 s.h. for a total of 5 semester hours).

EDUC 759 MASTER'S OF EDUCATION MENTORSHIP CAPSTONE III 1
Prerequisites: CORE requirements and approximately 24 semester hours of coursework, signed intent form. Successful completion of EDUC 757, 758
The mentorship capstone is designed to provide an ongoing research and mentorship experience during the Masters of Education graduate program. Candidates will take the final mentorship component at the end of their work with the Graduate Program. These hours will represent the culmination of the research done under the supervision of the mentor.

The Mentorship Capstone will be taken in three stages by each candidate during their progress through the program. (1 s.h. – 3 s.h. – 1 s.h. for a total of 5 semester hours).

EDUC 791 THESIS 5
Prerequisites: EDFN 501, 506, 508, faculty approval, completion of majority of coursework, signed intent form
An independent research thesis with in-depth findings related to the student’s field. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to student.

EDUC 795 INTERNSHIP/LICENSURE 5-10
A supervised teaching experience for the practicing professional in which the student will design, develop and report on an acceptable instructional program for the on-site classroom.

The experience must be in the licensure field. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students.
THE DEPARTMENT OF EDUCATIONAL ADMINISTRATION

Mission Statement of the Department of Educational Administration

The mission of faculty and staff in the Department of Educational Administration is to provide a high quality education for aspiring administrators. Our goals is to prepare ethical and competent educational leaders who are able to work with diverse groups; to integrate critical thinking skills, communication skills and technical skills; and to exercise reflection, judgment and wisdom in decision-making. Throughout the program, our students will be expected to examine and utilize theories and practices which will equip them to interpret change in meaningful contexts and to subsequently lead effectively.

EDAD 550 INTRODUCTION TO SCHOOL ADMINISTRATION 3

This course focuses on the entry level building administrator in the elementary, middle and secondary school as well as the central office. Emphasis will be placed on problem-based learning. The prospective administrator will acquire a knowledge base which links theory and research to practice. The course deals with the role of the contemporary school leader as it relates to the change process, instructional improvement, empowerment, and respecting diversity in the decision making process.

EDAD 551 ADMINISTRATION OF PUPIL PERSONNEL SERVICES 3

Prerequisite: EDAD 550; 555; 683

This course provides school administrators with information and skills to effectively organize, manage, supervise and provide leadership for the programs, departments, and agencies that are associated with pupil personnel services in schools.

EDAD 552 SCHOOL LAW AND ETHICS 3

A course in basic school law related to teaching and school administration. Legal and ethical principles originating in constitutional statutory, judicial and common law relevant to curriculum, contracts, personnel administration, liability, pupil and employee rights and finance are included.

EDAD 554 COLLECTIVE BARGAINING 3

A course providing a foundation in State and Federal law, negotiating processes and strategies, and fiscal and administrative concerns dealing with collective bargaining.

EDAD 555 HUMAN BEHAVIOR IN EDUCATIONAL ADMINISTRATION 3

This course is designed to acquaint the prospective entry level school leader with the interpersonal skills needed to function successfully in today's educational setting. The course addresses the various public with the successive school leader must interact and the various skills needed. Case studies will be used to demonstrate real-life situations and promote discussion to determine issues and probable solutions.

EDAD 559 BUILDING, GROUNDS & FACILITIES 3

The course explores present and future facility planning and equipment needs of schools. This program examines the efficiency of present facilities, operations, housekeeping, and maintenance programs. It also reviews the planning process for school construction and maintenance programs. Plans for financing construction are discussed. The role of educational facilities in the teaching/learning process is a central theme throughout the course.

EDAD 571 SPECIAL TOPICS FOR SCHOOL TREASURERS/BUSINESS MANAGERS 1-6

The purpose of these seminars is to provide school treasurers, school business officials and school administrators the opportunity to broaden their skills and knowledge of current issues related to school management. These courses will be presented in seminar format, such as Wednesday-Thursday or Friday-Saturday, etc., and will be taught by specialists in the area of expertise being reviewed. One to three semesters of credit may be earned for such seminars depending upon the time commitment required for each course. The prerequisites required for a specific course would depend upon the detail and rigor of the course. May be taken up to a total of 6 s.h. with approval.

EDAD 574 INVENTORY MANAGEMENT 3

A general course in inventory management dealing with compliance regulations and accounting of equipment and supply inventories.

EDAD 575 MANAGEMENT OF SCHOOL FOOD SERVICES 2

A basic course to familiarize the treasurer and/or business manager with the concepts of school food service management.

EDAD 576 SCHOOL PURCHASING PROCEDURES 2

A basic course in school purchasing procedures dealing with legal requirements and the flow of information and paper work necessary to initiate, process, and complete a purchase by the encumbrance method.

EDAD 578 MANAGEMENT OF STUDENT ACTIVITY ACCOUNTS 3

A course planned to help the student understand how the student activity funds function within the framework of the educational and organizational policies of the school district's Board of Education.

EDAD 579 MANAGEMENT OF PUPIL TRANSPORTATION SERVICES 3

A basic course to familiarize school treasurers and/or business managers with the concepts and intricacies of pupil transportation.
EDAD 670 FIELD EXPERIENCE/SCHOOL TREASURER/BUSINESS MANAGER 5
A course of hands-on experience working with a licensed treasurer/business manager to meet the required 300 hours of field experience with the Ohio Department of Education for an initial Treasurer/Business Manager License. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to student.

EDAD 681 RESOURCE MANAGEMENT IN ADMINISTRATION 3
This course explores school-based decision making in the areas of personnel, facility utilization, budgeting and time. Revenue generation at both the state and local level are examined, but emphasis is on processes for empowering school staff and community members through their involvement in deciding and implementing priorities in the above-mentioned areas. Assessment of needs at the building level regarding personnel, facilities, finances, and time are emphasized.

EDAD 682 EDUCATIONAL POLITICS, POLICIES AND SCHOOL/COMMUNITY RELATIONS 3
Policies, politics and school-community relations are the unifying elements in this course. An understanding of different philosophical and cultural values is developed. Political leadership is explored to ensure that educational goals are realized in the larger community. Model school policies and procedures are developed. Effective school-community relations programs are analyzed.

EDAD 683 EDUCATIONAL LEADERSHIP 3
Organization and leadership and their interrelationship are examined in this course. Various facets of educational leadership are emphasized, specifically human behavior within the context of the school organization. Leadership theories and findings are applied by considering both the skills and the underlying meaning of one’s leadership agenda. Attention is given to the integration of human resources leadership in educational bureaucracies. The integration of theory and research with actual practice is at the heart of both the curriculum for this course as well as the means of evaluating student performance.

EDAD 684 PROFESSIONAL DEVELOPMENT 3
This course is designed to prepare leaders who have the knowledge and skills to develop, implement and evaluate effective professional development programs. Participants will be expected to demonstrate effective utilization of knowledge-based skills related to adult learning, teachers and their world, and professional development.

EDAD 686 ADMINISTRATION OF PROGRAMS FOR STUDENTS WITH DISABILITIES 3
This course provides school administrators with knowledge and skills to apply in the development of legally sound policies and procedures to ensure an appropriate education for students with disabilities.

EDAD 688 TECHNOLOGY IN ADMINISTRATION 3
This course is designed to allow future school leaders to develop the knowledge and skills needed to use technology for personal productivity and in administrative tasks; to provide leadership for the instructional use of technology and in data-driven decision-making.

EDAD 690 ADMINISTRATION OF STAFF PERSONNEL SERVICES 3
This course is designed as an advanced course for the graduate student seeking licensure as a school superintendent. The student obtains an overview of recruitment, selection, assignment, induction, mentorship, staff development, staff evaluation, collective bargaining, contract management, employee/employer relations, employment practices, personnel problems, and standards for school personnel administration. In addition, the role of school administration, board of education members, and other professionals who carry out those managerial functions and personnel services is considered.

EDAD 691 THE SUPERINTENDENCY 3
Prerequisites: Building Administrator or Educational Specialist license
This course is designed to explore executive leadership. Strategies for formulating district policy for external and internal programs with a focus on development of a collective district vision will be examined. School culture shaping will be addressed through discussion of consensus building and conflict mediation. Purpose and direction for individuals and groups will be facilitated through discussion of communications and community relations strategies. The superintendent’s role of building relationships with Board of Education, academic programming, curriculum planning and development, and instructional management will be discussed.

EDAD 693 SCHOOL FINANCE AND ECONOMICS 3
A course in school finance with emphasis on Ohio applications. The course is designed to provide the practicing administrator and school treasurer/business manager with the background necessary to predict revenues, construct budgets, monitor spending plans, and conduct school levy campaigns. Students will construct a broad theoretical knowledge base pertaining to finance issues.

EDAD 694 ORGANIZATIONAL MANAGEMENT SEMINAR AND INTERNSHIP FOR SUPERINTENDENTS 3
Prerequisite: Building Administrator or Educational Specialist license
The seminar is designed to provide superintendent candidates with an understanding of the school district as a system by defining processes for gathering, analyzing, and using data for decision making. Opportunities will be made available for students to frame and solve problems, and make quality decisions to meet internal and external expectations. The superintendent-board, superintendent-administrative team, and
superintendent community relationships will be studied. Seminar input will help determine the problems considered by the seminar group. The Organizational Management Seminar provides an internship experience for superintendent candidates. Under the supervision of a university instructor and an on-site superintendent mentor, the candidate participates in district level leadership activities and decision making responsibilities. Visitation with other superintendents is part of the internship experience.

EDAD 733 INTERNSHIP - SCHOOL TREASURER/BUSINESS MANAGER

Prerequisites: EDFN 501, 506, 508, faculty approval, completion of majority of coursework, signed intent form

The School Treasurer/Business Manager Internship is a planned, supervised and evaluated field-based experience designed as the culminating field experience for the Master of Education in School Treasurer/Business Manager. The internship will allow students to observe the functions of a school treasurer or business manager, and assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in school finance and business management. This is a year-long experience. Intent fee required to cover cost for adviser, misc. expenses.

EDAD 735 EDUCATIONAL ADMINISTRATION INTERNSHIP I

Prerequisite: Students should have completed the CORE requirements and approximately 21 to 24 semester hours in order to begin the internship. Faculty approval and a signed intent form are also required.

The Educational Administration Internship I is a planned, supervised and evaluated field-based experience. It is designed as the culminating field experience for the Master of Education in Administration. The internship requires students seeking licensure as an administrator to work in a school setting and with cooperating administrators appropriate for the licensure sought. The internship allows students to engage in a major administrative project which involves problem identification, analysis of related research, development of a process or procedure to address the problem, development of an evaluation process and preparation of a project product. The internship will allow students to observe the functions of administrators, assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in school administration. EDAD 735 must be taken in conjunction with EDAD 736, 737, or 739. Intent fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students, misc. expenses.

EDAD 736 BUILDING PRINCIPAL INTERNSHIP

Prerequisite: Students should have completed the CORE requirements and approximately 21 to 24 semester hours in order to begin the internship.

Faculty approval and a signed intent form are also required. The Internship is the second course in a year-long planned,
supervised and evaluated field-based experience. It is designed as the culminating field experience for the Master of Education in Administration. The internship requires students seeking licensure as a building administrator (principal) in early childhood, middle childhood or adolescence to young adult to work in a school setting and with cooperating administrators appropriate for the licensure sought. Candidates will engage in administrative activities in a least two different buildings representing diverse student age populations. The internship will allow students to observe the functions of a principal, assume leadership in planning, implementing, and evaluating selected internship experiences, put theoretical knowledge to work, and acquire new knowledge and skills in school administration.

EDAD 736 must be taken in conjunction with EDAD 735, Educational Administration Internship I. Intent fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students, misc. expenses.

EDAD 737 CURRICULUM, INSTRUCTION, AND PROFESSIONAL DEVELOPMENT INTERNSHIP 3
Prerequisite: Students should have completed the CORE requirements and approximately 21 to 24 semester hours in order to begin the internship. Faculty approval and a signed intent form are also required. The Internship is the second half of a year-long planned, supervised and evaluated field-based experience. It is designed as the culminating field experience for the Master of Education in Administration. The internship requires students seeking licensure as an Administrative Specialist in Curriculum, Instruction, and Professional Development to work in school settings appropriate for the licensure sought.

The internship will allow students to observe the functions of central office leaders and supervisors. The student will be involved in instructional supervision, planning, implementing and evaluating in service activities, professional development, teacher-centered activities and other alternative approaches to staff development. Intent fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students, misc. expenses.

EDAD 739 PUPIL SERVICES ADMINISTRATION INTERNSHIP 3
Prerequisite: Students should have completed the CORE requirements and approximately 21 to 24 semester hours in order to begin the internship. Faculty approval and a signed intent form are also required. The Internship is the second half of a year-long planned, supervised and evaluated field-based experience. It is designed as the culminating field experience for the Master of Education in Administration. The internship requires students seeking licensure as an Administrative Specialist in Pupil Service Administration to work in school settings appropriate for the licensure sought. The internship will allow students to observe the functions of central office leaders and supervisors. The student will engage in functions related to attendance, guidance and psychological services, school health activities, social work, special education, student appraisal, programs for at-risk students, discipline, talented and gifted, state and federal programs, speech and hearing. Intent fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students, misc. expenses.

EDAD 758 PRACTICUM FOR SCHOOL TREASURER/BUSINESS MANAGER 5
Prerequisite: Students should have completed the CORE requirements and approximately 21 to 24 semester hours in order to begin the internship. Site specific learning experiences will encompass opportunities for student growth and improvement in the functioning of the school treasurer and/or school business manager. These experiences will be augmented and supervised by the school treasurer/business manager at the school site. Evaluation of the student’s advancement will be a joint responsibility of the site and university advisers. The written report will provide evidence of student planning, research, evaluation and analysis.

It is anticipated that this field experience will be of value to the learning site and the professional development of the student. Intent fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students, misc. expenses.

THE DEPARTMENT OF CURRICULUM AND INSTRUCTION
Mission Statement of the Department of Curriculum and Instruction
The mission of the Department of Curriculum and Instruction at Ashland University is to create a learning community in which faculty, preservice and practicing teachers, and other school personnel collaborate in an ongoing effort to critically examine and develop a curriculum and to seek effective instructional practice. The undergraduate and graduate programs offered by the Department help each individual develop the personal and professional qualities needed to become an agent of change who positively influences all students, their schools, and our society. The instruction provided by the Department challenges and supports the members of the learning community as they explore current practice, raise questions, and learn to solve problems through the use of technological and professional resources, the application of theory and research, continuous assessment, and reflective self-evaluation.

EDCI 504 INSTRUCTIONAL MEDIA LAB 0
Concurrent with EDFN 586 (Bachelor’s Plus students only) This self-instructional lab provides students with the opportunity to gain hands-on experience with the basic operation of various instructional media. Students are required to satisfactorily demonstrate their skills with these operations. The basis skills included in this lab will provide the foundation for the integration on instructional technologies in field and methods courses (Bachelor’s Plus) or in the computer/technology sequence (graduate students seeking the endor-
Concurrent registration with EDFN 586 (Bachelor’s Plus) is required.

**EDCI 505 INTRODUCTION TO THE PRINCIPLES OF INSTRUCTIONAL TECHNOLOGY** 3

*Prerequisite: EDCI 504*

This course offers students an introduction to the theories and principles of instructional technology. There are five main areas of focus in this course: 1. Research, theory and history of instructional technology; 2. Visual literacy; 3. Evaluation of instructional technology (including information on design criteria); 4. The relationship of instructional technology to learning styles; and 5. Instructional computing experiences. To assist in developing a link between theory and practice, students will also have some hands-on experience with various forms of instructional technology and with problem-solving techniques appropriate to the media.

**EDCI 507 LANGUAGE/COMMUNICATION DISORDERS IN CHILDREN & INTERVENTION** 3

*Prerequisite: EDCI 546; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education.*

The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.

An overview of language, both normal and disordered, with emphasis on terminology, acquisition, development, physiological and psychological systems, impact upon learning, assessment, and intervention strategies available to teachers.

**EDCI 512 TELECOMMUNICATIONS & NETWORKING FOR EDUCATORS** 3

*Prerequisite: EDCI 504, 505, 633*

This course focuses on two main areas; incorporating telecommunications and networking to support classroom instruction & classroom management.

**EDCI 520 ORIENTATION TO DEAFNESS AND INTRODUCTION TO AMERICAN SIGN LANGUAGE** 3

The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.
This course is an introduction to deaf culture, etiology, advocacy groups related to persons who are deaf and/or nonverbal, and nonverbal communication methods. Historical, sociological and literary aspects will also be studied. Students will develop elementary conversational skills in the use of sign language and with communication with individuals who are deaf and/or nonverbal.

EDCI 530 INSTRUCTIONAL DESIGN USING HYPERMEDIA 2
Prerequisite: EDCI 505, 536
Beginning with are review of instructional design principles, students will design instruction for implementation in the classroom using multimedia. Class discussions will include design considerations related to research on learning and teaching with interactive programs, including (1) screen design related to research on visual literacy, and (2) behavioral and constructivist learning theories and their impact on the design. The students will learn different skills in processing elements in the multimedia project, such as digitizing audio, video, and still images.

EDCI 531 WRITING AND SECURING GRANTS RELATED TO TECHNOLOGY 1
Prerequisite: EDCI 505
Students will not only learn important principles of grant writing related to securing software and hardware, but they will also create a grant appropriate for their unique school situation. A variety of grant resources will be surveyed.

EDCI 533 SEMINAR: USING COMPUTERS WITH SPECIAL POPULATIONS 2
This seminar will change periodically to examine special topics of current interest in the filed of educational technology. “Using Computers with Special Populations” will explore a variety of programs which may be suitable for use with mentally and/or physically handicapped, learning disabled and gifted students. Class discussions will include: 1. Motivation and self esteem related to using computers, 2. Software considerations with special populations, and 3. Individualized instruction. A variety of computers will be used in the class.

EDCI 535 CURRICULUM/METHODS FOR CAREER DAILY LIVING AND SKILLS FOR STUDENTS WITH NEEDS FOR MILD/MODERATE/INTENSIVE EDUCATIONAL INTERVENTION 3
Prerequisite: EDCI 546 concurrently with EDCI 569; Students in B+ ISMM must take the EDFN 588 instead of the EDCI 569; student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the license programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.

Emphasis is on curriculum, methods, materials, and technology to be used in teaching career/self care/community living/personal-social/occupational skills to students with needs for mild/moderate/intensive educational intervention.

EDCI 536 INSTRUCTIONAL DESIGN 3
Prerequisite: EDCI 504, 505
This course introduces the process and foundations of instructional design. Students will apply the instructional design process to the creation of effective lesson plans and assessment techniques, as well as identifying the proper technology to be utilized in the classes.

EDCI 537 ISSUES AND CONCERNS RELATING TO TECHNOLOGY IN EDUCATION 3
Prerequisite: EDCI 504, 505
This course focuses on three main areas: The social and ethical issues related to the use of technology in education, the various issues relating to computing and technology in the schools, and the future roles of technology in society.

EDCI 538 INTEGRATING TECHNOLOGY INTO THE CLASSROOM - FIELD EXPERIENCE 3
Prerequisites: EDCI 531, 505 or equivalent, 536
This course provides students with ideas for and examples of integrating technology into classroom settings. Students will have the opportunity to integrate instructional technology based activities into their classrooms. They will also gain experience with various types of technology: multimedia, telecommunications, applications tools, etc.

EDCI 539 METHODS FOR INTEGRATING TECHNOLOGY INTO THE CLASSROOM - FIELD EXPERIENCE 3
Prerequisites: EDCI 531, 505 or equivalent, 536
This field activity provides students with school-based experience in the selection and utilization of software and hardware. Students will also be involved in integrating technology into their classroom settings.

EDCI 541 CREATING EFFECTIVE LEARNING ENVIRONMENTS 3
Prerequisite: EDCI 546, concurrent with EDCI 588; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the license programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program.
portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio. This course is designed to introduce the social and emotional growth and needs of students with emotional and/or learning differences. A positive approach which emphasizes the dignity of the student will be emphasized.

EDCI 542 COMMUNICATION, CONSULTATION, AND TEAMING SKILLS 3
Prerequisite: Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio. A course designed to provide professionals working within the field of exceptionalities, an understanding of effective verbal and nonverbal communication skills, listening skills, and personality traits perceived as supportive. The development of sensitivity to the needs of individuals, families and professionals is emphasized. Focus will be on collaboration, consultation, and teaming with emphasis on the skills of problem skills, effective handling of confrontational situations and seeking and utilizing interdisciplinary support from other professionals.

EDCI 546 INTRODUCTION TO EDUCATIONAL INTERVENTION 3
This course is designed to review the history, legislation, legal definitions, characteristics, and educational concerns of students with need for mild/moderate/intensive educational intervention. Issues of assessment, identification, individualized educational programming, educational trends, service alternatives, and professional resources will be emphasized.

EDCI 547 ADMINISTRATIVE POLICIES AND PROCEDURES FOR INTERVENTION SPECIALISTS 3
Administrative/management procedures specific to special education programs for learners with moderate to intensive needs for educational intervention are described and practiced. Relationships between school personnel and parents, training and management of paraprofessional, budgeting, funding sources, scheduling, consultative procedures, interpersonal communication skills, enhancing team performance, and taking advantage of cultural and linguistic diversity are all addressed within the course.

EDCI 548 ASSESSING AND TEACHING CHILDREN WITH MILD/MODERATE EDUCATIONAL NEEDS 3
Prerequisite: EDCI 546 Concurrently with EDCI 587; Students in B+ ISMM must take the EDFN 589 instead of the EDCI 570; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio. Emphasis is placed on developing the ability to use a variety of curriculum, methods, materials, and technology available for educating students with mild/moderate educational needs. Assessment and evaluation techniques for both academic and non-academic areas are emphasized with a focus on critical analysis of current research and design of action research. The graduate students use these skills to assess and instruct a child or a small group of children.

EDCI 560 LITERACY THEORY AND PRACTICE 3
A course designed to provide advanced study of development and instruction of literacy. Theoretical understandings will be explored and analyzed, especially as influencing practice. The knowledge necessary to apply appropriate instructional and programmatic decisions including knowledge of the learner, the reading and writing processes, instructional strategies, materials, assessment procedures, and classroom environment will be the focus of the course.

EDCI 561 CONTENT AREA LITERACY IN MIDDLE AND SECONDARY GRADES 3
Prerequisite: EDCI 560 or 563
This course is designed to provide teachers of older students to integrate literacy learning with content learning in all subject areas. The course will examine the unique role of content area teachers in supporting older students’ development of advanced levels of literacy. Participants will also learn theoretically supported instructional strategies that enable all students to use reading, writing, speaking, listening, viewing, and visual production as means to learn content.

EDCI 562 LITERATURE FOR CHILDREN THROUGH YOUNG ADULTS 3
Exploration of issues in literature for children through young adults including: history, criticism, trends, authors, illustrators, genres, instructional strategies, and organization of literature instruction and programs. The course participant will become proficient in selecting quality literature of various genres to match instructional objectives.
EDCI 563 ADVANCED STUDIES IN THE LANGUAGE ARTS 3
This is a course in the language arts with specific emphasis on the relationships that exist among reading, writing, speaking, listening, viewing and visually representing. Students will study current theory regarding language arts instruction and examine its role in relation to all areas of the curriculum. Through discussion and participation, the students will become familiar with organizational structures that encourage language learning in the language arts areas. In addition to organizational considerations, the course will address issues such as story telling and story reading, adaptations for special populations, visual literacy, writing in a variety of forms (poetic, narrative, expository, and persuasive), handwriting, spelling instruction, and assessment.

EDCI 564 ADVANCED STUDIES OF LITERATURE FOR ADOLESCENTS (GRADES 4-12) 3
A course designed to promote advanced study of issues related to literature for middle grades and secondary school students including: history and trends; literary criticism; authors; genre; instructional strategies and censorship and selection. Participants will investigate theories of the development of literacy understanding, appreciate their implications for pedagogy, and apply them to instruction. They will also become proficient in selecting and promoting quality literature that is developmentally appropriate for meeting the personal, social, and cultural needs of adolescents as well as their academic needs.

EDCI 565 ADVANCED STUDIES OF ADOLESCENT LITERACY DEVELOPMENT 3
This course is designed to promote advanced study of literacy development at the middle/secondary school levels. Course participants will investigate adolescent literacy development and effective teaching practices by applying theoretical understandings of literacy and adolescent development. They will develop the ability to gather and use assessment data and to make appropriate instructional and programmatic decisions and to create effective literacy learning environments for adolescents.

EDCI 566 ADVANCED STUDIES OF LITERATURE FOR YOUNG CHILDREN (PRE-SCHOOL-GRADE 5) 3
This course is designed to promote the exploration of issues in literature for children grades preschool through five. Issues include areas such as history, theory, criticism, trends, authors, illustrators, genres, instructional strategies and organization of literature instruction and programs. The course participants will become proficient in selecting literature of various genres to match instructional objectives and developmental levels.

EDCI 567 ADVANCED METHODS OF LITERACY IN THE ELEMENTARY CLASSROOM 3
Prerequisite EDCI 560 or 563
This course is designed to broaden and deepen knowledge of instructional practices and assessment tools appropriate to literacy in an elementary classroom. The major focus of the class will be to examine a wide range of methods, materials and assessments to plan and evaluate effective reading and writing instruction and to create a classroom environment that fosters literacy learning.

EDCI 579 SPECIAL EDUC LAW, POLICIES, AND PROCEDURES FOR INTERVENTION SPECIALISTS 3
Prerequisite: EDCI 546
The class covers the interpretive framework encompassing recent judicial decisions that emphasize inclusion. Students will review the laws governing special education at federal and state levels and address these issues from a teaching perspective.

Topics to be covered include: American Legal System, Federal Policy and Disability, Safe Schools Act, IDEA 1997 Reauthorization, Zero Reject, Testing, Classification, Placement, Appropriate Education, LRE, Due Process, Parent Participation and Shared Decision Making, Compliance through the Courts, and School Reform. The course also includes procedures specific to programs for learners with need for educational intervention. Relationships between school personnel and parents, funding sources, consultative procedures, interpersonal communication skills, enhancing team performance, and taking advantage of cultural and linguistic diversity are all addressed within the course.

EDCI 581 ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR INTERVENTION SPECIALISTS 3
Prerequisites: EDCI 564; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio. This course is designed to help students in the Intervention Specialist Program to use technology and materials specifically to teach and assist exceptional learners. Adaptations to typically available technology and materials and those specifically designed to assist the learner with challenges will be studied.

EDCI 582 ADV. SENSORY MOTOR INTERVENTION 3
Prerequisite: Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program out-
comes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio. This course is designed to provide advanced knowledge of curriculum models, specialized methods, materials and equipment used to teach young children with special needs in the areas of vision, hearing, sensory motor, physical and health. A transdisciplinary approach is emphasized.

EDCI 583 ADV. SENSORY/MOTOR INTERVENTION SPECIALIST FIELD 1
30 Field hours, Prerequisites EDCI 546; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education.

The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.

A field placement taken concurrently at the graduate level with EDCI 582, Sensory/Motor for Intervention Specialist-Moderate/Intensive, to be completed in an inclusive educational setting. Individuals seeking Intervention Specialist licensure must complete this field in an inclusive setting.

EDCI 584 COMMUNICATION: INTERVENTION SPECIALIST MODERATE/INTENSIVE 3
Prerequisites EDCI 507 concurrent with EDCI 585; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.

This course is designed to provide curriculum models, specialized methods, materials and equipment to teach students with moderate and intense special needs in the area of communication. A transdisciplinary approach is emphasized.

EDCI 585 COMMUNICATION FIELD – INTERVENTION SPECIALIST MODERATE/INTENSIVE 1
30 Field Hours, Prerequisites EDCI 507 concurrent with 584; Student must hold a valid U.S. teaching credential OR have registered for and successfully completed a student teaching experience at an accredited 4-year institution of higher education. The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.

A field placement taken concurrently at the graduate level with EDCI 584. Communication for Intervention Specialist Moderate/Intensive, to be completed in an inclusive educational setting. Individuals seeking Intervention Specialist licensure must complete this field in an inclusive setting.

EDCI 587 ELEMENTARY INTERVENTION SPECIALIST FIELD EXPERIENCE 3
88 field hours, taken concurrently with EDCI 548. Student must hold a bachelor’s degree and admission to the Ashland University Bachelor’s Plus Graduate Program in Classroom Teacher Licensure.

A field experience which emphasizes the development and use of teaching strategies, methods, skills and assessments as they relate to the principles of teaching and learning with students with mild to moderate educational needs, and the decision making process. Time will be spent on the assessment and instruction of students in small groups and whole class. The student will use a variety of teaching strategies, methods skills, and instructional resources. Fee required to cover cost of mileage expense for travel by supervisor, and copies/materials to students. Individuals seeking Intervention Specialist Licensure must complete this field in an inclusive setting.

EDCI 588 MIDDLE SCHOOL INTERVENTION SPECIALIST MULTICULTURAL FIELD EXPERIENCE 3
92 field hours, taken concurrently with EDCI 541. A bachelors degree and admission to the Ashland University Bachelor’s Plus Graduate Program in Classroom Teacher Licensure required.

A field experience which emphasizes knowledge of multiculturalism, cultural differences, role of family in a dynamic changing society, interpersonal communication theories, interpersonal relations, human relation skills, motivational skills, as related to teaching in a culturally, racially, and socioeconomically diverse society; working effectively with students regardless of race, political affiliation, religion, age, sex, and socio-economic status; and knowledge of the influence of
teacher expectations on student achievement and the impact of home efforts on student performance are also emphasized. The completion of this experience should help the student be more effective in the decision making process, and in developing self-assessment knowledge and skills, and in classroom management and behavioral support knowledge and skills. Fee required to cover cost of mileage expense for travel by supervisor, and copies/materials to students. Individuals seeking Intervention Specialist Licensure must complete this field in an inclusive setting.

EDCI 589 HIGH SCHOOL INTERVENTION SPECIALIST FIELD EXPERIENCE 3
92 field hours; taken concurrently with EDCI 535; A bachelor’s degree and admission to the Ashland University Bachelor’s Plus Graduate Program in Classroom Teacher Licensure.
A field experience which emphasizes decision making in assessment, instruction, evaluation, and intervention for students with mild to moderate educational needs and appropriate instructional strategies to address the needs of pupils. Emphasis will be placed on helping students with mild to moderate educational needs develop those skills necessary for transitioning to adulthood. Fee required to cover cost of mileage expense for travel by supervisor, and copies/materials to students. Individuals seeking Intervention Specialist Licensure must complete this field in an inclusive setting.

EDCI 591 INTERNSHIP FOR TALENTED PROGRAMS 5
Prerequisites: EDFN 586, 589 and Praxis I tests
Supervised field experience instruction School-Aged Students Identified as Gifted and Talented. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students.

EDCI 592 INTERNSHIP FOR INTERVENTION SPECIALIST 5-10
Prerequisites: EDFN 586, 589 and Praxis I tests
The Intervention Specialist team has chosen the Taskstream system to support the comprehensive program outcomes of the licensure programs. Taskstream is a subscription online portfolio system that provides students with lesson, unit, and portfolio building tools through their website, www.taskstream.com. Please note there will be required Taskstream class assignments and program portfolios that will be due during student’s course of study at Ashland University. While some classes will not have Taskstream assignments, students are responsible for maintaining their completed assignments for possible future use in the online program portfolio.
Supervised field experiences in teaching for intervention specialist. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students.

EDCI 596 MIDDLE GRADES METHODS & ASSESSMENT (4-9) 3
A bachelor’s degree and admission to the Ashland University Bachelor’s Plus licensure program required.
This course is designed for persons in Bachelor’s Plus pro-
gram who are seeking the middle grades licensure (4-9). Emphases are placed on the development of content specific curriculum and instructional delivery, and assessment procedures which meet the specific needs of all middle grades students.

EDCI 597 MIDDLE GRADES PHILOSOPHY, ORGANIZATION & CLIMATE 3
A bachelor's degree and admission to the Ashland University Bachelor's Plus licensure program required.
This course is designed for persons in the Bachelor’s Plus Program who are seeking the middle grades license (4-9). Emphasis is placed on the philosophy of middle level school, the psychology of the preadolescent and adolescent student, the role of teacher as counselor, in teaming, curriculum and instruction.

EDCI 601 INTERNSHIP FOR MIDDLE CHILDHOOD 5-10
Prerequisites: EDFN 586, 589 and Praxis I tests
For students who desire licensure and who have completed all of the requirements for internship.
Supervised Field Experience instruction for Middle Childhood students. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to students.

EDCI 602 INTERNSHIP FOR ADOLESCENT/YOUNG ADULT 7-12 5-10
Prerequisites: EDFN 586, 589 and Praxis I tests
For students who desire licensure and who have completed all of the requirements for internship.
Supervised Field Experience instruction for Adolescent/Young Adult 7-12 students. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to student.

EDCI 606 INTERNSHIP INTERVENTION SPECIALIST MILD MODERATE 5-10
300 Field Hours, prerequisites: Candidates must have completed all methods courses and post-baccalaureate (Bachelor’s Plus) program requirements in preparation for initial licensure.
Supervised field experience with an Intervention Specialist in a school setting. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to student.

EDCI 607 INTERNSHIP FOR MULTI-AGE PREK-12 5-10
For students who desire licensure and who have completed all of the requirements for internship.
Supervised Field Experience instruction for Multi-age Pre-K-12 students. Fee required to cover cost of mileage expense for travel by supervisor, copies/materials to student.

EDCI 633 ORGANIZATION AND MANAGEMENT OF EDUCATIONAL TECHNOLOGY 3
Prerequisites; EDCI 504, 505
This course focuses on three main areas: installation and configuration of a computer system and peripheral devices; maintenance and troubleshooting of such hardware
and software; and organizing technology use in schools.

EDCI 636 FOREIGN LANGUAGE EDUCATION CURRICULUM & INSTRUCTION  
Prerequisite: Successful completion of intermediate foreign language courses or equivalent.
A course designed to examine the theoretical and practical issues relating to the teaching of foreign languages K-12. Instructional practices pertaining to the following are explored through lectures, reading of current literature, class discussion, etc.; the role of context in comprehension and learning, listening, reading, oral proficiency, writing, testing, culture, and curriculum. Required for French and Spanish multi-age license.

EDCI 637 THE TEACHING OF FOREIGN LANGUAGES K-12  
Prerequisite: Successful completion of intermediate foreign language courses or equivalent. Intended for students who are working toward licensure. Permission of instructor required for all others.
A course assigned to provide the student with classroom instructional skills, methods, and strategies in teaching grades K-12. Required for French and Spanish multi-age license.

EDCI 641 TRANSFORMING THE MIDDLE SCHOOL  
This course is a detailed overview of the middle school and its place in the K-12 district structure. Emphasis will be placed on the development of a middle school philosophy, the components of an effective middle school, development of a middle school program, restructuring issues, and evaluation of middle school effectiveness.

EDCI 642 MEETING THE NEEDS OF YOUNG ADOLESCENTS  
After a brief overview of the social, emotional, physical, moral, and intellectual needs of young adolescents, this course will explore the implications of those needs for effective middle childhood education. Emphasis is on promoting the development of individual students within a diverse group of adolescent and preadolescent students.

EDCI 643 INSTRUCTIONAL METHODS, MODELS AND ASSESSMENT FOR THE MIDDLE GRADES  
This course is an overview of instructional methods, models and assessment that are especially effective for students in the middle grades. Emphasis is placed upon the design, development and assessment of interdisciplinary units that incorporate higher order thinking skills, multiple intelligences and a variety of learning styles. In addition, several non-traditional and multi-disciplinary instructional methods and models are surveyed in the course such as: service learning, place based education, environmental education, authentic assessment and the use of the outdoors as an instructional tool. The course emphasizes linkages to the Ohio Academic Content Standards and explores these standards in an interdisciplinary context.

EDCI 644 SEMINAR IN PROFESSIONAL GROWTH AND INSTRUCTIONAL LEADERSHIP  
This course provides middle grades teacher-leaders with opportunities to investigate factors that promote positive school culture, meaningful professional development and an understanding of the dynamics of change. Seminar topics include: change theory, principles of adult learning, career stage theories, needs assessment, organizational culture and climate, instructional leadership theory, mentoring functions and professional development planning models.

EDCI 646 ISSUES IN ADOLESCENCE  
This course is an introduction to the advanced study of leadership, literacy, and research as they relate to young adolescents. Students will examine adolescence from psychological, social, and cultural perspectives. They will read and discuss a variety of material including research reports, journal articles, and adolescent literature. They will also collect data about the characteristics, needs, and academic achievement of adolescents and identify a focus for their continued research.

EDCI 647 PROCESS OF CURRICULUM IN MIDDLE GRADES EDUCATION  
Process of Curriculum in Middle School Education is designed as a course for experienced middle school educators. Students will begin with an overview of the foundations of middle school education such as the nature and needs of adolescents and the historical foundations of middle school education. Based on this foundation, students will explore the development of curriculum in a middle school context. Emphasis will be placed on the role of curriculum standards and the core curriculum in developing a curriculum that is responsive to the needs and interests of adolescents. Various approaches in evaluation of curriculum experiences; professional techniques of curriculum development; and the role of pupils, teachers, administrators, scholars, parents, and other groups in shaping curriculum will also be explored. Current literature and research are emphasized.

EDCI 648 PROCESS OF CURRICULUM IN MIDDLE GRADES EDUCATION  
Prerequisite: EDCI 650 is suggested
This course examines curriculum processes necessary for providing a differentiated education for the talented, including but not limited to academically talented, visual and performing arts talented, and other talented students. Methods of identification and a survey of assessment instruments shall be explored through a review of related and historical research as well as a critical examination of current practices in education of the talented. This course fulfills state requirements for endorsement for Intervention Specialist/Gifted.

EDCI 651 CURRICULUM DEVELOPMENT FOR EDUCATION OF THE TALENTED  
Prerequisite: EDCI 650 is suggested
This course examines curriculum processes necessary for providing a differentiated education for the talented, including but not limited to academically talented, visual and performing arts talented, and creative students. Utilizing strategies to enhance pace and depth of learning, students will study a variety of theoretical models useful in the development of
programs for the academically talented, visual and performing arts talented and creative. Students will analyze processes and methods for organizing learning for the talented, with emphasis on flexibility and continuous progress. Students will develop instructional materials based on useful models and will adapt existing teaching aids to meet the curricular needs of outstandingly talented students individually and in special groups, using techniques of acceleration, enrichment, and special placement. This course fulfills requirements for the endorsement.

EDCI 652 DEVELOPMENT AND SUPERVISION OF PROGRAMS FOR THE TALENTED 3
Prerequisites EDCI 650 and EDCI 651
This course is designed for educators who will be directly involved in the administration of talent development education programs. Job descriptions, program prototypes and evaluation techniques will be discussed, as well as guidelines for the development of grants, proposals and budgets. Participants will explore the steps in developing talent development education programs, including needs assessment, identification, assessment instruments, selection of personnel, staff development, supervision, formative and summative evaluation, philosophy and curriculum. Students will become cognizant of current practices, trends, and pertinent research within the field of gifted education and talent development education.

EDCI 653 GUIDANCE AND COUNSELING FOR THE TALENTED 3
Prerequisites EDCI 650 and EDCI 651
Guidance and counseling theories and practices for dealing with the affective, career, and educational planning needs of the outstandingly talented in the four areas identified - intellectual, specific academic, creative, and arts - by the Ohio Standards and SHB 282, will be the main thrust of this course. Needs of special and diverse populations of talented students will also be considered. Among these will be disadvantaged, rural, young, females, minorities, twice-exceptional, very high - IQ, and underachieving students. Techniques and strategies involving the cooperative effort and utilization of parents, community agencies, advocacy groups, and school personnel will be considered. This course fulfills requirements for the Ohio Intervention Specialist/Gifted Endorsement.

EDCI 654 CREATIVITY STUDIES FOR TEACHERS OF THE TALENTED 3
Prerequisite: EDCI 650 and EDCI 651
This is a course in creativity studies with a focus on the field of the education of the talented and gifted. Creativity will be discussed with regard to (1) the creative person and what makes him/her creative; (2) the creative process; (3) the creative product. Creativity in outstandingly talented students in the four identified areas of the Ohio Standards will be considered. These are intellectual, specific academic, creative, and arts-identified students. Students will be exposed to readings, assignments, and exercises designed to enhance personal and student creativity, as well as to classic and current psychological and educational theories of creativity and creativity training. This course fulfills requirements for the Ohio Intervention Specialist/Gifted Endorsement.

EDCI 663 INTERVENTION IN LITERACY LEARNING 3
Prerequisite: EDCI 560 and one other graduate literacy course.
Enrollees will build on their personal theories of effective and responsive literacy instruction in the language arts. This will be accomplished by collaborating and studying with fellow students, professors, children, and family care givers for the purpose of generating and sustaining an assessment and learning cycle for children experiencing difficulty in the English language arts. Emphasis in the course will be on collaborative, focused assessment and responsive literacy plans for low progress children enrolled in Ashland University’s Becker Reading Center or approved site under the supervision of an Ashland University instructor.

EDCI 666 LITERACY LEADERSHIP I 3
Enrollment in a Master’s Program and the Literacy Endorsement; Literacy Leadership I must be taken concurrently with EDCI 667 Literacy Practicum.
This course is designed as part of a program to prepare literacy specialists who are: knowledgeable and skilled in literacy pedagogy; committed to excellent literacy curriculum, instruction, and assessment for all children; and prepared to provide professional development services in school settings. Literacy Leadership I will focus primarily on leadership at the building level.

EDCI 667 PRACTICUM I 3
Enrollment in a Master’s Program and the Literacy Endorsement; Literacy Leadership I must be taken concurrently with EDCI 666 Literacy Practicum.
The Literacy Leadership Practicum I is a semester-long, planned, supervised, and evaluated field-based experience within a school setting. It is designed to be taken concurrently with EDCI 666 Literacy Leadership I. The Internship is required for those seeking literacy specialist licensure.

EDCI 668 LITERACY LEADERSHIP II 3
Enrollment in a Master’s Program and the Literacy Endorsement; successfully completing Literacy Leadership I; must be taken concurrently with EDCI 669 Practicum II
The second in a required series of courses designed to prepare literacy educators to serve as reading specialists/supervisors for grades PreK-12. Leadership II will continue to develop the proficiencies necessary to assume the multiple roles expected of a literacy specialist, particularly: leader; collaborative consultant; mentor; resource for both informal and formal professional development; liaison between school and family and/or community; and literacy advocate. Participants will also be expected to develop competency in understanding and applying research findings to guide effective practice and to engage in collaborative, professional inquiry.
EDCI 669 PRACTICUM II  3
Enrollment in a Master’s Program and the A Literacy Endorsement; successfully completing Literacy Leadership I and Literacy Practicum
The Literacy Leadership II Practicum provides the course participants with the opportunity to extend the learning from Literacy Leadership II and to implement the knowledge, skills and dispositions in a practical educational setting and in the greater community.

EDCI 727 INQUIRY SEMINAR IN LITERACY  5
Prerequisites: EDFN 501, 506, 508, faculty approval, signed intent form; EDCI 560, 561, 563 must be completed or taken concurrently
This inquiry seminar is intended for students who are completing a degree in curriculum and instruction with a concentration in literacy. Students will review and use concepts from previous coursework as they participate in gathering data through reading or through original research projects. They will analyze and share findings through extensive seminar discussions and appropriate written products or presentations. Intent fee required to cover cost of APA seminar adviser, miscellaneous expenses.

EDCI 768 PRACTICUM IN LITERACY  5
Prerequisites: EDFN 501, 506, 508, faculty approval; EDCI 560, 561, 563 must be completed or taken concurrently, signed intent form
A coordinated experience in which the student will review previous coursework and existing research and then design, implement and document an acceptable innovation in literacy curriculum or instruction. Intent fee required to cover cost of technical reader, APA seminar adviser, miscellaneous expenses.

EDCI 796 TALENTED EDUCATION INTERNSHIP  5-10
Prerequisites: EDCI 650, 651, 652, 653, 654 or permission of Program Team Leader
Completion of this Internship will satisfy the requirement for direct experience with identified gifted and talented students necessary for certificate validation for the Endorsement of Gifted Education in Ohio. This does not satisfy the capstone requirement for the Master’s of Education in Curriculum and Instruction with emphasis in Talent Development Education.

THE DEPARTMENT OF EARLY CHILDHOOD
Mission Statement of the Department of Early Childhood
The mission of the Department of Early Childhood at Ashland University is to provide high quality experiences for both preservice and practicing teachers that lead to the learning of the philosophical, theoretical, and experiential knowledge as outlined in the College of Education tenets, and required by all early childhood teachers. The goal of the Department is to develop early childhood educators who are able to effectively teach, serve, and act on behalf of the diverse needs, rights, and well-being of all young children.

EDEC 515 FOUNDATIONS OF LITERACY  3
A course designed to promote understanding of the development of literacy. The knowledge necessary to make and apply appropriate programmatic and instructional decisions including knowledge of the learner, the reading and writing processes, instructional strategies, materials and learning environments will be the focus of the course. This course is restricted to Early Childhood initial licensure students and graduate students who must complete the state-mandated, 12-semester hour reading methods coursework. Credit from this course may not be applied to a masters-level program.

EDEC 523 CURR & METHODS EARLY CHILDHOOD SOCIAL STUDIES  3
This course will provide fundamental knowledge in the areas of curriculum and instructional strategies for early childhood education in social studies. Emphasis will be placed upon the inductive approach by combining process skills and inquiry techniques designed to implement social studies curriculum.

EDEC 540 PHONICS AND THE ENGLISH LANGUAGE  3
NOTE: EDEC 540 MAY NOT BE TAKEN BY CONFERENCE
A study of English as an alphabetic language. Particular attention will be given to the graphophonemic patterns which have emerged through history. Classroom applications will be explored with specific emphasis on the role of phonics in a balanced literacy program. This course is restricted to initial licensure students and graduate students who are required by ODE rules to complete a basic phonics course.

EDEC 543 ADVANCED SENSORY MOTOR INTERVENTIONS FOR ECIS  3
This course is designed to provide advanced knowledge of curriculum models, specialized methods, materials and equipment used to teach young children with special needs in the areas of vision, hearing, sensory motor, physical and health. A transdisciplinary approach is emphasized.

EDEC 544 ADVANCED PROFESSIONAL ISSUES IN ECIS  3
A study of professional trends and issues related to manage-
ment and administration of Early Intervention Programs. This course provides graduate students with information and skills to apply special education laws and policies to situations that will be encountered in schools and districts. Emphasis is on development of professional/administrative skills to ensure quality EC programs through research, advocacy and community leadership.

**EDEC 564 CURRICULUM AND METHODS OF EARLY CHILDHOOD MATHEMATICS** 3
A study of the curriculum content recommended for prekindergarten through the middle grades, along with the instruction methodology appropriate for teaching that content. Emphasis will be placed upon the scope and sequence of mathematics deemed appropriate for the curriculum of early childhood children, the appropriate use of concrete models, analysis of error patterns, and applications of technology.

**EDEC 568 CURRICULUM AND METHODS FOR EARLY CHILDHOOD SCIENCE** 3
This course will provide fundamental knowledge in the areas of curriculum and instruction strategies for early childhood education in science. Emphasis will be placed upon the inductive approach by combining process skills and inquiry techniques designated to implement science curriculum.

**EDEC 580 EARLY CHILDHOOD INTERVENTION FOUNDATIONS** 3
This course is designed to provide a foundation to the field of early childhood intervention specialties. The student will conduct ethnographic case studies of young children, age three through eight (prekindergarten through grade three) with mild/moderate/intensive exceptional educational needs. Emphasis is placed on principles of service coordination to integrate goals from multiple developmental domains within the context of activity-based, inclusive intervention.

**EDEC 593 BIO-MEDICAL ISSUES FOR CHILDHOOD-PROFESSIONALS** 3
A study of biological, physiological and medical issues and conditions as they relate to the developing child from birth to age 8. The importance of understanding these issues in relation to the appropriate education and support of young children and their families is emphasized. Individual considerations that affect typical development or educational environment (e.g., attention problems, allergies, disabilities, etc.) are explored and appropriate techniques and resources for reducing the impact of these conditions on the child and learning potential examined.

**EDEC 594 ADVANCED STUDY OF CHILD DEVELOPMENT IN THE CONTEXT OF THE LIFE SPAN** 3
This course is now in the Department of Family and Consumer Sciences and is identified as FCS 594. The title has not changed.
Professional Development Services

MISSION STATEMENT: The mission of Ashland University Professional Development Services is to support and provide quality professional development learning opportunities that incorporate high expectations for educators and other professionals and respond to current and future needs of the educational and business communities.

Vice President for Regional Centers and Outreach
John Sikula

Executive Director for Professional Development Services
Dwight McElfresh

Director of Ashland Professional Development Services/Telego Center for Educational Improvement
Tom Lavinder

Director of Southwest Center Professional Development Services
James Quatman

Director of Columbus Center Professional Development Services
Patty Canupp

Director of Elyria Center Professional Development Services
Larry Pfrogner

Director of Massillon Center Professional Development Services
Carol Kovacs

Director of Gill Center for Economic Development
John Dowdell

Director of Education, Economics America
Paula Aveni

Director, Central Ohio Center for Economic Education
Abbejean Kehler

Director of Outreach
David Webb

PROFESSIONAL DEVELOPMENT SERVICES PROGRAM OFFERINGS

Workshops, courses, and continuing education programs are offered through the College of Education, College of Business, and College of Arts and Sciences. Offerings are utilized for licensure renewal, electives in approved M.Ed. and MBA, and Master of American History and Government programs.

EDUC 6100 – 6300 SITE SPECIFIC WORKSHOPS
[Specific subtitles added based on workshop content]
Intensive study of selected school-based curriculum, instruction and/or organization based on specific professional development needs of school personnel. Application of research-based theory is expected. Graduate standing or professor approval required. (S and U grades unless otherwise requested.)
Ashland Theological Seminary, a division of Ashland University, offers the following degrees: Doctor of Ministry, Master of Divinity (including a clinical counseling and a counseling track), Master of Arts in Practical Theology, Master of Arts in Clinical Counseling, Master of Arts in Counseling, Master of Arts (Religion), and Master of Arts (Old Testament, New Testament, Christian Theology, Church History, and Anabaptism and Pietism).

DEAN
Dale R. Stoffer, Academic Dean, Ashland Theological Seminary

FACULTY
David W. Baker, Professor of Old Testament and Semitic Languages
David deSilva, Trustees’ Professor of New Testament and Greek
Ron Emptage, Professor of Church History
Jerry R. Flora, Professor Emeritus of Theology & Spiritual Formation
L. Daniel Hawk, Professor of Old Testament and Hebrew
Luke L. Keefer Jr., Professor Emeritus of Church History and Theology
Douglas L. Little, Professor Emeritus of Pastoral Counseling
David P. Mann, Professor of Pastoral Counseling
Marvin A. McMickle, Professor of Homiletics
William H. Myers, Professor of New Testament Black Church Studies
Paul Overland, Professor of Old Testament and Semitic Languages
Melissa W. Corbin Reuschling, Professor of Ethics and Theology
Michael Reuschling, Professor of Pastoral Counseling
John C. Shultz, Professor of Pastoral Counseling
Ronald L. Sprunger, Professor Emeritus of Music
Dale R. Stoffer, Professor of Historical Theology
O. Kenneth Walther, Professor of Greek and New Testament
Terry Wardle, Professor of Church Planting and Spiritual Formation
JoAnn Ford Watson, Professor of Christian Theology
John Byron, Associate Professor of New Testament and Greek
Brenda Colijn, Associate Professor of Biblical Interpretation & Theology
Tony Donofrio, Associate Professor of Pastoral Counseling
Walter J. Kime, Associate Professor of Field Education
William P. Payne, Associate Professor of Evangelism/Missions
Leroy A. Solomon, Associate Professor of Practical Theology
Michael Thompson, Associate Professor of Practical Theology
Lee Wetherbee, Associate Professor of Pastoral Counseling
J. Robert Douglass, Assistant Professor of Worship and Music
Claudia J. Sadler-Gerhardt, Assistant Professor of Pastoral Counseling
Mitzi J. Smith, Assistant Professor of New Testament & Early Christianity

ADMINISTRATORS
John C. Shultz, President of the Seminary
Leroy A. Solomon, Vice President of Institutional Advancement
Ronald R. Emptage, Dean of Detroit Center
Gene Heacock, Executive Director Sandberg Leadership Center
Jim Thomas, Director of Operations
Keith Marlett, Director of Smetzer Counseling Center
Paul Alvarez, Director of Christian Leaders of Excellence Program
David Cooksey, Director of Church Relations
Will Gravitt, Director of Development/Major Gifts
Dawn West, Director of ATS Fund
Glenn Black, Director of Enrollment Management
Eric Sandberg, Director of Marketing & Recruiting
Renee Mann, Director of Student Development
Renee Sprang, Admissions Counselor ATS
Rodney Caruthers, Admissions Counselor (Detroit Center)
Martha J. Smith, Admissions Counselor, Doctor of Ministry Program and Interim Director
Brenda Colijn, Columbus Center Coordinator
Mylion Waite, Associate Director of the Cleveland Center
Shawn Oliver, Associate Academic Dean
Vickie Taylor, Director of Technology Resources
Walter J. Kime, Director of Christian Studies Program
Jerrolynn Johnson, Director of Detroit Counseling Program
Sylvia Locher, Head Librarian
Russell Morton, Research Librarian
Lori K. Lower, Registrar
Elaine Bednar, Family Life Counselor
Michael Catanzarito, Associate Program Manager to Pastors of Excellence Program
Lori Byron, Associate Program Manager for Specialized Small Group Retreats
 Lynne Lawson, Assistant Director to the Institute of Formational Counseling
Ramone Billingsley, Coordinator of Student Support Services

MISSION STATEMENT
Ashland Theological Seminary integrates theological education with Christ-centered transformation as it equips men and women for ministry in the church and the world.

CORE VALUES
Scripture. The seminary believes God’s saving revelation has been made supremely in Jesus Christ. The Bible is the complete and authentic record of that revelation. We are committed to both the Old and New Testaments as God’s infallible message for the church and the world. The Scriptures are foundational to the education process at Ashland Seminary.

Spiritual Formation. The seminary believes that Spiritual Formation is at the heart of all we do. Spiritual
Formation is the process of nurturing an intimate relationship with God, encompassing heart, soul and mind. Spiritual Formation is obedience to the Word of Christ and an intentional commitment to grow, study, pray and be held accountable for our life and witness, both before God and one another.

Community. The seminary builds community through shared faith. As students, staff, faculty and administration, we identify ourselves as community. We express community through chapel, classes, spiritual formation groups, social events, conferences, prayer cells and joint ministry experiences as we work and live together. Within this environment of support and challenge, it is possible for us to grow inwardly, in our relationship with God and others, and in our outlook on the world.

Academic Excellence. The seminary is committed to academic excellence. While seminary education is unique, Ashland creates an atmosphere conducive to academic studies and sustains high scholastic standards from an internationally recognized faculty. Integrated within our curriculum is the whole framework of the seminary’s Core Values leading to a goal of lifelong learning expressed through servant leadership.

DEGREE PROGRAMS
Ashland Theological Seminary offers the following degrees: Doctor of Ministry, Master of Divinity (including a clinical counseling and a counseling track), Master of Arts in Practical Theology, Master of Arts in Clinical Counseling, Master of Arts in Counseling, Master of Arts (Religion), and Master of Arts (Biblical, Historical, and Theological Studies). Information about all of these degrees can be found on the online seminary catalog at http://seminary.ashland.edu under Academics.

ACCREDITATION
Ashland Theological Seminary is accredited by the Association of Theological Schools and the North Central Association of Colleges and Schools. The faculty of the counseling programs hold membership in the Christian Association for Psychological Studies (CAPS), American Association of Christian Counselors, American Association of Pastoral Counselors and the American Psychological Association. The MA in Clinical Pastoral Counseling satisfies Ohio requirements set by the Ohio Counselor and Social Worker Board for licensure as a Professional Counselor (P.C.) or Professional Clinical Counselor (P.C.C.).

The seminary is an associate member of the Jerusalem University College and has a reciprocal agreement with Tyndale House in Cambridge, England, for faculty study and research.

It is also a consortium member of the Tel-Gezer Excavation and Publication Project.

FACILITIES
The seminary is located on the adjoining properties of John Myers, industrialist, art collector and philanthropist, and of Mr. and Mrs. T.W. Miller, industrialist and philanthropist. The property was made available to the seminary by the generosity of these two families. The Myers home houses the administration, offices and art collection, and is attached to the Solomon and Darling Memorial Libraries. The seminary property also includes a swimming pool and tennis court, the Ronk Memorial Chapel, the Gerber and the Shultz classroom buildings, the Smetzer lecture hall, and the Sandberg Leadership Center.

Off-campus learning centers are offered at Ashland University’s Cleveland Center, the Village Office Center in Southfield, Michigan, and in Columbus at the Ashland University Program Center.

INFORMATION AND APPLICATION
For details regarding admission, graduation, curriculum, regulations, scholarships and fees, please see the on-line seminary catalog at http://seminary.ashland.edu. Inquiries may be made at one of the following addresses: Ashland Theological Seminary, 910 Center Street, Ashland, OH 44805; e-mail at ats@ashland.edu; or 1-800-882-1548, Ext. 5161. Our web page address is http://seminary.ashland.edu; or 1-866-ATS-OHIO or 419-289-5695.
ASHLAND UNIVERSITY
CONSUMER INFORMATION
You Have a Right to Know

Since AU receives Title IV Funds, federal regulations require that consumer information about AU be provided to prospective and currently enrolled students, and in some cases, employees. Listed below is the information AU is required to disclose and the brochures, catalogs and handbooks where this information is located. You may access this listing directly on AU’s Consumer Information web page at www.ashland.edu/consumerinfo and click on the web links to obtain the information. If you are unable to access the data online, you may contact the office listed for a paper copy. Personnel from the Admission Office, 206 Founders Hall, are available during normal business hours to assist you if you are unable to obtain the desired consumer information.

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<th>General Institution Information</th>
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<td>Availability of GED program</td>
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<td>Listing of faculty and other instructional personnel</td>
<td>AU Undergraduate &amp; Graduate Catalogs, Undergraduate Admission Office, 206 Founders Hall; Bachelor’s Plus, MBA, M.Ed, D.Ed Graduate Offices; Ashland Theological Seminary Catalog, ATS Admissions Office, 910 Center Street</td>
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<td>Associations, agencies or governmental bodies that accredit, approve, or license AU and its programs and procedures for reviewing the documents</td>
<td>Contact AU Library Circulation Desk to review documents</td>
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<td>Federal Family Education Rights Privacy Act of 1974, as amended (FERPA)</td>
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<td>Student loan deferment options for service in the Peace Corps, Domestic Volunteer Service, or service as a volunteer for a tax-exempt organization</td>
<td>Financial Aid Office, 310 Founders Hall</td>
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<td>Financial aid eligibility for attending a study abroad program approved for credit by AU</td>
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<td>Campus Security Report</td>
<td>Campus crime statistics, Security Services, Hawkins-Conard Student Center</td>
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<td>Security policies and procedures</td>
<td>Safety Services, Hawkins-Conard Student Center</td>
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<td>Athlete Information</td>
<td>Completion/Graduation rates for students receiving athletic aid, Academic Support Services, 105 Founders Hall</td>
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<td>Report available from Director of Athletics, Athletics Department, 102 Kates Gym</td>
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<td>Standards of conduct, health risks, programs available, legal and institutional sanctions</td>
<td>AU Student Handbook, Student Affairs Office, 244 HCS Center, Personnel Office, 106 Founders Hall</td>
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<td>Statement of prohibition and sanctions</td>
<td>AU Employee Handbooks, Personnel Office, 106 Founders Hall</td>
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