

# DEFIANCE COLLEGE

---

2014-2015

# Graduate Catalog



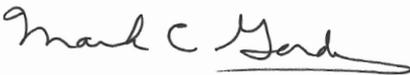
On behalf of the entire Defiance College community, I want to welcome you to Defiance College. This should be an exciting time for all of us, and I look forward to working with you as you pursue your graduate degree at the College.

Having been a graduate student and having taught in a graduate school, I am very excited about the opportunities that graduate study offers from the perspective both of intellectual development and career opportunities. I also know that graduate study can be challenging, especially when you balance its requirements with the other demands in your life.

We want your graduate experience to be one that helps put you on a path toward fulfilling your dreams. In that spirit I hope you will take advantage of the many opportunities that Defiance College offers you through coursework, co-curricular and extra-curricular activities, service and engagement. We are also blessed at DC with a faculty dedicated to working with you as individuals to make your graduate experience successful. Faculty, administrators, and staff enjoy getting to know you individually and helping you work through the challenges you face, so as problems or issues arise, please let us know. In addition, I do hope that you will enjoy the many benefits that can arise from interacting with our thoughtful and distinguished faculty both inside and outside the classroom.

Thank you for choosing to pursue your graduate studies at Defiance College. Please keep me posted on your progress and feel free to offer any suggestions or recommendations you might have to make the Defiance College experience even better.

Sincerely,

A handwritten signature in black ink that reads "Mark C. Gordon". The signature is written in a cursive style with a long horizontal flourish at the end.

Mark C. Gordon, President

**TABLE OF CONTENTS**

President Welcome.....	1
Academic Calendar.....	5
History.....	6
Accreditation.....	6
Mission Statement.....	6
Vision Statement.....	7
UCC Affiliation.....	8
Non-Discrimination Statement.....	9
Right to Modify.....	9

**ADMISSION POLICIES AND PROCEDURES**

Admission Requirements.....	11
Admission Decision.....	11
Non-Degree Student Admission.....	11
International Graduate Students.....	13

**ACADEMIC POLICIES**

Academic Status.....	15
Coursework Time Limitations.....	15
Academic Year.....	15
Confidentiality of Student Records.....	15
Academic Integrity Policy.....	16-19
Use of Human Subjects for Research.....	19
Independent Study Guidelines.....	19
Undergraduate Students in a Graduate Course.....	19
Grading System.....	20
Graduation Requirements.....	20
Schedule Changes and Course Withdrawal.....	20
Academic Probation and Suspension.....	21
Academic Second Chance.....	21
Re-Enrollment Policy.....	21
Leave of Absence.....	22
Unofficial Withdrawal.....	22
Academic Appeals and Grievances.....	22
Transfer of Credit.....	23

**FINANCIAL INFORMATION**

Schedule of Tuition and Fees.....	24-26
Payment of Accounts.....	27
Deferred Payments.....	27
Financial Aid.....	28
Refund / Withdrawal.....	28
Withdraw from Course(s).....	30
Transcript Requests.....	263

**CAMPUS RESOURCES**

Office of Graduate Studies and Professional Development.....	30
Office of Non-Traditional Student Support.....	31
Registrar's Office.....	31
Financial Aid Office.....	32
Career Development.....	32
Accommodations for Students with Disabilities.....	32

Library Resources .....33  
 Computer Guidelines.....33  
 Access to Web Interface/OneStop.....34  
 Email.....34  
 Commencement .....34

**MASTER OF ARTS IN EDUCATION PROGRAM**

Program Overviews .....36  
 Program Goals .....36  
 Sport Coaching Concentration.....36  
 Teaching Education Licensure Programs.....36  
 Course Scheduling and Registration .....37  
 Graduation Requirements.....37  
 Program Curriculum ..... 37-39  
 Master of Arts in Education Course Descriptions..... 44-49

**MASTER OF BUSINESS ADMINISTRATION PROGRAM**

Program Description.....40  
 Graduation Requirements.....40  
 Program Curriculum..... 39-40  
 Master of Business Administration Course Descriptions..... 42-44

**ADMINISTRATION**

Faculty Listing.....50



## FALL SEMESTER 2014

New Faculty Orientation.....	Tuesday, August 19
Faculty Workshop .....	Wednesday, August 20 through Friday, August 22
All Monday Evening Classes Begin (Undergraduate and Graduate) .....	Monday, August 25
All Day Classes and Labs Begin (Undergraduate and Graduate).....	Tuesday, August 26
Late Registration Ends at 4:30 p.m.....	Friday, August 29
Last Day to Drop/Add Courses.....	Friday, August 29
Labor Day Holiday (Offices Closed - No Classes).....	Monday, September 1
2nd 5-week classes begin.....	Week of September 29
2nd 8-week classes begin.....	Week of October 20
Midterm Grades Due by 12 NOON.....	Tuesday, October 28
Last Day to Withdraw with an Automatic “W” Grade .....	Friday, October 31
3rd 5-week classes begin .....	Monday, November 3
Fall Break (No Classes) .....	Monday, November 24 through Friday, November 28
Thanksgiving Holiday (Offices Closed - No Classes).....	Thursday, November 27 through Friday, November 28
Classes Resume.....	Monday, December 1
Last Day of Classes (Undergraduate and Graduate).....	Friday, December 5
Final Examinations .....	Monday, December 8 through Friday, December 12
Final Grades Due by NOON.....	Tuesday, December 16
Offices Closed for Holiday Break .....	Wednesday, December 24 through Thursday, January 1
Offices Reopen for Spring Semester.....	Friday, January 2

## SPRING SEMESTER 2015

Offices Reopen for Spring Semester.....	Friday, January 2
All Classes Begin (Undergraduate and Graduate) .....	Monday, January 5
Late Registration Ends at 4:30 p.m.....	Thursday, January 8
Last Day to Drop/Add Courses.....	Thursday, January 8
Martin Luther King Holiday (No Classes – Offices Closed).....	Monday, January 19
2nd 5-week classes begin.....	Week of February 9
Midterm Grades Due by 12 NOON.....	Tuesday, March 3
2nd 8-week classes begin.....	Week of March 2
Spring Break (No Classes).....	Monday, March 9 through Friday, March 13
Classes Resume.....	Monday, March 16
Last Day to Withdraw from Class with Automatic “W” grade.....	Tuesday, March 17
3rd 5-week classes begin .....	Monday, March 23
Good Friday Holiday (Office Closed - No Classes) .....	Friday, April 3
Last Day of Classes (Undergraduate and Graduate).....	Tuesday, April 21
Exam Prep Day (No Classes).....	Wednesday, April 22
Final Examinations .....	Thursday, April 23 through Wednesday, April 29
(Graduating Students) Grades Due at 12 NOON.....	Thursday, April 30
Commencement .....	Sunday, May 3
Final Grades Due at 12 NOON for all non-graduates.....	Wednesday, May 6

## SUMMER SCHEDULE 2015

Summer Session S / All Summer Course Dates.....	May 11 - July 31
Summer Session A Course Dates.....	May 11 - June 19
Memorial Day Holiday (Offices Closed-No Classes).....	Monday, May 25
Summer Session B Course Dates.....	June 22-July 31
Summer Session A grades due at 12 Noon .....	Wednesday, June 24
Summer Session B and Bi-Weekly grades due at Noon .....	Wednesday, August 5

## **HISTORY**

The history of Defiance College is as rich and distinctive as the area in which it is located. Attacks on pioneer settlements prompted Revolutionary War hero “Mad” Anthony Wayne to defy the warring Indians and establish Fort Defiance. Peace eventually came to the area and Fort Defiance became Defiance, Ohio, in 1836. Defiance College was founded in 1850 when the Ohio Legislature set aside acreage for the newly incorporated Defiance Female Seminary. Land for the campus was not procured until 1875 when Defiance resident William C. Holgate accepted \$1,200 for nine acres in north Defiance. The Seminary held its first classes in 1885 and, despite its name, graduated its first class of four men and five women in 1888. In 1903 the name became The Defiance College. Shortly thereafter, the College became affiliated with the Christian Church, which later became the United Church of Christ. The College’s UCC affiliation continues today.

## **ACCREDITATION**

Defiance College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411 (800-621-7440). The social work program is accredited by the Council on Social Work Education. The business programs are accredited by the International Assembly for Collegiate Business Education. The athletic training program is accredited by the Commission on Accreditation of Athletic Training Education. The Teacher Education Program has been reviewed and approved by the Ohio Department of Education using the teaching education standards by the National Council for Accreditation of Teacher Education. The Bachelor of Science in Nursing Degree Program is accredited by the Commission on Collegiate Nursing Education. The Social Work Program is accredited by the Council on Social Work Education.

## **MISSION STATEMENT**

Defiance College provides students with rigorous academic programming and distinctive and dynamic service learning experiences. Moreover, Defiance College is recognized as a leader in using ever-changing student-centered approaches to lifelong learning. As a United Church of Christ related college, the Defiance College community of engaged learners is dedicated to developing the whole person through instilling within our students a search for truth, sensitivity to our world and diverse cultures within it; and an ability to lead in their chosen professions in a spirit of global service. Defiance College emphasizes learning based on the four pillars of our educational philosophy: to know, to understand, to lead, and to serve.

## **TO KNOW**

We believe that the liberal arts form a broad basis for all learning. We affirm that academic excellence demands a committed search for truth, competency in research and other problem solving methods, the ability to synthesize knowledge from many sources, and a capacity for self-directed learning.

## **TO UNDERSTAND**

We provide opportunities for students to perceive and make connections between the intellectual realm and the world. We strive to develop awareness of and sensitivity to global interdependence and diverse cultures.

## **TO LEAD**

We are committed to the betterment of the community, the nation, and the world through the development of leadership skills and abilities. We create opportunities for students to initiate and facilitate beneficial action in and out of the classroom and encourage self-reflection on the role of the dedicated leader.

## **TO SERVE**

We encourage our students to be of service to their fellow students, their chosen fields of study, their communities and the world. We provide opportunities for students to transform society through civic engagement along with application of their knowledge and understanding to service.

## **VISION STATEMENT**

Defiance College strives to offer students the individualized benefits of a student-centered, small college experience while also giving students a world of distinctive opportunities:

*As a small college, DC works to help students grow as people, providing individualized attention in the classroom, the guidance of Personal Success Plans, mentoring, and assistance geared to the challenges and potential of each student. DC provides this in a rural, caring, and supportive setting, thereby enabling students to challenge themselves in new ways and grow as individuals, leaders, and citizens committed to service.*

*Through a broad array of curricular and extra-curricular activities, DC works to offer its students a world of opportunities, helping them to develop a distinctive Defiance College Resume that will enable them to stand out in the job market and when applying to graduate schools. From a broad-based liberal arts education; innovative programs that link what goes on in the classroom with the realities of the outside world and give students distinctive hands-on experience in their relevant fields; international and domestic travel opportunities; exposure to diverse cultural experiences; the use of technologies to bring the world into the classroom in Defiance; and unique service and research opportunities, DC aims to give students the tools they need to become life-long learners and to make distinctive contributions to a changing world.*

## UCC AFFILIATION

Proud of its heritage, Defiance College freely maintains its covenantal status as a United Church of Christ-related college, independent of church control.

The United Church of Christ supports colleges as part of its mission to and service for society, with the goal of nurturing men and women toward wholeness in competence and conscience. The theology of the United Church of Christ, affirmed by Defiance College includes:

- ◆ a belief in the God-given dignity and worth of each person and a deep concern for the development of whole persons;
- ◆ a recognition of the importance of interpersonal relationships and the fostering of growth in a caring community;
- ◆ a strong advocacy for open intellectual inquiry and academic freedom;
- ◆ a trust that the truths one discovers in the diverse field of inquiry are ultimately interrelated;
- ◆ a positive ecumenical outlook moving beyond tolerance and acceptance to understanding and appreciation of both religious and cultural diversity;
- ◆ a recognition of the privilege and responsibility of stewardship, utilization of and respect for the resources of the natural world, individuals and institutions;
- ◆ service to others as an expression of faith and a way for life enrichment and fulfillment;
- ◆ the encouragement of critical ethical value formation consistent with one's faith; and
- ◆ a holistic view of life, which attaches significance and worth to all honorable walks of life and human endeavors.

Defiance College, as a church-related institution, is privileged to represent the Christian faith fairly and credibly in an ecumenical atmosphere, which allows individuals to make their own choices and commitments. In appropriate courses and campus activities, by staff and student example, and by planned and spontaneous encounter, Christianity is presented as a viable faith. Defiance College seeks to fulfill its mission inside and outside the classroom in ways which integrate the mental, physical, social, and spiritual dimensions of human life.

## **NON-DISCRIMINATION STATEMENT**

In its programs, activities, and policies, Defiance College does not engage in illegal discrimination as defined by applicable federal and state laws and regulations. Defiance College admits students regardless of race, color, creed, sex, national or ethnic origin, sexual orientation or disability. It does not discriminate against students, prospective students, employees or prospective employees because of race, color, creed, gender, national or ethnic origin, sexual orientation or disability. Any inquiries regarding the College's nondiscriminatory policies should be directed to the Affirmative Action Officer. Defiance College is authorized under federal law to enroll nonimmigrant alien students.

## **RIGHT TO MODIFY**

The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern all current and formerly enrolled students.

The College also reserves the right to require withdrawal of any student at any time, for reasons deemed sufficient, that will most effectively protect the welfare of its students and the interests of the College. Each student is held responsible for information in this catalog. Failure to read and understand these regulations will not excuse a student from their observance.

## **GRADUATE PROGRAMS**

Defiance College offers Master of Arts in Education and Master of Business Administration graduate programs. Below is a list of the programs and their concentration areas. This information is also available at <http://www.defiance.edu/pages/catalog.html>.

### **Master of Arts in Education**

- ◆ Master of Arts in Education (with 9 credit elective concentration)
- ◆ Concentration in Intervention Specialist (mild/moderate) K-12
- ◆ Concentration in Sport Coaching
- ◆ Reading and Literacy Development Program [P-12]

### **Professional Education Licensure and Endorsement Programs:**

- ◆ Multi-Age K-12: Intervention Specialist (mild/moderate)
- ◆ Reading and Literacy Development Program [P-12]

### **Master of Business Administration**

- ◆ Leadership Concentration
- ◆ Sport Management Concentration

## **ADMISSIONS POLICIES AND PROCEDURES**

The Office of Graduate Studies and Professional Development processes applications for graduate level programs. A candidate may apply for admission anytime during the calendar year. The respective Graduate Program Directors will review all materials and make the admission decision. Careful consideration is given to college transcripts signifying a baccalaureate degree, letters of recommendation, test scores (if applicable), and professional goal statements. Candidates are urged to submit applications at least one month prior to the expected date of enrollment. Below are the procedures and requirements for admission in the Master of Arts in Education (MAE) and Master of Business Administration (MBA) programs.

### **ADMISSION PROCEEDURES**

Please complete the entire application form and submit on-line. By applying on-line, the \$25.00 application fee is waived.

Submit an official college transcript(s). If you are a Defiance College graduate, a transcript will be obtained by the Office of Graduate Studies & Professional Development.

Submit a copy of valid teaching credentials/licenses, if applicable.

Submit two letters of recommendation, including one from your immediate supervisor. The letters must attest to academic competence and to your ability to work with people and demonstrate appropriate interpersonal and social skill.

Submit a Goal Statement outlining the purpose for pursuing a Graduate degree. The statement should be at least two typed, double-spaced pages, and represent the applicant's best writing skills.

If applying for the MBA program, please submit GMAT test scores taken within the last five years of your undergraduate GPA is less than 2.75 on a 4.0 scale during your junior and senior years. Candidates who score less than the 50th percentile on the GMAT may be admitted under the criteria for conditional admission. Candidates whose undergraduate degree was earned more than 8 years prior to applying to the MBA Program are eligible for academic amnesty. Granting of academic amnesty requires the approval of both the MBA program director and the Associate Provost of Graduate Studies.

If applying for the Reading Endorsement only:

Submit a copy of teaching credentials/licenses.

Submit official college transcripts.

## **ADMISSION REQUIREMENTS:**

1. Fulfillment of the above admissions procedures
2. A bachelor degree from a regionally accredited college or university
3. An overall undergraduate GPA of 2.75 – full admission is granted.  
If applying to a licensure program, please see additional information below
4. An overall undergraduate GPA of 2.50 – conditional admission is granted

## **ADMISSION DECISION**

When a candidate has completed the application process, one of the following decisions will be made:

Full Admission in Good Standing

Conditional Admission. Candidates admitted conditionally may take no more than six semester hours of graduate credit and must earn a grade of “B” or greater in each course. Additional coursework may not be taken until the candidate is removed from conditional status. Upon meeting the conditions, the candidate will be granted full admission into the program.

Provisional Admission. This decision is based on pending receipt of official documentation (e.g. transcripts, letters of recommendations, or goal statement) to their application file. If the official documentation is received within the semester candidate started the program and is consistent with the graduate admission standards, then the candidate will be granted full admission in good standing or conditional admission as appropriate.

Denied Admission - the Associate Provost for Graduate Studies and Professional Development determines denial of admission to Defiance College. A candidate denied admission may appeal such a decision in writing to the Provost / Vice President of Academic Affairs. The candidate may be required to provide additional information indicating ability to achieve academic success.

## **NON-DEGREE ADMISSION**

Candidates wishing to enroll in the MAE or MBA program as a non-degree seeking student must hold at least a bachelor’s degree or higher from a regionally accredited institution, complete an application indicating non-degree seeking status, and submit official college transcripts. Non-degree seekers may only complete nine hours of graduate credit. A student who wishes to transfer from non-degree admission status to degree seeking status will be allowed to apply up to nine semester hours of graduate credit toward the master’s degree.

## **ADDITIONAL MASTER OF BUSINESS ADMINISTRATION PROGRAM INFORMATION**

It should be understood that prerequisites for the graduate degree, Master of Business Administration (MBA), are intended to provide a minimal common base of knowledge for the required courses in the graduate curriculum. The common base of knowledge should include the following: basic computer skills with mastery of document production, spreadsheets, and presentation software, quantitative reasoning skills, microeconomics, basic accounting and financial management skills, and marketing. These prerequisites must be completed prior to enrolling in the affiliated core MBA courses. Defiance College provides several alternatives to meeting the prerequisite requirements.

The MBA Admission committee reviews the applicant file to determine what prerequisites have already been met by previous undergraduate or graduate course work. The committee may also waive prerequisites based on interviewing the prospective candidate and evaluating work experience or non-credit training if it can be determined that the applicant possesses knowledge equivalent to the prerequisite course content. If prerequisite coursework is needed, the following options may be used:

1. Individual undergraduate courses are available for all prerequisite subjects: basic computer skills, accounting, microeconomics, quantitative reasoning, finance, and marketing.
2. Successful completion of three semester hours of microeconomics.
3. The college offers accounting courses that meet the accounting and finance requirement.
4. The college offers courses specifically designed to meet the requirements for marketing and quantitative reasoning.
5. Successful completion of basic computer skills in word processing, spreadsheets, and presentations demonstrated proficiency in the college-designed examination. Proficiency tests are offered each semester through the Pilgrim Library. Go online to: <http://library.defiance.edu/services/testing.html> to view additional testing information.
6. National CLEP and DANTES tests are available for most subjects. This is useful if one has some knowledge of the topic and time and discipline to prepare with some guidance. For current CLEP and DANTES course equivalents please view the online guide at: [http://www.defiance.edu/pages/SL\\_ARC\\_testing.html](http://www.defiance.edu/pages/SL_ARC_testing.html)

## **ADDITIONAL MASTER OF ARTS IN EDUCATION PROGRAM INFORMATION**

Graduate students interested in pursuing a licensure or endorsement program must meet minimum admission requirements before they may enroll in any course designated as methods or begin the reading endorsement program. These requirements are outlined below.

*To be admitted to the Teacher Education program, a graduate level pre-candidate must have:*

1. An undergraduate GPA of 3.00 or above **OR** meet minimum standardized test scores on the GRE (Quantitative: 144, Verbal: 145, Writing: 3.5) **OR** have completed the state licensure assessments in content and pedagogical knowledge in the desired licensure area at Ohio's approved qualifying score.
2. A minimum of three satisfactory recommendations. Two from college faculty and one from someone who has witnessed the pre-candidate working with K-12 students.
3. A current Federal and Ohio criminal background check that was submitted according to the schedule and reveals no arrests or convictions that would preclude the candidate from obtaining a teaching license in Ohio.

## **INTERNATIONAL STUDENT ADMISSION**

Admission and Payment Process for Application/Credential Deadlines

Fall (August) Semester	June 1
Spring (January) Semester	November 1
Summer (May) Session	March 1

Only complete applications by the stated dates will be reviewed for admission to the college. All academic records and supporting documents must be official. If only one original is available, a copy attested to or certified by the institution may be submitted. A certified, literal English translation must accompany the official document if the documents are not in English.

To be eligible for graduate study as an international graduate student, applicants must satisfy the following requirements:

1. Have earned a degree that is equivalent to the American bachelor's degree. For example, some bachelor's degrees are based on three-year programs and are not considered equivalent to the U.S. bachelor's degree. Completion of upper secondary or high school education is not equivalent to a U.S. bachelor's degree.
2. Have earned a minimum of a 3.0 GPA (on a U.S. 4.0 scale) or comparable grade point average in upper division (junior and senior level) work and in any graduate work already completed.
3. Have an undergraduate GPA of 2.75 or above on a 4.0 scale or submit scores (no older than five years) on the Graduate Management Admission Test (GMAT), at or above the 50th percentile. Students who score less than the 50th percentile on the GRE may be admitted conditionally.
4. Demonstrate proficiency in English. If English is not a student's primary language, or if English is not the official language spoken in his/her country, the student must submit results of the Test of English as a Foreign

Language (TOEFL). The minimum score on the TOEFL is 550 on the paper based test or 213 on the computer based test.

### **International Student Application Process:**

- ◆ Complete an application on-line at [www.defiance.edu](http://www.defiance.edu) or complete and mail application to Graduate Studies and Professional Development, 701 North Clinton St., Defiance, OH 43512 USA.
- ◆ \$25 application fee (waived if applying online).
- ◆ Provide evidence of English language proficiency TOEFL ([www.toefl.org](http://www.toefl.org)) if applicable.
- ◆ Submit all academic records – certified copies of official documents plus English translations, if applicable (this includes secondary school records).
- ◆ Submit a goal statement outlining the purpose for pursuing the Master of Business Administration degree or the Master of Arts in Education degree. This statement should be at least two typed, double-spaced pages, and represent the applicant's best writing skills.
- ◆ Submit two letters of recommendation including one from an immediate supervisor:
  - One letter must attest to academic competence.
  - One letter must attest to a student's ability to work with others and demonstrate appropriate interpersonal and social skills.
- ◆ Submit GMAT scores taken within the last five years if undergraduate GPA is less than 2.75 (on a 4.0 scale).
- ◆ A \$500 deposit is required after acceptance is granted. The deposit is applied to tuition and fees and is due prior to sending the I-20.

### **International Student Responsibility:**

All international graduate students must complete the Certification of Financial Responsibility form, which is included with international admission applications. All applicants must pay (in U.S. dollars) in full, tuition and room and board prior to the start of classes. A form I-20 (for assurance of the F-1 visa) cannot be issued to the applicant until the applicant is admitted to the College and has completed this form to the College's satisfaction. The College requires the applicant to certify that he/she will have the estimated sum to cover the expense for every year of study at the College exclusive of travel expenses. See schedule of fees and payments for current tuition and student fees.

Students holding Student (F-1) or Exchange (J-1) visas are authorized to work only under limited circumstances and in accordance with the visa they have been granted.

## **ACADEMIC POLICIES**

### **ACADEMIC STATUS**

Graduate students enrolled in one to six hours are considered part-time graduate students. Graduate students enrolled in nine or more hours are considered full-time graduate students. Students must be enrolled in six credit hours to apply for federal financial aid.

### **COURSEWORK TIME LIMITATIONS**

All work for the master's degree, including credits accepted by transfer, must be completed within a period of six calendar years. Failure to complete the program in six calendar years will result in removal from the program. Credit for courses taken outside of this time frame will not be accepted. A graduate candidate who wishes to extend his/her program must submit a written petition to the candidate's respective Program Director before the end of the six-year time limit. Decisions will be made by the Office of Academic Affairs or appointed committee based on the recommendation of the Program Director. The request should indicate the reasons for the extension and a proposed timeline of completing the degree taking no more than one additional academic year.

### **ACADEMIC YEAR**

Defiance College operates on a semester calendar consisting of two 16-week semesters. The fall semester runs from late August to mid-December; the spring semester runs from early January to early May. Defiance College offers flexible courses in both the Master of Art in Education and Master of Business Administration programs during evenings and weekends.

The College offers a summer program from early May through mid-August, consisting of two six-week sessions, Weekend College, and several workshop sessions. Summer session courses consist of those offered during the regular academic year as well as many elective options.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Defiance College will inform students annually of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

A student's academic record is considered confidential information. Without the student's expressed written permission, it is accessible only to college personnel who keep the records or need to have information to help the student.

“Directory Information” may be released to the public and is divided into the following categories:

- Category I** Name, address, telephone number, dates of attendance, class roster, class schedule, e-mail address, class standing.
- Category II** Previous institution(s) attended, majors, awards, honors (including Dean’s list), degree(s) conferred and dates, degree candidacy, status (full or part-time).
- Category III** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, photograph.

Students may request that all directory information, or certain categories, be withheld by notifying the Registrar’s Office in writing within the first week of a term. Additional information about the college policy or to complete the Request to Prevent Disclosure of Directory Information may be found online at: [http://www.defiance.edu/pages/RC\\_FERPA.html](http://www.defiance.edu/pages/RC_FERPA.html).

## **DEFIANCE COLLEGE ACADEMIC INTEGRITY POLICY**

All members of the DC community are expected to engage in their academic tasks with integrity and respect for others. A major part of the learning accomplished in college is the development of critical thinking skills, and these skills are only developed when each person’s work reflects his or her own original thought. Defiance College is committed to helping each student to understand and practice the highest degree of integrity in his or her academic work, and to take from that work the greatest intellectual and ethical benefit.

### **Responsibilities of members of the Defiance community**

Each member of our scholarly community has a responsibility to encourage others to maintain a commitment to academic integrity and honesty. Faculty and administrators have a responsibility to educate students about the importance of original work and the ways to avoid academic dishonesty. Students have a responsibility to maintain high standards of honesty in their work and to seek guidance whenever they are in doubt about what constitutes academic integrity.

It is important to note that, in the discovery and sanctioning of an incident of academic dishonesty, the intent of the student will not be considered as a factor, so it is vital that the student ask the course instructor about any potential issues before they arise. Students also have an obligation to obtain and be familiar with the DC student handbook, the syllabi of each course in which they are enrolled, and any bibliographic and/or citation style guides suggested by their instructors.

## Academic dishonesty

The basic rule for academic honesty is that a student's work should always be his or her own. Any misrepresentation in academic work, including plagiarism, is a form of academic dishonesty. Examples of dishonest academic practices include, but are not limited to, using unauthorized notes or material during an exam, deliberately exchanging information with another student during an exam, falsifying data on which the student's conclusions are based, having another student take an exam in place of the student registered in the course, and submitting the same work in two different classes without the permission of both instructors.

## The special problem of plagiarism

Plagiarism occurs whenever someone else's work is submitted or presented for a grade as if it were one's own. This occurs most often when original sources are not acknowledged or cited according to the style format appropriate to the discipline or designated by the instructor. Plagiarism undermines the essential trust between students and instructors, deprives the student of a sense of intellectual ownership and undermines the basic learning process.

Another person's work can take many forms, including papers, essays and articles, book chapters, statistical data, oral or multimedia presentations, musical compositions, drawings and artwork, and computer programs in either electronic or printed form. Whenever such material that was originally created by another is presented or submitted by a DC student, that original source must be acknowledged using the appropriate citation style.

## Examples of plagiarism (a non-exclusive list):

- Using the exact words from a source, including cutting and pasting from a Web site, without BOTH quotation marks to indicate the extent of the material borrowed and a citation of the original source.
- Paraphrasing or summarizing ideas from a source without proper citation. Changing the words while maintaining the ideas from a source is a paraphrase that must be cited.
- Submitting for credit a work written or created by another, whether such work is written by a friend, a recognized scholar or is downloaded from the internet.
- Quoting from an unacknowledged source during an oral presentation.
- Using data other than that produced by the student's own original research without proper citation of the source.
- Patching together a work using phrases and ideas borrowed from a number of different sources.
- Accepting assistance or collaborating with other students beyond what is explicitly permitted by the instructor.
- Using one's own work in multiple classes without instructor permission (self-plagiarism).

## **Remediation and penalties**

When a faculty member or other instructor believes that an incidence of plagiarism or other academic dishonesty has occurred, he or she must discuss the matter with the student(s) involved as soon as possible. An instructor confronted with a suspected incident of academic dishonesty must also consult with the Chief Academic Officer to determine if other incidents involving the same student(s) have been reported.

Once the instructor is satisfied that an infraction of this policy has occurred, the sanction to be applied may range from remedial actions (such as requiring that an assignment be rewritten or a test retaken) to failure of the specific assignment or failure of the entire course. The sanction, with the exception of suspension or expulsion, as described below, is left to the discretion of the instructor based on his or her judgment about the seriousness of the infraction. All sanctions for academic dishonesty, even those involving only remedial actions, must be reported to the Chief Academic Officer.

Whenever a single student is the subject of multiple reports of academic dishonesty, or when a single infraction is egregious, the Chief Academic Officer may impose additional sanctions up to and including suspension or dismissal from the College.

## **Reporting of infractions**

All instances of academic dishonesty must be reported to the Chief Academic Officer using the form provided for that purpose. The Office of Academic Affairs maintains a record-of academic integrity violations.

## **Appeals process**

A student has the right to appeal an allegation by an instructor that the student committed an act of academic dishonesty. Such an appeal must be addressed to the Chief Academic Officer within a reasonable period of time, but not later than thirty (30) days after the student becomes aware of the finding, unless specific circumstances warrant allowing a delayed appeal.

A sanction at the level of suspension or expulsion may be appealed to the President or the President's designee. The student must submit his or her appeal in writing to the President within five (5) business days of receiving the decision and must state the grounds upon which the appeal to the President is based. The only acceptable grounds for this appeal are 1) to determine if the process of academic discipline has been conducted fairly and in accord with stated procedures, 2) to determine whether the decision reached was based on evidence, 3) to determine whether the sanction imposed was appropriate to the violation(s), and 4) to assess new evidence that was not available at the original appeal.

## **Conclusion**

Defiance College is committed to helping each graduate student become proficient and confident in the best practices of scholarly endeavor in their chosen field. It is this commitment that guides the above policy. It is the goal of Defiance College to prevent academic dishonesty and to encourage students, faculty, and administrators to strive for the highest ethical standards in all academic work.

## **USE OF HUMAN SUBJECTS FOR RESEARCH**

Graduate students shall work with the supervising professor in developing protocols for research involving human subjects. Protocols must be submitted to the Institutional Review Board to ensure compliance with federal regulations.

## **INDEPENDENT STUDY COURSES**

Independent study may be either project or research-oriented. Topics for independent study are not usually part of the curriculum but reflect a student's special interest; or they take a student further into a subject than regular course work allows. Students must work closely with the appropriate program director in planning, executing, and evaluating if an independent study course is appropriate in their plan of study.

All Graduate Independent Study Courses must be approved by the Program Director and Chief Academic Officer. Approved independent study forms must be submitted to the Registrar's Office within two weeks after the beginning of the semester. Independent Study forms are available online at [www.defiance.edu/pages/RC\\_download\\_forms.html](http://www.defiance.edu/pages/RC_download_forms.html).

## **Master of Art in Education**

Independent Studies may only be used for elective courses in the MAE program. Such a course will be designed to allow a student to extend their knowledge or skill in an area of interest in the field of education.

## **Master of Business Administration**

Only one required course in the MBA core may be taken through independent study. A course may not be taken as an independent study during the academic term in which the course is being offered.

## **UNDERGRADUATE STUDENTS ENROLLED IN GRADUATE COURSES**

Undergraduate students may take up to and including nine semester hours of graduate credit if they have successfully completed 90 or more hours of undergraduate coursework with a minimum cumulative GPA of 2.75. Graduate courses taken by undergraduate students above the 120 credit hours required for the baccalaureate degree may count for graduate credit.

Students must get the approval of both their academic advisor and the appropriate program director to schedule for graduate classes.

## GRADING SYSTEM

To continue in good standing, a student must maintain a 3.0 minimum grade point average. Courses will be graded in the traditional manner:

A, A-	High quality graduate work
B+, B	Quality graduate work
B-, C+, C	Below expected graduate work, but acceptable
F	Failing work
P	Passing work (“B” grade or higher)
WIP	Work In-Progress (must be made up by the end of the next regular semester becomes an “F”). *
W	Administrative Withdrawal
WF	Withdrawal Failing (counts as an “F” in grade point average)

\*Extended time will be provided to EDUC590, BUS 590 and BUS 591 when research extends beyond one semester, but within one calendar year from the initial course start date.

In order to compare the standing of students, the College uses a point system, which assigns the following numerical value for each hour of credit:

A (4.00)	A- (3.67)	
B+ (3.33)	B (3.00)	B- (2.67)
C+ (2.33)	C (2.00)	
F (0)	WF (0)	AW (0)

## GRADUATION REQUIREMENTS

In order to graduate and receive a master’s degree, the graduate candidate may complete all required and elective courses with a grade of “C” or higher. In addition, the graduate candidate’s overall GPA must be at least a 3.0 on a 4.0 scale.

## SCHEDULE CHANGES AND WITHDRAWAL FROM COURSES

Candidates may change a class schedule during the first four days of classes in a regular term or the first four days of a summer session. A student who withdraws from a 16-week course after the first week but before the end of the ninth week will automatically receive a grade of “W.” The deadline for an eight-week course is the end of the fifth week; for a seven-week course, the end of the fourth week and for a five-week course, the end of the third week. After these deadlines, the grade will be “WF” unless the instructor views the circumstances as extenuating and gives written permission for the grade to be “W.” Final determination will be made by the Registrar and Chief Academic Officer.

## **ACADEMIC PROBATION AND SUSPENSION**

Candidates whose cumulative grade point average falls below 3.0 are placed on academic probation and granted one year from the date of the initial probation to achieve the required 3.0 average. Candidates on academic probation may not enroll in EDUC 510, and EDUC 590, submit or present the master's project. If a student is on academic probation, he/she must develop a plan of action to raise his/her GPA with the appropriate program director. A plan of action may result in a student taking additional credit hours beyond the programs credit hour requirement. The candidate is encouraged to use the "academic second chance" option to improve the cumulative grade point average. If the student's GPA remains under a 3.00 after one year of academic probation, the student may be suspended for one semester. Any student who fails to meet the above criteria may be dismissed from the program. Students whose cumulative grade point average falls below a 2.00 are subject to dismissal without probationary status.

Any graduate student who wishes to enroll at Defiance College following a suspension must submit a letter to the appropriate program director requesting re-enrollment to the program along with the completing the re-enrollment process through the Registrar's Office (see the section below on Re-Enrollment).

## **ACADEMIC SECOND CHANCE**

Students who have received a grade of F in a graduate course taken at Defiance College may have the grade removed from the student's academic record if the same course is repeated at Defiance College. This option may be exercised for two graduate courses during the student's graduate career at the College. The Academic Second Chance form must be completed with the Registrar's Office prior to enrolling in the course for second chance. The Academic Second Chance form is available in the Registrar's Office or online at: [www.defiance.edu/pages/RC\\_download\\_forms.html](http://www.defiance.edu/pages/RC_download_forms.html). An Academic Second Chance petition must be filed in the Registrar's Office in order to have the original grade removed from the record. It may not be used to change academic history after a student has received a degree.

## **RE-ENROLLMENT**

Students who have withdrawn from the College or have failed to maintain continuous enrollment for more than one semester must complete a re-enrollment application with the Registrar's Office. Upon approval of re-enrollment, an updated degree audit and faculty advisor information will be provided to assist in successfully setting up class schedules. Students who have completed an official leave of absence from Defiance College are exempted from these requirements.

The following are required to complete the application for re-enrollment.

1. A completed application for re-enrollment (available from the Registrar's Office or at the Defiance College website.
2. An official transcript from each college and university attended in the interim sent directly from the higher

education institution to the Registrar's Office at Defiance College.

3. A suspension/dismissal form completed by the previous college or university, if the student was suspended or dismissed either for academic or social reasons.

### **LEAVE OF ABSENCE**

A student may be granted an approved leave of absence if:

1. the student has made a written request for the leave of absence,
2. the leave of absence will not exceed 30 days,
3. the College has granted only one leave of absence to the student in any 12-month period, and
4. approval is received from instructors and the Provost/Vice President of Academic Affairs.

### **UNOFFICIAL WITHDRAWAL**

In the case of an unofficial withdrawal or an unapproved leave of absence (or a student's failure to return at the end of an approved leave of absence), the withdrawal date is the date the Registrar's Office becomes aware that the student ceased attendance.

### **APPEALS AND GRIEVANCE PROCEDURES**

Grievances of an academic nature shall be appealed in the following way:

- Step 1: The student will talk to the professor to resolve the grievance or concern within two weeks of the disputed occurrence.
- Step 2: If the grievance or concern has not been resolved, the student may appeal to the respective graduate program director within four weeks of the disputed occurrence.
- Step 3: If the grievance or concern remains unresolved, the student must submit a formal letter of appeal to the Office of Academic Affairs for consideration and action.

## TRANSFER CREDIT

Credits transferred for application toward the master's degree are subject to the following conditions:

- ◆ Nine credit hours is the maximum number of graduate semester credit hours that may be transferred to Defiance College. This credit must not have been used to fulfill requirements for an undergraduate degree.
- ◆ Transfer credits must have been earned within six years from the time of application for graduation. Only the Office of Academic Affairs, or appointed committee and/or designees, will provide exceptions. A written petition of extension should be provided to the respective graduate program director.
- ◆ Only grades of "B" and above are considered for transfer. Grades of "B-" or below are not considered for transfer. Transfer grades will not be calculated in a student's cumulative GPA at Defiance College.
- ◆ Graduate candidates must have approval from the appropriate graduate program director before enrolling in another institution's course with the intent of transferring credit to Defiance College. The appropriate graduate program director must sign a transfer credit application form and provide it to the Registrar's Office.

## **FINANCIAL INFORMATION**

### **SCHEDULE OF TUITION AND FEES**

Per Semester 2013-2014

Defiance College reserves the right to change tuition and fees, rates for room and board, or any other charges when necessary because of economic or other conditions. Announcement of such changes will normally be made before the beginning of the school year or term in which a rate change becomes effective.

Any currently enrolled Defiance College student may view his/her current term billing statement and other records on-line by accessing <https://www.defiance.edu/onestop>. The web interface may be accessed from any computer with access to the Internet and the proper browser software. Login requires the student's DC username and password. These may be obtained from the Registrar's Office.

Graduate Tuition: \$504 per credit hour

Room:

McReynolds/Whitney Hall	\$2,665.00
Jacket Suites	\$2,665.00
Grand Avenue	\$2,770.00
Super Single add \$680.00 to the room price	

Meal Plan: (If a resident student, meal plan is required)

Carte Blanche+ \$50/Semester Flex Spending	\$2,096.00
14 meals + \$150/Semester Flex Spending	\$2,096.00
10 meals + \$225/Semester Flex Spending	\$2,096.00

Apartment or Suite Residents with 84 credits completed:

75 meals + \$70/Semester Flex Spending	\$900.00
--	----------

## OTHER FEES AND CHARGES

**Admission Application Fee:** \$25

**Business Fee:** BUS 490- \$30

**Education:** Student Teaching Fee- \$520

**Portfolio Fees:** \$100 fee for reader and \$75 per credit hour for addition to transcript.

**Music Charges:** In addition to regular tuition, applied music instruction is \$200 per credit hour (one half-hour private lesson per week).

**Senior Citizen Tuition:** Per course \$145. Any person who has reached 60 years of age by the first day of the term may enroll in an undergraduate course for this reduced fee.

**Nontraditional Credit:** Credit by Examination, Past Work Experience, and validation of non-collegiate learning: \$75 per credit hour. Demonstrated proficiency fee: \$75 per course.

**Student Fee:** A \$153 non-refundable student fee is charged to full-time students each semester of enrollment. This fee is distributed to support student activities, student organizations, and use of the George Smart Athletic Center.

A \$98 non-refundable student fee is charged to part-time students each semester of enrollment. This fee is distributed to support services to students, including technology and use of the George Smart Athletic Center.

**Technology Fee:** A \$177 non-refundable fee is charged to all full-time students each semester of enrollment. This fee is used to improve all campus technology.

**Residential Fee:** Resident students are assessed a onetime non-refundable fee of \$80. Other fees may be charged for key and card replacement, improper check-out, and room damage.

**Late Registration Fee:** A \$100 non-refundable fee may be assessed to students who do not complete the registration payment process by the payment due dates as published on student billing statements.

**Late Payment Fee:** \$30 per month may be assessed to students whose semester charges are not paid in full by the due date unless the student has entered into a Defiance College Monthly Payment Plan.

**Return Check/Dishonored Electronic Transaction Fee:** \$30 per occurrence. Fee

assessed as a result of the check or electronic transaction not being honored.

**Room and Meal Plan Change Fee:** A change should be requested and approved by the Vice President of Student Engagement/Dean of Students by July 1 for fall and November 1 for spring. Students who change their housing or meal plan status after the school year begins will have institutional aid adjusted accordingly. Students will be assessed a non-refundable housing change fee of \$50 and non-refundable meal plan change fee of \$50.

**Withdrawal Fee:** A \$50 fee is charged for students who withdraw from college after the first four days of the semester.

**Transcripts:** An official copy of a student's record, printed on secure paper with the College seal and Registrar's signature, \$5. Beginning Fall 2014 students will be able to electronically request transcripts through the National Student Clearinghouse and a \$2.25 processing fee will be added to the per transcript rate. In Office on-demand transcript processing is an additional \$10.00. An unofficial copy of a current student's transcript can be accessed on a student's on-line account. A transcript may be denied if a student has not supplied the Registrar's Office with an official high school transcript with graduation date, official college transcripts if applicable, has not completed student loan exit counseling, paid a library fine, or paid the balance on his/her student account or has any other charges outstanding.

**Vehicle Registration Fees and Fines:** All motorized vehicles on campus must be properly registered with the Office of Student Life. Registration is \$60 per academic year (\$30 if enrolling after fall semester). The Student Handbook has additional information regarding the parking policy.

**Library Fines and Billing:** A \$2 per day fine will be charged for failure to promptly return a recalled item. There is a 50-cent per day fine, for the first 29 days, for items not returned by the due date. Items are assumed lost after 30 days of being overdue. You will be charged \$125 for each lost item. The \$125 lost item charge includes: a \$75 replacement fee, a \$35 billing fee, and the original \$15 fine. You will not be able to borrow additional items from the Library until you either return the lost item(s) or pay \$125 per lost item. The \$75 replacement fee will be waived for each lost item returned within two months of being billed. However, you will still be required to pay the original \$15 fine and the \$35 billing fee for each item returned.

Recall, renewal overdue and billing replacement notices are sent to your college email account. Failure to take action on notices or bills does not exempt you from paying fines or replacement charges. Nonpayment may result in the withholding of grade report card, transcripts, and/or diplomas. Outstanding amounts due are forwarded to the Business Office on the first business day of each month and added to your account.

## **PAYMENT OF ACCOUNTS**

Registrations are accepted only for a full semester, term, or other clearly defined period. Bills are due and payable in full on or before August 1 for Fall, December 1 for Spring or as published on student billing statements. Students not completing the registration payment process by the due dates may be assessed late fees. Grade report card, diploma, transcripts and other services may be withheld for any unpaid balance.

Financial aid will be applied to student accounts in the following order:

- Federal student aid
- State student aid
- Outside Scholarships, private loans and direct payments
- Defiance College scholarships and grants

## **DEFERRED PAYMENTS**

Persons who find it inconvenient to make lump sum payments at the beginning of each semester may make deferred payment arrangements through the DC Monthly Payment Plan. DC students may choose to pay their college expenses through four monthly installments per semester. There is a \$30 per semester non-refundable application fee for automatic payments; \$50 per semester non-refundable application fee for payer initiated payments. Payments are due by the first of each month, however students are afforded a 10-day grace period. If your payment is not received by the end of the grace period, a \$30 per month late fee may be assessed. It is your responsibility to inform the Business Office of any adjustments to your account that would alter your payments. Students cannot pay the following through the Plan: Library fines, parking fines, bookstore charges, or other miscellaneous charges. It is the student's responsibility to know the payment due dates and to make the payments on time.

Students whose employer has a tuition support plan may qualify for deferred payment. Only employer-approved courses are included and deferral is not allowed for books, fees, or other supplies. The option is limited to students in good academic and financial standing as defined by the College's undergraduate and graduate catalogs. Details and procedures for this deferral option are available from the Business Office.

## **FINANCIAL STATUS**

By registering for classes or completing a housing or meal plan application, a student incurs a legal obligation to pay tuition, fees, room, and board and other associated charges and fees.

To be considered in good financial standing, students must complete financial arrangements on or before open registration day, which for returning students includes any unpaid balances due. Failure to do so may deny the student the right to attend classes and other college services may be withheld.

To continue in good financial standing, students must complete all required financial aid procedures, meet all deferred payment deadlines, and make other arrangements for any student loans which might be denied. Failure to do so will result in the account being delinquent (in default) and may result in one or more of the following actions: a \$30 late payment fee per month, transcripts of student records will not be released, diplomas of graduating seniors will be held, credit for courses currently being taken will be denied, board will be denied, vacating campus housing will be required, and the student may be administratively withdrawn from the College.

Non-current accounts may be referred to outside collection agencies. The student shall pay all the College's cost of collection. This includes, but is not limited to, a collection agency fee and/or reasonable attorney's fees. Collection agency costs, along with penalties and interest incurred to collect accounts, may be added to the balance due from the student.

### **FINANCIAL AID OFFICE**

Students accepted as degree-seeking in the graduate program and who enroll in a minimum of six credit hours each semester may apply for a Federal Direct Unsubsidized Loan. Students are required to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year to be considered for federal financial aid assistance.

The Federal Direct Unsubsidized Loan is funded by the federal government. Interest accrues on an unsubsidized loan beginning from the first disbursement. Students may pay the interest while in school and during grace periods and deferment or forbearance periods, or can allow the interest to accrue and be capitalized (that is, added to the principal amount of the loan). If students choose not to pay the interest as it accrues, it will increase the total principle amount of the loan. Interest rates are determined by the U.S. Department of Education each year. Eligibility may vary per student not to exceed \$20,500 for the aid year.

### **ANNUAL RENEWAL OF FEDERAL FINANCIAL AID**

Financial aid is awarded with the understanding that it may be renewed from year to year. All students who desire renewal of financial aid for the next year must reapply by submitting the FAFSA by the priority date of April 1. Students must maintain Financial Aid Satisfactory Academic Progress, and all federal requirements. Other federal requirements may include verification of items on the FAFSA, deferment to maintain loans in good standing, and loan counseling.

### **Withdraw from the institution:**

If a student finds it necessary to completely withdraw from the College before the end of the semester, the withdrawal process begins in the Registrar's Office where the student obtains an application to withdraw. The official withdrawal date is the date of notification to the Registrar's Office. More information on the withdrawal procedure is located in the academic section of this Catalog.

The Defiance College refund policy treats all students the same, regardless of the type of financial aid being received or the absence of such. The College follows federal regulations to determine the amount of Title IV program assistance that the student has earned if the student withdraws prior to the end of the semester. Title IV funds include: subsidized and unsubsidized Federal Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG. Federal work study funds are excluded from the refund calculation.

The amount of Title IV Funds earned is calculated on a per diem basis up to the 60 percent point in the semester. The amount earned is determined by dividing the number of days enrolled by the number of days in the enrollment period including weekends and holidays, except Thanksgiving break and spring break. After the 60 percent point in the semester, Title IV aid is considered to be 100 percent earned.

The College's policy for the refund of tuition, fees, and housing will be determined as follows:

- ◆ Students who withdraw by the drop/add deadline of each semester will receive a 100 percent credit less daily room and board charges.
- ◆ Students who withdraw during the second week of the semester (the seven calendar days after the drop/add deadline) will receive a 75 percent credit.
- ◆ Students who withdraw during the third week of classes (the next seven calendar days after the drop/add deadline) will receive a 50 percent credit.
- ◆ Students who withdraw during the fourth week of classes (the next seven calendar days after the drop/add deadline) will receive a 25 percent credit.
- ◆ After four weeks, there are no credits for the above listed institutional charges.

The refund of meal plan charges will be prorated plus one week based on the official date of withdrawal from campus housing. When the withdrawal is involuntary for disciplinary reasons, the full institutional charges will apply.

All financial aid, other than aid regulated by an outside source such as the federal aid described above or veteran benefits, will be refunded according to the tuition, fees, housing, and meal refund schedule as indicated. Defiance College financial aid and private financial aid will be refunded according to the 100 percent, 75 percent, 50 percent and 25 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.

A student will not be issued a cash refund on any credit balance until the refund calculation process is complete. Any credit balance remaining on the student's account that is from institutional funds will not be issued as a refund to the student. Any outstanding balance on the student's account is due immediately. The student may also be responsible for any library fines and room damage fines. A withdrawal fee of \$50 is assessed for withdrawing at any time from the institution.

The following items are non-refundable:

- Activity fee
- Audit fee
- Course related fees
- Deferred payment plan fees
- Finance charges
- Late fees (payment plan or registration)
- Parking fee
- Returned check/dishonored electronic transaction fee
- Residential charges damages or fines
- Technology fee
- Transient student registration fee
- Withdrawal fee
- All other institutional fees

**Withdraw from course:**

Students who withdraw from a course shall receive a tuition credit based on the official withdraw date as determined by the Registrar's Office. Courses dropped prior to the drop date of the semester receive full tuition credit. After the drop date, the tuition credit is based on the 100 percent, 75 percent, 50 percent and 25 percent schedule listed above. After the first four weeks, there is no tuition credit.

Students enrolled in classes that begin *after* the four-week refund period, for example the second summer session or the second 8-week fall or spring session, will not be eligible for a refund unless the Registrar's office determines that the student is a pre-term drop, meaning they never attended the course. Students determined to be a pre-term drop will be eligible for full tuition credit for the course.

## **CAMPUS RESOURCES**

### **MASTER OF ARTS IN EDUCATION**

Director and Assistant Professor Joshua Francis

Location: Defiance Hall Suite 104

Phone: 419-783-2571

### **MASTER OF BUSINESS ADMINISTRATION**

Director and Assistant Professor Patricia Galdeen

Phone: 419-783-2431

### **OFFICE OF NONTRADITIONAL STUDENT SUPPORT**

Director Cathy Mikula

Location: Defiance Hall Suite 104

Phone: 419-783-2313

### **REGISTRAR'S OFFICE**

Location: Serrick Campus Center Room 204

Hours: M-F 8:30-4:30, Phone: Ext. 2551

Primary services provided by the Registrar Office include the scheduling of classes, recording of grades, maintenance of transcripts, verification of enrollment, evaluation of transfer credits, degree audit checks, veteran benefit certification, and processing of graduation applications. We are committed to maintaining accurate information while protecting privacy. The Office further supports the academic mission of Defiance College by consistently enforcing its academic policies.

### **VETERAN EDUCATIONAL BENEFIT CERTIFICATION**

Certification of veterans for educational benefits is processed by the Registrar's Office. Registration Associate and Veteran Liaison, Carrie Relyea, is the Defiance College VA Certifying Official and can be reached at registrar@defiance.edu or at 419-783-2551.

### **BUSINESS OFFICE**

Location: Defiance Hall Room 213

This office handles tuition billing and payment.

Hours: M-F 8:00 – 4:30

Phone: 419-783-2550

**FINANCIAL AID OFFICE**

Location: Serrick Campus Center Room 204

This office handles federal and college financial aid.

Hours: M-F 8:30-4:30

Phone: Extension 2458

Financial assistance awarded by Defiance College consists of any combination of the following: scholarships and grants, loans, and/or work study. Scholarships and grants may be from federal, state, Defiance College or private sources, and do not require repayment. Loans are available from several programs and require repayment.

**CAREER DEVELOPMENT**

Location: Hubbard Hall

Hours: M-F 8:00 am to 4:30 pm

Phone: extension 2349

**ACCOMMODATIONS POLICY FOR STUDENTS WITH DISABILITIES**

Contact the Office of Career Development

Phone: extension 2349

Defiance College is committed to providing educational opportunities for qualified students with documented disabilities through the provision of reasonable accommodations, in compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (Section 504). The purpose of accommodations is to provide equal access to educational opportunities without altering essential elements of programs or courses. All requests for accommodations are evaluated on an individual basis after review and evaluation of documentation. It is the responsibility of students to request necessary accommodations and they should do so as early as possible, as some accommodations may require time to implement.

Students with a documented physical, psychological, or learning disability must submit appropriate documentation to Defiance College's Accessibility Services Coordinator, Lisa Marsalek, Dean of Students [lmarsalek@defiance.edu](mailto:lmarsalek@defiance.edu). For additional information please view the undergraduate catalog for additional information on documentation, reasonable accommodations, and grievance procedures for students with disabilities.

## **PILGRIM LIBRARY SERVICES**

The Pilgrim Library is designed to facilitate both teaching and learning through an atmosphere conducive to research and study. The most valuable resource in the Pilgrim Library is the five professional library staff members. The library staff offers a wide range of research and reference assistance. This help may be face-to-face, via email, through chat, or by means of scheduled individual or group instruction. The library building includes two computer labs, space and tools for both collaborative and independent study, informal lounge areas, and wireless internet available to all registered students throughout the facility. The library's material resources consist of books, online databases, electronic books and journals, print journals, newspapers, CDs, videocassettes, and DVDs.

The Pilgrim Library also provides information for students wishing to test out of required and elective courses. For test administration information for CLEP, DANTES, Computer Proficiency, Praxis, SAT tests as well as the ACT Residual for prospective Defiance College students, please contact the library.

The library has a lending policy coupled with a system of fines for overdue items and fees for lost materials. All outstanding fines and fee amounts are forwarded to the Business Office on the first business day of each month to be added to student accounts. A validated student ID is necessary to check out materials and access electronic resources from off-campus. For information on the Library's hours of operation, please refer to the student handbook, the college website, the sign in the entrance to the library, or call 419-783-2481.

## **COMPUTER GUIDELINES**

Information systems (including computers, computer accounts, printers, networks, software, electronic mail, and internet access) at Defiance College are provided for the use of Defiance College students, faculty and staff in support of the College's academic and administrative programs. All students, faculty and staff are responsible for utilizing these systems in an effective, efficient, ethical, and lawful manner. All access to the College's computing resources, including the issuing of accounts, must be approved through the Computer Services Office.

Students may need to be registered for the current term in order to have an active account and password. Students should review the Computer Policy printed in the Student Handbook for additional information about the use of the College computer system. The use of information systems is a privilege, not a right, which may be revoked at any time for misuse immediately upon the discovery of a possible violation of these policies. Further action may be taken by Defiance College or law enforcement in accordance with the severity of the action(s) in question.

For more information regarding Defiance College computing policies and guidelines please visit the website at [www.defiance.edu](http://www.defiance.edu) and review the Computer Services section.

**ONESTOP ACCESS**

The DC Onestop account is an essential College tool used for administrative and academic correspondence. Students will be required to use this tool to access one or more administrative and academic services at the College. Such services include grade report card, unofficial academic transcript, degree audit, course schedules, current-term billing statement, student directory, enrollment verification and network handbook. In October of 2014, Defiance College will be implementing a new web-based student information system.

**EMAIL**

Students will receive official college correspondence by email. Students are expected to check their email on a frequent and continuous basis in order to stay current with Defiance College communications. Students can view email from any computer that has Internet access. Students must enter their DC email address to gain access.

**COMMENCEMENT**

Defiance College holds one annual commencement ceremony in May. All graduates are strongly encouraged to participate. The college confers degrees at the end of the fall semester, spring semester and summer session after completion of all graduation requirements by the student, as certified by the Registrar's Office. Students who complete degree requirements in the summer may participate in the annual spring commencement and will receive their diploma when requirements are completed. Graduate students who have an approved plan of study with an expected completion date of August 31st may, upon demonstration of adequate progress, participate in commencement in May of that calendar year as a summer graduate.



# **MASTER OF ARTS IN EDUCATION PROGRAM**

## **PROGRAM OVERVIEW**

The Master of Arts in Education offers an array of graduate level programs. They include:

### **Master of Arts in Education with concentration in:**

- ◆ Sport Coaching,
- ◆ K-12 Multi-Age Licenses: Intervention Specialist (Mild/Moderate)
- ◆ Reading and Literacy Development Program [leads to Reading Endorsement [P-12]]

### **Professional Education Licensure and Endorsement Programs**

- ◆ K-12 Multi-Age Licenses: Intervention Specialist (Mild/Moderate) and Visual Arts
- ◆ Reading and Literacy Development Program

## **MAE PROGRAM GOAL**

The Master of Arts in Education, grounded in the college's mission, is dedicated to enhancing and improving the skills, knowledge, attitudes, and competencies of current and future professionals in the fields of education and sport coaching. We are committed to preparing lifelong professionals in theory and research, becoming reflective facilitators of learning, and as competent leaders in creating community of learners in diverse learning environment.

### **Sport Coaching Concentration**

The Sport Coaching Concentration is designed for leaders in school sport, club sports and camps, and other physical activity delivery systems (athletic leagues, YMCA, parks and recreation, etc.). This program offers graduate candidates a strong background in the academic areas that inform effective and positive coaching. The framework is that coaches are teachers foremost, and that learning to coach is an ongoing, lifelong pursuit. The research and theory examined and critically considered in the program provides graduate candidates with the tools and skills to successfully pursue this very important work of committing to reflective practice as a sport coach.

### **Teaching Education Licensure and Endorsement Programs**

Our licensure and endorsement programs in Intervention Specialist. The Reading and Literacy Development programs fulfill the state of Ohio requirement toward eligibility to earn a license and/or a P-12 reading endorsement. The licensure programs prepares in- and pre-service teachers with critical and creative thinking skills for developing innovative instructional methods to use in the classroom and strategies to create safe and respectful learning environments. In addition, candidates will develop skills for quality and effective teaching of every child and competencies

for using and interpreting assessment data that enhances and improves instruction. The Reading and Literacy Development program which leads to a P-12 reading endorsement will engage candidates in current and seminal research in reading and literacy instruction and research-based strategies and methods for teaching children how to read especially the struggling reader.

## **COURSE SCHEDULING AND REGISTRATION**

The Master of Arts in Education offers courses fall, spring and summer semesters. It is required that graduate candidates meet with the academic advisor for guidance in scheduling and development of a plan of study. It is important that students plan their program to ensure that courses are completed in the correct sequence and within the appropriate time period including completion of the Master's project.

## **MASTER OF ARTS IN EDUCATION GRADUATION REQUIREMENTS**

Candidates for the Master of Arts in Education degree must meet the following requirements for graduation:

- ◆ Successfully complete the 33 semester hour program including the Master's project with a minimum cumulative GPA of 3.0.
- ◆ Submit and successfully complete the master's project.
- ◆ File an application for graduation with the Registrar's Office.

## **PROGRAM CURRICULUM**

### ***Master of Arts in Education Foundation Core:***

- EDUC 501 Philosophy of Education and Educational Ethics (3)
- EDUC 502 Advanced Educational Psychology (3)
- EDUC 503 Teacher Leadership (3)
- EDUC 504 Contemporary Instructional Perspectives (3)
- EDUC 505 Instructional Strategies for Engaged Learning (3)
- EDUC 506 Multicultural Education (3)
- EDUC 510 Inquiry Methodology (3)
- EDUC 590 Master's Project (3)
- Electives (9 credit hours)

**Total credit hours: 33**

***Candidates pursuing the Sport Coaching concentration will take EDUC 602 Principles of Sport Coaching and Leadership as the substitute for EDUC 503 Teacher Leadership***

***Candidates pursuing the Intervention Special (Mild/Moderate) K-12 license will take EDUC 605 Instructional Strategies Mild to Moderate Disabilities K-12 as the substitute for EDUC 505 Instructional Strategies for Engaged Learning***

***Sport Coaching Courses***

- EDUC 630 Sport Psychology (3)
- EDUC 631 Critical Issues in Schooling and Sport (3)
- EDUC 632 Research on Coaching (3)

**Total credit hours: 33*****Adolescent to Young Adult Licensure (Grades 7-12)***

## Professional Education Courses

- EDUC 511 Educational Technology (3)
- EDCU 512 Reading & Writing in Content Area (3)
- EDUC 570 Teaching Secondary Students (3)
- EDUC 558 Education of Diverse & Exceptional Learners (3)
- EDUC 551-554 Content Methods for Teaching (3)
- EDUC 578 Student Teaching/Seminar 7-12 (6)

**Total credit hours: 21**

## Academic Content Requirement:

- Integrated Math
- Life Science
- Life Science and Chemistry
- Integrated Social Studies
- Integrated Language Arts

**Total credit hours: varies*****Intervention Specialist (Mild/Moderate) K-12***

- EDUC 601 History and Philosophy of Special Education (3)
- EDUC 558 Education of Exceptional and Diverse Learners (3)
- EDUC 605 Instructional Strategies M/M Disabilities K-12 (3)  
(fulfills EDUC 505 in the MAE Foundation Core)
- EDUC 606 Learning Environments and Social Interactions (3)
- EDUC 607 Educational Assessment and Planning (3)
- EDUC 633 Family and Community (3)
- EDUC 658 Practicum *\*Individuals with a valid Ohio Teaching License* (3)
- EDUC 578 Practicum *\*Individuals without a valid Ohio Teaching License* (6)

## Reading Core:

- EDUC 508 Phonics (3)
- EDUC 512 Reading and Writing in the Content Areas (3)
- EDUC 546 Reading Diagnosis and Remediation (3)
- EDUC 612 Communication, Reading, Language (3)

**Total credit hours: 33-36**

**Reading and Literacy Development (Reading Endorsement (P-12))**

EDUC 520 Theory and Research in Reading and Literacy (3)

EDUC 512 Reading and Writing in the Content Areas (3)

EDUC 546 Reading Diagnosis and Remediation (3)

EDUC 521 Using Multicultural Literature in Pre-K-12 Classrooms (3)

EDUC 522 Clinical Practicum in Reading (3)

**Total credit hours: 15**

**Professional Education Licensure and Endorsement Programs**

*Licensure Only*

K-12 Reading Endorsement

Multi-Age License (grades K-12)

Intervention Specialist (Mild/Moderate) K-12

# **MASTER OF BUSINESS ADMINISTRATION**

## **PROGRAM DESCRIPTION**

The MBA program at Defiance College assists students in their abilities to think critically and to react to and make changes in today's dynamic global business world. Graduates are prepared to recognize problems in business environments and identify turnaround solutions, work productively with teams of colleagues, communicate effectively to relevant business audiences, and understand the ethical obligations and responsibilities of business.

*The following is a list of specific undergraduate prerequisite courses for the MBA program:*

- ACCT 221 Financial Accounting (3)
- BUC 350 Business Finance (3)
- ECON 201 Microeconomics (3)
- MATH 105 Quantitative Reasoning (3)\*
- MKT 340 Principles of Marketing (3)

\* This course must be taken at the first available offering. See undergraduate course catalog for descriptions.

## **GRADUATION REQUIREMENTS**

Candidates for the MBA degree must meet the following requirements for graduation:

- ◆ Complete the 36-semester hour program;
- ◆ Meet degree requirements within a six-year period unless a petition for extension is approved and on file with the MBA program director; and
- ◆ File an application for graduation with the Registrar's Office

### ***Master of Business Administration Core Curriculum***

The curriculum consists of nine core courses or 27 semester hours including:

- BUS 503 Organizational Management and Leadership (3)
- BUS 504 Statistics and Research Methods for Managerial Decision Making (3)
- BUS 512 Organizational Communication and Interpersonal Development (3)
- BUS 520 Managerial Economics (3)
- BUS 530 Organizational Marketing (3)
- BUS 540 Accounting Issues (3)
- BUS 550 Issues in Financial Management (3)
- BUS 560 Global Issues (3)
- BUS 580 Political, Social, and Ethical Issues in Business (3)

Each student will select three courses or nine semester hours in an area of concentration. The areas of concentration include the following:

***Leadership Concentration***

- BUS 575 Organizational Systems and Strategy Development
- BUS 576 Readings in Leadership
- BUS 577 Case Studies in Leadership

***Sport Management Concentration***

- BUS 565 Sport Law
- BUS 566 International Sport
- BUS 567 Governance in Sport

***Electives:***

(Available for all program concentrations and upon approval from the student's academic advisor)

- BUS 590 Applications Project
- BUS 591 Internship
- BUS 599 Independent Study

## **GRADUATE COURSE DESCRIPTIONS**

### **BUS 503 Organizational Management and Leadership (3)**

A review of leadership principles and theories with emphasis on student-related experiences, leadership issues, and current theories and practices related to organizational development will be covered.

### **BUS 504 Statistics and Research Methods for Managerial Decision Making (3)**

This course explores commonly used statistical methods for analyzing business and financial data in order to develop critical thinking skills. Examples will cover various academic and professional fields. Topics include statistical concepts and analysis, logical reasoning, stochastic processes and probability. This course will use data and information generated through statistical processes to make sound managerial decisions. (Students will be expected to have a working knowledge of Spreadsheet software and will use SPSS to analyze data).

### **BUS 512 Organizational Communication and Interpersonal Development (3)**

A practical examination of communication strategies and concepts related to organizational management and leadership roles will be discussed. The course will include the following activities: role-plays, team exercises, and case and book discussions. An extensive review of both the research and popular communications literature will be conducted and discussed. An in-depth study of a student's workplace will provide the laboratory for a group project related to managerial and communication issues. Technology and its impact on organizational communication will be discussed and used throughout the course.

### **BUS 520 Managerial Economics (3)**

A review of microeconomic fundamentals in connection with practical applications to problems of organizational leadership.

### **BUS 530 Organizational Marketing (3)**

A review of current trends in marketing and a study of the evolving nature of marketing in view of environmental, ethical, and international environments in which today's marketing managers operate. Emphasis will be placed on the strategic importance of marketing in the organizational planning process. Student teams will create a marketing plan for a company of their choice.

### **BUS 540 Accounting Issues (3)**

This course is designed to study current topics of interest in the accounting field as they apply to profit and non-profit organizations. This course is for the student who will use accounting information in making business-based decisions. Financial statement implication of business decisions will be emphasized.

### **BUS 550 Issues in Financial Management (3)**

A study of finance including budgeting and capital structures. Interpretation of financial data used to make financial decisions will be emphasized. Financial theory will be applied to profit and non-profit organizations in areas such as bond financing and asset management.

**BUS 560 Global Issues (3)**

A study of current issues in global management, drawing together trade, marketing, operations management, policy, ethics, and other factors reacting to the changing global environment in which today's managers must cooperate. Activities in the class will include case studies, role-plays, discussions, Internet-based assignments, written assignments, and a final team project.

**BUS 565 Sport Law (3)**

This course is designed to provide the students with legal concepts and issues within the world of sport. Topics will include negligence liability; control of amateur, professional and school sport; violence/crowd control; product liability; risk management; and other selected current issues.

**BUS 566 International Sport (3)**

This course will be an in-depth study of the nature and scope of sport from a global perspective. Content focuses on the rise and impact of sport not only in the United States but around the world.

**BUS 567 Governance in Sport (3)**

This course will include a rigorous study of the nature and scope of governance and the major guidelines of the main sports such as football, basketball, baseball, hockey, Olympics, and intercollegiate athletics.

**BUS 575 Organizational Systems and Strategy Development (3)**

A study of organizational theory and its relationship to modern organizations. Students will develop an understanding of organizations as dynamic evolving systems through review and analysis of the literature, case studies, class discussions, and an integrated group project that examines and analyzes an organization.

**BUS 576 Readings in Leadership (3)**

A study and review of applied leadership concepts from a global perspective. (The evolution of management emphasized in pivotal writing in the field.) This course integrates ideas with established research in comparing how leaders function over time, across cultures, and in various types of institutions.

**BUS 577 Case Studies in Leadership (3)**

A study of the structure and development of applied leadership skills. Issues within leadership will be examined including managing cultural diversity, team building, project management, role and responsibilities of the leaders, theories, the leader/follower relationship, stress management, problem solving, and human behavior concepts.

**BUS 580 Political, Social, and Ethical Issues in Business (3)**

A broad knowledge of current political, social, and ethical issues is critically important to leaders in all fields. This course will explore the most important of these in order to develop an appropriate sensitivity among potential organizational leaders with intensive case study and group interaction to develop a sense of ethical behavior appropriate to the modern organizational leader.

**BUS 591 Internship**

Students who are not currently employed in a business environment may be placed in a local business for practical, hands-on application of course material.

**BUS 599 Independent Study (3)**

This course is designed for the student coming into the program with a particularly strong background in one of the required course areas. Upon application by the student and approval by the MBA Program Director, an independent study course may be designed by the student in cooperation with a specific faculty member to substitute for the course in which the student is particularly proficient.

**EDUC 501 Philosophy of Education (3)**

This course is designed to provide graduate students with a framework for examining the development of educational philosophies aligned with societal events from the end of the Common School Movement to the current times. Graduate students will determine how societal events will and have impacted the American public school system. Activities in this course will assist graduate students with research skills, academic writing, critical thinking, and the analysis of complex issues facing the American public school system. Offered: Fall.

**EDUC 502 Advanced Educational Psychology (3)**

Students will learn contemporary behavior, cognitive, motivational, and developmental theories that describe the characteristics and processes of learning. Course content focuses on the impact of socio-cultural context, diverse learning styles and needs, and assessment on student learning. Class activities and assignments will help students connect human learning in various contexts. Offered: Fall, Summer.

**EDUC 503 Teacher Leadership (3)**

Students will learn methods and procedures of teacher leadership. Students will learn about the contemporary context of teacher leadership and will become familiar with designing professional development activities and events for teachers. Students will learn to use data collection, analysis, and interpretation techniques to understand concepts such as group dynamics, individual skills, organizational development, and school leadership dynamics. Offered: Spring, Summer.

**EDUC 504 Contemporary Instructional Perspectives (3)**

Rationales, theoretical bases, components for implementation, and potential applications for a variety of instructional approaches will be identified and examined. Models of teaching, teacher effectiveness, research findings, and reflective practices will be emphasized. Offered: Fall, Summer

### **EDUC 505 Instructional Strategies for Engaged Learning (3)**

The focus of this course is identifying and exploring research-based strategies and methods to enhance and engage learning. Students will design developmentally appropriate instructional materials and lesson applying various strategies and methods to differentiate instruction, activities, and assessments. Offered: Spring, Summer.

### **EDUC 510 Inquiry Methodology (3)**

This course is the study of inquiry methods appropriate to the development of understanding education research and theory. It is designed to engage graduate candidates in the process of developing a research topic and questions, literature review, problem and purpose statements, and research design for the Master's Project. Students will also be introduced to data analysis and interpretation, and the Human Subjects process through the Institutional Research Board (IRB). This is the last course of the MAE foundation courses to complete before enrolling in EDUC 590 Master's Project. Offered: Fall, Summer.

### **EDUC 512 Reading and Writing in the Content Areas (3)**

Using the Common Core Standards in Reading/English as a focus, the course highlights the principles, techniques, strategies and the resources which aid teachers in developing and strengthening students' reading and writing ability within school content areas. Focus on comprehension through attention to textbooks and their organizations, readability, student interests, schema theory and cultural factors. The five components of the language arts will also be addressed. 10 clinical field hours to be completed with children in grades PK-3, or 4-9, or 7-12. Offered: Fall, Summer.

### **EDUC 520 Theory and Research in Reading and Literacy (3)**

This course examines seminal research of reading, writing, and literacy development. Various approaches to the foundation of reading and writing will be examined and explored. Pre-requisite: completion of the 12 hour reading core which includes a three-hour course in Phonics. Offered: Fall, Summer.

### **EDUC 521 Multicultural Literature in P-12 Classrooms (3)**

This course is designed to engage students in the use of quality multicultural literature books across the grade levels and the content areas based on the Common Core Standards. Offered: Spring, Summer.

### **EDUC 522 Clinical Practicum in Reading (3)**

The candidates will work with primary, middle or high school students diagnosing, prescribing, and implementing a reading plan for improvement to all learners (culturally diverse, English Language Learners, the exceptional student (dyslexia, gifted, learning disabilities, etc). The candidates will demonstrate competency in teaching reading and writing, assessment and intervention, examining and evaluating the school's reading plan, developing partnerships with parents, administrators, teachers, and identifying and designing professional development in support of the school's reading initiative. Pre-requisites: EDUC 520, 521, 546, and 521.

*80 clinical field hours.* Offered: Fall, Spring, & Summer.

**EDUC 546 Reading Diagnosis and Remediation (3)**

The study of appropriate reading and writing diagnostic and remedial procedures for assessing strengths and weaknesses in young learners are included. The use of the results of these procedures to create appropriate teaching strategies is address. Students will have the opportunity to develop and implement diagnostic and remedial strategies for students with dyslexia. This course is part of the required 12 hours reading core. 10 clinical field hours. Offered: Spring.

**EDUC 590 Master's Project (3)**

A culminating project where the student designs, implements, evaluates, and reports on a curricular or instructional project in his/her classroom or for the school district is required. This project must have a direct application to the professional practice of the student. Prerequisite: completion of 27 semester hours including EDUC 510 Inquiry Methodology. Offered: Fall, Spring, Summer.

**EDUC 558 Education of Diverse and Exceptional Learners (3)**

Students will learn how diversity and exceptionality impact learning, behavior, and educational needs. The course will include information about the laws associated with special education, educating exceptional children with a wide range of disabilities, diverse learning needs, and specialized abilities. Students will explore related services, adaptive technology, and curricular implications involved in educating exceptional learners cultural, societal, and family structures of exceptional learners will be examined. Offered: Fall, Summer.

**EDUC 578 Internship in Adolescent and Young Adult (6)**

An intensive 15 weeks, clinical experience for licensure. Offered: Fall, Spring.

**EDUC 508 Phonics and Structure of Language (3)**

Students will learn the association of speech sounds (phonemes) with printed symbols (graphemes) as a major word identification strategy with emphasis on the role of phonics in emergent literacy. The nature of the English language and its orthography will be explored. The positive impact of cultural, linguistic, and ethnic diversity of language and its interrelationship to literacy acquisition will be addressed Linguistic, cognitive, psychological, and curricular perspectives of literacy acquisition and development will be explored. Offered: Summer.

**EDUC 601 Philosophy, Foundations, and History of Special Education (3)**

The focus of this course is the cultural, historical, and philosophical framework of special education. Offered: Spring, Summer.

### **EDUC 602 Principles of Sport Coaching and Leadership (3)**

This course refines and builds upon students' coaching skills and leadership capacities in sport. Sport coaching is surveyed from philosophical and pedagogical perspectives while considering tactics and strategies, player development, and peak performance training theory. Leadership in sport is examined through a social justice/transformational lens by considering expert cases, i.e.: biographical studies of those that have made the world more peaceful and just through their work as leaders in sport. This course is required for candidates pursuing the Sport Coaching concentration. Offered: Fall.

### **EDUC 605 Instructional Strategies: K-12 Mild/Moderate Educational Needs (3)**

The focus of this course is meeting the instructional needs of learners in grades K-12 with mild to moderate disabilities. Skills will focus on the design, implementation, and assessment of educational interventions in the areas of language, math, science, social studies, art, and movement that are age and ability appropriate. A 40-hour field experience in a K-12 setting is required. Prerequisites: EDUC 502, 558 and 601. Offered: Fall, Spring.

### **EDUC 606 Learning Environments and Social Interactions (3)**

The focus of this course is basic classroom management theories and strategies for students with mild and moderate disabilities, effective management of teaching and learning, and social skill development. Prerequisites: EDUC 558 and 601. Offered: Fall.

### **EDUC 607 Educational Assessment and Planning (3)**

The focus of this advanced methods course is assessment and the development of academic and social planning for the learning of students with mild/moderate disabilities. 60 hours of field experience required. Prerequisites: EDUC 502 and 605. Offered: Fall, Spring.

### **EDUC 612 Communication and Language and Reading for Diverse Populations (3)**

The focus of this course is speech and language acquisition for the typically and atypically developing child. An overview of various disorders and their effects on receptive and expressive language and learning will be part of this course. Skills will focus on the use of assistive and augmentative communication strategies, strategies to enhance and support communication skills of individuals with mild/moderate disabilities, and best practices in language use and acquisition. A 20-hour field experience is required. Prerequisites: EDUC 558. Offered: Spring.

**EDUC 630 Sports Psychology (3)**

This course is an overview of current research and theory on the use of psychological skills for peak performance and overall athlete and coach well-being. Content covers the broad range of contemporary sport psychology sub-themes including counseling, mental imagery, positive self-talk, goal setting, team dynamics, developmental concerns, athlete and coach burnout, and mental preparation for optimal performance. Offered: Fall, Summer.

**EDUC 631 Critical Issues in Schooling and Sport (3)**

The course examines the role of sport in school from a critical pedagogy perspective. The National Standards for Sport Coaches Domain 1 (Philosophy and Ethics) serves as an initial framework for considering issues of equity and access as well as physical, social, and emotional safety. Students then examine specific social justice and ethical issues related to sport in school such as doping, gambling, sport as curriculum, elitism, school sport funding, early specialization, hyper-competitiveness, commercialization, sport as a human right and human rights in sport. Offered: Spring.

**EDUC 632 Research on Coaching (3)**

Students in this course will learn to access, analyze, critique, and apply empirical peer-reviewed research on coaching and the broader discipline of sport pedagogy. The course examines quantitative and qualitative studies on safety and injury prevention, physical conditioning, growth and development, teaching and communication, sport skills and tactics, organization and administration, coaching behaviors and perspectives and other contemporary themes. Offered Spring.

**EDUC 633 Family and Community Partnerships (3)**

The focus of this course is the understanding of the family and community as partners with the schools in the education of students with mild and moderate disabilities. Prerequisites: EDUC 601. Offered: Fall, Summer

*Elective Courses***EDUC 507 Data Driven Assessment: Improving Learning (3)**

This course is designed to help students learn about how to gather data in their classrooms, align their data collection with the academic standards, organize data for analysis, and apply results to teaching practices. Since research has clearly shown that schools and classrooms that consistently use data to inform instructional practice have higher student achievement, the activities in this course should help teachers improve their practice and student learning. Offered: Summer

**EDUC 545 Special Topics**

Topics of special interest, although frequently presented in a manner comparable to regularly listed courses, will contain subject matter of a more timely nature. Special topics are usually designated by the faculty member and are listed with the other courses in the schedule (e.g. Educational Measurement, Sociology of Education etc.).

**EDUC 549 Independent Study**

An individual may investigate an area not contained in existing courses or investigate an area in greater depth than is possible in existing courses. Students must identify a professor to help guide them in their efforts. Approval from the Graduate Program Director of Master of Arts Education is required.

**EDUC 636 Reading and Emergent Literacy (4)**

The focus of this course is the study of the association of speech sounds (phonemes) with printed symbols (graphemes) as a major word identification strategy with emphasis on the role of phonics in emergent literacy. A study of the impact of the diversity of language in the home is addressed. Reading acquisition and development from linguistic, cognitive, psychological, and curricular perspectives, and developmentally appropriate activities involving literature, patterns, games, and writing to foster literacy development are explored.

## **MASTER OF BUSINESS ADMINISTRATION FACULTY**

**Edwina Phillips**, Visiting Assistant Professor of Practice of Business and Accounting – (2014) – Bluffton, BA and MBA

**Patricia Galdeen**, Assistant Professor of Business – (2014) - Lourdes, BIS; Lourdes, MOL, University of Phoenix, DMOL

**J. Richard Sealscott**, Assistant Professor of Accounting, Bowling Green State University, B.S.; University of Dayton, M.B.A

## **EDUCATION FACULTY**

**Clarissa Barnes**, Assistant Professor of Special Education and Director of Hench Autism Studies Program – (2013) – Western Michigan University, B.S.; Southern Illinois University, M.S.

**Jo Ann Burkhardt**, Professor of Education – Bowling Green State University, B.S., M.A.; University of Toledo, Ph.D.

**Fred Coulter**, Associate Professor of Education – University of Rhode Island, B.A.; Andover Newton Theological School, M. Div.; University of Tennessee, Ph.D.

**Joshua C. Francis**, Assistant Professor of Education and Director of Education (2009) – Defiance College, B.A.; B.S.; M.A., University of Toledo, Ph.D.

**Katherine Griffes**, Assistant Professor of Health and Physical Education and Exercise Science (2013) – Olivet College, B.A., Michigan State University, Ph.D.



