

# DEFIANCE COLLEGE

Graduate Catalog 2015-2016



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**FALL SEMESTER 2015**

New Faculty Orientation .....	Tuesday, August 18
Faculty Workshop .....	Wednesday August 19 through Friday, August 21
All Monday Evening Classes Begin (Undergraduate & Graduate).....	Monday, August 24
All Day Classes and Labs Begin (Undergraduate & Graduate) .....	Tuesday, August 25
Late Registration Ends at 4:30 p.m. ....	Friday, August 28
Last Day to Drop/Add Courses .....	Friday, August 28
Labor Day Holiday (Offices Closed - No Classes) .....	Monday, September 7
2nd 5-week classes begin .....	Week of September 28
2nd 8-week classes begin .....	Week of October 19
Midterm Grades Due by 12 NOON .....	Tuesday, October 27
Last Day to Withdraw with an Automatic "W" Grade .....	Friday, October 30
3rd 5-week classes begin .....	Monday, November 2
Fall Break (No Classes) .....	Monday, November 23 through Friday, November 27
Thanksgiving (Offices Closed - No Classes) .....	Thursday, November 26 and Friday November 27
Classes Resume .....	Monday, November 30
Last Day of Classes (Undergraduate & Graduate) .....	Friday, December 4
Final Examinations .....	Monday, December 7 through December 11
Final Grades Due by NOON .....	Tuesday, December 15
Offices Closed for Holiday Break .....	Thursday, December 24 through Friday, January 1

**SPRING SEMESTER 2015**

Offices Reopen for Spring Semester .....	Monday, January 4
All Classes Begin (Undergraduate & Graduate) .....	Monday, January 11
Late Registration Ends at 4:30 p.m. ....	Thursday, January 15
Last Day to Drop/Add Courses .....	Thursday, January 15
Martin Luther King Holiday (No Classes – Offices Closed) .....	Monday, January 18
2nd 5-week classes begin .....	Week of February 15
Midterm Grades Due by 12 NOON .....	Tuesday, March 1
2nd 8-week classes begin .....	Week of March 7
Spring Break (No Classes) .....	Monday, March 7 through Friday, March 11
Classes Resume .....	Monday, March 14
Last Day to Withdraw from Class with Automatic "W" grade .....	Friday, March 18
3rd 5-week classes begin .....	Monday, March 28
Good Friday Holiday (Office Closed - No Classes) .....	Friday, March 25
Last Day of Classes (Undergraduate & Graduate) .....	Tuesday, April 26
Exam Prep Day (No Classes) .....	Wednesday, April 27
Final Examinations .....	Thursday, April 28 through Wednesday, May 4
(Graduating Students) Grades Due at 12 NOON .....	Thursday, May 5
Commencement .....	Saturday, May 7
Final Grades Due at 12 NOON for all non-graduates .....	Wednesday, May 11

**SUMMER SCHEDULE 2015**

Summer Session S / All Summer Course Dates .....	May 16, August 5
Summer Session A Course Dates .....	May 16, June 24
Memorial Day Holiday (Offices Closed-No Classes) .....	Monday, May 30
Summer Session B Course Dates .....	June 27, August 5
Summer Session A grades due at 12 Noon .....	Wednesday, June 29
Summer Session B and Bi-Weekly grades due at Noon .....	Wednesday, August 10

## 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.

**For full official statements of the Defiance College Mission Statement, College Vision Statement, Campus Covenant, Educational Philosophy and Statement of UCC Affiliation please refer to the Defiance College Undergraduate Academic Catalog.**

## **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 Business Administration**

- ◆ Leadership Concentration
- ◆ Sport Management Concentration

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

- ◆ General Concentration (9-hours graduate level electives)
- ◆ Intervention Specialist Concentration (mild/moderate K-12)
- ◆ Sport Coaching Concentration

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

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

## **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 MAE 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:*

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.

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.

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**

### **NON-DISCRIMINATION POLICY**

Defiance College is committed to providing equal opportunity to all individuals. Defiance College does not discriminate on the basis of race, ethnicity, religion, national origin, sex, gender, gender identity/expression, sexual orientation, age, disability, genetic information, marital status, or veteran status in administration of its admission, financial aid, employment, and academic policies and practices, as well as the College's athletic programs and other college-administered programs, services, and activities. The College will abide by all applicable requirements of state and federal law prohibiting discrimination. Any inquiries regarding the College's nondiscrimination policies should be directed to: Director of Human Resources/Deputy Title IX Coordinator, 106F, Defiance Hall, 419-783-2360 or the Dean of Students/Title IX Coordinator, 132 Hubbard Hall, 419-783-2437.

### **STUDENT COMPLAINT POLICY**

Defiance College is required by North Central Association of Colleges and Schools to maintain a record of written student complaints filed with the office of the President, the Chief Academic Officer, and the Dean of Students. Such complaints must be written and signed by a student of Defiance College. The record will include information on the resolution of the complaint. Though the College is required to share this record with North Central Association, the anonymity of the complainant and others mentioned in the complaint is protected unless a release is signed by the complainant. Further information on this policy is available from the Office of Academic Affairs.

### **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.

### **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 and an alternate week session all summer for graduate courses. 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

I	Incomplete (An “I” not made up by the end of the next regular term will become an “F”)
P	Passing at “C” level or above for undergraduate courses and “B” level or above for graduate courses
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.

An Incomplete (I) grade is given only when circumstances beyond the student’s control prevent completion of a course by the end of the regular semester or term. All coursework for the current and any future term is displayed on the student’s transcript with a “WIP” grade which stands for “Work In Progress”.

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 select to retake the course under academic second chance if the 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 2015-2016

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 by accessing their on-line account. The web interface may be accessed from any device 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: \$524 per credit hour

### **OTHER FEES AND CHARGES**

**Course Fees** (Please see undergraduate academic catalog for specific course fees):

**PERC** (Professional Enrichment and Renewal Course): \$524 per credit hour

**Graduate Student Teaching**: \$520

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

**Music Fees**: 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 \$150. 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. No additional fees are charged.

**Auditing Courses**: Graduate courses may not be audited.

**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 \$158 non-refundable student fee is charged to full-time students each semester of enrollment. This fee is distributed to support services to students, student activities, student organizations, and use of the George Smart Athletic Center. A \$100 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 \$183 non-refundable fee is charged to all full-time students each semester of enrollment. This fee is used to improve all campus technology.

**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:** \$20 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:** A per occurrence fee of \$20, plus the amount of any fees charged to the holder of the check by any financial institution as a result of the check not being honored.

**Withdrawal Fee:** A \$50 fee is charged for students who withdraw from college after the drop/add deadline for the semester.

**Transcripts:** An official copy of a student's record, printed on secure paper with the College seal and Registrar's signature, \$5. Students are 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 at the 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. Students 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. Students will not be able to borrow additional items from the Library until either the lost item(s) is/are returned or \$125 fee is paid per lost item. The \$75 replacement fee will be waived for each lost item returned within two months of being billed. However, students

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 student's College email account. Nonpayment may result in the withholding of grade reports, transcripts, and/or diplomas. Outstanding amounts due are forwarded to the Business Office on the first business day of each month and added to students accounts.

### **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 \$50 per semester non-refundable processing fee for the DC Monthly Payment Plan. A reduced non-refundable processing fee of \$25 per semester is applied to those participants electing to have their payments withdrawn monthly from a savings or checking account via automatic funds transfers (ACH). Payments are due by the first of each month, however students are afforded a 10-day grace period. If payment is not received by the end of the grace period, a \$20 per month late fee will be assessed. It is the student's responsibility to inform the Business Office of any adjustments to his/her account that would impact 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 Office of Nontraditional Student Support.



## **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 by the semester's payment due date, 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 \$20 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.

If the student defaults on his/her obligation, penalties may be added and the outstanding balance may be placed with a third-party collection agency. Collection fees, which may be at a maximum of 33% of the debt, and/or reasonable attorney fees, will be added to student balances placed for collection.

If any provision, term, or clause of these terms and conditions is declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, the remainder shall be deemed valid and binding.

## **REFUND POLICY**

### **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 credit of tuition, housing and meals, along with the return of unearned federal Title IV Funds, 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. The credit of meal plan charges will be calculated based on the official date of withdrawal with one additional week added. After the 60 percent point in the semester, tuition and housing are charged in full and Title IV aid is considered to be 100 percent earned.

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 will 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 prior to the drop/add deadline of the semester receive full tuition credit. After the drop/add deadline, there will be no calculation of tuition credits unless the student withdraws from the college.

Students enrolled in classes held in a sub term, a shorter term that starts later in the semester (such as the second summer session) will only be eligible for a tuition credit if the student drops the course prior to the drop/add deadline for the sub term.

## **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 Student Life Office  
Phone: extension 2437*

Defiance College offers a variety of services and resources to help students succeed. The Accessibility Services office works closely with students who have disabilities requiring accommodation to ensure equal access to the College's programs, activities, and services.

Defiance College complies with all applicable state and federal laws and regulations related to the accommodation of students with physical disabilities, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Accessibility Services is the College's designated office that maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations, and coordinates services for students with disabilities.

To receive specific academic adjustments for a disability, students must have an "impairment that substantially limits one or more major life activities, have documentation of such and impairment, and demonstrate that the requested academic adjustments are necessary" for them to participate in the programs of the College (Rehabilitation Act of 1973/PL 93-122, Section 504).

## **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 undergraduate 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.

**myDC ACCESS**

Our myDC web portal 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, course schedules, billing information, enrollment verification and more.

**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 and password to gain access. Students are encouraged to set up mail forwarding to ensure that Defiance College mail is checked at a student's most commonly used email account.

**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 DESCRIPTION**

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 of theory and research, reflective facilitators of learning, and competent leaders within diverse communities.

The Master of Arts in Education offers an array of graduate level programs including:

- ◆ Master of Arts in Education
- ◆ Master of Arts in Education with Sport Coaching Concentration
- ◆ Master of Arts in Education Intervention Specialist
- ◆ Master of Arts in Education with Ohio K-12 Reading Endorsement

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

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-hours graduate level electives taken in a concentration

***Master of Arts in Education with Sport Coaching Concentration:***

- EDUC 501 Philosophy of Education and Educational Ethics (3)
- EDUC 502 Advanced Educational Psychology (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)
- EDUC 602 Principles of Sport Coaching and Leadership (3)
- EDUC 630 Sport Psychology (3)
- EDUC 631 Student Athlete Development (3)
- EDUC 632 Physical Aspects of Coaching (3)

The Sport Coaching Concentration is designed for leaders in school sports, 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. Coaches are teachers, foremost, and learning to coach is an on-going, lifelong pursuit. The research and theory examined and critically considered in the program provide graduate candidates with the tools and skills to successfully pursue the important work of committing to reflective practice as a sport coach.



***Master of Arts in Education Intervention Specialist:***

- EDUC 508 Phonics (3)
- EDUC 512 Reading and Writing in the Content Areas (3)
- EDUC 546 Reading Diagnosis and Remediation (3)
- EDUC 558 Education of Exceptional and Diverse Learners (3)
- EDUC 601 History and Philosophy of Special Education (3)
- EDUC 605 Instructional Strategies M/M Disabilities K-12 (3)
- EDUC 606 Learning Environments and Social Interactions (3)
- EDUC 607 Educational Assessment and Planning (3)
- EDUC 612 Communication, Reading, Language (3)
- EDUC 633 Family and Community (3)
- EDUC 590 Master's Project (3)
- EDUC 658 Practicum *\*Individuals with a valid Ohio Teaching License* (3)
- EDUC 578 Practicum *\*Individuals without a valid Ohio Teaching License* (6)

***Master of Arts in Education with Ohio P-12 Reading Endorsement***

- 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 512 Reading and Writing in the Content Areas (3)
- EDUC 520 Theory and Research in Reading and Literacy (3)
- EDUC 521 Using Multicultural Literature in Pre-K-12 Classrooms (3)
- EDUC 522 Clinical Practicum in Reading (3)
- EDUC 546 Reading Diagnosis and Remediation (3)
- EDUC 590 Master's Project (3)

## ADDITIONAL OFFERINGS AT THE GRADUATE LEVEL

Teachers with a valid Ohio Teaching License may pursue an Intervention Specialist Mild/Moderate License **without** completing the Master's Project requirement to earn an MAE.

Teachers with a valid Ohio Teaching License may pursue a P-12 Reading Endorsement **without** completing the requirements to earn an MAE by taking the following courses:

- 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)

## 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.

# **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. The functional role of the coach as an administrator is addressed from a variety of perspectives. Leadership in sport is examined through a social justice / transformative 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 Student Athlete Development (3)**

The course examines the role of sport as a vehicle for athlete development, from physical, cognitive, and affective domains. Students then examine specific issues related to sport including health/nutrition, personal responsibility, positive learning environments, and teaching strategies for optimal athlete learning. This course aims to provide a framework of professional development from a theoretical and research standpoint.

### **EDUC 632 Physical Aspects of Coaching (3)**

This course is an overview of the scientific principles of anatomy, physiology, sports medicine, and biomechanics as a foundation for students seeking professional development in sport coaching. Specific topics will include skeletal and muscular systems, injury treatment and prevention, biological systems in relation to sport and physical activity, nutritional factors, use of PEDs, and physical growth and motor development. Application of course content in a physical setting will allow students to gain a maximal understanding of skills, tactics, and strategies required for a successful coach. This course is required for candidates pursuing the Sport Coaching concentration. *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**

**Patricia Galdeen**, Assistant Professor of Business/Director of Business (2014) - Lourdes, B.S.; University of Phoenix, D.M.O.L

**Edwina Phillips**, Assistant Professor of Practice of Business and Accounting (2014) – Northwest State Community College, A.A.; Bluffton University, B.A.; M.A.

**Tim Rickabaugh**, Professor of Exercise Science and Interim Vice President for Academic Affairs (1997) – Ohio Wesleyan University, B.A.; Miami University, M.A.; Syracuse University, Ph. D.

## **MASTER OF EDUCATION FACULTY**

**Clarissa Barnes**, Assistant Professor of Special Education and Director of Hench Autism Studies Program – 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.

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

**Carla Higgins**, Assistant Professor of Education; Director of Education – The Ohio State University, B.S. Ed.; M. Ed.; Ph. D.



