

# MARIAN UNIVERSITY

## Graduate Catalog of Programs • 2024-2025 Contents

### VISION STATEMENT

To provide an education distinguished in its ability to prepare transformative leaders for service to the world.

### MISSION STATEMENT

To be a great Catholic university dedicated to providing students with excellent learning, teaching and research in the Franciscan and liberal arts tradition.

### OUR FRANCISCAN VALUES

Our campus welcomes students of all faiths who seek an educational experience that emphasizes a Franciscan understanding of four values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. These values guide faculty, staff, and students.

### For more information, contact:

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Marian University does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

### CO-EDITORS

William B. Harting, Assistant Provost  
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## ACADEMIC CALENDAR 2024-2025

### FIRST SEMESTER • FALL 2024

Clinical Medical term begins	Jul. 1
COM Years 1 & 2 Classes begin at 8 a.m.	Aug. 5
Graduate and Undergraduate Classes begin at 8 a.m.	Aug. 19
Last day to add a course or change from/to audit	Aug. 25
Labor Day: university closed	Sept. 2
Mid-term date	Oct. 11
Mid-term recess: no classes	Oct. 14-15
Final grades due at 4 p.m. for classes ending on or before the mid-term date	Oct. 16
Registration for spring semester	Oct. 21 – Nov. 1
Thanksgiving recess: no Wednesday classes	Nov. 27
Thanksgiving recess: university closed	Nov. 28-29
Last day to withdraw from a semester long class	Dec. 6
Final examinations	Dec. 9-13
Final grades due at noon	Dec. 16
Fall diploma/graduation date (no ceremony)	Dec. 31
Clinical Medical term ends	Dec. 31

### SECOND SEMESTER • SPRING 2025

Clinical Medical term begins	Jan. 1
All classes begin at 8 a.m.	Jan. 6
Last day to add a course or change from/to audit	Jan. 12
Martin Luther King, Jr. Day: university closed	Jan. 20
Mid-term date	Feb. 28
Mid-term recess	Mar. 3-7
Mid-term grades due at 4 p.m. for semester-long classes	Mar. 11
Final grades due at 4 p.m. for classes ending on or before the mid-term date	Mar. 11
Registration for fall semester	Mar. 17 - 28
Holy Thursday: no evening classes (4:00 p.m. and later)	Apr. 17
Good Friday: university closed	Apr. 18
Easter Monday: university closed	Apr. 21
Last day to withdraw from a semester long class	Apr. 25
Final examinations	Apr. 28-May 2
Commencement Ceremonies	May 2, 3, and 4
Spring diploma date	May 3
Final grades due at noon	May 6
COM Years 1 & 2 classes end	May 16
Clinical Medical term ends	June 30

### THIRD SEMESTER • SUMMER 2025

Summer semester begin	May 5
Memorial Day observed: university closed	May 26
Independence Day observed: university closed	July 4
Summer semester ends	Aug. 16
Summer graduation date (no ceremony)	Aug. 31

Last date to withdraw from any course 4 or fewer weeks in length is prior to the start of the course.

Last date to withdraw from courses lasting 5 weeks or more, but less than a full semester, is 5 business days before the published end date of the course.

Students cannot withdraw from any class in which the final examination has been given.

## The University

### Vision Statement

To provide an education distinguished in its ability to prepare transformative leaders for service to the world.

### Mission Statement

To be a great Catholic university dedicated to providing students with excellent learning, teaching and research in the Franciscan and liberal arts tradition

### Our Franciscan Sponsorship Values

As a Catholic Franciscan university, we welcome students of all faith traditions and ideologies. Marian University provides an educational experience framed within the context of four sponsorship values: dignity of the individual, peace and justice, reconciliation and responsible stewardship. These values are rooted in prayer.

### Description and Goals of Marian University

Marian University is a Catholic Franciscan university founded by the Sisters of Saint Francis, Oldenburg. This coeducational, liberal arts institution provides higher education for a student body of traditional age and adult students, resident and non-resident, with diverse abilities and varied religious, cultural, ethnic, and socio-economic backgrounds. The university integrates a values-centered, liberal arts-based approach into its curriculum. Associate and bachelor degrees are conferred in arts, business administration, engineering, nursing, science, and social work. In addition, Marian University confers master's degrees in specific disciplines and doctoral degrees in nursing practice, organizational leadership and osteopathic medicine. Marian University provides a mentoring environment that emphasizes individual attention and fosters multi-faceted personal development. Marian University is engaged in dialogue and conversation within the Catholic Church, with the broader Christian community, with other religious traditions and with all people of good will.

### Strategic Direction

Marian University has fashioned a bold, clear vision to profoundly transform the lives of our students through an excellent education that addresses every dimension of their collegiate experience. The university intends to educate the human person—mind, body, and spirit. To realize this vision, Marian University's Board of Trustees approved a strategic plan with three overarching priorities:

- attract, retain, graduate and professionally place diverse students, including underserved students, economically challenged students, non-traditional urban and rural students, and adults;
- creatively integrate the liberal arts curriculum with science, technology, engineering, health professions and mathematics (STEAM) - Marian University graduates will achieve distinction in STEAM disciplines and all graduates will be scientifically and technically competent; and
- be a national leader in recruiting, educating, and forming ethical leaders who integrate faith in lifelong service to their religious, professional and civic communities.

These priorities will be achieved primarily through five power goals that build on the traditional strengths of the university and address the needs of our modern society. They are:

- mission and identity
- academic excellence
- enrollment, retention and student success
- leadership integration and community engagement
- securing resources to achieve the priorities of the strategic plan

### Accreditation

Marian University is accredited by the [Higher Learning Commission](#). Specific academic programs are accredited by the [American Veterinary Medical Association Committee on Veterinary Technician Education and Activities](#), the [Council for the Accreditation of Education Preparation](#), the [Indiana Department of Education](#), the [Indiana State Board of Nursing](#), [International Assembly of Collegiate Business Education](#), the [Council on Social Work Education](#), the [Commission on Osteopathic College Accreditation](#), and the [Council on Accreditation of Nurse Anesthesia Educational Programs](#). The baccalaureate degree program in nursing and Doctor of Nursing Practice program at Marian University are accredited by the [Commission on Collegiate Nursing Education](#).

### History

Marian University, dedicated to Mary the Blessed Mother of God, evolved out of the teaching mission of the Sisters of Saint Francis, Oldenburg in Oldenburg, Indiana. Founded in 1851 by Father Francis Joseph Rudolf and Mother Theresa Hackelmeier, a Franciscan

sister from Vienna, Austria, the congregation sought to meet the educational needs of the German-Catholic residents of southern Indiana. Soon, the new congregation started teacher-training classes to prepare its members for teaching in its schools.

This teacher-training program, eventually called St. Francis Normal, was established long before Indiana adopted its first tax-supported normal school for the preparation of teachers. St. Francis Normal was accredited by the Indiana State Board of Education in 1910. In 1936, the normal school merged with Immaculate Conception Junior College, founded in 1924, to become Marian College, a four-year institution open to both Sisters and lay women. The following year, under the direction of its founder Mother M. Clarissa Dillhoff, the college moved to Indianapolis after securing a state charter and purchasing the James A. Allison estate.

When the college for Catholic women opened in the fall of 1937, a staff of 16 welcomed 24 full-time women students and a larger number of part-time students; with the addition of evening and Saturday classes, enrollment quickly increased to 100. In June of 1938, the first commencement was held; four bachelor of arts degrees were conferred. For the initial 10-year period, the entire college—classrooms, library, dormitory space, cafeteria, science laboratory, and faculty residences—was housed in existing buildings of the Allison Estate. In 1948, the college embarked on an expansion program, which added Clare Hall and the gymnasium, now known as the intramural gymnasium. Marian Hall, the present administration building, was completed in 1954. In that year, Marian College became the first Catholic coeducational college in Indiana. Monsignor Francis J. Reine was then named president, succeeding Sister Mary Kevin Kavanagh. Two years later the college was accredited by the North Central Association.

The gradual increase in student numbers demanded a larger campus. In 1963, the Frank Wheeler estate, then owned by William Stokely, was purchased. The mansion became the William Stokely Jr. Music Hall. The former estate of Carl Fisher separated the north and south campuses. Until 1967 it served as a private preparatory school for boys, when it was purchased, giving the college 114 adjoining acres. Over time, residence halls and classroom buildings were added to the campus, and features such as the Blessed Mother Mary Shrine and Rosary Walk (2016). Renovations to existing buildings have been ongoing and include the Marian College Cycling Center (2007) and the Arena/Convocation Center (2019). Additional buildings include the new residence halls, University Hall (2008), Drew Hall (2012), and Caito-Wagner Hall (2021), the multi-purpose athletics field (2008-2009), the Evans Center for Health Sciences (2013), the student center, Alumni Hall (2014), the Norman Center for Business (2017) and the Dining Commons (2018). The Witchger School of Engineering building was opened for the Fall semester in 2023.

On July 1, 2009, Marian College became Marian University, and continues to seek means to make significant educational contributions to Indianapolis. This commitment to the community is actively demonstrated through such initiatives as Consortium for Urban Education; advanced placement testing and Advanced Study Program for outstanding high school students; degree-completion programs for the career military; Marian's Adult Programs; career ladder programs in nursing; the Master of Arts in Teaching program; intensive summer science workshops and camps for middle and high school teachers and students; and a partnership with the Nina Mason Pulliam EcoLab.

The Marian University College of Osteopathic Medicine (MU-COM) welcomed its first class of 162 medical students in August 2013. MU-COM combines the strengths of the osteopathic philosophy and Marian University's rich Catholic history, making it one of only five Catholic medical schools, and the only Catholic osteopathic medical school in Indiana.

This effort was followed by the introduction of doctoral level training in both Nurse Anesthesiology and Family Nursing Practice in 2018, and a doctorate in Organizational Leadership in 2020.

Fall 2019 saw the creation of a specialized two-year college, Marian University's St. Joseph's College, with a focused earn and learn program of study in business and liberal arts. This has been followed in 2021 with the creation of Marian University's Ancilla College, located in Plymouth, IN, as a second two-year college providing educational programming and opportunities to students in north central Indiana.

### **Mentoring**

The Marian University environment encourages mentoring relationships. As with many colleges and universities, natural mentoring relationships develop between students and faculty or staff such as those of academic advisor and advisee, club advisor and club officer, residence hall directors and on-campus students, coaches and team members, etc. Opportunities for Marian University students to volunteer as mentors include both on and off campus programs. For example, students may volunteer to welcome and orient new students in the first weeks of the academic year, to relate to new students residing on campus throughout the year, or to provide extra support to off-campus students, especially those who are "non-traditional" students, age 24 years or older. Off-campus opportunities include outreach to younger students in elementary, junior high, or high schools.

## **Campus Ministry**

Campus ministry is an essential part of the mission of the church on campus. The ministers at Marian seek to “walk with others as Jesus Christ is God walking with us.” The components of campus ministry include rich worship, service and education for social justice, faith and evangelization along with ministry to our graduate, online and interfaith community. Much of this work is done through the formation of faith-filled student leaders, to include peer ministers, liturgical ministers, retreat leaders, Alternative Break and service leaders. We seek to deepen the faith of our Catholic students as well as our students of various Christian denominations and are open to and supportive of our interfaith students and those who do not affiliate with any faith tradition.

There are four chapels on our campus; St. Francis Hall chapel in Oldenburg Hall, Our Lady of Perpetual Help in the Evans Center, Saint Joseph Chapel in Caito-Wagner Hall and Bishop Chartrand Memorial Chapel, in Marian Hall, which is the center for liturgical services on campus. Mass is offered daily Sunday through Friday along with the Sacrament of reconciliation. At the opening of each semester and on the regularly established holy days, special all-community liturgical celebrations are scheduled, during which classes are cancelled and professional meetings are discouraged. Regardless of religious affiliation, all are welcome to join the community in worship and prayer.

Campus Ministry provides various ministries which include live streaming weekly Mass, putting safe protocols in place for public worship, weekly online reflections, recorded prayer services and sacred music concerts and creating a Canvas course to hold all campus ministry resources, including the ability to make a remote appointment with any one of our mission and ministry team. Information regarding the real time offerings from campus ministry, can be found on the weekly email, through social media outlets such as Facebook and Instagram.

## **Family Educational Rights and Privacy Act of 1974**

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect all official records pertaining to them and to challenge inaccurate or misleading information. Exceptions are parents’ financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except for the following “directory” information available to the public: student’s name, campus and off-campus address, e-mail address, telephone (personal and mobile) number(s), date of birth, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full- or part-time status, degrees, awards, honors, dean’s list, and the most recent previous institution attended by the student. Students may waive the right of nondisclosure, allowing access to their records by anyone designated on the waiver form. The waiver form is effective through the student’s graduation or until the student designates otherwise.

The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean university publications, such as team rosters, promotional brochures, or the student directory, may include some directory information.

## **Indianapolis Campus**

The Marian University Indianapolis campus, located six miles from the center of Indianapolis, extends over 165 wooded acres, and includes the estates of three of the four developers of the Indianapolis Motor Speedway: James A. Allison, Carl G. Fisher, and Frank H. Wheeler. The university is within easy access of state and interstate highway systems which pass through Indianapolis.

A 95-acre wetland and forest area that was part of the original Jens Jensen landscape plan for the Allison estate has been established as an outdoor environmental science laboratory, known as the Nina Mason Pulliam EcoLab, which is used by central Indiana educational groups as an educational resource and learning center.

Buildings include:

- Allison Mansion – The former home of James Allison was known as the “House of Wonders” when it was completed in 1914. The Sisters of Saint Francis purchased it in 1936 and relocated Marian College from Oldenburg to the property in 1937. It was originally the main building on campus and housed the library, administrative offices, classrooms, and sleeping quarters for the Sisters. Biology and chemistry offices and student dormitory were located in the former greenhouses. Listed in the National Register of Historic Places, today the offices of the university’s president are located here.
- Alumni Hall – This building opened in fall 2014 to serve as the new student center for the campus. The university bookstore and a food court with a Starbucks, grill, and pizza, serves the students, faculty and staff. There are outdoor and indoor

seating options and gathering spaces, including nooks designed for small group collaboration. The building was designed to also serve as a banquet hall with seating for up to 300 guests.

- Arena and Convocation Center – In 1983, the university opened the Physical Education Center, a building attached to Clare Hall at the west end. It houses the varsity gym, an intramural gym (the former Clare Hall gymnasium), a weight room, physical assessment lab, and classrooms as well as offices for athletics administration. To accommodate the growing need for better equipment and more space, an expansion and renovation of the center was completed in 2019. There is now a fitness center, expanded locker rooms, and weight room, and all are open to all students, faculty, staff, and alumni.
- Caito-Wagner Hall – This hall opened in 2021 and serves as first year student housing for over 200 students. A attached bell tower dedicated to the Sisters of Saint Francis, Oldenburg, Indiana–Marian’s founder and sponsor–is highest point of elevation on campus. The hall also houses Saint Joseph Chapel and includes a garden and reflection area.
- Caretaker’s Cottage – This building served as the caretaker’s cottage for the Wheeler-Stokely estate.
- Clare Hall – Named for Mother Clarissa Dillhoff, the first president of Marian College, Clare Hall was completed in 1949 and used as the primary residence hall. The lower level of Clare Hall houses the Media Center and an art studio. The first floor of this building houses the campus dining commons, the Counseling and Consultation Services Office, the Center for Academic Success and Engagement, Student Health Services, the Personalized Learning Center, multiple classrooms, and our Unity Center. Two upper floors serve as a residence for students.
- Doyle Hall – Opened in 1964 as a men’s residence hall, it was dedicated and named for Monsignor John J. Doyle on May 17, 1967. Today it is a coed residence hall that is home to 250 incoming freshmen.
- Drew Hall – Opened in 2012 as a residence hall, it has four floors of suite-style rooms, with four students sharing a common living area and private bathroom in each suite. The building’s amenities extend to its exterior, with a bricked courtyard and fire pit available for student use. A coed residence, the hall is home to 144 upper class students.
- E.S. Witchger School of Engineering – Home to Marian’s Engineering and Physics programs, The Witchger building opened in the fall of 2024. Housing instructional, laboratory, and maker spaces as well as the faculty in these fields, this building provides state-of-the-art learning opportunities for Marian students. Also included are collaboration spaces, small group study locations, and presentation rooms.
- Huntington Hall – Home to Marian University’s St. Joseph’s College. The facility was opened in 2019. The hall was a former church located on the western edge of Marian’s main campus. Saint Joseph’s College offers a unique earn and learn model of associate degree level education to students. Graduates are prepared to enter the workforce with accumulated experience or to continue their educational pursuits with Marian University.
- Marian University Cycling Center – The indoor cycling training facility opened in the spring of 2007 and is the training ground for the over 45 time national champion Marian University cycling team. It also serves as a health and fitness resource for the larger campus and Indianapolis community.
- Marian Hall - Dedicated in 1954 by Archbishop Paul Schulte of Indianapolis, Marian Hall, like the university, was named for and dedicated to Mary, the Mother of God, by the Sisters of Saint Francis, Oldenburg. The statue of Mary located at the building’s center was also dedicated in 1954. The cornerstone of the building is set in the chapel wing to symbolize the Christ-centered education Marian University provides. Marian Hall houses the Bishop Chartrand Memorial Chapel and Marian Hall Theatre on opposite ends, with classrooms and Scotus Science Hall in the middle. In addition to being a classroom building, this central administration building houses the offices for academic and financial student services, and human resources. It also houses faculty offices for natural and social sciences.
- Michael A. Evans Center for Health Sciences - Home to the Marian University College of Osteopathic Medicine (MU-COM), the Leighton School of Nursing, and an art gallery and classrooms, the building opened in 2013. It is a 140,000 square foot building with four floors and is LEED Gold certified. Classrooms, two lecture halls, and the admissions and student affairs offices for graduate programs occupy the first floor. The building also houses an anatomy lab and osteopathic manipulative medicine lab. Modern patient simulation centers, which duplicate hospital and clinic treatment areas for teaching and assessment of student skills and competencies for both medical and nursing students, are also located here.

- Mother Theresa Hackelmeier Memorial Library – Named for the founding member of the Oldenburg Franciscan congregation and dedicated in 1970, this contemporary structure can house 200,000 volumes. Students have access to individual and group study spaces as well as several collaborative research pods combining computing technology and research tools. The library offers students and faculty traditional library collections, electronic resources, and a wireless network in a friendly student-centered environment. The library Learning Commons includes the largest open computing lab on campus, SmartSuite seminar rooms, a Writing Center, student presentation rehearsal room, and a 220-seat auditorium. The Exchange, the career development office located on the first floor, connects students with key stakeholders in the community and assists them in identifying and honing their skills and talents.
- Paul J. Norman Center - Built in 2017 to represent the changing work styles and mobile technology of businesses today, the Norman Center has breakout areas, expansive glass walls, and open perimeter spaces. The building includes a total of seven classrooms, 14 offices, three conference rooms, four collaboration rooms, a large board room, and a presentation venue. The center is home to the Bryum School of Business, campus safety and police services and Subway restaurant.
- Sisters of Saint Francis Oldenburg Hall – Built in 1967 as a residence for the members of the Sisters of Saint Francis, Oldenburg who worked at Marian College. The Sisters lived there until additional room was needed to accommodate the school’s growing enrollment. After serving as a residence hall for many years, it now houses many liberal arts, theology and philosophy department offices, the offices of the Klipsch Educator’s College, Office of Mission Effectiveness, Rebuild My Church, San Damiano Scholars, Campus Ministry, the offices of the Department for University Marketing, offices of the Athletics Department, and the St. Francis Chapel. Originally named St. Francis Hall, the name of the building was changed to Sisters of Saint Francis of Oldenburg Hall in 2014.
- Sommers Mansion – Added to the university in 2017, this mansion serves as the home for the University Advancement offices as well as outreach segments of the Klipsch Educator’s College.
- Steffen Music Center – The music center was originally built in 1968 as a home for the incoming president, Dominic Guzzetta. In 1990, the Department of Music relocated from the Wheeler-Stokely Mansion to this building after the university renovated the house and added classroom and rehearsal space. Special features were added during the renovation, making the acoustics tremendous in the teaching studios, practice rooms, and rehearsal room. A renovation and expansion project began in 2009 with a gift from the estate of the late Andrew Steffen. To honor the university’s Catholic foundation, the building façade features the first 10 notes of the fight song, We Rise and Cheer for You Dear Marian, marked in pneumatic notation, a style most commonly associated with Gregorian chants and Catholic liturgical music. Additions included multiple Wenger practice rooms; a large rehearsal hall; large instrument, percussion, and uniform storage rooms; and instrument repair station.
- The Overlook at Riverdale –The home of graduate student apartments, the facility opened in 2015 and has studio, 1, 2, and 3 bedroom apartments as well as a fitness center and dedicated study lounge.
- University Hall – A residence hall opened in the fall of 2008 and designed in consultation with Marian University students. The hall has suite-style rooms with kitchenettes on every floor as well as large common areas for student gathering. A coed residence, the hall is home to 190 upper class students.
- Wheeler-Stokely Mansion – The Wheeler-Stokely Mansion was built for Frank Wheeler in 1911 as the main house on his estate, which he named Hawkeye. The most distinctive feature associated with the building is the 324-foot long colonnade known as the “dog walk” that extends across campus to the west. Monty Williams, purchased the estate in 1921 following Wheeler’s death. He filled in Wheeler’s lake and built a swimming pool. Williams occupied the house until 1937 when William B. Stokely purchased the property. He sold it to Marian College in 1963; the college subsequently removed the servant’s house, garage, and water tower to make room for a much-needed student residence, Doyle Hall. Marian University first used the mansion to house the music department. The office of admission currently occupies the mansion. The outdoor swimming pool, used for many years by students, alumni, and friends, was filled-in in 2003. The estate was listed on the National Register of Historic Places in 2004.

### **Marian University’s Ancilla Campus**

On July 1, 2021 Marian University launched Marian University’s Ancilla College (MUAC) near Plymouth, IN. This location offers an education to students in North Central Indiana on the campus of the Congregation of the Poor Handmaids of Jesus Christ. Coursework leading to associate level degrees as well as baccalaureate level educations and nursing is offered here. Upon completion of their degree work, students may continue their studies on the main Marian University campus in Indianapolis.

## **The Office of Graduate and Online Admission**

The Office of Graduate and Online Admission is responsible for application processing, admissions, marketing, recruitment, tuition and fee schedules, and tracking outcome data. The Director, assisted by the enrollment management staff, works with Graduate Program Directors to screen, interview and recommend students for admission. A confidential, secure, and permanent system of applicant and matriculated records is maintained in our graduate application service. A subset of these records are transferred electronically to the Marian University Registrar to establish the permanent academic record for each graduate student.

To be eligible for admission to a graduate program in the Office of Graduate and Online Programs, prospective students must meet all of the following requirements:

- Hold a minimum of baccalaureate degree or its equivalent from an institutional accredited college or university;
- Have maintained a minimum of B grade point average in your undergraduate major courses and demonstrate sufficient academic achievement to be successful in advanced scholarship and research;
- Complete and submit the Graduate Studies online application form;
- Submit all required test scores and other supplemental materials by specified departmental deadlines;
- Remit all required fees for admission.



## Finances

The tuition and fees that each student pays to Marian University meet only a percentage of the expenses incurred by the university in providing a student's education. The remainder of these expenses is met through gifts and grants made to the university by individual and business donors, and from other sources. Despite the reduced tuition and fee charges, some students face difficulty in meeting their university financial obligations. Therefore, a wide variety of scholarships, grants, employment, and loan opportunities are available to Marian University students to help offset expenses.

### Tuition and Fees

A complete listing of current fees is available at on the Business Office webpage. For more information, call 317.955.6020 or 800.952.3917, or email busoff@marian.edu.

### Tuition and Fee Payment Policy

Tuition and fees for each semester are due and payable by the published tuition due date for all students who are not formally enrolled in a monthly payment plan with the approved provider. Students who fail to pay tuition on time or make a scheduled payment plan payment may be charged a late fee.

Student accounts must be paid in full in order for students to enroll in or attend classes for any subsequent semester. Academic records, including transcripts and diplomas, are encumbered until the student account is paid in full. Students in professional programs that require additional or external certifications or testing to progress will have restricted access to official records allowing them to participate in these certifications or tests.

Outstanding account balances for students who have ceased enrollment at Marian University may be forwarded to an outside billing service for installment billing or a collection agency for collection action. At the time the account is sent for installment billing or collection, the account may be assessed interest. All collection costs associated with the collection of an outstanding balance, which may include collection costs, interest, and attorney fees are the responsibility of the student. Marian University or its agent may report unpaid balances to national credit bureaus.

All students who make application to Marian University and who register for classes agree to this policy by signing and submitting their paper application or online application for admission.

### Installment Payment Plan

Marian University offers a monthly payment option which allows all or part of educational expenses to be spread over each semester without interest charges. The plan is currently administered by Nelnet Campus Commerce and is available to all students, with the exception of students taking classes through the MAP program. The payment plan is accessed through the MUHUB under the 'Student Finance' tab. The plan administrator charges a semester fee for use of the plan. Marian University reserves the right to change payment plan providers at any time.

### Reduction of Charges Due to Withdrawal from University

A student who officially withdraws from school is entitled to full or partial reduction of charges for tuition, fees, housing, and meal charges. Tuition, other related fees, and housing and meal charges will be reduced in the following manner in the event the student withdraws from Marian University after confirming registration:

#### Standard (semester-long) courses

- Withdraw during calendar week 1 = 100 percent
- Withdraw during calendar week 2 = 90 percent
- Withdraw during calendar week 3 = 60 percent
- Withdraw during calendar week 4 = 25 percent
- Withdraw during calendar week 5 or after = No refund

#### Courses lasting five weeks or more (up to, but not including, semester-long courses)

- Withdraw during calendar week 1 = 100 percent
- Withdraw during calendar week 2 = 50 percent
- Withdraw during calendar week 3 or after = No refund
- Last date to withdraw with "W" grade is six (6) business days before the published end date of class

Courses lasting four weeks or less

- Withdraw during calendar week 1 = 100 percent
- Withdraw during calendar week 2 or after = No refund
- Last date to withdraw with “W” grade is six (6) business days before the published end date of class
- If the class meets less than six (6) days, withdraw is not permitted after class begins
- You cannot withdraw from any class in which the final examination has been given

Return of federal aid funds will follow federal law and regulations. See the Office of Financial Aid for specifics.

**Refund of Overpayment**

Refunding of student account overpayment, whether or not the student receives federal Title IV aid, will be made in compliance with federal guidelines for federal student loans.

## Financial Aid

Marian University wants to work with students and their families to assist in financing education. The Office of Financial Aid will help students consider the financial options that Marian University offers, so that students and their families can plan the best ways to manage their educational investment over the coming years. The professionals at Marian University's Office of Financial Aid are pleased to provide information and answer questions about the financial aid application process. Contact the Office of Financial Aid by phone at 800.834.5494 or 317.955.6040, or by email at [finaid@marian.edu](mailto:finaid@marian.edu), or visit the [Financial Aid webpage](#).

More than 99 percent of first-year students at Marian University are eligible to use a combination of scholarships, grants, work-study, and loans to assist in financing their education. Marian University awards more than \$45 million annually in scholarships, grants, and self-help.

### How to Apply for Financial Aid

Students interested in applying for financial aid at Marian University must complete the following steps:

1. New students must apply and be accepted for admission to the university. In order to be considered for financial aid, students must be regularly admitted and enrolled in a degree-granting program at least half-time (six credit hours) for federal and full-time (twelve credit hours) for state aid. Only students who are United States citizens, nationals, or permanent residents are eligible for federal and state aid through Marian University's Office of Financial Aid.
2. File the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>. List Marian University, Title IV School Code 001821, on the FAFSA application.
3. If a student has already filed the FAFSA, but did not list Marian University or as a recipient of the FAFSA information, please return to <https://fafsa.ed.gov> and add the Title IV School Code 001821.

This information will be used to determine eligibility for all federal and state aid. The FAFSA application must be received before April 15 to ensure consideration for the Indiana State Grant programs. Students applying for Marian University aid only are not required to file the FAFSA. The university will notify you if the federal government, through the verification process, requires you to send current federal tax forms (or additional documents) to the Office of Financial Aid.

Financial aid at Marian University is tentatively offered as soon as possible after the student has been admitted and the FAFSA results have been received by the Office of Financial Aid. Students who file for financial aid by April 15 are given first priority. After that date, offers are made as funds become available.

To receive federal aid, a student must not be in default on a Federal Direct Loan, National Defense/Direct Student Loan, Income Contingent Loan, Consolidated Loan, Perkins Loan, Federal Stafford, SLS, or PLUS loan. In addition, a student must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or State Student Incentive Grant at any institution.

A student's financial aid award will be based upon the number of credit hours for which they are registered. After classes begin, enrollment status will be verified with the Office of the Registrar. Adjustments will be made to any student's financial aid if their status changes from full-time (12 credit hours or more) to less than full-time. If the adjustment drops a student below half-time attendance (six hours), the student will be ineligible to receive federal loans. Students must make a separate application for the Federal Direct Stafford and PLUS loan programs.

Eligibility for students in Marian's Adult Programs (MAP) is limited to the federal and state financial aid programs. Second degree, graduate degree, and certificate program students are eligible for federal loans.

### Federal Loans

For more information on the federal loans described below, visit the [Financial Aid webpage](#).

**Federal Direct Stafford** has two types of loans: (1) the Subsidized Loan, with an interest subsidy, and (2) the Unsubsidized Loan, without an interest subsidy. Maximum annual loan limits depend upon the student's:

- dependency status
- year in college, and
- financial need

**The Federal PLUS Loan** allows the parent of a dependent student to borrow up to the cost of attendance minus other aid available. Parents must have no adverse credit history.

**Private Alternative Loans:** You will also find information on other loan resources at [www.marian.edu/financialaid](http://www.marian.edu/financialaid).

All student loan programs have loan deferral provisions. All borrowers with outstanding indebtedness in the Perkins, Stafford, PLUS, and HPSL programs are eligible to consolidate their loans. Please contact the Office of Financial Aid for details

### **Veteran Affairs Benefits**

Students eligible for GI Bill® benefits should visit our [GI Bill® benefits webpage](#) for more information on using these education benefits at Marian University.

Marian University does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that covered students borrow additional funds, if the student is covered and unable to meet financial obligations to Marian University due to any delayed disbursement funding from the VA under Chapter 31 or 33. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

**Satisfactory Academic Progress (SAP)** As required per federal guidelines, Marian University's SAP policy is at least as strict as our policy for students not receiving federal Title IV aid. Progress is measured by both a qualitative standard (cumulative GPA) and a maximum timeframe and credit hours attempted standard. Progress is measured at the end of each semester, including summer.

**Warning Status** – Status for a student who fails to meet SAP. Students in this status are one semester away from losing financial aid eligibility. Students do remain eligible for aid while in this status.

**Suspension Status** - Warning status students who fail to meet SAP standards the subsequent semester or a qualifying student who has failed at least one half of their courses in a given semester. Students are not eligible to receive aid while in this status. Students may appeal this status.

**Probation Status** – A student who has successfully appealed a suspension status. If at the end of the probation status semester, the SAP standard is met, the student is considered in good standing and continues to be eligible for aid. If the SAP standard is not met, the student will be placed back into suspension status. Students will be notified via letter if they are not making SAP requirements.

### **Graduate and Professional Programs**

Students must maintain a cumulative grade point average equal to, or higher than, the standards set by the University. Failure to meet these standards will place students in a warning status. These requirements are:

**Graduate** – Maintain a cumulative GPA of 3.0 with no course grade below a 2.33.

**Professional** – Maintain a cumulative GPA of 2.0 with no course grade below 2.00

### **Maximum timeframe and attempted credit hours:**

Students must complete 2/3 (67%) of the cumulative credit hours they attempt. Failure to meet this requirement will result in the student being placed in a warning status. Failure to meet this requirement the subsequent semester will result in the student being placed in a suspension status.

Students must also be making progress toward a degree. To quantify progress toward a degree, Marian University sets a maximum timeframe in which you are expected to finish a program. Accumulation of excess hours results in not meeting timeframe standards. Excess units are defined below:

### **Maximum Timeframe**

Undergraduate- 150% program length (128 hours are needed to graduate, 192 is the maximum attempted hours allowed)

Graduate & professional- Monitored by graduate school & Student Promotions and Academic Progress Committee

### **Change of Major**

For students who change majors, only coursework attempted and earned that is applicable to the new program of study is counted in the maximum timeframe. However, appealing the cumulative grade point average requirement a change of major/degree will not result in an automatic appeal approval. Appeals for GPA on the basis of a change of major will be limited to one change of major.

**Repeat Coursework**

Financial aid is available for the first repeat of any previously passed course. Each attempt is factored into the timeframe and attempted credit hours standard. The last grade and credit replace the previous ones in computing the grade point average. A student who fails a repeated course for which they had received credit, forfeits the original grade and credit earned.

**Remedial Coursework**

Students admitted into an eligible program at Marian University who take remedial courses may receive financial aid for a maximum of 30 attempted credits. A remedial course may be repeated only once. Remedial courses attempted and grades earned in these courses are counted in the qualitative and quantitative academic progress measures. Advisors will work with students to make sure that a student is on track to graduate within 150 percent of program length along with the remedial coursework.

**Transfer Credits**

All accepted transfer credit hours that are applicable to the student's current degree or certificate program of study are subject to being counted for SAP purposes. Transfer credits accepted will be included when calculating the Quantitative Measure and the 150 percent maximum time frame. Transfer credits are not included in the GPA calculation.

**Incomplete Grades**

Students who receive a grade of "I" in a course will have the course counted in the attempted credits, but will not count the course as earned credit for the SAP calculation. SAP will still be determined and calculated based on the current grades and may be reviewed and reevaluated once the final grade is updated.

**Appeal Process**

Students who lose aid eligibility because they are not meeting SAP cumulative GPA or attempted credit hour standards may regain eligibility by submitting a Marian University Financial Aid Appeal Form. This form provides a non-exhaustive list of circumstances for which a student may appeal. A student who successfully appeals their suspension status will be placed on probation status for one semester. If the student meets the SAP standards at the end of the probation status semester, they are removed from probation status and considered in good standing for SAP. If a student does not meet the SAP standards at the end of their probation status semester, they will be placed back in suspension status and must subsequently meet the standard(s) in order to regain aid eligibility. Students can regain eligibility any semester once they meet the standards of Satisfactory Academic Progress.

If a student with an approved appeal is determined to be unable to meet SAP in one payment period; the student will be placed on probation and an academic plan will be developed for the student. The student will be evaluated after one payment plan to determine if the student is meeting the requirements of the academic plan and or is now meeting SAP.

Appeals decisions will be determined by the information presented on the appeal form and any supporting documentation provided. Unusual and or mitigating circumstances such as illness, family catastrophe and other conditions beyond your control which have had an influence on your academic performance, may be considered in the evaluation process.

If a student's appeal is denied notification will be sent via letter to the student with an explanation of how they can regain eligibility. If you are allowed to enroll at Marian University during any subsequent semester, you must do so at your own expense until you once again meet the SAP criteria or submit an SAP Appeal that's approved. You may wish to consider applying for other types of financial aid, such as alternative/private loans.

Even during periods when you are not receiving financial aid due to suspension progress will still be measured by both a qualitative standard (cumulative GPA) and a maximum timeframe and credit hours attempted standard. Progress will be evaluated again at the end of the subsequent semester.

**Return of Title IV Funds (Policy)**

Students who received or could have received federal financial aid who do not complete at least one course in the semester will be reviewed for a Return of Title IV Funds calculation. This includes students who drop, withdraw, are dismissed, or take a leave of absence. Marian University's financial aid leave of absence policy is separate from the academic leave of absence policy. Therefore, a Marian University leave of absence after the semester starts may be treated as a federal withdrawal and could be subject to a Return of Title IV funds calculation.

The Return of Title IV funds calculation is based on students earning financial aid for each calendar day they attend class. For example, if a student attends 42 of 100 calendar days they will have earned 42% of their aid. Scheduled breaks of 5 or more consecutive days are not counted in the total semester calendar days.

Students subject to calculation who complete more than 60% of the semester are considered to have earned 100% of the financial aid.

Return of Title IV Funds policy is separate from the university's refund/reduction of charges due to withdrawal from university policy. A student may be required to return unearned Title IV financial aid funds and may then owe Marian University for institutional charges. Refer to the Finances section of this course catalog for the policy on refund/reduction of charges due to withdrawal from the university.

For an official withdrawal, by which the student completes the Withdrawal from University Form, the withdrawal date used in the Return of Title IV Funds calculation is the actual date indicated on the form. For unofficial withdrawals, by which the student just stops attending classes without notification, the withdrawal date will be the midpoint of the semester or the last date of documented academic activity determined by Marian University. Additional documentation supporting the last date of academic activity may be provided by the student, if they verify a later date of attendance than determined by Marian University.

Return of Title IV Funds does not apply to federal work-study, Indiana State grants, any Marian University aid, or any outside scholarship. Please contact the Office of Financial Aid for the consequences of dropping classes for any of these types of aid.

The Office of Financial aid will complete the Return of Title IV Funds calculation within 30 days of receipt of the completed official Withdrawal from University Form or the notification of an unofficial withdrawal.

The following summarizes the steps in the Return of Title IV Funds calculation:

**Step 1: Student's Title IV aid determination**

The Office of Financial Aid will determine:

- A. The total amount of Title IV aid disbursed for the semester from which the student withdrew. The student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
- B. The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

**Step 2: Percentage of Title IV aid earned**

The Office of Financial Aid will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of five days or more.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

**Step 3: Amount of Title IV aid earned by the student**

The Office of Financial Aid will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Steps 1A&B).

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

**Step 4: Amount of Title IV aid to be disbursed or returned**

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

- If the aid already disbursed is less than the earned aid, then Office of Financial Aid will calculate a post-withdrawal disbursement.
- Marian University will notify a student or parent in writing prior to making any post withdrawal disbursements within 30 days of the date Marian University determined that a student has withdrawn.
- If the post-withdrawal disbursement calculation indicates that a post withdrawal disbursement is due from grant funds and the student has outstanding institutional charges, the funds are automatically applied to the student's billing account. If the calculation indicates that a post-withdrawal disbursement is due from loan funds or grant funds remain available after being applied to outstanding institutional charges, the student/parent is sent a letter notifying him/her of the amount available. The student/parent is asked to return the letter within 14 days indicating whether students wish to receive the aid and if so, the amount.

The order of return of any federal aid funds is as follows:

- Federal Direct Loan - Unsubsidized
- Federal Direct Loan - Subsidized
- Federal Direct Grad PLUS Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- TEACH Grant

After a Return of Title IV Funds calculation is performed, the student will receive a revised award letter from the Office of Financial Aid and a revised billing statement from the Business Office. Marian University will return funds on the student's behalf to the appropriate federal and institutional aid program(s).

Any balance due must be paid to the Business Office in accordance the terms of their billing. Marian University is required to return unearned funds as soon as possible but no later than 45 days after the date of determination of a student's withdrawal.

The Office of Financial Aid will notify students if they owe federal funds back to the U.S. Department of Education (ED). Amounts that must be returned by the student will first be applied to federal loans. The student/parent will be permitted to repay loans based on the terms of the Master Promissory Note (MPN) which usually consists of scheduled payments to the servicer of the loan over a period of time. Any grant overpayment must be repaid within 45 days after the student receives notification from the Office of Financial Aid. If the grant overpayment cannot be paid in full, a repayment plan may be arranged with ED.

## **Academic and Student Services**

### **Academic Advising**

Academic advising is available through the program director, faculty or advisor of each individual program. Advising is a collaborative process that encourages students to take ownership of their academic experience by exploring dreams, identifying goals, and developing meaningful academic plans. Students should meet with their designated advisor to discuss academic progress and course registration.

### **Attendance at Commencement**

Graduate and doctoral candidates for degrees are required to wear the Marian University prescribed academic attire if attending the commencement ceremony. Degree candidates must be in good academic standing to participate in commencement. Graduate students who will complete all remaining degree requirements by August may attend the May commencement ceremony.

### **University Ministry**

Committed to serving all in their spiritual journeys, University Ministry creates an environment for students to find faith-filled answers to the big questions of life: “Who am I? What are my most deeply felt values? Do I have a mission or purpose in life? Why am I in college? What kind of person do I want to become? What sort of world do I want to create?”

Led by passionate staff and student leaders, University Ministry creates Outreach, Spiritual Formation, and Fellowship opportunities that meet people where they are, reveal God, and call for a response. We do so by empowering faith-filled leaders who are discerning, developing and discipling.

University Ministry offers the Mass (daily), service opportunities, prayer services, retreats, and leadership experiences that will help students find faith-filled answers in a supportive community.

### **Campus Safety and Police Services**

The safety and well-being of our students, faculty, and staff are a top priority. Maintaining a safe and secure campus requires the involvement and support of everyone. Keeping our environment relatively crime free can be achieved only through the cooperation and vigilance of all persons in the community. Services provided by the department, staffed by sworn law enforcement officers, include 24-hour escort service, victim assistance program, motorist assistance program, disabled vehicle program, and crime prevention presentations and information. Emergency information is shared via the Campus Shield app, available on the iPhone app store and Google Play. Campus Safety and Police Services can be reached at 317.955.6789.

### **Counseling and Consultation Services**

The Office of Counseling and Consultation Services (CCS) offers counseling services for Marian University students’ emotional health to assist in their academic functioning and overall wellness. Individual and group therapy are offered to assist students in addressing concerns such as anxiety, depression, grief and loss, trauma, substance abuse, and relationship difficulties. Students seeking other mental health resources, information, or off-campus referrals can also use CCS for assistance. Licensed psychologists, social workers and closely supervised doctoral trainees staff the services. When necessary, and at the discretion of the counseling staff, referrals to community agencies may be required which would result in fee for service costs to the student.

Counseling and Consultation Services staff members also provide educational programs and prevention workshops as part of their support services for the academic and personal growth of Marian University students. Information is provided on a variety of topics including, but not limited to, depression, anxiety, stress management, time management, communication skills, and personal wellness.

Students are seen by appointment and can contact the CCS office at [CCS@marian.edu](mailto:CCS@marian.edu) or 317-955-6150 to set up an initial consultation. For additional information, please see the [CCS webpage](#).

### **Dining Services**

Dining with friends is an integral part of your college experience. Dining locations on campus include: the Dining Commons (located in Clare Hall), Subway (located in the Paul J. Norman Center), Chick-fil-A and Starbucks (located in Alumni Hall) and P.O.D Market (located in the Evans Center). The All Access or the Block 175 Meal Plan for residential students is purchased when students sign their housing contracts. The Commuter Student Meal Plan will automatically be assigned to all full-time undergraduate commuter students. Whether you eat every meal on campus or just grab a bite now and then, you’ll love the variety, convenience and flexibility of your meal plan.



Supplemental Knight Bucks (dining dollars) and commuter meal plans can be purchased at the Dining Services office (Clare Hall) or online at [www.marian.campusdish.com](http://www.marian.campusdish.com).

### **Diplomas**

Diplomas are only issued to those who have fully completed all requirements and have met all financial obligations to the college. Diplomas are not presented to students during the commencement ceremony. Students will be notified of diploma availability by the Registrar's Office leading up to and after each graduation date in May, August, and December.

### **The Exchange Career Development and Experiential Learning**

The Exchange is a team empowering students and alumni to explore and discern potential career paths and develop key skills critical to their long-term professional success. The Exchange engages with students early and often and connects students to the larger community in the form of on-campus employment, informational interviews, networking, internships, mentoring, and community-engaged learning. The Exchange is a three-time recipient of the Career Development College of Distinction.

The Exchange also coordinates application for on and off-campus employment, through our career service management system, Handshake, which can be accessed by students and alumni at [www.marian.edu/exchange](http://www.marian.edu/exchange). Exchange staff members assist with resume and cover letter development and interview skills, as well as guidance on graduate school admission and competitive graduate scholarships and fellowships. The Exchange also hosts many career preparation events throughout the school year: career fairs, networking opportunities, employer visits and tailored workshops.

### **Health Insurance Policy**

Marian University does not provide a campus-wide "student health insurance" plan nor does the university endorse any medical plans for the general student body. However, a few specific academic programs and student populations have unique health insurance requirements. Students enrolled in the graduate health science academic programs (doctor of osteopathic medicine, doctor of nursing practice, and master of biomedical science) should contact the Office of Student Affairs Health Sciences for information related to a specific graduate health sciences student health insurance program.

Marian University requires all international students have medical health insurance and evacuation/repatriation coverage for each semester of enrollment and while in the United States. All international students must have LowerMark Student Insurance or have an approved waiver confirming alternative coverage that meets certain requirements. More information can be found at [www.marian.edu/InternationalInsurance](http://www.marian.edu/InternationalInsurance).

Some graduate programs may have additional insurance requirements for admission and continued enrollment. Contact your program director for additional information.

### **Health and Wellness Services**

The Marian University Student Health Center provides vital clinical services to all enrolled Marian University students to achieve their level of optimal wellness. The Catholic Franciscan heritage, coupled with current medical information and resources, guides the implementation of clinical services. The Student Health Center addresses a wide range of patient needs. Our services include, but are not limited to, treating acute illness, wellness visits, immunizations, physical exams, minor injuries, breathing treatments, allergy injections, and testing for COVID 19, strep, mono and the flu. Our health care providers write prescriptions as well as provide some over-the-counter treatments.

Health education is a focus as well and the Student Health Center presents promotional health and wellness education programs, biannual health fairs and events throughout the academic year geared towards health and wellness. All students must complete a Student Health and Immunization Record form (forms can be found on the Marian University Health and Wellness web site) providing The Student Health Center the most accurate health status of the student. The student's signature, (or parent's signature for a student younger than 18), is required for authorization to administer treatment.

Marian University expects students hold active health insurance coverage and The Student Health Center will submit services rendered to a patient's health insurance policy following the appointment. Lack of health insurance should not be an obstacle to treatment and in the event a student does not have an active policy, The Student Health Center and Marian University are able to work with each student to ensure healthcare is provided and not avoided or delayed. Please visit the [Health and Wellness webpage](#) to learn more about The Student Health Center, our staff and services.

### **Housing and Residence Life**

On campus housing for students is managed by the Office of Housing and Residence Life. Questions can be directed to [housing@marian.edu](mailto:housing@marian.edu) or 317.955.6318

### **Inclement Weather Policy**

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, Marian University will report this information to local media stations and on social media platforms. Additional information and a complete listing of local media stations, is available [online](#). Students enrolled in online courses or have off-campus program requirements may be required to fulfill those requirements regardless of the weather conditions or operations of the main campus.

### **International Student Success**

The Global Engagement Office (GEO), connects international students with services, provides academic support, and shares programs to help them become more familiar with the university and U.S. American culture. This office also assists in all matters regarding immigration (such as passports, visas, and employment), health insurance, as well as the celebration of our students' cultures. The executive director oversees the Global Engagement Office, which supports international students and exchange programs and partnerships, study abroad, and promotes cultural understanding.

### **Mother Theresa Hackelmeier Memorial Library**

See the University section for the description of the library and its services.

### **Personalized Learning Center for students with disabilities (PLC)**

Marian University, through policy and practice, is committed to providing equitable access to learning opportunities for all students. In the Catholic, Franciscan tradition, we celebrate the dignity of each individual to ensure students with disabilities have equal access and opportunities during their time at Marian University.

The Personalized Learning Center staff, along with students and faculty, engage in an interactive process to ensure disability related accommodations are set up in a reasonable and supportive manner. The Personalized Learning Center supports disability access within the academic, housing, dining, parking, and social environment at Marian University.

### Applying for Accommodations

At Marian University, we are committed to supporting students with all different types of disabilities including, but not limited to, attention-deficit/hyperactivity disorder (ADHD), learning disabilities, physical and sensory disabilities, medical and mental health conditions, autism, as well as temporary disabilities. More than 300 students actively engage with the accommodation process each year. The accommodation process is easy to engage with and can be started with an email to the PLC. Information about documentation requirements and the full process can be found by visiting [www.marian.edu/plc](http://www.marian.edu/plc).

### English as a Secondary Language

The PLC additionally supports students, domestic and international, in which English may not be their primary language. Supports most generally include extended time testing support. To learn more about how this support is structured and what can be offered, students should contact the PLC. Contact information: [plc@marian.edu](mailto:plc@marian.edu), 317-955-6540, or check out the [PLC webpage](#).

### Spectrum of Knights (SOK)

Housed within the Personalized Learning Center, Marian University's Spectrum of Knights (SOK) is a fee-based program that provides individualized support and guidance to neurodiverse students, including autism spectrum disorder.

Spectrum of Knights provides additional supports to participants through one-one-one coaching, peer mentorship, cohort workshops, study tables and more. Information about program highlights, application, and cost can be found by visiting our website. Contact information: [autism@marian.edu](mailto:autism@marian.edu), 317.955.6756 or check out the [SOK webpage](#).

### **Standards of Conduct**

When a student enrolls, a commitment is made to abide by university policies. The policies are based on the university's foundational values. The Office of Student Affairs in the division of Student Success and Engagement assists students, faculty, and staff in following guidelines intended to maintain an atmosphere conducive to attaining educational goals. This office is responsible for the administration of the Code of Student Rights and Responsibilities. To view the code, please go to [www.marian.edu/studentrights](http://www.marian.edu/studentrights).

**Student Organizations and Activities**

Opportunities for student involvement are available through departmental, social interest, professional, athletic, and nationally affiliated clubs and organizations. A complete list of groups is available online at [www.marian.edu/clubs](http://www.marian.edu/clubs) and on Connect, [www.connect.marian.edu](http://www.connect.marian.edu). The Director of Student Activities coordinates and promotes a variety of educational, volunteer, recreational, social, cultural, and entertainment programs and services.

Numerous opportunities are available to develop leadership skills, interact with students, faculty and staff, and to share in personally enriching experiences through participation in student government, clubs and organizations, and in class offices.

**Unity Center**

Located on the first floor of Clare Hall, the Unity Center's mission is to develop and create stronger, more culturally competent, transformative leaders in their service to the world. The Unity Center is committed to fostering diversity and inclusion throughout campus and welcome all students, while specifically supporting underrepresented populations.

## Grading and Performance Standards

### Grading System

The quality of each student's work as determined by class achievement, tests, and examinations, is reflected in terms of letter grades. Points are given for each semester hour of credit in the course in which the grade is earned.

- A** 4.00 points: highest level of achievement, implying originality and initiative
- A-** 3.67 points
- B+** 3.33 points
- B** 3.00 points: achievement above average
- B-** 2.67 points
- C+** 2.33 points
- C** 2.00 points: average achievement
- F** 0.00 points: failure to successfully complete the course

**S/U** Satisfactory/Unsatisfactory grades are used to evaluate experience-related courses such as practica, co-ops, and internships. An "S" grade does not increase the number of divisor credits or grade points earned, but it does increase the number of credits earned. A "U" grade does not increase the number of divisor credits, credits earned, or grade points earned. See Academic Progress, Probation, and Dismissal.

**P/FL** Pass or fail evaluation may be chosen for selected courses other than those fulfilling program requirements. No more than two P/FL courses may be taken in any one semester, with a maximum of four P/FL courses counting toward graduation. A "P" grade does not increase the number of divisor credits or grade points earned, but it increases the number of credits earned. A "FL" grade does not increase the number of divisor credits, credits earned, or grade points earned.

The pass/fail option is usually chosen by the student at the time of formal registration. However, a change from "grade" to "pass/fail" may be made within the first five weeks of a semester (by the second scheduled meeting day of a course in the summer semester unless published otherwise) provided the paperwork for this option is submitted to and recorded in the Office of the Registrar.

**I** Incomplete is given when it is determined that, in unusual circumstances, the student should have the opportunity to finish incomplete work. To be eligible to arrange an incomplete, the student must have completed substantial portions of the course and be in good academic standing in the course (2.00 GPA or above). In consultation with the faculty member, the student initiates the request; final approval of awarding an incomplete grade is determined by the College/School Dean or Assistant Provost. An incomplete form must be submitted within one week after the last day of the semester. All incompletes must be removed by the end of one full calendar year or the incomplete becomes an "F."

**IX** Incomplete extension is available to graduate students progressing towards completion of a thesis or dissertation. It can only be given after one full calendar has passed from the date the original "I" grade has awarded and the program director approves an extension on the original "I" grade. To be eligible to for an incomplete extension, the student must work directly the faculty member and program director to determine if an extension is appropriate, be in good academic standing in the course (2.00 GPA or above), and has been actively working towards completing course requirements in the last 12 months. Final approval of an incomplete extension is determined by the Program Director. Incomplete extensions will become an "F" if coursework has not been completed within five years, which is the length of time given to complete a graduate degree.

**IP** In progress grade for courses which span two or more semesters.

**AU** Audited courses carry no credit and no grade. Laboratory, studio, and/or practicum courses are excluded from audit.

**W** A grade of "W" is recorded when a student withdraws from a course after the first week until six business days before the published end date of the course. If the course meets less than six days, withdraw is not permitted after the course begins. Students cannot withdraw from any class in which the final examination has been given. The semester withdrawal from a course is official only if the student initiates the drop through the MUHUB. A student who stops attending classes without processing the formal drop/withdraw in the MUHUB incurs an automatic "F" in the class.

Students withdrawing from all university classes must complete the withdrawal process prior to the scheduled final exam in order to receive a "W" in the classes. Students can initiate a "request to withdraw from the university" if they wish to separate from the university permanently or for 3 or more consecutive semesters. Students withdrawing from the university are also

removed from all future classes enrolled in through advanced registration. To re-enter school, students who have withdrawn must process a readmission application with the Office of Admission.

**Grade Reports**

At the end of each term, grade reports are available online on each student's MUHUB. Mid-term grades are not collected for graduate level courses.

**Transcripts**

Official transcripts of credits earned at Marian University are available at the Office of the Registrar. Students can locate fee information and order transcripts online at [www.marian.edu/current-students/registrar/transcripts](http://www.marian.edu/current-students/registrar/transcripts).

## Academic Success and Progress

Students enrolled at Marian University are expected to maintain a high level of scholarship, make regular and sufficient progress toward program completion, and adhere to the standards of conduct as outlined in the [Code of Student Rights and Responsibilities](#). The policies outlined here represent the minimum university standards. Individual programs may require more rigorous standards for maintaining good academic standing and progress. See program descriptions or contact the program director for additional details.

### Minimum Grade Point Average

Students must maintain a cumulative grade point average equal to, or higher than, the standards set by the University. Failure to meet these standards will place students in a warning status. These requirements are:

Graduate – Maintain a cumulative GPA of 3.0 with no course grade below a 2.33.

Professional – Maintain a cumulative GPA of 2.0 with no course grade below 2.00

### Repeat Courses

With the permission of the program director, students may repeat courses for which they have received credit. The most recently attempted grade and credit replace the previous ones in computing grade point average. A student who fails a repeated course for which they had received credit, forfeits the original grade and credit earned. All courses attempted are listed on the students' records. Courses may only be taken for credit once unless otherwise stated in the course description.

### Academic Probation and Dismissal

Graduate student academic performance standards are discussed below. Academic standards for professions students are specified in their discipline-specific handbooks.

*Academic Probation.* Students will be placed on academic probation if their cumulative GPA falls below 3.00 or if they earn a 2.00 in any course.

*Academic Dismissal.* After the next enrolled term, students on probation that do not achieve the minimum cumulative 3.00 grade point average or do not raise the individual course grade above a 2.00 will be dismissed. Students that earn a course grade below 2.00 will be dismissed from the program.

*Reinstatement.* Students who voluntarily withdraw from the university while on probation, as well as those who are dismissed, must have special permission to re-enroll after a case has been made that the student is more likely to succeed. Students admitted or readmitted on probation are expected to meet the special terms indicated in their admission letter. They will be evaluated for continuation at the university at the end of their first term.

### Appeal Process – Academic Status

When students are notified of dismissal due to poor academic performance, they may appeal their academic status. Student appeals must be submitted in strict accordance with the procedures described in the letter of dismissal. Evidence of a student's commitment to academic progress, including detailed plans for remediation of their academic status, is a major, but not the only, consideration in deciding whether or not to waive dismissal.

### Appeal Process—Course Grade

The student can expect their progress to follow the course syllabus and their grades to be updated in the gradebook of the course management system. If there are questions about specific assignments or the overall grade, students should discuss their questions with their instructor during the semester. Questions about the procedure, requirements, and grading system can thereby be resolved as they arise between student and instructor.

### Formal Appeal Process:

If a student has cause to question the computation or fairness of their final, posted grade and has already tried to resolve the concern with the instructor, they can formally appeal the grade. In this context, “fairness” applies to the objective and unbiased assignment of the final grade.

1. The student must complete the online Grade Appeal form within seven calendar days of when the final grade was posted.
  - a. The online Grade Appeal form is available through the student's instructor, advisor, the Office of the Registrar, or the Office of the Provost.
  - b. The online form will require the student to:
    - Identify the course
    - Document the reasons the assigned grade is not considered a complete or fair assessment of work accomplished in the course
    - Outline the steps they have already taken with the instructor to resolve the situation
    - Document their desired outcome.
2. The form will be electronically submitted to the Office of the Provost, who will notify and route it through the levels listed below. Each level will have 72 hours to respond. Additional time may be extended to each review level depending on the nature of the appeal. If there is no response within 72 hours, or if the indicated level is not applicable for that particular academic unit, the appeal will be routed to the next level of the appeal process.
  - a. Instructor
  - b. The appropriate Chair, Director, Assistant Dean, or Appeal Committee
  - c. Dean
3. At each step in the process above, the response will be added to the electronic form and forwarded to the student via their Marian email. The student must indicate on the form whether they accept the response or request to move it to the next level within 72 hours. If the student does not respond within 72 hours, the appeal will be considered resolved.
4. Should a resolution not be achieved after the Dean's review, the appeal will be assessed by the Office of the Provost, and a final decision on the grade will be made after considering all the information received.

If a grade change is determined necessary, the Office of the Provost will authorize the Registrar to make the change. The student and all involved parties will be notified of the decision through their Marian email. This will conclude the appeal, and the documentation will be filed in the student's academic record.

5. The decision from the Office of the Provost is final and cannot be appealed.

### **Assessment of Student Learning Outcomes**

The assessment of university outcomes is central to strategic planning, budgeting, and improvement of university programs and operations. Periodically, the university will conduct university-wide assessment activities to gather data for such purposes. Students and university personnel are expected to participate in annual data gathering, which may include placement testing, learning assessments, attitudinal surveys, and administrative/departmental annual reports and self-studies. The results of data analyses are used to improve academic programs and university services.

All degree programs have learning objectives to be attained by their graduates. Evidence for attainment is gathered annually, using a program-specific assessment plan and rubrics for evaluation. As part of annual institutional assessment, reports of program learning outcome attainment are sent to the Teaching and Learning Committee for review and compilation. Revisions in program curricula, academic strategic planning, and budgeting flow from assessment findings and recommendations. Academic departments are responsible for periodic evaluation of their assessment plans.

### **Academic Integrity**

The search for truth, the transmission of knowledge, and the facilitation of moral development are the avowed goals of institutions of higher education around the world. These goals cannot be achieved unless the men and women who participate in their achievement are honorable persons with a common desire for the highest level of academic integrity.

Members of the Marian University community are expected to maintain the highest level of honesty in every phase of their academic lives and to help create and promote an ethical atmosphere in which the goals of the university can be fully realized. Students must understand that by accepting admission to Marian University, they have agreed to abide by all the provisions of the code. Their willingness to respect and comply with the code should depend less on an expectation of punishment for violation than on a sincere belief in the university's commitment to foster their intellectual and moral integrity.

The university has a positive obligation to protect this commitment by stating its code of academic integrity clearly and by taking decisive and responsible action when the code is violated. All Marian University students are responsible for knowing and avoiding academically dishonest behaviors. The code, the procedures and sanction (up to permanent dismissal from the university) for violation, are specified in the Code of Student Rights and Responsibilities.



## Registration Policies and Graduation Requirements

The Office of the Registrar serves as the custodian of student academic records and ensures the accuracy, integrity, and security of these records. Primary responsibilities include: creating and maintaining student academic records; publication of university catalogs and schedule of classes; course registration; transcript requests; interpreting and articulating academic policies and procedures; evaluating transfer credits; publication of the final exam schedule; FERPA training and compliance; certifying completion of degree requirements degree candidates; enrollment/degree verifications; academic status verifications.

The Office of the Registrar is located on the first floor of Marian Hall and is open Monday through Friday from 8 a.m. to 4:30 p.m. For additional information and resources visit the Registrar's Office [webpage](#). Email: [regis@marian.edu](mailto:regis@marian.edu); Main phone: 317.955.6050.

### Registration and Class Changes

Students should register for classes via MUHUB during the registration dates as published in the academic calendar. Students are eligible to register for available course sections if all financial obligations have been met. The university reserves the right to edit the schedule including the cancelling of course sections, day/time changes, instructor changes, etc.

Students may be required to meet with their advisor prior to registration. Students must register online through the MUHUB. The MUHUB will be open and available through the first week of classes at the start of each spring, summer and fall terms.

For additional registration and withdraw information, visit the Registrar's Office [webpage](#).

### Course Load

The minimal load for a full-time graduate student is 9 credits per semester. Students wishing to take more than 16 credit hours must get approval from their program director.

### Class Attendance

Attendance and active participation in all scheduled classes are expected. Every absence deprives the absent student, those students who are present, and the faculty member of a richer educational experience.

Each faculty member, with prior appropriate departmental review, has the right to establish and enforce his or her own attendance policy. Such a policy must be clearly stated in the syllabus including how different kinds of absences will be treated or tolerated, as well as the full range of and specific sanctions which the faculty member employs.

Marian University reserves the right to administratively drop or withdraw students who are reported as never attending class(es). Administrative drops or withdraws may affect financial aid, billing, and enrollment status.

### Student Status

Students who are admitted, enroll and attend, and maintain continuous enrollment and attendance are considered "active" students at Marian University. After a lapse of enrollment and attendance of more than one year, students will become "inactive" with the university and will be required to apply for readmission to return to an "active" status. Students who take action to withdraw from all classes in a given semester (fall, spring, summer) are considered withdrawn from the university and must apply for readmission to the university. Students who withdraw or become inactive are not guaranteed readmission to the university. Please refer to the Admissions section of the catalog for additional information on readmission.

### Transfer Credit Regulations

Marian University accepts credit from many institutionally accredited colleges and universities. The decision to accept transfer credit for a graduate program is made by the program director/coordinator of the graduate program. If the Director approves transfer credit for the program, courses with a minimum grade of "B" are accepted. Grades of "P" and "S" or the equivalent, are not acceptable. A maximum of nine credit hours are allowed in transfer for graduate programs. Credits, but not the grade points associated with them, are added to the Marian University permanent record. An official evaluation is not made until official records are received and the applicant is admitted.

Continuing students who wish to transfer credits from other institutions must receive prior written approval from the program director/coordinator of the graduate program. The written approval must be submitted to the Office of the Registrar so that appropriate credit can be granted upon receipt of an official transcript from the other institution.

### **Graduation Requirements (Catalog Determination) and Active Student Status**

Marian University students who maintain continuous enrollment each semester will be audited for degree completion using the catalog year at the time of first enrollment as a degree-seeking student. Students with a lapse of enrollment of more than one year will be required to reapply to Marian University. Upon readmission to the university, the latest catalog will then apply, including any updated degree requirements.

Students are expected to finish the degree requirements within five years upon matriculation. Special approval from the program director would be required to vary from the above guidelines. If approval is granted for a student to complete degree requirements from a different catalog year, the program director would be expected to indicate which catalog year will be used to the Registrar's Office. The catalog year must be no older than five years from the anticipated graduation date of the student and mixing requirements from more than one catalog year is not permitted.

Sometimes a program change is approved and will apply for both new and current students, particularly when it is required for professional certification.

### **Credits Required for Graduation**

Candidates for a master or doctoral degree must complete the minimum credits required and listed for their program of study and maintain the required minimum GPA for their program. See specific program requirements for more information.

### **Graduation Application and Ceremony**

All graduating students, whether participating in the graduation ceremony or not, must complete a Graduation Application. This form, available in the MUHUB, initiates the graduation audit and the process of preparing diplomas. Only students who meet the published graduation application deadlines can be assured of having their names appear in the commencement program. Upon completion of all degree requirements, and following the student's graduation date, diplomas will be issued. While degrees are conferred in May, August and December, commencement is only held in May. Participation in commencement is not required but is encouraged. December graduates are invited to participate in the graduation ceremony the following May; August graduates are invited to participate in the graduation ceremony the previous May.

### **Double Degree**

A student may be awarded two degrees by simultaneously completing two master degree programs, one each from the arts, sciences, education, or nursing. Students cannot simultaneously earn a bachelor degree and a master degree. A student who plans to pursue a double degree must receive approval from the two program directors and there must be an essential difference between the two programs. A student who declares a double degree must satisfy the requirements for each program as stated in this catalog. The student will receive two diplomas upon graduation.

### **Residency Requirements**

In the master programs all degree requirements must be earned at Marian University. Approval by the Program Director waiving this requirement is permitted and must be submitted in writing on the substitution/transfer form to the Registrar's Office.

### **Second Master Degrees**

Students who have earned a master degree from Marian University or another institutionally accredited college or university may, with the approval of the registrar, continue their education as a special non-degree student or as a second-degree student.

A second master degree may be granted to a student if all specific requirements of the new degree and program are met, and there is an essential difference between the two programs. A maximum of nine credit hours may be applied from a previous master degree towards another master degree with approval from the program director.

### **Certificate Programs**

Graduate certificate programs are designed for degree or non-degree seeking students who want to obtain additional skills in a specialized area of interest. Certificate programs are a minimum of 9 credit hours and can be earned prior to completion of a graduate or doctorate degree. Courses required for a certificate program are credit bearing classes that will impact the graduate or doctorate grade point average (GPA) and count in the cumulative total earned hours. Some certificate courses may fulfill major program requirements for students enrolled in a graduate or doctorate degree seeking program. Students are required to submit a certificate completion application which will trigger the Registrar's Office to verify pending completion of the certificate requirements. The awarding of an earned certificate will take place approximately one week after the published graduation date on the academic calendar in August, December, and May. Non-degree students in certificate only programs are excluded from

participation in the May commencement ceremony. Degree seeking students are invited to an appropriate commencement ceremony as specified in the Graduation Application and Ceremony section.

## **Graduate Programs, Courses, and Faculty**

An alphabetical list of course descriptions is printed on the following pages. Each course is identified by a code of three letters and a three-digit number. The number of credits per course is listed. Laboratory studio and practicum courses require additional contact hours.

**Numbers 500 and above** designate graduate level courses.

Not all courses listed in this catalog are offered each semester. The rotation code of each course is indicated at the end of the course description. The codes are as follows:

FAL – every fall

SPR – every spring

SUM – summer

ODD – offered in odd year

EVN – offered in even year

ADD – at the discretion of the department

Prior to the beginning of registration a schedule of classes is distributed and used as the immediate guide for planning the student's schedule. The university reserves the right to add to or delete from the semester's schedule as registrations warrant. Fulfillment of prerequisites does not guarantee admission to any program. See the school listings for program admission requirements.

## College of Arts and Sciences

### Master of Science in Counseling Program (COU)

The master's degree in counseling prepares mental health professionals who help children, teens, adults, and families manage and overcome challenges that impact human emotions, behaviors, and relationships. The program offers tracks in clinical mental health counseling and school counseling.

#### Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found on the Marian University website at: <http://www.marian.edu/academics/office-of-graduate-studies/admissions>.

#### All applicants are required to submit:

- Official university undergraduate and graduate transcripts from all colleges and universities attended. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work.
- A bachelor's degree from a college or university holding full institutional accreditation. An undergraduate degree in a related field such as psychology, education, sociology, criminal justice, nursing, or ministry is preferred.
- Completion of undergraduate foundational prerequisite courses: developmental psychology, abnormal psychology, statistics/research methods.
- GRE: combined 295 preferred
- Resume or CV
- Three letters of recommendation addressing the applicant's potential for success in the program. Letters should include information relevant to the applicant's academic performance, interpersonal skills, emotional maturity, and character.
- A 500-word personal statement/essay describing the applicant's reasons for obtaining a master's degree in counseling, relevant educational, work, and life experiences, along with a self-appraisal of personal qualifications for the profession and how the applicant fits with the mission of the program.
- Interview with the Admissions Committee.
- Application fee.

**Major for Master of Science Degree (M.S.) in School Counseling:** 48 credits including COU 505, 515, 520, 525, 526, 530, 535, 545, 560B, 600, 605, 630, 633, 650, and 6 credits of 660B.

**Major for Master of Science Degree (M.S.) in Clinical Mental Health Counseling:** 60 credits including COU 500, 505, 510, 515, 520, 530, 535, 550, 560A, 600, 605, 620, 630, 632 or 633, 635, 650, 6 credits of 660A, 675 and 3 credits from 580, 661A, 680 or 699.

Students wishing to pursue the Clinical Mental Health Counseling track after completing the Marian University School Counseling track must complete an additional 15 hours in COU 550, 560 A, 620 or 632, 660A, and 661A.

Students in both counseling tracks must demonstrate competencies in the eight core areas required by CACREP, the eleven core areas required by MPCAC, and pass a comprehensive examination. The thesis meets the comprehensive exam requirement if a student elects the thesis option as preparation for a doctoral program.

**For more information** on the Master of Science: Counseling programs, contact Dr. Michael Slavkin by email [mslavkin@marian.edu](mailto:mslavkin@marian.edu); phone at 317.955.6395; or [online](#).

## Klipsch Educator's College

### Master of Science in Applied Behavior Analysis (BEH)

The Klipsch Educators College at Marian University offers a Master of Science in Applied Behavior Analysis with two specialization options to students. Students enrolled in BEH courses will acquire behavior analytic knowledge and skills to apply in a variety of settings to address both social maladaptive behaviors, as well as increase socially appropriate behaviors to ensure individuals are able to live, work and be educated in the least restrictive environments. The BEH courses will strengthen the preparation of future teachers and professionals that work directly with students and individuals that need additional support to develop positive behaviors in various social settings.

#### Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications and additional program information can be found [online](#).

**Major for Master of Science in Applied Behavior Analysis (M.S.):** 33 credits including a core of BEH 650, 652, 654, 656, 658, 660, 662, 663, 665 and 9 additional hours from BEH 671,673 and 681 or from one track below.

School Consultation Track: BEH 667, 669, 683

Autism Spectrum Disorders Track: BEH 675, 677, 685

**For more information** on the Master of Science in Applied Behavior Analysis contact Kurt Nelson, by email at [Knelson@marian.edu](mailto:Knelson@marian.edu).

### Master of Arts in Teaching: Teacher Education (EDU)

The Master of Arts in Teaching (M.A.T.) graduate program is fully accredited by the Indiana Department of Education Office of Educator Effectiveness and Licensing and has been approved by the Higher Learning Commission. Individuals who are interested in applying to this graduate program should contact the Fred S. Klipsch Educators College (contact information listed below) or the Director of Admissions and Recruitment for Graduate and Online Programs for information.

The M.A.T. program provides post-baccalaureate individuals with a pathway to become licensed teachers in Indiana. Completion of the program leads to licensure for early childhood grades P-3, primary and intermediate grades in elementary schools, middle school licensure for grades 5 through 9, secondary licensure for grades 5 through 12, or P-12 licensure.

The M.A.T. program has an on campus or online option to complete the degree requirements. Students must apply to the specific program format desired. Participants are organized in cohorts that complete extensive internship experiences with mentors in schools. M.A.T. cohorts complete the program in one or two years, depending on program requirements.

The M.A.T. program incorporates Marian University's Franciscan Catholic sponsorship values of dignity of the individual, reconciliation, responsible stewardship, and peace and justice as the moral imperatives for teaching and learning.

The M.A.T. program includes a strong emphasis on cultural and linguistic diversity in today's classrooms. The program highlights teaching English learners in the mainstream classroom to ensure that graduates have critical knowledge and skills necessary to meet the needs of all learners, including children whose native language is not English. Students in the M.A.T. program prepare to be mainstream classroom teachers, and they may also choose to be specialists in teaching English as a Second Language.

#### Admission

Admission to the M.A.T. program is selective.

#### Program Assessment

Students in the M.A.T. program must successfully complete three assessment phases to fulfill program requirements. For retention in the M.A.T. program, students must earn and maintain a 3.00 cumulative GPA and must earn grades of C+ or higher in each course. Students who earn grades below C+ will be placed on academic probation. Students must also meet other performance expectations as cited in the Graduate Studies Handbook.

### **Admission to M.A.T. Program/Phase 1 Assessment**

1. Selection criteria include previous academic record and degree, successful completion of Core Academic Skills Assessment (CASA) tests or CASA alternative, criminal history check, work history, experiences working with children and adults, reflections on life and learning experiences, and statement of professional goals. Previous graduate and undergraduate transcripts are reviewed to evaluate academic preparation in a secondary content area or in English, Mathematics, Science, and Social Studies for applicants who are pursuing elementary licensure.
2. Highly qualified candidates may be asked to participate in a personal or group interview with the M.A.T. admissions committee. (Not required for the online program)
3. All application materials are evaluated and highly qualified candidates are invited to join the program.

### **Formative Evaluation/Phase 2 Assessment**

1. Students document their knowledge, skills, and dispositions through a portfolio that reflects key course assignments and teaching experiences.
2. Students must successfully complete coursework.
3. Internships must be successfully completed.

### **Program Completion/Phase 3 Assessment**

1. Documentation of Teaching portfolio is completed.
2. Students must successfully complete coursework and internship requirements.
3. Students must successfully complete content area and pedagogy licensure tests.

### **Major for Master of Arts in Teaching Degree (M.A.T.) in Teacher Education:**

**Campus Program:** 36 or 37 credits, depending on track and including a core of 514, 515, 516, 520 or 543, 590, 591 or 592, 7 credits of 560 and 15 or 16 additional hours as specified from one of the following tracks:

- a. The elementary education track requires EDU 505, 523, 525, 526, 529, 530 and 531.
- b. The secondary education track requires EDU 505, 519, 523, 525, 530, 531 and one of 521, 522, or 527.
- c. The early childhood education track requires EDU 510, 513, 523, 525, 526, 529 and 534.
- d. The exceptional needs track requires EDU 505, 519, 533, 538 and 549. EDU 535 may be a required pre-requisite.

**Online Program:** 36 credits including a core of EDU 505, 514, 515, 516, 543, 590, 591, 7 credits of 560 and 12 or 15 additional hours as specified from one of the following tracks:

- a. The elementary education track requires EDU 523, 525, 526, 529, 530, and 531.
- b. The secondary education track requires EDU 519, 523, 525, 530, 531 and one of 521, 522, or 527.
- c. The exceptional needs track requires EDU 519, 533, 538, and 549. (EDU 535 is a prerequisite for the exceptional needs track.)

**Residency Program:** 30 credits including: EDU 505, 519, EDU 521 or 522, 530, 543, 592, 4 credits of EDU-560 and 9 credits of EDU Elective.

**For more information** on the Master of Arts in Teaching: Teacher Education program, contact the Coordinator of Graduate Student Support, Ixchel (Chelly) Boggess by email at [ivenegas@marian.edu](mailto:ivenegas@marian.edu) or by telephone at 317-955-6698. For information about applying to the program, you may also contact Mr. Kyle Hattenburg, Director of Admissions and Recruitment for Graduate and Online Programs, at [khattenburg@marian.edu](mailto:khattenburg@marian.edu) or at 317-955-6763. Information is available [online](#).

### **Master of Arts in Leadership Practice (LDR)**

Offered through Marian University's Leadership Academy, this Master's degree program is for early to mid-career professionals seeking to improve their leadership practice.

#### **Admission Requirements**

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found on [online](#). Applicants are required to complete the supplemental application as well.

A bachelor's degree, requiring four years of full-time study or equivalent from a college or university holding full regional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work. If applicants have previous graduate course work, applicants must have a

minimum GPA of 3.00 in all graduate course work taken prior to application. Exceptions are made when prior course work is judged to have been especially rigorous, and when other application credentials are very strong. Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character. Applicants must submit a resume and complete a supplementary questionnaire with his/her application. Applicants should list degrees earned, scholarly achievements, and relevant past work experience.

Completion of an interview with the Director or designee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.

**Major for Master of Arts in Leadership Practice:** a minimum of 30 credits including TLL 616, 618, 640, 643, 647, 649, 697, and LDR 628, 638, 648, and 698.

Once a student reaches the final research project presentation phase, they must maintain continuous enrollment in either LDR 698 or TLL 697 until they complete the final presentation requirements.

For more information on the Master of Arts in Leadership Practice, contact Jeff Kaufman, by email at [jkaufman@marian.edu](mailto:jkaufman@marian.edu) or by phone at 317.955.6348.

### **Master of Science in Reading Science (RDG)**

The Klipsch Educators College at Marian University offers a Master of Science in Reading Science for those seeking a deeper knowledge of the body of research encompassing the Science of Reading. This graduate-level degree is delivered online to provide working professionals in education and related fields the skills to critically analyze and synthesize educational reading research to make knowledgeable and important decisions for K-12 students. Graduate students will demonstrate in-depth content knowledge of the assessment and instructional considerations for teaching essential components of reading, writing, and special populations. Completing the Master of Science in Reading Science requires 32 semester hours of reading and educational research methods coursework with a minimum 3.0 GPA.

#### **Admission Requirements**

An undergraduate degree in education or a related field is preferred. Applicants must complete an online application through the College of Graduate and Online Programs at Marian University. Application and additional program information can be found [online](#).

**Major for Master of Science in Reading Science (M.S.):** 32 credits including RDG 500, 510, 520, 530, 540, 600, 610, 620, EDU 590, 591, and 592.

*To qualify for the Master of Science in Reading Science, candidates must also pass a final reading test. Either a state test or the Knowledge and Practice Examination for Effective Reading Instruction (KPEERI) test, <https://effectivereading.org/kpeeri-exam/>*

**For more information** on the Master of Science in Reading Science program, contact Dr. Kurt Nelson by email at [knelson@marian.edu](mailto:knelson@marian.edu); by phone at 317.955.6421.

### **Master of Arts in Education: Special Education (SPD)**

Students in Marian University's graduate program in special education will acquire the advanced knowledge and skills needed to ensure children in P-12 school settings have successful outcomes. Upon completion of the program, students will be prepared you will be prepared to work with children who have exceptional needs that require intense educational interventions in reading, math, and written expression as well as mild behavioral interventions across a spectrum of disabilities.

## Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#).

All applicants are required to submit:

- Official undergraduate and graduate transcripts from all colleges and universities attended
- Full criminal background check  
Candidates seeking an initial license in Special Education must demonstrate proficiency in basic academic skills with ACT, SAT, GRE, or Praxis CORE Academic Skills exam scores or have earned a Master's degree from an institutionally accredited university
- Resume
- Two letters of recommendation
- Essay
- Application fee.

**Major for Master of Arts in Education Degree (M.A.Ed.) in Special Education:** 36 credits including EDU 505, SPD 533, 538, 549, 552; 553, 554, and 555; three courses chosen from SPD 540, 557, 560, 571, or 573; and one course chosen from SPD 585 or 590. Students may be required to complete 535 as prerequisites to the program.

**Major for Master of Arts in Education Degree (M.A.Ed.) in Special Education-Residency Program:** 36 credits including EDU 505, SPD 533, 538, 540, 549, 552, 553, 554, 555, 557, 585, and 3 credits of 560.

**For more information** on the Master of Arts in Education: Special Education program, contact Ixchel Venegas Boggess at [ivenegas@marian.edu](mailto:ivenegas@marian.edu) or 317.955.6698 or [online](#).

## Master of Arts in Educational Leadership and Building Level Administrator Licensure (TLL)

Offered through Marian University's Academy for Teaching and Learning Leadership, this hybrid program is for licensed K-12 teachers and school counselors who want to pursue leadership positions as school principals, department heads, program directors, and other types of senior administrators. A master's degree is offered for teachers with a current Indiana license for employment as a K-12 teacher or school counselor while licensure-only is offered for educators who already hold a graduate degree.

## Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#). Applicants are required to complete the supplemental application as well.

A bachelor's degree, requiring four years of full-time study or equivalent, from a college or university holding full institutional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work. If applicants have previous graduate course work, applicants must have a minimum GPA of 3.00 in all graduate course work taken prior to application. Exceptions are made when prior course work is judged to have been especially rigorous, and when other application credentials are very strong. Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character. Applicants must submit a resume and complete a supplementary questionnaire with his/her application. Applicants should list degrees earned, scholarly achievements, and relevant past work experience.

Applicants must submit evidence of a full criminal background check that has been completed within the past year. If such documentation is not recent or not available, the applicant shall have a criminal background check completed. The applicant shall assume the cost associated with the background check.

Completion of an interview with the Director or designee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.



**Major for Master of Arts Degree (M.A.) in Educational Leadership:** 38-40 credits including a core of TLL 616, 618, 623, 640, 643, 649, 652, 675; a minimum of 2 credits of 696 or 697; 4 credits from 660 and 661 or 4 credits from 662 and 663 or 6 credits from 692 and 694; and 9 additional hours from one of the following tracks:

- a. The general track requires TLL 627, 651, and one elective from 647, 685 or 690.
- b. The Catholic track requires TLL 630, 658, and one elective from 647, 685 or 690.

Once a student has started their thesis (or capstone), they must maintain continuous enrollment in 696 or 697 until they complete the Thesis/Capstone requirement.

**For more information** on the Master of Arts: Educational Leadership program or the Building Level Administrator Licensure, contact Kurt Nelson, by email at [knelson@marian.edu](mailto:knelson@marian.edu); by phone at 317.955.6421; or [online](#).

### **Doctor of Education in Organizational Leadership (LDR)**

Offered through Marian University's Leadership Academy, this hybrid program is intended for professionals from all fields who want to develop both a deeper understanding of how to exercise leadership and also the skills to make progress on their organization's most difficult challenges. Grounded in the Adaptive Leadership framework, the program is designed to help students build the emotional and psychological capacity for the burden of leadership, advance and enhance leadership skills, prepare them to employ research to diagnose organizational needs, and investigate the range and effectiveness of possible interventions.

#### **Admission Requirements**

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#). Applicants are required to complete the supplemental application as well.

A master's degree or equivalent, from a college or university holding full institutional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all graduate course work. Exceptions may be made when prior course work is judged to have been especially rigorous, and when other application credentials are very strong. Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character. Applicants must submit a resume and/or CV, and complete a supplementary questionnaire with his/her application. Applicants should list degrees earned, scholarly achievements, and relevant past work experience.

Completion of an interview with the Director (or designee) and admissions committee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.

**Major for Doctor of Education Degree (Ed.D.) in Organizational Leadership:** 57 credits including core requirements LDR 701, 710, 715, 717, 740, 750, 781, 783, 785, 787, 790, 793, 795 and one track from:

- Organizational Leadership: LDR 720, 730, 743, 753, 761, 762, 770
- Superintendent Licensure: LDR 730, TLL 722, 732, 742, 752, 760, 762, 860

Once a student reaches the final capstone project phase, they must maintain continuous enrollment in LDR 795 or LDR 796 until they complete the Capstone requirement.

**For more information** on the Doctor of Education in Organizational Leadership, contact Dr. Kurt Nelson by email at [knelson@marian.edu](mailto:knelson@marian.edu); by phone at 317.955.6421; or [online](#).

### **Education Specialist Degree in District Level Leadership (LDR, TLL)**

Offered through Marian University's Leadership Academy, the Education Specialist degree is for individuals who aspire to earn an Indiana district-level leader license, but do not intend to complete the research and capstone/dissertation requirements of a doctorate degree. The program is designed for those who want to develop both a deeper understanding of how to exercise leadership and also the skills to make progress on their organization's most difficult challenges. Grounded in the Adaptive Leadership framework, the program is designed to help students build the emotional and psychological capacity for the burden of leadership and develop their leadership skills.

## **Admission Requirements**

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#). Applicants are required to complete the supplemental application as well.

A master's degree or equivalent, from a college or university holding full regional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all graduate course work. Exceptions may be made when prior course work is judged to have been especially rigorous, and when other application credentials are very strong. Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character. Applicants must submit a resume and/or CV, and complete a supplementary questionnaire with his/her application. Applicants should list degrees earned, scholarly achievements, and relevant past work experience.

Completion of an interview with the Director (or designee) and admissions committee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.

**Major for Education Specialist Degree (Ed.S.) in District Level Leadership:** 34 credits including leadership core requirements of LDR 710, 715, 717, 730, 740, 750, and Superintendent Licensure: TLL 722, 732, 742, 752, 760, 762, 860.

**For more information** on the Education Specialist Degree in District Level Leadership, contact Dr. Kurt Nelson by email at [knelson@marian.edu](mailto:knelson@marian.edu); by phone at 317.955.6421.

## **Transition to Teaching Licensure Only Program (EDU)**

The Transition to Teaching (T2T) program is based on the premise that teacher candidates already possess content knowledge in the licensure area. The T2T licensure only program is flexible and can be customized to accommodate a busy, professional life. Students have the option of enrolling in one or more classes per semester based on the current course offering. T2T courses are offered both on-campus and online.

### **Eligibility Requirements**

T2T teacher candidates must hold a baccalaureate degree from an institutionally accredited university or college.

**Elementary Education** teacher candidates must meet one of the following:

- Baccalaureate degree from an accredited post-secondary educational institution with a grade point average of at least 3.0 on a 4.0 point scale; or
- Both a baccalaureate degree from an accredited post-secondary educational institution with a grade point average of at least 2.50 on a 4.0 point scale and five (5) years of professional experience; or
- Both a baccalaureate degree from an accredited post-secondary educational institution and proof of passing state-approved content area examination(s) in the subject area.

**Secondary Education** teacher candidates must meet one of the following:

- Baccalaureate degree from an accredited post-secondary educational institution in the subject area that the individual intends to teach with a grade point average of at least 3.0 on a 4.0 point scale; or
- Graduate degree from an accredited post-secondary educational institution in the subject area or related field in which the person wants to teach; or
- Both a baccalaureate degree from an accredited post-secondary educational institution in the subject area that the individual intends to teach with a grade point average of at least 2.50 on a 4.0 point scale and five (5) years of professional experience; or
- Both a baccalaureate degree from an accredited post-secondary educational institution and proof of passing state-approved content area examination(s) in the subject area.

**English Learners and Exceptional Needs: Mild Intervention** teacher candidates must meet one of the following:

- Baccalaureate degree from an accredited post-secondary educational institution with a grade point average of at least 3.0 on a 4.0 point scale; or
- Both a baccalaureate degree from an accredited post-secondary educational institution with a grade point average of at least 2.50 on a 4.0 point scale and five (5) years of professional experience; or
- Both a baccalaureate degree from an accredited postsecondary educational institution and proof of passing state approved content area examination(s) in the subject area.

#### **Admissions Requirements**

- Complete the [online application](#). Be sure to select "Transition to Teaching licensure only."
- Official transcripts from EVERY college or university that you have attended
- Demonstrate basic academic skills proficiency by one assessment listed below. Applicants are **not required to earn a minimum score** for admission. ALL applications will be considered.
  - ACT
  - SAT
  - GRE
  - Praxis I: Pre-Professional Skills Test
  - Earned Master's degree with Official Transcript
- Current resume
- [Recommendation forms](#) from two professional references
- Personal statement
- [Background check](#)
- Non-refundable \$45 application fee
- Interview

#### **Program Assessment**

Students in the T2T program must successfully complete three assessment phases to fulfill program requirements. For retention in the T2T program, students must earn and maintain a 3.00 cumulative GPA and earn a C+ or higher in each course. Students who earn a grade below C+ will be placed on academic probation, which may impact successful program completion. Students must also meet other performance expectations as cited in the program handbooks and the Graduate Studies Handbook.

#### **Transition to Teaching Licensure-Only Curriculum**

**Elementary Education Coursework (24 credits):** EDU 505, 514 or 516, 520 or 543, 523, 525, 526, 529, 530, 531, 4 credits of 560.

**Secondary education Coursework (18 credits):** EDU 505, 514 or 516, 520 or 543, 523, 525, 530, 3 credits of 560, and one of the following 519, 521, 522, or 527.

**English Learners Coursework (24 credits):** EDU 505, 514, 520 or 543, 523, 525, 528, 530, 536, 3 credits of 560. Pre-requisite: English course(s) in Grammar **and** Linguistics.

**Exceptional Needs: Mild Intervention Coursework (23-26 credits):** EDU 505, 514 or 516, 519, 520 or 543 **and** EDU/SPD 538, 533, 549, 3 credits of 560. Pre-requisite: EDU 535 or equivalent.

#### **Certificate in Advanced Leadership Practice (LDR)**

Offered through Marian University's Leadership Academy, this certificate program is for early to mid-career professionals seeking to improve their leadership practice.

#### **Admission Requirements**

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#). Applicants are required to complete the supplemental application as well.

A bachelor's degree, requiring four years of full-time study or equivalent from a college or university holding full regional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work. If applicants have previous graduate course work, applicants must have a minimum GPA of 3.00 in all graduate course work taken prior to application. Exceptions are made when prior course work is judged

to have been especially rigorous, and when other application credentials are very strong. Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character. Applicants must submit a resume and complete a supplementary questionnaire with his/her application. Applicants should list degrees earned, scholarly achievements, and relevant past work experience.

Completion of an interview with the Director or designee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.

**Certificate in Advanced Leadership Practice:** a minimum of 9 hours including LDR 710 and 750, and 1 course from LDR 717, 720, 730, 753, or 761.

For more information on the Certificate in Advanced Leadership Practice, contact Jeff Kaufman, by email at [jkaufman@marian.edu](mailto:jkaufman@marian.edu) or by phone at 317.955.6348.

## **Math Education Dual-Credit Credentialing Program (MAT)**

### **Admission Requirements**

The Math Education Dual-Credit Credentialing program provides current high school teachers a pathway to become eligible to teach dual-credit math courses in a high school setting. This program aims to assist current STEM teachers in developing content-specific mastery of advanced Math concepts and topics as a teaching professional.

The Math Education Dual-Credit Credentialing courses do not prepare individuals to earn an initial teaching license. Applicants must currently hold a secondary teaching license or be eligible to earn a secondary Math teaching license. Applicants must also be employed or eligible to work as a high school Math teacher while enrolled in the program.

Individuals interested in applying to this graduate program should contact the Fred S. Klipsch Educators College (contact information listed below) or the Director of Admissions and Recruitment for Graduate and Online Programs for information.

Applicants must complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#).

A bachelor's degree, requiring four years of full-time study or equivalent from a college or university holding full regional accreditation, is required for admission. The minimum acceptable overall undergraduate grade point average (GPA) is 2.75 or higher (on a 4.00 scale) in all undergraduate coursework. If applicants have previous graduate coursework, applicants must have a minimum GPA of 2.75 in all graduate coursework completed before applying.

Official undergraduate and graduate transcripts from all colleges and universities attended must be submitted with the student's application.

Two letters of recommendation must address academic and scholarly performance, social and interpersonal skills, emotional maturity, and character.

Applicants should list degrees earned, scholarly achievements, and relevant past work experience. Completion of an interview with the Director or designee of the program is required. The program admissions committee will decide if an offer of admission should be extended to the applicant.

**Math Education Dual-Credit Credentialing Certificate:** 18 credits including MAT 501, 502, 505, 590, and two MAT 500-level electives.

**For more information** on the Math Education Dual-Credit Credentialing program, contact the Coordinator of Graduate Student Support, Ixchel (Chelly) Boggess, by email at [ivenegas@marian.edu](mailto:ivenegas@marian.edu) or by phone at 317-955-6698.

## College of Osteopathic Medicine

### Master of Science in Biomedical Sciences (BMS)

The Marian University College of Osteopathic Medicine (MU-COM) offers a Master of Science in Biomedical Sciences (BMS). This three-track master's degree program provides students the opportunity to enhance their medical or professional school applications by completing one of the following three tracks: 1) Capstone: one-year of graduate science courses (similar to the first year of medical school), 2) Thesis: a two-year curriculum for those who wish to pursue a career in the life/biomedical sciences or research laboratories, or 3) Saint Luke's Track: a 4+1 program granting a Bachelor of Science (BS) degree and a Master of Science in Biomedical Science (BMS) degree particularly aligned with students seeking an MD or DO. In this 4+1 program, eligible students earn up to 18 of the master's level credit hours concurrently as they earn a bachelor's degree at Marian University. Subsequent to completion of their bachelor's degree, they then complete the M.S. degree.

#### Admission requirements

Minimum academic requirements include:

1. Completion of 90 hours or three-fourths of the required credits for a degree in a college or university accredited by a institutional accrediting body. Candidates must earn a baccalaureate degree prior to matriculation.
2. Scores from Test of English as a Foreign Language (TOEFL), if requested.
3. Please have your recommender send his/her letter directly to [COMAdmissions@marian.edu](mailto:COMAdmissions@marian.edu). MU-COM requires three forms/letters of recommendation.
  - a recommendation form/letter from a pre-medical or pre-health committee or advisor\*
  - a recommendation form/letter from a science professor
  - a recommendation form/letter from a physician (DO or MD)

\*If an advisor or committee is not available, a letter from another science professor will be accepted as a substitute. The program director can accept equivalent letters at her/his discretion.

4. Meet GPA and standardized test minimums:
  - Capstone (medical/professional school applicants): Students seeking acceptance into this program must present with an undergraduate GPA of at least a 2.75 and an MCAT of 491 or 21.\*\*
  - Thesis (research) applicants: Students seeking acceptance into this program must present with an undergraduate GPA of at least a 3.00 and an MCAT of 491 or 21 or a GRE general test score of at least a 290 for the combined verbal and quantitative reasoning sections and above a three (3) for the Analytical Writing section.\*\*

\*\*Equivalent admission tests from other health professions can be accepted at the program director's discretion, if relevant to the applicant's career plans.

#### Admissions Prerequisites

All tracks require coursework to be completed prior to matriculation. The Admissions Committee can waive prerequisites at its discretion.

#### How to apply

Applicants who have applied to the DO program at MU-COM, but wish to matriculate to the biomedical sciences program should contact MU-COM by email at [COMAdmissions@marian.edu](mailto:COMAdmissions@marian.edu). All other applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University. Applications can be found [online](#).

**Major for Master of Science Degree (M.S.) in Biomedical Sciences- Thesis Track:** 38 credits including; 2 credits of BMS 501; BMS 511 or BMS 512; 15 credits from among the following courses; BMS 512, BMS 515, BMS 521, BMS 522, BMS 531, BMS 532, BMS 533, BMS 540, BMS 541, BMS 545, BMS 551, BMS 552 and BMS 580 (up to 6 credits); a minimum of 18 credits of BMS 599; a minimum grade point average of 3.0 including no more than 2 grades of less than a "B-"; completion of a written thesis based on original research conducted with the approval of the student's Graduate Thesis Committee and following the editorial and format guidelines as set forth by the Graduate School of Marian University as found in the Marian University Graduate Student Handbook. Completion of graduation requirements must occur within three calendar years of initial enrollment in the BMS program.

**Major for Masters of Science (M.S.) in Biomedical Sciences- Capstone Track** 38 credits including; 2 credits of BMS 501; 30 credits from among BMS 511, BMS 512, BMS 515, BMS 521, BMS 522, BMS 531, BMS 532, BMS 533, BMS 540, BMS 541, BMS 545, BMS 551,

BMS 552 and BMS 580 (up to 6 credits); and 6 credits of BMS 585; a minimum grade point average of 3.0 including no more than 2 grades of less than a “B-“. Completion of graduation requirements must occur within three calendar years of initial enrollment in the BMS program.

**Major of Master of Science Degree (M.S.) in Biomedical Sciences-Saint Luke’s Track:** 38 credits including: 2 credits of BMS 501; 18 credits from among the following courses: BMS 512, 515, 521, 522, 532, 533, 540, 541, 545, 551, 552, and 580; and a minimum of 18 credits of BMS 599; a minimum grade point average of 3.0 including no more than 2 grades of less than a “B-“; completion of a written thesis based on original research conducted with the approval of the student’s Graduate Thesis Committee and following editorial and format guidelines as set forth by the Graduate School of Marian University as found in the Marian University Graduate Student Handbook. Completion of graduation requirements must occur within three calendar years of initial enrollment in the BMS program.

Saint Luke’s Track students must successfully complete a minimum of 6 graduate level credits during their junior year to be eligible to apply for an MCAT waiver to Marian University College of Osteopathic Medicine.

**Thesis Track Graduate Committee:** The research advisor may be any faculty member at Marian University approved by the COM Graduate Studies Committee. The research advisor will assist the student in the selection of a Graduate Committee consisting of the research advisor as chair, an additional member from among the College of Osteopathic Medicine faculty, and a third member which may be from outside the College of Osteopathic Medicine with appropriate qualifications as determined by the advisor. The College of Osteopathic Medicine Graduate Studies Committee must approve the make-up of each committee. Additional guidelines for the formation and procedures of the thesis-track graduate committee can be found in the Marian University Graduate Student Handbook or through the Marian University College of Osteopathic Medicine Student Handbook.

**For more information** on the Master of Science: Biomedical Sciences program, contact by e-mail [GRadmissions@marian.edu](mailto:GRadmissions@marian.edu); or [online](#).

### **Doctor of Osteopathic Medicine Program (MED)**

The Marian University College of Osteopathic Medicine is a Catholic medical institution built on the inspired vision and values of our Franciscan heritage, and dedicated to preparing osteopathic physicians who are committed to the complete healing of individuals’ bodies, minds, and spirits. This institution is committed to serving the people of Indiana and to developing osteopathic physicians through research, service, and teaching.

**College of Osteopathic Medicine Catalog:**

<https://www.marian.edu/academics/course-catalogs>

## Leighton School of Nursing

### Doctor of Nursing Practice Nurse Anesthesia Program (NSG)

Certified Registered Nurse Anesthetists (CRNAs) are advanced practice nurses who safely provide anesthetics for surgical, obstetrical and trauma care each year in the United States. As a CRNA you will be trained to administer every type of anesthetic, work in every type of practice setting, and provide care for every type of operation or procedure--from open heart surgery to pain management programs.

#### Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University.

#### All applicants are required to submit:

- Official university undergraduate and graduate transcripts from all colleges and universities attended. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work.
- A BSN degree from a NLNAC or CCNE accredited program.
- Current, valid RN license.
- Three recommendations from individuals that can attest to your academic ability, work ethic, professional contributions and potential for success in graduate school. One of the three recommendations must be from your critical care supervisor.
- One year of critical care experience (Level I/II trauma center intensive care experience preferred).
- CCRN certification strongly preferred.
- Interview with the Admissions Committee, by invitation only.
- Current resume.
- A 500-word essay addressing your career goals.
- Three (3) semester hours or equivalent quarter hours of a graduate-level statistics course completed with a grade of a B or better at an institutionally accredited college or university taken within the past 5 years.
- Application fee.

**Major for Doctor of Nursing Practice, Nurse Anesthesia Program (DNP):** 87 credits include NSG 502, 503, 505, 506, 507, 601, 603, 605, 607, 607-S, 609, 611, 611-S, 613, 613-S, 615, 617, 619, 661, 663, 665, 667, 668, 669, 670-S, 701, 702, 704, 705, 706, 707, 708.

**For more information** on the Doctor of Nursing Practice Nurse Anesthesia Program, contact by e-mail [GRadmissions@marian.edu](mailto:GRadmissions@marian.edu); by phone at 317.955.6400; or [online](#).

## Doctor of Nursing Practice Family Nurse Practitioner Program (NSG)

Family nurse practitioners (FNPs) provide high-quality, cost-effective care for individuals and families across the lifespan. FNPs emphasize health promotion and disease prevention, assess patients, order and interpret tests, and diagnose and prescribe medications in managing acute and chronic illnesses. As an independent provider or member of an interdisciplinary team, FNPs practice in a variety of settings including clinics, hospitals, schools, university medical centers, urgent care facilities, and private practices.

### Admission Requirements

Applicants are required to complete an online application through the College of Graduate and Online Programs at Marian University.

#### All applicants are required to submit:

- Official university undergraduate and graduate transcripts from all colleges and universities attended. The minimum acceptable overall undergraduate grade point average (GPA) is 3.00 or higher (on a 4.00 scale) in all undergraduate course work.
- A BSN degree from an ACEN or CCNE accredited program.
- Current, valid RN license.
- Three recommendations from individuals that can attest to your academic ability, work ethic, professional contributions and potential for success in graduate school. One of the three recommendations must be from your nursing supervisor.
- Interview with the Admissions Committee, by invitation only.
- Current resume.
- A 500-word essay addressing your career goals.
- Three (3) semester hours or equivalent quarter hours of a graduate level statistics course completed with a grade of a B or better at an institutionally accredited college or university taken within the past 5 years.
- Application fee.

**Major for Doctor of Nursing Practice (DNP), Family Nurse Practitioner Program:** 71 credits include NSG 502, 503, 504, 505, 506, 507, 510, 602, 604, 608, 610, 672, 674, 676, 678, 701, 702, 704, 705, 706, 707, 708 and 1 credit of FNP special topic elective.

**For more information** on the Doctor of Nursing Practice Family Nurse Practitioner Program, contact by e-mail [GRadmissions@marian.edu](mailto:GRadmissions@marian.edu); or by phone at 317.955.6400; or [online](#).



## Exercise Science and Sports Studies Programs

### Master of Arts in Clinical Exercise Physiology (ESS)

The M.A. degree in Clinical Exercise Physiology is designed to prepare graduates to become eligible to earn certification as a Clinical Exercise Physiologist (CEP) from the American College of Sports Medicine (ACSM).

There are two paths towards this degree: (1) a three-semester sequence over which the student accumulates the 38 credit hours required for the degree or (2) in a 4+1 format where eligible undergraduate students can earn up to 18 of the master's level credit hours concurrently as they earn a bachelor's degree. Subsequent to earning their bachelor's degree, they then earn the MA degree. In order to gain the CEP certification from the ACSM, the student must take and pass the certification examination after earning the MA degree because only those with at least a master's degree may sit for this certification.

#### Admission Requirements

##### Students with earned bachelor's degrees:

Students may apply for admission at any time between August and April immediately prior to the start of the program in August. Students applying for admission are expected to have met the following requirements:

- 1) An earned bachelor's degree prior to the start of the program;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of a full year of general chemistry and at least one course in human physiology, cell physiology, and exercise science with a GPA greater than 3.0 in all of these courses. Students who have also completed a year of organic chemistry and at least one other exercise science course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications (such as the Graduate Record Exam), and the quality of the on-campus interview.

##### Existing Marian University students:

Existing Marian University students may apply for admission in the semester prior to their intended entrance into the 4+1 program. Students applying for admission are expected to have met the following requirements:

- 1) Attainment of junior (62 credit hours) status by the end of the semester of their application;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of BIO 204, BIO 226 or BIO 334, CHE 151-152, and ESS 120 with a GPA greater than 3.0 in all of these courses. Students who have also completed CHE 305-306 and at least one other ESS course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications, and the quality of the on-campus interview.

Students must maintain a grade point average of at least a 3.0 throughout their time in the program. If at any time their GPA drops below 3.0, they will be placed on academic probation for the subsequent semester, during which time they must raise their GPA back to at least 3.0. If they cannot do this, they will be dropped from the degree program.

**Major for Master of Art Degree (M.A.) in Clinical Exercise Physiology:** 38 credits including ESS 511, 524, 534, 535, 544, 545, 545L, 550, 554, 555, 536 or 570, 590, and 591.

## Master of Science in Clinical Exercise Physiology (ESS)

The Master of Science degree in Clinical Exercise Physiology is a traditional research-based master's program with a topical focus on clinical exercise physiology. There are two paths towards this degree: (1) a three-semester sequence over which the student accumulates the 38 credit hours required for the degree or (2) a 4+1 format where eligible undergraduate students can earn up to 18 of the master's level credit hours concurrently as they earn a bachelor's degree. Subsequent to earning their bachelor's degree, they then earn the MS degree. Although it is not its primary purpose, it is possible to earn this degree and then, at a later time, sit for and pass the certification exam from the American College of Sports Medicine (ACSM) to become a Clinical Exercise Physiologist (CEP).

### Admission Requirements

#### Students with earned bachelor's degrees:

Students may apply for admission at any time between August and April immediately prior to the start of the program in August. Students applying for admission are expected to have met the following requirements:

- 1) An earned bachelor's degree prior to the start of the program;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of a full year of general chemistry and at least one course in human physiology, cell physiology, and exercise science with a GPA greater than 3.0 in all of these courses. Students who have also completed a year of organic chemistry and at least one other exercise science course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications (such as the Graduate Record Exam), and the quality of the on-campus interview.

#### Existing Marian University students:

Existing Marian University students may apply for admission in the semester prior to their intended entrance into the 4+1 program. Students applying for admission are expected to have met the following requirements:

- 1) Attainment of junior (62 credit hours) status by the end of the semester of their application;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of BIO 204, BIO 226 or BIO 334, CHE 151-152, and ESS 120 with a GPA greater than 3.0 in all of these courses. Students who have also completed CHE 305-306 and at least one other ESS course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications, and the quality of the on-campus interview.

Students must maintain a grade point average of at least a 3.0 throughout their time in the program. If at any time their GPA drops below 3.0, they will be placed on academic probation for the subsequent semester, during which time they must raise their GPA back to at least 3.0. If they cannot do this, they will be dropped from the degree program.

**Major for Master of Science Degree (M.S.) in Clinical Exercise Physiology:** 38 credits including ESS 511, 524, 534, 544, 545, 545L, 550, 600, 602 and 13 credits of 601.

## **Master of Science in Physiology of Exercise (ESS)**

This Master of Science in Physiology of Exercise is designed to be completed over a one-year period of time. As such, it presumes that entering students already have a thorough grounding in chemistry and human physiology. The MS in physiology of exercise is designed to run in two forms: (1) a three-semester sequence over which the student accumulates the 38 credit hours required for the degree or (2) in a 4+1 format where eligible undergraduate students can earn some of the master's level credit hours concurrently as they earn a bachelor's degree. Subsequent to earning their bachelor's degree, they then earn the MS degree.

### **Admission Requirements**

#### **Students with earned bachelor's degrees:**

Students may apply for admission at any time between August and April immediately prior to the start of the program in August. Students applying for admission are expected to have met the following requirements:

- 1) An earned bachelor's degree prior to the start of the program;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of a full year of general chemistry and at least one course in human physiology, cell physiology, and exercise science with a GPA greater than 3.0 in all of these courses. Students who have also completed a year of organic chemistry and at least one other exercise science course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications (such as the Graduate Record Exam), and the quality of the on-campus interview.

#### **Existing Marian University students:**

Existing Marian University students may apply for admission in the semester prior to their intended entrance into the 4+1 program. Students applying for admission are expected to have met the following requirements:

- 1) Attainment of junior (62 credit hours) status by the end of the semester of their application;
- 2) An overall GPA greater than 3.0;
- 3) Minimally, completion of BIO 204, BIO 226 or BIO 334, CHE 151-152, and ESS 120 with a GPA greater than 3.0 in all of these courses. Students who have also completed CHE 305-306 and at least one other ESS course will be given admission preference;
- 4) Submission of three letters of recommendation, one of which from the undergraduate academic advisor or major professor;
- 5) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications, and the quality of the on-campus interview.

Students must maintain a grade point average of at least a 3.0 throughout their time in the program. If at any time their GPA drops below 3.0, they will be placed on academic probation for the subsequent semester, during which time they must raise their GPA back to at least 3.0. If they cannot do this, they will be dropped from the degree program.

**Major for Master of Science Degree (M.S.) in Physiology of Exercise:** 38 credits including ESS 511, 524, 534, 550, 600, 602 and 20 credits of 601.

## Master of Science in Physiology of Exercise (Dual Degree)

The MS in physiology of exercise is designed to run as a one-year research-dominant experience that begins after the end of the second year of a DO or MD program. Students may structure the research component in one of two ways: (1) over 12 consecutive months or (2) concurrently with clinical rotations over a total of three years. Completion of this degree program requires five didactic experiences, the conduct and completion of a research project, and the completion and defense of an MS thesis.

### Application and Acceptance

Students may apply for admission between August and April during the academic year prior to their intended entrance into the program. Students applying for admission are expected to have met the following minimum requirements:

- 1) Satisfactory completion of the first two years of medical school prior to entry into the program;
- 2) Submission of three letters of recommendation from members of the medical school faculty, at least one of which from a faculty member in the basic sciences;
- 3) A successful on-campus interview.

Applications will be accepted from students who have not met those minimum academic requirements. For those applicants, admission decisions will depend greatly on some combination of their MCAT scores, other academic accomplishments, relevant work experiences, relevant nationally-recognized certifications, and the quality of the on-campus interview.

Students must maintain a grade point average of at least a 3.0 throughout their time in the program. If at any time their GPA drops below 3.0, they will be placed on academic probation for the subsequent semester, during which time they must raise their GPA back to at least 3.0. If they cannot do this, they will be dropped from the degree program.

**Major for Master of Science Degree (M.S.) in Physiology of Exercise – Dual Degree:** 38 credits including ESS 534, 550, 600, 602 and 28 credits of 601.

**For more information** on the Physiology of Exercise and Clinical Exercise Physiology programs, contact Dr. Loren Bertocci by email [lbertocci@marian.edu](mailto:lbertocci@marian.edu) or phone at 317.955.6345.

### CATALOG OF COURES

The University [Catalog of Courses and Section Offerings](#) is now available online. This provides real-time course descriptions and sections offerings for all courses, for all programs.

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*(Every effort was made to capture the organizational structure and title changes at the time of print)*

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