

MARIAN UNIVERSITY
Graduate Course Catalog • 2019-2020
Contents

VISION STATEMENT

Provide an education that profoundly transforms lives, society, and the world.

MISSION STATEMENT

Marian University is a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

OUR FRANCISCAN VALUES

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

For more information, contact:

Office of Graduate Studies
Marian University
3200 Cold Spring Road
Indianapolis, IN 46222-1997
Telephone: 317.955.6128
Web site: www.marian.edu

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

Jennifer Schwartz
Registrar
Livia Scott
Assistant Registrar

2..... University Calendar
3..... The University
8.....The Office of Graduate and Online Admissions
9..... Finances
11..... Financial Aid
12..... Academic and Student Services
16..... Grading and Performance Standards
18..... Academic Success and Progress
20..... Registration Policies and Graduation Requirements
22.....Graduate Programs and Courses
40.....[Index](#)

University Calendar 2019-2020

FIRST SEMESTER • FALL

Clinical Medical term begins	Jul. 1
Residence halls open for upperclassmen	Aug. 25
Classes begin at 8 a.m.	Aug. 26
Last day to add a course or change from/to audit	Aug. 30
Labor Day: university closed	Sept. 2
Spring and Summer 2019 incompletes due	Oct. 4
Mid-term date	Oct. 11
Mid-term recess: no classes	Oct. 14-15
Registration for spring semester	Oct.21-Nov. 1
Last day to withdraw from a class	Nov. 1
Thanksgiving recess: no Wednesday classes	Nov. 27
Thanksgiving recess: university closed	Nov. 28-29
May 2020 graduation candidates: last day to apply	Dec. 2
Final examinations	Dec. 9-13
Fall diploma date (no ceremony)	Dec. 31
Clinical Medical term ends	Dec. 31

SECOND SEMESTER • SPRING

Medical term begins.....	Jan. 1
Residence halls open	Jan. 12
Classes begin at 8 a.m.	Jan. 13
Last day to add a course or change from/to audit	Jan. 17
Martin Luther King, Jr. Day: university closed	Jan. 20
Fall 2019 incompletes due	Feb. 21
Mid-term date	Feb. 28
Mid-term recess	Mar. 2-6
Registration for fall semester	Mar. 16-27
Last day to withdraw from a class	Mar. 27
Holy Thursday: no evening classes (4:00 p.m. and later)	Apr. 9
Good Friday: university closed	Apr. 10
Final examinations	Apr. 27-May 1
Spring diploma date/Graduation Ceremony	May 2 or 3
Clinical Medical term ends	Jun. 30

THIRD SEMESTER • SUMMER

Summer semester begin	May 4
Memorial Day observed: university closed	May 25
Independence Day observed: university closed.....	July 3
Summer semester ends	Aug. 21
Summer graduation date (no ceremony)	Aug. 31

The University

Vision Statement

Provide an education that profoundly transforms lives, society, and the world.

Mission Statement

Marian University is a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

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.

Description and Goals of Marian University

Marian University is a Catholic, coeducational, comprehensive liberal arts university established by the Sisters of Saint Francis, Oldenburg which 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. Degrees are conferred in arts, science, business administration, and nursing at the associate and bachelor level. In addition, Marian University confers a master of arts in teaching, a master of education in Special Education, a master of education in educational leadership, the Building Level Administrator licensure program, and a doctoral degree in 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 people, and with all people of good will.

Marian University also commits itself with integrity and creativity to the ongoing process of renewal as it pursues its institutional goals:

- to provide quality academic programs, support services, and enrichment activities to ensure intellectual, emotional, social, physical, and spiritual development and responsible career preparation, within an environment that promotes respect for knowledge and the intellectual life, and a habit of critical thinking in pursuit of what is true, good, holy, and beautiful;
- to promote the continuing search for a mutually enriching synthesis of faith and reason; and to be engaged in a fruitful dialogue between the gospel and culture in order to discern and evaluate both the progress and decline of society;
- to support academic freedom with responsibility in order to foster a dynamic community of learners;
- to provide for effective development of faculty and staff, by encouraging academic and professional excellence and by acknowledging creative achievements;
- to provide students and personnel financial and physical resources sufficient to achieve, based on a strategic planning process, the institution's goals; to create a caring and challenging learning environment in which students, faculty, and staff prepare to be responsible agents of a more humane society, with special concerns for those who are socially, politically, and economically marginalized.

Accreditation

Marian University is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools; the National Council for Accreditation of Teacher Education, and the Commission on Collegiate Nursing Education. Specific academic programs are approved by the Indiana Professional Standards Board, the Indiana State Board of Nurses' Registration and Nursing Education, and the International Assembly for Collegiate Business Education, and Indiana Department of 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. The property was purchased in 1967, giving the college 114 adjoining acres. Over time, residence halls and classroom buildings were added to the campus, and features such as the statue of Saint Francis (1941), Franciscan Heritage Fountain and DeHaan Family Forum (1998), and the Allen Whitehill Clowes Amphitheater (1999) were added. Renovations to existing buildings have been ongoing and include the auditorium in Marian Hall (2004), Physical Education Center (2007), the St. Francis Hall garage, which became the Marian College Cycling Center (2007), the new residence hall, University Hall (2008), the new Campus Operations Building (2008) and the new Marian University multi-purpose field (2008-2009).

Until 1968 Marian College was administered by the Sisters of Saint Francis, Oldenburg with the assistance of Monsignor Reine who served as president from 1954 to 1968. He was succeeded by Marian College's first lay president, Dr. Dominic J. Guzzetta, and the Board of Trustees was reorganized with a predominance of lay members. Dr. Louis C. Gatto, the college's fifth president, retired at the end of the 1988-89 academic year after leading the college for 18 years. Dr. Daniel A. Felicetti served as the sixth president of Marian College from 1989-99, and Dr. Robert M. Abene, the seventh president of Marian College, served from 1999-2001. Daniel J. Elsener became the eighth president in 2001.

The National Council for Accreditation of Teacher Education formally accredited all teacher education programs of the college in 1976. The Indiana State Board of Nursing approved the bachelor-level nursing curriculum in 1987. The Commission on Collegiate Nursing Education renewed the accreditation in 2009. In Education, Marian University partnered with The New Teacher Project in 2007 and Teach For America in 2008 to bring hundreds of new teachers each year to teach in Indianapolis area schools while enrolled in the Master of Arts in Teaching program. In 2011, Marian implemented the Building Level Administrator licensing program as part of its new Academy for Teaching and Learning Leadership. In 2014, the National Council of Teacher Education reaccredited the Department of Education and the Marian Leadership Academy with the ranking of highest distinction.

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; Family Mathematics and Family Science nights; 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.

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.

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 and voice mail number, 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. More information can be found online at www.marian.edu/current-students/registrar/ferpa.

Campus

The Marian University 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 Marian University EcoLab, which is used by central Indiana educational groups as an educational resource and learning center.

Major campus 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, Papa Johns, and a grill, 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.
- Caretaker's Cottage – This building served as the caretaker's cottage for the Wheeler-Stokely estate; it houses the Art Department.
- Clare Hall – Clare Hall was 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 Writing Center; and language lab. The first floor of this building houses the campus cafeteria, the Counseling and Consultation Services Office, the Center for Academic Success and Engagement, Student Health Services, two classrooms, and a student lounge. Upper floors serve as a residence for students.
- Doyle Hall – 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 220 students, including most incoming freshmen.

- Drew Hall – Drew Hall opened in the fall of 2012 as a residence hall. The tallest building on campus, it has four floors of suite-style rooms, with four students sharing a common living area and private bathroom in each suite. All floors have the benefit of the OnGuard Card system, allowing students access to the building, their floor, and their suite with a prox card (making standard keys unnecessary). 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.
- Marian University Cycling Center – The indoor cycling training facility opened in the spring of 2007 and is the training ground for the over 30 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, human resources, and Marian's Adult Programs. It is the home of the office of the Dean of the College of Arts and Sciences and houses faculty offices for behavioral, natural, and social sciences.
- Michael A. Evans Center for Health Sciences - The Michael A. Evans Center for Health Sciences is home to the Marian University College of Osteopathic Medicine (MU-COM), the Leighton School of Nursing, Exercise Science programs, an art gallery and classrooms. The building opened in August 2013. It is a 140,000 square foot building on 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 student lounge, student presentation rehearsal room, and a 220-seat auditorium. The Exchange, 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 - The Paul J. Norman Center was built in 2017 to represent the changing work styles and mobile technology of businesses today, with 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.
- Physical Education 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, ground was broken in June 2006 for expansion and renovation of the Physical Education Center. There is now a fitness center, expanded locker rooms, and weight room, and all are open to all students, faculty, staff, and alumni.
- 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 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 Educators College, including the Ruth Lilly Health Education Center and Nina Mason Pulliam Eco Lab.
- 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 Overlook at Riverdale is the home of our graduate student apartments, which opened in the fall of 2015.
- University Hall – University Hall opened in the fall of 2008 as a residence hall. Designed in consultation with Marian University students, the hall has suite-style rooms. Kitchenettes are available on every floor as well as large common areas for student gathering. The entire hall has a wireless network and internet access as well as shared student computers. 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 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.

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, GrAMP. A subset of these records is 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 College of Graduate and Online Programs, prospective students must meet all of the following requirements:

- Hold a minimum of baccalaureate degree or its equivalent from a regionally 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 about 60 percent 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, contributed services of the religious faculty, and from other sources. Despite the reduced tuition and fee charges, some students face difficulty in meeting their university financial obligations. Therefore, a variety of financial aid opportunities are available to Marian University students to help offset expenses.

Tuition and Fees

A complete listing of current fees is available from the Marian University Business Office. For more information, call 317.955.6020 or 800.952.3917.

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 restriction to official records allowing them to participate in these certifications or test.

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 Tuition Management Systems, Inc. and is available to all students. Information may be obtained by contacting Tuition Management Systems, Inc. at 888.713.7240 or www.afford.com/marian. 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 or fewer weeks

- Prior to start of class 100 percent
- After class begins No refund

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 you and your family to assist in financing your Marian University education. The financial aid office will help you consider the financial options that Marian University offers, so that you and your family can plan the best ways to manage your 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, or visit the web site at www.marian.edu/financialaid.

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 your Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>. List Marian University, Title IV School Code 001821, on your FAFSA application.
3. If you have already filed the FAFSA, yet did not list Marian University or as a recipient of your 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. However, they are still strongly encouraged to file, if only to determine student loan eligibility. 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 awarded 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, awards 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. Students certify that they have not and will not possess, use, or distribute illegal drugs during the current financial aid award year.

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 to less than full-time. If the adjustment drops a student below half-time attendance, the student will be ineligible to receive federal loans. Students must make separate application for the Federal Direct Stafford and PLUS loan programs.

Federal Loans

For more information on the federal loans described below, please go to our web site; you can download brochures and apply online.

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 status as a dependent or independent
- the student's year in college
- the student's 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.

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

Academic and Student Services

Academic Advising

Academic advising is available through the program director 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 program director to discuss academic progress and course registration.

Academic Support Services

Individual consultation and group workshops are available to assist students who desire additional academic support. Students may seek academic support services for a variety of reasons, including poor academic performance, difficulties with time management and organization, help with study and test-taking strategies, test anxiety, etc. All academic support services are free of charge to current Marian University students.

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.

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.

Campus Ministry

The mission of Campus Ministry is to walk humbly with others, as Jesus Christ is God walking with us, to respond to the Spirit, following the example of Mary, and to cultivate a community in which all may discover the fullness of life.

Committed to serving all in their spiritual journey, Campus 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 a passionate staff and student leader, Campus Ministry offers programs in the areas of Outreach (serving the needs of the local community and promoting social justice); Spiritual Formation (prayer and worship, the celebration of the Mass, and opportunities to learn about issues of faith); Fellowship, (building Christian community through various retreats and the residential Peer Ministry program).

Campus Safety and Police Services

Campus safety is a community endeavor. Each member of the Marian University community is invited and expected to use basic precautions related to personal safety as they would in any city. Marian University Police Officers are available 24 hours a day 365 days a year. They are sworn peace officers in the state of Indiana and as such perform all related duties.

In addition to general police duties, campus officers provide the following on campus: escort services, jump starts, and assistance if keys are locked in vehicles. They also provide educational workshops. Contact the Office of Campus Safety and Police Services at 955.6789 for additional information, or to request a workshop. Campus Safety and Police Services are located on the first floor of the Ruth Lilly Student Center. For additional information, including parking rules and regulations, go to www.marian.edu/campus-life/campus-safety.

Computing Facilities

The university provides computing access in different areas of the campus depending on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the Internet is available in all residential units, the library, the student center, and all academic areas.

All computers in the open computing and discipline-specific labs include word processing, spreadsheet, presentation, e-mail, and Internet-access applications. Discipline-specific labs will have added software applications; for example, graphic design and tutorial software. Student lab assistants from the Department of Instructional Technology are available on the first floor of the library to answer questions, assist with problems, and provide informal and scheduled formal basic training on how to use the available software. Discipline-specific computing labs include biology, chemistry, education, languages, nursing, performing arts, and visual arts. Some labs also have student assistants available to answer questions regarding academic software applications installed in the lab.

One computer classroom, Library 008 located in the library's lower level, is available for open computing. This classroom supports both formal class use as well as open computing access by students, faculty, and staff during non-class times. A published schedule of class times and open computing times are posted in the hall immediately outside of the lab.

Other open computing locations are also available in the library and in the Ruth Lilly Student Center. Library 008 and library open computers are only available during library hours.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their CAMS portal is available at <https://camsap.marian.edu/estudent>. Both CAMS and e-mail accounts are available to all Marian University students. New students are issued their new accounts as they enroll. If you have forgotten your account information or your account is not working, please request assistance by visiting the Marian University Helpdesk located on the third floor of Marian Hall.

Counseling and Consultation Services

Counseling and Consultation Services (CCS) supports both the academic and personal growth of Marian University students. Individual counseling is available to assist students who are experiencing problems that interfere with the realization of their academic, interpersonal, spiritual, and vocational goals. Group counseling is available depending on student need and interest. Students may seek counseling for a variety of reasons, some of which may include problems with adjustment to university life, family conflicts, relationship difficulties, depression, anxiety, eating disorders, and substance abuse. In addition, students with disabilities or chronic medical conditions may find counseling services helpful in developing effective coping strategies for adjustment and adaptation to university life. Counseling services are provided free of charge, and coordinated care with other professionals is arranged for those who experience more chronic conditions. 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.

The Counseling Services Program uses psychological assessment and screening tools by licensed and professionally trained clinicians to assist in the recognition of mental health issues and academic functioning. Where additional evaluation, psychiatric, or specialized mental healthcare is indicated, referrals are made to providers in the Indianapolis area or within the student's healthcare organization. Off-campus referrals are at the student's expense.

Counseling and Consultation Services staff members make use of 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 topics such as, depression, anxiety and panic disorders, eating disorders, stress management, communication skills, personal wellness, conflict resolution, sexual assault and domestic violence, substance abuse, and alcohol awareness. In addition, with permission of the student; consultation and collaboration with Marian University faculty and staff members are utilized to better serve the student's needs. CCS maintains and follows confidentiality and the professional ethical guidelines of the American Psychological Association.

Dining Services

We are proud to offer one of the best university dining programs in the area. Dining locations on campus include: Barbara B. Cooling Dining Room (located in Clare Hall), Subway (located in the Ruth Lilly Student Center), Papa Johns, Grille Works, Starbucks (located in Alumni hall) and P.O.D Market (located in the Evans Center). An All Access Meal Plan is available as well as Commuter student meal plans. Knight Bucks (dining dollars) and meal plan upgrades for commuter students can be purchased at the Dining Services office (Clare Hall 121) or online at www.marian.campusdish.com. Whether you eat every meal on campus or just grab a bite now and then, you'll love the value, variety, convenience and flexibility of your meal plan.

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 staff works with currently enrolled students and alumni to explore career options and develop key skills critical to their long-term success. The Exchange connects students to the larger community early and often -- students learn through multiple "real world" experiences in the form of informational interviews, job shadowing, internships, mentored research, and service learning tied to their coursework.

The Exchange coordinates application for on-campus and off-campus employment, including federal work study positions, through KnightWork, which can be accessed by students and alumni at 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, an etiquette dinner, and tailored workshops.

The Overlook at Riverdale –graduate apartments opened August 2015. Available in one, two and three bedroom suites, Overlook affords graduate and second degree students all the modern amenities of graduate university life.

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.

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

Health Services

The Marian University Student Health Center, provides the clinical opportunities for students to achieve their level of optimal wellness. The Catholic Franciscan heritage coupled with current medical information guide the implementation of clinical services. These services address a wide range of needs in the form of providing treatment for acute illness, well visits, immunizations, physical exams and promotional health education programs. The Student Health Center provides limited over-the-counter medications and prescriptions when indicated.

All students must complete a Student Health Record form and Student Immunization Record form (forms can be found on the Marian University Health and Wellness web site). The student’s signature, is required for authorization to administer treatment.

Housing and Residence Life

Living on campus is a great way for students to truly experience the joys of “university life.” On campus housing for students is managed by the Office of Housing and Residence Life. Questions can be directed to 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 for a complete listing of local media stations, go to www.marian.edu/campus-life/campus-safety/inclement-weather. 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 Advising

The International Student Specialist is available to assist International students in becoming familiar with services, academic support and programs at the university and in the community. This office also assists in all matters regarding passports, visas, employment issues, academics, and other concerns of the international student.

Standards of Conduct

The university assumes that 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 formulating guidelines intended to maintain an atmosphere conducive to attaining educational goals. This office is responsible for the administration of the Code of Students Rights and Responsibilities. To view the Code please go to 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 and on OrgSync. The

Director of Student Activities and Orientation 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.

The Marian University Student Government Association (SGA) provides an opportunity for the expression of student views and interests; all currently enrolled undergraduate students are members. The governing board, elected representatives of the student body, is designed to assist in providing for students' social, cultural, and physical well-being and to help promote better educational standards.

SGA provides an opportunity for students to participate in the governance of the university. It also affords a means whereby students may gain experience and training through participation in community leadership, for student cooperation and communication with the faculty and administration, and for demonstrating that students may effectively and responsibly govern themselves. Make sure to join the SGA portal on OrgSync to get involved or stay up to date on what's happening around campus.

Writing Center

The Writing Center offers a range of writing and literacy related services for Marian University students, faculty, staff, alumni, and Indianapolis residents. The Writing Center is located in the lower level of Clare Hall (CH021) and also operates satellite locations within the Mother Theresa Hackelmeier Memorial Library and The Exchange.

Individual Consultations – Peer Tutors are available to collaborate with English and Spanish language writers in generating ideas, responding to texts, composing drafts, identifying writing strategies, and navigating the academic and creative writing process. Individual consultations are available on a walk-in basis, but appointments are encouraged and may be made by visiting the Writing Center website at www.marian.edu/writing-center. Online individual consultations are also available.

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 when these experiences. 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 Assistant Provost. An incomplete form must be submitted within one week after the last day of the semester, or the grade assigned will be changed to an "F". 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 during the second through the 10th week of classes for regular semester-long classes or by the end of the second week of classes for courses lasting at least five weeks but less than a full semester. The semester withdrawal is official only if the student completes the proper form and obtains authorization from the program director and the course instructor before filing the withdrawal request with the Office of the Registrar. A student who stops attending classes without processing this formal notice incurs an automatic "F" in the class. "W" grades are not given for courses lasting fewer than five weeks without complete withdrawal from the university.

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 must process the necessary paperwork to document this withdrawal starting with the Office of the Registrar. 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 Graduate Admission.

Grade Reports

At the end of each term, final grade reports are available online on each student's CAMS portal. 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.

Academic Success and Progress

To graduate, the university requires a cumulative grade point average of 3.00 or higher. The degree program, for the purpose of calculating the cumulative 3.00 graduation requirement, is defined as all courses required by the program (in and out of the department) plus any required or elective courses with the department prefix.

Students are not considered in good academic standing if their cumulative grade point average falls below 3.00 and/or earns a 2.00 in a course. If a student earns a grade less than 2.00 in a course, they are dismissed from the program due to poor academic performance.

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

After the next five semester graded credits enrolled:

- If the required 3.00 cumulative grade point average is not achieved, the student will be dismissed from the program.
- If a student does not earn a 3.00 in all courses during the next five semester credits enrolled, the student may be dismissed or required to retake the course a second time.

Students who fail to earn a 3.00 the second time they take a course may be dismissed from the program based on the lack of academic progress.

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.

With the permission of the program director, students may repeat courses for which they have received credit. The last 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.

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.

The minimum university standards are stated above. Certain programs may require a higher grade point average requirement and may not allow for students to repeat courses. See program descriptions or the program director for additional details.

The university reserves the right to dismiss any student who does not meet the guidelines stated above.

Appeal Process—Academic Status

When students are notified of dismissal due to poor scholarship, they may appeal their academic status. The appeal procedures are spelled out in the letter of dismissal and must be followed without exception. Such waivers are not easily obtained. Evidence of the student's commitment to academic progress is a major, but not the only, consideration in deciding whether or not to waive dismissal.

Appeal Process—Course Grade

The student can expect and should request from the instructor information about class standing during the course of the semester. Questions about procedure, requirements, and the grading system can thereby be resolved between student and professor.

However, if at the end of a term, a student has cause to question the computation or "fairness" of a final grade, an appeal process is available to review the case.

1. The student must consult with the individual instructor concerning the grade. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of student and instructor.

If there is no resolution at this level, then move to step two.

2. The student meets with the Program Director, presenting the documents generated in step one. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of the student and chairperson. If there is no resolution at this level, then move to step three.
3. The student next meets with the dean of the appropriate school, presenting the documents generated in previous steps. This meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of the student and dean. If there is no resolution at this level, then move to step four.
4. The student must submit a written appeal to the Associate Provost with a copy to the dean with whom the student met in the previous step. The written appeal must state what is requested concerning the grade, the reasons that the assigned grade is not considered a complete or fair assessment of work accomplished in the course, and must be accompanied by the documents of record generated in each of the previous steps. The time limit for filing the written appeal with the Associate Provost is six weeks from the release of grades.
5. The Associate Provost presents the written case and documentation to the Executive Vice President and Provost. If the EVPP determines that further clarification is needed to reach a decision, a meeting is arranged involving the student, the instructor, and the EVPP for discussion of the appeal. The purpose of this meeting is primarily clarification of the situation.
6. After considering all the information received, the final decision on the fairness of the grade is made by the EVPP. In this context, "fairness" applies to the objective and unbiased assignment of the grade. If the EVPP determines that the grade was unfairly assigned, this decision is conveyed to the instructor, the chairperson, and/or dean of the school for objective and unbiased correction. The student will receive written documentation of the outcome.

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 Thursday from 8 a.m. to 5 p.m. and Friday from 8 a.m. to 4:30 p.m. For Additional information and resources and a complete listing of staff members go to www.marian.edu/current-students/registrar. Email: regis@marian.edu; Main phone: 317.955.6050; Fax: 317.955.6575.

Registration and Class Changes

Students are encouraged to advance register for classes. Class choices made during registration are guaranteed up until the time payment arrangements must be made unless the class is canceled due to limited enrollment or for other causes. Students will be notified if the class is canceled. If students fail to make payment arrangements at the assigned time, the class spot will revert to a student who has completed payment arrangements.

Students may be required to meet with their program director prior to registration. Students must register online through the CAMS student portal. The portal will be open and available through 11:59pm the day immediately prior to the start of the semester.

Except for courses lasting four or fewer weeks, a course may be dropped with no record during the first week of classes. From the second week through the end of the tenth class week for semester-long courses, and during the second class week of classes lasting five or more weeks but less than a full semester, a course may be dropped with a grade of "W" provided the student processes the official change of registration form. (See Grading System for details.) A fee is charged, per form submitted, for changes made after the first week of classes.

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 withdrawals may affect financial aid, billing, and enrollment status.

Student Status

Students who are admitted, enroll and attend, and maintain continuous enrollment and attendance during the fall and spring semesters are considered "active" students at Marian University. Students who do not maintain continuous enrollment and attendance during the fall and spring semesters will become "inactive" students at Marian University and will be required to apply for readmission to return to an "active" status. Students who 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 regionally 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.

Determining the Catalog in Effect for You

Marian University students who maintain continuous enrollment each fall and spring semester use the catalog in effect at the point they first enroll at the university as a degree-seeking student. Former Marian University students readmitted to complete a degree use the catalog in effect at the point of readmission.

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

Students are expected to finish degree requirements within five years upon matriculation, but not beyond eight years. Special approval of the program director would be required to vary from the above guidelines. For example, graduation applicants who were close to meeting all requirements five or more years ago, but were not able to persist at that time, may seek approval to complete the few requirements remaining at that time. Students are responsible for making the choice and completing the appropriate requirements, although program directors can facilitate the process. Beyond this example, the program director would be expected to approve, by exception, a catalog no older than five years from the anticipated graduation date, and not to mix parts of requirements from more than one catalog.

Credits Required for Graduation

Candidates for the master's 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 online, initiates the graduation audit and the process of preparing diplomas. Upon completion of all degree requirements, and following the student's graduation date, diplomas may be picked up or will be mailed to the permanent address of record within ten weeks of the ceremony. August and December graduates are invited to participate in the graduation ceremony the following May. Participation in the graduation ceremony requires satisfactory completion of all graduation requirements.

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. Special waiver requests concerning this policy must be submitted in writing and approved by the Program Director. Waiver request forms are available in the Office of the Registrar.

Second Master Degrees

Students who have earned a master degree from Marian University or another regionally 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.

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:

SEM – every semester

FAL – every fall

SPR – every spring

SUM – summer

2FO – every fall of the odd year

2FE – every fall of the even year

2SO – every spring of the odd year

2SE – every spring of the 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.

Doctor of Osteopathic Medicine Program

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:

<http://www.marian.edu/osteopathic-medical-school/current-students>

Master of Arts in Teaching Program

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 available in the office of the Associate Provost of Academic Affairs.

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 EDU505, 519, 533, 538 and 549. EDU 535 may be a required pre-requisite.

Online Program: 36 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.)

For more information on the Master of Arts in Teaching: Teacher Education program, contact the Coordinator of Graduate Student Support, Ixchel (Chelly) Venegas by email at 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 or at 317-955-6763. Information is available online at www.marian.edu/educators-college.

Master of Arts in Education: Special Education Program

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 on the Marian University website at: <http://www.marian.edu/academics/office-of-graduate-studies/admissions>.

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 successfully complete the Core Academic Skills Assessment (CASA) tests or CASA alternative.
- Licensure requirements
- 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 EDU505, 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.

For more information on the Master of Arts in Education: Special Education program, contact Cindy Farren, by e-mail at cfarren@marian.edu; by phone at 317.955.6796; or online at <http://www.marian.edu/academics/academy-for-teaching-and-learning-leadership/programs/master-of-arts-in-education-special-education>.

Master of Arts in Educational Leadership and Building Level Administrator Licensure

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 on the Marian University website at: <http://www.marian.edu/academics/office-of-graduate-studies/admissions>. 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.

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 610, 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 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 Demetrice Smith-Mutegi, by email at dmsmith@marian.edu; by phone at 317.955.6681; or online at <http://www.marian.edu/academics/academy-for-teaching-and-learning-leadership/programs/master-of-arts-in-educational-leadership>.

Master of Arts in Pastoral Ministry Program

Master of Arts in Pastoral Ministry (MAPM) is a formation program that prepares students intellectually, pastorally, personally, professionally, and spiritually to serve the Church as pastoral ministers. The degree fosters the vision of Marian University in forming professional transformative leaders and promotes the Franciscan values of dignity of the individual, peace and justice, reconciliation, and responsible stewardship.

Students completing the MAPM will be prepared and qualified to serve the Church as a Pastoral Minister and ready to seek certification as a Lay Ecclesial Minister, if desired. Students, however, will not be prepared to pursue a doctoral degree since research tools, necessary for doctoral work, are not the focus of the degree. Instead students are formed to be of service to a parish, school, or diocese.

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:

- Previous academic record and degree (3.0 GPA for undergraduate degree).
- Work history, particularly pastoral ministry experience.
- Written essay articulating the applicant's interest in and vocational call to Pastoral Ministry and personal and academic goals in pursuing the degree.
- Participation in a personal or group interview with Director of Graduate Studies in Theology and at least one other faculty.
- Three letters of recommendation (one academic, two pastoral)
- Information on participation in a diocesan protection of children program, if applicable.

Students must maintain a minimum grade point average of 3.0. Assessment of student learning and maturing as a pastoral minister has several phases throughout the program.

Major for Master of Arts Degree (M.A.) in Pastoral Ministry: 36 credits including THL 500, 501, 502, 503, 520, 530, 540, 550, 570, 600, 625, 635, 645, and 670.

For more information on the Master of Arts in Pastoral Ministry program, contact Sr. Margaret Schreiber by e-mail mschreiber@marian.edu; by phone at 317.955.6557 or online <http://www.marian.edu/academics/degree-programs#masters>.

Master of Science in Biomedical Sciences Program

The Marian University College of Osteopathic Medicine (MU-COM) offers a Master of Science in Biomedical Sciences (BMS). This two-track master's degree program provides students the opportunity to enhance their medical or professional school applications by completing one-year of graduate science courses (similar to the first year of medical school), or a two-year curriculum for those who wish to pursue a career in the life/biomedical sciences or research laboratories.

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 regional 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. 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 M.D.)

*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

Both tracks requires 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. 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 on the Marian University website at: <http://www.marian.edu/academics/office-of-graduate-studies/admissions>.

Major for Master of Science Degree (M.S.) in Biomedical Sciences- Thesis Track: 38 credits including; at least 2 credits of BMS 501; BMS 511; 15 credits from among the following courses; BMS 512, BMS 521, BMS 522, BMS 531, BMS 532, BMS 540, BMS 545, BMS 551, and BMS 552; 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; at least 2 credits of BMS 501; BMS 511, BMS 512, BMS 521, BMS 522, BMS 531, BMS 532, BMS 540, BMS 545, BMS 551, and BMS 552; 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.

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 Linda Overholt by e-mail loverholt@marian.edu; or online <http://www.marian.edu/osteopathic-medical-school/curriculum/master-of-science-in-biomedical-sciences>.

Master of Science in Counseling Program

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 track 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 regional 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 COU550, 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. Laurel Camp by email lcamp@marian.edu; phone at 317.955.6075; or online at <http://www.marian.edu/academics/office-of-graduate-studies/master-of-science-in-counseling>.

Master of Science in Nursing Program

For those who know they have more to offer, the Marian University Leighton School of Nursing now offers a Master of Science in Nursing with a nursing education focus. The program will be delivered through a hybrid platform with a larger percent of the courses online. Graduates of the MSN program will be prepared to assume nurse educator roles in schools of nursing, health care facilities and in the community.

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 degree in nursing from an ACEN or CCNE accredited program.
- Current, valid RN license in the State of Indiana.
- Three recommendations from individuals with at least a master's degree 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 a previous academic professor.
- Interview with the Admissions Committee.
- Current resume.
- A 500-word essay addressing your career goals.
- Be enrolled in a 500-level graduate course in epidemiology biostatistics or statistics. Three (3) semester hours or equivalent quarter hours are required with a grade of a B or better at a regionally accredited college or university.
- Application fee.

Major for Master of Science in Nursing Degree (M.S.N) in Nursing Education: 41 credits include NSG 502, 503, 504, 505, 506, 507, 510, 512, 513, 514, 515, 517, and 560.

For more information on the Master of Science in Nursing: Nursing Education program, contact Dorothy Gomez by e-mail dgomez@marian.edu; by phone at 317.955.6159; or online at <http://www.marian.edu/academics/school-of-nursing/programs/master-of-science-in-nursing>.

Doctor of Nursing Practice Nurse Anesthesia Program

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 300-level or higher statistics course completed with a grade of a B or better at a regionally 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 Jackie Rowles, Program Director, by e-mail jrowles@marian.edu; by phone at 317.955.6662; or online at <http://www.marian.edu/school-of-nursing/programs/doctor-of-nursing-practice/nurse-anesthesia-track>.

Doctor of Nursing Practice Family Nurse Practitioner Program

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.

Applicants can complete the NSG 501 biostatistics/epidemiology online course at Marian University before or after matriculation. Alternatively, an equivalent three-credit course, as approved by the Graduate Nursing Admissions, Progression, and Graduation (APG) Committee, can be accepted if a grade of B or better has been earned at a regionally accredited college or 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 300-level or higher statistics course completed with a grade of a B or better at a regionally 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, 660, 662, 664, 666, 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 Claire Rutledge-Sakha, by e-mail crutledgesakha@marian.edu; or by phone at 317.955.6420.

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.

PEOPLE

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

BOARD OF TRUSTEES AND EXECUTIVE OFFICERS

Michael Becher

Managing Partner, retired
Deloitte and Touche LLP

Melody Birmingham-Byrd

President
Duke Energy Indiana

Edward Bonach

Chief Executive Officer, retired
CNO Financial Group, Inc.

Mary Beth Bonaventura '76

Special Counsel
Office of Indiana Attorney General

Earl G. Brinker '74

President and CEO
Irving Materials, Inc.

Scott Bruns '96

Managing Partner
Ernst & Young LLP

John T. Cardis '63

National Managing Partner, retired
Deloitte and Touche LLP

Philip Carson '81

Agent - Owner
Carson Agency, Inc.

Frank D. Cunningham

Vice President, Managed Healthcare Services
Lilly USA LLC

Mark Daniel '80

Vice President and Group Managing Counsel, Patents, retired
Merck & Co., Inc.

John J. Dillon

Managing Director, Midwest, Commercial Insurance
NFP, LLC

Joseph Doyle

Certified Public Accountant
Consultant

William P. Eckman '74

Executive Vice President and Chief Financial Officer, retired

GEO Specialty Chemicals, Inc.

Daniel J. Elsener

President
Marian University

Denise B. Feser '77

Consultant
Self-Employed

Sr. Christa Franzer, OSF '70

Congregational Minister
Sisters of St. Francis, Oldenburg

Fritz French

CEO and Chairman, retired
Calibrium, LLC

Anne M. Frye

VP, General Counsel & Secretary
Vertellus Specialties Inc.

Theaodis "Ted" Gary, Jr.

President
AMG Engineering & Machining

Sr. Annette Grisley, OSF '74

Congregational Councilor
Sisters of Saint Francis, Oldenburg

Stephen J. Hackman

Partner
Ice Miller LLP

David Haire '71

SVP and Financial Advisor
CAPTRUST

Jeffrey A. Harrison

President & CEO
Citizens Energy Group

Sr. Marilyn Hofer, OSF '60

Sisters of St. Francis, Oldenburg

Sr. Margaret Horney, OSF '75

Congregational Treasurer
Sisters of St. Francis, Oldenburg

Jerry Jones

President and Chief Executive Officer, retired
Cannon IV, Inc.

Fred S. Klipsch
Chairman of the Board
Klipsch Group, Inc.

Sr. Joanita Koors, OSF '77
Sisters of St. Francis, Oldenburg

Rebecca Kubacki
Indiana Governor's Commission on Latino/Hispanic Affairs

Joseph T. Kuzmitz '75
President and COO, retired
Business Development Corporation

Alan E. Leighton '62
Treasurer
Marian, Inc.

Tobin McClamroch
Managing Partner and CEO
Bingham Greenebaum Doll LLP

Sr. Joan Miller, OSF '73
Sisters of St. Francis, Oldenburg

Jonathan S. Nalli
Chief Executive Officer
St. Vincent Health

Denis O'Brien '04
CEO/ Founder
Indy Signature Group | Keller Williams

Marianne Price Ph.D.
Executive Director
Cornea Research Foundation of America

Msgr. Joseph Schaedel '70
Pastor
St. Luke Catholic Church
Archdiocese of Indianapolis

Jerry D. Semler
Chairman Emeritus
OneAmerica

Rachel Shockley, D.O.
Program Director
Community South Osteopathic Family Medicine Residency

Chad Slaughter '96
Managing Director
Fifth Third Private Bank

Joseph Slaughter
CEO and Chairman, retired
Herff Jones Company

Sr. Bernice Stenger, OSF '77
Sisters of St. Francis, Oldenburg

Len Strom '68
Human Resources Director
Archdiocese of Baltimore

D. Anthony Watt '69
Plant Manager, retired
DaimlerChrysler Corporation

Robyn R. Werner
Partner
Ernst & Young LLP

Ramarao Yeleti, M.D.
Chief Physician Executive
Community Physician Network

Richard Andrew "Drew" Young
Owner
Drew Young Law

Raul Zavaleta
President and Chief Executive Officer
Volatus Advisors LLC

TRUSTEES EMERITI

Clark H. Byrum
Robert G Decraene
William V. Drew '65
Bain J. Farris '72
John H. Grogan
Eugene Henn
S. Michael Hudson
William Kelsey '61
James F. Matthews
Robert H. McKinney
Charles O'Drobinak
John A. Purdie
Joseph L. Smith, Sr. '71
Jack R. Snyder, Chairman Emeritus
Mary L. Welch '68
Mary Young '47
Judge Gerald S. Zore '63

EXECUTIVE OFFICERS

Daniel J. Elsener (2001)

President

B.A., Nebraska Wesleyan University, 1977

B.S., Nebraska Wesleyan University, 1977

M.S., University of Nebraska, 1980

Alan J. Silva, Ph.D. (2018)

Executive Vice President and Provost

B.A., California State University, 1985

M.A., University of California, 1988

Ph.D., University of California, 1993

Gregory A. Ginder (2009)

Senior Vice President for Personnel, Finance, Facilities & Technology

B.S., Indiana University-Purdue University, 1981

PRESIDENT

Daniel J. Elsener

President

(See Executive Officers)

Olivia Gehrich '14 (2016)

Administrative Assistant and Correspondence Secretary

B.A., Marian University, 2014

Cyndi Kamp (2006)

Executive Assistant to the President

Deborah Lawrence (2002)

Vice President for Administration and General Counsel

B.A., DePauw University, 1984

J.D., The Columbus School of Law of The Catholic University of America, 1987

Kortni Wright (2016)

Conference Services and Special Events Coordinator
B.S., Indiana University/Purdue University Indianapolis, 2013

PROVOST

Zachary Beck (2018)

Director of Sponsored Research Programs
B.S., Eastern Illinois University, 2007
B.S., Purdue University, 2015
M.S., Purdue University, 2017

William B. Harting (2000)

Assistant Provost for Accreditation and Administration
B.A., DePauw University, 1988
M.S., University of Kentucky, 1991

Brooke Kile (2015)

Director, Office of Institutional Research
B.A., Butler University, 2004
M.S., University of St. Francis, 2011

Saib Othman (2016)

Associate Provost for Academic Affairs
B.Sc., U.A.E University, 1988
M.S. University of Iowa, 1994
Ph.D. University of Iowa, 1996

Dale Selbe (2000)

Executive Assistant to Provost

Alan J. Silva (2018)

Executive Vice President and Provost
(See Executive Officers)

Nicole Van Volkenburg '17 (2017)

Institutional Research Analyst
B.A., Marian University, 2017

ADMINISTRATIVE OFFICE STAFF

- GRADUATE ADMISSION – [CLICK HERE](#)
- ATHLETICS – [CLICK HERE](#)
- BUSINESS OFFICE – [CLICK HERE](#)
- CAMPUS MINISTRY – [CLICK HERE](#)
- CAMPUS OPERATIONS – [CLICK HERE](#)
- CAMPUS SAFETY – [CLICK HERE](#)
- CENTER FOR ACADEMIC SUCCESS AND ENGAGEMENT (CASE) – [CLICK HERE](#)
- COUNSELING AND CONSULTATION SERVICES – [CLICK HERE](#)
- THE EXCHANGE (Career Development and Experiential Learning) – [CLICK HERE](#)
- FINANCIAL AID – [CLICK HERE](#)
- HEALTH SERVICES – [CLICK HERE](#)
- HUMAN RESOURCES – [CLICK HERE](#)
- INTERNATIONAL STUDENT SUCCESS AND GLOBAL ENGAGEMENT – [CLICK HERE](#)
- LEADERSHIP CABINET – [CLICK HERE](#)
- LIBRARY – [CLICK HERE](#)
- MARKETING COMMUNICATIONS – [CLICK HERE](#)
- MISSION EFFECTIVENESS – [CLICK HERE](#)
- REGISTRAR – [CLICK HERE](#)
- SAN DAMIANO SCHOLARS PROGRAM – [CLICK HERE](#)
- STUDENT ACTIVITIES AND ORIENTATION – [CLICK HERE](#)
- TECHNOLOGY – [CLICK HERE](#)

COLLEAGES AND SCHOOLS - FACULTY AND STAFF

- COLLEGE OF ARTS AND SCIENCES – [CLICK HERE](#)
- COLLEGE OF OSTEOPATHIC MEDICINE- [CLICK HERE](#)
- GRADUATE AND ONLINE PROGRAMS – [CLICK HERE](#)
- KLIPSCH EDUCATORS COLLEGE – [CLICK HERE](#)
- LEIGHTON SCHOOL OF NURSING – [CLICK HERE](#)

FACULTY AND STAFF EMERITI

Timothy R. Akin, M.B.A., C.P.A., C.F.P., P.F.S.

(1975 – 2015)

Professor of Accounting & Finance, Emeritus

Rev. Francis E. Bryan, M.Div. (1974-)

Assistant Professor of Theology, Emeritus

James Divita, Ph.D. (1961-2003)

Professor of History, Emeritus

William J. Doherty, Ph.D. (1963-2000)

Professor of History, Emeritus

Shirley J. Friedman, MSN, RN (1978-2000)

Associate Professor of Nursing, Emerita

Sister Mary Gloria Gallagher, OSF, M.M. '46

(1980-1995)

Associate Professor of Music, Emerita

Sister Stella Gampfer, OSF, M.A. '61 (1974-2011)

Associate Professor of English, Emerita

Robert M. Gasper, M.S. (1964-2013)

Associate Professor of Mathematics, Emeritus

Mary T. Haugh, Ph.D. '50 (1956-1998)

Professor of Sociology, Emerita

John A. Hill, M.A. (1988-2013)

Registrar, Emeritus

Sister Marilyn Hofer, OSF, Ph.D. '60 (1967-1995)

Professor of Education, Emerita

Mary Malatesta, M.B.A. (1957-1986)

Professor of Business Administration and Accounting, Emerita

Esther O'Dea, R.N., Ph.D. (1991-2002)

Nursing and Nutrition Sciences, Emerita

William Pedtke, M.A. (1965-2000)

Associate Professor of Philosophy, Emeritus

Rosanne R. Pirtle, Ph.D. (1981-1999)

Professor of Education, Emerita

Faye Plascak-Craig, Ph.D. (1983-2013)

Professor of Psychology, Emerita

David Shumate, M.A. (1986 – 2016)

Assistant Professor of English, Emeritus

Anita Siccardi, Ed.D., APRN, FNGNA (2009 – 2016)

Dean, Emerita

Sister Carol Slinger, OSF '60 (1977-2014)
Associate Professor of Mathematics, Emerita

Diana Smith (2005-2017)
Associate Professor of Nursing

Jerry L. Stumpf, Ph.D. (1981-2012)
Professor of Biology, Emeritus

Douglas Uselding, Ph.D., H.S.P.P. (2003 – 2016)
Associate Professor of Psychology, Emeritus

Constance Wesner, M.S.Ed. (1974-2005)
Associate Dean for Academic Affairs, Emerita

Sister Ruth Ann Wirtz, OSF, M.M. '56 (1959-1994)
Associate Professor of Music, Emerita

Sister Olga Wittekind, OSF, Ph.D. (1972-2000)
Professor of Psychology, Emerita

Megan Wright, M.F.A (1986 – 2016)
Associate Professor of Art, Emerita

INDEX

A

ACADEMIC DISMISSAL	19
ACADEMIC INTEGRITY	19
ACADEMIC PROGRESS	18
ACADEMIC SERVICES	12
ACADEMIC SUPPORT SERVICES.....	12
ACCREDITATION	3
ADMISSIONS, GRADUATE.....	8
ADVISING, ACADEMIC.....	12
APPEAL PROCESS-ACADEMIC STATUS AND GRADES	18
ASSESSMENT	19
ATTENDANCE POLICY.....	20

B

BOARD OF TRUSTEES	33
BUILDINGS AND GROUNDS	5

C

CAMPUS.....	5
CAMPUS MINISTRY.....	12
CAMPUS SAFETY AND POLICE SERVICES	12
Catalog in Effect for You.....	21
COLLEGE OF OSTEOPATHIC MEDICINE	22
COMPUTING FACILITIES	12
COUNSELING AND CONSULTATION SERVICES.....	13
COURSE LOAD	20

D

DINING SERVICES.....	13
DISMISSAL, ACADEMIC	18
DOCTOR OF NURSING PRACTICE, Nurse Anesthesia Program.....	31
DOCTOR OF NURSING PRACTICE, Nurse Practitioner Program.....	32
Double Degree.....	21

E

EXCHANGE.....	13
EXECUTIVE OFFICERS	35

F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ...	5
FEES AND FINANCES.....	9
FINANCIAL AID.....	11

G

GOALS	3
GRADE REPORTS.....	17
GRADING SYSTEM.....	16
Graduation Application.....	21
GRADUATION REQUIREMENTS.....	21

H

Health Insurance Policy.....	14
HEALTH SERVICES.....	14
HISTORY OF MARIAN UNIVERSITY.....	3
HOUSING AND RESIDENCE LIFE	14

I

Inclement Weather Policy.....	14
INCOMPLETE	16
INDEX	40
INSTALLMENT PAYMENT PLAN	9
INTERNATIONAL STUDENT ADVISING	14

M

MASTER OF ARTS IN PASTORAL MINISTRY.....	27
MASTER OF ARTS IN TEACHING	23
MASTER OF ARTS IN ED LEAD/BLA	26
MASTER OF ARTS IN ED SPECIAL ED.....	25
MASTER OF SCIENCE IN BIOMEDICAL SCIENCES	28
MASTER OF SCIENCE IN COUNSELING	30
MASTER OF SCIENCE IN NURSING	31
MENTORING	4
MISSION STATEMENT.....	3

P

PASS OR FAIL	16
PEOPLE	33
PROBATION	18
PROGRAMS AND COURSES	22

R

REDUCTION OF CHARGES	9
Residency Requirements.....	21
REFUND OF OVERPAYMENT	10
Registrar's Office.....	20
REGISTRATION POLICIES.....	20
Residency Requirements.....	21

S
Standards of Conduct.....14
STUDENT AFFAIRS 12
STUDENT ORGANIZATIONS AND ACTIVITIES 14
SUPPORT SERVICES..... 12
Student Status.....20

T
TABLE OF CONTENTS..... 1
THE UNIVERSITY..... 3
TRANSCRIPTS..... 17
TRANSFER CREDIT 20
TUITION AND FEES..... 9

U
University Calendar 2019-2020.....2

V
VALUES 3
VISION STATEMENT 3

W
Writing Center.....15