Student Handbook and Program Policies 2026-2027

Master's in Applied Behavior Analysis *with Emphasis in Autism*

BALL STATE UNIVERSITY
Department of Special Education

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BALL STATE UNIVERSITY
Department of Special Education

Welcome Letter

Dear New and Prospective Students:

On behalf of the Department of Special Education faculty and staff, we would like to welcome you to explore our graduate program in Applied Behavior Analysis with an Emphasis in Autism. Enclosed you will find important information to help you get started, whether you are beginning to apply or established within our program. Be sure to read this information carefully and keep it for future reference, as you are responsible for the content included in this document.

Within this document you will find a history of Ball State University, a list of our policies and procedures and a brief description of each of our courses.

Please contact your Student Success Specialist with any questions and to set up a plan of study. You may find their information on your **application status portal.**

Welcome to Ball State!

Jerrell C. Cassady, Ph.D.
Professor
Interim Department Chair
Department of Special Educational
Ball State University

BALL STATE UNIVERSITY
Department of Special Education

Graduate Handbook

This program handbook highlights the graduate program policies and procedures for students in the Master's of Applied Behavior Analysis with an Emphasis in Autism within the Department of Special Education, Certificate in Applied Behavior Analysis, and Certificate in Autism. These guidelines exist in addition to the policies outlined in **Ball State's Graduate Catalog (found here).** In all cases where there is a discrepancy between the Graduate Catalog and this Handbook, policies and degree requirements stated in the Graduate Catalog supersede any information found in this Handbook. Additional information regarding course planning, registration, assistantship information, research support and workshops can be found on the **Graduate School webpage**.

About Ball State University

History, Accreditation, and Classifications

Ball State University was founded in 1918 as a state institution in Muncie, Indiana, a mid-sized city located one hour northeast of Indianapolis. The Mission of Ball State University is as follows:

> *We engage students in educational, research, and creative experiences that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.*

Students can view more about Ball State on our **History, Landmarks, and Traditions webpage.**

Looking to visit campus?

Whether joining as a student or an employee, our community offers affordable housing and top-tier fitness and athletic facilities, from cheering on our Cardinals sports teams to staying active around campus. **View a list of campus facilities** and **a list of community facilities.**

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any

accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu. Learn more on the Disability Services webpage.

Admissions

Applicant and Student Responsibility

All application materials, including a completed application form and transcripts, must be submitted to the Graduate School at least two weeks before the term in which the student wishes to begin graduate study.

- The application process and required materials can be found through the Graduate Admissions webpage.

By applying to our graduate programs, students acknowledge they are a representative of Ball State University. As such, during the initial application process and throughout their time as a student within the graduate program, individuals are required to follow and uphold the ethical guidelines provided by the Behavior Analyst Certification Board, Inc ® (BACB®). Students are encouraged to familiarize themselves with and adhere to the most current BACB® Ethics Code for Behavior Analysts found here.

Transfer Credit

At Ball State University, we strive to support transfer students while upholding program standards. Graduate transfer credits are considered only from regionally accredited institutions if they meet institutional requirements and align with courses in the Ball State University program. The eligibility of transfer credits for graduate students will be evaluated after admission. Approval is required from the Special Education Department Chair and Graduate School. Students must submit course syllabi to their Student Success Specialist to begin the transfer credit evaluation process. For ABA courses, students must also provide a BACB® course content verification from their previous institution.

The following restrictions apply to transfer credits:

- Concepts and Principles in Applied Behavior Analysis (SPCE 609) and Research Methods for Behavior Analysis (SPCE 630) must be taken at Ball State University
- All transfer coursework and degree requirements must be completed within the six years
- allowed to complete a master's degree at Ball State University.
- Transfer work is not eligible for revalidation.

- Only graduate courses in which a student has earned a grade of B or better may be considered for transfer credit. Grades of B- are not transferrable.

Hours of credit may be transferred, but grades earned in courses taken at another institution do not transfer and are not used in computing the student's GPA at Ball State University.

- Graduate courses taken at another university that are graded as "Credit/No credit" or
- "Pass/Fail" are not accepted.
- Students may transfer up to 9 credits if the Department Chair and Graduate School determine the courses are sufficiently comparable to courses offered in the graduate program.
- No credits earned on any graduate degree will be eligible for transfer to a Ball State master's degree.
- No credits earned for a baccalaureate degree may be counted for credit toward a graduate degree at Ball State University.
- Transfer credits may not be applied towards a certificate.

Earned Admission Status for Master's Students

Ball State University recognizes that some students who do not meet the Graduate School GPA minimum may still be able to make a compelling case for admission to a master's program. In these cases, programs may admit a student whose grade point average from their degree- granting institution is less than 2.75 if there is sufficient evidence of the student's academic and/or professional achievement indicating their potential for success in a master's program. Earned admission status requires the approval of the program director. Programs may also choose to not allow earned admissions in their programs.

Students admitted on earned admission status must meet the following requirements:

- Earn a minimum GPA of 3.0 in their first 9 semester credits of graduate work or be academically separated.
- For the master's in ABA with an Emphasis in Autism program, students are required to complete Modules for Success, a Canvas Community designed to support success in graduate school.
- The program director may also specify a required course plan for students admitted on earned admission status and will communicate this with them directly.

Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, a student admitted under earned admission status will be eligible to assume regular graduate student status. Students admitted under earned admission status are not eligible for an assistantship until they assume regular student status.

Applicants who have a bachelor's degree from an institution that is not recognized by its USDE accrediting association but who otherwise meet all Graduate School and department requirements for regular admission may request earned admission status. Upon the successful completion of 9 credits of graduate coursework with a minimum cumulative graduate 3.0 GPA, a student admitted under earned admission status will be eligible to assume regular graduate student status. Students admitted through the earned admission status process who are academically dismissed will not be granted reinstatement into the Ball State Graduate School.

Funding Opportunities

Students have access to a variety of funding options to support their graduate education, including financial aid, scholarships, grants, loans, student employment, and specialized assistance programs such as Veterans Affairs benefits, if applicable.

Tuition and Fees

Full-time cost of attendance is estimated. Actual costs for graduate students with tuition and fees, housing and food, books and supplies, transportation, and personal expenses could vary depending on credit hours, personal expenses, and travel habits. Ball State University has provided estimates of the full cost of attendance for an academic year. View these estimates to aid in student planning.

Full costs for online-only students are made up of four elements:

- Per-credit tuition
- Online course fee
- Technology fee
- Course or program fees that are applicable to only some programs can be found on the Program and Course Fees webpage
    - Students in our program will purchase access to the Vizi BCBA® Exam Preparation Program in each course. The rate is $37 per course.

Ball State University has provided a free, online digital calculator for students to estimate costs by number of credits taken per semester based on area of residency.

Students who take all online classes in a semester are not charged fees for main campus services (i.e., health fees, recreation fees, transportation fees). For complete and detailed

information related to costs, **visit the Student Financial Services website** and **download the Graduate Tuition and Fees 2026-27 (PDF).**

If students have any questions about tuition or estimating their bill, **contact Cardinal Central.**

If students have questions about financial aid, **contact the Office of Financial Aid and Scholarships.**

If students have any other questions, reference our **Frequently Asked Questions webpage about costs for online students.**

Departmental Scholarships

The Department of Special Education offers several scholarship opportunities each year. Award amounts and availability vary annually; **explore the scholarship opportunities webpage here.** Students are encouraged to apply for multiple scholarships; however, only one award may be granted per student. Scholarships are typically announced at the annual awards event held in mid-April.

Grants

Grants are need-based funds that generally do not require repayment; **explore grant information and opportunities here.** Students are automatically considered for most grants by submitting the Free Application for Federal Student Aid (FAFSA) by the April 15 priority deadline. One example is the Federal Supplemental Educational Opportunity Grant (FSEOG), which is awarded based on demonstrated financial need; **more information about FSEOG is found on the Federal Student Aid Website.**

Loans

Federal student loans, available through the U.S. Department of Education, provide a flexible option for financing graduate education. Loan eligibility and amounts are determined based on FAFSA information; find more information about loans on the **financial aid website.**

Student Employment

Employment, either on-campus or off-campus, can help offset educational costs. The Ball State Career Center offers support in finding positions such as office assistants, tutors, and other student roles; find more information on the **Student Employment website.**

Additional Assistance

Ball State offers fee remissions for eligible groups, including university employees, graduate assistants, and residence hall assistants. Additional state-supported programs may provide tuition assistance for qualifying individuals, including dependents of veterans, public safety officers, and other designated groups. FAFSA submission is required to determine eligibility; **find more information on the Additional Types of Assistance financial aid website.**

Vocational Rehabilitation

Students with disabilities may be eligible for support through Indiana Vocational Rehabilitation services. Interested students should **contact their local office** to begin the application process. FAFSA submission is required annually to receive benefits.

Federal Academic Alliance

Ball State University has joined the Federal Academic Alliance and is offering reduced tuition rates for all eligible Federal Government Employees (civil servants), spouses, and dependents who enroll in online graduate-level programs and courses through Ball State's Teachers College. Learn more about qualifications for FAA here.

Employee Assistance Programs

Many employers offer education assistance to their employees. These educational benefits range from providing tuition reimbursement or scholarships to financing select job-related coursework. Speak with your supervisor or a human resources representative at your employer to pursue this option. In addition, you may receive up to $5,250 in tax-free education benefits from your employer each year. The payments do not have to be for work-related courses. Learn more about these tax savings here.

Reduced Cost for Students Ages 60+

If you are an Indiana resident age 60 or older, you may qualify for a 50% reduction in the cost of your Ball State tuition. Learn more about this reduced cost here.

Graduate Assistantship

Master's students may apply for a graduate assistantship within the Teacher's College or positions in any other college or department for which they may be eligible. A limited number of graduate assistantships are available in the Department of Special Education. These positions provide financial support and valuable professional experience. Graduate

assistants are assigned to faculty members and help support teaching and/or research. Graduate assistantships require 10-20 hours of work per week. Graduate assistants receive a stipend and partial tuition remission to support their academic progress. **Visit the Student Employment and Graduate Assistantship website for more information.**

Graduate assistants must adhere to the **Graduate Assistantship Guidelines** and their work should contribute to their academic and professional development. The experience gained should enhance their degree and improve their competitiveness for future career or academic opportunities. Supervisors assign tasks that align with these goals. GAs are evaluated at least once per academic year using the evaluation form provided in Appendix A, which will be managed by the Department of Special Education.

Responsibilities and Expectations

- Graduate assistants must earn admission into a graduate program.
- Graduate assistantship must have regular admission status, not conditional or probationary.
- Master's level students must have completed the bachelor's degree before the beginning of the semester or term in which the graduate assistantship begins.
- Official transcripts must be on file.
- Generally required to work 20 hours per week.
- Master's degree students must earn and maintain a minimum cumulative GPA of 3.0 to continue in the position.
- GAs must be able to work on-campus in Muncie, IN.
- GAs often help faculty to teach and conduct research.
    - In some circumstances, based on experience, graduate assistants may independently teach courses in the Department of Special Education.

You may search for a graduate assistantship position by using WorkDay **(WorkDay portal access here)**. Preference for graduate positions is given to candidates who apply for an assistantship by mid-April. Graduate assistantships are not guaranteed.

Depending on departmental availability, assistantships are offered for the academic year (i.e., Fall and Spring semesters) unless a formal offer letter is provided for an extended period, such as a summer term. There is no limit on the number of years a graduate student may hold an assistantship.

Starting the Graduate Program

BALL STATE UNIVERSITY
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Orientation for Online Students

We recommend all new students join the ***Online Orientation Canvas Page;*** information about accessing this can be found on the Ball State **Online Student Support Services website under "Online Orientation".**

The orientation covers administrative details such as course registration, ordering textbooks, financial aid, and bill payment options. It also provides an overview of graduate student resources.

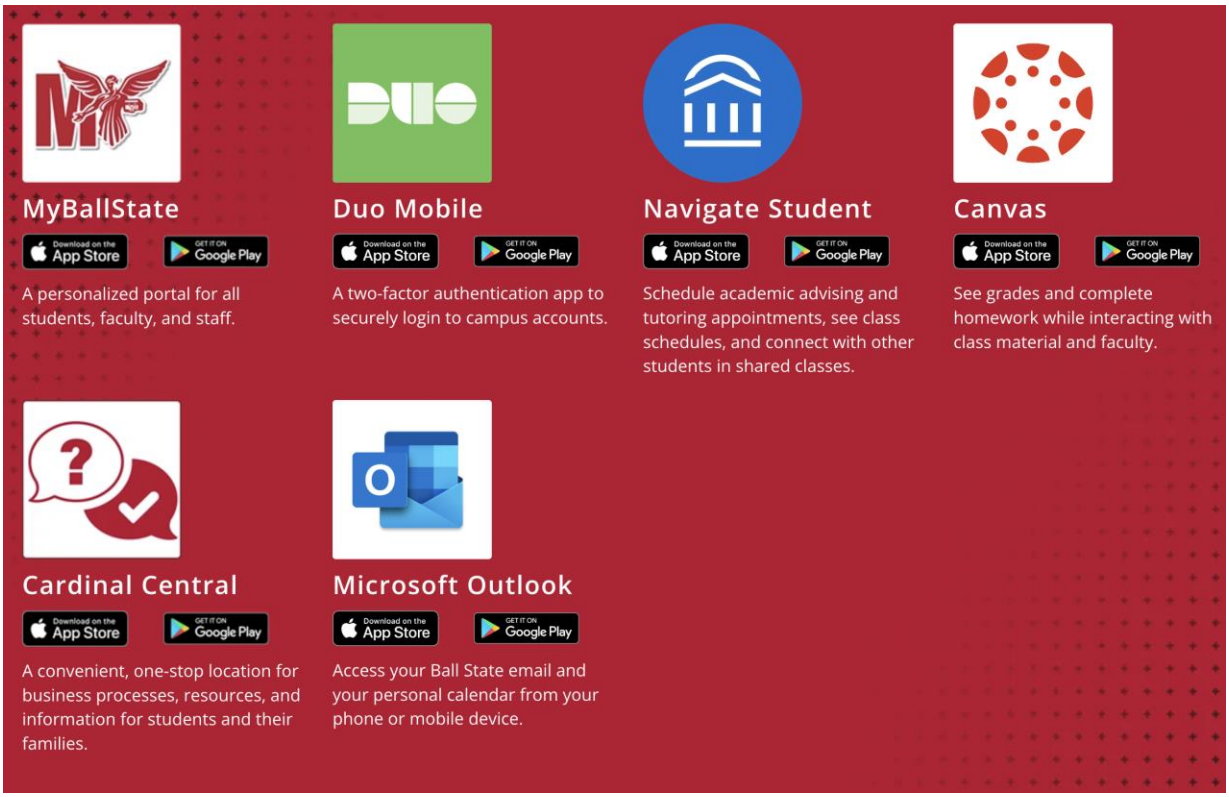
We recommend viewing the following modules:

- How to Get Started
- Resources and Support Services
- Get to Know Your University
- Graduate Study at Ball State
- Academic Integrity at Ball State
- Academic Calendar and Important Dates
- Ball State Learning Center
- Ball State Counseling Center
- Ball State Writing Center

Technology Requirements

Students in our program should have a working webcam, microphone, and access to the internet. We do not have specific recommendations on hardware; however, students need a computer that can support Canvas and Respondus Lockdown Browser. The Technology Store provides assistance to students in the purchasing of personal computers, devices, and accessories, and also offers technical support throughout their time at Ball State; **visit the Technology Store website for more information.**

Mobile apps are encouraged but not required for students to check progress and communicate with faculty. Please consider the following apps: Canvas (Student), Cardinal Central, Duo Mobile, MyBallState, Navigate, Outlook, Zoom.



If students have any issues with sign-in or accessing the courses, **visit the Support Portal webpage** or **submit a Canvas Support Help Ticket**. Students may also wish to test configuration to ensure their computer meets all Canvas System Requirements on the **configuration website.** All other questions should be directed to the Division of Online and Strategic Learning at 765-285-1581 or **online@bsu.edu.**

Master's in Applied Behavior Analysis Program Details

ABA/Autism Program Purpose

The purpose of Ball State University's Master's in Applied Behavior Analysis with an Emphasis in Autism program is to train ethical, competent practitioners who apply behavior analysis principles to improve quality of life across diverse populations and settings. As a scholar-practitioner program, we emphasize evidence-based, diversity-affirming, and person-centered practices. Our courses prepare students for certification as behavior analysts and promote the science-based practice of applied behavior analysis. **Visit the Master's in Applied Behavior Analysis with an emphasis in Autism website.**

Our program emphasizes the development of competent professionals that can administer

the science of behavior for both clinical and social benefits. Our program also provides instruction about various content areas in behavior analysis and emphasizes both practical and scientific advantages to this approach.

Our program prepares students for certification through the Behavior Analyst Certification Board (BACB). Our program focuses on training students to work with individuals with autism and other developmental disabilities. The program does not provide formal training for practice in other areas of ABA (e.g., gerontology).

Coursework includes 360 hours of instruction and is aligned with the BACB® Test Content Outline (TCO), ensuring students develop competencies in core areas such as measurement, assessment, intervention, and ethical practice. This integration supports the development of professionals who apply evidence-based, socially significant, and culturally responsive behavior-analytic practices.

Student Success Specialists

Students are assigned to a Student Success Specialist by their last name, based on the alpha split located in Appendix B.

Faculty and Staff

The Department of Special Education has several faculty that are here to support you in your academic journey:

- Interim Department Chair: Jerrell Cassady
- Associate Chair: Scott Dueker
- ABA/Autism Director of Faculty and Student Engagement: Diana Davis Wilson
- ABA/Autism Director of Curriculum and Accreditation: Dana Paliliunas
- ABA Accreditation and Fieldwork Experience Coordinator: Alyssa Schlachter
- Program and Curriculum Coordinators: Kenzie Hughes, Morgan Johnson
- Administrative Coordinator: Holly McDonald
- Department Secretary and Admissions Coordinator: Melody Withers

Ball State University ensures that all courses are taught by qualified instructors. We have several faculty with diverse interests. Meet our full-time **faculty and staff on our website.**

All faculty are supported in their efforts to provide students with comprehensive training.

Lead Instructor:

Each course has a lead instructor who facilitates all learning experiences. Contact

information for course instructors is located at the top of the syllabus. Always direct any course-related questions first to the lead instructor. For a full contact list of faculty, see Appendix C. If the issue cannot be resolved by the lead instructor, students should contact the content specialist.

To receive the fastest response, please contact the lead instructor via the email address provided in the syllabus. Most lead instructors check their email at least once every 24 hours. If students do not receive a response within 48 hours, please email again. If there's still no response, contact the content specialist.

Phone calls may be appropriate in certain situations. If a student and their lead instructor agree a call is necessary, students should provide their phone number. Instructors are not obligated to share personal phone numbers, and it is the student's responsibility to account for time zone differences when scheduling calls.

Graduate-level education encourages utilizing all available resources to master course materials. The lead instructor is a valuable resource, and students are encouraged to reach out with questions about content or course requirements as often as needed—whether weekly, bi-weekly, or monthly.

Content Specialist:
The content specialists support the lead instructor and are available if questions remain unresolved. Students can find contact information for their content specialist at the top of their syllabus. Students should contact their content specialist if an issue has not been addressed within 48 hours or if they feel the problem has not been sufficiently resolved after repeated attempts to contact their lead instructor.

Program Learning Objectives:
The primary learning objectives of the master's program focus on students gaining knowledge in the following areas of applied behavior analysis and autism. We strive to equip students with the skills necessary to:

- PLO1: Apply the behavioral underpinnings and philosophical foundations of ABA;
- PLO2: Apply the concepts of behavior analytic principles in applied settings;
- PLO3: Gain knowledge and understanding of different forms of measurement, data display and interpretation of data related to targeted interventions and experimental designs;

- PLO4: Develop competence in implementing and interpreting single-case experimental designs that demonstrate functional relations between interventions and target behaviors
- PLO5: Know the standards of professional practice and ensure the client's right to effective behavioral treatment in therapeutic environments that promote personal welfare and engender functional skills;
- PLO6: Gain knowledge and understanding of autism spectrum disorder;
- PLO7: Demonstrate the ability to conduct effective behavioral assessments within a variety of settings;
- PLO8: Demonstrate the ability to develop, implement, and monitor behavioral programs with a variety of populations (e.g., individuals with developmental delays, autism spectrum disorder, disruptive behavior disorders);
- PLO9: Demonstrate knowledge and skills in selecting and implementing interventions and treatments specific to individuals with autism spectrum disorder;
- PLO10: Develop culturally informed intervention strategies, appreciate and acknowledge differences, and maintain clinical and professional skillsets that value diversity, equity, and inclusion
- PLO11: Design and evaluate different behavior change procedures;
- PLO12: Complete a supervised field-based experience with the goal of demonstrating mastery in the ethical application of behavioral interventions.
- PLO 13: Identify and apply strategies for personnel supervision and management;
- PLO14: Pass the examination to become a Board Certified Behavior Analysts® (BCBA®) through the Behavior Analyst Certification Board, Inc ® (BACB®).

Program Credentialing

The Master's in Applied Behavior Analysis with an Emphasis in Autism is currently an approved Pathway 2 Program through the Behavior Analysis Certification Board, Inc ® (BACB®).

After a student has completed a course sequence, the Pathway 2 Program Contact will complete an attestation indicating that the student meets all the current pathway 2 coursework requirements, which program the applicant completed, and which courses the student completed. Applicants will need to meet additional requirements to qualify for the BCBA® certification exam. As of 2032, the BACB® will require programs to be accredited. We are currently in the process of pursuing accreditation.

While not a regulatory agency, the BACB® is a critical part of the regulatory framework for behavior analysts. It provides certification exams (e.g., BCBA®) and sets the professional standards for the field, including ethics and ongoing professional development.

If students plan on sitting for the BCBA® exam, we recommend students become familiar with the **BACB website**. When students begin accruing their BACB® fieldwork hours, they must make sure fieldwork hours are aligned with the BCBA® Handbook as this will affect their ability to sit for the credentialing exam.

The BACB® distributes newsletters as needed to announce critical changes to certification requirements, policies, and services, and sends email notifications to individuals in its database when new information is published. Students are responsible for staying informed of updates from the Behavior Analyst Certification Board (BACB)®, including review of BACB® newsletters and communications. Students are expected to monitor these communications regularly and ensure they comply with current BACB® standards. **BACB Newsletters can be found here.**

State Licensure Guidance

Licensure requirements for applied behavior analysis (ABA) vary by state. For more information about licensing in your state or territory, please visit Ball State University's **State Licensing Offices webpage** or **contact the Office of State Authorization** using the contact information below:

> **Office of State Authorization**
> Phone: 765-285-5910
> Email: **stateauth@bsu.edu**

Information about BACB state licensure requirements can be found here.

Students who require a coursework attestation form to be eligible for the BACB certification examinations may submit a written request to **abaexam@bsu.edu**

Program Registration & Graduation Requirements

The information presented here, correct at the time of publication, is subject to change. Our program regularly evaluates and updates the curriculum to ensure it aligns with current industry standards, accreditation requirements, and emerging trends in the field. Changes in

the program of study may include the introduction of new courses, the revision of existing course content, or adjustments to degree requirements, all aimed at enhancing the learning experience and preparing students for success in their careers. These updates are informed by feedback from students, alumni, faculty, and field experts, ensuring that the program remains relevant and responsive to the evolving needs of both the field of Applied Behavior Analysis and the professional landscape.

Course Descriptions

There are 10 courses (3 credits each) required for the MA in Applied Behavior Analysis. Nine of these classes are prescribed. The remaining course is a field-based experience class: Field-Based Experience in ABA and Autism (SPCE 638). Prior to registering for SPCE 638, students are required to locate a supervisor who meets the requirements.

Course Content	Ball State Course #	Instructional Hours
Basic Principles of Behavior	SPCE 609	45 hours w/in 1 freestanding course
Research Methods in Behavior Analysis	SPCE 630	45 hours w/in 1 freestanding course
Theory & Philosophy in Behavior Analysis	SPCE 689	45 hours w/in 1 freestanding course
Behavior Assessment & Intervention	SPCE 610 & SPCE 611	90 hours w/in 2 freestanding courses
Ethics in Behavior Analysis	SPCE 619	45 hours w/in 1 freestanding course
Organizational Behavior Management & Supervision	SPCE 691	45 hours w/in 1 freestanding course
Experiential Learning in Behavior Analysis	SPCE 638	45 hours

*The table above summarizes the focus of the course as it aligns with BACB® instructional hours and content.

Course catalog descriptions can be found here.

Course Format

Courses are available in 7-week or 15-week formats during Fall and Spring and a 10-week format in Summer. Students may choose their preferred format but should note that 7-week courses cover the same content at an accelerated pace. Those with full-time jobs or significant commitments may find the 7-week format challenging. Taking a 7-week course may allow students to progress through the program more quickly; however, it will not

allow them to sit for the exam sooner, as they must still complete the required supervision hours. Additionally, the Behavior Analyst Certification Board (BACB®) has stated that degrees completed in less than one calendar year, defined as three consecutive primary semesters (e.g., Fall, Spring, Summer) or 12 consecutive months, do not meet the educational requirements for certification eligibility.

- 7-week courses run in two sessions per semester:
  - **Section 850-859**: Begin in the first 7 weeks.
  - **Section 860-869**: Begin in the second 7 weeks.
- Courses are not available before their assigned dates.

Degrees are officially conferred at the end of the Fall, Spring, and Summer semesters. Students who complete all coursework early (e.g., during an accelerated first 7-week session) will not have their degree awarded until the conclusion of the full semester.

Students should familiarize themselves with the Graduate Catalog **(visit the Catalog here)**. Ball State University reserves the right to alter programs and requirements for graduation with any degree.

Certificate Programs

The courses required for the MA in Applied Behavior Analysis with an Emphasis in Autism also meet the course requirements for Certificate in Autism and Certificate in Applied Behavior Analysis. These certificates are not required but provide additional documentation for job portfolios and resumes. Please note that the Graduate Certificate in ABA will be discontinued after the Fall 2026 semester. Transfer credit cannot be applied to certificate programs.

If students are interested in earning the certificate but did not apply for it when they applied for the master's degree, they must complete an additional graduate school application to add it to their student record. Students may not use the same Ball State course toward multiple different certificates.

Students must complete certificate applications at least two semesters before they are scheduled to graduate. If they are interested in earning more than one certificate they must complete a separate application for each certificate. They do not need to resubmit their transcripts when they apply to add certificates to their student record. Please note that certificate(s) are being added to the student's program of study in a comment field on the application. **Apply online via the admissions webpage.**

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Please note: When students apply to graduate, they will need to apply for completion of their master's degree and each certificate in their program of study. More information can be found at the Ball State Commencement website.

Sample Plans of Study

Below are sample plans of study ensuring all prerequisites are met. Students should consult their Student Success Specialist at the start of each registration period. Students working full-time are advised to take no more than two courses per semester. Course loads can be adjusted based on personal circumstances, but the master's degree must be completed within six years. It is possible to finish the 30-credit program in under two years with flexible 7-week or 15-week course options, however we recommend students should take courses at a pace that supports their academic success.

Sample Plans of Study

Semester	5 Semester Plan Sample	10 Semester Plan Sample
1	SPCE 609, 680	SPCE 609
2	SPCE 610, 630	SPCE 680
3	SPCE 611, 619	SPCE 610
4	SPCE 682, 689	SPCE 630
5	SPCE 638, 691	SPCE 611
6		SPCE 619
7		SPCE 682
8		SPCE 689
9		SPCE 691
10		SPCE 638

*The table above summarizes a sample plan of study for a consecutive 5 semester plan or a 10 semester plan

Course Pre-Requisites

Course	Pre-requisites
SPCE 609	None
SPCE 680	None
SPCE 610	SPCE 609
SPCE 630	SPCE 609
SPCE 611	SPCE 609
SPCE 619	None
SPCE 682	None
SPCE 689	SPCE 609, SPCE 611
SPCE 691	SPCE 609, SPCE 610, SPCE 611

SPCE 638*	SPCE 610, SPCE 611, SPCE 680, SPCE 682

*The table above summarizes a course prerequisite for all required courses in the master's program

***SPCE 638 is a field-based course that requires work with clients outside of Ball State University. Ball State University does not assign or directly oversee supervisors or clientele. Students are responsible for securing an approved supervisor before registering for this course and must have a signed supervision contract within one week of coursework beginning. Supervision by a qualified Board Certified Behavior Analyst® is strongly encouraged. Upon enrollment, students will receive a Supervisor Manual / Course Handbook, which includes optional supervision contract templates and examples for reference.**

Supervised Fieldwork

Students can begin accumulating BCBA® supervision hours after starting their first Applied Behavior Analysis course (SPCE 609) and securing a qualified supervisor. Ball State University does not assign or oversee the supervised fieldwork experience or comprehensive supervised experience.

The Master's in Applied Behavior Analysis with an Emphasis in Autism includes coursework and field experience to ensure students demonstrate mastery of key concepts, skills, and professional applications in behavior analysis.

Capstone Requirement

Ball State University requires graduate students enrolled in the Applied Behavior Analysis with an Emphasis in Autism program to complete a Capstone Project. The purpose of the Capstone Project is to allow students to demonstrate their mastery of behavior analytic concepts learned throughout the master's degree program. Each Capstone Project is comprised of three components:

- **Capstone Portfolio Part 1:** Completed across all courses, the portfolio includes:
  - **Part 1 Part A - SAFMEDS & Celeration Chart:** Flashcards for fluency in key terms, daily practice, and progress charting.
  - **Part 1 Part B - Comprehensive Study Guide:** Detailed outlines with 20 multiple choice questions, 4 visual aids, and 8 references.
  - **Part 1 Part C - Infographic:** A creative visual summarizing challenging content.
  - **Requirements:** Daily practice, video checkpoints, and submission of all components in each course.

  - **Timeline:** Submitted in each course with 4 checkpoints and final submission during each course, throughout the duration of the program.
  - **Skills Evaluated:** Terminology fluency, content organization, and communication.
- **Capstone Portfolio Part 2 - Mock Exam:** Students complete Vizi exams, including pre- tests and mastery-level post-tests.
  - **Requirements:** Achieve passing score on Post-Test B with repeated practice.
  - **Timeline:** Completed in SPCE 638 at program's end.
  - **Skills Evaluated:** Knowledge application, test readiness, and self-assessment.
- **Capstone Portfolio Part 3 - Demonstration of Clinical Skills:** Students perform clinical tasks evaluated by a supervisor using the BACB® task list.
  - **Requirements:** Address scores below 3 through a Plan of Study for skill improvement.
  - **Timeline:** Conducted in SPCE 638
  - **Skills Evaluated:** Clinical competency, self-reflection, and professional growth.

Capstone Requirement: To pass each course, students must receive a passing grade on all components of the Capstone Portfolio. Students who do not successfully complete every component will receive a failing grade, regardless of their total points earned or letter grade in the class. For students admitted in Fall 2025 and beyond, successful completion of the Capstone Project in each course is also a requirement for graduation. Please download and carefully review the Capstone Project Student Handbook, which will provide all details and requirements.

Graduate Academic Course Load

Graduate students may register for a maximum of 15 credits during a semester and 12 credits across the combined summer terms. This aligns with guidance from the Behavior Analyst Certification Board (BACB®), which states that degrees completed in less than one calendar year, defined as three consecutive primary semesters (e.g., Fall, Spring, Summer) or 12 consecutive months, will not meet the educational requirements for BACB® certification examinations.

A full-time graduate student, as defined for the purpose of classification for financial aid or veterans' benefits, is a student registered for 9 or more credits in any semester. A half-time

load, as defined for the purpose of classification for financial aid or veterans' benefits, would consist of 5 to 6 credits.

All requests for overloads or exceptions to the established minimum course load must be accompanied by a written statement from the student's advisor, committee chairperson, or department chairperson justifying the request based on academic considerations only. Requests will be acted on by the dean of the Graduate School.

Guidelines for Satisfactory Progress

At Ball State, students must complete their master's degree program in six years unless they receive an extension from the dean of the Graduate School. To successfully complete the Master's in Applied Behavior Analysis with an Emphasis in Autism program at Ball State, students must receive a passing grade for each Capstone project within each course, maintain academic excellence and complete the necessary coursework within the required timeframe of six years. Students are expected to engage in academic integrity, maintain good academic standing, and follow policies and procedures listed by course instructors. Failure to meet any expectation listed may result in withdrawal/removal from the course or program. Master's students in the ABA program should be familiar with the **BACB®'s ethics codes** as an ethical violation may prevent them from being eligible for certification.

Graduate students will be placed on graduate warning if their cumulative graduate GPA falls below 3.0 at any time after completion of 9 credits.
If students are placed on academic warning, they may be required to:

- repeat courses
- enroll in no more than 9 credit hours

To remove warning status, graduate students must have at least a 3.0 cumulative GPA by the time the next 9 graduate credits are completed.

If warning status is not removed, the student's admission to graduate study will be canceled, and additional graduate study will not be possible until the student has applied for reinstatement.

Graduate separation does not mean that graduate students are forever barred from graduate study at Ball State, nor does academic separation imply future reinstatement. Students seeking reinstatement must present to the dean of the Graduate School a written request approved by the chair of the major department. The decision to reinstate will be made by the dean of the Graduate School. It is recommended that a student wait at least one semester before making an appeal for reinstatement.

Modules for Success

The "Modules for Success" Canvas Community for graduate students is a supportive, non-course environment designed for students who require additional academic assistance or navigating unique challenges during their graduate studies. Enrollment in this community is mandatory for students who meet any of the following criteria:

1. **Earned Admission:** Students with an earned admit status—due to a GPA of 2.75 or below—must enroll. These students are required to achieve a minimum GPA of 3.0 in their first 9 semester credits to remain in good standing. The program director may provide a tailored course plan.
2. **Conditional Admission (Non-Degree Seeking):** Students who are conditionally admitted to the Ball State Graduate School must complete the requirements set forth in the admit letter. If the conditions for a student's admission have not been fulfilled within the time period specified (usually one academic semester), the student will be barred from subsequent registration in the Graduate School. Graduate programs are not required to consider applicants for conditional admission.
3. **Graduate Warning:** Students whose cumulative GPA falls below 3.0 will be placed on Graduate Warning. While they can continue attending classes, regular meetings with an Academic Student Success Specialist and a Student Success Coach are strongly encouraged to support their academic progress. Students who do not maintain good standing (cumulative GPA of 3.0 or higher), will be placed on Graduate Warning and will have 9 credits to improve their cumulative GPA.
4. **Graduate Reinstatement:** Students separated for reasons such as extended absence or Graduate Separation (students who do not meet the good standing threshold and are no longer able to continue graduate studies at the university) and are looking to re- enroll in the program must also enroll in the Community to access relevant resources and support for re-entry into the program.
5. **EAB Navigate Alerts:** Alerts are issued per instructor discretion for attendance concerns, quiz and/or exam scores, and coursework concerns. Individuals who receive multiple alerts from the EAB Navigate system will be required to join this Canvas Community.
6. **Self-Selection:** Students may choose to enroll in this module as a personal benefit. Students who might find this module beneficial may be in need of additional supports, such as those who may struggle with test-taking, reading comprehension, deadline anxiety, or experience test anxiety, as well as individuals who frequently seek instructor assistance with course material, require multiple assignment extensions, or who are managing life-altering circumstances that

impact their studies. If you would like to be added to the Modules for Success, please email spce@bsu.edu

The Modules for Success offers a variety of resources, including:

- Welcome & Finding "My Why"
- Succeeding in Online Courses
- Planning & Managing Time
- Learning & Study Strategies
- Self-Care
- Utilizing BSU Resources
- Wrap Up (You Did It!)

There is no financial cost for students to participate in this community, making it an invaluable resource for fostering academic resilience and success.

Preparing for Graduation

To be eligible for graduation, students must have met the following criteria:

- Successful completion of each Capstone component, which is throughout the entirety of the program,
- Complete all necessary coursework,
- Maintain a cumulative GPA of 3.0, and
- Apply to graduate during their last semester.

Graduation is not automatic; students must apply to graduate. Students must complete an application for each degree and certificate they are completing. The deadline to apply for graduation falls early in the final semester of coursework. We recommend students apply for graduation when they start their final semester of classes. Students will receive their diploma in the mail approximately three weeks after graduation. Certificates are mailed separately and arrive approximately one month after graduation.

Students must request an official copy of their transcript; they will not automatically receive one upon completion of their degree. Current students have no cost for ordering transcripts that are sent via regular postal mail. During the last semester of coursework, students may request a transcript(s) that will include their final grades and degree date by specifying “hold for degree” and “hold for grades.” Instructions and additional details on ordering transcript(s) can be found at the Registrar's website.

Guidelines for Student and Program Responsibilities

The Master's in Applied Behavior Analysis program provides essential academic and practical experiences designed to prepare students to become competent and ethical practitioners of behavior analysis. To achieve this goal, there are general expectations and responsibilities for all students regarding their academic and professional performance, as well as the pursuit of their personal goals. Likewise, the program has responsibilities to support students in attaining an acceptable level of academic and professional competency. These expectations and responsibilities are outlined below:

Program's Expectations and Responsibilities of Students
Students are expected to: (1) demonstrate knowledge of and adherence to relevant academic and professional standards; (2) acquire and demonstrate appropriate academic and professional skills; and (3) effectively manage personal concerns and issues as they relate to academic and professional functioning.

General Responsibilities of the Program Faculty in the program are committed to creating an environment that supports student growth, helping them integrate professional values and attitudes, function effectively as individuals, and meet their academic and professional goals. The program provides students with clear information regarding academic and professional standards and guidelines, and departmental expectations are outlined in the program handbook.

Student Rights and Responsibilities

The Office of Student Conduct helps students understand and navigate other university policies and procedures. As a member of the Ball State community, it is important that students familiarize themselves with the various policies and procedures for the university community. Access the **Office of Student Conduct website** and the **University Policies website** for more information.

Statement of Student Responsibility
Ball State University reserves the right to alter programs and requirements for graduation with any degree. An alteration of a curricular or graduation requirement is not made retroactive unless the alteration is to the student's advantage and the student desires it. Exceptions may be necessary when changes in professional certification or licensure standards require changes in academic requirements or in university programs. It is also the student's responsibility to know the university regulations for the standard of work required to continue in the Graduate School. Graduate School personnel will aid in every possible

way, but the responsibility for an error in the interpretation of the rules rests with the student.

Freedom of Expression

In this program, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's **Statement on Freedom of Expression**, the resources on Ball State's **Freedom of Expression webpage**, and **Ball State's Beneficence Pledge**.

Equal Opportunity and Affirmative Action Policy

Ball State University is committed to the principles of nondiscrimination and equal opportunity in education and employment. Further, the University is committed to the pursuit of excellence by prohibiting unlawful discrimination and providing equal opportunity to individuals without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, protected veteran status, or any other legally protected status. This commitment enables the University to provide qualified individuals access to all academic and employment programs on the basis of demonstrated ability without regard to personal factors that are irrelevant to the program or job requirements involved. **A full copy of our Equal Opportunity and Affirmative Action Policy can be found here.**

Sexual Harassment and Misconduct Policy

This policy applies to all forms of sex and gender-based discrimination, sexual harassment, sexual violence, stalking, and intimate partner violence. The Sexual Harassment and Misconduct Policy governs the University's response to complaints of discrimination based on sex or gender, and all forms of sexual misconduct (which includes sexual harassment, sexual assault, other forms of sexual violence, dating violence, domestic violence, sexual exploitation, and stalking) involving any Ball State University student or student organization, including off-campus conduct. Sexual misconduct complaints made against faculty, staff and other Parties are handled pursuant to other policies. **See the Statement on Sexual Harassment.**

Code of Student Rights and Responsibilities

The Code of Student Rights and Responsibilities outlines behaviors expected of students at Ball State University and methods used to judge student behavior fairly according to these standards. The standards of conduct apply to students while on the campus or off campus, when attending University-sponsored events or activities, or when such conduct involves the security or integrity of the University community. **Review the full Code of Student Rights and Responsibilities.**

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's **academic integrity website** for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please **read the University Student Academic Ethics Policy**.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.

- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Artificial Intelligence Policy

The use of generative Artificial Intelligence (AI) tools (e.g., ChatGPT, Midjourney, Gemini) is not permitted in this program unless explicitly authorized by the instructor. You will be informed in advance if, when, and how these tools may be used, along with clear guidance for attribution and acceptable practices. Any use of AI outside of this permission constitutes a violation of Ball State University's Academic Ethics Policy, as submitting AI-generated work as your own is considered plagiarism. Faculty may allow AI use in specific courses or assignments with guidelines and work outside of those guidelines will be treated as a violation. Students are encouraged to use academic resources such as instructors, writing centers, and libraries to support their learning and must seek clarification from their instructor if they are unsure about appropriate AI use.

Teachers College Complaint Policy

Teachers College recognizes the crucial role of clear and open communication between instructors and their students. Our learning environments are spaces of mutual respect, and we encourage open dialogue between the student and instructor regarding course expectations.

If a department or college administrator receives a student complaint about a department instructor, we will follow the process outlined below:

1. Should a student believe their educational progress has been impeded due to an issue regarding fairness, discrimination, harassment, classroom mismanagement, or other perceived misconduct by an instructor, they may initiate a conversation with the program director, assistant chair, or department chair, whichever supervisor is appropriate to the complaint.
2. The student will first be encouraged to contact the instructor to discuss the issue if such issue needs no administrative mediation. Ideally, the student and instructor will be able to come to a common understanding of the incident and the best method for moving forward in a manner conducive to educational goals.
3. If the student does not wish to contact the instructor, and the department chair agrees there is reason for not doing so, or if the instructor will not respond to the student's attempt at contact (the faculty member has one work week to respond), or if the

student and instructor cannot come to a resolution on their own, the chair will meet or correspond with the student to assess the nature of the complaint. When appropriate, or when dictated by other policies (e.g., Policy on Sexual Harassment and Misconduct), the chair may refer the matter for resolution to another campus authority.

If a solution to the issue is reached during this meeting between the chair and the student, the complaint is resolved. Following the meeting, an email will be sent to the student verifying the complaint as resolved.

4. In a case in which the student does not wish to contact the instructor, and the department chair agrees there is reason for not doing so, the chair will hold a meeting with the instructor regarding the nature of the student complaint.

If a solution to the issue is reached during the meeting between the chair and the instructor, the outcome will be reported to the student. If the student agree as to the resolution, the complaint is resolved. Following the meeting, an email will be sent to the student and instructor verifying the complaint as resolved.

5. All notes of the initial meeting with the student and with the instructor will be destroyed following a successful resolution of a complaint. The student or faculty member may request to be present at the time the notes are destroyed.
6. If no solution to the complaint is reached during the chair's meeting with the instructor, the Associate Dean for Undergraduate and Graduate Studies will work with the Associate Dean for Faculty Affairs and Strategic Initiatives and the department chair to determine an appropriate resolution, which may include a letter in the instructor's personnel file. This decision will be communicated to the instructor no more than 10 days after the meeting. If a letter is added to the personnel file, the instructor will have the opportunity to place a written response in the file. The written response must be submitted to the department no more than 10 days after receiving the decision.[1]

Additionally, in some cases, the chair may refer the complaint to another campus authority.[2]

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[1]For programs with accreditation-related requirements to retain complaints for periodic review, all records of complaints related to an accredited program will be retained in a confidential location in the Department Chair's office solely for the purpose of periodic review, and will be destroyed after the first site visit following the complaint.

[2]Ball State encourages students to review the "Say Something" program (view here), coordinated by the Office of the Dean of Students. Say Something provides a centralized way for Ball State community members to report concerns and incidents or address observed difficulties that may impede a person's success at Ball State

University. It provides centralized reporting and record-keeping of conduct by members of the University community, including but not limited to persons of concern, discrimination, and Title IX.

Sharing of Course Material

Ball State Faculty and Staff discourage the sharing of course material as these have the potential to change each semester. Students may not reproduce, distribute, or publicly post course materials without the instructor's permission. It has been found that students are using commercial websites and social media to register, pay a fee, and upload/download lecture notes, test questions, and other materials from courses taught by Ball State University faculty members. This can be considered a violation of Section 6c of the **Information Technology User's Privileges and Responsibilities Policy (view here)**. Students should not utilize materials from other students and/or uploaded material as their own. If any students are found in violation, they will be referred directly to **Dr. Linh Littleford** in the Office of Vice Provost of Academic Affairs. For more information, please **review the Student Academic Ethics policy** or **visit the Academic Affairs website.**

Disclosure of Felony Conviction

Ball State University is concerned with the safety and achievement of its students and employees. Out of that concern, the University requires students who have been charged with or convicted of a felony after being admitted report immediately that felony charge or conviction to the **Office of Student Conduct** (located in Student Center L-4; phone 765-285-5036). More information can be found **here.**

As noted in section 3.5 of the *Code of Student Rights and Responsibilities*, persons "may be subject to the University sanctions for the same conduct, in accord with established policies and procedures, when the conduct is in violation of a University rule which is important to the continuing protection of other members of the University or to the safeguarding of the educational process. At the discretion of University officials, disciplinary action under this *Code of Student Rights and Responsibilities* may proceed in advance of or during the pendency of criminal proceedings. Determinations made or sanctions imposed under this *Code of Student Rights and Responsibilities* shall not be subject to change because criminal charges arising out of the same set of facts giving rise to University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant."

Disclosing a felony charge or conviction will not result in an automatic separation from the University. Any disciplinary action that is taken will take place according to procedures noted in section 6.5 of the *Code of Student Rights and Responsibilities.*

Discovery of a student's failure to immediately report a felony charge or conviction as required in this policy may result in an interim suspension (outlined in section 6.5.4 of the *Code of Student Rights and Responsibilities)* from the University pending a formal hearing.

Applied Behavior Analysis Student Grievance Policy

The Department of Special Education affirms Ball State University's commitment to inclusive excellence, equity, and transparency. We strive to create learning environments where all students are respected, valued, and supported in their academic journey. We recognize that concerns may arise, and we are committed to addressing them with fairness, respect, and in alignment with the principles of civility, courtesy, compassion, dignity, and open inquiry that guide the Ball State community. This policy reflects our shared responsibility to foster a culture of respect and civil discourse while ensuring that all voices are heard and valued. If a student believes their educational progress has been impeded by issues of fairness, discrimination, harassment, classroom mismanagement, or other perceived misconduct by an instructor, the following steps outline the grievance process:

Initial Discussion

Students are encouraged to first discuss the issue directly with the instructor if administrative intervention is not required. The instructor must respond within five business days. Ideally, both parties will reach a resolution that supports the student's educational goals.

Meeting with Department Chair

If the student is unwilling or unable to contact the instructor, if the instructor does not respond within one week, or if the issue remains unresolved, the student may bring the concern to the Department Chair. The Chair will meet with the student to assess the complaint. A written summary of the discussion will be signed by both parties. If necessary or as required by other university policies, the complaint may be referred to another campus authority. If a resolution is reached, the complaint is considered resolved, and the student will receive email confirmation.

Instructor Meeting

If the issue remains unresolved, the Department Chair will meet with the instructor and document the discussion. If a resolution is reached, both the student and instructor will be informed and receive written confirmation.

Further Administrative Action

If no resolution is achieved, department administrators will determine the appropriate course of action. This may include a formal letter in the instructor's personnel file. The instructor will be notified within ten business days and may submit a written response within an additional ten days. In some cases, the complaint may be forwarded to another campus authority for further review.

Revalidation Policy for Graduate ABA Students

This policy outlines the process for revalidation of graduate-level courses for students who have not completed their degree requirements within six years or certificate requirements within five years. Its purpose is to ensure the integrity, relevance, and competency of course content in alignment with **Ball State University's Revalidation Policy, Graduate School guidelines**, accreditation standards, and the BACB® Test Content requirements. The framework is designed to provide clarity and consistency in reviewing requests for revalidation so that all students receive up-to-date and applicable knowledge necessary for their professional development. Transfer credits are not eligible for revalidation under this policy.

Revalidation requests will be evaluated on a case-by-case basis and will consider several factors, including time since course completion (requests are ineligible for courses completed before January 2022), changes to course content (such as curriculum updates mandated by the BACB® or other accrediting bodies, including the **APBA Accreditation Pathway**, revisions to the **BACB® Test Content Outline** and whether the course learning objectives remain aligned with current standards and practices in the field. Students may request revalidation for up to three courses within a three-year period; requests exceeding this limit will only be granted under exceptional circumstances. To request revalidation, students must submit a formal application including a completed form, documentation demonstrating the relevance of previously completed coursework, and any other supporting materials required by the reviewing committee.

The request will first be reviewed by the Department Chair or designee to assess eligibility. If necessary, a consultation may occur with the original content specialist to determine how

much of the course content has changed. The reviewing designee will then render a decision based on the documented evidence, and the student will be notified of the outcome within 15 days of submission.

Note: This policy will be reviewed in accordance with the BCBA®'s Pathway Transition on or before January 2027 and revisions will be made as necessary to remain aligned with university standards and accreditation requirements.

Course Repetition

Graduate students may only repeat a course once, unless it is offered for variable credit. Repeating a course does not remove previous grades from the official academic record, but the most recent grade will be used to calculate the GPA. Course credits will count only once toward the minimum required for graduation.

Students may choose to repeat a course if they did not meet the minimum prerequisite requirements to move forward in the program. Failing to earn a passing grade will prevent a student from continuing in the program and will result in academic separation, which will block registration for future semesters.

Graduate Grade Appeal Process

Students have the option to file an appeal if they believe a final grade (pass-fail or letter grade) for a course or field experience does not reflect their performance due to a fairness or procedural issue. Grounds for a grade appeal include an obvious error in the calculation of the grade, the assignment of a grade using more exacting or demanding standards than those applied to other students in the course, the assignment of a grade based on factors other than performance in the course, or the assignment of a grade that represents a substantial departure from the instructor's previously announced standards. Students who are removed involuntarily from a course in the middle of a term must follow departmental or program procedures rather than the grade appeal process, unless a failing grade was issued.

Students considering an appeal of a final grade are encouraged to review the full grade appeal policy, frequently asked questions, and grade appeal form. If you have any questions or concerns regarding the grade appeal policy, please contact Dr. Linh Littleford or the Office of the Vice Provost for Academic Affairs at 765-285-3716.

Change of Grade / Incomplete / Withdraw / Late Withdraw

Sometimes students are confronted by hardships that prevent them from completing coursework during the semester. Students are graded according to the system outlined in the university catalog. Coursework is expected to be completed by the end of the term unless extraordinary circumstances prevent this. The information below discusses the process, criteria, and differences between incomplete grades, withdrawal from courses and late withdrawal from courses.

Change of Grade

Students who feel they have earned a grade different from the one given are referred to the course instructor. If that instructor concludes that the officially recorded final grade should be changed, the instructor will make corrections on the Change of Grade Form, which is available in the departmental office. A Change of Grade Form is required when adjustments to a student's grade are necessary due to specific circumstances. These include:

- Missing the grade submission deadline.
- Medical issues impacting the student or instructor.
- Legal issues affecting grade submission or performance.
- Natural disasters disrupting normal academic processes.

Incomplete Policy

An "I" (Incomplete) grade may only be given in rare and serious situations such as extended illness, death in the family, or legal issues, and students must provide appropriate documentation (e.g., medical records, legal documents). Incomplete grades are not permitted for reasons such as poor time management, heavy workload, or similar challenges. To qualify for an "I," students must have completed at least 50% of the course requirements by the end of the semester. If no completion plan is submitted, the grade earned from completed work will stand. Per university policy, any "I" grade not resolved within the agreed-upon timeframe will automatically convert to an "F."

Students are allowed up to 12 calendar months to complete the coursework for an "I" grade, unless an extension is recommended by the department chair and approved by the appropriate dean. Instructors must provide a clear justification for requesting an extension and submit the I Extension Form on the student's behalf. All "I" grades must be approved by the department chair at the end of the semester, and a copy of the agreement will be kept on file. It is important that the plan for completing the coursework is specific, well-documented, and limited to the shortest reasonable timeframe.

Withdrawal Policy

If a student needs to leave a course they are registered for, they may withdraw; however,

important deadlines must be met to receive a refund. Withdrawals cannot be completed online after the official withdrawal period has ended. Students are strongly encouraged to consult with their Student Success Specialist before making any withdrawal decisions. During the course withdrawal period, students may withdraw from a course without penalty by using the **Self-Service Banner web portal**. A "W" will appear on the student's transcript for the withdrawn course.

Withdrawals may affect both financial aid and billing. For questions about these impacts, students should contact Cardinal Central at **cardinalcentral@bsu.edu** or 765-285-2222. It is also recommended that students speak with their instructor and/or Student Success Specialist to fully understand their options, the reasons for withdrawal, and any potential consequences. For complete policies, important deadlines, and tuition reimbursement information, students should **visit the Registrar's website** and **review the Graduate Catalog**.

Late Withdrawal Policy

Late withdrawals (after the official Course Withdrawal Period) are only considered for documented extenuating circumstances—such as the death of an immediate family member, serious bodily injury from an accident, or a significant change in medical condition. Time-management issues, missed assignments, or failing grades do not qualify. To request a late withdrawal, email your course instructor to state your intent and attach supporting documentation. The request then moves through review and approval at multiple levels: instructor (within 7 days), program director (within 7 days), assistant chair/chair (within 7 days), and finally the associate dean, who renders the decision. The Registrar's Office sends a general reminder about late-withdrawal procedures once each semester.

Exceptions to Policies and Processes

While the policies and processes outlined in this handbook are designed to ensure consistency, fairness, and academic integrity, exceptions may be made under special circumstances. Requests for exceptions must be submitted in writing to the Graduate Program Director or designated program administrator. The request should include a detailed explanation of the situation and the rationale for the exception.

Exceptions may be granted on a case-by-case basis, considering factors such as academic performance, personal or medical challenges, and other extenuating circumstances. Any exceptions granted will be documented, and the student will be notified in writing of the decision and any associated conditions. It is important to note that exceptions are not guaranteed and are subject to approval by the Graduate Program Director, faculty, or other

relevant program administrators. All exceptions granted must align with the overall academic and ethical standards of the program.

Resources for Students

Graduate school can be challenging, but with the right resources, such as the library, career center, counseling center, and graduate school support, you can thrive. This section outlines key services for graduate students, along with contact details for easy access, and highlights our mission to provide the community, resources, skills, and wellness strategies needed to maximize your graduate educational experience. Learn more about the programs and opportunities our Graduate School offers below, and **for a comprehensive list of resources, visit here**.

Tips for Success

General

- Begin reviewing each course syllabus early. It will be available to students in Canvas on the first day of class.
- Record due dates in a calendar to help plan for upcoming assignments.
- Set calendar or To Do List reminders for key steps on larger assignments.
- Course calendars will be a valuable tool for your success in this course; please reference this calendar regularly, input the information into your personal planner, and be sure to check here for information.
- All assignments are due by 11:59 pm Eastern Time (ET) unless otherwise stated in Canvas.
- Check Canvas daily as critical and helpful informational announcements may be posted.
- Check BSU email daily or forward it to an email that is viewed daily.
- Students should call or email their instructor, especially if they are experiencing any challenge with the content of the course. Per the syllabus, students will want to address the email in a professional manner and avoid inappropriate email behavior (e.g., ALL CAPS indicates screaming at the person receiving the email).
- Zoom with their instructor as needed as this format may improve their knowledge acquisition. Some students report that they are less comfortable with the online format and direct contact with the instructor improves their knowledge acquisition. Videoconferencing is an ideal way to address this.
- Friends who have already taken this class may be a valuable resource. However, realize
  that we improve the course each semester based on student input and BACB

expectations. Former students may advise based on previous standards or expectations.

- Online classes may make students feel they do not get instructor attention and, therefore, feel unconnected. Feedback is one way of getting one-on-one attention. Connect with their instructor further if students do not fully understand the feedback or wish to discuss an assignment in more detail.
- Ball State University has a thriving intellectual community where ethical standards are upheld. Please be sure to review the **university academic integrity policy**, as well as professional ethical codes (e.g., **BACB®**, **RBT®**, **APA** and **CEC** ethics codes).

Studying for Exams

- Once a unit opens, read the chapter Power Points posted in Canvas.
- Read the chapters ASAP, highlighting important concepts or putting post-it notes by new concepts for later review.
- There are materials throughout Canvas. Some students skip all the materials in the documents section. Although these overlap with materials in textbooks, it is often beneficial to see the information in a different format.

Taking Exams

- Take the exam on the first day it is offered to allow time for technical difficulties and to give more time to study for the next exam.
- Take the exam when alert, fed, *not* at work, and *not experiencing a lot of distractions*. Students who attempt the exam when exhausted or while simultaneously juggling the many demands they may face at the office or home are unlikely to be as successful as they would like.
- Maintain academic integrity and demonstrate knowledge. Students who rely too heavily on open content during coursework won't master the skills, and won't pass the BACB exam.
- After the exam has been graded, review instructor feedback immediately! Mastery of later materials is dependent on mastery of earlier materials. Successful students review the feedback and then contact their instructor with questions.

EAB Navigate:

We utilize EAB Navigate to help support students' success in several courses (i.e., SPCE 609, SPCE 611, SPCE 680). During the semester, faculty will report attendance concerns, concerns with assignment completion, and midterm grades for all students enrolled in these courses. When an alert is issued, a Student Success Specialist will reach out to the student to

discuss strategies for success. In addition, EAB Navigate allows students to schedule meetings, issue self-alerts, and identify campus resources. Check out the "Study Buddy" tool. Go to **myballstate.bsu.edu** and click on "Navigate" *in the Additional Tools section.* Students can also download the "Navigate Student" app for Apple or Google Play, or simply visit **https://bsu.navigate.eab.com.**

Library Resource

The University Libraries link students to all the reliable tools they are entitled to as a BSU student so they can improve their research skills and boost the quality of their papers. Plus, librarians are available to help students succeed as they search for information, wherever they are. Students can bookmark these guides to refer to when they need them:

Online & Distance Education: Library Resources includes detailed information about doing library research as a distance student and all the services students are allowed. With many FAQs and useful links, this is a great resource for learning about how students can search for information and get it delivered to them, regardless of where students are located.

Special Education Subject Guide webpage provides more detailed recommendations about resources to use in the field of Special Education including the key databases, links to ABA journals, and search techniques.

The Ask a Librarian website includes information about the many ways in which students can get help from a Ball State Librarian. Students can call, text, email, and even set up an individualized research appointment.

Correspondence

All University correspondence, including emails from their professor in Canvas, will be sent to their BSU email account. In accordance with Ball State's **Information Technology Users' Privileges and Responsibilities Policy** , please make sure to activate their BSU email and check it on a regular basis so students do not miss important announcements regarding tuition, registration and graduation. If students have not received their BSU username and password, contact the BSU technology help desk at 765-285-1517 or **helpdesk@bsu.edu** for assistance.

Office of Disability Services

If students need course adaptations or accommodations because of a disability, please contact the Office of Disability Services as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be

on file in that office before any accommodation can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Graduate School Catalog

The Graduate School Catalog contains important information regarding curriculum, registration, academic standing, and graduation policies and procedures. Please review the contents carefully before students start the program. Students are responsible for all the information on policies and procedures outlined in the catalog.

Graduate Student Success

Graduate School Student Success Initiative is an ongoing program that seeks to help create a culture of health and wellness for all Ball State university graduate students, both online and on-campus. **The website includes a list of all graduate school sponsored events as well as resources for students.**

Cardinal Central

In addition to serving as a one-stop to answer students' registration, financial aid, and academic support needs, Cardinal Central includes Enrollment Support Services which should be contacted as soon as an extended familial, health, or mental wellness crisis presents. Students can also reach out to the Director of Enrollment Support Services, Gloria Pavlik (765-285-3311) for assistance in navigating the situation appropriately; **visit the Cardinal Central website for more information.**

Multicultural Center

The Multicultural Center offers programs and events throughout the year that educate the Ball State community, support students of color, and celebrate faculty, staff, and students' achievements; **programs and resources can be explored on the Multicultural Center's website**.

Title IX

Title IX is where students should report a sexual assault or harassment, intimate partner violence, or other sexual misconduct toward or by a student; or report a concern about a student or a student's well-being: (765) 285-1545 or complete the Person of Concern Report. All faculty and GAs are mandatory reporters.

Counseling Center

The Counseling Center offers free and confidential services to all students. The Counseling Center is in Lucina Hall, Room 320. To schedule an appointment, students can contact them

at 765-285-1736; **access the Counseling Center website here.** Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, they see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At their first appointment, students will work with a therapist to create a plan that will connect students with resources that best fit their needs. They assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. **All of these resources, including a direct link to their website, can be found here.**

Career Center

The Career Center has increased its focus on and services for graduate students in the past few years; students might consider asking them to speak at their graduate student seminar (if students have one), orientation, class, or reach out to them for workshops for seeking career direction for when they graduate. **New and current students seeking assistantships can peruse openings on their website here.**

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to **bsu.navigate.eab.com.** Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. **For more information, visit the Learning Center website.**

Sponsored Projects Administration (SPA)

A number of grants (research and travel) just for graduate students, as well as Fulbright opportunities exist through SPA. In 2018, the Graduate School, in collaboration with SPA, increased research and travel awards for students to up to $700 per student. **Learn more about SPA on their website.**

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or **online through the website** during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. **Visit the Writing Center website to schedule a free appointment** to discuss your writing. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub
If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the **help is available through the Basic Needs Hub (access here).** The Basic Needs Hub has information, resources, and provides individualized support to students. **To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form**.

Office of Community Engagement
Ball State has some amazing initiatives for community outreach and partnerships, and they are often willing and able to assist students in becoming involved in these efforts. If community engagement is something valued by their field or just something a student has expressed a particular interest in, reach out**. Learn more on the Office of Community Engagement website.**

Research Design Studio
The **Research Design Studio, ru**n as a co-op by a number of units on campus, is a free service for students and faculty. Staffed by a cooperative group of researchers, students, and educators, the Studio provides the following services: research design, grant development, instrument selection and design, professional development and research mentoring, synthesis and support of research collaborations. This unit is always willing to help graduate students with their research projects, once approved by their faculty Student Success Specialist, and can assist. **Visit the Research Design Studio website for more information.**

Graduate Opportunity and Leadership Development (GOLD)

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The Graduate Opportunity and Leadership Development (GOLD) program aims to provide current and future Ball State graduate students with the community, resources, skills, and wellness strategies to maximize their educational experience. GOLD program participants have access to valuable resources and opportunities through the GOLD Canvas Community page, which includes information about scholarships, grants, conference and publication opportunities, and campus resources. Upon completion of the program, GOLD participants receive a certificate—awarded at the Annual Graduate Student Recognition Ceremony in April—and a digital badge, suitable for sharing in a LinkedIn profile and digital signature. Additionally, GOLD participants have the chance to win a reMarkable tablet as a program incentive. **Register online to attend one of more than 40+ workshops** happening this fall! All Ball State students, faculty, and staff are welcome to register for workshops.
Email **ekaras@bsu.edu** with questions.

Appendix A – GA Evaluation

Graduate Assistant's Name: **Hours per week:**
Supervisor's Name: **Current Term:**
Assistantship: **Current Date:**

Work performance: Please evaluate the graduate assistant in each of the areas below.

1. Accomplishment of Assigned Tasks
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

2. Quality of Work Products
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

3. Attendance and Punctuality
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

4. Level of Self-initiative
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

5. Receptiveness to and Incorporation of Feedback
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

6. Team Collaboration and Cooperation
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

7. Overall Performance
☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Recommend Reappointment ☐ Yes ☐ No ☐ Depends on other factors (explain below)

Supervisor's Comments:	
GA's Comments:	
GA Signature:	**Date:**
Supervisor Signature:	**Date:**

*The table above is for supervisors and Grad Assistants to make comments on GA Eval Form, Sign and Date for agreement

Attach additional notes as needed.

BALL STATE UNIVERSITY
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Appendix B – University Contacts

Program Leadership

Role	Name	Email	Phone
Interim Department Chair	Jerrell Cassady	jccassady@bsu.edu	765-285-5701
Assoc. Dept Chair; Director of ABA/Autism Programs	Scott Dueker	sadueker@bsu.edu	765-285-5729
Director of Faculty & Student Engagement	Diana Davis Wilson	dmwilson6@bsu.edu	765-285-5700
Director of Curriculum & Accreditation	Dana Paliliunas	dana.paliliunas@bsu.edu	765-285-5700

*The table above is name and contact information for programmatic leadership

Graduate Advising in Special Education

Group	Advisor	Email	Phone
Last names A – Cm	Rachel Pretzsch	rachel.pretzsch@bsu.edu	765-285-2791
Last names Cn – Go	Micah Terry	mgterry@bsu.edu	765-285-4042
Last names Gr – La	Amanda Grogan	adgrogan@bsu.edu	765-285-5283
Last names Le – O	Laura Stover	laura.stover@bsu.edu	765-285-2794
Last names P – Sl	Nancy Hart	nancy.hart@bsu.edu	765-285-2781
Last names Sm – Z	Mandy Lowe	mslowe@bsu.edu	765-285-3454

*The table above is name and contact information for Student Success Specialists for the program

University Services

Service	Description	Website	Phone
Technology Help Desk	Technology, Canvas, BSU username/ password	www.bsu.edu/helpdesk	765-285-1517
Bursar's Office	Tuition, bill payment	www.bsu.edu/bursar	765-285-2222
Financial Aid	Financial aid questions	www.bsu.edu/finaid	765-285-5600
Registrar's Office	Transcripts, registration time ticket	www.bsu.edu/registrar	765-285-1722
Graduate School	Application, admission, graduation	www.bsu.edu/graduate-school	765-285-1301
Self-Service Banner (SSB)	Registration, schedule, unofficial transcript, eBill	www.myballstate.bsu.edu	

Mobile Apps	Access to student success, coursework, eBill	www.bsu.edu/mobile-apps	
Counseling Center	Self-help and mental wellness resources	www.bsu.edu/counseling-center	765-285-1736
Disability Services	Course/assignment accommodations	www.bsu.edu/disability-services	765-285-5293
University Libraries	Research, journals, interlibrary loan	www.bsu.edu/libraries	765-285-5143
Office of State Authorizations	Licensing Organizations and Link to State Information	Email: Professional Licensure	765-285-5910

*The table above is name and contact information for student services across the university

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Appendix C – Faculty Contact List

Programs in Applied Behavior Analysis with an Emphasis in Autism

Tenure Line Faculty

Faculty Name	Phone Number	Email Address
Bassette, Laura, Ph.D. BCBA-D	(765)285-2780	labassette@bsu.edu
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Chitiyo, Argnue, Ph.D. BCBA-D	(765)285-5715	achitiyo@bsu.edu
Dale, Brittany, Ph.D. HSPP	(765)285-5743	badale@bsu.edu
Dueker, Scott, Ph.D., BCBA-D, LBA	(765)285-5729	sadueker@bsu.edu
Ruble, Lisa, Ph.D., HSPP	(765)285-5702	lisa.ruble@bsu.edu
Wilczynski, Susan, Ph.D. BCBA-D	(765)285-5706	smwilczynski@bsu.edu

*The table above is name and contact information for tenure line faculty

Non-Tenure Line Faculty

Faculty Name	Phone Number	Email Address
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Baffa, Francine, Ph.D., BCBA-D	(765)285-5700	fbbaffa@bsu.edu
Balmer, Lorne, Ph.D., BCBA-D	(765)285-5700	lorne.balmer@bsu.edu
Brown, Thomas, Ph.D., BCBA-D, LBA	(765)285-5700	tbrown4@bsu.edu
Caldwell, Nicolette, Ph.D., BCBA-D	(765)285-5700	Nicolette.caldwell@bsu.edu
Eluri, Zina, Ph.D., BCBA-D	(765)285-5700	zeluri@bsu.edu
Fiebig, Julia, Ph.D., BCBA-D	(765)285-5700	jhfiebig@bsu.edu
Gonzales, Rebecca Ph.D., BCBA-D	(765)285-5700	rebecca.gonzales@bsu.edu
Hodgen, Angela, Ed.D., BCBA-D	(765)285-5700	abricker@bsu.edu
Kazee, Amanda, Ph.D., BCBA-D	(765)285-5700	amanda.kazee@bsu.edu
Labrie, Allison, Ed.D, BCBA	(765)285-5700	aclabrie@bsu.edu
Mudgal, Dipti. PhD BCBA-D	(765)285-5700	dmudgal@bsu.edu
Music, Amber, Ph.D., BCBA	(765)285-5700	amber.music@bsu.edu
Paliliunas, Dana, Ph.D., BCBA-D	(765)285-5700	dana.paliliunas@bsu.edu
Robinson, Ashley, Ph.D., BCBA	(765)285-5700	anrobinson@bsu.edu
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Simmons-Reed, Evette, Ph.D.	(765)285-2762	easimmonsree@bsu.edu
Smith, Gregory, Ph.D., BCBA-D	(765)285-5700	greg.smith@bsu.edu
Sundberg, Shawnna, M.A. BCBA	(765)285-5700	slsundberg@bsu.edu
Taylor, Bryce, Ph.D.	(765)285-5700	betaylor@bsu.edu
Tucker-Ramer, Kacyn, M.A. BCBA	(765)285-5700	kbtuckerrame@bsu.edu
Wark, Mary Jo, Ph.D	(765)285-5700	mwark@bsu.edu
Weakley, Nichole, Ph.D, BCBA-D	(765)285-5700	nmweakley@bsu.edu
Williams, Nichole, Ph.D., BCBA, COBA, NCSP	(765)285-5700	nmbordner@bsu.edu
Wilson, Diana, DBH, LBA, BCBA	(765)285-5700	dmwilson6@bsu.edu

*The table above is name and contact information for full-time faculty

BALL STATE UNIVERSITY
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Adjunct Faculty

**Updated annually each Fall semester.*

Faculty Name	Phone Number	Email Address
Albarran, Susan, Ph.D., BCBA	(765)285-5700	suzy.albarran@bsu.edu
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Weintraub, Daniel, Ed.D., BCBA	(765)285-5700	drweintraub@bsu.edu
Weller, Wendy, Ph.D., BCBA	(765)285-5700	wendy.weller@bsu.edu

*The table above is name and contact information for part-time, adjunct faculty