



Graduate education has been an integral part of Butler University since 1932. Over the years, our programs have evolved to meet the growing needs of an increasingly educated and diverse society. Graduate level courses are offered in a number of departments for personal enrichment, and may lead to advanced degrees or new professional credentials.

Contact Information

Office of Graduate Admission
Butler University
4600 Sunset Ave.
Indianapolis, IN 46208-3485
Local: (317) 940-8100
Toll free: (888) 940-8100
Fax: (317) 940-8150
Email: admission@butler.edu
Web: www.butler.edu/admission
CEEB code: 1073

Contact the Office of Admission in Robertson Hall at (317) 940-8100 for application forms for graduate study. A list of available programs and detailed program information may be found in the Graduate Programs section at the end of this chapter, on Butler's website, or you may contact any of the colleges or departments listed below:

College of Liberal Arts and Sciences

www.butler.edu/academics/graduate-las
Master of Arts in English
(Contact: Lee Garver, Jordan Hall, Room 308, 940-9859)
Master of Fine Arts in Creative Writing
(Contact: Andrew Levy, Jordan Hall, Room 308, 940-9859)
Master of Arts in History
(Contact: Paul Hanson, Jordan Hall, Room 349, 940-9680)

College of Education

(Graduate Studies Office, Jordan Hall, Room 246, 940-9501)
www.butler.edu/coe/graduate/programs
Accelerated Alternative Program: Initial Licensure in Mild Intervention (P-12)
(Contact: Theresa Meyer)

Experiential Program for Preparing School Principals (EPPSP)
Master of Science in Education
(Contact: Marilyn Sudsbury)
Effective Teaching and Leadership Program (METL): Master of Science in Education
(Contact: Brooke Kandal-Cisco)
School Counseling: Master of Science in School Counseling
(Contact: Brandie Oliver)

College of Business

www.butler.edu/business-mba
(Holcomb Building, Room 120, 940-9221)
Master of Business Administration
Master of Professional Accounting

Jordan College of the Arts

(Contact: Lisa Brooks, Lilly Hall, Room 221, 940-9064)
www.butler.edu/academics/graduate-jca
Master of Music in:
Composition
Conducting (choral or instrumental)
Music Education
Music History
Music Theory
Performance (piano, voice or orchestral instrument)
Piano Pedagogy
M.M. degree with a double major

College of Pharmacy and Health Sciences

(Contact: Sudip Das, Pharmacy and Health Sciences Building, Room 353, 940-9134)
www.butler.edu/academics/graduate-cophs
Master of Science in Pharmaceutical Sciences
Concentrations: pharmaceuticals, pharmacology, medicinal chemistry, pharmacy administration, and clinical sciences
Master of Science in Pharmaceutical Sciences/
Doctor of Pharmacy degrees
Doctor of Pharmacy/Masters of Business Administration (in collaboration with the College of Business)
Master of Physician Assistant Studies

General Information

Graduate Non-Degree-Seeking Admission

A person holding a baccalaureate degree from a regionally accredited college or university who wishes to enroll in graduate courses at Butler University for purposes other than obtaining an advanced degree (e.g. for teacher licensure, to transfer to another institution, or for self-enrichment), may file a non-degree application. Application forms may be obtained from and submitted to the Office of Admission. An official transcript with an attached baccalaureate degree posted must be mailed directly from the issuing institution to the Office of Admission. Applications and supporting materials must be received one week prior to the first day of the term.

If a non-degree student chooses to enter a graduate degree program, the student must complete a graduate degree-seeking application and follow the application procedures for that graduate program. Check with the Office of Admission for exact dates. A maximum of 12 graduate credit hours completed as a non-degree student may be applied toward the selected degree program. Prospective students should check with the individual college regarding their policy to non-degree candidacy.

Graduate Degree-Seeking Admission

The following information generally is applicable to all graduate programs. For exceptions and special requirements, refer to the Graduate Programs section for additional admission requirements by college.

Admission is based upon undergraduate grades and other information as may be required for a specific program. Some programs may require standardized test scores (i.e. GMAT, MAT, GRE, etc.) in order to be considered for graduate admission. These test scores are valid for five years. Prospective students may visit the departmental website of their respective programs in order to obtain more information regarding standardized test requirements and waivers.

Students whose first language is not English must demonstrate English proficiency by taking either the TOEFL or IELTS exams. This requirement may be waived, however, if the student has already received a baccalaureate or equivalent degree from a regionally accredited

university in the United States or other country in which English is the official language.

Butler seniors desiring to take graduate courses may make special arrangements with the dean of the college in which the graduate degree is to be earned. Credit for such courses will not be recorded on a graduate record until the bachelor's degree is awarded and the student has been admitted to a graduate program.

Note: Students must be degree-seeking MBA or MPA admits to be eligible to enroll in College of Business graduate-level courses.

Students intending to work toward an advanced degree must satisfy the prerequisites for the program. If prerequisites are to be completed, the student may, under some circumstances, be admitted with a stipulation that the courses be completed satisfactorily. If not admitted, a student may, depending on the college, enroll as a non-degree student while completing the prerequisites.

Applying for Graduate Admission

Applications may be obtained from the Office of Admission and on Butler's website. To be considered for admission to Butler University's graduate programs, all candidates must submit the following:

- The Application for Graduate Admission, accompanied by the non-refundable application fee. Former Butler students are not required to submit the application fee. If a student applies online, the application fee is waived as well.
- An official transcript from each college or university previously attended must be mailed directly from the issuing institution. International students must hold a degree from a school recognized by the government or educational ministry within the country.
- International students also must provide official financial documentation as required by the Bureau of Citizenship and Immigration Services and the U.S. Department of State.
- Students whose first language is not English must meet a minimum level of proficiency in the English language and submit proof of this proficiency to the Office of Admission, unless they have already received a baccalaureate or equivalent degree from a regionally accredited university in the United States

or other country in which English is the official language. Minimum English proficiency can be met by the following:

- Test of English as Foreign Language (TOEFL) indicating a minimum score of 213 (computer-based test), 79 (Internet-based test) or 550 (paper-based test),
- Students not applying for the masters of science in pharmaceutical science may choose to meet English proficiency by completing the International English Language Training System (IELTS) with a score of 6.0.
- Additional requirements for programs in each college, if any, are listed below.
- All application materials become the property of Butler University. Transcripts received from other institutions will not be returned to the student or released to another institution or third party.

Renewed Enrollment

Any student whose attendance is interrupted by one academic year or more who wishes to return to the same academic program must file an Application for Renewed Enrollment with the Office of Registration and Records.

Students enrolled in a graduate program at Butler University 10 or more years ago must submit a new degree-seeking application (see Applying for Graduate Admission) and meet current admission requirements.

Students seeking enrollment into a new degree program or degree level must submit a new degree-seeking application (see Applying for Graduate Admission) and meet current admission requirements.

Only coursework taken subsequent to the new admission will be counted toward degree requirements. All academic records, however, will be maintained so that the transcripts will reflect all of the studies and cumulative grade point average undertaken at Butler University.

An official transcript for any college work taken since a student's last enrollment at Butler must be mailed directly from the issuing institution to the Office of Registration and Records.

Graduate Transfer Credit

All work toward a graduate degree should be completed at Butler. However, under special circumstances and within certain

limits, graduate work taken at a regionally accredited institution may be transferred and applied toward the degree. Note: College of Business graduate transfer credits must be from an AACSB-accredited institution. In order for credit to be transferred, a prospective student must receive a grade of an A or B. All coursework must be approved by the student's Butler University academic advisor. Subject to these restrictions, up to nine semester hours may be transferred in 30-hour programs and up to 12 hours may be transferred in 36-hour and longer programs. The student should file a transfer credit form with the Office of Registration and Records for acceptance of transfer credits.

Time Limitations

Beginning at the time when their first graduate degree-applicable course is taken, students in 30-hour programs have five years to complete the degree requirements, and students in longer programs have seven years to complete degree requirements.

Degree Requirements

Thesis/project: Some graduate programs may require a thesis. Generally, three credit hours are allotted for a thesis/project, although six-hour projects may be authorized. Regulations governing the preparation and submission of the thesis are available from the college in which the work is being done. If a comprehensive examination also is required, half of the examination is allotted for the thesis defense. Students may contact their respective graduate program to see if their specific program requires a thesis.

Grade point average: Students must achieve a grade average of B or better in all graduate courses attempted. Courses in which a student earns a C-, D or F will not be counted toward degree requirements. While grades below a C are not counted toward the completion of degree requirements, they are counted in determining the student's grade point average. In no case may a student take more than 12 credit hours in excess of the degree requirements in order to satisfy the foregoing grade point requirement. Any graduate student, whether degree-seeking or non-degree-seeking, who fails to make satisfactory progress in the coursework may be declared academically ineligible for additional enrollment.

Student Status

Full time: An individual must take a minimum of nine and a maximum of 12 credits of graduate-eligible courses per semester in order to be considered a full-time student. A petition could be filed for consideration of lesser credits for the final semester before graduation. International students with F1 visa status can be admitted for full-time status only. A maximum of four years would be allowed to complete all the degree requirements.

Part time: Prospective students should contact their respective program to determine the feasibility of part-time enrollment for timely completion of the degree.

- Applicants must comply with all admission requirements.
- Professionals admitted in the program must take a minimum of three credit hours per semester and complete all degree requirements within a maximum of seven years, with the didactic coursework being completed within five years of entry in the program.
- Research toward the thesis for the M.S. in pharmacy and health sciences program must be independent of research projects ongoing at the student's place of employment and be publishable under an affiliation with Butler University.
- Research must be conducted during the course of the program.
- Part-time students will not be eligible for any financial assistance from Butler University.
- The research advisor for the M.S. in pharmacy and health sciences program must be a full-time COPHS faculty member.

Financial Assistance

A limited number of stipends in the form of graduate assistantships will be provided to qualified full-time graduate students conducting research in COPHS laboratories. Graduate assistants will be required to work up to 20 hours per week on campus on projects assigned by the director of the graduate program, subject to valid immigration status. A full-time student must maintain a minimum cumulative GPA of 3.0 and show satisfactory progress in his/her research project in order to qualify for financial assistance. Stipends will be competitively awarded every year, with

previous recipients given preference. Graduate assistantships will be limited to a two-year period for each recipient. Each student is required to pay regular tuition and maintain approved health insurance during the course of study. There is no assurance of financial assistance for any admitted applicant.

The freedom to leave the program, for any reason and at any time, will be available to all students; however, untimely withdrawal from the program causes financial and emotional distress to the University community.

Therefore, to protect the University's investment, it is the policy that any student accepting the stipend as graduate assistant is expected to complete the M.S. program. Any such student leaving the program prior to completion and without compelling reason will be required to pay back the full amount of the stipend that has been awarded by the University.

Conduct Code

All graduate students are expected to comply with the "Rights and Responsibilities" section of the *Butler University Student Handbook*. Graduate students enrolled in the programs of the College of Pharmacy and Health Sciences will also be expected to comply with the Professional Conduct Code outlined in the *College of Pharmacy and Health Sciences Student Handbook*.

College of Liberal Arts and Sciences

Master of Arts; Master of Fine Arts (M.A., M.F.A.) English

(M.A.) History

The graduate program of the College of Liberal Arts and Sciences consists of a 30-hour program, including a thesis, or a non-thesis option of 36 hours, depending upon departmental requirements. The departments offering graduate programs in the College of Liberal Arts and Sciences should be consulted for specific requirements.

Admission: In addition to the general requirements of all candidates for graduate admission (see Applying for Graduate Admission), students should refer to the application for admission for additional materials needed for specific programs.

College of Education

Master of Science (M.S.)

Admission: In addition to the general requirements of all candidates for graduate admission (see Applying for Graduate Admission), students should submit the following materials to the Office of Admission:

- GRE score of 291 or higher or MAT-scaled score of 396 or higher. Exceptions:
1) Students who have already completed a master's degree; 2) students whose undergraduate cumulative GPA is 3.0 or higher; or 3) students who have 15 hours graduate work with a 3.5 GPA or higher.
- Additional materials required as indicated on the Application for Graduate Admission.

College of Business

Master of Business Administration (MBA)

The faculty of the COB has identified the following objectives for students completing its MBA curriculum. They address what students should know, be able to do, and value: Identify the fundamental drivers of business and show how integrated business knowledge can be used to solve business problems. Identify the dynamics affecting business in the international economy. Display the ability to work effectively in teams. Practice high ethical standards in their decision-making. Accept and support that organizational change is a natural business process.

Admission: The MBA admission committee takes a holistic approach to the admission process. Factors that are considered include undergraduate record, GMAT score, career experience and letters of reference. However, we do require applicants to achieve an acceptable GMAT score to be admitted to the program. In addition to the general requirements of all candidates for graduate admission (see Applying for Graduate Admission), students should submit the following materials to the Office of Admission:

- two letters of reference
- a Graduate Management Admission Test (GMAT) score sent directly by the Education Testing Service
- a current résumé

Applications are accepted throughout the year. Students will be admitted to begin during the fall, spring, or summer terms.

Completed applications (including all required materials) should be on file in the Office of Admission by the deadline date printed on the application and listed below:

- July 1 for fall term
- Nov. 15 for spring term
- March 15 for summer term

Degree Requirements: The program requires 33 graduate credit hours. Students may also be required to complete up to 10 credit hours of foundation courses, depending upon grades and the currency of business-related courses in their undergraduate curriculum. Students must accumulate a minimum of two G points by completing a designated global elective course. Students are required to achieve a 3.0 GPA to graduate from the program. As students progress through the program, they may choose to continue toward a general degree or earn one or more of the following concentrations: finance, international business, leadership, marketing.

Curriculum: Three components comprise the MBA curriculum: Foundation Core (10 credit hours): provide the necessary background and competency in functional areas to prepare for the graduate core courses. Graduate Core (25 required credit hours): offer an integrated framework on contemporary leadership perspectives and management practices. Analytical tools and ethical aspects of decision making are incorporated. International business considerations are an important part of the coursework. The objective is to provide an integrated management educational experience appropriate for leaders in a dynamic business environment and a growing international economy. Concentration courses (8 credit hours): allow students to develop expertise in finance, international business, leadership, or marketing.

Master of Professional Accounting (MPA)

The Butler University College of Business offers the Master of Professional Accounting (MPA) program for those students choosing to pursue a career in public or corporate accounting. It is primarily designed for students who already hold an undergraduate degree in

accounting. Non-accounting majors are eligible to apply only if they have completed all of the prerequisite courses. The MPA degree, when combined with an undergraduate business degree, will enable students to meet the CPA certification requirement of 150 hours of post-secondary education, mandated by most states.

Admission: Students are admitted to the MPA program in Fall. There are two options regarding admission requirements for the MPA program. Option 1: Degree-seeking application, cumulative GPA of 3.0, and GPA of 3.0 in AC301, AC302, AC325, and one upper-level accounting elective. Option 2: Degree-seeking application, GMAT, and two letters of recommendation. The application deadline is July 1, but Butler students are encouraged to apply in January before the start of their full-time internship.

Degree Requirements: The program requires 30 graduate credit hours. These credit hours are divided into three categories: core (17 credit hours), concentration (nine credit hours), and electives (four credit hours). Students must complete at least one of the designated global concentration or elective courses. Students are required to achieve a 3.0 GPA to graduate from the program.

Curriculum: Three components comprise the MPA curriculum. MPA core (17 credit hours): provide the necessary foundation in financial accounting and reporting, managerial applications, auditing, and taxation. Concentration (nine credit hours): allow students to develop fluency and expertise in financial reporting or taxation. Elective (four credit hours): give students an opportunity to explore areas beyond their concentration, such as law, nonprofit and government, or international accounting.

College of Pharmacy and Health Sciences

Master of Science in Pharmaceutical Sciences Degree

The College of Pharmacy and Health Sciences (COPHS) offers the Master of Science (M.S.) in pharmaceutical sciences in five areas of emphasis: pharmaceuticals, pharmacology, medicinal chemistry, pharmacy administration, and clinical sciences. The mission of the master's program is to educate students for pursuing research careers in the pharmaceutical/biomedical industry or in

academia, and/or in obtaining advanced degrees.

Admission: Applicants are required to possess a basic degree in chemical, biological, or pharmaceutical sciences, or other appropriate degrees. Following admission, any applicant identified to be deficient by the Research and Graduate Review Committee with a bachelor's-level background in chemical or biological sciences will be required to take courses in the respective areas in addition to the M.S. in pharmaceutical sciences requirements.

Requirements:

- Bachelor's degree in appropriate discipline with a minimum 3.0 GPA or equivalent (official transcript required).
- Aptitude tests (official scores must be received from Educational Testing Services, New Jersey).
- Test of English as Foreign Language (TOEFL) (not required of anyone with a U.S. bachelor's degree).
 - A TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79 (Internet-based test) meets Butler University's English language proficiency requirements. Butler's TOEFL school code is 1073.
- Graduate Record Examination (GRE). Each applicant is required to submit a GRE score. The minimum GRE cutoff score for admission for each year will be determined by the Research and Graduate Committee.
- Brief résumé.
- Personal statement indicating a specific area of research interest and career goals.
- Three letters of recommendation evaluating the applicant's ability to complete the program successfully.
- International students must meet the financial independence criteria established by the University.

Each applicant is evaluated based on a comprehensive review of undergraduate transcripts, statement of purpose, letters of recommendation, previous research experience, and GRE score. International applicants will be interviewed over the telephone and domestic candidates may be invited for a campus interview. Quality publications or other scholarly experience, although not required, serve to strengthen the application. For international students, admission is valid subject to obtaining appropriate visa credentials. **Meeting minimum admission requirements does not ensure admission.**

The admission process will follow two steps, 1) preliminary inquiry, 2) formal application with required non-refundable fees. The response to the preliminary inquiry will be issued by either the admission office or the Department of Pharmaceutical Sciences; however, the formal application can ONLY be made to the admission office of Butler University. After initial screening, the admissions office will forward the eligible applications to the Department of Pharmaceutical Sciences for the decision. The director of the graduate program at COPHS, in discussion with the interested research faculty, will send the recommendations for admission to the admission office.

Student Status

Full time: A full-time student must be taking a minimum of nine and a maximum of 12 credits of graduate-eligible courses per semester. If a graduate student is registered only for research and thesis courses (RX701-706) that apply toward the completion of the research projects, the student is considered to be enrolled full-time, although the number of credits enrolled may be below the normal full-time course load. A Reduced Course Load (RCL) authorization form must be submitted by the respective F-1 student under any circumstance when a graduate student is taking fewer than nine credits. A maximum of four years is allowed to complete all the degree requirements.

Part time: Working professionals may pursue the M.S. in pharmaceutical sciences on a part-time basis. The conditions are:

- The applicants must comply with all admission requirements.
- Professionals admitted into the program must take a minimum of three credits per semester and complete all degree requirements within a maximum of seven years, with the didactic coursework being completed within five years of entry in the program.
- Research towards the M.S. thesis must be independent of research projects ongoing at the student's place of employment and must be publishable under an affiliation with Butler University.
- Research must be conducted during the course of the program.
- Part-time students will not be eligible for any financial assistance from Butler University.

- As mentioned before, the research advisor must be a full-time COPHS faculty member.

Financial Assistance

The College of Pharmacy and Health Sciences does not normally provide scholarships or tuition waivers for M.S. students. Depending on the availability of external funding, a limited number of partial tuition stipends in the form of graduate assistantships will be provided to qualified, full-time graduate students conducting research in COPHS laboratories. Graduate assistants will be required to work up to 20 hours per week on campus on projects assigned by the Director of the Graduate Program, subject to valid immigration status. A full-time student must maintain a minimum cumulative GPA of 3.0 and show satisfactory progress in his/her research project to qualify for financial assistance. Tuition stipends will be competitively awarded every year, with previously awarded students given preference. Graduate assistantships will be limited to a two-year period for each recipient. Each student is required to pay regular tuition or discounted tuition and maintain approved health insurance during the course of study. There is no assurance of financial assistance for any admitted applicant.

The freedom to leave the program, for any reason and at any time, will be available to all students; however, untimely withdrawal from the program causes financial and emotional distress to the University community. Therefore, to protect the University's investment, it is the policy that any student accepting the tuition stipend as a graduate assistant is expected to complete the M.S. program. Any such student leaving the program prior to completion and without compelling reasons will be required to pay back the full amount of the stipend that has been awarded by the University, with the only exception being compelling medical reasons.

Curriculum

The master's program is an intensive curriculum of didactic courses and thesis research. Successful completion of the M.S. in pharmaceutical sciences degree will require at least 30 semester credit hours with not fewer than six hours of research credit. The findings

of the research must be compiled into a thesis and defended with an oral presentation and an oral examination by the thesis committee. Coursework is as follows:

Required Core Courses for Emphasis Areas of Pharmaceutics, Pharmacology and Medicinal Chemistry (total 12 credits)

RX780, Current Topics in Pharmaceutical Sciences: Discussion of current research topics in pharmaceutical sciences (G)(1). Variable.

RX781, Seminars in Pharmaceutical Sciences: Graduate students, faculty, and guest speakers present research topics in pharmaceutical sciences. (G)(1). Variable.

Each student will be enrolled in one credit hour of Current Topics in Pharmaceutical Sciences or Seminar in Pharmaceutical Sciences per semester, for a minimum of four total credits in the program. Each student is required to present at least two seminars as part of his/her master's program, one of which may be the thesis defense. Students must enroll in RX781 during the semester in which their seminar presentation will take place, and RX780 during the remaining semesters. Regardless of the course in which the student is enrolled, all graduate students are required to attend all graduate seminars presented in COPHS.

RX782, Ethics in Research: Discussion and case-based approaches in the ethics of research, publication, and reviewing of manuscripts and grants. Included are core instructional areas recommended by the NIH Office of Research Integrity. (G)(1). Variable.

RX783, Introduction to Pharmaceutical Research: An introduction to basic principles of pharmaceutical research including formation of hypothesis, literature search, scientific writing, and regulatory affairs. (G)(2). Variable.

RX784, Experimental Design and Data Analysis: Approaches in experimental design and statistical analysis of data. (G)(2). Variable.

RX785, Biopharmaceutical Analysis: Theory and practice of bioanalytical techniques in chemical and molecular biology-based analyses. Prerequisite: B.S. level background in Analytical Chemistry. (G)(3). Variable.

Elective Courses (minimum of 6 credits)

RX 630, Advanced Toxicology: The principles of toxicological mechanisms or drugs and environmental chemicals in the biological systems. Prerequisite: Clinical Biochemistry or equivalent, or permission of instructor. (U/G)(3). Variable.

RX632, Drug Abuse-Pharmacology, Chemistry, and Social Aspects: This course will examine from a multidisciplinary perspective the phenomenon of the recreational use of mind-altering drugs like alcohol, nicotine, opioids, cocaine, and hallucinogens. Prerequisite: one semester of college-level biochemistry. (U/G)(3). Spring.

RX786, Advanced Drug Delivery: Critical assessment of drug carrier systems, including transport of drug molecules across membranes. Prerequisite: instructor's permission. (G)(3). Variable.

RX787, Industrial Pharmacy: Preformulation and Product Development: Study of physicochemical principles of drugs and excipients for optimization of bioavailability. Case studies in formulation, production, and evaluation of pharmaceutical products. Prerequisite: instructor's permission. (G)(3). Variable.

RX788, Molecular Pharmacology: This course covers concepts of molecular biology in application to drug action and new drug development. Specific sections cover consecutive steps leading to normal and pathological gene expression, cellular signal transduction/malfunction, molecular biology of cancer, and pharmacogenomics. Course includes introduction to current research methodology and analysis of scientific data. (G)(3).

Additional elective courses will be included as per the recommendation of the Research and Graduate Review Committee.

Deficiencies in curricular background may be addressed by requiring appropriate undergraduate courses as determined by the thesis committee and/or director of the graduate program. Additional coursework and/or research credits to fulfill the requirements of the M.S. degree will be determined by the thesis committee.

Academic Progress

The Research and Graduate Review Committee will evaluate the academic progress of M.S. students. Master's students must maintain a minimum cumulative GPA of 3.0 for satisfactory continuation of study. Students with a cumulative GPA below 3.0 will be placed on probation. Any appeal for non-research course grade disputes and/or disciplinary action should be submitted to the Research and Graduate Review Committee. A decision by the Research and Graduate Review Committee can be appealed to the COPHS Academic and Professional Affairs Committee. A decision of the thesis committee on the thesis and the thesis defense will be considered final.

A grade of INCOMPLETE will be assigned for Research and Thesis (RX701-706) at the end of the respective semester until the thesis defense is complete, as it is difficult to justify the research outcomes based on the student's performance for a particular semester.

Research Proposal

A research proposal summarizing the goals, objectives, and a timeline of the research project must be submitted within one year of admission of the student. The proposal must be approved by the thesis committee and the director of the graduate program.

Classified or Proprietary Study

Each M.S. student is required to submit a thesis and present an open seminar on his/her research findings. In addition, the student is required to disseminate the research findings at national meetings and submit manuscript(s) for publication. Therefore, in order to protect the student's interest, it is not advisable to involve him/her in any classified or proprietary research.

M.S. Thesis

Each student is required to submit a thesis prepared on the research findings. The thesis should be compiled following the format provided.

Publication

The research project should aim at publication of the findings in peer-reviewed research journals and submission of the work as preliminary data for extramural funding by the research advisor.

Thesis Defense

The student will present an open seminar and appear for an oral examination by the thesis committee. The committee will recommend the graduation of the student to the faculty and to the dean of COPHS subject to satisfactory completion of the didactic courses and other requirements.

A student failing in the open seminar or the oral examination may appear for a second opportunity to complete the specific part of the thesis defense.

Student Ownership of Intellectual Property

For students who help create a copyrightable work or patentable invention with one or more University employees (faculty and/or staff), the following guidelines from the University's Intellectual Property Manual may help you determine when the University has certain rights in a work or invention you have been involved in producing while at Butler. If the work or invention was created or conceived with the "substantial use" of University resources, then the work or invention may be subject to University ownership and control, with the student and/or faculty member having certain rights as spelled out in the University Intellectual Property Policy.

For example, rights in a patentable invention arising from a student's participation in a faculty research project that makes "substantial use" of University resources will be owned by the University, with any income from the patents being shared between the University, faculty, and student as set forth in the University Intellectual Property Policy. The policy thereby establishes the means and incentive for commercialization of the invention. As another example, if a student creates copyrightable subject matter in collaboration with a faculty member for a project produced *at the direction of the University*, the work is considered to be a "work made for hire" under the U.S. Copyright Act, and ownership rights vest with the University.

However, the ownership of copyrightable works that are not produced at the direction of the University, even those created with "substantial use" of University resources, will generally continue to be owned by the creators of the work with some rights being reserved for the University.

While the above is a general overview with some examples, please do not hesitate to ask a faculty member for guidance, or refer to the Butler University Intellectual Property Manual, available at www.butler.edu/birs/websnap/documents/IPManual.pdf, for the specific guidelines. Additionally, the Butler Institute for Research and Scholarship is a valuable resource to help with questions related to these matters, and can help ensure that any intellectual property is properly protected and given the best opportunity to be commercialized.

Master of Physician Assistant Studies (See the College of Pharmacy and Health Sciences chapter for more information.)

Pharm.D./M.S. in Pharmaceutical Sciences (See the College of Pharmacy and Health Sciences chapter for more information.)

Jordan College of the Arts Master of Music

- Composition
- Conducting (choral or instrumental track)
- Music Education (thesis or non-thesis track)
- Music History
- Performance (piano, voice, or orchestral instrument)
- Piano Pedagogy (thesis or non-thesis track)

M.M. Degrees with a Double Major

Students may also earn an M.M. degree with a double major by combining two of the above areas. One area will be declared the primary major; the other will be the secondary major. Applicants will need to complete the relevant audition/interview for both majors. For complete details, see M.M. Degrees with a Double Major on the JCA website.

A. Admission Requirements

Applications for graduate admission in music must be completed by Feb. 15. Students applying after Feb. 15 may be considered if space is available. Standard admission requirements (included for every degree plan):

1. The School of Music Graduate Application is available through the University Graduate Admission Office. The application should be mailed directly to the director of graduate music studies.
2. The application for graduate admission. This is available online or from the University Graduate Admissions Office. There is a \$35 application fee; this fee is waived if the application is filed online. Former Butler students are also not required to submit the application fee.
3. An official transcript from each college or university previously attended. These must be mailed directly from the issuing institution to the University Graduate Admissions Office. An undergraduate degree must be completed before graduate study can begin. If the undergraduate degree is other than music, the requirements of Butler's bachelor of arts degree will be used by the director of graduate music studies, together with the appropriate faculty, to create an individualized plan of study, including any remedial work. Remedial work may also be required in other instances depending upon the undergraduate degree and the graduate degree program.
4. The Graduate Record Examination (GRE) General Test. Admission decisions are based on a number of factors including undergraduate GPA, audition/interview results, letters of recommendation, and GRE scores. Typical GRE scores (middle 50 percent) for Butler master of music students are 970-1270 (verbal plus quantitative) and 4.5-5.0 (analytical writing).
 - This requirement is waived for applicants who have an earned master's degree in any field.
 - To take the GRE, students may visit GRE.org or take the exam at a Sylvan Learning Center. One location in Indianapolis is 2727 E. 86th St.; (317) 257-7546. Butler's GRE code is 1073.
5. Three letters of recommendation. The letters must be on letterhead that reflects the place of employment of the person providing the recommendation; the recommender should comment on the applicant's musical and academic abilities. The letters should be sent to: Office of Graduate Admissions, Butler University, 4600 Sunset Ave., Indianapolis, IN 46208-3485
6. For international students, a TOEFL score of 550 (paper-based test), 213 (computer-based test), or 79 (Internet-based test) is

required. In addition, the applicant must demonstrate financial resources sufficient to meet all education and living expenses prior to visa issuance. Additional details are available from the admission office at (317) 940-8100 or toll-free at (888) 940-8100.

- If the undergraduate degree is from an American university, or from a country where English is the official language, there is no TOEFL requirement. This requirement is also waived for students who successfully complete the highest level of English instruction at the American Language Academy (ALA). Also acceptable is an IELTS (International English Language Training System) score of 6.0.
- To clarify, the U.S. Bureau of Citizenship and Immigration Services and the U.S. Department of State require non-immigrant students to demonstrate financial resources sufficient to meet all education and living expenses for at least one year of study prior to visa issuance.

Specific Additional Admission Requirements, by Degree:

Composition: The candidate must submit scores and recordings of his/her original music. In addition, the applicant must arrange for a personal interview with the composition faculty of the School of Music.

Conducting—Choral: An audition, including both conducting and a solo performance on either piano or in voice, is required; a videotape of the applicant conducting a rehearsal or performance (front view) may be substituted for the live audition. In addition, the applicant must arrange for a personal interview with the choral conducting faculty of the School of Music.

Conducting—Instrumental: An audition or videotape of a recent performance is required to be approved by the instrumental conducting faculty of the School of Music.

Music Education (both tracks): The applicant must arrange for a personal interview with the music education faculty of the School of Music.

Music History: A document representing undergraduate music history work is required and should be submitted to the director of graduate music studies along with the School of Music application. In addition, the applicant must arrange for a personal interview with the

musicology faculty of the School of Music.

Performance: An audition is required; an audition tape, preferably a video recording, may be sent in lieu of a live audition. A list of audition requirements is available from the School of Music admissions office and listed below.

Piano Pedagogy (both tracks): A live audition/interview is required. Applicants should plan to play from memory selections from at least three of the following areas: J. S. Bach: prelude and Fugue or larger work; classical sonata by Haydn, Mozart, or Beethoven; significant work from the Romantic period; Standard 20th-century work. You will also be asked to sight-read as part of this audition. Each audition/interview is scheduled for 30 minutes.

- A 45-60 minute DVD demonstrating teaching abilities must be sent to the director of graduate music studies, postmarked no later than one week before the audition date.

B. M.M. Performance Audition Requirements

Each audition includes a short interview.

Voice: Prepare 30 minutes of memorized repertoire from which the audition committee will choose. The audition will last approximately 20 minutes. Repertoire must include at least one selection in French, Italian, and German, as well as one aria from opera or oratorio. Repertoire should represent various periods and styles. Auditioners should bring a copy of undergraduate transcripts (unofficial) and a résumé detailing his/her performance history and repertoire. Auditioners may bring their own accompanist or, with sufficient notice, one will be provided.

Strings: Be prepared to play for 20-30 minutes, with repertoire representing at least three different periods (Baroque, Classic, Romantic, 20th century). No accompanist will be provided or required, however you may bring your own accompanist if you choose. At least one piece must be memorized. Sight-reading may also be included in your audition. The audition will include a short interview.

Brass and Woodwinds: Students should be prepared to play entire work(s) from the standard repertoire. Selected works should be musically and technically advanced, i.e., suitable as major works on a senior recital. An

accompanist is strongly recommended. Etudes, scales, arpeggios, and orchestral excerpts may also be included. Students should confer with the faculty member with whom they wish to study about specific requirements and appropriate repertoire.

Piano Performance: Applicants should plan to play from memory selections from at least three of the following areas: J. S. Bach: Prelude and Fugue or larger work; Classical sonata by Haydn, Mozart, or Beethoven; significant work from the Romantic period; standard 20th-century work. You will also be asked to sight-read as part of this audition.

C. Acceptance

- The Graduate Office of Admission will notify each applicant by mail as to whether admission has been granted. Any qualifying conditions will be indicated in the acceptance letter.
- Upon admission, a student is assigned to an academic advisor.
- To change from one music degree program to another, a student must submit a new graduate application to the Office of Graduate Admission and be admitted into that program.
- Students who do not enter with a bachelor's degree in music will be required to complete the coursework required for Butler's Bachelor of Arts degree in music in addition to the graduate coursework prescribed for their degree program.

D. Diagnostic Exams

- The Graduate Music Diagnostic Exams are administered prior to the start of classes, and are required for placement purposes.

The following exams are administered:

- music theory—required of all degree plans
- music history—required of all degree plans
- diction—required of vocal performance and choral conducting majors
- translation—required of music history majors. The student may choose either French or German; a dictionary may be used.
- A student who does not pass one or all of these exams will be required to take the required remedial course in their area of deficiency within the first 12 credit hours of coursework. These remedial courses

count as elective credit in the student's degree plan, but will not fulfill specific course area requirements.

- All incoming graduate students, including Butler University graduates, are required to take the appropriate exams. More information concerning these exams is sent to all incoming students.

Non-degree Graduate Students

- A person holding a baccalaureate degree from a regionally accredited college or university who wishes to take graduate work for purposes other than obtaining an advanced degree (e.g., for teacher licensure to transfer to another institution, or for self-enrichment) may file a non-degree application. Application forms may be obtained from and submitted to the Office of Graduate Admission, and are also available online.
- An official transcript with a baccalaureate degree posted must be mailed directly from the issuing institution to the Office of Graduate Admission. Applications must be received one week prior to the first day of class.
- If a non-degree student chooses to enter a graduate degree program, the student must complete a graduate degree-seeking application and follow the applicable admission procedures for the appropriate major.
- All non-degree students are urged to become degree-seeking by the time they have completed 9-12 semester hours of graduate credit. A student can petition the director of graduate music studies to have up to 12 hours of non-degree work applied toward the degree program.

Complete details of the Graduate Program in Music, including the specific requirements for each degree and major, are available online or from the School of Music office.

Note: The College of Business MBA and MPA graduate programs do not permit non-degree-status graduate students to enroll in graduate-level courses.