



**Peru State College Graduate Catalog  
2011 - 2012  
Master of Science in  
Organizational Management**

This catalog is intended to serve as a ready reference and provide guidelines for Master of Science in Education graduate students at Peru State College. It contains information regarding official policies, procedures and requirements for students seeking a Master of Science Degree in Education. Any inquiries or requests about the graduate program may be directed to [gradprograms@peru.edu](mailto:gradprograms@peru.edu).

*Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The college has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru NE 68421-0010, (402) 872-2230.*

The College reserves the right to repeal or amend rules, regulations, tuition and fees at any time and may withdraw, add to, or modify courses and programs.

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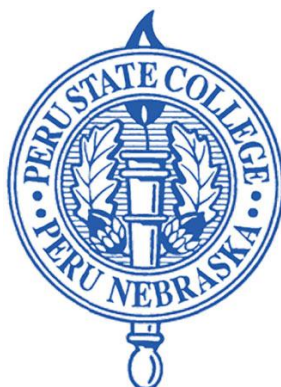
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**Graduate Programs Office**  
**Peru State College**  
**P.O. Box 10**  
**Peru, NE 68421**  
**1-800-742-4412 (Option 4) or 402-872-2314**  
**Fax: 402-872-2413**

**The College World Wide Web Home Page address is:**  
<http://www.peru.edu/>

The Graduate Program leading to the Master of Science in Organizational Development at Peru State College is designed to enable individuals to improve their knowledge and skills which may be applied in a wide variety of settings.



### Administrative Personnel

Dr. Daniel Hanson President	<a href="mailto:dhanson@peru.edu">dhanson@peru.edu</a>	402-872-2239
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### Graduate Programs Web Site <http://www.peru.edu/graduate/>

### Graduate Organizational Management Faculty

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### Other Offices

Admissions Office	402-872-2221
Business Office	402-872-2211
Financial Aid Office	402-872-2228
Student Records Office	402-872-2226
Bobcat Bookstore	402-872-2248

## Academic Calendar

### FALL SEMESTER 2011

Last day to drop/add Term I classes ( <i>8 weeks</i> )	Sunday, August 21
Online and Offutt Term I ( <i>8 weeks</i> ) classes begin	Monday, August 22
Labor Day Holiday ( <i>no classes - offices closed</i> )	Monday, September 5
Payment Deadline - 1 <sup>st</sup> 8 week and 16 week session ( <i>late fees after this date</i> )	Tuesday, September 6
Mid-Term - Online and Offutt Term I ( <i>8 weeks</i> )	Friday, September 16
Last day to withdraw Term I ( <i>8 weeks</i> ) classes with a "W"	Friday, September 23
Homecoming	Saturday, September 24
Applications for May/August 2012 Graduation due ( <i>grad and undergraduate</i> )	Friday, October 3
Online and Offutt Term I ( <i>8 weeks</i> ) classes end	Friday, October 14
Last day to drop/add Term II classes ( <i>8 weeks</i> )	Sunday, October 23
Online and Offutt Term II ( <i>8 weeks</i> ) classes begin	Monday, October 24
Payment Deadline - 2 <sup>nd</sup> 8 week session ( <i>late fees after this date</i> )	Monday November 7
Registration for Spring Semester 2012	Tuesday-Thursday, November 15-17
Mid-Term - Online and Offutt Term II ( <i>8 weeks</i> )	Friday, November 18
Fall Break ( <i>no classes - offices closed - Thursday and Friday only</i> )	Wednesday-Friday, November 23-25
Last day to withdraw Term II ( <i>8 weeks</i> ) classes with a "W"	Friday, November 25
Classes resume	Monday, November 28
Final Exam Week	Tuesday-Friday, December 13-16
Regular Semester and Term II classes end	Friday, December 16

### SPRING SEMESTER 2012

Last day to drop/add Term I classes ( <i>8 weeks</i> )	Sunday, January 8
Online and Offutt Term I ( <i>8 weeks</i> ) classes begin	Monday, January 9
Martin Luther King, Jr. Day ( <i>classes held - offices open</i> )	Monday, January 16
Payment Deadline - 1 <sup>st</sup> 8 week and 16 week session ( <i>late fees after this date</i> )	Monday, January 23
Mid-Term - Online and Offutt Term I ( <i>8 weeks</i> )	Friday, February 3
Last day to withdraw Term I ( <i>8 weeks</i> ) classes with a "W"	Friday, February 10
Summer Session early registration	Monday-Friday, February 27-March 2
Applications for December graduation due ( <i>grad and undergraduate</i> )	Wednesday, March 1
Online and Offutt Term I ( <i>8 weeks</i> ) classes end	Friday, March 2
Last day to add/drop Term II classes ( <i>8 weeks</i> )	Sunday, March 11
Online and Offutt Term II ( <i>8 weeks</i> ) classes begin	Monday, March 12
Payment Deadline - 2 <sup>nd</sup> 8 week session ( <i>late fees after this date</i> )	Monday March 26
Registration for Fall semester 2012	Tuesday-Thursday, March 27-29
Mid Term - Online and Offutt Term II ( <i>8 weeks</i> )	Friday, April 6
Last day to withdraw Term II ( <i>8 weeks</i> ) classes with a "W"	Friday, April 13
Final Exam Week	Tuesday-Friday, May 1-4
Regular Semester and Term II classes end	Friday, May 4
Commencement	Saturday, May 5

### SUMMER SESSION 2012

Summer Internships begin	Monday, May 7
Last day to drop/add summer session classes	Sunday, June 3
Summer Session begins ( <i>Undergraduate and Graduate</i> )	Monday, June 4
Last day to withdraw ( <i>8 week</i> ) courses with a "W"	Friday, July 6
Summer Session ends ( <i>Undergraduate and Graduate</i> )	Friday, July 27
Summer Internships end	Friday, August 3
Summer Graduation Date	Saturday, August 4

## FALL SEMESTER 2012

Last day to drop/add Term I classes ( <i>8 weeks</i> )	Sunday, August 19
Online and Offutt Term I ( <i>8 weeks</i> ) classes begin	Monday, August 20
Labor Day Holiday ( <i>no classes - offices closed</i> )	Monday, September 3
Payment Deadline - 1 <sup>st</sup> 8 week and 16 week session ( <i>late fees after this date</i> )	Tuesday, September 4
Mid-Term - Online and Offutt Term I ( <i>8 weeks</i> )	Friday, September 14
Last day to withdraw Term I ( <i>8 weeks</i> ) classes with a "W"	Friday, September 21
Applications for May/August 2013 Graduation due ( <i>graduate and undergraduate</i> )	Friday, September 28
Homecoming	Saturday, TBA
Online and Offutt Term I ( <i>8 weeks</i> ) classes end	Friday, October 12
Last day to drop/add Term II classes ( <i>8 weeks</i> )	Sunday, October 21
Online and Offutt Term II ( <i>8 weeks</i> ) classes begin	Monday, October 22
Payment Deadline - 2 <sup>nd</sup> 8 week session ( <i>late fees after this date</i> )	Monday November 5
Registration for Spring Semester 2013	Tuesday-Thursday, November 13-15
Mid-Term - Online and Offutt Term II ( <i>8 weeks</i> ) Friday,	November 16
Fall Break ( <i>no classes - offices closed - Thursday and Friday only</i> )	Wednesday-Friday, November 21-23
Last day to withdraw Term II ( <i>8 weeks</i> ) classes with a "W"	Friday, November 23
Final Exam Week	Tuesday-Friday, December 11-14
Regular Semester and Term II classes end Friday,	December 14

## SPRING SEMESTER 2013

Last day to drop/add Term I classes ( <i>8 weeks</i> )	Sunday, January 6
Online and Offutt Term I ( <i>8 weeks</i> ) classes begin	Monday, January 7
Martin Luther King, Jr. Day ( <i>classes held - offices open</i> )	Monday, January 14
Payment Deadline - 1 <sup>st</sup> 8 week and 16 week session ( <i>late fees after this date</i> )	Monday, January 21
Mid-Term - Online and Offutt Term I ( <i>8 weeks</i> )	Friday, February 1
Last day to withdraw Term I ( <i>8 weeks</i> ) classes with a "W"	Friday, February 8
Summer Session early registration	Monday-Friday, February 25-Mar 1
Applications for December graduation due ( <i>grad and undergraduate</i> )	Friday, March 1
Online and Offutt Term I ( <i>8 weeks</i> ) classes end	Friday, March 1
Last day to drop/add Term II classes ( <i>8 weeks</i> )	Sunday, March 10
Online and Offutt Term II ( <i>8 weeks</i> ) classes begin	Monday, March 11
Payment Deadline - 2 <sup>nd</sup> 8 week session ( <i>late fees after this date</i> )	Monday March 25
Registration for Fall semester 2012	Tuesday-Thursday, March 26-28
Mid Term - Online and Offutt Term II ( <i>8 weeks</i> )	Friday, April 5
Last day to withdraw Term II ( <i>8 weeks</i> ) classes with a "W"	Friday, April 12
Final Exam Week	Tuesday-Friday, April 30-May 3
Regular Semester and Term II classes end	Friday, May 3
Commencement	Saturday, May 4

## SUMMER SESSION 2013

Summer Internships begin	Monday, May 6
Last day to drop/add summer session classes	Sunday, June 2
Summer Session begins ( <i>Undergraduate and Graduate</i> )	Monday, June 3
Last day to withdraw (8 weeks) classes with a "W"	Friday, July 5
Summer Session ends ( <i>Undergraduate and Graduate</i> )	Friday, July 26
Summer Internships end	Friday, August 2
Summer Graduation Date	Saturday, August 3

## AN INTRODUCTION TO PERU STATE COLLEGE

Peru State College was founded in 1867 as Nebraska's first college and was the third teacher education institution established west of the Missouri River. For more than a century, thousands of people have studied and trained at the Campus of a Thousand Oaks, and have gone on to become teachers and leaders in Nebraska and throughout the nation.

Peru State College is part of the Nebraska State College System. The people of Nebraska have made the facilities and services of the College available to students at a minimum personal cost. The taxpayers of the state bear the major portion of the cost of educating the College's students.

Peru State College admits all graduates of accredited Nebraska high schools and qualified out-of-state and international students. The philosophy of the College is that each person is entitled to the opportunity to succeed at the collegiate level. Although the academic programs of the College are particularly rigorous, all who have the ability and the willingness to work hard will have an excellent chance to succeed.

The College believes in academic excellence, in opportunities for personal growth, and in fostering student responsibility consistent with the principles of a democratic society. The College's educational experience is designed to enable students to learn, to equip themselves for meaningful careers, and to be productive members of society. Peru State College students have the opportunity to know their instructors well and to be working partners with the staff and other students. The College experience offers many opportunities for friendship, growth, and personal development...so become involved!

The College's faculty and staff are here to serve you. We welcome the opportunity to assist you in realizing personal, educational, and career objectives.

### History

In 1867, the same year that Nebraska became a state, the new state's legislature established a training school for teachers at Peru. The school actually began on December 2, 1865, when its predecessor, Mount Vernon College, was organized by a group of early settlers who resolved to place the school under the "care and management of the Methodist Episcopal Church."

Colonel T. J. Majors, a leader during the Civil War and a state legislator, proposed that the school be made into a state university. Although the offer was rejected, the state legislature, on June 27, 1867, did accept the school as a "normal school" several months before the state university was established. For the next 38 years, the Peru State School was the only teacher education institution in the state.

As Nebraska's population increased, the legislature extended the normal schools from two-year to four-year institutions and authorized them to grant the degrees of Bachelor of Arts in Education, Bachelor of Science in Education, and Bachelor of Fine Arts in Education. At the same time, the name of the school was changed from State Normal School to State Teachers College. When the United States entered World War II, the College trained officers for the armed forces.

The first of an eventual 500 men in the Navy's V-12 program arrived on campus July 1, 1943. The College operated an accelerated program for both civilian students and naval trainees. In 1949, the legislature authorized the Nebraska State Colleges to confer the Bachelor of Arts degree. In 1963, Peru's name was changed to Peru State College. The Bachelor of Science degree was authorized in 1965. Emerging from its role as a single-purpose teachers college, the College is now an accredited state college offering a wide variety of programs to meet the changing needs of southeast Nebraska and beyond.

## Philosophy

Peru State College is committed to the belief that all persons are endowed with potential that if developed will benefit both the individual and society. Each person who is exposed to the influences of the College is encouraged to develop his or her potential as well as to understand and appreciate the contributions of others.

Individual development can be accomplished through formal study and exposure to a variety of experiences both on and off campus. This growth is the result of acquisition of knowledge, development of essential skills, exposure to areas beyond narrow personal interests, and meaningful opportunities for involvement.

## Mission

In educating the individual to the benefit of society, Peru State College cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first state college continues its commitment to making a vital contribution to the future of the region and the state.

## Purposes

The Purposes of Peru State College support the accomplishment of the mission and are derived from the specific responsibilities assigned to the institution by the Nebraska State College System Board of Trustees and the Nebraska Coordinating Commission for Postsecondary Education. These Purposes are to:

- Provide an accessible high quality education through effective instruction and an emphasis on student learning to the citizens in the assigned service region.
- Provide graduates with an enhanced capacity for continued life-long learning and effective citizenship through a strong general studies program.
- Provide thoughtfully developed and relevant baccalaureate degrees in selected academic fields with emphasis on teacher education, business, and selected disciplines in the arts and sciences.
- Provide valued graduate programs leading to master's degrees in education and organizational management for those who are, or who wish to be, advanced practitioners.
- Contribute to the development of the fields of knowledge and teaching in the disciplines represented in the College programs.
- Contribute to the economic and cultural development of the service region.

## Goals

The Goals of Peru State College are to instill in our students:

- effective communication skills;
- computer and information literacy;
- independent critical thought and intellectual capacity for change;
- preparation to assume social and civic leadership roles;
- the ability to pursue intellectually, ethically, aesthetically, and physically rewarding lives.

## Memberships and Accreditations

Peru State College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Commission's website address is [www.ncahlc.org](http://www.ncahlc.org) and the telephone number is (312) 263-0456.

Peru State College has continuing accreditation by the National Council for Accreditation of Teacher Education. Full membership is maintained in the American Association of Colleges for Teacher Education and the American Council on Education. The College also is a charter member of the Nebraska Council on Teacher Education. Peru State College is a member of the Nebraska State College System.

### School of Professional Studies

The School of Professional Studies, in conjunction with Graduate Programs, offers coursework leading to the Master of Science in Organizational Management (MSOM) degree with a concentration in Entrepreneurial and Economic Development, with the goals of developing student understanding of:

- a. theoretical and practical knowledge associated with innovation and organizational change in the public and private sectors;
- b. quantitative and qualitative research methodologies to conduct program evaluations and assist in evidence-based decision making for profit and non-profit organizations;
- c. entrepreneurship, economic development and the financing of projects;
- d. the role of technology in commerce and research; and
- e. negotiation and mediation as a mechanism to promote change in organizations and communities

Student development is achieved by relevant coursework featuring a flexible and proposal-oriented curriculum which culminates in an internship, action research project or thesis.

Program Goal	Course Anchor(s)
Understanding theoretical and practical knowledge associated with innovation and organizational change in the public and private sectors	MGMT 550 Organizational Development and Change MGMT 552 Management of Innovation and Growth
Understanding quantitative and qualitative research methodologies to conduct program evaluations and assist in evidence-based decision making for profit and non-profit organizations	MGMT 551 Program Evaluation MGMT 601 Study Design and Data Collection MGMT 602 Statistical Methods and Data Analysis
Understanding entrepreneurship, economic development and the financing of projects	MGMT 660 Theories of Entrepreneurship MGMT 661 New Venture Planning and Financing MGMT 663 Economic Development
Understanding the role of technology in commerce and research	MGMT 552 Management of Innovation and Growth MGMT 601 Study Design and Data Collection MGMT 602 Statistical Methods and Data Analysis MGMT 662 E-Commerce and Internet Communication
Understanding negotiation and mediation as a mechanism to promote change in organizations and communities	MGMT 550 Organizational Development and Change MGMT 553 Conflict Management & Mediation

## Master of Science in Organizational Management Degree Overview

### Degree

Master of Science in Organizational Management  
Entrepreneurial and Economic Development

The Master of Science in Organizational Management is designed to enable individuals to acquire training as change agents to facilitate growth in their organizations and communities. The concentration in Entrepreneurial and Economic Development directly supports business growth and economic development. The course structure allows students to explore their own business and community enhancement projects.

### Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools

### Hours Required

Thirty-six (36) credit hours are required.

### Admission Requirements

- Completed application form (*online*);
- Official transcript of conferred bachelor degree from an accredited institution with a GPA of at least 3.0;
- Two recommendations using PSC recommendation forms, with one from an immediate supervisor. Recommendation forms from family members are not acceptable. Forms may be found on the Graduate Programs web site under Forms & Documents and Appendix I;
- Professional Resume.

### MSOM Course Structure

Students in the Master of Science in Organizational Management (MSOM) degree program must complete all four concentration area courses at Peru State College, and 50% of all remaining credit hour requirements at Peru State College. Additionally, students must complete their project courses at Peru State College. As the MSOM is a shared degree with Wayne State College and Chadron State College, which are both members of the Nebraska State College System, students may take approved core area courses (up to three) at any of those colleges with permission from the Dean of Graduate Programs, subject to the aforementioned rules regarding minimum numbers of credit hours required at Peru State College.

## The Program

### **The Major Core in Entrepreneurial and Economic Development 18 hours**

<b>Course</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
Mgmt	550	Organization Development and Change	3
Mgmt	551	Program Evaluation	3
Mgmt	552	Management of Innovation and Growth	3
Mgmt	553	Conflict Management and Mediation	3
Mgmt	601	Study Design and Data Collection	3
Mgmt	602	Statistical Methods and Data Analysis	3

All students are required to successfully complete the following coursework at Peru State College.

### **Elective Coursework 12 hours**

<b>Course</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
Mgmt	660	Theories of Entrepreneurship	3
Mgmt	661	New Venture Planning and Financing	3
Mgmt	662	E-Commerce and Internet Communication	3
Mgmt	663	Economic Development	3

### **Application of Theory/Advanced Elective Courses 6 hours**

<b>Course</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
Mgmt	695	Graduate Internship	1-6
Mgmt	696	Thesis/Action Research Project I	3
Mgmt	697	Thesis/Action Research Project II	3

Students with professional experience in the option area may complete an additional six hours of internship. Students interested in conducting research have the option of researching and writing a thesis (advanced research paper) or conducting an Action Research Project for an organization or community and documenting the results. Both efforts are intended to be scholarly works, well-written and grounded in theory. In either case the final paper should relate to the student's area of concentration and constitute the culminating experience in the Master of Science degree program.

Two primary goals for graduate programs at Peru State College are flexibility and relevance. Consequently, other project concepts may be approved. Students may propose to write detailed case studies, develop unique courses or programs for other institutions or the community, research and write substantial grant proposals, etc.

*Students who take one more course – Mgmt 581 – Human Resource Development in addition to the required coursework will receive a Certificate of Achievement in Organizational Development.*

## Requirements for The Master of Science in Organizational Management Degree

### CHECKPOINT #1: Admission to Peru State College

*The criteria and materials listed below must be submitted by degree seeking candidates prior to the completion of the first semester of coursework. Decisions regarding full graduate standing will be based upon these criteria and materials.* Applicants will be provided notice of their probation or full admission by written communication. Each applicant will be considered for admission without reference to race, color, religion, gender, nationality, disability, age, marital status, or sexual orientation. Those students admitted on probation admit status and displaying successful competency by completion of 12 hours with a 3.0 or higher grade point average will be changed to full admit status upon approval by the Dean of Graduate Programs. Following are the criteria and materials that must be submitted in order to be admitted to the graduate program:

- Completed online application form;
- **Official transcript verifying possession of an earned baccalaureate degree from a regionally accredited college or university. Full admission requires an overall minimum grade point average of 3.00 in a 4.00 system.**
- Two recommendation forms addressing personal qualifications and potential for graduate school success, including one from a direct supervisor;
- Professional résumé.

### CHECKPOINT #2: Admission to Graduate Candidacy

Between the completion of 18 to 24 hours of graduate study (which must include Mgmt 601), candidates shall submit the Application for Admission to Candidacy to the Graduate Programs Office, Peru State College, PO Box 10, Peru, NE 68421. At this program checkpoint, the candidate is expected to:

- be fully admitted to the Peru State College;
- maintain a grade point average of 3.0 or higher; and
- submit a Program of Study form for remaining coursework with the approval of the Dean of Graduate Programs.

### CHECKPOINT #3: Completion of Program and Conferring of Degree

Candidates submit the Application for Graduation and the associated fee to the Graduate Programs Office, Peru State College, PO Box 10, Peru, NE 68421 at the appropriate deadline dates.

March 1 – For students who plan to graduate the following December

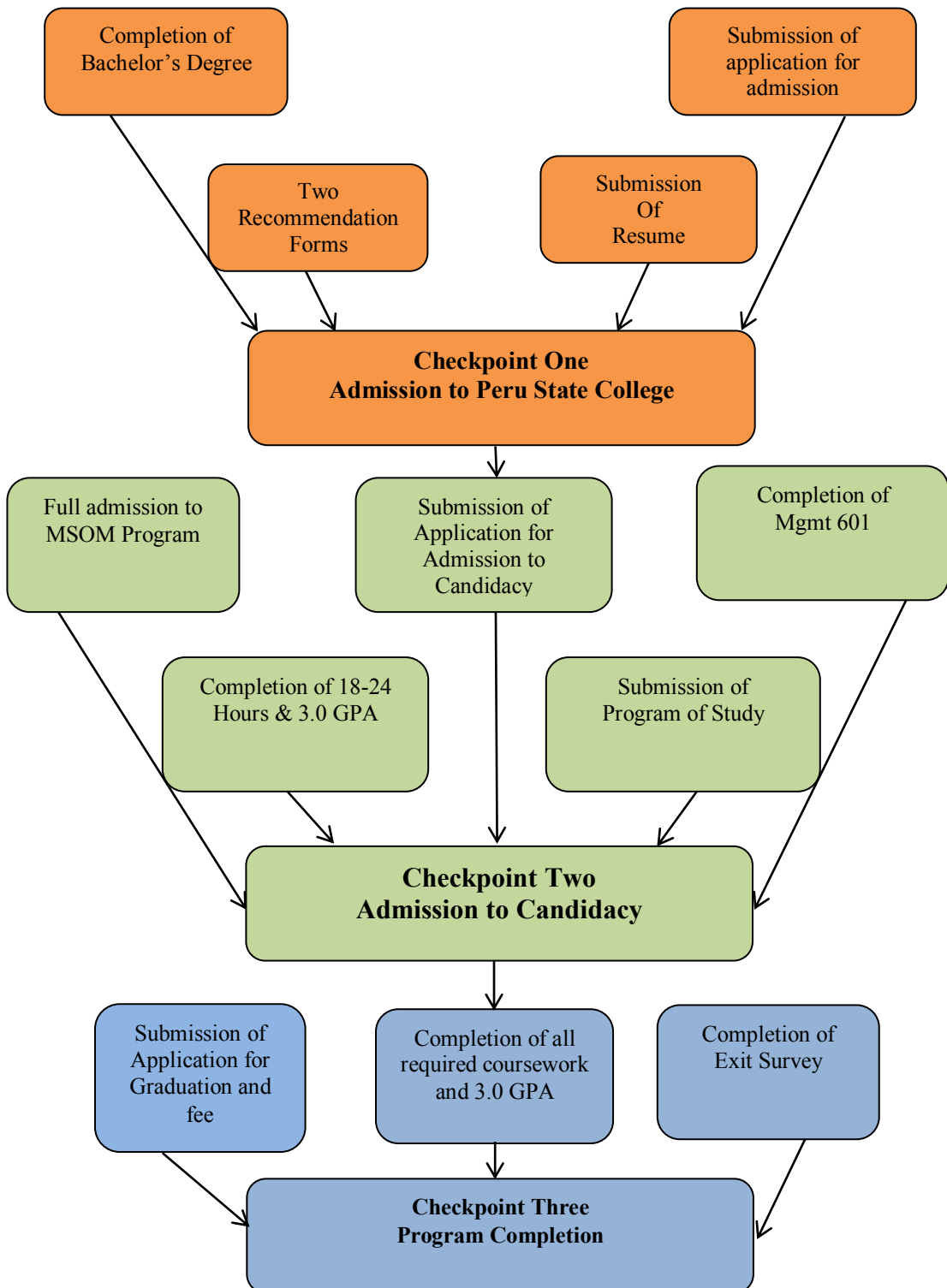
October 1 – For students who plan to graduate May or August of the following year

At this final program checkpoint, the candidate is expected to:

- submit an Application for Graduation form and associated fee.
- successfully complete all coursework and program requirements, as verified and approved by the Dean of Graduate Programs;
- complete the Exit Survey.

Graduation dates follow the last day of each semester/summer term in May, August, December. Peru State College holds one commencement ceremony in May. August graduates may participate in the prior or following May commencement ceremony. December graduates may participate in the following May commencement ceremony.

### MSOM Program Transition Checkpoints Flowchart



## EXPENSES and FINANCIAL AID

The expenses for attending Peru State College are set by the Board of Trustees of the Nebraska State Colleges and Peru State College. The College reserves the right to change its tuition, fees, and other charges at any time. Additional expenses for books and supplies, travel, and personal items will vary for individual students. Please refer to the College's website at [www.peru.edu](http://www.peru.edu).

### Tuition and Fees

Tuition and fees must be paid each term at the time indicated in the academic calendar. A "hold" barring access to college records and registration activities will be enforced unless debts have been paid or arrangements for late payments have been approved by the Business Office. Applicable tuition and fee rates are available on the College website.

### Dropping an Online Class

There is not an add/drop period during the first week of 8-week courses. You will need to add or drop these courses before the start date. If you withdraw from an 8-week course after the start date you are still obligated to pay for the course.

### Complete Withdrawal from College

Students who have registered and then wish to withdraw from all courses after the semester start date must officially withdraw to zero credits. A student may do so by initiating his or her withdrawal with the Graduate Programs Office. Failure to initiate the withdrawal process in a timely manner will result in "F" grades.

FEDERAL AID - Withdrawal from College can reduce your federal aid eligibility. Within 30 days of your withdrawal, a Return to Title IV funds (R2T4) calculation will be completed, and you will be notified of the change in the amount of federal financial aid applied to your account.

### Workshops and Other Non-Standard Academic Terms

Refunds for workshops and other non-standard terms will be proportional based on the time period of the workshop. There will be no refunds after 50 percent of the workshops or non-standard terms contact hours. Refund specifics for non-standard workshops and exceptions are determined by the Business Office Manager.

### Applying for Financial Aid

Financial aid is available to most students planning to attend Peru State College. Financial aid consists of scholarships, grants, work-study, and loans. At Peru State College, aid is awarded to students based on qualifications and/or financial need.

To be awarded Title IV Federal Financial Aid, a student must apply for admission and complete a Free Application for Federal Student Aid (FAFSA) form. The FAFSA form determines a student's eligibility for the various aid programs.

For more information on the financial aid application process, please visit the College's website. Students can also access their financial aid status and awards through their myPSC.

PLEASE NOTE: A student must be admitted as a degree seeking student to Peru State College in order to receive federal financial aid. (See requirements under Admissions.)

In addition, all students who wish to apply for federal financial aid should complete the (FAFSA). Peru's Title IV school code is 002559. This application must be filed annually. To be considered for the most aid possible a student needs to file the FAFSA early. It is recommended the FAFSA be filed by March 1st each year.

### Requirements for Financial Aid

Financial aid awards are determined based on an academic year. Amounts are credited equally per term of enrollment to the student's bill. At the end of each term of enrollment, the Financial Aid Office will review academic records to ensure financial aid recipients are making satisfactory academic progress. It is important to note that changes in academic load (e.g., dropping or withdrawing from a class) may impact a student's financial aid.

### Federal Financial Aid

A student must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Students are encouraged to file their FAFSA right after filing their federal tax returns.

### Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

According to federal regulations, Peru State College is required to monitor standards of satisfactory academic progress (SAP) for students receiving Federal Title IV funding. This includes: Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan, Federal Parent Loan, and Federal Work Study.

Students who are receiving federal aid, **as well as campus based aid**, are required to maintain SAP in order to continue to be eligible to receive aid.

1. **Procedures** – At the time a student applies for aid, their academic records will be reviewed. In addition, each student's progress will be evaluated prior to the start of each term.
2. **Cumulative GPA Requirement** - All financial aid recipients must maintain a cumulative grade point average of 2.00 or higher to continue to be eligible for aid.
3. **Completion Rate Requirement** – All students must complete the enrollment level they begin.

At the end of the drop/add period, student enrollment levels and hour completion requirements are determined based on the chart detailed below.

Enrollment Level	Hours Enrolled	Hours Required to Complete
Full-time	12+ hours	12 hours
$\frac{3}{4}$ time	9-11 hours	9 hours
$\frac{1}{2}$ time	6-8 hours	6 hours
< $\frac{1}{2}$ time	<6 hours	all hours

Only hours that are passed with grades of A, B, C, D, and CR will be counted as hours completed. Grades of I, W, F, and NCR will not be considered as successfully completed.

4. **Financial Aid Warning** – Any student who does not meet the GPA Requirement and/or the Completion Rate Requirement will be placed on "**Financial Aid Warning**" for the following term.

5. **Maximum Time Frame Requirement** – All students must complete their program within the maximum time frame allowed. Transfer credits from other institutions are included when evaluating a student’s Maximum Time Frame.

**Undergraduate Degree** – A student pursuing an undergraduate degree (this includes students seeking a 2nd or subsequent bachelors degree) may receive Title IV aid for up to a maximum of 188 attempted credit hours or until completing the requirements to obtain a bachelor’s degree, whichever comes first.

**Post Graduate Seeking Teacher Certification or Recertification** - A post-graduate pursuing teacher certification will be calculated on an individual basis.

**Master’s Degree** – A student pursuing a master’s degree at Peru State College may receive Title IV aid for up to a maximum of 54 attempted credit hours or until obtaining a master’s degree, whichever comes first.

6. **Maximum Time Frame Warning** - Any undergraduate with attempted hours of 142 and above will be on “**Maximum Time Frame Warning**” until they reach 188 credit hours. Any graduate student with attempted hours of 30 and above will be on “Maximum Time Frame Warning” until they reach 54 credit hours.
7. **Maximum Time Frame Suspension** – any student who exceeds the maximum time frame limits will be placed on Financial Aid Suspension due to Maximum Time Frame. Any student who has attempted enough credits that they can no longer complete their degree within the Maximum Time Frame will be placed on Financial Aid Suspension. A student CANNOT appeal this type of suspension.
8. **Warning** – Students placed on Financial Aid Warning or Maximum Time Frame Warning continue to be eligible to receive aid during their warning term.
9. **Suspension** – If the student does not meet all the SAP requirements at the end of the warning term, the student will be placed on “Financial Aid Suspension.” Students who are on suspension are not eligible to receive any financial aid. This includes grants, loans, work study, and institutional scholarships.
10. **Automatic Reinstatement** – A student who is placed on financial aid suspension due to their Cumulative GPA or due to their Completion Rate can regain their eligibility. To regain eligibility a student must enroll and complete a minimum of 6 PSC credit hours in a single term at his/her own expense. In addition, the student must meet all other SAP Requirements.
11. **Appeals** – If a student on financial aid suspension feels that he/she has experienced extenuating circumstances which affected his/her ability to meet the SAP requirements, he/she should meet with their advisor and implement a Plan for Success.

Examples of extenuating circumstances that can be considered for an appeal include but are not limited to:

1. Death of a family member
2. Medical – Injury or illness of the student

Examples of extenuating circumstance that CANNOT be considered for an appeal include but are not limited to:

1. Loss of internet service
2. Books not ordered on time
3. Shared book with another student
4. Books not available in time

5. Personality conflicts with instructor
  6. Car broke down
  6. Loss of child's daycare provider
  7. Lack of funding to cover travel expenses
12. **Submit an Appeal** – An appeal can only be submitted twice during a student's career (Undergrad Program or Grad Program) at Peru State College. If submitting an appeal the following information is required.
1. Copy of Plan for Success
    - a. Details regarding future enrollment levels (will attend ½ time or full-time).
    - b. Details regarding number of terms it will take to be at the required Cumulative GPA.
    - c. If it will take more than 1 term to meet the minimum criteria, details regarding expected progress each term is required (Cum GPA at end of each term.)
    - d. Signature of advisor who will be monitoring progress of the Plan for Success.
  2. Letter indicating what the extenuating circumstances were. (ie: hospitalized; documentation or confirmation from attending Dr. required) (ie: death of parent or sibling; documentation may include copy of death certificate or copy of obituary from newspaper.). Letter must also include explanation what has changed in the student's situation that will allow the student to be successful in the future.

The Appeal will be reviewed to determine if it meets Federal Regulations for reinstatement. Notification of approval or denial will be sent to the student within 10 days of receipt of the Appeal.

If denied the student will remain on Financial Aid Suspension and may become eligible for a future term via section #10 – Automatic Reinstatement. During the suspension period the student is required to pay for all charges incurred out of pocket.

If approved, the student will be placed on Financial Aid Probation and be eligible for aid for a specific period of time as indicated in the notice. At any time during the probation period if the student is not meeting the goals set in the Plan for Success, the student will revert to Financial Aid Suspension and be ineligible for aid. If at any time during the probationary period the student does not meet the Completion Rate Requirement, the student will revert to being on Financial Aid Suspension and be ineligible for aid.

13. **Very Important Notice** - Financial Aid Warning, Probation and Suspension are completely different than Academic Contract, Probation and Suspension. Just because an appeal is approved or denied by Academics – that does not mean an appeal has been approved or denied by Financial Aid. If the student is not meeting either policy, the student needs to submit different appeals to each area.

### **Photography Policy**

All students and alumni are advised that the Peru State College Marketing and Public Affairs Office take photographs and videos of students throughout the year. These photographs and videos often depict students in classrooms, study areas, residence halls, and at athletic events and PSC related activities. PSC reserves the right to use these photographs and videos as a part of its publicity and marketing efforts. Students who enroll at PSC do so with the understanding that these photographs and videos might include their names, pictures and voices. Such photographs or videos might be included, published or used in PSC publications, including print, broadcast or electronic media, for publicity, commercial or marketing purposes. Enrollment at PSC constitutes students' consent to the inclusion, publication or use of their names, pictures and voices in PSC publications, both printed and electronic, without compensation.

## Publicity

Press releases about a PSC student (including scholarship notices, academic/athletic honors, etc.) will be submitted by the PSC Marketing and Public Affairs Office to the student's nearest newspaper based upon the student's permanent address zip code. Most press releases are also sent to newspapers, radio stations and other news outlets in Nebraska, Iowa, Missouri, Kansas and other states as appropriate. Stories of national news import are sent to outlets across the United States. Students must specify at time of registration if they do not want media release.

## STUDENT RIGHTS AND RESPONSIBILITIES

College policies, procedures, and regulations are formulated to facilitate a supportive learning environment, foster the development of individual responsibility and to protect students' constitutional rights. Each student is responsible for knowing and complying with PSC policies, procedures, and deadlines. Policies and regulations may be found in the College Catalog, the Student Handbook, and in individual contracts/agreements signed by students.

### Student Rights and Responsibilities

Board Policy #3250

#### 1. General Rights and Responsibilities in the Academic Community

All members of the academic community have the responsibility to create and support an educational environment which will achieve the basic purposes of an institution of higher learning. Each member of the community should be treated with respect and dignity. Each has the right to learn which imposes a duty not to infringe upon the rights of others.

Views and beliefs expressed by a member of the academic community should be kept within the community unless released by the individual who expressed them. The academic community environment should encourage a variety of modes in thought, behavior, and values within the guidelines of the community. An important aspect of the community is the recognition of differences between individuals. In all instances, including informal campus activities and associations, each individual should be assured that judgments about an individual are made on relevant criteria, and that each member of the community actively encourages practices that insure that all persons, irrespective of any irrelevant characteristics, are welcome on the campus and are extended all the privileges of the academic community to which they are entitled.

#### 2. Rights and Responsibilities in the Classroom

##### a. Freedom of Expression

Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process.

##### b. Instructional and Grading Procedures

Faculty determine the character of courses which includes content, instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system.

Each student has the right to a course grade based upon a sound academic evaluation and upon a specified grading procedure. A student has the right to receive upon request a clarification of the grade received.

The faculty of each department, school, division, or equivalent unit, shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation was unfair. Colleges shall provide standing committees to consider cases in which the student or faculty member chooses to appeal the initial decision. Any of these committees shall have the authority to recommend to the Academic Vice President changes in the grade based upon its findings.

#### c. Instructor-Student Consultation

Instructors should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.

#### d. Student Evaluation of Instruction

Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluation of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about the character and relevancy of the instruction to the college dean involved. Each college, school, or division should establish a standing procedure through which student evaluations can be expressed.

### 3. Rights and Responsibilities in Other Instructional Settings

#### a. Freedom of Expression

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and evaluation of controversial issues and positions. Free expression in the academic community shall not be abridged by special restrictions or censorship on publications, speakers or broadcasting. Any student group shall be allowed to invite and hear any person of its own choosing. Those procedures required by the institution before a guest speaker appears on campus should insure orderly scheduling of facilities and adequate preparation for the event. The event should be conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship.

It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community.

#### b. Student Government

Students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student population. The students should have clearly defined means to participate equitably in the formulation of institutional policies and procedures which affect student life. Student government is the principal agency for student participation in the decision-making process of the College.

### c. Student Organizations

Students bring to the campus a variety of interests and can be expected to develop new interests as members of the academic community. They should be free to organize and join associations to promote their common interests, provided those associations are not likely to materially and substantially disrupt the operation of the College. Students should be able to participate in those organizations provided they meet the membership requirements set up by the organization; in no instance will these criteria for membership violate the College's non-discrimination policy.

## Code of Conduct

### Board Policy #3100

The Board grants authority to the Presidents of the State Colleges to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in this policy are to be governed by terms of this policy and the due process requirements set forth in Policy #3200. Acceptance of this policy by the student is implied in a condition of his or her enrollment.

### Procedure

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Board of Trustees or the Nebraska State Colleges and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College.

A student shall not ignore a summons from the president or other officer of administration of the College, or from a member of the faculty.

Student misconduct as identified under this policy or a violation of college regulations or policy, whether occurring on or off the campus, may result in disciplinary action being taken against the student.

Students may be ordered to leave the College campus under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Enrollment Management and Student Affairs. Such order shall be given in writing by the Vice President responsible for Enrollment Management and Student Affairs.

Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended.

### Misconduct

The following acts shall be considered to constitute misconduct in the State College System for which an offending student or student organization may be subject to disciplinary sanctions.

1. Participation in a demonstration on the campus which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises.

2. Failure to evacuate campus facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel.
3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents.
4. Misuse of computers or computing resources.
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of the College campus including outdoor areas and parking lots.
6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention.
7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician.
8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior.
9. Any act occurring on the College campus or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons.
10. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature.
11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself.
12. Theft or attempted theft of any property or receipt of stolen property.
13. Damaging or attempting to damage property of the College or of another individual.
14. Using or possessing bombs, explosives, incendiary devices, or fireworks.
15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires.
16. Failing to report a fire or any other extremely dangerous condition when known or recognized on the campus or on the premises of any student housing unit.
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on the campus or on the premises of any student housing unit.

Weapons used for hunting and other legitimate sport may be stored in an area designated by the College. The checking in and out of weapons from the designated storage area must be accomplished in accordance with procedures established by each College and published in their Student Handbook. Colleges are not required to provide weapon storage areas but may do so at their discretion.

18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on the College campus, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization.
19. Hazing any person; consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing.
20. Committing any unlawful act of indecent exposure or public indecency.
21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States.
22. Unauthorized use of any College property, facilities, equipment or materials.
23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.
24. Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving.
25. Violation of any student housing unit policy, rule or regulation.
26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
27. Abuse of College disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee.
28. Any act by a student which occurs on the campus, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct.
29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and /or college facilities.
30. Any other activity or conduct prohibited by the College in published policies.

### **Disciplinary Sanctions**

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion.

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Vice President responsible for Student Affairs, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceedings has concluded, the student agrees that he or she shall not attend any College classes or College-sponsored events or activities or shall not enter or use College property without specific written authorization from the Vice President.

## **NON-ACADEMIC POLICIES**

### **Discrimination**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

### **Disruptive Student Policy**

No person shall engage in any disorderly behavior that disrupts the College's academic environment or the provision of College services. Faculty have a responsibility to maintain an effective learning situation in their classrooms and to deal promptly with any disruptions that interfere with the learning situation. The faculty are in charge of their classrooms. If they feel a student is interfering with the right of other students to profit from attendance in that classroom or if they feel that they are being unreasonably hindered in the presentation of subject matter, faculty have the right to eject the offending student from class and/or notify the appropriate academic Dean of the student's behavior. Either course of action should be taken with discretion and for reasonable cause.

Prohibited behavior includes, but is not limited to, fighting, making unreasonable noise, refusing to obey a reasonable request by the faculty, the use of a cell phone or other electronic devices during class, using abusive or obscene language or gestures in class, harassment, or threats.

If a student is ejected from the class, the student must meet with the appropriate academic Dean before returning to class. When possible, such meetings will be scheduled in order to limit class sessions missed to one. The faculty member should immediately submit a written report of the incident to the academic Dean with a copy to the student and the Vice President for Enrollment Management and Student Affairs. (If the incident involves physical violence, a report should also be made to Campus Security.) Upon receipt of the report, the academic Dean will schedule a meeting with the student to discuss the incident. Any subsequent incident report made to the Vice President for Enrollment Management and Student Affairs involving the same student in any class will result in a student administrative hearing. The consequences of such action may include denying the student further access to the class or other disciplinary action, including dismissal from college as described in the Student Handbook.

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

The primary purpose for maintaining student records at Peru State College is to assist students with their educational endeavors and to record institutional actions. It is the policy of the College to allow students to inspect, review, and challenge their educational records as provided by the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

The complete College policy regarding the Family Education Rights and Privacy Act can be found in the Student Handbook. Complaints about any alleged failure of the College to comply with the requirements of the Buckley Amendment should be first addressed to the Vice President for Enrollment Management and Student Affairs.

### **Policies Regarding Psychological Problems**

Students experiencing psychological problems whose behavior is determined by College officials to prevent them from participating at a minimal level in academic pursuits or is disruptive to campus life may be involuntarily withdrawn from the College. A student will be subject to involuntary administrative withdrawal from the College, including College housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual, DSM-IV), and, as a result of the mental disorder:

- a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or;
- b) engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

Prior to an involuntary administrative withdrawal being considered, the Vice President for Enrollment Management and Student Affairs will review the student's record and behavior. If a student is in counseling at the time of the disruptive behavior, appropriate releases of information as requested by the College will be required. Should a student not be in counseling with any counselor, the student will be required to submit to a psychological evaluation and agree to provide the College with a release of information regarding this evaluation. Prior to final action being taken by the Vice President for Enrollment Management and Student Affairs with respect to an involuntary administrative withdrawal, the student being considered for such action will be afforded the opportunity of a hearing before the administrative official who will be making a final decision in the case.

Application for readmission to the College after withdrawal for behavioral factors relating to a psychological condition requires evaluation by counselors designated by the College and final approval by the Vice President for Enrollment Management and Student Affairs.

### **Sexual Assault Statement**

Sexual assault or any other uninvited behavior of a sexually explicit nature is a violation of the Board Policy 3100: Student Conduct and Discipline. Discipline in sexual cases includes the possibility of disciplinary suspension or permanent expulsion from the College. Peru State College has established the policies regarding campus discipline and the rights of the accuser and the accused in sexual assault cases. This process is outlined in the Student Handbook under Board Policy 3200: Due Process. Educational programs and services dealing with sexual assault are provided at Peru State College through the Residence Halls and the Student Health Center. Procedures outlined here apply to assistance available for both male and female sexual assault victims.

### **Sexual Harassment Statement**

Sexual harassment is defined as unsolicited nonreciprocal behavior by an employee or student who is in a position to control another's status and who uses the power or authority of that position to cause the employee or student to submit to sexual activity, or to fear he or she would be

punished for the refusal to submit. Sexual harassment also includes any employee or student conduct of a sexual nature unreasonably interfering with a student's educational performance or status by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may consist of a variety of behaviors by an employee or student including, but not limited to, subtle pressures for sexual activity, inappropriate touching, inappropriate private language, demand for sexual favors, and physical assault.

### **Students with Disabilities**

The Rehabilitation Act of 1973 (public law 93-112) section 504, provides in part, that if an "otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance," said institution will be deemed in violation of the Act.

Peru State College provides the necessary auxiliary aids, services, and other reasonable accommodations needed by students with documented disabilities for access to College programs, services, or activities. Students with disabilities, including learning disabilities, attention deficit disorder, physical and/or psychological disorders, are encouraged to visit first with the Tutorial/ADA Services Coordinator in the Center for Achievement and Transition Services. Any student requesting special accommodations will be asked to provide a documented diagnosis of his or her disability from a qualified professional. This diagnosis must include a list of appropriate accommodations that will assist the College in ensuring the student is not discriminated against on the basis of his or her disability.

All students are encouraged to self-disclose their disabilities to their professors and inform them of any special needs. Students can receive support and assistance with self-disclosure through various campus support offices. Support services for students with disabilities include special tutoring, academic and personal counseling, academic and classroom accommodations, and referrals to other offices to ensure student success.

The goal of disability services on the Peru State College campus is to provide an equal access learning environment to help ensure the academic success of all students. All questions regarding services for students with disabilities should be directed to the Office of the Vice President for Enrollment Management and Student Affairs.

### **Vehicle Registration and Parking**

Students must register their motor vehicles with the Campus Security office if they plan to operate or park them on campus. Vehicles are defined as all petroleum powered vehicles such as automobiles, motorcycles, or motor scooters. Only vehicles with valid permits and proper identification are allowed to park in residence hall lots and other designated park in the residential areas adjacent to the campus.

## **COLLEGE AND PUBLIC SERVICES**

### **College Library**

Housed in an award-winning building with a sculptured interior of cherry wood and stone surfaces, copper and leather, the oldest library in Nebraska is a serious place for individual and group research and study. Students have access to an extensive array of technology, including wireless notebooks with connectivity throughout the library and a computer lab. Accessible throughout campus and from home - and everywhere else - students have 24/7 Internet access to online databases with tens of thousands of journals, and hundreds of thousands of eBooks, and

electronic proficiency tools for personal skill development. The library houses 600,000 items, and student development is further supported by an extensive hardcopy proficiency library. Research is supplemented by interlibrary loan from other libraries. Specialized research collections include the original manuscripts of authors Marion Marsh Brown, E.P. Conkle, Ruth Crone, and Louise Mears, as well as regional history. A floor of pre-school and K-12 classroom resources is devoted to teacher education and offers state-of-the art instructional technology for student coursework.

### **Peru State College National Alumni Association**

All graduates of Peru State College, as well as former students, faculty and staff who request it, are considered members of the Peru State College National Alumni Association.

Active alumni chapters include Omaha (1955) and Northern California (1958). Homecoming, the annual 50-year Class Reunion and other activities are presented in conjunction with the PSC National Alumni Association. The National Alumni Association is operated under the auspices of the Peru State College Foundation.

## **GRADUATE ACADEMIC POLICICY AND GUIDELINES**

### **Academic Integrity Policy**

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

## Academic Probation and Suspension

*Academic Probation:* Students with a cumulative grade point average (GPA) below 3.0 at the close of a semester, regardless of the number of attempted hours, are placed on academic probation. Students on probation must obtain a minimum 3.0 GPA for each successive semester of attendance (continued probation) until the required cumulative GPA of 3.0 or higher has been achieved. Students must attain the 3.0 GPA within two semesters of academic probation or the student will be suspended. Students must also re-take any course that received a grade below a “C.” Students who have more than two courses with grades below a “C” will be suspended from the program.

*Academic Suspension:* Students are withdrawn from the program and may not take Peru State College graduate courses for credit towards a graduate degree. Students may reapply for admission with the permission of the Dean of Graduate Programs after one semester of academic suspension. The Dean will determine the conditions to be met for acceptance back into the program.

### Acornmail

See **Student Email Accounts**.

### Action Research Project

In consultation with the Dean of Graduate Programs, a student may develop a proposed action research project to be carried out in an approved setting as part of the 36-credit hour coursework requirement. The project must be approved by the Dean of Graduate Programs. Any theses and/or projects involving human subjects are required to complete the IRB form which is located on our web site at: <http://www.peru.edu/academics/docs/irb-application-forms.pdf>. Requirements for the research project may be found on the Graduate Programs web site and Appendix E.

### Advisor

The Dean of Graduate Programs is the primary advisor for all MSOM degree-seeking students.

### Blackboard

Blackboard is Peru State College’s online learning platform. To access a Blackboard course a student must have a computer, an approved Internet browser, internet access, and be enrolled. Prior to the course start date, each student receives an email from the Distance Education Office with the subject line: “Welcome to your course – Cognition and Learning!”

New students will first have a link to the online orientation that must be completed before the link to the course(s) will be available. Orientation familiarizes students with the screens and areas of Blackboard that will be used to complete the course. When orientation has been successfully completed, the course link is then available. Students can view the syllabus, assignments, announcements, instructor information, etc. Course links are usually available to students 1-2 days prior to the start date.

To Access Blackboard:

Username:	Student’s NUID
Password:	Student’s month of birth + date of birth
	e.g. – Birthday – February 7 – Password: 0207

### **Certificates of Achievement**

Students may complete Mgmt 581 – Human Resources Development in addition to the required coursework to receive a Certificate of Achievement in Organizational Development when the diploma is awarded.

### **Degree Completion Time Limit**

All requirements for the Master of Science in Organizational Management degree must be met within seven years from the date the student begins his/her first graduate course which applies toward his/her degree at Peru State.

### **Grade Appeals**

Students who disagree with the assignment of a final grade by an instructor may file an appeal under the following procedures. The Dean of Graduate Programs shall be informed of all grade appeals by the respective Academic Dean.

#### **Grade Decision Review**

This process is available only to review allegedly unfair final course grade decisions, not mere differences of opinion regarding the professional judgment of the instructor who made the grade decision, or to dispute grades on assignments, tests, or other work within a course. A grade decision may be considered unfair if the decision:

- was based on factors other than performance in the course and/or compliance with course assignments and requirements;
- involved more exacting or demanding standards than were applied to other students in the same course section;
- constitutes a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions, and/or other written materials.

#### **Procedures**

A student who wishes to appeal a grade decision must proceed as follows:

##### **1. Informal Meeting**

The student must attempt to resolve the matter directly with the instructor through a conference via email, telephone or in person as soon as possible after the grade decision is known, but no later than the end of the first full week of the following regular academic term. If the student is unable to arrange a conference or is not satisfied with the instructor's explanation of the grade, the student may request in writing that the Dean of Graduate Programs convene a conference with the student and instructor. If the instructor is unavailable or unwilling to confer with the student, the student may request a formal review by the appropriate dean (See section 2 below.)

##### **2. Dean Review**

- a. If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal appeal. The appeal must be presented in writing, together with relevant documents, to the appropriate dean no later than the 20th day of college instruction during the following academic term. The student must describe the appeal, identify which of the three reasons the appeal is based on (See Grade Decision Review), detail the reasons the student believes the decision unfair, and document the student's attempts to resolve the appeal informally. For purposes of this section, fall semester and spring semester shall each constitute an academic term. The student shall send a copy of the appeal to the instructor. The instructor shall have ten (10) working days to respond after receipt of the appeal. If the instructor does not respond

within that time frame, the dean will consider the appeal and documents formally submitted by the student.

- b. The dean shall review the appeal and all of the submitted documentation, interview persons relevant to the appeal when necessary, and render a written decision within ten (10) working days of receipt of the instructor's response. A copy of the dean's decision will be given to the instructor and the student. If the dean is also the instructor whose grade is the subject of the appeal, the Vice President for Academic Affairs shall select another dean to conduct the appeal process.

### 3. Faculty Senate Review

The student or the instructor may appeal the dean's decision. Such appeal must be filed in writing and submitted to the Vice President for Academic Affairs within five (5) working days of receipt of the dean's decision, with copies to the instructor, the student, and the dean. The written appeal shall deal only with the part or parts of the dean's decision that the appellant disputes. New evidence, information, or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original appeal. The Vice President for Academic Affairs will submit the appeal to the Faculty Senate for review. The Faculty Senate may interview the student, the instructor, the dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Faculty Senate will submit a written decision to the student, the instructor, and the dean within ten (10) working days of receipt of the appeal. The decision of the Faculty Senate is the final decision of the College.

### Grades

The degree-seeking student shall maintain a grade point average of no less than 3.0 and a grade of "C" or higher in all courses on the Program of Study. A maximum of 6 hours of "C" will be accepted on the approved Program of Study. A student's course history and grades can be accessed through the student's Student Center in myPSC.

### Graduate Candidacy

Graduate candidacy is the checkpoint at which the academic qualifications of students are evaluated to ensure student performance meets the academic and professional standards set forth by Peru State College.

All students must make official application for admission to graduate candidacy in the MSOM program between 18 and 24 hours of successful coursework.

MSOM students must complete Mgmt 601 as part of the requirement to achieve candidacy. Students must also maintain a 3.0 grade point average and meet all other requirements for admission to Peru State College to be admitted to candidacy. *Please review Checkpoint #2 on page 13 of this document for complete details.*

### Graduation Application Filing

Students must submit a formal application for graduation and the application fee to be considered as a candidate for the degree. The Application for Graduation and the application fee are submitted to the Graduate Programs Office in accordance with the following schedule:

- March 1 – For students who plan to graduate the following December
- October 1 – For students who plan to graduate May or August of the following year

### Guide to Course Listings

Courses numbered 500-599 are for graduate students and qualified upper-division undergraduate students. An upper-division student who meets the following criteria may take a 500-level course for undergraduate credit:

1. Sufficient preparation:
  - a. at least 15 hours of work in the discipline in which the course is being offered with a minimum of 3.0 GPA; and
  - b. An overall GPA of at least 3.0.
2. Submit Permission Form (located on the Graduate Programs web site); and
3. Permission of the Dean of Graduate Programs;

Undergraduate students within 12 hours of completing degree requirements may take 500-level courses for graduate credit if they meet all other requirements for admission to the graduate program. Six hours taken in this status may be used to fulfill either the Bachelor of Science degree or Master of Science degree, not both.

Courses numbered 600-699 are available to graduate students only.

### Special Courses

590 Workshops  
 597 Directed Studies  
 598 Special Topics  
 599 Independent Studies  
 699 Independent Studies  
 INS In-Service

### Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, instructors use the incomplete grade (I). **Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements.** In addition, to receive an incomplete, a student must have completed a majority of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion Contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the Faculty Senate approves an extension, if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

### Internship

A student may select to propose an internship that will allow him/her to apply advanced concepts from the graduate program. The internship is arranged by the individual and must be approved by his/her faculty mentor and the Dean of Graduate Programs, as evidenced by the completion of the Internship documents. A minimum of 40 hours is to be completed for each credit hour of internship that the student selects to complete.

A final substantial reflective paper that demonstrates the knowledge and skills gained in relation to the focus of the program is required. The final paper requires a minimum of 4 pages per credit hour received. Complete requirements for the internship may be found on the Graduate Programs web site and Appendix F.

### **Readmission to Graduate Programs**

Readmission is for students who have previously attended PSC but have interrupted their enrollment for a period of one semester. Students must apply to the Office of Admissions for readmission. Students suspended for academic or disciplinary reasons must also reapply. Students who discontinue attendance at Peru State College and attend another college or university are considered transfer students and must satisfy the transfer student requirements for readmission. Students are readmitted for the semester or summer term they wish, provided they left the College in good standing. Students who interrupted their studies and who were on academic probation will be readmitted on probation provided they are in good standing with the College.

### **Residency**

A residency is not required for the MSOM degree; the coursework is completely online. However, as this is a joint degree among the Nebraska State College System, a minimum number of hours must be taken at the academic institution where the student elects their concentration.

### **Student Classifications**

#### **Graduate Student**

A student pursuing a Program of Study leading to a Master of Science Degree is a graduate student. To be classified as a graduate student, a student must meet the requirements for admission to Peru State College and Graduate Programs.

#### **Non-degree Seeking Student**

An individual holding an undergraduate degree from an accredited four-year institution and not seeking an advanced degree is a non-degree seeking student. Non-degree seeking students may enroll in graduate courses with the approval of the Dean of Graduate Programs.

A **non-degree seeking student** may apply in writing to the Dean of Graduate Programs for permission to change to a degree program. The Dean of Graduate Programs will review the student's previous work and decide the applicant's acceptability.

### **Student Class Loads**

Post-masters students not working toward a degree may carry an overload with the permission of the Dean of Graduate Programs. Overload is defined as:

1. more than 6 credit hours in one 3-week session; or
2. more than 12 credit hours in the 9-week summer term; or
3. more than 9 credit hours in one 16-week Fall or Spring semester.

No student who has completed fewer than 12 hours of graduate level work may carry an overload. Students who have completed 12 or more hours of graduate-level work may be granted permission to carry an overload if they meet the following conditions:

1. cumulative graduate grade point average of 3.5 or higher;
2. graduate Program of Study on file in the Graduate Programs Office;
3. approval of the Dean of Graduate Programs (memo of approval must be in the student's file in the Graduate Programs Office).

### Student Email Accounts

Students can obtain their email account through their Student Center through myPSC. Students can usually access their Acornmail email about 24 hours after enrolling in a course.

Email Address: Firstname.lastname plus last four digits of the student's NUID  
e.g., John.Doe1234@acornmail.peru.edu

Exception: Students who have previously attended Peru State College will continue to have their same email address.

To use Acornmail:

Username: Firstname.lastname plus last four digits of student's NUID  
e.g., John.Doe1234

Password: NUID@psc  
e.g., 12345678@psc

### Thesis

In consultation with a Faculty Mentor and as approved by the Dean of Graduate Programs, a thesis is a formal research of a topic related to the student's field of interest. It can conform to a wide variety of formats such as experimental, descriptive, or historical format, and is presented in the standard APA (American Psychological Association) five-chapter research configuration. Unlike an Action Research Project, the focus of the endeavor will not be the participant's own teaching situation.

Any theses and/or projects involving human subjects are required to use this form which is located on our web site at: <http://www.peru.edu/academics/docs/irb-application-forms.pdf>. Permission to complete the study shall be requested through the Dean of Graduate Programs, who carries final approval authority for the project. Requirements for the thesis are located on the Graduate Programs web site and Appendix G.

### Transcripts

Unofficial transcripts and course histories can be found in the student's Student Center through myPSC. Transcripts are not issued to students who have financial obligations to the College or to students who have holds on their academic records. Transcript requests shall be made in writing to the Student Records Office. The process for requesting transcripts can be located on the Student Records web site.

### Transfer Policy

Graduate credits earned at another accredited graduate institution may be applied toward the Master of Science Degree provided: (1) the hours are of grade "B" or above; (2) the credits would count toward a graduate degree program at the institution where earned; and (3) the credits have been approved by the Dean of Graduate Programs. Credits taken at Peru State College prior to admission to the graduate program must fall within the 7-year time frame allowed for program completion; however, exceptions may be allowed according to the Nebraska State College System Board policy. Transfer credits are only applied toward elective credits within the program. A maximum of six (6) transfer credits may be applied toward the degree requirements.

Students request permission from the Dean of Graduate Programs for approval of transfer credits to be applied to a program of study by submitting the Transfer Request form (see Appendix A) and requesting an official transcript be sent to the Dean of Graduate Programs. The Dean of Graduate Programs retains the right to request a student to provide course descriptions/syllabi for the courses being considered for transfer. ***All transfer credit requests must be submitted during the initial admissions phase and prior to beginning the program of study.***

**Withdrawal From Courses**

To improve conditions associated with student success, there is no longer an add/drop period during the first week of 8-week courses. Students will need to add or drop these courses before the start date. Courses will be available the weekend before the start date for those registered.

Please check the course descriptions and syllabi to review course requirement.

## **Appendix A**

Application for Transfer Credit



**Application for Coursework to be Transferred to Peru State College**

*Graduate Programs Office  
Peru State College  
P.O. Box 10  
Peru, NE 68421*

A maximum of 6 credit hours may be allowed to substitute for Peru State College coursework.

Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Address: \_\_\_\_\_

.....

Name of Institution: \_\_\_\_\_

(Institution where transfer request course was completed)

Number and Name of Course: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_ Grade: \_\_\_\_\_

Peru State College Course to Replace: \_\_\_\_\_

.....

Name of Institution: \_\_\_\_\_

(Institution where transfer request course was completed)

Number and Name of Course: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_ Grade: \_\_\_\_\_

Peru State College Course to Replace: \_\_\_\_\_

Please consider the course(s) listed above for transfer as elective courses for my Master of Science in Organizational Management degree program.

\_\_\_\_\_  
Student Signature Date

.....

***It is the student's responsibility to request that an official transcript(s) be sent to Peru State College.***

**Office Use Only**

Substitution will be allowed at Peru State College for the course(s) and semester hours listed above.

**APPROVAL:**

\_\_\_\_\_  
Greg Seay, Dean of Graduate Programs Date

**Appendix B**

August Degree Candidates

## August Degree Candidates

### Graduation Commencement Participation Information

Peru State College grants appropriate degrees to eligible candidates following the close of the summer session - August. There is no graduation ceremony during the summer term. However, the College does provide the opportunity for participation in a formal commencement. Candidates for graduate degrees to be granted in August may elect one of the following options.

#### OPTION I:

Attend the graduation ceremony of the May commencement preceding completion of your August degree requirements. **You may only elect this option if you will have completed ALL requirements by the August graduation deadline of that term.** If this option is elected the student will:

- Complete an application for August graduation at the same time as students who file for May graduation. Individuals are responsible for contacting the Graduate Programs Office requesting inclusion in the May commencement. The deadline is October 1 of the preceding year.
- Individuals will wear the appropriate cap and gown, which must be ordered from the Peru State College campus bookstore. The student is responsible for ordering and purchasing graduation attire.
- Individuals will be recognized by walking onto the stage along with all other graduates.
- Only the diploma cover will be presented. The signed insert will be mailed upon completion of degree requirements in August.
- The student's permanent academic record (transcript) and diploma will indicate an August date of graduation.
- Graduation fees will be the same amount required of preceding May degree applicants.
- This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).

#### OPTION II:

Attend the graduation ceremonies of the May commencement following completion of degree requirements in August. Essentially this would be one year later. If this option is elected the student will:

- Complete an application for August graduation at the regular time requested of August degree candidates, which is October 1 of the preceding year.
- Individuals are responsible for contacting the Graduate Programs Office requesting inclusion in the subsequent May commencement. This must be done during the first five weeks of the spring semester prior to the May commencement.
- Individuals will wear the appropriate cap and gown which must be ordered from the Peru State College campus bookstore. The student is responsible for ordering and purchasing graduation attire.
- Individuals will be recognized by walking onto the stage along with other graduates.
- Individuals will receive a diploma cover on stage. This must be returned immediately to the office of Student Records following the ceremony. (Appropriate diploma already will have been received the previous August following close of summer term.) No additional fee is required.
- This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).

**Appendix C**  
Capstone Evaluation Rubric

<b>MSOM Capstone Evaluation Rubric</b>					
The final project of the MSOM program requires an internship, action/applied research project, or a thesis. The internship is evaluated utilizing a separate format. Completion of the final project requires the student to provide proof of substantial understanding of key conceptual and content related issues related to the coursework of the program, whether applied theoretically or practically to a final written project. Students must also provide proof of cognitive development through a research project that clearly identifies the student's ability in problem identification, research methodology, research reporting, writing and formatting skills.					
Anchor-Weight of Category	Poor 1	Fair 2	Good 3	Excellent 4	Score
Conceptual Development (20%)	Student fails to identify or associate key theoretical and practical concepts of coursework completed during degree program to support research project	Student identifies but does not fully associate key theoretical and practical concepts of coursework completed during degree program to support research project	Student identifies and utilizes key theoretical and practical concepts of coursework completed during degree program to a relevant extent in research project	Student clearly identifies, utilizes and substantiates key theoretical and practical concepts of coursework completed during degree program to significantly support research project	
Identification and Support of Primary Research Question (20%)	Student fails to clearly identify and support primary research question	Student identifies primary research question with little substantiation of underlying research issues	Student clearly identifies primary research question with some substantiation of underlying research issues	Student clearly identifies and explains primary research question and provides substantial rationale to support underlying research issues	
Research Methodology and Data Analysis Skills (20%)	Student fails to identify and explain principles of specific methodology and data analysis utilized in research project	Student identifies specific methodology and data analysis utilized in research project, however, provides little explanation or rationale to support use of such methodology and inadequate supporting	Student clearly identifies, explains and provides rationale for use of specific methodology and data analysis utilized in research project and provides adequate supporting materials	Student clearly identifies, explains and provides substantial rationale for use of specific methodology and data analysis utilized in research project and provides extensive supporting materials	

		materials			
Reporting Skills (20%)	Fails to provide an adequate level of critical thinking, reflective, organizational, evaluative and data interpretation skills in final report of research project substantiated by a number of acceptable sources <Less than 15 sources>	Provides an adequate level of critical thinking, reflective, organizational, evaluative and data interpretation skills in final report of research project substantiated by a number of acceptable sources < 16-20> sources	Provides a significant level of critical thinking, reflective, organizational, evaluative and data interpretation skills in final research report substantiated by a significant number of acceptable sources <24-27> sources	Provides superior critical thinking, reflective, organizational, evaluative and data interpretation skills in final research report substantiated by a significant number of acceptable references and supporting sources <30+sources>	
APA Format & Writing Skills (20%)	Student fails to utilize proper APA format, verb tense, spelling, punctuation and grammar throughout project. (7 or more mistakes)	Student generally utilizes proper APA format, verb tense, spelling, punctuation and grammar throughout project. (5-6 mistakes)	Student adequately utilizes proper APA format, verb tense, spelling, punctuation and grammar throughout project. (3-4 mistakes)	Student consistently utilizes proper APA format, verb tense, spelling, punctuation and grammar throughout project- (1-2 mistakes)	
Total Score					

**Appendix D**  
Course Descriptions

## Course Descriptions

Students can view a generic syllabus for each course through the Graduate Programs web site – forms & documents page. View the Course Descriptions and click on the course name to view the generic syllabus.

### **550 Organization Development and Change (3 hours)**

Prerequisite: Graduate Status

Organizational development is considered as a multi-step process that may involve a wide variety of interventions. Interventions from those involving basic human processes to those requiring planning at the strategic level are considered in this course, with a particular emphasis on selecting appropriate interventions based on thoughtful diagnosis of organizational issues.

### **551 Program Evaluation (3 hours)**

Prerequisite: Graduate Status

The purposes, procedures, and techniques of effective evaluation processes are considered, with an emphasis on informing those involved in organization change efforts. Students have the opportunity to prepare a detailed evaluation plan.

### **552 Management of Innovation and Growth (3 hours)**

Prerequisite: Graduate Status

Understanding innovation as a process and creating the conditions for this process to occur successfully within an organization are the main themes of this course. Common routes to organizational growth are also considered as is dealing with issues associated with rapid growth.

### **553 Conflict Management and Mediation (3 hours)**

Prerequisite: Graduate Status

Conflict is inevitable, but it does not have to be debilitating for individuals and organizational/social systems. This course explores the theory and practice of dispute resolution using interest-based mediation and negotiation techniques. Students gain a broad understanding of mediation and negotiation strategies, learn skills that lead to greater success in managing conflict, and develop confidence in the mediation process as an effective means for resolving interpersonal, organizational, and community disputes.

### **581 Human Resource Development (3 hours)**

Prerequisite: Graduate Status

Human Resource Development (HRD) focuses on maximizing employees' contributions to individual and aspects of organizational success. HRD encompasses training and skill development, career development, and organizational development and change. This course will emphasize the development and functioning of employees as adult learners in productive work environments. **This course is an elective course and is not counted toward the degree.**

**Students who successfully complete this course will also receive a Certificate of Achievement in Organizational Development.**

### **597 Directed Study in Management (1-4 hours)**

Prerequisite: Permission of the Dean of Graduate Programs

### **598 Special Topics (1-3 hours)**

Prerequisite: Permission of the Dean of Graduate Programs

### **599 Independent Study in Management (1-3 hours)**

Prerequisite: Permission of the Dean of Graduate Programs

**601 Study Design and Data Collection (3 hours)**

Prerequisite: Graduate Status

The development of appropriately phrased research questions and alternative methods of inquiry are considered, as are factors influencing validity and reliability. Although survey methods are considered in detail, qualitative approaches also receive attention.

**602 Statistical Methods and Data Analysis (3 hours)**

Prerequisite: Graduate Status

A variety of statistical techniques frequently used in social science research are covered. Using statistical software, interpreting data, and drawing appropriate conclusions are emphasized.

**660 Theories of Entrepreneurship (3 hours)**

Prerequisite: Graduate Status

Individual and social perspectives regarding entrepreneurs and entrepreneurial activity are considered with an emphasis on understanding factors that facilitate entrepreneurship.

**661 New Venture Planning and Financing (3 hours)**

Prerequisite: Graduate Status

Various business planning and venture financing models are considered, as are resources available to facilitate these activities. Developing skills to evaluate the decisions made in these areas by others is emphasized.

**662 E-Commerce and Internet Communication (3 hours)**

Prerequisite: Graduate Status

E-commerce as a business model, particularly for new ventures, is considered. Sourcing support services and software for e-commerce and Internet marketing strategies are emphasized.

**663 Economic Development (3 hours)**

Prerequisite: Graduate Status

Economic development is considered from the perspective of a practical set of social policies, community strategies, and resources available at the local, state and federal level. Innovative regional and community approaches and planning for economic development are emphasized.

**696 Action Research Project I (3 hours)**

Prerequisite: Permission of the Dean of Graduate Programs

**697 Action Research Project II (3 hours)**

Prerequisite: Permission of the Dean of Graduate Programs

## **Appendix E**

### **Guidelines for Completing an Action Research Project**

## **Guidelines for Completing an Action Research Project**

(3-6 credit hours)

*Mgmt 696/697 Prerequisite: Permission of Dean of Graduate Programs and substantial completion of the program (normally 27 hours)*

The Action Research Project is a scholarly work that does not necessarily conform to the format of a thesis. The Action Research Project should relate to the student's area of interest and professional practice, and should represent the culmination of the program. It may consist of an approved research project or alternative, e.g., a grant application and implementation. The Dean of Graduate Programs grants approval of the project. The Faculty Mentor will oversee the research project and upon completion, recommend approval to the Dean of Graduate Programs.

The criteria as identified in the approved description include:

- a. The Action Research Project should relate to the student's practitioner status or interest.
- b. The Action Research Project should reflect current research.
- c. The Action Research Project should constitute a major experience in the Master of Science Degree program. Items a and b above indicate that some review of current literature in the student's area of emphasis would be incorporated into a major experience.
- d. The Action Research Project represents the culmination of the program. Along with the prerequisites cited above, the intention is for this project to be completed near the end of the program. Some judgment needs to be exercised by the Faculty Mentor in determining what constitutes "near the end," but the recommended time for registering for the project would be after completing a minimum of 27 hours of the approved program.

### **Action Research Project Process for Completion**

Following are the steps to be taken as a graduate student works toward completion of the Action Research Project:

1. Students are encouraged to complete Mgmt 601 - Study Design and Data Collection. In this course you may determine your research project and you are permitted to write the first three chapters of your research paper, following APA guidelines.
2. Request a faculty member of your choice to serve and the mentor for your research project and then complete the Permission to Register form required for the action research project (Mgmt696). Submit the form to the Dean of Graduate Programs who will arrange for your registration in the course and verify the Faculty Mentor assigned to oversee your project.
3. Remember that your Faculty Mentor is your advocate. Keep in touch and communicate frequently as you write your paper. Discuss the guidelines of the Action Research Project with your Faculty Mentor. Discuss topic, procedures, and timelines with your Faculty Mentor. Your Faculty Mentor will provide you with further information about the process for doing the research and writing. Begin your research project. Submit a copy of your research permission to register form to your Faculty Mentor for your file. Continue to confer with your Faculty Mentor during the process.

4. Register for the second Action Research Project course (Mgmt 697) as soon as your Faculty Mentor gives you permission. Typically, this is done after you have had your program proposal approved and after you have completed 27 hours in the master program. You should register for the course during the term in which you will complete your project and the writing of your final report. The report should be a minimum of 10 pages for each credit hour received (30 pages).
5. When your research is completed, collaborate with your Faculty Mentor as you complete Chapters 4 and 5. Your Faculty Mentor will make suggestions and recommendations.
6. When your research project is completed, you submit a final copy of your paper to your Faculty Mentor. Minor revisions may be necessary to meet the expectations for the project report.
7. Suggested format for your final completed paper:
  - a. Cover page
  - b. Action Research Acceptance Form
  - c. Abstract – a one-page summary of your study. Look in the current APA manual for samples and suggestions on how to write the abstract.
  - d. Table of Contents (List the items with appropriate page numbers) The Table of Contents should be double-spaced. You may use dots (periods) to indicate page numbers as in the example:
 

Chapter I.....	2
Chapter II.....	6
  - e. Chapter 1, 2, 3, 4, and 5
 

Chapter 1 – Introduction
Chapter 2 – Review of Literature
Chapter 3 – Methods and Procedures
Chapter 4 – Results
Chapter 5 – Conclusions and Recommendations
  - f. References
  - g. Appendices
  - h. Permission to do research letter from your school district
8. Once your project report has been approved by your faculty mentor, you submit a final copy of your Action Research Project paper to the Dean of Graduate Programs. That copy should be in a three ring binder or spiral bound.
9. If the Action Research Project is not completed during a regular grading period, the Faculty Mentor may recommend a grade of “Incomplete.”
  - a. The student and Faculty Mentor must complete a contract for “Incomplete” coursework indicating the reasons for the “Incomplete” grade and describing the work remaining before a letter grade may be assigned for Mgmt 696/697. The contract is submitted to the Dean of Graduate Programs.
  - b. The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
  - c. **All unfinished work for the Master of Science Degree must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**

## **Appendix F**

### Guidelines for Completing a Graduate Internship

## **Guidelines for Completing a Graduate Internship (3-6 credit hours)**

*Prerequisite: Permission of the Dean of Graduate Programs and substantial completion of the program (normally 27 hours)*

A student may select to propose an **internship** that will allow him/her to apply the concepts from the graduate program. The internship will need to be arranged by the individual and approved by the Dean of Graduate Programs, as evidenced by the completion of the internship documents. A minimum of 40 hours is completed for each credit hour of internship that the student selects to complete. A final reflective paper that demonstrates the knowledge and skills gained in relation to the focus of the program is required. Complete requirements for the internship can be found on the Graduate Programs web site.

The requirements for completion of the Graduate Internship are as follows:

1. Students are encouraged to complete the major part of the program (normally 27 hours). The student should have successfully completed Mgmt 601 – Study Design and Data Collection.
2. The student consults with the Dean of Graduate Programs to arrange internship opportunity.
3. The student discusses the timeline for the completion of the internship with the Dean of Graduate Programs and submits the initial internship paperwork to the Dean of Graduate Programs for approval of placement.
5. The student completes internship, as identified from placement documentation, and keeps a log of hours and activities.
6. The student arranges an appointment via phone or in person with the Dean of Graduate Programs at the end of the internship experience to discuss the internship and its impact in the student's development. At this time, all remaining documentation (time logs, Internship Evaluation, and Reflective Paper) should be submitted. The Graduate Programs office recommends that the Reflective Paper should be a minimum of 4 pages for each credit hour received.
7. The Dean of Graduate Programs reviews internship materials, determines whether further revision is needed or if paper merits completion and a final grade, and submits grade to the Student Records Office.
8. If the Internship is not completed during a regular grading period, the Dean of Graduate Programs may recommend a grade of "Incomplete."
  - a. The student and Dean of Graduate Programs must complete a contract for "Incomplete" coursework indicating the reasons for the "Incomplete" grade and describing the work remaining before a letter grade may be assigned for Mgmt 695.
  - b. The Dean of Graduate Programs submits a grade of "Incomplete" to the Student Records Office.
  - c. **All unfinished work for the Graduate Internship must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**

## **Appendix G**

### Guidelines for Completing a Thesis

## **Guidelines for Completing a Thesis** (3-6 Credit Hours)

Mgmt 696/697 Prerequisite: *Permission of the Dean of Graduate Programs and substantial completion of the program (normally 27 hours)*

A student may select to propose to complete a **Thesis** which involves a formal research of a topic related to the student's field of interest. It can conform to experimental, descriptive, or historical approaches, and is presented in the most current standard APA (American Psychological Association) five-chapter configuration. Unlike an Action Research Project, the focus of the endeavor will not be the participant's own career situation. The student's Faculty Mentor and the Dean of Graduate Programs grant approval of the project.

The requirements for completion of the Master of Science Degree Thesis are as follows:

1. The student is encouraged to complete the required research courses, Mgmt 601 - Study Design and Data Collection and/or Mgmt 602 - Statistical Methods and Data Analysis.
2. The student completes the major part of the program (normally 27 hours).
3. The student consults with the Dean of Graduate Programs to arrange for a Faculty Mentor and to discuss potential topics and procedures for the Thesis. The Faculty Mentor oversees the thesis process.
4. The student discusses the timeline for the completion of the Thesis with his/her Faculty Mentor.
5. The student submits a copy of the written proposal describing the Thesis (APA style) to the Faculty Mentor.
  - a. Statement of essential topic (e.g., thesis statement) and rationale for the Thesis
  - b. Brief, preliminary review of literature
  - c. Description of procedures to be followed, including the timeline with estimated completion date
  - d. Description of population (if applicable)
  - e. Assessment strategies
  - f. Projected conclusions (i.e., hypothesis), if applicable
6. The Faculty Mentor arranges a meeting with the student to review proposal and note corrections and suggestions. The revised proposal is submitted to the Dean of Graduate Programs to determine if project is exempt from the Institutional Review Board (IRB) process. If the project is exempt, the student proceeds under the direction of the Faculty Mentor. If IRB approval is necessary, the Board will consider the proposal and may request additional information. If the project is not approved by the IRB, the student returns to Step #3 and proceeds with the approval process. When approved, the Faculty Mentor notes this on the Permit to Register Form.
7. The Faculty Mentor accepts the proposal, signs and submits it to the Dean of Graduate Programs for approval. The Dean of Graduate Programs signs the Permission to Register Form and places it in the student's file.

8. The student discusses the proposal with the Faculty Mentor, making necessary additional adjustments.
9. The student begins the Thesis. Student meets with the Faculty Mentor at regularly-scheduled sessions. It is the responsibility of the Faculty Mentor to monitor progress.
10. The student presents the completed Thesis to the Faculty Mentor for review and possible recommendation of revisions. The Thesis may be a minimum of 10 pages for every credit hour received.
11. The student revises if necessary.
12. The student submits a copy of the final Master of Science Degree Thesis to the Faculty Mentor.
13. The Faculty Mentor reviews the completed thesis and approves or rejects the completed thesis.
14. The Faculty Mentor meets with the student to revise and resubmit for final approval to the Dean of Graduate Programs who will sign the Thesis Acceptance Form indicating final paper approval.
15. When approved, Faculty Mentor submits the final Master of Science Degree Thesis and the Acceptance Form to the Dean of Graduate Programs.
  - a. Final Thesis is archived in the Graduate Programs Office.
  - b. Thesis Acceptance Form is placed in the student's file in the Graduate Programs Office.
16. The Faculty Mentor signs the appropriate document recommending a final grade to the Dean of Graduate Programs.
17. The Dean of Graduate Programs submits the final grade to the Student Records Office.
18. If the thesis is not completed during a regular grading period, the Faculty Mentor may recommend a grade of "Incomplete."
  - a. The student and Faculty Mentor must complete a contract for "Incomplete" coursework indicating the reasons for the "Incomplete" grade and describing the work remaining before a letter grade may be assigned for Mgmt 696/697. The contract is submitted to the Dean of Graduate Programs.
  - b. The Dean of Graduate Programs submits a grade of "Incomplete" to the Student Records Office.
  - c. **All unfinished work for the Master of Science Degree Thesis must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**

## **Appendix H**

### Online Course Rotation Schedule

### Online Course Rotation Schedule

<b>8 Week Online Core Courses</b>	<b>Summer</b>	<b>Fall I</b>	<b>Fall II</b>	<b>Spring I</b>	<b>Spring II</b>
MGMT 550 Organizational Development and Change		<b>X even years</b>			
MGMT 551 Program Evaluation			<b>X even years</b>		
MGMT 552 Management of Innovation and Growth				<b>X odd years</b>	
MGMT 553 Conflict Management and Mediation					<b>X odd years</b>
Mgmt 601 Study Design and Data Analysis	<b>X odd years</b>				
Mgmt 602 Statistical Methods and Data Analysis	<b>X even years</b>				
MGMT 695 Graduate Internship	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
MGMT 696 Thesis/Action Research Project I	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
MGMT 696 Thesis/Action Research Project II	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>8 Week Online Courses - Area of Concentration Courses</b>					
MGMT 660 Theories of Entrepreneurship		<b>X odd years</b>			
MGMT 661 New Venture Planning and Financing			<b>X odd years</b>		
MGMT 662 E-Commerce and Internet Communication				<b>X even years</b>	
MGMT 663 Economic Development					<b>X even years</b>
<b>Certificate of Achievement Course*</b>					
MGMT 581 Human Resources Development	<b>X</b>				

**Appendix I**  
Recommendation Form



## Recommendation Form

# Peru State College

*Member Institution of the Nebraska State College System*

[www.peru.edu](http://www.peru.edu)

### Master of Science in Organizational Management – Entrepreneurial and Economic Development

#### PART 1: TO BE COMPLETED BY THE APPLICANT

Name of Applicant: *(Please print clearly or type)*

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Under PL 90-147, Sec. 438, I voluntarily waive (\_\_\_\_), do not waive (\_\_\_\_) my right to examine the following confidential evaluation.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### PART 2: TO BE COMPLETED BY THE PERSON WRITING THE RECOMMENDATION:

Please fill out the following information and return this form to:

***Office of Graduate Admissions, Peru State College, P.O. Box 10, Peru, NE 68421***

The applicant is/was  my employee  my student  my constituent  other, please specify \_\_\_\_\_

Please rate the applicant in the areas indicated below by comparing him or her to other students and/or professionals with similar experience.

	Top 5%	Top 25%	2 <sup>nd</sup> 25%	3 <sup>rd</sup> 25%	Last 25%	Unable to Rate
Knowledge in subject of proposed study						
Ability to grasp new concepts						
Originality and intellectual creativity						
Mathematical and logical thought						
Ability to analyze problems and formulate solutions						
Written expression						
Oral expression						
Perseverance toward goals						
Ability to get along with others						

Other information you believe should be considered by the admissions committee:

Summary Recommendation

Recommend enthusiastically  Recommend  Recommend with reservations  Do not recommend

\_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_ Organization \_\_\_\_\_

\_\_\_\_\_ City, State, and Zip Code \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

## **Appendix J**

### Student Timeline for Completing Coursework

## Student Timeline

### For Completion of a Master of Science in Organizational Management Degree

Prior to Enrollment
<ul style="list-style-type: none"> <li>• Submit the online Application for Admission to Peru State College to the Graduate Admissions Office.</li> <li>• Submit Official Transcripts to Graduate Admissions Office (<i>must be mailed from the institution</i>).</li> <li>• Submit two recommendation forms (one must be from an immediate supervisor). Recommendations from family members are not acceptable. Use Official Recommendation Form and submit to the Graduate Admissions Office.</li> <li>• Submit a copy of your resume to the Graduate Admissions Office</li> <li>• Apply for Financial Aid if you will require such assistance.</li> </ul>
After 18 hours (prior to 24 hours)
<ul style="list-style-type: none"> <li>• Submit Application for Admission to Candidacy and Program of Study forms to Graduate Programs Office, Peru State College, P.O. Box 10, Peru, NE 68421.</li> <li>• Must be fully-admitted to program (have transcript, recommendation forms, resume certificate submitted to PSC)</li> <li>• Successful completion of Mgmt 601 – Study Design and Data Collection.</li> <li>• Overall graduate coursework GPA with Peru State College must be 3.0 or higher</li> </ul>
Checkpoint #3
<ul style="list-style-type: none"> <li>• Submit Application for Graduation and \$40.00 application fee to Graduate Programs Office, Peru State College, P.O. Box 10, Peru, NE 68421. Deadlines are: October 1 – for students planning to graduate the following May or August March 1 – for students planning to graduate the following December</li> <li>• Complete all required coursework.</li> <li>• Complete Exit Survey.</li> </ul>