Peru State is an equal opportunity institution. Peru State College does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, 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, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

This catalog contains official information for the 2015-2016 academic year. The College reserves the right to repeal, change, or amend academic and other policies, as well as tuition and fees, and may withdraw, add to, or modify courses and programs at any time.

The College phone numbers are:
(402) 872-3815
800-742-4412

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

Graduate Programs phone number is:
(402) 872-2314

Graduate Programs Home Page address is:
http://www.peru.edu/graduate/
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### ACADEMIC CALENDAR
#### FALL SEMESTER 2016

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<th>Event</th>
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</tr>
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<tbody>
<tr>
<td>Last day to drop/add Term I classes (8 weeks)</td>
<td>Sunday August 21</td>
</tr>
<tr>
<td>Online Term I (8 weeks) classes begin</td>
<td>Monday August 22</td>
</tr>
<tr>
<td>Labor Day Holiday (offices closed)</td>
<td>Monday September 5</td>
</tr>
<tr>
<td>Payment Deadline – 1st 8 week session (late fees after this date)</td>
<td>Tuesday September 5</td>
</tr>
<tr>
<td>Mid-Term – Online Term (8 weeks)</td>
<td>Friday September 16</td>
</tr>
<tr>
<td>Last day to withdraw from Term I (8 weeks) classes with a “W”</td>
<td>Friday September 23</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Saturday October 1</td>
</tr>
<tr>
<td>Applications for May/August 2017 graduation due</td>
<td>Saturday October 1</td>
</tr>
<tr>
<td>Online Term I (8 weeks) classes end</td>
<td>Friday October 14</td>
</tr>
<tr>
<td>Last day to add/drop Term II classes (8 weeks)</td>
<td>Sunday October 23</td>
</tr>
<tr>
<td>Online Term II (8 weeks) classes begin</td>
<td>Monday October 24</td>
</tr>
<tr>
<td>Payment Deadline – 2nd 8 week session (late fees after this date)</td>
<td>Monday November 7</td>
</tr>
<tr>
<td>Registration for Spring Semester 2017</td>
<td>Tuesday-Thursday November 15-17</td>
</tr>
<tr>
<td>Mid-Term – Online Term II (8 weeks)</td>
<td>Friday November 18</td>
</tr>
<tr>
<td>Last day to withdraw Term II (8 weeks) classes with a “W”</td>
<td>Friday November 25</td>
</tr>
<tr>
<td>Fall Break (offices closed – Thursday and Friday)</td>
<td>Wednesday-Friday November 23-25</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Tuesday-Friday December 13-16</td>
</tr>
<tr>
<td>Term II classes end</td>
<td>Friday December 16</td>
</tr>
<tr>
<td>December 2016 Graduation (formal ceremony held in May 2017)</td>
<td>Friday December 16</td>
</tr>
</tbody>
</table>

#### SPRING SEMESTER 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop/add Term I classes (8 weeks)</td>
<td>Sunday January 8</td>
</tr>
<tr>
<td>Online Term I (8 weeks) classes begin</td>
<td>Monday January 9</td>
</tr>
<tr>
<td>Payment Deadline – 1st 8 week session (late fees after this date)</td>
<td>Monday January 23</td>
</tr>
<tr>
<td>Mid-Term – Online Term (8 weeks)</td>
<td>Friday February 3</td>
</tr>
<tr>
<td>Last day to withdraw from Term I (8 weeks) classes with a “W”</td>
<td>Friday February 10</td>
</tr>
<tr>
<td>Summer Session early registration</td>
<td>Monday February 27</td>
</tr>
<tr>
<td>Applications for December 2017 graduation due</td>
<td>Wednesday March 1</td>
</tr>
<tr>
<td>Online Term I (8 weeks) classes end</td>
<td>Friday March 3</td>
</tr>
<tr>
<td>Last day to add/drop Term II classes (8 weeks)</td>
<td>Sunday March 10</td>
</tr>
<tr>
<td>Online Term II (8 weeks) classes begin</td>
<td>Monday March 13</td>
</tr>
<tr>
<td>Payment Deadline – 2nd 8 week session (late fees after this date)</td>
<td>Monday March 27</td>
</tr>
<tr>
<td>Registration for Fall Semester 2016</td>
<td>Tuesday-Thursday April 4-5</td>
</tr>
<tr>
<td>Mid-Term – Online Term II (8 weeks)</td>
<td>Friday April 7</td>
</tr>
<tr>
<td>Last day to withdraw Term II (8 weeks) classes with a “W”</td>
<td>Friday April 14</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday April 17</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Tuesday-Friday May 2-5</td>
</tr>
<tr>
<td>Term II classes end</td>
<td>Friday May 5</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday May 6</td>
</tr>
</tbody>
</table>

#### SUMMER SESSION 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Internships begin</td>
<td>Monday May 8</td>
</tr>
<tr>
<td>Payment Deadline - Internships</td>
<td>Monday May 22</td>
</tr>
<tr>
<td>Last day to drop/add summer session classes</td>
<td>Sunday June 4</td>
</tr>
<tr>
<td>Summer Session begins (graduate and undergraduate)</td>
<td>Monday June 5</td>
</tr>
<tr>
<td>Payment Deadline - Summer Session</td>
<td>Monday June 19</td>
</tr>
<tr>
<td>Last day to withdraw classes with a “W” (8 weeks)</td>
<td>Friday July 7</td>
</tr>
<tr>
<td>Summer Session ends (graduate and undergraduate)</td>
<td>Friday July 28</td>
</tr>
<tr>
<td>Summer Internships end</td>
<td>Friday August 4</td>
</tr>
<tr>
<td>Summer Graduation Date (formal ceremony held in May 2017)</td>
<td>Friday August 4</td>
</tr>
</tbody>
</table>
AN INTRODUCTION TO PERU STATE COLLEGE

Peru State’s History
Peru State’s “Campus of a Thousand Oaks,” a member of the Nebraska Statewide Arboretum, is nestled in the hills of historic southeast Nebraska on the Missouri River. The College offers a mix of innovative online and traditional classroom undergraduate and graduate programs, including online graduate degrees in education and organizational management.

Nebraska’s first college, established in 1867 as a teacher training school with one building and 60 students, has transformed over the past century and a half into a state-of-the-art institution offering diverse, multifaceted educational programs to around 2,400 students. Peru State has long been a wellspring of leadership, an invaluable resource for communities and businesses, and a source of accomplished graduates known for their excellent education and professional competence. The College has enjoyed considerable support from the State of Nebraska, with more than $50 million of campus renovation projects funded over the last decade. While we serve students around the globe, Peru State retains a special commitment to serve the residents and needs of the southeast Nebraska community through education, research, and public service programs.

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 college continues its commitment to making a vital contribution to the future of the region and the state.

Vision
Peru State will be a college of choice fostering excellence and student achievement through engagement in a culture that promotes inquiry, discovery, and innovation.

Values
Educational engagement is an active approach to teaching and learning that considers the diversity of students and creates a culture of ownership, inclusion, and leadership. It empowers all students and employees to connect personally with the educational experience, others and society by creating opportunities for direct involvement in learning.

Engaged educators and learners seek to understand and respect multiple perspectives in the search for solutions to problems through inquiry and research. This process facilitates the discovery of new ideas and better practices. These discoveries, along with continuous reflection and a commitment to service, foster a culture of innovation resulting in progressive change that benefits society.

Goals
Peru State seeks 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 and the telephone number is (312) 263-0456. The College has been accredited by the organization since 1915. In 2012, Peru State received continuing accreditation for the next 10 years from the Higher Learning Commission. The College received the best possible evaluation result, with no follow up visits or other reporting required, placing it in an elite group of institutions in the region.

Peru State 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 is also a charter member of the Nebraska Council on Teacher Education. Peru State is a member institution of the Nebraska State College System.
GRADUATE ADMISSION INFORMATION

Apply for Graduate Admission
The Office of Graduate Programs at Peru State College welcomes inquiries and applications from all individuals who wish to pursue their educational graduate goals.

Peru State College is committed to the policy and practice that all persons have the equal opportunity and access to graduate programs without discrimination on the basis of race, color, national origin, marital status, gender, age, religion, or disability.

The Office of Graduate Programs provides the following tips for graduate students considering enrollment at Peru State College:

- Students are encouraged to apply online at www.peru.edu/graduate.
- All graduate students seeking admission must complete the online Graduate Application for Admission.
- The Office of Graduate Programs receives and processes all graduate applications and required documentation, and issues acceptance notification. Correspondence concerning the admission process and requests for applications should be directed to the Office of Graduate Programs.
- Students seeking the Master of Science in Organizational Management degree must submit the following documentation to the Office of Graduate Programs:
  - Completed online graduate Application for Admission;
  - Official transcript of conferred bachelor degree from an accredited institution with a GPA of at least 3.0;
    - Former Peru State College Students are not required to submit a PSC transcript.
  - Two Peru State Master of Science in Organizational Management Recommendation forms with one from an immediate supervisor. (Recommendation forms from family members are not acceptable). Recommendation forms are located on the Graduate Programs web site on the Forms & Documents page.
  - Professional resume.

Admission may be invalidated if granted on the basis of false information willfully submitted or if facts required in the application process are intentionally concealed or omitted.

Notice of Admission
Applicants will receive an email notification from the Office of Admissions that the online application has been received. The online application is then processed into Peru State’s student information system at which time applicants will receive email from the Office of Graduate Programs that the application has been processed. At the appropriate registration date, students are allowed to register for courses for the semester admission has been granted. Submission of the required documents must be submitted before the end of the first semester of attendance in order to continue registration for future semesters. Applicants will receive a letter notifying them of their full admission status when all documentation necessary for an admissions decision has been submitted to the Office of Graduate Programs.

Nebraska State College System Joint Enrollment
Students must complete the following steps to enroll in a course at another school within the Nebraska State College System (NSCS):

1. Meet with your faculty advisor. It is the student’s responsibility to consult with his or her advisor at the Home institution for clarification of how the coursework will apply toward his or her degree.
2. Meet with the financial aid office at the Home institution to fill out the consortium agreement for coursework completed through the NSCS Joint Enrollment Program in order for that coursework to apply toward the student’s federal financial aid (if applicable.)
3. Complete the Joint Enrollment Application available through the NSCS web site.
Readmission

Readmission is for students who have previously attended Peru State College but have interrupted their enrollment. All post-graduate students who previously attended Peru State and withdrew or discontinued their studies for two semesters or more (summer term excluded) seeking an additional academic program 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.

Students who are academically suspended will not be considered for readmission for two full semesters, not including summer term.

All post-graduate students with any break in attendance of more than 3 years will be required to reapply with the full application and update all required documents.

Transfer of Credit

Graduate credit earned from another accredited graduate institution may be applied toward the Master of Science degree provided: (1) the hours are of a grade of “B” or above; (2) the credits would have counted toward a graduate degree program at the institution where earned; (3) courses must have been completed within the last seven years from the date of first class with Peru State; and (4) 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 seven-year timeframe allowed for program completion; however, exceptions may be allowed according to the Nebraska State College System Board policy. Transfer credits are applied toward elective credits only within the program. A maximum of six (6) transfer credit hours may be applied toward the degree requirements.

Students must 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 located on the Graduate Programs web site on the Forms & Documents page and by requesting that an official transcript from the institution where credit was received 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 admission phase and prior to the beginning of the program of study.**

Personal Enrichment

Students not pursuing the graduate degree program may take courses with Peru State after completion of the online Personal Enrichment (Graduate level) application. Previous academic transcripts and other required documentation for admission to the degree program are not required. **Students taking courses as non-degree seeking students cannot receive financial aid.** All elective 500-level courses are available for enrollment.

Application Process:
- Submit a completed online Personal Enrichment (Graduate level) Application for Admission.

Transient Students

Transient students are students taking credits at Peru State to complete a degree at another institution. Transient students may complete courses at Peru State after completion of the online Application for Admission and providing proof of good standing at the previous institution.

Application Process
- Submit a completed online graduate Application for Admission.
- Submit proof of good standing at the previous institution in the form of a transcript or letter from the registrar at the previous institution.
EXPENSES and FINANCIAL AID

The expenses for attending Peru State College are set by the Board of Trustees of the Nebraska State College System 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 web site at www.peru.edu.

Nebraska Residency Regulations for Tuition
A Nebraska residency is not required for the Master of Science in Organizational Management; the coursework is completed entirely online.

Dropping a Class
There is not an add/drop period for 8-week courses. To avoid financial obligation, students must add or drop courses before the course start date.

Retaking Coursework
When determining enrollment status for aid eligibility purposes, repeating a previously passed course for the first time only (i.e., one repetition per class), may be included. Regardless of the grade on the second attempt, the course may not be counted again for future aid eligibility.

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 until debts have been paid. Tuition and fee rates are available on Peru State’s web site.

Tuition Refunds
Tuition and fees are refunded in accordance with College policies.

Withdrawal from a Course
Students withdrawing from a portion of their course, but not all courses, will receive no proration of charges. Withdrawal from a course can reduce your federal aid eligibility. Within 30 days of your withdrawal, a Return of 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. The recalculation of funds may result in a balance due to Peru State, an outside donor, and/or the federal government.

Withdrawal – Unofficial (No Show)
Students are considered “no shows” if they do not attend, log in to, complete a scheduled assignment and/or have an instructional interaction in a course during the first two weeks of class (first week for eight week courses). Upon receiving attendance records, Student Records will administratively drop and notify those students not attending or participating in their courses. Students receiving scholarships/financial aid may need to return some or all of their awards.

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. Students who have already completed Term I courses are not eligible for complete withdrawal from college. Withdrawing from college has differing academic and financial consequences depending upon the point in time relative to the course term(s). As a result, the student may owe a portion of his/her financial aid back to the College.

Institutional aid, tuition charges and fees will be reduced based on the schedule listed below. This includes all scholarships, waivers, and supplemental grants not included in the R2T4 calculation.
Outside scholarships will be adjusted according to the schedule below unless donor instructions indicate otherwise. Alternative Loans will only be reduced if a credit balance remains on the student account. If a credit balance exists, it will be used to reduce the balance of a student’s Alternative Loan.

<table>
<thead>
<tr>
<th>Aid and Charges Adjustment Schedule:</th>
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</thead>
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<tr>
<td>Eight Week Session</td>
</tr>
<tr>
<td>First through Fourth Week</td>
</tr>
<tr>
<td>After the Fourth Week</td>
</tr>
</tbody>
</table>

**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. Financial aid consists of scholarships, grants, work-study, and loans. At Peru State, 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 in a degree seeking program 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 web site. Students can monitor their financial aid status and awards through their Student Center in myPSC.

**Requirements for Financial Aid**
Financial aid awards are determined based on an academic year. Generally, 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.

**Institutional Scholarships**
There are no institutional scholarships awarded to graduate students.

**Federal and State 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 two to three weeks after electronically filing their federal tax returns. It is recommended that students file their FAFSA by March 1st.

**Federal Direct Loans Programs**
Loans included in this program consist of Subsidized and Unsubsidized Stafford Student Loans and Parent PLUS Loans. These are long-term low interest loans made available to students and/or parents. Student loan amounts vary depending on grade level and enrollment level.

**Satisfactory Academic Progress Standards for Financial Aid**
According to federal regulations, Peru State is required to monitor standards of satisfactory academic progress (SAP) for students receiving Federal Title IV funding. This includes the Federal Stafford Loan.

Students who are receiving federal 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 3.0 for graduate students to continue to be eligible for aid.
3. **Completion Rate Requirement** – All students must complete the enrollment level they begin.

When determining Hours Enrolled and Hours Required to Complete, repeating a previously passed course for the first time only (i.e. one repetition per class), may be included. Regardless of the grade on the second attempt, the course may not be counted again for future aid eligibility.

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

<table>
<thead>
<tr>
<th>Enrollment Level</th>
<th>Hours Enrolled</th>
<th>Hours Required to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12+ hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>Three-fourths time</td>
<td>9-11 hours</td>
<td>9 hours</td>
</tr>
<tr>
<td>One half time</td>
<td>6-8 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Less than one-half time</td>
<td>Less than 6 hours</td>
<td>All hours</td>
</tr>
</tbody>
</table>

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

Should you be granted a grade change for a term you failed to meet SAP, you must contact our office in writing to request a review of your eligibility.

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.

   **Master’s Degree** – A student pursuing a master’s degree at Peru State may be eligible to receive 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 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 Maximum Time Frame 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, and institutional scholarships.

10. **Automatic Reinstatement** – A student who is placed on financial aid suspension due to the Cumulative GPA or due to the Completion Rate can regain their eligibility. To regain eligibility a student must enroll and complete a minimum of six (6) Peru State 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 he/she has experienced extenuating circumstances which affected his/her ability to meet the SAP requirements, he/she should meet with his/her advisor and implement a Plan for Success.

   Examples of extenuating circumstances that can be considered for an appeal include but are not limited to:
   a. death of a family member
   b. long-term medical – injury or illness of the student.
Examples of extenuating circumstances that CANNOT be considered for an appeal include but are not limited to:

a. loss of internet service
b. books not ordered on time
c. shared book with another student
d. books not available in time
e. personality conflicts with instructor
f. car broke down
g. loss of child’s day-care provider
h. lack of funding to cover travel expenses.

12. Submit an Appeal - An appeal can only be submitted twice during a student’s career (Undergraduate Program or Graduate Program) at Peru State. If submitting an appeal the following information is required.

a. Copy of Plan for Success
   1) Details regarding future enrollment levels (will attend one/half time or full-time.)
   2) Details regarding number of terms it will take to be at the required cumulative GPA.
   3) If it will take more than one term to meet the minimum criteria, details regarding expected progress each term is required (CUM GPA at end of each term.)
   4) Signature of advisor who will be monitoring progress of the Plan for Success.

b. Letter indicating what the extenuating circumstances were, (i.e. hospitalized; documentation or confirmation from attending doctor required), (i.e. 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 ten (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.
Graduate Eligibility
Graduate students are not eligible for grants; however, they can apply for Stafford student loans. Stafford loans have a variable interest rate that is set on July 1st of each year. Repayment begins 6 months after the student exits school or drops below ½ time enrollment. Students must be enrolled for at least 6 credit hours per semester to apply for Stafford loans. The Fall Semester includes classes from August to December. The Spring Semester includes classes from January to May. The summer term includes classes from May to August. We recommend that students preregister for all fall classes prior to the beginning of the fall semester and all spring classes prior to the beginning of the Spring Semester to avoid processing delays.

Summer Financial Aid
Students who wish to apply for summer aid must complete a Summer Financial Aid Application. The Summer Financial aid application will be available as a link in your myPSC portal in late March. Before you can complete the application you must be registered for your summer courses and we must have received your FAFSA results.

Summer financial aid eligibility will be based on the results of your FAFSA form. If you have not already completed a FAFSA form, you can complete this application at www.fafsa.ed.gov. The deadline for filing a FAFSA form is June 30th.

Financial aid eligibility for the summer term will be based on your total enrollment for all sessions within the summer term (mid-May to mid-August). Students who were enrolled for fall and spring semesters and received aid may have limited remaining eligibility for the summer term.

Stafford Loan Eligibility: Student loan recipients who have already borrowed the annual maximum at their grade level would have no remaining loan eligibility for the summer term. The annual maximums are as follows:

- **Dependent Students & Independent Students**
  - Graduate - $20,500

If you have loan eligibility remaining, you will be offered a loan for the summer session. You must be enrolled for at least 6 credit hours to be eligible for loans.
STUDENT SERVICES

STUDENT LIFE
Counseling
A Licensed Student Counselor is on staff in Room 203 of the Center for Achievement and Transition Studies during the regular workweek hours. The counselor’s services are available to all Peru State students at no charge. Appointments are made by the counselor, and drop-ins are welcome when the counselor is not already in session. Distance learners may request counseling via telephone or Skype. To contact the counselor for an appointment, students can call 402-872-2469. After hours emergency counseling services are available by calling Campus Security by 402-872-2241.

Peru State College Online Program
Peru Online is an instructional program which connects student learners with educational programs and resources from any location with access to the Internet. Students can take classes of interest or complete the entire Master of Science in Organizational Management degree program. Students have lectures, discussion, questions, writing assignments, projects and exams. All work is completed online in an 8-week academic period. Peru State College’s educational platform, Blackboard, is easy to master. To facilitate online success, an online student orientation is offered for new students. All new graduate students are required to complete the Blackboard orientation the first time the student takes a course.

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, student areas, residence halls, and at athletic events and Peru State related activities. Peru State reserves the right to use these photographs and videos as a part of its publicity and marketing efforts. Students who enroll at Peru State do so with the understanding that these photographs and videos might include their names, pictures, and voices. Such photographs and videos might be included, published or used in Peru State publications, including print, broadcast or electronic media, for publicity, commercial or marketing purposes. Enrollment at Peru State constitutes students’ consent to the inclusion, publication or use of their names, pictures and voices in Peru State publications, both printed and electronic, without compensation.

Publicity
News releases about Peru State students (including but not limited to scholarship notices, academic honors, athletic distinctions, etc.) and in some cases photographs, will be submitted by the Peru State Marketing and Communications Department to appropriate media outlets based on a student’s permanent address. Students must specify at the time of registration if they do not want to participate.

STUDENTS RIGHTS AND RESPONSIBILITIES
College policies, procedures, and regulations are formulated to facilitate a supportive learning environment, foster the development of individuals responsibility and to protect students’ constitutional rights. Each student is responsible for knowing and complying with Peru State policies, procedures, and deadlines. Policies and regulations may be found in the Peru State College Graduate Catalog.

Students 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.

   The academic community environment is designed to encourage a variety of thoughts, behaviors, and values within the educational goals of the community. An important aspect of the community is the recognition of differences between individuals. In all instances, including informal College activities and associations, each individual should be treated in a fair and unbiased manner. Each member of the academic community shall actively encourage practices that insure that all persons are welcome at the Colleges and are extended all the privileges of the academic community to which they are entitled.
The Colleges do not need prior written consent from a student to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or as otherwise addressed in the Family Education Rights and Privacy Act (FERPA).

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
      The faculty determines the character of courses which includes content and instructional and grading procedure. A student has the right to receive upon request a clarification of the grade received. The faculty of each department, school, or program shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation exhibited prejudice or bias and was based on factors other than student performance. 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 Vice President responsible for Academic Affairs, changes in the grade based upon its findings.

   c. Faculty-Student Consultation
      Faculty 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 education 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 quality and relevancy of the instruction to the department or college involved. Each college 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 expressions 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 contact of College 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 of the College.
c. Student Organizations

Students bring the College 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 of Policy #3100

The Board grants authority to the Presidents 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 Board Policy #3200. Acceptance of this policy by the student is implied as 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 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 College property, may result in disciplinary action being taken against the student.

Students may be ordered to leave the College 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 Student Affairs. Such order shall be given in writing by the Vice President responsible for Student Affairs.

Student 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 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 College 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, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
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 College property 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; or inflicting willful and repeated harm through the use of computers, cell phones, or other electronic devices;
9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or groups 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 College property or on the premises of any student housing unit;
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit;
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 College property, 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. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
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, but not limited to, 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 the disciplinary committee prior to any proceeding, filing a malicious or frivolous complaint, verbal or physical harassment or intimidation of a member of 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 in regard to a disciplinary proceeding;
28. Any act by a student which occurs on the campus, while studying abroad, 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;
30. Discriminating against any student, faculty or staff member on the basis of race, color, national origin, sex, disability, religion or age; and
31. any other activity or conduct prohibited by the College in published policies.
Unreasonably Dangerous or Threatening Conduct Toward Self
Student behaviors and actions that are unreasonably dangerous to self or which threaten the student’s own safety or health may constitute misconduct under this Policy and may be addressed by the College administration through the disciplinary process. When practicable and appropriate, efforts will be made to advise students regarding voluntary withdrawal options in lieu of initiating disciplinary due process as set forth in Board Policy #3200.

At the discretion of the Vice President responsible for student affairs/services, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission.

Disciplinary Sanctions
Disciplinary sanctions may include warnings, demands for restitution or reimbursement, fines, 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 proceeding 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. Peru State 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 nondiscrimination 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 69421-0010, (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 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.

Sexual Violence and Sexual Harassment Policy
The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in a non-discriminatory, non-violent, non-threatening environment. Sexual violence and sexual harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sexual harassment in any form, including but not limited to, sexual assault; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The Colleges will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

The Colleges have a responsibility to respond to reports of sexual violence or sexual harassment and attend to the needs of the students who are involved. Reports of sexual violence and sexual harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance.

Educational programs and services dealing with sexual violence and sexual harassment are provided at Peru State through the Student Life and Counseling Services. Procedures outlined here apply to assistance available for both male and female sexual assault victims. For more information regarding Board Policy #3020: Sexual Violence or Sexual Harassment Reporting, Policies and Procedures, please review the full policy in the Peru State Student Handbook or online at www.nscs.edu.
**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.
COLLEGES AND PUBLIC SERVICES

Al Wheeler Activity Center
The newly renovated Al Wheeler Activity Center houses three full size basketball courts, a four-lane indoor track, fully equipped fitness center, and classroom space along with athletic offices, the Sky Box (conference room), and the health center. The facility is utilized for Bobcat athletic events, athletic camps, area high school athletic competitions, students activities, commencement, and is available for rent by the community through Conference Services. Community members are encouraged to purchase a membership to utilize the Fitness Center through the Office of Athletics for an annual fee of $15 per person. Details on the policies and use of the Fitness Center may be found online.

Arboretum
The Campus of a Thousand Oaks Arboretum is located on the Peru State College campus and is one of the affiliated sites that constitute the Nebraska Statewide Arboretum (NSA). Each affiliated arboretum site develops collections and programs that meet local needs and help to further the NSA mission to “enrich lives through the beauty and wonder of plants.” Peru State College originally became a member of the Nebraska Statewide Arboretum in the spring of 1981. The mission of the Campus of a Thousand Oaks Arboretum is to serve as a botanical resource for students, visitors, and residents of southeast Nebraska and to develop a dynamic arboretum embedded in an institutional landscape plan compatible with the aesthetic, historical, and floristic heritage of the site. The Arboretum will maintain a representative specimen collection of Missouri River Valley forest flora while preserving and restoring the historical aesthetics of Peru State College. The Arboretum collection is an educational resource for the study of botany and horticulture.

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 an excellent 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 hundreds of thousands of journal articles and 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 facilitated by interlibrary loans 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 classrooms resources is devoted to teacher education and offers state-of-the-art instructional technology for student coursework.

Facilities
College facilities are available to rent for approved purposes. Information is available through Conference Services.

Institute for Community Engagement (ICE)
The mission of the Institute for Community Engagement (ICE) is to foster a greater understanding of the leadership role students can play in community development by creating opportunities for students to engage with society and apply what they are learning in meaningful ways. The ICE coordinates relevant learning experiences that are integrated with the College’s academic and student life programs. Projects and courses are designed to make an impact at the community level, broadly defined in terms of scope and location (campus, local, regional, abroad). Program participants have opportunities to develop and apply their skills in leadership, critical thinking, project management and communication. Community leaders can visit with the institute’s director to propose projects that can benefit their organization, city or region.

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 Peru State College National Alumni Association. The National Alumni Association is operated under the auspices of the Peru State College Foundation.
**Peru State College Online Program**

Peru Online is an instructional program which connects student learners with educational programs and resources from any location with access to the Internet. Students can take classes of interest or complete entire degree programs. Online courses have the same objectives as courses that are offered on campus. Students have lectures, discussion questions, writing assignments, projects, and exams. All work is completed online in an eight week academic period. Peru State College’s educational platform, Blackboard, is easy to master. To facilitate online success, an online student orientation is offered for new students.
ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES

Academic Appeal
Any request for waiver or exception to the general policies and regulations stated in the catalog should be submitted as a written petition to the Office of the Vice President of Academic Affairs. A written response is sent to the petitioning student. Petitions should clearly and specifically state the grounds for the request. Exceptions to specific academic program course requirements may be considered by the appropriate academic Dean.

Academic Integrity
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 statement 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 a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students 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 needs to 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 grade appeals.

Academic Load
(See “Student Class Loads.”)

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 and 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 courses that received a grade below a “C.” Students who have 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 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.
Assessment
All Peru State students participate in outcomes assessment activities that determine whether specific learning goals have been achieved.

Capstone experiences (competencies) are core components of academic program assessment at Peru State College. Program faculty assess whether students have mastered the content, methodology, and base of their discipline. Each graduating student must successfully complete the capstone competency.

The capstone competency for the Master of Science in Organizational Management is MGMT 695 – Graduate Internship or MGMT 696 – Thesis/Action Research Project I and MGMT 697 – Thesis/Action Research Project II.

Attendance and Scholastic Attitude
Students are considered “no shows” if they do not attend or log in to an 8-week course during the first week of class. Upon receiving attendance records, the Student Records Office will administratively drop and notify those students not attending or participating in their courses. Students receiving scholarships/financial aid may need to return some or all of their awards. Students may be readmitted to a course with the instructor’s permission.

Whenever elements of scholastic attitude (regardless of cause) become detrimental to the student’s standing in class and/or the success of the class as a whole, the instructor may confer with the student. The instructor and the student may mutually agree that the registration in the course should be withdrawn, or the instructor may issue the student an “early warning.” Future conferences for the same or related reasons may result in the student being administratively withdrawn from the class. If the student requests, the Dean of Graduate Programs may be asked to participate in the decision. The grade will be a “W” if the withdrawal is prior to the last date to withdraw with a “W.” An “F” will be recorded after this date.

Change in Registration-Drop/Add
Students are allowed to drop/add through myPSC until the published final date to drop/add. Course registrations are then final. Students are responsible for the accuracy of each registration and are ultimately responsible for meeting all degree requirements.

A change in registration is processed through myPSC or you may contact the Graduate Programs Office for assistance.

Eight Week Courses: Students cannot drop/add classes during the first week of 8-week courses. Students will need to add or drop these courses before the start date. If a student withdraws from an eight-week course after the start date the student is still obligated to pay for the course. Courses will be available the weekend before the start date for those registered. Please contact the Graduate Programs Office for questions about course content and sample syllabi.
MASTER OF SCIENCE IN ORGANIZATIONAL MANAGEMENT

In compliance with Board of Trustees policy, this Catalog is intended as a description of the education programs and activities offered by Peru State College. Information in the Catalog is intended to be correct according to information available at the time of publication. The Catalog is explanatory in nature and is not a contract between the student and the College. The College reserves the right to withdraw courses, change or terminate programs, change the rules and requirements regulating admission and graduation requirements, and change other regulations affecting the student body at any time.

New students admitted to Peru State under this Catalog may graduate under its program requirements if they graduate within seven (7) years of continuous enrollment. However, should a candidate fail to remain consistently enrolled in his/her program and defer taking courses for more than one semester, he/she may be required to meet current requirements of an academic program. Unless otherwise noted, all academic policies in this Catalog that do not pertain to specific academic programs are effective immediately for all enrolled students.

Academic Advisor
The Dean of Graduate Programs provides advising for all graduate-level students.

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 Application of Theory/Advanced Elective Courses requirement. Projects involving human subjects are required to complete an Institutional Review Board (IRB). The project must be approved by the Dean of Graduate Programs. Requirements for the research project may be found on the Graduate Programs web site.

Degrees
Peru State College is authorized by law and the Board of Trustees of the Nebraska State Colleges to issue the Master of Science in Education and the Master of Science in Organizational Management.

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

Master of Science in Organizational Management
Concentration in 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

The following are the minimum requirements for the Master of Science in Organizational Management degree:

Admission Requirements
The following documents must be submitted to the Office of Graduate Programs:

- complete the online application to be admitted to Peru State College.
- official transcript of a conferred bachelor degree from an accredited institution with a GPA of at least 3.0.
  - Former Peru State College Students are not required to submit a PSC transcript.
- two (2) recommendation forms using the Master of Science in Organizational Management recommendation forms. One form must be submitted by an immediate supervisor. Recommendation forms from family members are not acceptable.
- professional resume.

Course Structure
Students in the Master of Science in Organizational Management (MSOM) program must complete all four concentration area courses at Peru State, and 50% of all remaining credit hour requirements at Peru State. Additionally, students must complete their project courses at Peru State College. As the MSOM is a shared degree with Wayne State and Chadron State, 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.

Total Hours
Degree candidates must earn a minimum of 36 semester credit hours.
The Program

The Major Core in Organizational Management

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT</td>
<td>550</td>
<td>Organizational Development and Change</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>551</td>
<td>Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>552</td>
<td>Management of Innovation and Growth</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>553</td>
<td>Conflict Management and Mediation</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>601</td>
<td>Study Design and Data Collection</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>602</td>
<td>Statistical Methods and Data Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

18 Hours

Coursework in Entrepreneurial and Economic Development

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT</td>
<td>660</td>
<td>Theories of Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>661</td>
<td>New Venture Planning and Financing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>662</td>
<td>E-Commerce and Internet Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>663</td>
<td>Economic Development</td>
<td>3</td>
</tr>
</tbody>
</table>

12 hours

Application of Theory/Advanced Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT</td>
<td>695</td>
<td>Graduate Internship</td>
<td>1-6</td>
</tr>
<tr>
<td>MGMT</td>
<td>696</td>
<td>Thesis/Action Research Project I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT</td>
<td>697</td>
<td>Thesis/Action Research Project II</td>
<td>3</td>
</tr>
</tbody>
</table>

6 hours

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 program.

Two primary goals for graduate programs at Peru State 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 complete one more course – MGMT 581 – Human Resources Development – in addition to the required coursework will receive a Certificate of Advanced Studies in Organizational Development.

Blackboard – Online Course Completion

Blackboard is Peru State’s online learning platform. To access a Blackboard course a student must have access to a computer, an approved Internet browser, Internet access, and be enrolled in the course through the College’s student information system.

Prior to the course start date, each student receives an email from the Distance Education Office with information for when the course link will be available through Blackboard.

New students are required to complete the Blackboard Orientation prior to beginning the coursework. Blackboard orientation introduces individuals to the screens and technology most likely to be used while completing a graduate-level course. All students will have access to the Blackboard course three days prior to the course start date.
Certificates of Advanced Studies
A cluster of courses that concentrate on specific knowledge and/or skills aligned to an area of specialization or industry certification Organizational Development. These courses are available to non-degree seeking students; however, they may also be used toward the completion of a graduate degree. A grade of ‘C’ or better is required to fulfill the requirements. A certificate of advanced studies shall include a minimum of 9 credits.

Please Note: Certificates of Advanced Studies are available to graduate-level students only. Certificates of Advanced Studies are not endorsements.

Certificate of Advanced Studies in Organizational Development
Courses cover advanced topics related to organizational change including interventions based on diagnosis of organizational issues, effective evaluation processes while developing a detailed evaluation plan and maximizing employee contributions to organizational success. There is an emphasis on training and skill development, career development, and organizational change and development. The following courses are required to earn this certificate.

MGMT 550 - Organizational Development and Change 3 hours
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.
This course is offered very Fall Term I (even years) session.

MGMT 551 - Program Evaluation 3 hours
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.
This course is offered every Fall Term II (even years) session.

MGMT 581 - Human Resources Development 3 hours
Human Resources Development (HRD) focuses on maximizing employees’ contribution 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 offered every summer session.

Degree Completion Time Limit
All requirements for the Master of Science in Organizational Management must be met within seven (7) years from the date the student begins his/her first graduate course which applies toward his/her degree.

Grade Appeals
Students who disagree with an assignment of a final grade by an instructor may file an appeal using the following procedures.

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.
• constitute 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. Information 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 Program 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 Dean of Graduate Programs (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 submitted in writing, together with the relevant documents, to the Dean of Graduate Programs 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 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 of Graduate Programs will consider the appeal and documents formally submitted by the student.
   b. The Dean of Graduate Programs 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 of Graduate Programs 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 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 the dispute in the appeal. The Faculty Senate will submit a written decision to the student, the instructor, and the Dean within ten (10) working day of receipt of the appeal. The decision of the Faculty Senate is the final decision of the College.
Grade Point Average
A minimum cumulative grade point average of 3.0 and a grade of “C” or above in all courses are required on the Program of Study. A maximum of 6 hours of “C” will be accepted on the approved Program of Study. Students must re-take any course that received a grade below a “C.”

<table>
<thead>
<tr>
<th>Letter</th>
<th>Minimum Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B+</td>
<td>85-89%</td>
</tr>
<tr>
<td>B</td>
<td>80-84%</td>
</tr>
<tr>
<td>C+</td>
<td>75-79%</td>
</tr>
<tr>
<td>C</td>
<td>70-74%</td>
</tr>
<tr>
<td>D+</td>
<td>65-69%</td>
</tr>
<tr>
<td>D</td>
<td>60-64%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Grading Scale

Graduation
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
Elective courses numbered 500-599 are for graduate students and qualified upper-division undergraduate students. An upper-division undergraduate student who meets the following criteria may take a 500-level course for undergraduate credit.
- Sufficient preparation:
  - at least 15 hours of work in the discipline in which the course is being offered with a minimum of 3.0 GPA; and
  - an overall GPA of at least 3.0.
- Submit Permission Form which is located on the Graduate Programs web site; and
- 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 the Master of Science degree, but 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
To designate a student’s work in a course as incomplete at the end of a term, the instructor records 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 substantially completed most 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 enroll for additional classes at Peru State, all prior incomplete course work must be finished by the end of the subsequent semester. If the student does not fulfill contract obligations in the allotted time, unless the Dean of Graduate Programs approves an extension, the incomplete grade automatically becomes an F.

Students who have filed an application for graduation are not eligible for a grade of Incomplete.

**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 45 hours is to be completed for each credit hour of internship that the student elects 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 5 pages per credit hour received. Complete requirements for the internship may be found on the Graduate Programs web site.

**myPSC**
Students have online access to register for courses, add/drop courses, view grades and unofficial transcripts, update contact information, view billing statements, make online payments, and view financial aid requirements and awards through [http://myPSC.peru.edu](http://myPSC.peru.edu).

**Resident (Institutional) Credits**
A minimum of 30 semester hours must be earned from Peru State College. Internet courses conducted by Peru State College are considered resident credits.

**Student Classification**

**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 of 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 course work and decide the applicant’s acceptability.

**Student Class Loads**
Post-master students not working toward a degree may carry an overload with the permission of the Dean of Graduate Programs. Overload is defined as:
- more than 6 credit hours in one 3-week session; or
- more than 12 credit hours in an 9-week summer session; or
- 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 course work may carry an overload. Students who have completed 12 or more hours of graduate-level course work may be granted permission to carry an overload if they meet the following conditions:
- cumulative graduate grade point average (GPA) of 3.5 or higher;
- graduate Program of Study must be on file in the Graduate Programs office;
- approval of the Dean of Graduate Programs (memo of approval must be in the student’s file in the Graduate Programs office).
**Student Email**
Students obtain their email account through their Student Center in myPSC. All students are encouraged to check the student email account on a regular basis.

**Thesis**
In consultation with a Faculty Mentor and 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 American Psychological Association (APA) five-chapter research configuration. Unlike an Action Research Project, the focus of the endeavor will not be the participant’s own teaching situation.

Projects involving human subjects are required to complete an Institutional Review Board (IRB). The project must be approved by the Dean of Graduate Programs. Requirements for the research project may be found on the Graduate Programs web site.

**Transcripts**
Transcript requests are made in writing to the Student Records Office. Transcripts are not issued to students who have financial obligations to the College or holds on their academic records.

**Withdrawal from a Course**
Before withdrawing or changing the number of hours attempted in a semester, students should check with the Financial Aid Office for any funding consequences. Students withdrawing after the last day to drop/add courses receive a "W." After one week past the term mid-point date, students who initiate a withdrawal receive an "F" for the course. Students withdrawing from a portion of their courses, but not all courses, will receive no proration of charges and/or financial aid.

Please note, there is not an add/drop period for 8-week courses. To avoid financial obligation, 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. Contact the Graduate Programs office for questions about course content and sample syllabi.

**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. Failure to initiate the withdrawal process by the last day to withdraw with grades of "W" (for Withdrew) will result in "F" grades.

Students who have already completed Term I courses are not eligible for complete withdrawal from college. To initiate a formal withdrawal from college, a student may 1) contact the Graduate Programs office to ask to be withdrawn, or 2) log in to MyPSC and select "Drop" for all courses. Withdrawing from college has differing academic and financial consequences depending upon the point in time relative to the course term(s).
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:

- 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.

- Request a faculty member of your choice to serve as the mentor for your research project and then complete the Permission to Register form required for the action research project (MGMT 696). 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.

- 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.

- 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 30 pages.

- 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.

- 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.
Suggested format for your final completed paper:
- Cover page
- Action Research Acceptance Form
- Abstract – a one-page summary of your study. Look in the current APA manual for samples and suggestions on how to write the abstract.
- 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
    - 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
  - References
  - Appendices
  - Permission to do research letter from your school district

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.

If the Action Research Project is not completed during a regular grading period, the Faculty Mentor may recommend a grade of “Incomplete.”
  - 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.
  - The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
  - 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 B
Application for Coursework to be Transferred to Peru State College

Our Coursework Transfer Request form is available on our website: www.peru.edu/graduate found under ‘Forms & Documents’.
APPENDIX C
Degree Candidates
Degree Candidates
Graduation Commencement Participation Information

Peru State College grants appropriate degrees to eligible candidates following the close of each session—May, August, and December. There is no graduation ceremony during the summer or fall term. However, the College does provide the opportunity for participation in a formal commencement.

May Graduation
Candidates for graduate degrees to be granted in May may attend the current year’s commencement ceremony which is usually the first Saturday of May.
If this option is elected the student will:
- Complete an application for May graduation by the deadline date. 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, gown and hood 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 confirmation of completion of degree requirements.
- The student’s permanent academic record (transcript) and diploma will indicate a May date of graduation.
- Graduation fees are required to be paid even if a candidate does not participate in a commencement ceremony.
- This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).

August Graduation
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, gown and hood 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 and are required to be paid even if a candidate does not participate in a commencement ceremony.
- 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, gown and hood 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 and are required to be paid even if a candidate does not participate in a commencement ceremony.
• This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).

**December Graduation**
Candidates for graduate degrees to be granted in December may attend the following year’s commencement ceremony which is usually the first Saturday of May.

If this option is elected the student will:

• Complete an application for December graduation by the deadline date. Individuals are responsible for contacting the Graduate Programs Office requesting inclusion in the May commencement. The deadline is March 1 of the same year.
• Individuals will wear the appropriate cap, gown and hood 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 confirmation of completion of degree requirements.
• The student’s permanent academic record (transcript) and diploma will indicate a December date of graduation.
• Graduation fees are required to be paid even if a candidate does not participate in a commencement ceremony.
• This will be the only commencement participation by the student (excluding the possibility of an additional degree at some future date).
APPENDIX D
Capstone Evaluation Rubric
# Capstone Evaluation Rubric

## MSOM Program Rubric

The final project of the MSOM program requires an 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.

<table>
<thead>
<tr>
<th>Anchor Category</th>
<th>NA</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment/Integration of Innovation and Organizational Change within Conceptual Development PGG 1</td>
<td>Student demonstrates an excellent level of theoretical and/or practical knowledge associated with innovation and change within an organizational context</td>
<td>Student demonstrates a significant level of understanding of theoretical and/or practical knowledge associated with innovation and change within an organizational context</td>
<td>Student demonstrates an adequate level of understanding of theoretical and/or practical knowledge associated with innovation and change within an organizational context</td>
<td>Student fails to demonstrate an adequate level of understanding of theoretical and/or practical knowledge associated with innovation and change within an organizational context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research-Based and Methodologically-Supported Organizational Decision Making and Data Analysis Skills PGG 2</td>
<td>Student demonstrates an excellent level in support of quantitative and/or qualitative research methodologies selected to conduct program evaluations and assist evidence-based decision making within an organizational context</td>
<td>Student demonstrates an excellent level in support of quantitative and/or qualitative research methodologies used to conduct program evaluations and assist in evidence-based decision making within an organizational context</td>
<td>Student demonstrates an adequate level in support of quantitative and/or qualitative research methodologies used to conduct program evaluations and assist in evidence-based decision making within an organizational context</td>
<td>Student fails to demonstrate adequate level in support of quantitative and/or qualitative research methodologies used to conduct program evaluations and assist in evidence-based decision making within an organizational context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in Corporate, Entrepreneurial, Economic Development, or Non-Profit Contexts PGG 3</td>
<td>Student clearly demonstrates action consistent with the role of change agent with substantial justification within the selected organizational context</td>
<td>Student clearly identifies roles consistent with change in an organizational context</td>
<td>Student acknowledges roles consistent with change in an organizational context</td>
<td>Student fails to identify roles consistent with change in an organizational context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role of Technology in Commerce and Research PGG 4</td>
<td>Student displays excellent ability to evaluate the role of technology within an organizational context</td>
<td>Student significantly displays ability to evaluate the role of technology within an organizational context</td>
<td>Student adequately displays ability to evaluate the role of technology within an organizational context</td>
<td>Student fails to evaluate the role of technology in profit and/or non-profit organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanisms (negotiation, mediation, innovation) to Promote Organizational or Community Change PGG 5</td>
<td>Student exhibits excellent skills commensurate with change mechanisms within an organizational context</td>
<td>Student exhibits significant skills commensurate with change mechanisms within an organizational context</td>
<td>Student exhibits adequate skills commensurate with change mechanisms within an organizational context</td>
<td>Student fails to exhibit skills commensurate with change mechanisms within an organizational context</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research &amp; Reporting Skills/APA Format &amp; Writing Skills PGG 6</td>
<td>Student's final work evidences a superior level of critical thinking, reflective, organizational, evaluative, and data interpretation skills; final work written consistent with APA requirements and proper English writing standards</td>
<td>Student's final work evidences a significant level of critical thinking, reflective, organizational, evaluative, and data interpretation skills; final work written consistent with APA requirements and proper English writing standards</td>
<td>Student's final work evidences an adequate level of critical thinking, reflective, organizational, evaluative, and data interpretation skills; final work written consistent with APA requirements and proper English writing standards</td>
<td>Student's final work fails to provide critical thinking, reflective, organizational, evaluative, and data interpretation; final work written consistent with APA requirements and English writing standards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PGG: Peru Graduate Goals**

**Grading Scale:**
- **A = 24-22**
- **B = 21-19**
- **C = 18-16**
APPENDIX E
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.

MGMT 550 Organizational 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 basis 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 lines.

MGMT 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.

MGMT 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.

MGMT 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 mediate process as an effective means for resolving interpersonal, organizational, and community disputes.

MGMT 581 Human Resources Development
3 hours
Prerequisite: Graduate Status
Human Resources 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 required for the degree. Students who successfully complete this course in addition to the degree requirements will receive a Certificate of Advanced Studies in Organizational Development in addition to the diploma.

MGMT 597 Directed Study in Management
1-4 hours
Prerequisite: Permission of the Dean of Graduate Programs
MGMT 598 Special Topics 1-3 hours
Prerequisite: Permission of the Dean of Graduate Programs

MGMT 599 Independent Study in Management 1-3 hours
Prerequisite: Permission of the Dean of Graduate Programs

MGMT 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.

MGMT 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.

MGMT 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.

MGMT 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.

MGMT 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.

MGMT 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.

MGMT 695 Graduate Internship 1-6 hours
Prerequisite: Permission of the Dean of Graduate Programs

MGMT 696 Thesis/Action Research Project I 3 hours
Prerequisite: Permission of the Dean of Graduate Programs

MGMT 697 Thesis/Action Research Project II 3 hours
Prerequisite: Permission of the Dean of Graduate Programs
APPENDIX F
Internship
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 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 45 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:

- 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.
- The student consults with the Dean of Graduate Programs to arrange internship opportunity.
- 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.
- The student completes internship, as identified from placement documentation, and keeps a log of hours and activities.
- 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.
- 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.
- If the Internship is not completed during a regular grading period, the Dean of Graduate Programs may recommend a grade of “Incomplete.”
  - 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.
  - The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
  - 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
Online Course Rotation Schedule
### Online Course Rotation Schedule

<table>
<thead>
<tr>
<th>8 Week Online Core Courses</th>
<th>Summer</th>
<th>Fall I</th>
<th>Fall II</th>
<th>Spring I</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 550 Organizational Development and Change</td>
<td></td>
<td></td>
<td>X even years</td>
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<tr>
<td>MGMT 551 Program Evaluation</td>
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<td>X even years</td>
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<td></td>
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<tr>
<td>MGMT 552 Management of Innovation and Growth</td>
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<td>X odd years</td>
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<tr>
<td>MGMT 553 Conflict Management and Mediation</td>
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<td></td>
<td></td>
<td>X odd years</td>
</tr>
<tr>
<td>MGMT 601 Study Design and Data Analysis</td>
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<td>X odd years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 602 Statistical Methods and Data Analysis</td>
<td></td>
<td></td>
<td>X even years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 695 Graduate Internship</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>MGMT 696 Thesis/Action Research Project I</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>MGMT 696 Thesis/Action Research Project II</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

#### 8 Week Online Courses - Area of Concentration Courses

<table>
<thead>
<tr>
<th>8 Week Online Courses - Area of Concentration Courses</th>
<th>Summer</th>
<th>Fall I</th>
<th>Fall II</th>
<th>Spring I</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 660 Theories of Entrepreneurship</td>
<td></td>
<td></td>
<td>X odd years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 661 New Venture Planning and Financing</td>
<td></td>
<td></td>
<td>X odd years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 662 E-Commerce and Internet Communication</td>
<td></td>
<td></td>
<td></td>
<td>X even years</td>
<td></td>
</tr>
<tr>
<td>MGMT 663 Economic Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X even years</td>
</tr>
</tbody>
</table>

#### Certificate of Advanced Studies Course*

| Certificate of Advanced Studies Course* | | | | | |
|----------------------------------------| | | | | |
| MGMT 581 Human Resources Development | X | | | | |

*Students who take MGMT 581 - Human Resources Development as an additional course, will also earn a Certificate of Advanced Studies in Organizational Development.*
APPENDIX H
Recommendation Form

Our Recommendation form is available on our website: www.peru.edu/graduate found under ‘Forms & Documents’.
APPENDIX J
Student Timeline for Completing Coursework
**Student Timeline**

For Completion of a Master of Science in Organizational Management Degree

<table>
<thead>
<tr>
<th>Prior to Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Submit the online Application for Admission to Peru State College to the Graduate Admissions Office.</td>
</tr>
<tr>
<td>• Submit Official Transcripts to Graduate Admissions Office (<em>must be mailed from the institution</em>).</td>
</tr>
<tr>
<td>o Former Peru State College Students are not required to submit a PSC transcript.</td>
</tr>
<tr>
<td>• Submit two recommendation forms (one must be from an immediate supervisor) – Use Official Recommendation Form and submit to the Graduate Admissions Office.</td>
</tr>
<tr>
<td>• Submit a copy of resume to the Graduate Admissions Office.</td>
</tr>
<tr>
<td>• Apply for Financial Aid if you will require such assistance.</td>
</tr>
</tbody>
</table>

*Deadlines are:*
- October 1 – for students planning to graduate the following May or August
- March 1 – for students planning to graduate the following December

• Complete all required coursework.

• Complete Exit Survey.
APPENDIX L

Thesis
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 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 American Psychological Association (APA) five-chapter configuration. Unlike an Action Research Project, the focus of the endeavor will not be the participant’s own teaching 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:

- 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.
- The student completes the major part of the program (normally 27 hours).
- 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.
- The student discusses the timeline for the completion of the Thesis with his/her Faculty Mentor.
- The student submits a copy of the written proposal describing the Thesis (APA style) to the Faculty Mentor.
  - Statement of essential topic (e.g., thesis statement) and rationale for the Thesis
  - Brief, preliminary review of literature
  - Description of procedures to be followed, including the timeline with estimated completion date
  - Description of population (if applicable)
  - Assessment strategies
  - Projected conclusions (i.e., hypothesis), if applicable
- 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.
- 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.
- The student discusses the proposal with the Faculty Mentor, making necessary additional adjustments.
- 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.
- 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.
- The student revises if necessary.
- The student submits a copy of the final Master of Science Degree Thesis to the Faculty Mentor.
- The Faculty Mentor reviews the completed thesis and approves or rejects the completed thesis.
• 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.

• When approved, Faculty Mentor submits the final Master of Science Degree Thesis and the Acceptance Form to the Dean of Graduate Programs.
  o Final Thesis is archived in the Graduate Programs Office.
  o Thesis Acceptance Form is placed in the student’s file in the Graduate Programs Office.

• The Faculty Mentor signs the appropriate document recommending a final grade to the Dean of Graduate Programs.

• The Dean of Graduate Programs submits the final grade to the Student Records Office.

• If the thesis is not completed during a regular grading period, the Faculty Mentor may recommend a grade of “Incomplete.”
  o 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.
  o The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
  o 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 M
Personnel
Personnel

Administrative Officers
(Date indicates in which service at Peru State College began.)

Dan Hanson (2009)........................................................................................................................................ President
B.A., Wartburg College; M.S., Mankato State University; Ph.D., Iowa State University

Tim Borchers (2015)........................................................................................................................................ Vice President for Academic Affairs
B.A., University of Nebraska-Lincoln; M.A., Ph.D., Wayne State University-Detroit

Kathy Carroll (2013)...................................................................................................................................... Vice President for Administration and Finance
B.S., University of Nebraska-Lincoln; M.T., University of Denver

Jesse Dorman (2015)........................................................................................................................................ Interim Associate Vice President for Student Affairs
B.A., Gannon University; M.A., Franciscan University; Ed.D., George Washington University

Academic Deans

Patrick Fortney (2006).......................................................................................................................... Dean of the School of Arts and Sciences
B.M.E., M.Ed., University of Nebraska-Lincoln; Ph.D., University of Miami

Greg Galardi (2004)..................................................................................................................................... Dean of the School of Professional Studies
B.A., Bellevue College; M.S., Central Michigan University; M.B.A., D.B.A., Northcentral University

Margaret (Ellie) Kunkel (2015)................................................................................................................ Interim Dean of the School of Education
B.S., M.S., Central Missouri State University; Ed.D., Tennessee State University

Greg Seay (2008).......................................................................................................................................... Dean of Graduate Programs
B.A., M.A., Southern Nazarene University; M.B.A., University of Phoenix; Ed.D., Oklahoma State University

Graduate Programs Personnel

Emily Volker (2013)............................................................................................................................. Project Coordinator
B.A.S., Peru State College

Faculty

Mary Goebel-Lundholm (2006).................................................................................................................. Professor of Business
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